

NCCEAPA Executive Board Meeting
April 7, 2022 – 10 a.m. (via Zoom)

The Executive Board met April 7, 2022 via Zoom for a planning meeting prior to the May 19 meeting. President Beth Cloninger called the meeting to order at 10:02 a.m. Secretary Kareis Britt took roll based on who was in attendance on the Zoom. Present were Beth Cloninger, President; Christie Bell, 1st VP; Roben Jarrett, 2nd VP; Kareis Britt, Secretary; Maryann Mickewicz, Treasurer; LaToya Lucy, Advisor; Suzanne Hugus, NCJCEP Officer Advisor; and Christine Barrier, Parliamentarian.

Herter O’Neal Scholarship guidelines – Discussed whether scholarship should be opened to include diploma programs. Some Community Colleges differentiate between Diploma programs, which get degrees, and Certificate Programs, which do not. Recommendation to be presented to Board of Directors to change wording to include Diploma programs that lead to a degree. Two-year programs not leading to a degree can be evaluated by the State scholarship committee on a per case basis to decide if they are eligible; this still does not include certificate programs. Motion for recommendation to BoD was made by Kareis, Roben seconded; motion approved with no opposing vote.

Membership forms/dues payment to include TERSSA – Concern over TERSSA membership being down was mentioned; thought to be caused by dues being handled separately from state dues this year, per former treasurer recommendation. Since changing the dues process was never officially accepted by the board, or brought before the general assembly for vote, we will revert to TERSSA membership dues being paid by county to state during annual state membership drive. The state treasurer will send statewide check to TERSSA. Maryann will draft inclusive membership forms and communicate guidelines with district treasurers prior to the drive.

Campus Chapter dissolution – Campus chapter dissolution was discussed, with main point being when dissolution is effective, and their funds will be dispersed. Membership details are needed, as well as details on their standing secretary and treasurer. Beth will reach out to NE (?) and NC (Lorri Davis) districts and encourage them to reach out to campus members in their district and recruit them to their district chapters. Beth will also seek information on who currently has control of the campus chapter funds (possibly Valarie Diggs, who is listed as Finance Chair). Findings will be presented at the May Executive Board meeting.

Honorary membership guidelines – Nomination currently asks for "years in NCCEAPA" and "number/percentage of meetings attended," which are not records that have been kept. The only way to know would be to ask the person, which would defeat presenting the award of honorary membership as a surprise, and make things awkward if they were not nominated. Recommend we revise the wording on nomination forms fill out all *known* information and include "such as" or "if known". LaToya made motion, Kareis seconded; motion approved with no opposing vote.

NCCEAPA logo – Discussion was revisited regarding designing new Association logo, as it was not resolved through the last Executive Board and therefore never presented to the BoD. Ideas included hiring a firm to design a new logo (spend \$1,000 or less) and/or recruiting digital design students from NCSU and N.C. A&T. Beth will reach out to design schools.

Point was made that universities' logos, colors, branding, etc. not be included, as they are already included in Extension branding, and some COSS staff are strictly county funded with affiliation to neither campus. Forming a committee to handle design submissions and guidelines was also discussed, along with having new design finalized in time to present to the BoD for voting and be ready to unveil at the 2023 State meeting, as it will be the 50th anniversary. Beth will update us at May meeting on what comes of contact with design schools.

Minutes book, records of amendments - Secretary handbook containing minutes and records has been misplaced. Christine thinks they have been archived at the Hill library. Suzanne will check on that. Kareis will start a new book with available information from the website.

NCCEAPA Google drive – Decision was made the shared drive needs to be available to the entire Exec board, as working documents. Maryann and Beth currently are the only people who have access; Maryann will share with entire Executive Board. Kareis will add folder for secretary information, and upload all documents from the secretary handbook as a record in case book is misplaced again.

New responsibilities regarding updating files, access to, and sharing/removing persons from drive will be added to working papers. Treasurers timeline (working papers) will now include responsibility for changing access to incoming Executive Board and restricting administrative access to viewing only as needed. Maryann will work on getting rid of generic NCCEAPA email address as it is not necessary; all Executive Board members contact information is public and easily accessible.

State Association membership regulations – Question was raised as to why we have a 90-day stipulation for new hires to join the Association, and a voting restriction for returning members joining after the membership deadline. Noted that there does not seem to be a valid reason for declining membership any time dues are willing to be paid by a member or their county. Finance committee made a recommendation to amend rules and bylaws as follows:

- remove stipulation for new hires to join Association within 90 days of starting date
- remove voting restrictions on members joining outside of membership drive, if needed (question as to whether voting restriction is in the rules & bylaws or just on the membership form)

Membership drive timeline will still be in effect, and current members will be encouraged to join during timeline. Motion made by Maryann, seconded by Roben; motion approved with no opposing vote. Finance committee will present recommendation to BoD for approval at May meeting.

State meeting “35 mile exemption” policy - Asked if 35 mile exemption requirement could be removed for State Association meeting so local hosts can stay at the hotel if needed, due to traffic, parking limitations, etc., and how that expense could be covered. This exemption is through CALS business office, not NCCEAPA, but exemption has not been denied thus far to anyone’s knowledge.

Host county should apply through county funds for cost of hotel rooms, or through whatever means lodging is covered as with any other state meeting. Was asked if State Association would cover the costs of the host members if exemption was denied; rules & bylaws only cover Executive Board meeting expenses. Suggestion made that if exemption was denied, hosts seek funding from their individual counties or their District Association.

Travel expenses for Executive Board members - Each member must fill out Travel Authorization. Submit expenses to Maryann with form (found on NCCEAPA website) and receipts. Maryann will pay hotel expenses at state meeting to hotel with check; will do the same for May Board meeting for members staying at same hotel (Hampton Inn & Suites).

May Board Meetings – May 19 & 20; both meetings to be held at Durham County Extension Office. Executive Board meeting is Thursday at 1 p.m, followed by free walking tour of Downtown Durham for those interested, and supper along the route. Board of Directors meeting is Friday at 9 a.m. - please be there by 8:30 a.m. Following the meeting there will be a tour of the Durham County Public Library (11 a.m.) as the professional development aspect for those interested. Beth will send out Google Form for room requests to see how many rooms are needed and update us with information.

Meeting was adjourned at 11:35 a.m.

Respectfully submitted,

Kareis Britt

Kareis Britt, State Secretary, 2021-22

