

NCCEAPA Executive Board Meeting  
May 7, 2020 – 11 a.m.  
(via Zoom)

President Shelia Ange called the meeting to order at 11:11 a.m.

**Secretary Jeanine Gaul called roll** and present were Shelia Ange, President; Jill Cofer, 1<sup>st</sup> Vice President; Brandy Hansen, Treasurer; Becky Castello, Parliamentarian; Suzanne Hugus, Advisor; and Anita Wright, NCJCEP President Elect.

Becky Castello, Parliamentarian **verified that a quorum** was present for the purpose of conducting the business of the association.

A motion was made by Jill Cofer to **approval the agenda**. Seconded by Anita Wright. Motion passed.

**The Thought for the Day** was given by Jill Cofer on the Yardstick of Quality.

**The Executive Board Meeting minutes** from September 25, 2019 were presented by Jeanine Gaul. A motion was made by Jill Cofer to approval said minutes. Seconded by Anita Wright. Motion passed.

**The Treasurer's Financial Report** was given by Brandy Hansen. There was discussion on the banking situation and the finance committee made a recommendation to make a generic email address and move forward to making the most of online banking. The recommendation also included using Google Drive instead of keeping paper copies in a physical file box to pass between treasurers, as well as keeping information within a generic email account that will not disappear when someone retires or resigns. The recommendation was seconded by Jill Cofer. Motion passed. Brandy will move forward with these items. (Recommendation attached.)

**As old business**, Shelia reminded everyone that at the 2019 Annual Business Meeting, a motion was passed to post the individual NCCEAPA Districts and Chapter reports to the website on the Districts tile. Districts should send a report to the president and webmaster at least once a year to be posted to the webpage.

In discussion about the upcoming **awards** nomination period, it was decided that the president would send out one email encompassing the Sue Mills Lighthouse Award, Distinguished Service Awards, and the Executive Board Award all at one time with who to contact for each award. This will hopefully cut down on confusion and multiple emails.

**The honorary membership report** will be given at the Board of Directors meeting on May 14. Sheila Powell contacted the person who submitted one and asked for additional information. Everyone was reminded that we need to be diligent in each district when we nominate someone for honorary membership that they have met the qualifications before submitting.

Honorary membership is an honor, not a given. Each district should vet and approve each application before forwarding it to the state level.

**The NCJCEP Report** was given by Suzanne Hugus who reported on the December 19, 2019 meeting.

**2020 State Meeting Update:**

Due to the COVID-19 situation, the staged re-opening of the state, the predicted resurgence of the virus in the fall, and the expected cuts to travel for counties, the NCCEAPA Executive Board made the difficult decision to cancel the 2020 face-to-face annual state meeting scheduled for September 2020.

Our Rules and Bylaws provide direction for this situation in that the business of the association will be conducted sometime in September by the Board of Directors on behalf of the general membership.

The Board also agreed to bump the rotation a year and allow the NE District to host in 2021. The NE District had signed contracts and paid deposits as well as paid for the banquet speaker. The 2020 state meeting planning chair is working with the SE District to facilitate this change. This rotation move will not affect the 2<sup>nd</sup> VP rotation in any way.

The Professional Improvement Committee is working hard to develop sessions for the general membership to attend.

More information will be available as we approach September and thank you to everyone for your outstanding patience and service provided during this turbulent and unprecedented time.

**Becky Castello, NC TERSSA** Representative gave the TERSSA report.

There being no other business, Anita Wright made a motion, and Jill Cofer seconded, to adjourn the meeting. Motion passed and the meeting was adjourned.

Jeanine Gaul  
NCCEAPA Secretary