



**SEANC Board of Governors Meeting Minutes
February 24-25, 2017
Raleigh, NC**

President Stanley Drewery called the BOG meeting to order at 12 noon.

Pledge of Allegiance

Kirk Montgomery gave the Invocation.

Betty Gautier, Secretary, conducted the roll call.

Attendees: Stanley Drewery, President; Gloria Evans, First Vice President; Darius McLaurin, Second Vice President; Chevella Thomas, Treasurer; Ross Hailey, Past President; Janice Smith, Insurance Board Chair; Benny Brigman, Retiree Council Chair; Kim Martin, Parliamentarian; Ray Evans, Parliamentarian; Betty Gautier, Secretary

(1) Jim Rowell for Mark Haskett (absent), (2) Cliff Johnson, (3) Janice Smith for Pat Reighard (absent), (4) Tim Southard, (5) Tony Smith, (6) Sonya Akbar (absent), (7) Henry Belada, (8) Leonard Reynolds for Ron Hunt (absent), (9) Jamie Robinson, (10) Dennis Hartley, (11) Kenny Brower, (12) Chenell Rose, (13) Linda Colbert, (16) Willie Bailey, (17) Kemrey Lamar, (18) Lisa Martin, (19) Marie Tate, (20) Jacque Chatman, (21) Janice Bass, (22) Deborah Harney, (23) Jeremy Register, (24) Dr. Angela Mickey for A.J. Albertson (absent), (25) Kirk Montgomery, (26) Stanley Gales, (27) Sam Rogers, (28) Felicia McKinnie, (37) Furman Beckwith, (38) Margaret Reader, (39) Sherry McFeeters for George Thiessen (absent), (40) Vernice Whyms, (41) Mike Gould, (42) Shirley Bell, (43) Debra Dunston, (44) Pat Holcomb, (45) Joyce Yelverton (absent), (46) Randy Bruton, (47) Ann France, (56) Grace Edwards, (57) Daisy Stancill, (58) Pam Hailey, (59) Kathy Merritt, (60) Hiawatha Jones, (61) Cindy Hester, (62) Laura Overstreet, (63) Sherry Dodge, (64) Latina Shelley, (65) Alicia Simpson, (66) Mike Kollock for Francisco Duarte (absent), (67) Laranda Boone for Patricia Moore (absent), (68) Rita Woods, (69) Keith Renner, (70) Debra Tyson; Awards: Janice Bass; Bylaws Advisory: Jimmy Davis (absent); EMPAC: Tony Smith; Member Discount: James Hartley; Membership: Ron Fields; Planning: Gloria Evans; Training: Carolyn Sutton; Policy Platform: Jim Pressley; Scholarship: Sherry McFeeters for Mike Bell (absent); Emerging Leaders: Laranda Boone for Emily Jones (absent); Audit Committee: Keith Renner; Executive Director Search Committee: Martha Fowler; Standards Review Committee: Tara Minter & Ray Evans; Personnel Manual Review Committee: Ross Hailey; Public Relations Committee: Hiawatha Jones; Fight for \$15:

Wendell Powell (absent); Connections: Linda Rouse Sutton; Mitch Leonard, Executive Director; Chuck Stone, Director of Operations; Brian Keel, Chief Financial Officer

Tony Smith made a motion to approve the minutes from November 18-19, 2016. Dennis Hartley seconded. Motion passed.

Chevella Thomas presented the Treasurer's Report. Receipts are only at 27% at this time. More receipts are expected after April. A server had to be purchased for the office. Cash and cash equivalents total \$2,521,268 for the general fund as of January 31, 2017.

Dennis Hartley made a motion to accept the Treasurer's Report as presented. Rita Woods seconded. Motion passed.

Brian Keel introduced Jay Sharpe of Rives & Associates to make a presentation on the 2015 & 2016 audits. Fieldwork has been completed for 2015 & 2016. Financial statements have been prepared, and they are waiting for final approval from management. The timing on the audits was off track as they had to wait for the 2014 audit report to be issued. There was a qualified opinion on 2015 but an unmodified opinion for 2016. There were several adjusting entries for 2015. Estimates appear reasonable, no disagreements with management were noted, and no difficulties were encountered with staff.

Tony Smith asked for a copy of the audit presentation. The response was that it would be sent out.

Keith Renner directed a question to Mr. Sharpe. "Does it look like policies that have been implemented are being followed?" The response from Mr. Sharpe was yes.

The Executive Committee recommended to the BOG that the 2015 and 2016 Audit Reports completed by Rives & Associates and presented by Jay Sharpe be accepted. No second was required. Motion passed.

President Stanley Drewery expressed his concerns that we do not have younger people to be active in our Association. We need to do something. We need to find a way to draw and attract younger members to be active. President Drewery issued a challenge to the District Chairs to bring two new members to convention. The President commented that recently the Rev. William Barber had thousands to march for a cause, but SEANC seems to not be able to get 50 members to go to the Legislature. We have got to get on the ball and ask for help. President Drewery asked the Chairs to look at their schedules for annual meetings and try to stagger times so that several annual district meetings are not held on the same night. Numerous meetings on the same night makes it difficult for the Officers and staff to be able to attend as many of the events as that they would like.

Kemrey Lamar asked President Drewery to send out an email (something in writing) to the Chairs to carry new members to the convention (even if it is against district bylaws).

Executive Director Mitch Leonard and Stanley Drewery are to meet with the Director of NCAE on March 9.

Margaret Reader introduced Lamont Goins, the Head of the Civil Rights Division of the Office of Administrative Hearings. His office is in charge of representing those who allege discrimination. The office processes approximately 100 charges per year. They want to get out the information to state employees about their services.

Alicia Miller asked the Chairs to notify her about the annual district meeting dates.

There will be changes in planning and preparing for the convention this year. Individuals will be responsible for their own registrations and obtaining their badges. Check-in desks will be available at the hotel as delegates arrive. Alicia will be asking for ideas on what to do on Thursday night and the cost that districts will be willing to pay.

Chevella Thomas suggested that delegates should sign a document stating their intention to attend the convention and stating monetary consequences if they do not show up or indicate issues with their District Chair.

Hiawatha Jones suggested bylaws changes to address people who do not show up for convention that have a negative financial impact on their districts who have to pay for lodging, etc.

President Stanley Drewery mentioned that he wants a smoking policy so that smoke is not associated with the front door entrance.

Lynn Cote and Darius McLaurin gave a presentation on Membership Recruitment and Retention. They shared information on the alternative payment options and the dues increase. SEANC truly has something for everyone, including insurance products, scholarships, district involvement, benefits, Purchasing Power, Perks discounts, advocacy, etc.

Darius McLaurin challenged district chairs to recruit at least one new member. It starts with the District Chairs to lead by example. Positive thoughts lead to positive results.

Executive Director Mitch Leonard gave his report. First Vice President Gloria Evans and Executive Director Leonard traveled to Chicago to discuss SEIU issues, specifically discussing forming a SEIU Retiree Council. Executive Director Leonard has also recently met with State Treasurer Folwell and discussed the health plan and retirement issues. Treasurer Folwell has pledged to reduce investment costs. SEANC has submitted a draft for an Executive Order to the Governor's Office. Executive Director Leonard has met with Barbara Gibson, the new State HR Director. They had a good conversation on how to help employees. There was a discussion on concerns about the new performance evaluations as set up by the previous administration.

Executive Director Mitch Leonard encouraged the Chairs to share with their members to move forward with alternative payment options. The AV installation has been completed, and they are working on the IT system. Executive Director Leonard suggested that each district should have a laptop with software for their District Chair. The locking system is now on the front door. SEANC has posted for a HR position, and they hope to have it filled soon.

Cole Smith, IT Specialist, answered questions on computer software/email issues.

SEANC has purchased a new piece of software called Engage. Engage.seanc.org
Jon Owens gave a presentation on the new software. This can help with contacting your legislators, track progress of bills in the Legislature, etc.

Tom Campbell of NC Spin gave a presentation on items to watch or consider:

- Circus-like atmosphere in Washington & Raleigh
- Power grab in this particular Legislature
- Political Actism
- Unfunded liabilities on state health plan and pension plan
(These cannot be funded on the backs of state employees.)
- Got to get better at investing state funds
- Need better realistic goals and better investments

Ardis Watkins encouraged everyone to get out for Lobby Day. Let's get things done. Things are a little better as the Legislature seems to be reaching out to try to bridge the gap.

EMPAC -- Tony Smith

Gloria Upperman is the Vice Chair. EMPAC met in January and discussed election results. EMPAC had an 85% to 90% win rate. They support the fight for \$15/hour. The audit on EMPAC should be completed by the July meeting. EMPAC is working on developing a grassroots army to lobby and working on a series for EMPAC training. The next State EMPAC meeting will be April 29 at 10 am.

The BOG meeting was recessed at 5:15 pm for the day without objection.

Saturday, February 25, 2017

President Stanley Drewery called the meeting to order at 9:01 am.

Pledge of Allegiance

Invocation was given by Laura Overstreet.

Betty Gautier, Secretary, conducted the roll call.

Attendees: Stanley Drewery, President; Gloria Evans, First Vice President; Darius McLaurin, Second Vice President; Chevella Thomas, Treasurer; Ross Hailey, Past President; Janice Smith, Insurance Board Chair; Benny Brigman, Retiree Council Chair; Kim Martin, Parliamentarian; Ray Evans, Parliamentarian (absent); Betty Gautier, Secretary

(1) Jim Rowell for Mark Haskett (absent), (2) Cliff Johnson, (3) Janice Smith for Pat Reighard (absent), (4) Tim Southard, (5) Tony Smith, (6) Sonya Akbar, (7) Henry Belada, (8) Leonard Reynolds for Ron Hunt (absent), (9) Jamie Robinson, (10) Dennis Hartley, (11) Kenny Brower, (12) Chenell Rose, (13) Linda Colbert, (16) Willie Bailey, (17) Kemrey Lamar, (18) Sharon Patterson for Lisa Martin (absent), (19) Marie Tate, (20) Jacque Chatman, (21) Janice Bass, (22) Deborah Harney, (23) Jeremy Register, (24) Dr. Angela Mickey for A.J. Albertson (absent), (25) Kirk Montgomery, (26) Stanley Gales, (27) Sam Rogers, (28) Auburn Body for Felicia McKinnie (absent), (37) Furman Beckwith, (38) Margaret Reader, (39) Sherry McFeeters for George Thiessen (absent), (40) Vernice Whyms, (41) Pat Acquista for Mike Gould (absent), (42) Shirley Bell, (43) Debra Dunston, (44) Pat Holcomb, (45) Joyce Yelverton (absent), (46) Randy Bruton, (47) Ann France, (56) Grace Edwards (absent), (57) Daisy Stancill, (58) Pam Hailey, (59) Kathy Merritt, (60) Hiawatha Jones, (61) Cindy Hester, (62) Laura Overstreet, (63) Sherry Dodge, (64) Latina Shelley, (65) Alicia Simpson, (66) Mike Kollock for Francisco Duarte (absent), (67) Laranda Boone for Patricia Moore (absent), (68) Rita Woods, (69) Keith Renner, (70) Debra Tyson; Awards: Janice Bass; Bylaws Advisory: Jimmy Davis (absent); EMPAC: Tony Smith; Member Discount: James Hartley; Membership: Ron Fields; Planning: Gloria Evans; Training: Carolyn Sutton; Policy Platform: Jim Pressley; Scholarship: Sherry McFeeters for Mike Bell (absent); Emerging Leaders: Laranda Boone for Emily Jones (absent); Audit Committee: Keith Renner; Executive Director Search Committee: Martha Fowler; Standards Review Committee: Tara Minter & Ray Evans; Personnel Manual Review Committee: Ross Hailey; Public Relations Committee: Hiawatha Jones; Fight for \$15: Wendell Powell; Connections: Linda Rouse Sutton; Mitch Leonard, Executive Director; Chuck Stone, Director of Operations; Brian Keel, Chief Financial Officer

Audit Committee – Keith Renner

The committee met on December 7, 2016, and February 9, 2017. Two resignations from the committee have been received – Joyce Davis-Freeman and Gene Mills. Two new members are needed. Audits have been completed for Districts 18, 62, and 68.

The Audit Committee Procedures Manual Completed Checklist was distributed for Cash Internal Control. Since October 1, 2016, \$1,900 has been collected in fines due to late submission of Monthly Treasurer Reports.

This year, the Treasurer's Training will be more hands-on. District Chairs should be approving all vouchers/invoices.

Darius McLaurin commented that consistency should be implemented for all districts.

The checklist should provide consistency. Expenditures should be documented in the minutes.

Chevella Thomas stated that she could send a copy of the voucher form that her district uses to be utilized for documentation.

The next Audit Committee meeting is scheduled for April 6.

Awards Committee -- Janice Bass

Forms for the awards should be on the SEANC website. Janice distributed a handout and read over instructions for the District of the Year Award.

Connections – Linda Rouse Sutton

The Connections Committee was created to assist our SEANC members with linking to needed resources. The first project is raising and distributing money to assist those who suffered damage during Hurricane Matthew. Other possible areas to be pursued but not limited to include mental health, caring for elderly parents, retirement planning, social security, legal documents, such as wills, Power of Attorney authorizations, health care power of attorney documents, etc. Prior to Christmas, President Stanley Drewery was able to distribute \$100 gift cards to five families that were affected by Hurricane Matthew. Initially, funds coming in for this purpose was slow. Funds have now come in totaling \$21,520.46. The next meeting will be held on March 21 at 10 am. Chairs were urged to get out and find individuals who have been affected by Hurricane Matthew and have them fill out forms and submit. Funds coming in from SEIU (almost \$11,000) have to be spent first as those funds were specific to Hurricane Matthew and disbursement must be documented as such.

Emerging Leaders – Laranda Boone for Emily Jones

When they last met, the Emerging Leaders group decided on goals:

- Grow leaders

- Grow membership of members under 40

- Establish regional "fun days" for families

Offer trainings and workshops
 Such as new delegate training –meet and greet session
Establish mentor program
Hold Emerging Leaders luncheon at convention
Attend Lobby Day on March 29
The next meeting will be held on May 6.

Bylaws Advisory Committee – Chuck Stone for Jimmy Davis

The Bylaws Advisory Committee was scheduled to meet on February 23; however, they had to postpone the meeting due to sickness. Individuals should read over the State Bylaws. District Bylaws should be current and consistent with State Bylaws. Current District Bylaws are to be submitted to Alicia Miller in the SEANC Office by December 1 of each year. Parliamentarian Ray Evans is working on some bylaws changes, including disciplinary actions. Within ten business days of the district's annual meeting or by July 15, district proposals for amendments to State bylaws should be submitted to the SEANC Office. Annual meetings must be held prior to July 15.

Chevella Thomas suggested that districts submit a bylaws change for officers to serve two-year terms.

Note that the Audit Committee does look at district bylaws for a district audit.

Keith Renner suggested for District Chairs to bring their copy of the State Bylaws to each BOG meeting.

Bonding – Chuck Stone

Chuck Stone distributed a handout for District Officer bonding. SEANC will explore the possibility of all districts being bonded under one policy under the umbrella of SEANC headquarters, and cost to be taken out of district rebates. He will post information on the website to apply for bonding information. Three positions in the district should be covered by bonding. Although a formal motion was not made but rather a suggestion, a verbal vote was taken, and the majority of the District Chairs agreed to have bonding under the umbrella of the Association. A suggestion was made to have a couple of people come in to the next BOG meeting to share their bonding products and costs.

Executive Director Search – Martha Fowler

The Executive Director Search Committee met in January. They are in the process of getting the background information together for the Executive Director search. Members of the committee are Linda Rouse Sutton and Daisy Stancill for the East, Deborah Harney and Rickey Rivenbark for South Central, Sidney Sandy and Linda Colbert for the Piedmont, Claretha Woody and Sam Rogers for North Central, and Doris Greer

and Tony Smith for the West. Gloria Upperman is the Presidential appointee, and the Secretary is Betty Gautier. The next meeting is scheduled for April. The goal is to have someone in place either late this year or early next year.

Fight for \$15 – Wendell Powell

The objective is working towards getting all state workers up to at least \$15/hour. Approximately 25% of our workers are making less than \$31,000/year. We have already held two meetings – one in November and the other in January. Our goals are to get membership to understand our mission, and to get wages and better benefits for our employees. It's important to get out the correct message. Increases will be requested for a three-year period in order to bring up to the \$15/hour level. Lobby Day is coming up, and we want everyone engaged.

Insurance Board of Trustees – Janice Smith

A meeting was held on February 8. They have met with Doug Sutton and Boston Mutual to discuss and review marketing information for Boston Mutual products. They reviewed their present budget to determine advertising efforts. An option to advertise with NC Spin was deferred until Legislators are not in session. Chairs were encouraged to go back to the districts and share information on insurance products available. United Healthcare dental cards have been issued. The group is beginning procedures of reviewing insurance products offered by SEANC to assure members are getting the products of good value. The next meeting will be held on April 20 at 10 am.

President Stanley Drewery suggested that members need to go back and read over policies to ensure that you are covered. The concern is that perhaps we have a "stripped down" policy.

Purchasing Power – Brenda Hooker

There has been a meeting with Purchasing Power. They are working on looking at additional discounts. There may be something new on the platform for Financial Wellness.

Member Discount – Dennis Hartley

The committee met on February 7. About 20 new businesses have been recruited since October 1. If you sign up five businesses, you can get \$25 cash. The member who has recruited the most new businesses with discounts between February 25, 2017 to May 20, 2017 wins a night's lodging and four Carowinds tickets. District chairs are encouraged to get their membership discount chairs involved and engaged in recruiting new businesses for discounts. The next meeting will be in May.

Retiree Council – Benny Brigman

The Retiree Council met on February 9. They had a good meeting and had lots of visitors. There are two part-time positions to establish retiree forums. A handout was distributed on holding retiree forums. State Treasurer Dale Folwell called in for the first meeting. It is a priority to get our seat back for state employees on the State Health Plan Board.

Ardis Watkins shared that the unfunded liability (unfunded promise) on retiree health care is \$32 billion. Who are we fighting? We are fighting billionaires. Call your Legislators to not balance the unfunded promise on employees' backs. A suggestion would be to utilize the tobacco trust settlement fund. The Retiree Council suggested to invest into Lobby Day. Check out the next edition of the Reporter for explanation of The Fourth Branch. The next meeting is on May 4.

Membership – Ron Fields

Mr. Fields recognized those District Chairs who had signed up a new member since the last BOG meeting, and he also recognized those districts who are in the positive. District 58 won \$100 as they signed up 36 members. The member who signed up the most new members was Sherry Cherry of District 58. Continue to sign up new members. Five dollars will be paid out for each new member signed up. Recruit – Recruit – Recruit

Planning – Gloria Evans

The Planning Committee will meet on May 18 at 10 am.

Policy Platform – Jim Pressley

The Policy Platform Committee has met twice since the last BOG meeting by teleconference. Work is underway to condense the Policy Platform Objectives. One of the major goals is to improve communications. District Chairs need to turn in to the SEANC Office the names of their District Policy Platform Chairs. Major changes are coming to the Policy Platform. They are trying to set up a three-tier program. Every district should be represented at the Policy Platform meetings. Communications is the key.

Public Relations – Hiawatha Jones

Goals:
Building a relationship with legislators
Visiting legislators on Lobby Day on March 29
Lobby Day Strategies

Strategies

Strengths in Numbers

The next committee meeting is scheduled for March.

The next Lobby Day is May 17.

Scholarship -- Sherry McFeeters for Mike Bell

It is crunch time for scholarship. The scholarship applications are on line. When you come to convention, write one check from your district for the scholarship tickets that have been sold. As two people have left the Scholarship Committee, we need one person from Piedmont and one from North Central. Applications are due by April 15 at the district level and May 1 for the state level. The Bowl-A-Thon will be held on Saturday, July 22, following the BOG meeting.

Training – Carolyn Sutton

The Training Committee met on January 18. They reviewed the District Officer Training and are looking for more SEANC members to do training. The training is planned for August for District Treasurers and District Chairs. They also discussed possible future leadership training. Training will be held at convention. The next meeting is April 12 at 11 am.

Standards Review – Tara Minter

The Standards Review Committee met in January. They started the process of looking at the manual and comparing to the Bylaws. They will meet again on March 22. Send any needed changes in the Operations Manual to Tara Minter.

Tara Minter made a motion that the BOG postpone adoption of the SEANC Operations Manual until its May meeting. Kenny Brower seconded the motion. Motion passed.

New Business:

Stanley Gales stated that District 47 is interested in merging with District 42. The two district chairs sent out information to their district members. The members voted and have agreed on the merger.

Stanley Gales made a motion for the BOG to approve the merger of District 47 into District 42 effective April 1, 2017. Dennis Hartley seconded. Motion passed.

The districts have communicated with each other and have agreed on who will be going to convention.

Point of Personal Privilege

Stanley Drewery announced that he is running for re-election as President.

Gloria Evans announced that she is running for re-election as 1st Vice President.

Darius McLaurin announced that he is running for re-election as 2nd Vice President.

Chevella Thomas announced that she is running for re-election as Treasurer.

Linda Colbert made a motion to adjourn at 1:30 pm. Motion was seconded. Motion passed.

Respectfully submitted,

Betty Gantier
Secretary

2016-2017 SEANC DISTRICT OF THE YEAR AWARD

The District of the Year Award is given in recognition of a SEANC district with outstanding membership involvement in advancing the goals of the association within the current year (Oct. 1, 2016-Sept. 30, 2017).

Part A – To be eligible for District of the Year, the district is required to complete and comply with all of Part A as it relates to membership. **Failure to complete Part A, Sections 1-4 will result in disqualification of the application.**

1. Spend at least five percent of annual dues rebate for membership growth. Funds will be used to pay for membership recruitment and retention efforts which may include but are not limited to membership appreciation events, incentives and other items that help improve recruitment and retention. Verification process: All monthly financial statements included with your awards submission.
2. Each district will appoint/elect a District Membership Chairperson and assemble a District Membership Committee of up to five (5) members. Verification process: Photographs (optional) and identification of the District Membership Committee must be included in the award submission.
3. District Membership Chairperson must hold a training session for his/her committee and recruiters and set membership/retention goal. Verification process: Completed and submitted district training attendance form included in your awards submission.
4. Hold at least three (3) membership drives during the year. Verification process: Quarterly membership/retention reports must be included in the awards submission.

Part B - Once all of the above membership requirements have been completed, please continue to complete Part B. Failure to complete Part B, Sections 5-7 will result in deduction of points not necessarily disqualification of the application.

5. District of the Year Award Narrative Form
6. District of the Year Award Guidelines Form
7. District Scrapbook
 - Scrapbook guidelines:
 - An electronic scrapbook* or no more than one 2” binder
 - What types of items to include in your scrapbook (this list is a sample and is not all-inclusive):
 - Photos of district events
 - A newsletter (sample)
 - Bulletin board (sample)
 - Facebook page (include latest post)
 - District welcome letter
 - Clippings of news articles from any source (includes any SEANC publication) that are specifically about your district
 - * PowerPoint presentations/electronic scrapbook **with screen prints** must be included with award submission.
 - What NOT to include in your scrapbook:
 - Copies of emails, letters or publications received from the SEANC Central Office
 - Items that do not pertain directly to your district

2016-2017 SEANC District of the Year Narrative Form

District #: _____ District newsletter name: _____

Does your district use its bulletin board? Yes No

Does your district have a Facebook group? Yes No

Is so, please provide the URL _____

District activities accomplished (*Briefly describe your district's activities during the current year*):

(Please continue on a separate sheet if necessary.)

Submitted by: _____ Contact info: _____
Please Print *Telephone or email*

2016-2017 SEANC District of the Year Guidelines Form

Award submission scrapbooks and PowerPoints must include cover sheets for the eight categories below. Please place each item within each category in the same order as listed below.

PART A

- ☐ All monthly financial statements
- ☐ Identification of the District Membership Committee with optional photographs
- ☐ Completed and submitted district training attendance form(s).
- ☐ Quarterly membership/retention reports

PART B

- ☐ District of the Year Narrative Form
- ☐ District of the Year Guidelines Form.
- ☐ District Scrapbook or an electronic scrapbook. (PowerPoint presentations/electronic scrapbook **must include screen prints.**

REPORTING PROCEDURES

- ☐ Submits reports, lists and other required documents to the SEANC Central Office according to district responsibilities as outlined in the SEANC Operations Manual. These include lists of district officers, delegates, and chairpersons, financial statements, audit reports, district bylaws, meeting dates, scholarship candidates and district meeting minutes.

COMMUNICATIONS ACTIVITIES

- ☐ Submits news articles to *The Reporter* and/or articles to media.
- ☐ Schedules a district executive committee meeting after each Board of Governors meeting.
- ☐ Publishes district newsletters and/or hosts a district Facebook group or bulletin board.
- ☐ Sponsors community projects.
- ☐ District chairperson/designee attends all Board of Governors meetings.
- ☐ District representatives attend required meetings.

LEGISLATIVE ACTIVITIES

- ☐ Participates in legislative activity and/or sponsors district-level legislative social/dinner/forum. (Provide date with lawmaker name, email or letter sent).
- ☐ Supports EMPAC at the local area. Provide dates and meetings attended.

POLICY PLATFORM/BYLAWS

- ☐ District Policy Platform chairperson or representative attends state-level Policy Platform meetings.
- ☐ District Bylaws chairperson or representative attends state-level Bylaws Committee meeting.

DISTRICT-LEVEL PARTICIPATION

- ☐ Participates in Member Discount Program by enrolling one new business. List business.
- ☐ Recruits new members in SEANC.
- ☐ Awards scholarships.
- ☐ Implements fundraising efforts.
- ☐ Submits a nomination for state awards (Member of the Year, Distinguished Service, Chairperson of the Year and District of the Year).

MEMBERSHIP GROWTH

- ☐ Extra points awarded for each percent of growth.

(continued)

2016-2017 SEANC District of the Year Guidelines Form (continued)

I certify that the above activities/procedures have been accomplished/followed:

District Chairperson/designee:

Please Print

Signature

Contact Information:

Telephone #

Email address

For State Awards Committee Use Only – SEANC Central Office Confirmation

Reporting _____

Communications _____

Legislative _____

Policy Platform/Bylaws _____

District Participation _____

Membership _____



**Audit Committee Report
Board of Governors Meeting
May 19-20, 2017**

- Audit Committee meeting on April 6, 2017
- Update on legislative activity from Ardis Watkins
- Presentation from Jay Sharpe of Rives & Associates, LLP. on the 2016 Scholarship Foundation audit
- Reviewed and approved accounting policies that were implemented after the 2015 and 2016 audits
- Reviewed draft audit of District 7 audit and final report of District 47 audit
- Selected 2 or 4 candidates for potential election to 3 year terms at the Annual Convention (Regina Hill and Steve Lusk)
- Developed and approved potential Audit Committee Bylaws Amendments to be submitted at District Annual meetings for consideration for the Annual Convention
- Will be looking at developing specific fiscal policies as to how District Rebate Funds should be spent
- Next scheduled Audit Committee Meeting on Tuesday, June 6, 2017 at 10 am



**Connections Committee Report
Board of Governors Meeting
May 19-20, 2017**

Linda Rouse Sutton, **Chairperson**

Henry Gregory – East

Rhonda Robinson – West

James Bigsby – Piedmont

South Central – BJ Garrett

Veinett Howard – Presidential Appointee

Staff Liaison – Beth Dew

Officer Liaison – Ross Haley, Past President

Phase one of the Connections Committee has involved working diligently since our last BOG receiving a **total of 68 Hurricane Matthew Disaster Relief Applications.** Each application was approved at one of the committee meetings held on February 15th and March 21st, 2017. The applications were verified by conversations with both the candidate and their work supervisor or some other resource that could give an accurate scenario of the applicants' situation. This was a very tedious and time consuming process. **Seven (7) applications were denied** any assistance because of one of the following reasons:

1. Applicant was not a member.
2. Applicant was delinquent on the payment of their dues.
3. The deadline had passed because funds had been depleted.

The total amount dispersed was \$22,010.54. Some were awarded their checks personally and some were mailed their checks along with a letter. The bulk of the money was given out in the Fayetteville, Goldsboro and Lumberton areas which were hit the hardest with damage from Matthew.

Phase Two will involve contacting the applicants who have agreed to participate in some type of media with SEANC which may be a video, a picture, a thank you note or some other way of expressing their feelings to their SEANC Family. We have already received some very appreciative cards and calls. We will begin working on this during the coming months so that we will have media completed that can be shared at the convention. I think all who have served would agree this has indeed been a heart wrenching experience as well as a very rewarding one. It has been our pleasure to serve on this capacity for our SEANC members.

The next meeting will be on Thursday, May 25th, 2017. This will be a de-briefing meeting to analyze our process and provide recommendations for any monies distributed going forward.



**Emerging Leaders Committee Report
Board of Governors Meeting
May 19-20, 2017**

Greetings everyone,

The Emerging Leaders met on May 6, 2017. We had the pleasure of meeting with a few Past Presidents of SEANC. There were 7 past presidents in attendance and we appreciate them spending time with us. Our meeting was very productive and we gained a wealth of knowledge from their various experiences.

The Emerging Leaders committee has plans to engage new delegates during convention. We will be on hand to answer any questions new attendees may have. We hope to have an event during convention but the details are not complete.

I would like to challenge each district chair to invite at least one new member to convention. This will help encourage excitement and expose individuals to what we are doing within the association. We need your help to bring these folks to the table. As a committee, we will do all we can to cultivate new minds, motivate members to be leaders and appreciate what everyone has to offer.

Join us! Our next meeting is July 15, 2017

Submitted by:

Emily Jones, Chairwoman



**Insurance Board of Trustees Report
Board of Governors Meeting
May 19-20, 2017**

The SEANC Insurance Board of Trustees (IBT) have been busy! Your Board took on the task of reviewing the offered insurance products to our members and sent out requests for proposals (RFPs) on many of our insurance products. The sub-committee met to receive the opening of the bids on April 19th at 10 a.m.. The sub-committee reviewed the submitted materials for five (5) hours.

The IBT held their regular meeting on April 19th starting at 4 p.m. and reviewed and passed their budget for 2017-18. The meeting was a working meeting in preparation for the Insurance RFP presentations the following all day meeting on April 20th. The Insurance vendors presented their policies and answered prepared questions. The IBT members submitted questions to the Insurance staff to be sent to the vendors for their response.

The SEANC Insurance staff reviewed the submitted RFPs and developed a comparison for the IBT to review at their meeting on May 5th. The IBT will meet on June 26th to review the information and make a recommendation to the BOG in July.

APO (Alternative Payment Option) continues to be a priority with IBT and we encourage our Districts to have their members sign up for APO, not only for dues but for their insurance products. PLEASE, if you have not switched over to APO for your insurance policies, do so as soon as you can. SEANC Insurance Department can help you make the switch.

The IBT are committed to the members of SEANC and desire to make sure that the insurance products that are offered to the SEANC members be of the best quality and affordable pricing.

If you or any of your members have any comments or concerns that need to be brought to the IBT please contact me at smithja@appstate.edu .

The IBT will meet on June 26th 10 a.m. at the SEANC Central Office in Raleigh

East: Pam Hailey (D58) and Treva Brigman (D70)

North Central: Shanticia Hawkins (D26) and Gracie LeShane (D27)

South Central: Cathy Fields (D24) and Lewis Sasser (D62)

Piedmont: Barbara Pace (D16) and Martha Fowler (D19)
West: Henry Belada (D7) and Janice Smith (D3)
Presidential Appointee: Undrea Major (D37)
ExCommittee Ex-Officio: Chevella Thomas (SEANC Treasurer)
Staff Liaison: Brenda Hooker (Member Services Director)

Respectfully submitted,
Janice Smith, IBT Western Representative
Chairperson 2016-17



**Personnel Manual Review Committee
Board of Governors Meeting
May 19-20, 2017**

MEMBERS OF COMMITTEE

Doris Greer, Chairwoman – D-3
Anne Castro – D-3
Dodie Collins – D-2
George Currie – D-26
Barbara Pace – D-16
Keith Renner – D- 69
Lewis Sasser – D-62

Officer Liaison – Stanley Drewery – D-67
Staff Liaison – Chuck Stone

OVERVIEW

1. Project Background and Description

The SEANC Personnel Manual Review Committee was developed to review the current Personnel Manual for updates, deletions, additions, and relevance to the scope of the needs for the SEANC Staff.

2. Project Scope

An updated current SEANC Personnel Manual will provide standardization of personnel and benefit policies, prevent misunderstandings, complaints, and job dissatisfaction out of misinterpretation of personnel and benefit policies by employees.

3. High-Level Requirements

1. Brings uniformity across SEANC. It explains expectations for everyone and mentions the consequences of violating these rules. By explaining workplace ethics and expected behavior with colleagues and the management, an employee handbook/manual minimizes workplace disputes.
2. Saves time for personnel and administrative team. Documented rules and procedures in the handbook/manual save managers time from explaining the same policies over to new employees joining and to others.

3. Helps new employees to set their expectations from SEANC in terms of work schedules, leave, compensation and benefits, dress code, performance reviews, salary and pay revisions, holidays training, termination policies and more.
4. Serves as a guidebook for the SEANC Human Resource Director/team and a reference manual for SEANC Managers.
5. Reduces the start-up time for new employees by giving them clarity on their job responsibilities by including details on SEANC expectations from them. It also conveys performance parameters and ways of acknowledgement of their good performance.
6. Gives information on SEANC policies on use of personal gadgets and device within the premises, the employee handbook/manual must include the terms and conditions for use of these equipments' and the fallout from non-compliance of these rules.
7. Assists in SEANC business in complying with federal as well as state employment laws and can be a beneficial legal defense against an employee lawsuit.
8. Assists SEANC with its stand on issues like favoritism, discrimination, harassment and also provides information on how to report any violations regarding such issues.

4. Timeline/Schedule and Implementation Plan

The SEANC Personnel Manual Review Committee will be meeting on a monthly basis to continue the review. Upon the completion the updated Personnel Manual, it will be submitted to the SEANC Legal Representative for confirmation of its legal administration. Upon the approval of the Legal Representative, the Personnel Manual will be presented to the BOG for their review and approval for implementation and employee training on the new Personnel Manual policies/procedures.

REPORT ON MARCH 30-31, 2017 MEETING

The SEANC Personnel Manual Review Committee met on Thursday and Friday, March 30 and 31 in the SEANC Organization meeting room. The Committee reviewed the current manual from Policy/Procedure one (1) to eight (8) for updates, corrections and or eliminations. Continuation and Review of 4 more policies/procedures will be done during the June meeting. Additional policies/procedures will be presented during this time.

We approve the project as described above, and authorize the team to proceed.

Name	Title	Date

Approved By _____

Date _____

Approved By _____

Date _____

Policy Platform

Policy The State Policy Platform Committee is responsible for receiving, considering or initiating changes to the Policy Platform.

Procedure The Policy Platform consists of Foundation Statements, and Framework and Capstone Objectives

- Foundation Statements address three (four) fundamental categories
- Compensation, Health Care, Retirement (possibly add “Job Security”)
 - Foundation Statements will be reviewed annually by the Policy Platform Advisory Committee and may be amended by the Policy Platform Advisory Committee
 - Districts may submit amendments to Foundation Statements
 - All amendments to Foundation Statements require approval by Convention
 - Foundation Statements do not expire, but must be reviewed annually by the Policy Platform Advisory Committee and must be adopted by Convention
 - Framework Objectives address benefits, working conditions, and issues specific to Department, Agency, Unit or Job (ex. - reimbursement for employee purchased supplies and/or uniforms, etc.)
- Framework Objectives expire after three years
- Framework Objectives may be recommended for one-time renewal for two additional years by a District or the Policy Platform Advisory Committee
 - Framework Objectives reaching five years old will be deleted. Any deleted objective may be resubmitted by a District the following year
 - Adoption or renewal of a framework objective requires approval by Policy Platform Advisory Committee and adoption by Convention
 - Capstone Objectives are landmark goals that establish, restore, or expand Employee / Retiree rights (ex. - Repeal G.S. 95-98)
- Capstone Objectives expire after ten years
- Capstone Objectives may be amended by districts or Policy Platform Advisory Committee.
 - Amendments to Capstone Objectives require approval of Policy Platform Advisory Committee, State Policy Platform Committee, and Convention

- Individuals may submit amendments to Foundation or Capstone Objectives and may submit new Framework Objectives.
- Objectives or amendments submitted by individuals will be referred to home district of that individual for adoption prior to Policy Platform Advisory Committee review. If such an amendment or objective fails to pass the respective district, the Policy Platform Advisory Committee will not consider that item.

A list of objectives scheduled for deletion from the platform should be delivered to the District Chair and District Policy Platform Chair no later than January 1st each year. Districts should review these documents, recommend suggested changes or new objectives to the District's Annual Meeting. Changes and new objectives adopted at an Annual Meeting should be submitted to the State Policy Platform Chairperson within five (5) days following the District Annual Meeting.

The State Policy Platform Committee reviews recommendations submitted by the districts and prepares these recommendations for consideration by the SEANC Annual Convention.

The Government Relations Department may prepare position papers on each platform objective, which are shared with the membership. Prior to each Annual Convention, the Government Relations Department shall prepare progress reports documenting successful completion or progress made for all components within the Policy Platform. The Policy Platform Committee Chair will present these reports to the Annual Convention.

*Please use the form that follows to submit an objective. One issue per form. (To be developed by Policy Platform Advisory Committee no later than July 21, 2017)

Policy Platform Advisory Committee

Policy The Policy Platform Advisory Committee (PPAC) serves as a subcommittee of the State Policy Platform Committee and is chaired by the State Policy Platform Committee Chairperson who is appointed by the President. The PPAC is comprised of one District Policy Platform Chairperson from each of the five SEANC regions and at least five regional members at-large including at least one member from the Board of Governors. The immediate past Policy Platform Chairperson serves as an advisor to the PPAC.

Procedure The PPAC will review all objectives submitted by constituent bodies or members of SEANC and serve as a referral body for all Policy Platform objectives. Objectives submitted to the PPAC directly by SEANC members will be reviewed and referred back to the District Policy Platform Committees for consideration. The advisory committee will also review the Policy Platform documents and recommend changes and issues for further study.

The PPAC will review objectives on a regular basis. The committee will also publicize objectives, conduct research, develop background papers, combine duplicate issues and recommend issues to the Executive Committee for action.



**Scholarship Foundation Board Report
Board of Governors Meeting
May 19-20, 2017**

1. Scholarship applications have been received and annual judging for statewide winners will occur on May 23-25 in Central Office. Winners will be announced no later than June 1, 2017. We did not receive applications from five districts.
2. We still do not have a nominee for replacing Geneva Langston, representing the North Central Region. If any district in the North Central Region has someone willing to serve, please have them send an email to President Drewery, with a copy to me, indicating their interest, and a brief bio, as soon as possible.
3. We again have received a reprieve from the State Employees' Combined Campaign and will be able to participate again next year, while on another year of probation. Thanks to Carri Derrick for successfully presenting our appeal to SECC. In order to continue our participation in SECC, we must increase fundraising while continuing to control expenditures. Your support will be crucial.
4. The bowling fundraiser is scheduled for after noon on Saturday, July 22, 2017, immediately following the adjournment of the July Board of Governors meeting. We are still in desperate need for more teams, in that, to date, we only have four teams. We also request your assistance in sponsorship of teams and lanes and in the solicitation of items for our silent auction held in conjunction with the bowl-a-thon. Additional information and application can be found on the SEANC website and in an upcoming SCOOP.
5. We would like to remind you of the importance of monitoring and tracking the scholarship cash raffle tickets issued to your district. Please bring all tickets, sold and unsold, to convention with you and be prepared to provide affidavit on all lost tickets (for auditing purposes). This raffle is our major fundraiser for the year and we need for a large percentage of tickets to be sold.

Thank you for your continuing support of our Scholarship program for the benefit of members and their dependents.

Respectfully submitted: Michael T.W. Bell, Chair, Scholarship Foundation Board



**Standards Review Committee
Board of Governors Meeting
May 19-20, 2017**

Committee Members: Ray Evans (Vice Chair/D27), Dewey Hamilton (D46), Liz Linney (D69), Pat Reighard (D3), Lewis Sasser (D62)

Maria M. Lynch, an attorney with non-profit organization experience, reviewed the SEANC bylaws and operations manual. Her report was given to the committee this week with recommended changes for the manual. Since there was a delay in receiving the report, the committee meeting was moved to May 31st. If board members have suggested changes to the manual, send it to Tara.Minter@gmail.com.

Next Committee Meeting: May 31, 2017

34th Annual SEANC Convention

Koury Convention Center

Greensboro

September 6-9

Theme:

Take the LEAP

Lead . Engage . Act . Participate

Alicia C. Miller, CMP
Meeting & Convention Planner

Agenda

- **Wednesday, September 6**
 - 11:30 a.m. - Executive Committee Meeting
 - 1:30 p.m. - Board of Governors Meeting
 - 3:00 p.m. - Teleprompter Practice
 - *Each person who is speaking on the stage will have an assigned time to practice*
 - 6:00 p.m. – President's Reception

Agenda

- Thursday, September 7
 - 12:00 p.m. - Business session begins
 - 6 p.m. – Business session ends
 - 6:30 p.m. – Awards Banquet

Agenda

- **Friday, September 8**
 - 8:30 a.m. - Business session begins
 - 5 p.m. - Business session ends



EMPAC Reception
7:30 p.m.

* Free to delegates and guests who sign up for or are currently giving through EMPAC payroll deduction or for members who make a minimum \$25 annual donation.

Agenda

- **Saturday, September 9**
 - 9 a.m. - Business session begins
 - 12 p.m. - Business session ends
 - 12 p.m. – Past President's Luncheon
 - 2 p.m. - 2017-2018 Board of Governors' Meeting
 - Regional Representatives Voting
 - Headshot Pictures (everyone will need to take a headshot picture even if repeat chairperson)

Deadlines

– July 21

- District Table Reservation
- Hospitality Preference Room
- Raffle Info
- Awards Submission Deadline

– July 28

- District Delegate Registration/Rooming List

– August 19

- Banquet RSVP and ticket sales deadline
- Remembrance info/photo submission

District	Room #	Member ID	Full Name	Registration Category	Room Type	Tues	Wed	Thurs	Fri	Sat	Adjacent to Hospitality	Handicapped Accessible	Special Needs
	1												
	2												
	3												
	4												
	5												
	6												
	7												
	8												
	9												
	10												

Allotted Delegates	District Chairperson	Actual Delegates
Hospitality Suite	Registration Contact Person	

Deadline for Submission: July 28

Hotel Room Rate: \$140 + tax

2017 Convention Delegates per District

District	Members	Convention Delegates	Actual
1	771	12.61	13
2	1702	25.03	25
3	893	14.24	14
4	573	9.97	10
5	1518	22.57	23
6	927	14.69	15
7	657	11.09	11
8	511	9.15	9
9	899	14.32	14
10	986	15.48	15
11	492	8.89	9
12	1009	15.79	16
13	672	11.29	11
16	1272	19.29	19
17	2377	34.03	34
18	1089	16.85	17
19	868	13.91	14
20	1351	20.35	20
21	2102	30.36	30
22	1820	26.60	27
23	319	6.59	7
24	1699	24.99	25
25	558	9.77	10
26	528	9.37	9
27	762	12.49	23
28	558	9.77	10
37	603	10.37	10
38	900	14.33	14
39	971	15.28	15
40	937	14.83	15
41	1057	16.43	16
42	2121	30.61	31
43	483	8.77	9
44	1209	18.45	18
45	1041	16.21	16
46	540	9.53	10
56	724	11.99	12
57	1409	21.12	21
58	1395	20.93	21
59	840	13.53	14
60	687	11.49	11
61	1462	21.83	22
62	925	14.67	15
63	727	12.03	12
64	944	14.92	15
65	1018	15.91	16
66	1178	18.04	18
67	1013	15.84	16
68	630	10.73	11
69	702	11.69	12
70	445	8.27	8