



2015 Federation Business Meeting
North Raleigh Hilton
3415 Wake Forest Road
Raleigh, NC 27609
December 10, 2015

Spring Williams-Byrd called the meeting to order. Shirley Howard, Secretary, made the Association roll call to establish a quorum for the meeting. Dr. Gary Moore, Parliamentarian, determined there was enough in attendance for the meeting. A motion to accept the agenda was made and approved by Cameron Lowe, seconded by Crystal Smith. Shirley Howard, Secretary, read the minutes from 2014 Forum. Spring made a motion to accept minutes, Jamie Daniel approved the minutes as read, Debbie Cox seconded.

Treasurer's Report and Proposed 2016 Budget

Christine Barrier, Treasurer, reported there were no big expenditures.

ACCOUNT SUMMARIES

Checking	\$ 550.92
Share	32.68
Money Market	6250.93

Balance **\$6834.54**

Peggy Lewis Joyce made motion to accept the treasurer's report, Robert Furr seconded. Motion carries.

Association Reports

Each Association gave their final report of the year. A copy is to be given to the Secretary. (See attachments).

NCCEAPA – Sandy Kanupp

NSEAFCS – Sherrie Peeler

NCAE4-HA – Mason Lawrence

NCAEPAAT – Barbara Byers

NCACES – David Green

NCACAA - Silas Brown

ESP – Cameron Lowe

Recognition of Officers

Web Master, Trudy Pickett

Treasurer, Christine Barrier

Parliamentarian, Dr. Gary Moore

Secretary, Shirley Howard

President-Elect, Amy Lynn Albertson

President, Spring Williams-Byrd

Each officer was presented a token of appreciation for serving on the 2015 Federation Board.

Election and installation of 2016 Federation Officers

Federation Officers 2016

President: Amy-Lynn Albertson, NCACAA (Rowan County)

President Elect: Charissa Puryear, NCAEPAAT (Granville County)

Secretary: Sara Drake ESP (Rowan County)

Treasurer: Toi Degree NCEAFCS (Rowan County)

Webmaster: Jackie Murphy Miller NCACES (NC State)

Parliamentarian: Teresa Story NCCEAPA (Perquimans County)

Past President: Spring Williams-Byrd NCAE4-H (Burke County)

Paul Westfall motioned to accept the slate of officers, Delphine Sellars seconded.

2015 Leadership and Service Award

Amy Lynn Albertson presented the 2015 Leadership and Service Award to Delphine Sellars, CED of Durham County Extension Services. Sellars was nominated for this award for her dedication and work in Extension, to her staff and the community.

Peggy Lewis Joyce motioned to adjourn the meeting, Paul Westfall seconded.

North Carolina Association of
Cooperative Extension Specialists

December 10, 2015

Federation Forum
N.C. Cooperative Extension State Conference

To: Spring Williams-Byrd, Federation President

RE: NC Association of Cooperative Extension Specialists (NC ACES) Association Report

In 2015, NC ACES continued to build on its theme of recognizing **Excellence**, encouraging **Scholarship**, and providing **Leadership** opportunities for Extension professionals with a special focus on improving communications among all specialists, agents and administrators. We provided three professional development opportunities during the year in strategic plan development, collaborations and networking and recognition of outstanding extension service award recipients. Attendees during these events represented a diversity of departments including representation from both NC State University and NC A&T State University.

In 2016, NC ACES plans to focus on the development of integrated programming across the university and encourage creative ideas for collaborations and partnerships in multiple program areas and universities.

The **first priority** identified in the NC ACES strategic plan was development of tangible benefits for its members and a mentoring role for the organization. What can our association members do to become more relevant and impactful? To this end, the association began with the development of a new Extension web portal, www.ncaces.ces.ncsu.edu. We compiled a summary of creative ideas for collaborations and partnerships across multiple program areas and universities, posted on our website. And we hosted a special session on the FDA Food Safety Modernization Act (FSMA) and provided updates from our three outstanding extension service award recipients:

Special Specialist Award

- Hannah Burrack – Applied Insect Ecology and Management Program in Field and Horticultural Crops

Outstanding Subject Matter Program (developed by an individual)

- Sarah Blacklin – Women Working in the Meat Business

Outstanding Subject Matter Program (developed by a specialist team)

- Award Winners: Andrew Behnke, Cintia Aguilar, Diana Urieta – The Juntos Program

For those specialists who were not able to attend the fall NC ACES meeting, they truly missed an opportunity to learn from three of the best Extension programs in the College and University.

The **next priority** identified is updating the NC ACES by-laws to reflect recent changes in our organization and better align ourselves with other associations in the Federation. We supported development of the guidelines for scholarly Extension publications (also known as “numbered publications”) and are exploring ways to support the Extension Publications Review and Approval (EP-3) Process. And our professional improvement committee is in the process of developing guidelines for Extension Specialists on appointment-based expectations in preparation of their Statement of Mutual Expectations.

NC ACES is experiencing change just like all associations are during these challenging times, but it is during times like these that make our organizations stronger, more relevant and impactful. We are pleased to report the past year has been an exciting and productive one for NC ACES members and we are looking forward to yet another year in recognizing **Excellence**, encouraging **Scholarship**, and providing **Leadership** opportunities for Extension professionals.

The NC ACES 2015-2016 Board of Directors are:

President – Joanna Massey Lelekacs

President-elect – Nichole Huff

Past President – David Green

Treasurer – Mark Megalos

Secretary – Misty Blue-Terry

Parliamentarian – Gary Moore

Elected Board: J. Dara Bloom, Sanjun Gu, Autumn Guin, Joshua O. Idassi, Susan Jakes, Eric McConnell

Membership in NC ACES has increased with 43 members in good standing (dues paid) and 274 on the mailing list. The association voted in 2015 to offer life memberships to active Extension professionals and this option is expected to increase significantly in the future. Only current members in good standing are eligible to serve as association officers or committee chairs.

Respectfully submitted by:

Dr. David P. Green

NC ACES Past-President, 2015-2016

**NCCEAPA Report
2015 Federation Forum
December 10, 2015
North Raleigh Hilton**

While our membership did decline somewhat this past year, the North Carolina Extension Association of Administrative Professionals (NCCEAPA) continues to be strong and work toward our goals of “proficiency, professionalism, and public relations.”

Many of our members are taking advantage of the COMPASS program offered by Administration for professional improvement, and we are very appreciative for this opportunity.

We had a very successful annual meeting this past September in New Bern. We presented our annual awards – the Executive Board Award, the Sue Mills Lighthouse Award, and our new award (only two years old), the Distinguished Service Award.

We are looking forward to the coming year under the leadership of Susan Johnson from Cumberland County.

Presented by:

Sandy Kanupp

2015-16 NCCEAPA President

2015 ESP Report

The Xi Chapter of ESP is in the midst of their annual membership campaign. We currently have 69 members registered for 2016 including 10 first time members. We are still accepting membership applications.

Membership is open to any Extension employee with three or more years of experience. We welcome your membership.

ESP held their annual meeting on Monday with about 40 of our members. The program centered around expectations for and planning a national ESP meeting. NC has won the bid to host the 2017 national ESP meeting in Wilmington, NC. The group designated co-chairs for the conference planning committee which are Mark Blevins and Tammy Kelly. Conference themes and activities were also discussed and will be submitted to national for consideration.

Members memorialized those ESP members that have passed during 2015. Those members included Dr. Paul Dew, Dr. Edgar Boone, and H. Leslie Miller.

The annual awards ceremony was conducted recognizing the outstanding achievements of members.

Finally, the 2016 officers were installed. Those include:

Past president - Cameron Lowe
President - Rebecca Liverman
President - Elect - Tammy Kelly
Secretary- Meg Wyatt
Treasurer - Debra Stroud
Analyst -Robbie Furr

Cameron S. Lowe
County Extension Director
Currituck County Center



North Carolina Association Of Extension Program Assistants, Associates and Technicians

Charissa M. Puryear

President
(919) 603-1350

Margaret Ruff

President-Elect
(828) 255-5522

Seydel Cropps

Vice-President
(NC District President)
(336) 401-1805

Ashley Faucette

Secretary
(919) 603-1350

Sherry Fischlschweiger

Treasurer
(252) 232-2262

Della Hicks

Treasurer-Elect
(252) 388-3954

Catherine Daniels

Parliamentarian
(704) 353-0740

Ivelisse Colon

Webmaster
(336) 641-2422

Barbara Byers

Past President
(919) 731-1527

Linda Semon

West District President
(827) 757-1257

Sheila Gregory

NE District President
(252) 232-2261

Rebekah Benton

SE District President
(910) 640-6607

Shirley Rush

SC District President
(910) 875-2162

Shannon McCollum

Administrative Liaison
(919) 515-8486

Federation Report

December 10, 2015

It has been a busy year for NCAEPAAT but a very productive one. The Board of Directors is working very hard to insure that the NCAEPAAT is providing a quality service to the membership and developing skills through service.

Annual Conference

North Central District sponsored the Annual Conference and State Meeting September 9th-11th in Winston-Salem, NC. The theme of "Our Time to Shine" resonated throughout the conference during workshops, awards banquets and speakers. The theme encouraged members to highlight the wonderful things that they do within Extension and offered strategies for adding "shine" to our programs through increased technology knowledge and resources, creative teambuilding, understanding personal styles and evaluation. Wonderful workshops were presented from various staff members across the state. We were greatly motivated by our Luncheon speaker, Dr. Westbrook and our Capnote speaker, Dr. Downing. During the conference, the Association welcomed six new members through a New Member Orientation presented by Barbara Byers, 14-15 President as well as a Charter Member of the Association. Dr. Bernadette Watts presented our highest award to Marian Booth during the awards Banquet. North Central District Director Jim Cowden spent the conference with us and we were pleased to receive an administrative update from Dr. Yoder on the final day of the conference. Officers for the 15-16 year were elected and installed during the State Meeting. 15-16 Officers for the NCAEPAAT include:

Charissa M. Puryear-President
Margaret Ruff-President-Elect
Seydel Cropps-Vice President
Ashley Faucette-Secretary
Sherry Fischishweiger-Treasurer
Della Hicks-Treasurer-Elect
Catherine Daniels-Parliamentarian

The Board hit the ground running and began implementing ideas and procedures to help support our current membership and work to encourage growth.

How Can We Better Serve the Membership?

The Board of Directors met on October 8th in Raleigh to brainstorm and and initiate some changes to support and increase our membership. Some of the items we are working on include:

- Updating and re-formatting our forms and policies to include the membership form
- Implement transition documents and schedule to assist with board member transition (i.e. conference chairs, board member books, etc)

- Review and restructure membership to include issuing membership certificates and maintaining updates from each District
 - Increase communication through distribution of minutes in a timely fashion and dissemination of information
 - Updating and changing the website to portal to make it more user friendly
 - Help current members and potential members seek sources of financial support. Many would like to participate but are unable to because all expenses must be out of pocket and are non –reimbursable.
- A Newsletter was distributed to the membership on November 3rd to provide updates.
 - The Board of Directors held another meeting via Google Hangout on November 12th. This meeting was a follow up on many of the action items from the October 8th meeting.

Upcoming Plans

- Scheduling and planning for the Spring Meeting
- Moving the current website to a Google Portal Site
- Planning the 2016 Conference which will be held in the West District
- Schedule a meeting with the NCAEPPA

Respectfully Submitted,

Charissa M. Puryear
NCAEPAAT Conference