



2021-2022 Officers

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

NCCEAPA Executive Board Meeting - May 19, 2022

Durham County Center Training Room, 721 Foster Street, Durham, NC 27701

President Beth Cloninger called the meeting to order at 1:11 p.m.

Secretary Kareis Britt called roll; all were present. A voting quorum was verified by Parliamentarian Christine Barrier.

President Beth Cloninger emailed agendas and printed copies for attendees; the agenda was approved after a motion to accept from LaToya Lucy, with a second from Kareis Britt.

Christie Bell shared the Thought for the Day: “I’ve learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel.”
 – Maya Angelou

| Roll Call (*Voting member) | Present |
|---|---------|
| *Beth Cloninger – President | Y |
| *Christie Bell – 1 st Vice President | Y |
| *Roben Jarrett – 2 nd Vice President | Y |
| *Kareis Britt – Secretary | Y |
| *Maryann Mickewicz – Treasurer | Y |
| Christine Barrier – Parliamentarian | Y |
| LaToya Lucy - Advisor | Y |
| Suzanne Hugus – NCJCEP Officer | Y |

Minutes from the September 21, 2021 Executive Board meeting, posted on the NCCEAPA website, were approved with no changes after a motion to accept from Christie Bell, with a second from Beth Cloninger. Minutes from the April 7, 2022, Executive Board meeting were emailed to members, and were approved with no changes after a motion from Christie Bell, with a second from LaToya Lucy.

Membership forms/dues payment to include TERSSA – Minutes from 2021 Executive and Board of Director meetings reflect there had been some discrepancy between previous statements by then-treasurer Brandy Proctor over removing TERSSA dues from the membership forms. Dues for TERSSA were not included on 2021-22 membership forms and were left up to individual districts or members to collect and turn in. NCCEAPA rules and bylaws do not address the Treasurer collecting dues; however, the Treasurer’s timeline/working papers reflect TERSSA dues should be collected by district treasurers and submitted to the state treasurer during the annual membership drive. It was decided TERSSA dues would be added back to the membership forms and collected by district treasurers to remit with NCCEAPA dues, and the state treasurer would cut one check to TERSSA for membership dues. As there are no stipulations in the rules and bylaws, and no vote was taken to remove them originally, no vote was needed.

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 2nd Vice President nomination. State meeting rotation will be updated as well, with the West district hosting 2024. Evelyn Stahling was contacted and is still listed on the account for the Campus Chapter. Evelyn agreed to close the account and forward remaining balance to the state treasurer upon receipt of formal request from the NCCEAPA. 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.

NCCEAPA logo – New logo design ideas are being worked up by a graphic designer. Several designs should be ready to present to the BoD at the September State meeting; upon approval from BoD, the final design will be voted on at the September business meeting by the general assembly. Winning design will be unveiled at the 2023 State meeting as part of the 50th Anniversary celebration. NCCEAPA will cover the cost of having the logo digitized so it can be used for printing, embroidering, etc.

Financial Report – Maryann Mickewicz presented the financial report (attached); copies were provided with the agenda. Question about filing taxes (state and districts) was raised, and it was noted that taxes should be filed on balances over \$9999. Discussion on how to spend the excess in the State Money Market account resulted in suggestions to provide \$500 donation to the community service project of the district hosting the state meeting, and enhancing the HON scholarship by increasing the winning applicant's amount to \$1000 and providing \$250 scholarships to the 4 district winners that did not win the state scholarship. These recommendations will be presented to the Bod at the May 20 meeting.

NCJCEP Report – No report at this time.

2023 State Meeting Update – Roben Jarret presented the update from the SE District Steering Committee (attached).

TERSSA Report – Christine Barrier presented the TERSSA report (attached).

Herter O'Neal Scholarship Award – Roben Jarrett reported applications were received from each district, with the winner coming from the SC district; winner will be announced in the report to the BoD at the May 20 meeting. Recommended that essay portion of application should be increased from 50 words or less as it carries the weight of importance on deciding the winner. There was discussion on the word limit, and it was decided that 300 words or less would provide adequate space for applicants without overburdening judges. This is an increase from the "100 words or less" recommended in the report that had been distributed to the BoD prior to the May 20 meeting, and will be presented orally at said meeting.

Other New Business – Beth received a request from the FCS National Association requesting financial support for their National Meeting, being hosted by North Carolina for the first time in 23 years. Discussion resulted in the suggested donation of \$1000 and the offer of support from nearby members during the meeting. This will not be able to be presented to the general assembly for a vote as the FCS meeting takes place prior to our state meeting. Beth Cloninger made the motion to present recommendation to BoD for approval, with a second from Christie Bell; the motion was approved by majority vote.

Ideas for the upcoming Extension State Conference trainings and classes offered for Admin and COSS staff were asked for. Discussion on how to get new and current members more involved in both district and state Associations suggested not knowing what responsibilities were required of officers, committee chairs, and standing committees might make members fearful of accepting nominations or participating. After discussion, it was decided the current Executive Board could present a session outlining duties and responsibilities of NCCEAPA officers, committee chairs, and committees so members would be aware and hopefully be encouraged to participate more. Also mentioned was a training on Word Press Extension websites. Both will be brought to the BoD for approval at the May 20 meeting, with requests for additional ideas.

President Beth Cloninger called for any other new business, and with none cited, motion to adjourn meeting was made by Roben Jarret with a second from Kareis Britt. Meeting was adjourned at 3:30 p.m.

Respectfully submitted,

Kareis Britt

Kareis Britt, State Secretary, 2021-22



NCCEAPA - Spring Executive Board Meeting

May 19, 2022

Durham County Cooperative Extension
721 Foster St. Durham, NC 27701

1:00 PMCall to Order

3:00 PM.....Adjourn

3:15 PM.....Check in

Hampton Inn & Suites Durham North I-85
1542 Gregson St. Durham, NC 27701
919-688-8880

Icebreaker & SupperDowntown Durham

Executive Board includes State Officers, Parlimentarian, JCEP Representative



**NCCEAPA Executive Board Meeting
May 19, 2022 1:00 PM Durham, NC**

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

Beth Cloninger, Presiding

Christine Barrier, Parliamentarian

AGENDA

| Agenda Item | Discussion | | | | Outcomes and Next Steps | | | |
|---|---|---------------|---------------|--------------|---|-------------------|---|---------------|
| Call to Order <i>Beth Cloninger, President</i> | Call to Order Time: | | | | | | | |
| Roll Call <i>Kareis Britt, Secretary</i> | Beth Cloninger | Christie Bell | Roben Jarrett | Kareis Britt | Maryann Mickewicz | Christine Barrier | LaToya Lucy | Suzanne Hugus |
| Parliamentary Review <i>Christine Barrier, Parliamentarian</i> | Verify quorum | | | | | | | |
| Approval of Agenda <i>Beth Cloninger, President</i> | | | | | Motion to accept: Seconded: Decision: | | | |
| Thought for the Day <i>Christie Bell, 1st Vice President</i> | | | | | | | | |
| Approval of Minutes <i>Kareis Britt, Secretary</i> | Executive Board Minutes 9/18/2021 Executive Board Minutes 4/7/2022 | | | | Motion to accept: Seconded: Decision: | | Motion to accept: Seconded: Decision: | |
| Old Business | | | | | | | | |
| TERSSA Membership form | | | | | | | | |
| Campus Chapter | | | | | | | | |
| Logo | | | | | | | | |
| New Business | | | | | | | | |
| Treasurer’s Financial Report | | | | | | | | |
| Federation Report <i>Suzanne Hugus, Advisor</i> | | | | | | | | |
| 2023 State Meeting Update | | | | | | | | |
| TERSSA Report <i>Christine Barrier</i> | | | | | | | | |
| Herter O’Neal Scholarship award <i>Roben Jarrett</i> | | | | | | | | |
| Other | | | | | | | | |
| Other Business | | | | | | | | |
| Upcoming Events | | | | | | | | |

| | | |
|----------------------------|---|---|
| September 20, 2022 | NCCEAPA Executive Board Meeting, Kitty Hawk, NC | |
| 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 | |
| Other Announcements | | |
| Adjourn | | Motion to accept: Seconded: Decision: |

NC STATE

Kareis Britt <ktbritt@ncsu.edu>

Fwd: Campus District

1 message

Beth Cloninger <bcroger4@ncsu.edu>

Tue, May 31, 2022 at 2:49 PM

To: Kareis Britt <ktbritt@ncsu.edu>

Here you go! Thanks for the reminder!

Beth

----- Forwarded message -----

From: **Jeanine Gaul** <jegaul@ncsu.edu>

Date: Mon, Apr 18, 2022 at 1:09 PM

Subject: Re: Campus District

To: Beth Cloninger <bcroger4@ncsu.edu>

Cc: Valerie Pruitt Diggs <vpruitt@ncsu.edu>

Hi Beth - we are dissolving. Valerie, which district will you & the rest of the admins be part of? Then, we have to think about splitting the funds left in the accounts and closing it out.

Jeanine

Pronouns: *she/her/hers*

#PackPride

Jeanine E. Gaul

Executive Assistant to Dr. A. Richard Bonanno, Associate Dean, CALS and
Director, NC State Extension

(919) 515-2811 (Main)

(919) 515-1372 (Office) *no answer directs to cell phone*

(919) 515-3135 (Fax)

jegaul@ncsu.edu

Notary Public

<http://go.ncsu.edu/readext?784094>

I'm an Ally and I value social justice, inclusion and diversity.

Mailing Address***

NC State Extension

Campus Box 7602

120 Patterson Hall

Raleigh, NC 27695

Physical Address***

NC State Extension

2501 Founders Dr.

Raleigh, NC 27695-7602

"All electronic mail messages in connection with State business which are sent to or received by this account are subject to the NC Public Records Law and may be disclosed to third parties."

On Mon, Apr 18, 2022 at 1:04 PM Beth Cloninger <bcroger4@ncsu.edu> wrote:

Hi Ladies,

I haven't heard anything from Campus Chapter and the Districts reaching out with membership invitations haven't either.....what is the status of Campus, are you dissolving? If not, I need to know who your officers are so that I can extend an invitation to the Board of Directors meeting; if so, we need to work on getting everything closed out. If there's someone different that I need to contact, please let me know and I'll contact them.

Thanks,
Beth

On Fri, Apr 8, 2022 at 11:23 AM Beth Cloninger <bcroger4@ncsu.edu> wrote:

Hi Ladies,

The NCCEAPA State Executive Board met yesterday, and the Campus Chapter came up. Is this group being dissolved? If so, we need to know which members are going where, and get the funds remaining dispersed between the new districts. Our Spring meeting is in May and we'd like for this to be settled by then.

Thanks,
Beth

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Beth Cloninger
County Administrative Assistant
Iredell County
NC Cooperative Extension
NC State University
(704)878-3166
<http://iredell.ces.ncsu.edu>

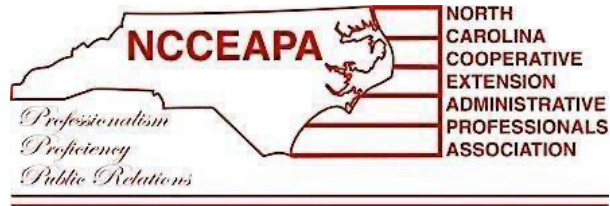
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Beth Cloninger

Executive Business Meeting Financial Report - May 19, 2022

Prepared by: Maryann Mickewicz



2023 State Meeting Update
May 20, 2022

2023 State Meeting Steering Committee:

| | | |
|---------------|----------------|----------------|
| Roben Jarrett | Tamara Carawan | Lynn Raynor |
| Kareis Britt | Wanda Hargrove | Angie Pearsall |
| Suzanne Hugus | LaToya Lucy | |

The dates for the 2023 state meeting, which are Tuesday, September 19 thru Friday, September 22, 2023, and the initial proposed agenda have been approved by Dr. Bonanno. The meeting will be held in Wilmington, NC at the Ballast Hotel.

Planning by the Southeast District is fully underway. Committees have had their initial kick-off meeting and will be meeting regularly to plan and prepare.

If the new logo is ready for presentation at this meeting, our steering committee thought it would be appropriate to give everyone a nice gift with the logo on it. If this idea is voted on and approved and since this would be an unveiling of a new logo for the state association, the steering committee requests that this cost be covered by the state association rather than at the district level.

Respectfully submitted,

Roben Jarrett
President, Southeast District



**NCCEAPA
Executive Board
Meeting**

TERSSA REPORT

**May 19, 2022
Durham County CES**

2021-2022 Officers

Rebecca Castello, NC – President

Faye Wilson, OH – President-Elect

Karen Bixler, AL – Recording Secretary

*Cheryl Duplechain, LA – Membership
Secretary*

Cathy James, NC – Treasurer

Christine Barrier, NC - Annalist

Sandra Walton, AL - Webmaster

Christina Byrd, OH – Past President/Advisor

Total Membership: 145

- AL 2
- KY 1 – Diane Turner from Hopkinsville, KY, newest member
- LA 5
- ME 2
- MS 5
- NC 64
- OH 60
- SC 1
- VA 5 – 20+ registered to attend NCCEAPA/TERSSA Annual Conference in Kitty Hawk – hopeful that will bring more VA TERSSA memberships.

Breakdown by NC Districts:

| | | |
|-----------------|------------------|--------|
| North Central 7 | South Central 13 | West 6 |
| Northeast 19 | Southeast 19 | |

- Positive conversations continue with Universities of Arkansas (who was previously a member), Tennessee, and Georgia (Lisa Carlino, Clinton McRae's new District Administrative Specialist).
- Suzanne Hugus, past NCCEAPA State President/Advisor took the lead for an informational meeting in December with TEAAP (Tennessee Extension Association of Administrative Professionals) and looking forward to Tennessee TERSSA memberships.
- Becky Castello – NC, leads us this year as Madam President. Looking forward to supporting her at the Annual Conference in September at Kitty Hawk.

Christine C. Barrier, TERSSA Annalist/Past President
Annalist 2021-2022