



# North Carolina Federation of Cooperative Extension Associations

NCFCEA Fall Meeting  
October 16, 2012

## Introduction of Federation Associations:

Eleanor Summers, Jo Simpson, Elizabeth Wilson, April Bowan, Linda Gore, Mitzi Downing, Will Strader, Teresa Story, Spring Williams-Byrd, Sheri Schwab, Stephanie Minton, Donna Holland, Yvonne Mullen, Christine Smith, Dr. Jo Zublena , Cindy Lauderdale

## Dr. Zublena’s comments 4 broad areas to improve within the organization:

- Empower employees/different aspects that have not been reviewed yet, training , opportunities for employees, programs , platforms (right places to find information) branding (determining the right name for the organization especially for the external audience it gets confusing) ,financial flexibility is challenging
- Administration is open to communication ask questions rather than discuss among yourselves ex: Each 5<sup>th</sup> Monday administration will start meeting with the Extension Council, consisting of: district directors, county representative form each district, department Extension leaders etc. via blackboard collaborate
- Also Blackboard collaboration discussion with all employees at least twice a year

## Sheri’s comments:

- Congratulations to the secretaries association who has changed their name, to NCCEAPA (North Carolina Cooperative Extension Administrative Professional Association) a positive change for the group and on hosting the regional meeting for TERSSA (The Extension & Research Support Staff Association) in North Carolina in 2013
- Understanding our roles (administration) for district and state meetings approval process and will utilize the federation to help everyone streamline the process by having one document for all in reference to professional improvement, team building, professional subject matter- Makes sure all of our association meetings have the same guideline and understand them.
- Guideline on timing reimbursement for professional improvement meetings.

Questions for Dr. Zublena or Sheri? No questions.

### Meeting called to order by Eleanor Summers

Approval of Agenda - **motion to approve by Teresa Story, (NCCEAPA) 2<sup>nd</sup> by Mitzi Downing -no discussion motion passed**

**Approval of June 7, 2012 board minutes by C. Smith, 2<sup>nd</sup> by Mitzi Downing**

Linda Gore does not have a mike: Treasurer Report given by Eleanor:

Checking as of 9/19/12 \$2306.62
Shares \$31.94
Money Market Share \$6077.32
<b>Total =\$8415.88</b>

**Motion to approved by Spring Williams-Byrd, 2<sup>nd</sup> by Yvonne Mullins, motion accepted**

Unfinished Business: Review of 2012 Goals (see PP)

- Mitzi and Eleanor met with Dr. Zublena to discuss the mission of Federation
- 1) Assessment of Extension Federation in accomplishing mission and vision
- 2) Communicate Extension Federation organization and procedures to board of directors
- 3) Encourage membership in all associations to apply for Leadership and Service Recognition Award
- 4) Request all Associations to forward issue/concerns to Extension Federation through Associations
- 5) Integrate Epsilon Sigma Phi into Constitution & bylaw

Bylaws Revision, Policies & Procedures

- 1) Name Change for NC Cooperative Extension Administrative Professionals Association (formerly NC CE Secretaries Association) add to the bylaws: NC Xi Chapter, Epsilon Sigma Phi

**Cindy Lauderdale motion to accept change, 2<sup>nd</sup> Teresa Story**

Discussion: Spring Williams-Byrd stated word change-do not add *North Carolina* to Epsilon Sigma Phi Xi Chapter.

**Cindy Lauderdale - amend motion to acknowledge change for Epsilon Sigma Phi Xi Chapter- April Bowman 2<sup>nd</sup> motion passes**

- 2) Article III: Membership name change for both NCE Administrative Professional Association and Sigma Phi Xi Chapter, **motion for correct wording Spring Williamsburg, 2<sup>nd</sup> Cindy Lauderdale motion passes**
- 3) Article IV: Organization Structure to add Parliamentary -Spring Williamsburg met with ESP board and the organization is okay with providing someone to be the parliamentarian

**Motion to add office of parliamentarian to federation by: Jo Simpson, 2<sup>nd</sup> by Will Strader- Discussion, none motion carries**

- 4) Description of what the office of parliamentarian will do- **Motion to accept Section 7 of what the duty of the parliamentarian by April Bowman , 2<sup>nd</sup> by Cindy Lauderdale- Discussion- none , motion carried**

- 5) Article V: Elections add parliamentarian into office offices at ceremony and the rotation schedule-Eleanor asked where should the office of parliamentarian go in the rotation schedule, above past president or after treasurer?

- April Bowman stated after the treasurer,
- Jo Simpson stated Teresa Byrd would represent the association as the webmaster for next year 2013- Since the officers have been elected the decision to add parliamentarian will have to be assigned in the rotation in next year's board meeting prior to the election of officers
- **Spring Williams-Byrd Motion: to add parliamentarian after webmaster through 2017 so that they can begin recruiting , 2<sup>nd</sup> Cindy Lauderdale**

- 6) Article VI: Meetings, In order to conduct official business, at least one person from each member association must be present. Going by Roberts Rule of Order, sometimes held meeting but could not conduct business. Will you consider going on and getting an electronic vote from missing person or continue to delay business until next time Federation meets, April Bowman stated : have a stand in, Cindy Lauderdale stated: representative could serve an office and association rep. however bylaws stated that no person can serve two positions concurrently. Will Strader stated applies to concurrent office positions on the board. *Now is when we need parliamentarian.* Cindy Lauderdale stated to cancel the meeting if we cannot conduct official business. Eleanor stated we will move along.
- 7) Article IX: Adoption and Amendments, This constitution and by-laws may be amended by a two-thirds vote of the delegates present at any forum. Correction and wording by next week will be sent out must be sent to members in each association

- 8) Policies & Procedures: Federation Forum: Add parliamentarian under: who should attend (consider adding a member can only represent one association) and under meetings. Motion by Eleanor to add the wording "A member may represent only one association at the Federation Forum for voting". In order words each person will vote only one time if you were members of multiple associations present. Eleanor stated: No response so we will move on and this issue will be up to the president and parliamentarian to determine how this will be done.

**New Business:**

- Annual association dues are \$50.00 per association. Treasurer will billed by January and payable by March 31, 2013.
- Projected Budget for 2013 not available at this time
- The cost of lunch has increased in the last couple of years- looking at spending more money than we are bringing in: Review Federation Forum Expenses slide- Look at how to reduce expenses or increase income will be referred to a committee: Eleanor asked for motion that this be referred to Budget Committee and brought back to the board, **Elizabeth Wilson offered motion 2nd April Bowman**. Cindy Lauderdale- concern about no money for speaker forum should be geared toward professionalism verses food, getting a good speaker would encourage membership to attend the forum. Eleanor stated arriving at 9:30 am and ending at 2:30- some type of lunch must be provided within the means. April Bowman asked: in order to have travel approved don't we need to have professional development? Eleanor stated that has generally been provided.
- Duties and responsibilities of Board of Directors- must add for parliamentarian
- Federation Forum Agenda: Mitzi Downing will send out a draft of agenda- will also send out registration info- 10 individuals from each association- need applications for Leadership and Service Recognition Award
- Issues and Concerns from Associations: Tracy Brown sent out to Extension list serve for feedback
- Federation Reports: NCCEAPA- NCEAFCS- NCAE4HA- NCAEPAAT- NCACES- NCACAA, see addendum to minutes.

Federation Officers for 2013

President: Mitzi Stumpf-Downing (Campus) NCACES  
President-Elect: Cheryl Mitchell, (McDowell) NCCEAPA  
Secretary: Meg Wyatt, (Franklin) NCAE4-HA  
Treasurer: Mary Hollingsworth (Hoke) NCACAA  
Webmaster: Teresa Byrd (Johnston) NCAEPAAT  
New Office: ESP  
Past President: Eleanor Summers (Burke) NCEAFCS

- Review Mission and Vision by Eleanor  
**Motion to adjourn the meeting- Teresa Story, 2<sup>nd</sup> Spring Williams-Byrd**

Respectfully submitted by Donna Holland

**Addendum**  
**Cooperative Extension Association Reports**  
**Fall Board Meeting, October 16, 2012**

**North Carolina Cooperative Extension Administrative Professionals Association**  
**October 16, 2012**  
**By Teresa Story, NCCEAPA State President**

The North Carolina Cooperative Extension Administrative Professionals Association has 206 active members.

The North Central District hosted our State Association meeting on September 13-14 in Raleigh at the DoubleTree Hotel. There were 168 registered to attend. The theme was NCCESA Step by Step.... We had several professional improvement opportunities consisting of "How to Get Along with Everyone Who is Not Me; Boosting Metabolism; Introduction to Ergonomics; 7 Solutions to Living a Healthier Life, a walking Tour of the NCSU Bell Tower and a Tour of JC Ralston Arboretum. Everyone enjoyed and learned a lot from the workshop they attended. Our community service project was tying baby blankets to be donated.

Our speaker for the Banquet, was Jerry Carroll, he was humorous, motivational and inspirational. He was a real stress breaker. Dr. Joe Zublena, Associate Dean and Director for Cooperative Extension, NCSU, Sheri Schwab, JD Associate Director, NCCES & Director of County Operation, and Dr. Fletcher Barber, Jr. Associate Administrator for Extension, NC A&T State University, Dr. Thomas Melton, CALS Administration, Deputy Director gave greetings at our Banquet

Our Slate of Officers for 2013 is as follows:

Elizabeth Wilson, President  
Tracy Brown, 1<sup>st</sup> Vice President  
Jane McDaniel, 2<sup>nd</sup> Vice President  
Martha Smith Treasurer  
Julie Campbell Secretary  
Advisor – Teresa Story

Our Award Winners for 2012 were:

Executive Board Award – Melanie Storey, Hertford County  
Professional Improvement Scholarship – Suzanne Hugus  
Secretary Awards of Excellence:  
Campus – Suzanne Hugus; Northeast – Melanie Storey, Hertford Co.; North Central – Kathy Hepler, Forsyth Co;  
Southeast – Nanette Rackley, Columbus Co; South Central – Carol Capel, Richmond Co; West – Debbie Goforth, Madison Co; **State Winner: Carol Capel, Richmond Co**  
Sue Mills Lighthouse Award – Myra P. Johnson, Moore Co

## **NCEAPA**

During our business meeting we voted to change our association name to North Cooperative Extension Administrative Professionals Association. This name change came into effect on October 1.

The 2013 NCEAPA State Conference will be hosted by the South Central District in Concord, NC on September 26-27.

Our national meeting of The Extension and Research Support Staff Association will meet on November 2 in Montgomery Alabama. This portion will be updated for the Federation meeting in December.

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## **North Carolina Extension Association of Family and Consumer Sciences (NCEAFCS) 2012 Annual Federation Report**

Yvonne Mullen – NCEAFCS 2011-2012 President

**Active Members** – 104

**Retirees** –

### **Professional Development Opportunities for 2012**

NCEAFCS Association Members receive Professional Development Opportunities through face-to-face contact and webinars offered through the NCSU and A & T State University, and National Extension Association of Family and Consumer Sciences

### **Association Award Winners:**

Ten Awards to individuals and groups were presented at the NCEAFCS Awards Program at the State Conference in Wrightsville Beach on August 28, 2012

### **State Meeting Highlights:**

The North Carolina Extension Association of Family and Consumer Sciences Annual Conference was held in Wrightsville Beach, NC August 27-29, 2012. The Conference theme was “Keys to Paradise”, 73 Association members, 11 Retirees, and 10 Administrators attended the conference.

### **Slate of officers elected for 2013:**

President	Christine Smith – Wayne
President-Elect	Molly Alexi – Montgomery
VP Awards & Recognition	Jeannie Leonard – Davidson
VP Professional Development	Leigh Guth – Lincoln
VP Member Resources	Nancy Abasiekong – Cleveland
VP Public Affairs	Sherrie Peeler - Macon
Secretary	Elizabeth (Dee) Furlough – Tyrrell
Treasurer	Renay Knapp – Henderson

The North Carolina Extension Association of Family and Consumer Sciences implemented a new procedure for officer training during 2012. Incoming Officers received training prior to Annual Conference. Incoming

**NCEAFCS**

Officers then provided training for new district officers during Annual Conference. The NCEAFCS website, By-Laws and Polices and Procedures were also updated this year.

Two members attended the Joint Council for Extension Professional (JCEP) in San Antonio, TX, February 7-9, 2012. Three members represented North Carolina Cooperative Extension and NCEAFCS at the Public Issues Leadership Development Conference (PILD) in Alexandria, VA, April 15-18, 2012.

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**North Carolina Association of Extension 4-H Agents (NCAE4-HA)**

October 16, 2012  
Report to Federation

From: North Carolina Association Extension 4-H Agents  
Cathy Brown, President 2011-2012

Membership: 150 members total  
111 active, 39 Lifetime

Professional Development Opportunities:

Better Understanding of our National Association  
NAE4-HA, we had our Regional Liaison Rep attend

Our Annual Conference in Wilmington and spoke with us on all that the Association does and how to get involved on the National Level such as committee work, awards, etc.

Goals & Objectives:

- More involvement across the board, newly hired Agents along with tenure Agents getting more involved with the Association on the state and national level

State meeting-held at the Riverside Hilton in Wilmington NC, the South East District did a great job in hosting us.

Our National meeting is being held at the Walt Disney World Resort, in Orlando Fl, October 21-25<sup>th</sup>, 2012

Election of new officers:	Secretary-Beth Davis
President-April Bowman	Treasurer-Blair Green
President-Elect- Erin Morgan	Treasurer-Elect-Lynn Lambert
Vice President- Morgan Maness	Past President-Cathy Brown

Our 2013 Annual State meeting will be held at the lovely Carolina Inn in Pinehurst NC, Wednesday, August 28-30<sup>th</sup>, 2013.

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**North Carolina Association of Extension Program Assistants, Associates and Technicians  
NCAEPAAT  
2012 Report to NC Federation of Cooperative Extension Associations**

October 16, 2012

Report by: **Jo Simpson**

The North Carolina Association of Extension Program Assistants, Associates and Technicians presently has 82 active members, 4 Lifetime and 5 Honorary members.

Our Annual Conference was held Sept 20-21 at the Ramada Inn Nags Head Beach in Kill Devils Hill, NC. Our theme was "Flying to New Heights". There were 62 in attendance. A tour to the Currituck County Rural Center was planned on Thursday morning that included Zumba, crab fishing, horseback riding as well as kayaking lessons. Some of the great workshops presented at conference were: "The Latest Information in IT", "Grant Writing", "Successful Partnerships With Other Agencies", "Your Roll in North Carolina Cooperative Extension", "Time Management", "Fitness While You Work" and "Success Stories". Both Dr. Travis Burke and Reverend Abel Sutton gave interesting motivational speeches.

Our 2012 Association Award winners are:

FCS Outstanding Award:	Myra Burgess
4-H Outstanding Award:	Barbara Byers
4-H Early Career Award:	Angie Lawrence
4-H Community Partnership:	Marian Booth
4-H Teamwork Award:	Teresa Byrd
Bernadette Watts Award:	Linda Semon

A new association website was created this year with the help of Fran Senters and John Dorner. It looks great, they done a splendid job!

To help increase membership the state board approved to award five conference scholarships every year with priority given to one scholarship per district. Also to increase membership, John Dorner created a new list serve for our association. This new list serve will reach every PA and Tech in the state and as well as our lifetime and honorary members. Each district has its own list serve so we can now send a message to a district or to all 5 districts and our lifetime members. Hats off and thanks to John Dorner!!

Our 2013 slate of officers are;

State President:	Stephanie Minton
President-Elect:	Hazel McPhatter
Vice-President	Lisa Deal
Secretary:	Tameka McClean
Treasurer:	Gloria Russ
Treasurer-Elect:	Shirley Rush
Parliamentarian:	Linda Semon
Past President	Jo Simpson

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**North Carolina Association of Cooperative Extension Specialists (NCACES)**  
(No written report submitted)

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**2012 Report to NC Federation of Cooperative Extension Associations**  
**Date: October 16, 2012**  
**North Carolina Association of County Agricultural Agents (NCACAA)**

Report by: Cyndi Lauderdale

Number of active members for 2012; number(s) of other types of members for 2012

215 state and national

1 state only

3 administration

Professional Development opportunities for 2012

Our State meeting was held at Sea Trails Sunset Beach with 181 in attendance, which includes agents, spouses, children, life members and guests.

Our National meeting was held in Charleston, SC with 90 in attendance, which includes agents, spouses, children, life members and guests.

Goals and objections and outcomes of your association for 2012

We currently are working on ways to improve our committee structure and for committees to do good work for the Association. We also are working on ways increase membership and let agents know the value of being involved in the Association.

Association Award Winners (whatever applies)

2012 Distinguished Service Award

[Arthur L. Bradley, Jr.](#)

[Lenny Rogers](#)

[Debbie Roos](#)

[Phillip Rucker, Jr.](#)

2012 Achievement Award

Eve Honeycutt

Katy Shook

[Becky Spearman](#)



## **NCACAA**

### State Meeting highlights

We awarded three Youth Scholarships to agent's children. Winners for 2012 were: Jacob Rucker (Phil Rucker), Jean Skelton (Bill Skelton) and Shayna Vance (Jeff Vance).

NCACAA voted to remain as 6 districts and not to follow the five Extension District lines for 2012-2013.

### National Meeting highlights

Lenny Rogers was voted in as a Southern Region NACAA Vice Director. He will serve 2 years as a Vice Director, then 2 years as a director on the National level.

Arkansas won the bid to host the 2015 NACAA in Little Rock.

### Slate of officers elected for 2013

<b>President</b>	Cyndi Lauderdale, Wilson County cynthia_lauderdale@ncsu.edu
<b>President Elect</b>	Tyrone Fisher, Harnett County tyrone_fisher@ncsu.edu
<b>Vice President</b>	Silas Brown silas_brown@ncsu.edu
<b>Secretary</b>	Tiffanee Conrad-Acuña, Richmond County tiff_conrad@ncsu.edu
<b>Treasurer</b>	Becky Spearman, Bladen County becky_spearman@ncsu.edu
<b>Past President</b>	Nancy Keith, Yadkin County nancy_keith@ncsu.edu
<b>Federation Representative</b>	Mary Hollingsworth, Hoke County mary_hollingsworth@ncsu.edu

Anything else you think is important to share.

2013 NCACAA State meeting will be held in Fayetteville, June 18-20. Our National meeting will be with Galaxy IV in Pittsburgh, PA, September 15-20.

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## **2012 Annual Report**

### **Spring Williams-Byrd Epsilon Sigma Phi, Xi Chapter President**

I am pleased and honored to be able to share the following report of accomplishments for this year. As you will see, the Officers and Committee Chairs serving the Xi Chapter have been VERY busy! We have been growing the chapter, providing multiple opportunities for professional development, and reaching out to our life members.

In 2012, our membership increased from 64 to 109 active members (not including the 200+ life members.) We will be issuing NEW membership cards to all paid members at the 2012 Annual Meeting in November.

Professional development is a key focus of Epsilon Sigma Phi. This year we have promoted a variety of national webinar opportunities offered to the members of Epsilon Sigma Phi, and are currently planning an outstanding 2012 Annual Meeting to be held November 8, 2012 in Lee County. Special thanks to our President- Elect, Crystal Smith and Professional Development Chair, Mark Blevins for helping to make this happen.

One of the many ways we support professional development, is through the Dr. Bernadette Watts Professional Development Scholarship. Many thanks goes to Dr. Watts and the many friends that provided funding that helped establish this professional development award. We would like to encourage and remind everyone of the awards and scholarship opportunities available through ESP at the state and national levels.

I am excited to report that in 2011, Epsilon Sigma Phi was approved to join the Cooperative Extension Federation. We are now active members and plan to have 10 voting delegates to attend the forum in December.

On behalf of the ESP, Xi Chapter we also shared our support of the 125th NC State University Birthday, Morrill Act, and Smith Lever Act celebrations with the Chancellor and administrative staff at NC State and NC Cooperative Extension.

During the recent, ESP National Conference our chapter was recognized for a variety of achievements and awards. We were recognized as the star State Chapter, received a Gold Award for Chapter Merit and the only state to receive a Platinum Award for Chapter Membership! In addition, we had a Southern Region DSA Winner and a National winner for Distinguished Team.

As mentioned, we currently have over 200 life members on the Xi Chapter roster. We would love to have these members more actively involved as we grow and have them share some of their knowledge, skills, and expertise as we develop as an association. Dr. Donald Cobb has served this year as Life Member Chair. We have sent out a mailing to all life members in attempts to update and identify the best way to contact them and share information. We have provided opportunities for the life members to meet with board members and participate in meetings.

Our mission states, "Epsilon Sigma Phi (ESP) is dedicated to fostering standards of excellence in the Extension System and developing the Extension profession and professional." By sharing a few of these successes and

**ESP**

accomplishments, I hope you can see that your Board of Directors are committed to achieving this mission and leading our association into the future.

Thank you for giving me the opportunity to serve,

Spring Williams-Byrd  
Epsilon Sigma Phi, Xi Chapter President

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