



**2021-2022 Officers**

- Beth Cloninger* – President
- Christie Bell* – 1<sup>st</sup> Vice President
- Roben Jarret* – 2<sup>nd</sup> Vice President
- Kareis Britt* – Secretary
- Maryann Mickewicz* – Treasurer
- Christine Barrier* – Parliamentarian
- LaToya Lucy* – Advisor
- Suzanne Hugus* – NCJCEP Officer

**NCCEAPA Board of Directors Meeting - May 20, 2022**

Durham County Center Training Room, 721 Foster Street, Durham, NC 27701 and via ZOOM

President Beth Cloninger called the meeting to order at 9:20 a.m.

Secretary Kareis Britt called roll; at minute 13:35 a member from the SE District joined via Zoom, and at minute 18:15 a member from the West District joined via Zoom. Totals with the joining members are reflected in the table at right. A voting quorum was verified by Parliamentarian Christine Barrier.

Roll Call (Voting members)	Present
Northeast	4
North Central	6
Southeast	7
South Central	7
West	7

President Beth Cloninger emailed agendas and printed copies for attendees; she asked everyone to add 3 items under New Business:

- 1) Extension Conference session ideas
- 2) FCS National Association financial request
- 3) Money Market Account

The amended agenda was approved after a motion to accept from Debbie Humphrey, with a second from Lori Davis.

Christie Bell shared the Thought for the Day and printed them on bookmarks for those in attendance: “We all want progress, but if you’re on the wrong road, progress means doing an about turn and walking back to the right road; in that case, the man who turns back soonest is the most progressive.” – C.S. Lewis

Minutes from the September 20, 2021 Board of Directors meeting, sent to the attendees on Zoom and printed for those in attendance, were approved with no changes after a motion to accept from Roben Jarret, with a second from Christie Bell.

**District Reports** – Reports were presented for 4 districts:

- NE presented by Sherry Lynn
- NC presented by Lori Davis
- SE presented by Roben Jarrett
- SC presented by Julie Campbell

No report for the West presented at this time. All reports attached.

**Committee Reports** – Reports were presented for the following committees:

- Finance report presented by Maryann Mickewicz.
- Membership report presented by Gwen Medford

- Nominating report presented by Beth Cloninger
- Rules & Bylaws report presented by Kathy Hepler
- Professional Improvement report presented by Roben Jarrett
- Reflections did not have a report at this time, but Gail Spiewak asked where photo books and/or records are. Roben Jarrett said the SE district has several containers labeled “Reflections” that she assumed were district records, but would check to see if state files were in there also. Gail offered to start a digital file on the Association website with sections for each district.

There was no report for Public Relations at this time. All available reports are attached.

**Other Reports** – Reports were presented for the following areas:

- 2022 Sue Mills Lighthouse Award report presented by Beth Cloninger
- 2022 DSA & Executive Board Award report presented by Christie Bell
- 2022 Herter O’Neal Scholarship Award report presented by Roben Jarrett
- Honorary Membership report presented by Gwen Medford
- TERSSA Report was presented by Becky Castello

There was no NCJCEP report at this time. All presented reports are attached. The application and guidelines for the Sue Mills Lighthouse award can be found on the Association website.

**2022 State Meeting Update** – Sherry Lynn presented the update for the 2022 State Meeting.

**Campus Chapter dissolution** – Campus Chapter has officially dissolved as of April 18, 2022, via email sent to President Beth Cloninger (attached). To date, no members have joined surrounding respective district associations. Nominating committee has notified the West district of rotation change for 2<sup>nd</sup> Vice President nomination. State meeting rotation will be updated as well, with the West district hosting 2024. Rules and Bylaws do not dictate how funds from dissolved chapters should be handled when members absolved by active chapters/districts. For the time being, funds will be held by the State Association.

**Honorary Membership Guidelines** – Discussion about amending the nomination form by “if known” or removing completely the request for information that may not be able to be found, such as number of years in the Association, number/percentage of meetings attended, brought up differing opinions and some questions about past documents that might have provided the requested information. The information we know we have is the hire date for members, but years in the association may not be accurate, or even a record that has been kept. It was also noted that keeping up with deceased honorary members has not been done, as new employees coming into districts may not have contact information, or the information may not be given to current members, so that list is not accurate either. President Beth Cloninger moved to table the discussion until the September meeting, giving the Membership Committee time to review the nomination form and confer with the Treasurer on location of needed records.

**Rules & Bylaws Updates** – The Rules & Bylaws committee made recommendations for several changes to the current NCCEAPA Rules & Bylaws. These Recommendation showing changes is attached, and listed as follows:

- Amend wording to reflect current branding standards. Recommend any place NCCEAPA Rules & Bylaws refer to “North Carolina Cooperative Extension Service,” the word “Service” be removed, to read “*North Carolina Cooperative Extension*” (Article III, Section 1). Motion to accept recommendation made by Lynn Raynor, seconded by Kareis Britt. Motion approved by majority vote.
- Amend wording to reflect updated business practices. Recommend changing ways to conduct business to be more expansive and include “*via in person meeting, virtual meeting, by email or mail*” (Article VIII, Section 3, Number 5; and Article XII, Section 4) and all areas that say “mailed” or “by mail” to include “*or email*” (Article V, section 5, Number 3, and Article X, Section 6 and Article X, Sections 5 and 6). Motion

to accept recommendation made by Debbie Humphrey, second by Lori Davis. Motion approved by majority vote.

- Amend wording to reflect dissolution of Campus Chapter by removing all references to “Campus Chapter”, “Campus”, and “Chapter” (Article VI, Section 8; Article X, Sections 1 and 6; and Article XIV, Section 3). Motion to accept recommendation made by Debbie Humphrey, second by Michelle Hamm. Motion approved by majority vote.
- Amend wording to no longer restrict membership to 90 days of hire for new employees and allow eligible employees to enroll outside of the standard membership drive timeframe. Kareis Britt made proposal to add membership dues are not prorated if joining outside membership timeframe. After discussion for and against, there was no motion to accept the recommendation. A vote was taken for all opposing, the amendment was declined and will be sent back to the committee to rework.
- Remove completely the wording “Updated xx/xx/xxxx” reflecting the last date bylaws were revised at bottom of Rules & Bylaws as it is easy to miss and currently inaccurate; date on website shows last time they were updated more accurately. Motion to accept recommendation made by Christie Bell, second by Debbie Humphrey. Motion approved by majority vote.

**Herter O’Neal Scholarship Guidelines** – The Professional Improvement Committee made a recommendation to change wording in the guidelines and on the application and in the guidelines from “this scholarship is offered to anyone pursuing a college degree, associate or bachelor’s, in a business or business-related field of study” to “this scholarship is offered to anyone pursuing a college degree, associate or bachelor’s, in a business or business-related field of study, *or enrolled in a diploma program leading to a college degree, associate or bachelor’s*” to align with some community college program wording. This recommendation was presented to the Executive Board at the April 7 meeting and approved, as noted in the minutes, but was not listed in the report provided to BoD. Additionally, the committee recommends to change the wording on application, increasing word limit for essay portion from “no more than 50 words” to “*no more than 300 words*” to allow applicants to better tell their story, as this category holds the greatest weight in judging. The recommendation in the report reads “100 words or less”, but was amended to the increased amount at the Executive Board meeting on May 19. No second needed as it came as committee recommendation. Voted and approved to accept recommendations by majority vote.

**Extension Conference Session Ideas** – There will be four sessions for Admin and COSS at the State Extension Conference in October. The Executive Board voted in the May 19<sup>th</sup> meeting to lead a session/class called “NCCEAPA 101” where officers and committee chairs explain what duties are in so members would be aware and hopefully encourage more participation. Additionally, a session/training on Word Press website management was suggested. Beth opened the floor to the BoD for suggestions for the remaining two session. Suggestions from the floor included session/training on Wolf Reports and Orientation to Extension. These ideas will be submitted when requests for ideas become available.

**FCS National Association Donations Request** – The FCS National Association has requested financial support for their national meeting, being hosted by North Carolina for the first time since 1999. The Executive Board recommends providing a contribution of \$1000 and offer support from our Admin/COSS staff in nearby counties if they need help in hosting. Voting from the BoD will decide this contribution as their meeting will take place prior to our Fall general assembly and the funds will need to be dispersed before then.

**Money Market Account** – We also have a large excess of funds in our Money Market account; anything over \$10,000 must be claimed as profit and taxes filed. As a non-profit whose mission is to contribute and provide community service to society, the Executive Board recommended finding ways to use this money that aligned with our mission. Recommendations from the Executive Board’s May 19 meeting included providing a \$500

contribution to the district hosting the state meeting for their community service project; and enhancing the HON scholarship by raising the overall state scholarship prize to \$1000 and providing a \$250 scholarship to each of the finalists from the 4 districts who did not win the state scholarship, for a total of \$2000.

- A vote was taken on the recommendation to increase the HON scholarship, and was approved by majority vote.
- A vote was taken on donating \$500 to the state meeting community service project and was approved by a majority vote.
- These allocations can be reevaluated next year after reviewing the available operating budget. A vote was taken on a financial contribution of \$1000 toward the FCS National Association for their National meeting and was approved with a majority vote.

The floor was opened for additional suggestions.

- A motion to give the Durham County office a \$100 contribution toward their “Welcome Baby” program in appreciation for hosting our meetings was made by Beth Cloninger, with a second from Kareis Britt. A vote was taken and the motion approved by majority vote.
- A motion was made by Sherry Lynn to donate \$1500 to TERSSA for this year’s national meeting. After discussion, a second was made by Julie Campbell, and the motion passed by majority vote.

President Beth Cloninger asked everyone to take notice of dates for upcoming events and award deadlines listed on the agenda, and to consider nominating someone for at least one of the awards before making a motion to adjourn at 11:39 in order to get to the Professional Development tour of the Durham County Public Library scheduled for the group at 12:00 p.m. Kareis Britt seconded.

Maryann Mickewicz announced she had received the report for the West district and asked if she should read it or just forward it to be attached to the minutes. As the meeting was adjourned, she was asked to forward it and Beth asked any district or committee that had not submitted reports to please forward to Secretary Kareis Britt.

Respectfully submitted,

*Kareis Britt*

Kareis Britt, State Secretary, 2021-22

## **NCCEAPA – Northeast District Report Spring 2022**

The NCCEAPA-NED spring meeting was held on March 11, 2022 in Chowan County. New administrative assistants from Dare County, Kimberly Armstrong and Halifax County, Amy Grissom and Nash County, Joann Pierce were introduced and welcomed.

The Nominating Committee introduced the new 2022-2023 slate of officers for the Northeast District, effective October 1st, 2022. There was much discussion about the 2022 State/TERSSA meeting. The Northeast district will host the State meeting in Kitty Hawk September 20-23, 2022. Everyone is encouraged to register for the meeting if they have not done so already.

Respectfully submitted by Amy Twiddy, NCCEAPA-NED President

## **2022 State/TERSSA Meeting Update**

The meeting will take place September 20-23, 2022 at the Hilton Garden Inn in Kitty Hawk, NC. We are very excited to host you all and hope everyone can attend.

Registration is currently open for the 2022 State/TERSSA Meeting. Registration links can be found under the state meetings tab on the association website. We are still in the process of securing additional hotel rooms at an overflow hotel, as we have sold out our block twice at the Hilton Garden Inn. Once these rooms are secured we will email all members and let them know. We apologize for any inconvenience and appreciate your patience in the matter.

Any districts that wish to have a table to conduct their district raffle please let Amy Twiddy know as soon as possible. She has heard from a few districts but wants to make sure everyone has what they need.

Respectfully submitted by Amy Twiddy, NCCEAPA-NED President



NCCEAPA-South Central District Meeting Report for NCCEAPA Board of Directors Meeting held on Friday, May 20, 2022.

The NCCEAPA-South Central District met on April 22, 2022 in Stanly County at the Mercantile. Professional Improvement program was presented on “Self Care in the Work Place” by a local yoga instructor. She did a wonderful job teaching us some great techniques to help elevate our stress right at our desks. The owner of the venue, Robin Davis, gave us a background of the building and the purpose they are serving in the community today.

The business session was brought to order after lunch by Julie Campbell, South Central District President.

The nominating committee announced the 2022-23 to take office in October. They are as follows:

President: Cathy James, Hoke County

1<sup>st</sup> Vice President – Judy Moore, Lincoln County

2<sup>nd</sup> Vice President – Brandi Carter, Moore County

Secretary – Christine Barrier, Cabarrus County

Treasurer – Beth Cloninger, Iredell County

Advisor – Julie Campbell, Alexander County

The next NCCEAPA-SCD meeting will be held in Union County with date to be announced.

Respectfully submitted by:

Julie Campbell, NCCEAPA-SCD President

# **NCCEAPA Board Meeting**

**May 20, 2022**

## **West District Report**

Respectfully submitted by Magen Caldwell-Woody, President

### **West District Officers for 2021-2022**

President	Magen Caldwell-Woody
1st VP	Cindy Chastain
2nd VP	Vivian Hollifield
Secretary	Maryann Mickewicz
Treasurer	Arizona Gragg
Parliamentarian	Carol Horne
Advisor	Tina Lovejoy

- District's spring meeting was "Finally" held in person on Friday, April 29, 2022 hosted by McDowell County (Heather Peek)
- We have 17 Active members (3 new members Tyler Osborne (Clay County), Melena Dillingham and Jessica Hughes (Buncombe County))
- Arizona Gragg and Kirsten Dillman created and shared with each of the members a shared drive for members to have access to, it contains all the working papers (description, procedures, events, etc.) for the association.
- Admin of the year can now be nominated by an active member of the association and work closely with the nominated AA's CED for obtaining the appropriate info for the application.
- If a West District HON finalist DOESN'T win the state scholarship, the WD Association will award that person a \$250 scholarship payable as outlined in the state procedures.
- Officers for 2022 - 2023 were nominated

President	Cindy Chastain
1st VP	Vivian Hollifield
2nd VP	Keia Tilly
Secretary	Maryann Mickewicz
Treasurer	Arizona Gragg
Parliamentarian	Carol Horne
Advisor	Magen Caldwell-Woody

## North Central District – NCCEAPA

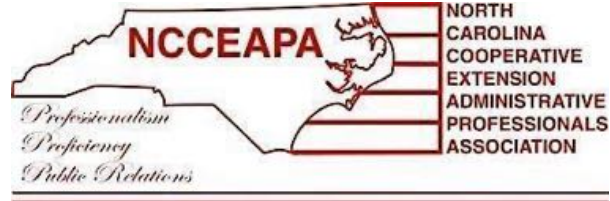
### Spring Report

The NCD held the association spring meeting on April 8<sup>th</sup> in Stokes County. We started the day at the Stokes County Arts Council where we were given a brief history of Stokes County and then were able to tour the Arts Council and see the beautiful art created by students and adults. We made our way up the hill to the Stokes County Extension Center where we had an insightful discussion on our experiences with finances and Eventbrite. The AAs in our district shared the good and the bad (mostly bad) interactions with spending and being reimbursed for the funds in the Eventbrite receipt accounts. We discussed creating our own one-page checklist for ensuring a smoother financial process. We had all worked up an appetite after that discussion and enjoyed a catered lunch.

We held our business meeting and met with our committees. It was a great day – especially seeing each other in-person!







Southeast District Report  
May 20, 2022

Officers of the Southeast District:

President	Roben Jarrett, New Hanover
1st Vice-President	Tamara Carawan, Pamlico
2nd Vice-President	Lynn Raynor, Sampson
Secretary	Wanda Hargrove, Duplin
Treasurer	Kareis Britt, Robeson
Advisor	Suzanne Hugus, Campus
Parliamentarian	LaToya Lucy, Bladen

Current Members: 27

Honorary Members: 18

The Southeast District Executive Committee and guests met in Duplin County on Tuesday, March 1 to finalize plans for the District's spring meeting and discuss planning items for the 2023 state meeting. We continued our discussions over a yummy lunch at the Mad Boar Restaurant in Wallace, NC.

The Southeast District's spring meeting for 2022 was held in Columbus County on April 22, 2022 at the Boys and Girls Home, located on Lake Waccamaw, with 20 members and one guest in attendance. County Extension Director, Dalton Dockery, addressed the group and remained with us for our business meeting, adding valued insight to our agenda items. The membership voted to freeze officers for the Southeast District until after the 2023 state meeting to provide continuity in planning. After handling regular association business, the group broke out into committee workshops to begin brainstorming ideas, needs, etc. for our 2023 state meeting. Lunch was provided at the popular Dale's Restaurant and was followed by a tour of the Boys and Girls Home Chapel, grounds, and equine farm. The association members from Columbus County provided a very fun and lovely day for our meeting.

Our fall meeting is scheduled for Friday, August 26 in Johnston County.

All committees for the 2023 state meeting will begin regular meetings to plan and prepare for the upcoming event. Contracts have either been signed or are in progress for the hotel and the keynote speaker.

Respectfully submitted,

Roben Jarrett  
President, Southeast District

# NCCEAPA - Spring Board of Directors Meeting

May 20, 2022

Durham County Cooperative Extension

721 Foster St. Durham, NC 27701

9:00 AM .....Call to Order

11:30 AM.....End business meeting

12:00 PM.....Library Tour Durham County  
Main Library  
300 North Roxboro St Durham

12:45 .....Adjourn - Safe travels home

***Board of Directors includes: Executive Board members, District officers, State Committee Chairs***

***District Presidents please be prepared to give a district report, Committee chairs please be prepared to present a committee report.***

***All reports should also be emailed to Kareis Britt, State Secretary***

Thank you to the following:

Woodmill Winery

Good Wood Pizza

NC Cooperative Extension - Lincoln County Center (staff)

WalMart - Lincolnton



**2021-2022 Officers**  
 Beth Cloninger – President  
 Christie Bell – 1<sup>st</sup> Vice President  
 Roben Jarrett – 2<sup>nd</sup> Vice President  
 Kareis Britt – Secretary  
 Maryann Mickewicz – Treasurer  
 Christine Barrier – Parliamentarian  
 LaToya Lucy – Advisor  
 Suzanne Hugus – Federation Officer

**NCCEAPA Board of Directors Meeting**  
**May 20, 2022 9:00 AM**  
**Durham, NC**

*Beth Cloninger, Presiding*

*Christine Barrier, Parliamentarian*

**AGENDA**

Agenda Item	Discussion	Outcomes and Next Steps
<b>Call to Order</b> <i>Beth Cloninger, President</i>	Call to Order Time:	
<b>Roll Call</b> <i>Kareis Britt, Secretary</i>	Campus	Northeast    North Central    Southeast    South Central    West
<b>Parliamentary Review</b> <i>Christine Barrier, Parliamentarian</i>	Verify quorum	
<b>Approval of Agenda</b> <i>Beth Cloninger, President</i>		Motion to accept: Seconded: Decision:
<b>Thought for the Day</b> <i>Christie Bell, 1<sup>st</sup> Vice President</i>		
<b>Approval of Minutes</b> <i>Kareis Britt, Secretary</i>	Board of Directors Minutes September 20, 2021	Motion to accept: Seconded: Decision:

**District Reports**

<b>Northeast</b> <i>Amy Twiddy, President</i>	
<b>North Central</b> <i>Lori Davis, President</i>	
<b>Southeast</b> <i>Roben Jarrett, President</i>	
<b>South Central</b> <i>Julie Campbell, President</i>	
<b>West</b> <i>Magen Caldwell-Woody, President</i>	

**Standing Committee Reports**

<b>Finance</b> <b>Treasurer's Financial Report</b> <i>Maryann Mickewicz, Treasurer</i>	
<b>Membership</b> <i>Gwen Medford, Chair</i>	
<b>Nominating</b> <i>Susan Johnson, Chair</i>	



<b>Rules &amp; By-Laws</b> <i>Kathy Hepler, Chair</i>	
<b>Professional Improvement</b> <i>Roben Jarrett, Chair</i>	
<b>Public Relations</b> <i>Gail Spiewak, Chair</i>	
<b>Reflections</b> <i>Cyndy Gustashaw, Chair</i>	
<b>Other Reports</b>	
<b>2022 Sue Mills Lighthouse Award</b> <i>Beth Cloninger, President</i>	
<b>2022 Distinguished Service Award</b> <i>Christie Bell, 1<sup>st</sup> Vice President</i>	
<b>2022 Executive Board Award</b> <i>Christie Bell, 1<sup>st</sup> Vice President</i>	
<b>2022 Herter-O'Neal Scholarship</b> <i>Roben Jarrett, 2<sup>nd</sup> Vice President</i>	
<b>Honorary Membership</b> <i>Gwen Medford, Membership Chair</i>	
<b>Federation Report</b> <i>Suzanne Hugus, Federation Representative</i>	
<b>TERSSA Report</b> <i>Becky Castello, NC TERSSA Representative</i>	
<b>Old Business</b>	
<b>2022 State Meeting Update</b> <i>Amy Twiddy, Northeast District</i>	
<b>NCCEAPA Logo</b>	
<b>Other Old Business</b>	
<b>New Business</b>	
<b>Campus Chapter dissolution</b>	
<b>Honorary Membership Guidelines</b>	
<b>State Association 90 day dues/membership/voting guidelines</b>	Motion to accept: Seconded: Decision:
	Motion to accept: Seconded: Decision:
<b>Other New Business</b>	Motion to accept: Seconded: Decision:



<b>Other New Business</b>		Motion to accept: Seconded: Decision:
<b>Upcoming Events</b>		
September 21, 2022	TERSSA National Meeting – Kitty Hawk, NC	
September 21, 2022	NCCEAPA Board of Directors Meeting, Kitty Hawk, NC	
September 23, 2022	NCCEAPA Annual State Business Meeting, Kitty Hawk, NC	
	Federation Forum	
<b>UPCOMING DEADLINES</b>		
August 1, 2022	Executive Board Award Nominations	
August 1, 2022	Distinguished Service Award	
August 1, 2022	Sue Mills Lighthouse Award	
<b>Other Announcements</b>		
<b>Adjourn</b>		Motion to accept: Seconded: Decision:

Meeting Notes: \_\_\_\_\_

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NCCEAPA – Board of Directors Meeting  
Friday, May 20, 2022

### **Distinguished Service Award**

Nominations are due August 1<sup>st</sup>. I have no report, other than on March 25<sup>th</sup>, I emailed everyone the guidelines and forms for the DSA award. If you did not get my email, please go on our website and find the information there. Becky and Sherry do a phenomenal job with our website, and you can find all of the information you need on it.

The NCCEAPA Distinguished Service Award (DSA), which was established in 2014, is presented annually to honor and recognize members for exemplary service to Extension as well as service to the NCCEAPA.

The nominee must have at least 3 years of service with the North Carolina Cooperative Extension as of March 15<sup>th</sup>, 2022. The nominee must be a current member in good standing of the state association for at least 3 years in the year the award is presented (2022).

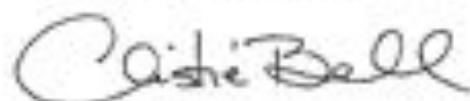
I have had no nominations so far, so please get your nominations submitted to me when you can.

### **Executive Board Award**

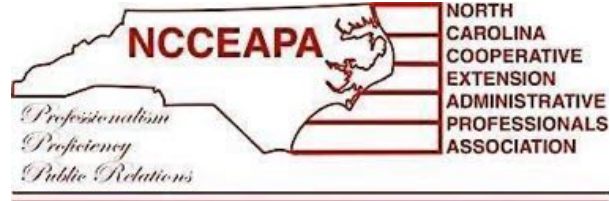
Nominations are due August 1<sup>st</sup>. Again, I have no report, other than on March 25<sup>th</sup>, I emailed everyone the guidelines and forms for the Executive Board Award. The award is based on NCCEAPA participation, contributions, and cooperation. Any NCCEAPA member is eligible to nominate any member of the Association. It is not limited to those who have served as officers, but it should be someone who has exhibited outstanding loyalty and dedication to the Association.

I have had no nominations so far, so please get your nominations submitted to me when you can. I look forward to receiving nominations soon.

Respectfully Submitted,



Christie Bell  
1<sup>st</sup> VP - NCCEAPA



Herter-O'Neal Report  
May 20, 2022

District Professional Improvement Chairs:

- North Central Chastity Elliott
- Northeast Joy Pierce
- South Central Judy Moore
- Southeast Carsha Hayes/Kim Hoskins
- West Cindy Chastain

Notification was sent to the District Professional Improvement chairs the first week of February 2022. District Chairs then send this information to local schools to promote the scholarship.

On March 22, shortly before the deadline, a request was received to extend the extension deadline due to unforeseen and uncontrolled IT communication failures. A request was made and discussed by members of the Executive Committee to grant the extension. The extension was granted and the deadline extended from April 1 until April 15, 2022.

One applicant from each of the 5 districts was submitted for final judging. A panel of judges from the New Hanover County Center staff, who were not members of the NCCEAPA, performed the judging. After considerable deliberation, the scholarship was awarded to Cassidy E. Ball, from Albemarle, NC, Stanly County, of the South Central District.

The South Central District chair, Judy Moore, was notified along with the other district chairs. A letter of congratulations was sent to the winner and thank-you letters were sent to the applicants not chosen. The application/information was sent to the Association Treasurer to process the scholarship check. The Association Treasurer and Administrative Assistant from Stanly County are coordinating efforts to get the check to the school and to determine if there are any other opportunities for presentation of the award.

Respectfully submitted,

Roben Jarrett  
NCCEAPA 2nd Vice President



NCCEAPA Board of Directors Meeting  
May 20, 2022  
TERSSA Report

TERSSA Executive Board for 2022 – Becky Castello, NC - President, Faye Wilson, OH – President Elect, Cheryl Duplechain, LA – Membership Secretary, Cathy James, NC – Treasurer, Karen Bixler, AL – Recording Secretary, Sandra Walton, AL – Webmaster, Christine Barrier, NC – Annalist, Christina Byrd, OH – Past President.

Currently TERSSA has 152 active members in 10 States – Alabama – 2, Kentucky – 1, Louisiana – 5, Maine – 2, Mississippi – 5, North Carolina – 68, Ohio – 60, South Carolina – 1, Virginia - 8

We held our first TERSSA Executive Board meeting of the year on March 16<sup>th</sup> at 2pm via zoom. This meeting included the Executive Board as well as the Committee Chairs. We had a great meeting to start the year off allowing everyone to start the new year on the same page. The next meeting will hopefully be held in June with the date to be announced.

We are also very excited to announce that Tennessee is planning to join as our 11<sup>th</sup> state. Hopefully this will take place in the next few months. As you can see our marketing committee and members continue to reach out to states to continue to grow our organization and it is working.

TERSSA members are very excited to be able to join us at the beach this year and you can tell by the number of registrations that have already been received. This year we will have Virginia and Maine join us as first timers at one of our conferences.

If anyone hasn't joined this year and would like to the current membership dues deadline is the end of this month. Come join us as we continue to grow.

For all the latest information about TERSSA check out our website at [terssa.org](http://terssa.org).

Respectfully submitted,

Becky Castello,  
2022 TERSSA President



# Constitution & Bylaws Proposed Changes

5/5/2022

Kathy Hepler, Chair - Rules & Bylaws Committee

Brigitte Perry

Christine Barrier

Carol Horne-Tate

Tamara Carawan

## All changes to the document pertain to these 5 items:

1. Removing the word "Service" from North Carolina Cooperative Extension
2. Updating ways for the boards and committees to meet to conduct business
3. Removing the words Campus and Chapter, due to the Campus Chapter disbanding
4. Making a change to no longer restrict membership for new employees to within 90 days of their hire date.
5. Website update date listed

## Article III – Organizational Structure

### Section 1 currently reads:

This Association shall be organized into districts, the same as the North Carolina Cooperative Extension Service, and shall change according to any changes in the North Carolina Cooperative Extension Service Districts.

### Recommendation to reword Article III – Organizational Structure, Section 1 to read:

This Association shall be organized into districts, the same as **the** North Carolina Cooperative Extension **Service**, and shall change according to any changes in the North Carolina Cooperative Extension **Service** Districts.

## Article V – Officers and Their Duties

### Section 5, number 3 currently reads:

3. a list of honorary and retired members. The secretary shall search the records for information requested by officers or members; shall mail copies of the minutes of all meetings to the Board of Directors within six weeks after the conclusion of the meeting; shall conduct the correspondence of the Association as directed by the President and/or the Board of Directors.

**Recommendation to reword Article V – Officers and Their Duties, Section 5, No. 3 to read:**

3. a list of honorary and retired members. The secretary shall search the records for information requested by officers or members; shall **email or** mail copies of the minutes of all meetings to the Board of Directors within six weeks after the conclusion of the meeting; shall conduct the correspondence of the Association as directed by the President and/or the Board of Directors.

**Article VI – Elections**

**Section 8 currently reads:**

Nominations for officers shall be made through a Nominating Committee composed of one person from each of the Extension Districts and the Campus Chapter. This committee member is to be appointed by the Executive Board of her/his district.

**Recommendation to reword Article VI-Elections, Section 8 to read:**

Nominations for officers shall be made through a Nominating Committee composed of one person from each of the Extension Districts ~~and the Campus Chapter~~. This committee member is to be appointed by the Executive Board of her/his district.

**Article VIII – Board of Directors**

**Section 3, No. 5 currently reads:**

5. be empowered to conduct business via mail, on-line or e-meeting. Parameters of on-line or e-meeting to be determined by the President;

**Recommendation to reword Article VIII-Board of Directors, Section 3, No. 5 to read:**

5. be empowered to conduct business **via in person meeting, virtual meeting, by email or** via mail, ~~on-line or e-meeting~~. Parameters of **virtual meeting or email** ~~on-line or e-meeting~~ to be determined by the President;

## **Article X – Meetings**

### **Section 1 currently reads:**

The Association shall hold an annual meeting in or around September. Districts will host the state meeting on the following rotational basis: West, North Central, South Central, Northeast, Southeast, Campus. Following this rotation, the district that is next in line, shall contact and work with the President when scheduling the dates of the upcoming state meeting. The invitation shall be extended to the entire membership at the state meeting by the upcoming year's host district. The host district will provide a planned educational activity to promote professional improvement during the days provided by Administration for the state meeting.

### **Recommendation to reword Article X - Meetings, Section 1 to read:**

The Association shall hold an annual meeting in or around September. Districts will host the state meeting on the following rotational basis: West, North Central, South Central, Northeast, Southeast, **Campus**. Following this rotation, the district that is next in line, shall contact and work with the President when scheduling the dates of the upcoming state meeting. The invitation shall be extended to the entire membership at the state meeting by the upcoming year's host district. The host district will provide a planned educational activity to promote professional improvement during the days provided by Administration for the state meeting.

## **Article X – Meetings**

### **Section 5 currently reads:**

In the event that an annual meeting of the Association cannot be held as stated in Article X, Section 1, the business of the Association shall be conducted by the Board of Directors operating on behalf of the general membership. A meeting of said Board shall take place during the same timeframe of the normally scheduled annual Association meeting in a format chosen by the Executive Board. Proposed meeting agenda shall be mailed to the general membership at least two weeks prior to the Board meeting in order to allow individual input. Members wishing to include business items on the agenda should have those submitted to the State President no later than one month prior to the scheduled meeting.

### **Recommendation to reword Article X – Meetings, Section 5 to read:**

In the event that an annual meeting of the Association cannot be held as stated in Article X, Section 1, the business of the Association shall be conducted by the Board of Directors operating on behalf of the general membership. A meeting of said Board shall take place during the same timeframe of the normally scheduled annual Association meeting in a format chosen by the Executive Board. Proposed meeting agenda shall be **emailed or postal** mailed to the general membership at least two weeks prior to the Board meeting in order to allow individual input. Members wishing to include business items on the agenda should have those submitted to the State President no later than one month prior to the scheduled meeting.

## **Article X – Meetings**

### **Section 6 currently reads:**

In the event that any biannual meeting cannot be held on the district or chapter level, the business of the District or Chapter shall be conducted by the District or Chapter Board of Directors, which shall consist of the District or Chapter Officers and District or Chapter Committee Chairs. Meeting of said Board shall take place in a format chosen by the District or Chapter President. Proposed meeting agenda shall be mailed to the general district or chapter membership at least one month prior to the Board meeting in order to allow individual input. Members wishing to include business items on the agenda should have those submitted to the District or Chapter President no later than two weeks prior to the scheduled meeting.

### **Recommendation to reword Article X – Meetings, Section 6 to read:**

In the event that any biannual meeting cannot be held on the district ~~or chapter~~ level, the business of the District ~~or Chapter~~ shall be conducted by the District ~~or Chapter~~ Board of Directors, which shall consist of the District ~~or Chapter~~ Officers and District ~~or Chapter~~ Committee Chairs. Meeting of said Board shall take place in a format chosen by the District ~~or Chapter~~ President. Proposed meeting agenda shall be **emailed or postal** mailed to the general district ~~or chapter~~ membership at least one month prior to the Board meeting in order to allow individual input. Members wishing to include business items on the agenda should have those submitted to the District ~~or Chapter~~ President no later than two weeks prior to the scheduled meeting.

## **Article XI – Dues**

### **Section 3 currently reads:**

Membership drive shall be such as to provide dues to the District Treasurer prior to September 1 of each year. Membership shall be available for new employees whose effective date of employment occurs after September 30 upon payment of dues within 90 days of employment.

### **Recommendation to reword Article XI – Dues, Section 3 to read:**

Membership drive shall be such as to provide dues to the District Treasurer prior to September 1 of each year. ~~Membership shall be available for new employees whose effective date of employment occurs after September 30 upon payment of dues within 90 days of employment.~~ **However, active membership shall be available for eligible employees upon payment of dues even if outside of the membership drive timeframe.**

## **Article XII – Committees**

### **Section 4 currently reads:**

Any committee shall have the privilege of functioning by mail.

### **Recommendation to reword Article XII – Committees, Section 4 to read:**

Any committee shall have the privilege of functioning ~~by mail~~ **in person, by virtual meeting, by email and by postal mail.**

## **Article XIV – District Procedures**

### **Section 3: Name, currently reads:**

Shall be known as the North Carolina Cooperative Extension Administrative Professionals Association followed by District name (ex. NCCEAPA-Western District or NCCEAPA-WD) or Campus Chapter (NCCEAPA-Campus Chapter).

### **Recommendation to reword Article XIV – District Procedures, Section 3 Name to read:**

Shall be known as the North Carolina Cooperative Extension Administrative Professionals Association followed by District name (ex. NCCEAPA-Western District or NCCEAPA-WD) ~~or Campus Chapter (NCCEAPA-Campus Chapter).~~

### **On the NCCEAPA website on the Constitution and Bylaws page,**

<https://ncceapa.ces.ncsu.edu/handbook-and-guidelines/constitution-and-bylaws/>, there is a date that must be manually edited to reflect the last time there was an update. This date is not currently accurate and is an item that can be missed when updates are made.

**Recommendation on date website last updated:** That the automated Page Last Updated wording that automatically posts below the writer information at the end of the article reflect the true last updated date.



Board of Directors Meeting  
May 20, 2022  
Membership Report

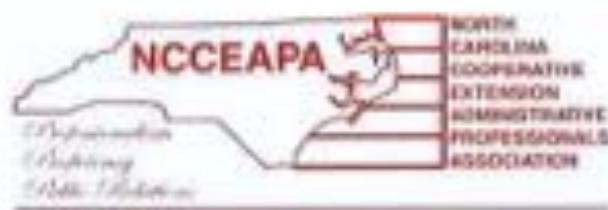
As of May, 2022 there are 120 fully paid members broken down as follows:

North Central	26
North East	25
South Central	24
South East	30
West	15

Honorary Membership Report

As of May, 2022, there are 76 Honorary members broken down as follows:

North Central	6
North East	14
South Central	15
South East	18
West	23



**NCEAPA**  
**Nominating Committee Report**  
**May 20, 2022**

Committee members: Susan Johnson, Cumberland County; Nicole Vernon, Surry County; BJ Okleshen, Gates County; Suzanne Hugus, Southeast DAA; and Heather Peek, McDowell County

As we look forward to installing NCEAPA officers in September 2022 at our state meeting, we will need to fill the below positions. The disbandment of the Campus Chapter created a change in the rotation schedule of 2<sup>nd</sup> Vice-President, which will now come from the West District. Magen Caldwell-Moody, West District President, and Heather Peek, West District Nominating Chair, have been notified of the opportunity to provide the nomination for this position.

**Open positions to fill**

- 2<sup>nd</sup> Vice-President – West District
- Secretary
- NCJCEP – Officer-at-large

Current sitting officers were contacted and have agreed to continue to rotate as scheduled. The current treasurer has agreed to serve her second term.

- Christie Bell will rotate to NCEAPA President
- Roben Jarrett will rotate to NCEAPA 1<sup>st</sup> Vice-President
- Maryann Mickewicz will continue to serve as treasurer
- Beth Cloninger will rotate to Advisor

Latoya Lucy will provide the installation service.

Respectfully submitted,

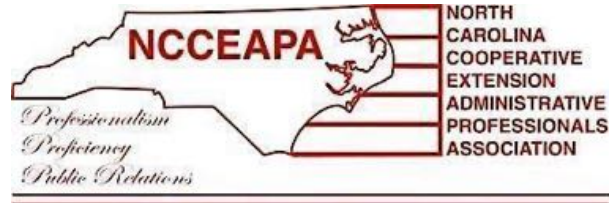
Susan Johnson  
NCEAPA State Nominating Chair



## **Rules and Bylaws Committee Report 5-20-22**

Kathy Hepler (chair)  
Brigitte Perry  
Christine Barrier  
Carol Horne-Tate  
Tamara Carawan

After receiving two proposed changes to the NCCEAPA Constitution and Bylaws, the committee met via Zoom on Thursday, May 5, 2022. In addition, three other changes were discussed and recommendations for all five changes were emailed to Beth Cloninger, who emailed them to the Executive Board and the Board of Directors on Friday, May 6, 2022. These recommended changes will be presented today at the Board of Directors meeting during New Business.



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Professional Improvement Committee Report  
May 20, 2022

State Professional Improvement Committee:

- Roben Jarrett, Southeast, New Hanover County, Chair
- Pam Jordan, North Central, Durham County
- Joy Pierce, Northeast, Martin County
- Judy Moore, South Central, Lincoln County
- Kim Hoskins, Southeast, Greene County (replacing Carsha Hayes, Columbus County)
- Cynthia Chastain, West, Cherokee County

The Professional Improvement Committee met via zoom on March 3, 2022 to review tasks and duties of this committee.

It was decided that a list of awards available will be compiled and sent to the Association's District Professional Development chairs in early to mid June. This list of awards will include the deadlines for submission and who the nomination or applications should be sent to. The district chairs will then send this communication to all members of their districts.

The Herter-O'Neal scholarship package was distributed to the District's Professional Development chairs; a winner was chosen and has been notified. Details of the winner are included in the Herter-O'Neal report.

The judges for this year's Herter-O'Neal scholarship recommended that the amount of words for the essay be increased to at least 100 or more. Their reasoning was that the weight given this category of judging was by far the greatest, so restricting the essay to only 50 words significantly restricted the applicant from being able to tell their story as to why they believed they needed or should be granted the scholarship.

The Professional Improvement Committee would like to recommend that the limit on words for the Herter-O'Neal scholarship application essay be increased from "no more than 50" to "between 100 and 150 words."

Respectfully submitted,

Roben Jarrett  
Professional Improvement Committee Chair