



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 Annual Business Meeting – September 23, 2022

Hilton Garden Inn, Pier House, 5353 N Virginia Dare Trail, Kitty Hawk, NC 227949

President Beth Cloninger called the meeting to order at 10:00 a.m.

Secretary Kareis Britt called roll; totals are shown in the table to the right. A voting quorum was verified by Parliamentarian Christine Barrier.

President Beth Cloninger called for a motion to accept the agenda; agenda was approved with no amendments requested after a motion to accept from Julie Campbell, South Central, with a second from Lori Davis, North Central.

Roll Call (Voting members)	Present
Northeast	19
North Central	13
Southeast	10
South Central	10
West	1

Christie Bell shared the Thought for the Day: “Coming together is the beginning. Keeping together is progress. Working together is success.” – Henry Ford

Minutes from the September 23, 2021, General Business Meeting were not available to be approved due to not being on the website and the secretary’s book having been lost during COVID.

District Reports – Reports were presented for the districts:

- NE presented by Sherry Lynn
- NC presented by Lori Davis
- SE presented by Roben Jarrett
- SC presented by Julie Campbell
- West district presented by Maryann Mickewicz

All available reports are attached.

Committee Reports – Reports were presented for the following committees:

- Finance report presented by Maryann Mickewicz. There was a question about the Executive Board deciding to pay a company to design a new logo without a vote of the general membership as it was not in the approved budget from last year. President Beth Cloninger responded that, based on the bylaws stating the Executive Board meets to transact business for the Association, Roberts Rules of Order, and precedent by a previous Board having done the same thing, the Executive Board acted in the interest of the Association. as this issue had been ongoing for better than 3 years. She also stated there was no way to undo the decision at this point, and the entire Executive Board stood behind the decision.
- Membership report presented by Gwen Medford.

- Nominating report presented by Susan Johnson; LaToya Lucy to be NCJCEP officer, not included on attached report. Asked if there were any nominations from the floor for available positions, none were made.
- Rules & Bylaws report presented by Kathy Hepler. As the report was not sent to the General Membership in the timeframe specified by the bylaws, changes were not able to be voted on.
- Professional Improvement report presented by Roben Jarrett
- Reflections report was presented by Cynthia Gustashaw. 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 recipient was Megan Reid (W), who was not at the meeting to receive her award.
- 2022 DSA district recipient was Lori Davis (NC) and the state recipient was Suzanne Hugus (SE), presented by Christie Bell
- There were no nominations for Executive Board Award this year; report presented by Christie Bell
- 2022 Herter O'Neal Scholarship Award report presented by Roben Jarrett
- Honorary Membership nominations for Reatha Hoffman and Emily Walter that had been approved by the BoD were presented to the General Membership for vote; both were voted in as honorary members; report presented by Gwen Medford
- TERSSA Report was presented by Becky Castello; as they are still finalizing the 2nd VP, there is no written report available
- NCJCEP report was presented by Suzanne Hugus. The annual JCEP meeting is coming up in December; she asked members please send her any recommendations they would like made at the meeting.

All available reports are attached.

Logo – Roben Jarrett presented the three logo designs voted on by the Executive Committee, explaining there were going to be some revisions but they were not able to be made prior to the meeting, and that the company recommended adding an anchor word below the logo that represented the Association. In order to allow members to see the corrected versions, and allow members who were unable to attend the state meeting an opportunity to vote, Roben announced the Executive Board had decided to hold the vote via email, once the finalized versions were available; a vote on the anchor word would also take place via email. A member asked if we could include the option for “None” in the vote, in the event some members did not like any of the new logo designs, and it was agreed to add that to the options.

2022-23 Proposed Budget – Maryann presented the proposed budget for the upcoming fiscal year. A vote was taken and the budget approved.

Changes to Herter O'Neal Scholarship guidelines – Recommendations on changes to the Herter O'Neal scholarship guidelines were presented by Roben Jarrett. Changes were approved after a vote.

Rules & Bylaws updates – Due to an oversight, the proposed changes to Rules & Bylaws voted on at the May Board of Directors meeting were not sent out to the general membership in the time frame outlined in current Rules & Bylaws; consequently, updates were eligible for vote at the General Business Meeting.

Installation of 2022-23 Officers - LaToya Lucy announced she wanted to officially apologize for not inviting the incoming President to the President's Breakfast before she installed the 2023 slate of officers, which were:

- Christie Bell, President
- Roben Jarrett, Vice President
- Julie Campbell, Second Vice President
- Kareis Britt, Secretary
- Maryann Mickewicz, Treasurer
- Advisor, Beth Cloninger
- NC JCEP Officer, LaToya Lucy

Passing of the Presidential Gavel – President Beth Cloninger passed the Presidential gavel to incoming President Christie Bell.

2023 State Meeting Invitation – Roben Jarrett presented a video invitation on behalf of the Southeast District to the 2023 state meeting, to be held in Wilmington.

Closing remarks and thanks were given from the Northeast, and with no new additional new business brought forward, President Beth Cloninger called for a motion to adjourn. Motion was made by Susan Johnson (SC) and seconded by Karla Frizzel; meeting was adjourned at 11:11 a.m.

Respectfully submitted,

Kareis Britt

Kareis Britt, State Secretary, 2021-22



NCCEAPA Business Meeting
September 23, 2022
Kitty Hawk, NC

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 Beth Cloninger, President	Call to Order Time:					
Roll Call Kareis Britt, Secretary	Campus	Northeast	North Central	South Central	Southeast	West
Parliamentary Review Christine Barrier, Parliamentarian	Verify quorum					
Approval of Agenda Beth Cloninger, President			Motion to accept: Seconded: Decision:			
Thought for the Day Christie Bell, 1 st VP						
Approval of Minutes Kareis Britt, Secretary	Annual Meeting Minutes September 23, 2021		Motion to accept: Seconded: Decision:			

District Reports

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

Standing Committee Reports

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



NCCEAPA 2022 Business Meeting – September 23, 2022

Rules & Bylaws <i>Kathy Hepler, Chair</i>	
Professional Improvement <i>Roben Jarrett, Chair</i>	
Public Relations <i>Gail Spiewak, Chair</i>	
Reflections <i>Cyndy Gustashaw, Chair</i>	
Other Reports	
2022 Sue Mills Lighthouse Award <i>Beth Cloninger, President</i>	
2022 Distinguished Service Award <i>Christie Bell, 1st VP</i>	
2022 Executive Board Award <i>Christie Bell, 1st VP</i>	
2022 Herter-O'Neal Scholarship <i>Roben Jarrett, 2nd VP</i>	
Honorary Membership <i>Gwen Medford, Membership Chair</i>	
NC JCEP Report <i>Suzanne Hugus, Federation Representative</i>	
TERSSA Report <i>Becky Castello, TERSSA Representative</i>	
Staff Senate Report <i>Cathy James, Senator</i>	
Other Reports	
Old Business	
Logo	
Other Old Business	
New Business	
2022-23 Proposed Budget <i>Maryann Mlckewicz, Treasurer</i>	<i>Budget Recommendation from Committee</i> <i>Seconded:</i> <i>Decision:</i>
Herter-O'Neal Scholarship Guidelines <i>Roben Jarrett, Committee Chair</i>	<i>Changes Proposed</i> <i>Recommendation from Committee</i> <i>Seconded:</i> <i>Decision:</i>
Rules & Bylaws <i>Kathy Hepler, Committee Chair</i>	<i>Changes Proposed</i> <i>Recommendation from Committee</i> <i>Seconded:</i> <i>Decision:</i>



Other New Business		<i>Motion to accept:</i> <i>Seconded:</i> <i>Decision:</i>
Installation of the 2022-23 NCCEAPA Officers <i>LaToya Lucy, Advisor</i>		<i>President:</i> <i>1st Vice President</i> <i>2nd Vice President</i> <i>Secretary:</i> <i>Treasurer:</i> <i>Advisor:</i> <i>Federation Officer:</i>
Passing of the Presidential Gavel <i>Beth Cloninger, President</i>		
2023 State Meeting Invitation <i>Southeast District</i>		
Northeast District Parting Comments <i>Amy Twiddy, President</i>		
Upcoming Deadlines		
Other Announcements		
Adjourn	SAFE TRAVELS!	<i>Motion to adjourn:</i> <i>Seconded:</i> <i>Decision:</i>

Meeting Notes: _____



NC Cooperative Extension Administrative Professionals Association

Proposed Budget for Fiscal Year 2022-2023 - State Meeting September 21, 2022

Membership Dues: 126 active members	\$2,520.00	
Dividends:	\$26.00	
Contributions:		
Corn Growers Association of NC	\$250.00	
NCCES Foundation	\$1,000.00	
NC Extension Association of Family and Consumer Sciences		
NC Association of County Agricultural Agents		
Transfer from Money Market Account to Balance	\$6,579.00	
	TOTAL REVENUE:	\$10,375.00
CONTRIBUTIONS:		
NCCEAPA Host District	\$1,000.00	
NCCEAPA Host District Community Service Contribution	\$500.00	
AWARDS:		
Executive Board Award (\$50 Commemorative award & \$200 monetary award)	\$250.00	
Distinguished Service Award (5 district winners - \$50 Commemorative Award & \$100 monetary award)	\$750.00	
State Winner - District Service Award (\$50 Commemorative Award & \$200 monetary award)	\$250.00	
Professional Improvement Scholarship	\$500.00	
Herter O'Neal Scholarship	\$1,000.00	
Herter O'Neal Scholarship \$250 each district winner that did not receive the state scholarship	\$1,000.00	
Outgoing President's Recognition	\$125.00	
NCJCEP Officer Dues	\$50.00	
TRAVEL:		
President & Executive Board Travel	\$4,500.00	
OTHER:		
Benevolence	\$125.00	
Winter Board of Directors Meeting	\$125.00	
President Expenses - Executive Board Meeting and Board of Directors Meeting	\$150.00	
NCJCEP annual dues	\$50.00	
	TOTAL EXPENDITURES:	\$10,375.00

2021-2022 Finance Committee

Chair - Maryann Mickewicz, Transylvania - W

Christie Boyce, Pasquotank - NE

Michele Hamm Alleghany - NC

Debbie Humphrey, Hoke - SC

Arizona Gragg, Avery - W

Kareis Britt, Robeson - SE

Distinguished Service Awards & Executive Board Award
Annual Business Meeting Report – September 23, 2022

Distinguished Service Award

The NCCEAPA Distinguished Service Award is presented annually to honor and recognize members for exemplary service to Extension as well as service to the NCCEAPA. The district recipients each received \$100.00, a commemorative item and a certificate. The state recipient received \$200.00, a commemorative item and a certificate.

The district recipients this year are:

Suzanne Hugus – Southeast

Lori Davis – North Central

The state recipient this year is:

Suzanne Hugus

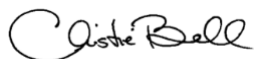
I want to thank the Professional Improvement Committee for your help. It was an honor to award these phenomenal administrative professionals with the Distinguished Service Awards yesterday at our awards luncheon.

Executive Board Award

The Executive Board Award is presented annually by the NCCEAPA Executive Board to an outstanding NCCEAPA member based on participation, contributions, and cooperation.

Nominations were due to me by August 1st. Unfortunately, I received no nominations for the Executive Board Award. There was no presentation of the Executive Board Award at our awards luncheon yesterday.

Respectfully Submitted,



Christie Bell

1st Vice President - NCCEAPA

NC Cooperative Extension Administrative Professionals Association

Executive Business Meeting Financial Report -September 20, 2022

Checking Account Balance as of: 9-22-2021		\$6,849.20
REVENUE:		
State Dues	\$2,780.00	
Interest earned from: 09-22-2021 to 09-16-2022	\$4.29	
NCCEAPA Campus District Funds -Transferred due to dissolution of the Campus Cha	\$5,832.82	
TOTAL REVENUE TO DATE:		\$8,617.11
EXPENDITURES:		
1108	Reimb. J. Cofer for engraving Pres. gavel	\$10.00
1109	Beth Cloninger - Gift for Past President	\$50.00
1110	NCCEAPA NE District Annual Conference Allowance	\$1,000.00
1111	Kareis Britt - State Secretary Office Supplies	\$43.44
1112	NCCE Durham County Center - Diaper Program - Winter Meeting hos	\$100.00
1113	Maryann Mickewicz hotel expenses for NCCEAPA board	\$783.18
1114	National Ext Asso of Family & Consumer Sciences donation	\$1,000.00
1115	University of N.C. at Pembrok Herter O'Neal Scholarship	\$750.00
1116	TERSSA Donation for Annual Meeting Host in NC	\$1,500.00
1117	Christie Bell Reimbursement for Dist. Service Award Plaques	\$180.35
1118	Christie Bell Reimbursement for State Service Award Plaque	\$183.00
1119	District Distinguished Service Award	\$100.00
1120	District Distinguished Service Award	\$100.00
1121	State Distinguished Service Award	\$200.00
1122	Sage Island Design NCCEAPA State Logo	\$945.00
1123	Beth Cloninger Engrave president's gavel	\$21.35
FEES	Service Fees: 09-24-2021 to 9-16-2022	\$11.00
		\$6,977.32
		\$6,977.32
Checking Account Balance as of: 9-16-2022		\$8,488.99

MONEY MARKET ACCOUNT

Balance as of 9-16-2022	\$15,168.19
Interest Earned: 09-22-2021 - 9-16-2022	\$26.12
Money Market Account Balance as of: 09-16-2022	\$15,194.31

SHARES ACCOUNT

Interest Earned: 09-22-2021 - 9-16-2022	\$0.06
Shares Account Balance as of: 09-16-2022	\$63.67
Total Funds as of 9-16-2022	\$23,746.97

Prepared by: Maryann Mickewicz

Submitted: 9-20-2022

Membership Report
NCCEAPA State Meeting – September 20-23, 2022

Here is my report on present membership of NCCEAPA by district and the nominations for Honorary membership.

North Central

1 new member with a total of 30 members

Northeast

1 new member with a total of 28 members

South Central

25 members

Southeast

3 new members with a total of 29 members

West

1 new member with a total of 15 members

There are two nominees being presented for Honorary members by Southeast District. The two nominees are Emily Walter of Duplin County and Reatha Hoffman of Pender County.



NCCEAPA
Nominating Committee Report
September 22, 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 reported in May at the Board of the Directors meeting, the opportunity for providing a 2nd Vice-President nominee for NCCEAPA for 2022-2023 rotated to the West District. Unfortunately, the West District was unable to secure a nominee.

The NCCEAPA by-laws concerning this situation are:

Article VI

Elections Section 1:

All officers shall serve a one-year term, except the Treasurer. The Treasurer will serve a two-year term. Elections shall be held at the annual state Association meeting, and elected officers will be installed at this meeting. Their terms of duty will begin October 1 and continue to September 30. No two positions within the President, 1st Vice President, and 2nd Vice President may be filled by the same district in any given year. Election of President, 1st and 2nd Vice Presidents shall rotate from district to district until all districts have had an opportunity to have a representative serve in the capacity of President if they so desire. Any district failing to provide a nominee for 2nd Vice President during a scheduled rotation will forfeit the opportunity until next scheduled turn on rotation. In this event, nominations will be taken from eligible members in other districts excluding districts who are currently represented in 1st and 2nd Vice President positions. If person elected is from either of the next two districts in the rotation schedule, that district will forfeit rotation for next scheduled rotation year.

After reviewing the upcoming slate of officers and their districts (positions prefilled) it was determined that a 2nd VP nominee could be selected from either the North Central District or the South Central District. Christie Bell, Northeast District, current 1st VP and Roben Jarrett, Southeast District current 2nd Vice-President, making those two district noneligible to provide a candidate. The Campus Chapter has dissolved.

Presidents from the North Central District and the South Central District were contacted to see if they had a possible candidate for the position. The North Central District was unable to find a candidate; however, the South Central District is pleased to share that they had a member to agree to be placed into nomination.

The rotation schedule for 2nd VP will need to be adjusted to accommodate the change that occurred this year. The North Central will have the opportunity to provide a nominee for 2023-2024, South Central was slated to provide a nominee for 2024-2025, however, will skip this rotation, and the rotation for 2024-2025 will move to the Northeast District.

At this time, the nominating committee would like to place into nomination the following slate of officers to serve October 1, 2022 – September 30, 2023.

- Christie Bell, Northeast District as President
- Roben Jarrett, Southeast District as 1st Vice-President
- Julie Campbell, South Central District, 2nd Vice-President
- Kareis Britt, Southeast District, as Secretary
- Maryann Mickewicz, West District, Treasurer (completing a second term in office)
- Beth Cloninger, South Central District, as Advisor

A huge thank you to each of you for allowing your names to be placed into nomination to serve as an officer for NCCEAPA during 2022-2023.

Respectfully submitted,

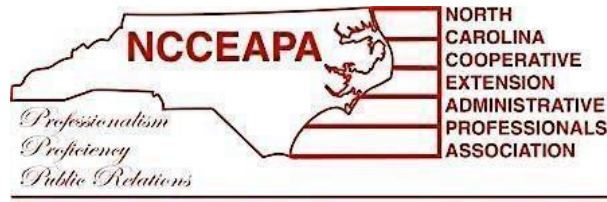
Susan Johnson
NCCEAPA State Nominating Chair

Rules and Bylaws Committee Report 9-23-22

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

After receiving two proposed change requests to the NCCEAPA Constitution and Bylaws from the Executive Committee, our committee met via Zoom on Thursday, May 5, 2022. In addition, three other changes were discussed and recommendations for all five changes were presented and voted on at the Board of Directors on Friday, May 6, 2022. Four of the five changes were approved. The proposed change that was not approved concerns the 90 days a newly hired employee has to make a decision to join and pay membership dues. Our committee met again on Wednesday, June 15, 2022 to discuss ways to make a change to the bylaws that will make it easier for a newly hired employee to join the association. Our goal is to allow new employees the opportunity to learn about who we are and to potentially be able to attend a district meeting before becoming a member. Unfortunately, we did not get these items sent out to our members two weeks prior to the state meeting and are unable to present them for a vote this year.

Respectfully submitted,
Kathy Hepler



Professional Improvement Committee Report 2022 State Meeting, Kitty Hawk, NC

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
- Lynn Raynor, 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 recommended to the Executive Committee and the Board of Directors and was approved to change the wording from "no more than 50 words" to "up to 300 words."

Additionally, the Professional Improvement Committee recommended adding wording to the Herter-O'Neal Guidelines and Application to indicate a student could also be enrolled in a "diploma program" that leads to a degree.

Current wording: "This scholarship is offered to anyone pursuing a college degree (Associate or Bachelor's) in business or a business-related field of study ..."

Recommended wording: "This scholarship is offered to anyone pursuing a college degree (Associate or Bachelor's) in business or a business-related field of study, or enrolled in a diploma program leading to a college degree (Associate or Bachelor's) ..."

This recommendation was approved. Wording to be changed and submitted to the Association Webmaster for posting to the NCCEAPA website.

Respectfully submitted,

Roben Jarrett
Professional Improvement Committee Chair

Reflections Committee Report

I would like to encourage every District to add their photos to their District website, I noticed that most are doing this but not all. This is be the best way to ensure that as technology changes, our memories are preserved. Rhonda Conlon, IT Director, wanted me to remind everyone that all photos on the website must have Alt text applied, and it would be great if they were captioned so that people would know what the images were trying to capture.

Respectively,

Cynthia Gustashaw

Reflections Committee Chair

North Central District – NCCEAPA

Fall Report

The NCD held the association Fall meeting on August 31, 2022 on the NCSU campus in Raleigh. We started the day with a question-and-answer session with Sean Mundy, Director of Budgets and Planning in the CALS Business Office. Sean was able to answer a lot of our questions regarding Eventbrite and the way those funds are handled and reimbursed. We toured Patterson Hall and saw Dr. Bonanno's office for a photo opportunity. We then walked over to Talley Student Union for lunch at 1887 Bistro and had Howling Cow ice cream for dessert. We had 16 members present.



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

From: **Amy Paige Twiddy** <amy_twiddy@ncsu.edu>

Date: Mon, Sep 12, 2022 at 11:45 AM

Subject: Re: District & Committee reports

To: Beth Cloninger <bcroger4@ncsu.edu>

Northeast District Report

The NCCEAPA of the Northeast District met March 11, 2022 in Chowan County and August 15, 2022 in Dare County to finalize state and national meeting details.

2023 Officers are as follows:

President, Sherry Lynn, DAA

1st Vice President, Joy Pierce, Martin Co.,

2nd Vice President, Barbara Monk, Nash Co.,

Secretary, Gail Spiewak, Chowan Co.,

Treasurer, Christy Boyce, Pasquotank Co.,

Advisor, Amy Twiddy, Camden Co.



NCCEAPA-South Central District Meeting Report for NCCEAPA Board of Directors Meeting held on Wednesday, September 21, 2022.

The NCCEAPA-South Central District met August 19, 2022, in Union County at the NC Cooperative Extension Center. Andrew Baucom, County Extension Director, greeted and welcomed the members. The professional improvement program was presented on “Exploring Digital Creativity” by County Operation Support Staff, Elizabeth Purser. She did a wonderful job teaching us how to get creative in marketing through social media and other outlets. Lunch was prepared and served by a local family-owned restaurant, Kate Clyde’s.

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

Committee Reports were presented as well as an update from TERSSA.

The 2022-23 budget was presented and approved.

The South Central District Administrative Professional of the Year was announced by Cathy James, 1st Vice President. Julie Campbell, Alexander County was the award recipient. (Yes, I was very speechless)

The outgoing officers were recognized and presented with a small token of appreciation and the 2022-23 officers were announced. They are as follows:

President: Cathy James, Hoke County

1st Vice President – Judy Moore, Lincoln County

2nd Vice President – Brandi Carter, Moore County

Secretary – Christine Barrier, Cabarrus County

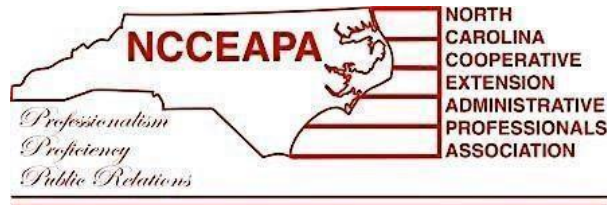
Treasurer – Beth Cloninger, Iredell County

Advisor – Julie Campbell, Alexander County

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

Respectfully submitted by:

Julie Campbell, NCCEAPA-SCD President



Southeast District Report
Annual State Meeting, Kitty Hawk, NC

September 20-23, 2022

Current Members: 27
Honorary Members: 18

The Southeast District has had a very busy year, with many new folks coming into the Great Southeast District Family and our Association.

Executive Committee Meetings:

The Southeast District Executive Committee and guests met for our spring meeting 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 Executive Committee, state meeting steering committee and guests met on August 4, 2022 at the Ballast Hotel in downtown Wilmington. The group had a very fun and informative tour of the 2023 hosting hotel's amenities. A business meeting was held during lunch at The Basics Restaurant where great ideas were exchanged for our 2023 meeting. Then the Executive Committee zoomed together on August 16 to finalize plans for our District Fall meeting.

General Membership Meetings:

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. County Extension Director, Dalton Dockery, who is now the Southeast District Director, 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 from the back of a tractor-pulled flatbed trailer.

The fall meeting of the Southeast District was held in Johnston County on August 26, 2022. With almost a full complement of members and a few guests, the group was welcomed by Bryant Spivey, County Extension Director and then an overview of the gardens was presented by Marshall Warren, the Horticulture Agent, so the group would be prepared for self-guided tours after the business meeting. The 2022/2023 officers, frozen from 2021/2022, were installed and Kareis Britt was honored as our 2021-22 SE District Administrative Professional of the Year. The group split into individual state committees and continued specific planning over lunch. Following the business and planning meetings, the group toured the grounds and many gardens on display, then departed for the afternoon activity beginning at the Johnston County Visitors' Center then onto individual excursions at the nearby pottery and shops.

Respectfully submitted
Roben Jarrett, President, Southeast District

West District President's Report State Meeting 2022

West District Spring Meeting was hosted by Heather Peek in McDowell County.

We elected officers at that time for installation at our Fall Meeting.

President – Cindy Chastain

1st Vice President – Vivian Hollifield

2nd Vice President – Keai Tilly

Secretary – Maryann Mickewicz

Treasurer – Arizona Gragg

A motion was made and passed to provide a \$250 scholarship for the district Herter O'Neal Scholarship finalist in the West District should they not win the state award.

We have 17 members in the district including three recently hired.

Our Community Service Project was McDowell Pregnancy Care Center – donations to support this organization for counselling low income pregnant women and providing needed services.

Our educational program was to review our newly created shared drive.

Our Fall Meeting was held in Madison County.

Madison County Schools Food Pantry was the community service award.

This pantry allows kids the opportunity to go and pack a bag to take home to feed themselves and their family for the weekend

Our district AA of the year was awarded to Kirsten Dillman.

Submitted on behalf of Magen Caldwell-Woody

President, NCCEAPA West District

9-23-2022

Distinguished Service Awards & Executive Board Award
Annual Business Meeting Report – September 23, 2022

Distinguished Service Award

The NCCEAPA Distinguished Service Award is presented annually to honor and recognize members for exemplary service to Extension as well as service to the NCCEAPA. The district recipients each received \$100.00, a commemorative item and a certificate. The state recipient received \$200.00, a commemorative item and a certificate.

The district recipients this year are:

Suzanne Hugus – Southeast

Lori Davis – North Central

The state recipient this year is:

Suzanne Hugus

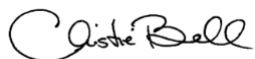
I want to thank the Professional Improvement Committee for your help. It was an honor to award these phenomenal administrative professionals with the Distinguished Service Awards yesterday at our awards luncheon.

Executive Board Award

The Executive Board Award is presented annually by the NCCEAPA Executive Board to an outstanding NCCEAPA member based on participation, contributions, and cooperation.

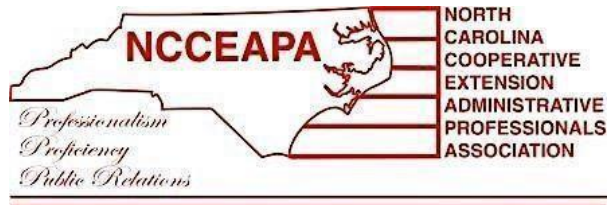
Nominations were due to me by August 1st. Unfortunately, I received no nominations for the Executive Board Award. There was no presentation of the Executive Board Award at our awards luncheon yesterday.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Christie Bell".

Christie Bell

1st Vice President - NCCEAPA



Herter-O'Neal Report
2022 State Meeting, Kitty Hawk, NC

Professional Improvement Committee

- North Central Pam Jordan
- Northeast Joy Pierce
- South Central Judy Moore
- Southeast Lynn Raynor
- West Cindy Chastain

Notification of the opening for submissions for the Herter-O'Neal Scholarship 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, Southeast District
NCCEAPA 2nd Vice President

August 29, 2022

Ms. Gwen Medford, Administrative Assistant/
NCCEAPA State Membership Chair
NC Cooperative Extension-Orange County
1020 US Hwy 70 West, Suite 130
Hillsborough, NC 27278

Dear Ms. Medford:

The NCCEAPA Southeast District took a vote at our Fall meeting last Friday, August 26 at the NC Cooperative Extension in Johnston County, to submit two nominees for Honorary Membership into the NCCEAPA. They are Emily Walter of Duplin County and Reatha Hoffman of Pender County.

Enclosed are their Letters of Recommendation along with their Honorary Membership Nomination forms. I respectfully request that you submit these two nominees for vote at the State meeting for Honorary Membership.

If you have any questions, please do not hesitate to ask.

With Kind Regards,



Betty Draughon
NC Cooperative Extension Sampson Co. COSS/
NCCEAPA SE District Membership Committee Chair

Enclosures (4)

cc: Beth Cloninger, NCCEAPA State President
Christie Bell, NCCEAPA State 1st Vice President

August 1, 2022

To whom it may concern:

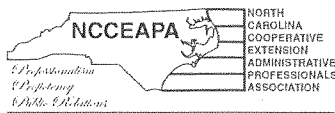
I would like to nominate Emily Walter for Honorary Membership in the NCCEAPA. Emily began her career with North Carolina Cooperative Extension June 1, 2007, in Duplin County, and has been a member of NCCEAPA since.

During the short time I was privileged to work with her, she was in constant leadership roles on the Executive Board of the Southeast District. Emily served as the district nominating committee chair 2009/10, rules & bylaws chair 2018/19, and Reflections committee chair 2019/20, making her a state Board of Director member for said years. She served as state secretary in 2018/19, as well as district 2st VP, and 1st VP for 2019/20. She asked to be moved back into the 2nd VP position in 2020/2021, I believe because she knew she was planning on retiring in 2021.

Always knowledgeable and vocal at meetings, Emily had no problem contributing her opinion and insight on matters being discussed, and worked hard to make our Association better. She was willing to step up and help whenever asked. For these reasons and more, I believe Emily Walter would be an ideal candidate for Honorary Membership.

Sincerely,

Kareis Britt
NCCEAPA Southeast District Treasurer



HONORARY MEMBERSHIP INTO THE NORTH CAROLINA COOPERATIVE EXTENSION ADMINISTRATIVE PROFESSIONALS ASSOCIATION

Who can be an Honorary Member?

"Honorary membership may be bestowed upon a member/retired member in recognition of outstanding service to the association".

How should a recommendation be submitted?

"Recommendation in writing shall be made to the Chair of the Membership Committee. The Chair of the Membership Committee will present recommendation to the Board of Directors who, after two-thirds vote, shall recommend the candidate to the association at an annual meeting. A majority vote of the members assembled shall be required to confer the honor".

Does an Honorary member have to pay dues?

"An Honorary Member shall pay no dues except where he/she is an Active or Associate Member."

When is the honorary membership application due?

August 1st

Nomination Cover Page

Nominee's Name: Emily Walter Title: _____

County / District: Duplin County, Southeast District Email: walter.emily@yahoo.com

Address: _____

Yrs in Extension: 14 Yrs in NCCEAPA: _____ Date (if) Retired from NCCES: March 31, 2021

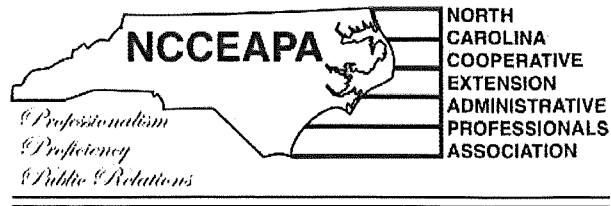
Please attach a letter of recommendation to the Board of Directors using the following guidelines:

- ☐ Cooperation
- ☐ Contributions
- ☐ Participation
- ☐ Leadership
- ☐ Approval by district members

Include association data such as office(s) held, committees served on/chaired, number/percentage of meetings attended, other contributions to and in cooperation with the NCCEAPA, etc.

Nominated by: Kareis Britt Title: SED Treasurer
State Secretary
Support Staff, Robeson County Center

County / District: Robeson County, Southeast District Email: ktbritt@ncsu.edu



August 15, 2022

To: NCCEAPA State Membership Chair and State Executive Committee
From: Lynn Raynor, 2nd Vice-President, Southeast District NCCEAPA

Re: Nomination for Honorary Membership for Reatha Hoffman, Southeast District

Dear Membership Chair and Executive Committee,

Oh behalf of the Southeast District, we would like to unanimously nominate Reatha Hoffman to become an honorary member of the NCCEAPA.

After thirty years of service with Cooperative Extension, Reatha retired in January of this year. She has served as District Treasurer and has always been an active member of the NCCEAPA for as long as anyone can remember.

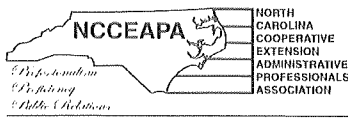
In talking with those who have been in the Association with Reatha, the words that come to mind are highly motivated and giving. When asked about Reatha, Southeast District President Roben Jarrett stated, "When I came on board with Extension in 2014, Reatha was one of the very first people to reach out to me. She freely offered her support and I soon found out that support came with a wealth of knowledge. In the years that I worked with Reatha, she proved to be a steadfast and reliable professional. I don't ever remember her missing an Association meeting, but was always present and engaged, offering great insight and encouragement."

Thank you for your consideration in this request. She is truly deserving of this honor!

Sincerely,

A handwritten signature in black ink that reads 'Lynn Raynor'. The signature is written in a cursive, flowing style.

Lynn Raynor
2nd Vice-President, Southeast District, NCCEAPA



HONORARY MEMBERSHIP INTO THE NORTH CAROLINA COOPERATIVE EXTENSION ADMINISTRATIVE PROFESSIONALS ASSOCIATION

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Does an Honorary member have to pay dues?

"An Honorary Member shall pay no dues except where he/she is an Active or Associate Member."

When is the honorary membership application due?

August 1st

Nomination Cover Page

Nominee's Name: Reatha Hoffman Title: _____

County / District: Pender County, Southeast District Email: Reatha_hoffman@ncsu.edu

Address: _____

Yrs in Extension: 30 Yrs in NCCEAPA: _____ Date (if) Retired
from NCCES: February 1, 2022

Please attach a letter of recommendation to the Board of Directors using the following guidelines:

- | | |
|--|--|
| <input type="checkbox"/> Cooperation | <input type="checkbox"/> Participation |
| <input type="checkbox"/> Contributions | <input type="checkbox"/> Leadership |
| <input checked="" type="checkbox"/> Approval by district members | |

Include association data such as office(s) held, committees served on/chaired, number/percentage of meetings attended, other contributions to and in cooperation with the NCCEAPA, etc.

Nominated by: Lynn Raynor

Title: Administrative Assistant

County / District: Sampson County, Southeast District

Email: lynn_raynor@ncsu.edu



NCCEAPA Board of Directors Meeting
September 21, 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 198 active members in 10 States – Alabama – 2, Kentucky – 1, Louisiana – 6, Maine – 2, Mississippi – 5, North Carolina – 78, Ohio – 60, South Carolina – 1, Virginia – 11, and Tennessee 28

We are growing. We recently added Virginia and Tennessee. TERSSA Outreach and Marketing committee is in talks with Arkansas hoping to be able to get them on board.

Installation of officers for the 2023 are Faye Wilson, OH - President, vacant - President Elect, Karen Bixler, AL - Recording Secretary, BJ Okleshen, NC, – Membership Secretary, Rhonda Mahoney, OH – Webmaster, Christine Barrier, NC – Annalist, Cathy James, NC – Treasurer, and Becky Castello, NC - Advisor

Next year meeting will be held in Ohio. Plan to join us.

For all the latest information about TERSSA check out our website at terssa.org.

Respectfully submitted
Becky Castello,
2022 TERSSA President

North Carolina Joint Council of Extension Professionals NCJCEP Report

The Board of Directors of NCJCEP meet on Monday, September 19, 2022 at 1 PM EST as a **Fall Catch-up Meeting**.

Association Awards Presentation during the State Extension Conference –

- The associations were asked to provide slide decks for state/national recipients from each conference.

Administrator Invites to State Association Meetings along with DED invites to District Meetings

- Tyrone Fisher reminded associations to invite our administrators to each state conference. Remember to invite Dr. Bonanno and Dr. Board.
- All agendas should be approved by state staff. Make sure to do this with plenty of time. This is important because state travel dollars are used for these events and the administration needs to approve these travel expenditures.
- Susan Kelly added that it is helpful for fees to be waived for administration to attend or have options to just pay for the banquet or parts they attend with costs.

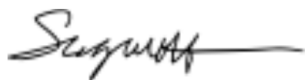
Vacant NCJCEP Secretary Position

- Last held by Augustus Washington, NCAEPAAT. Tracy LeCompte will reach out to NCAEPAAT leadership. Tyrone shared there is a candidate for replacement from another association if needed. Tracy shared that according to bylaws, all associations should be equally represented.

Winter Forum 2022 Planning

- Tyrone will connect with Dr. Bonanno and Dr. Board to pick the best date. We will notify associations soon.

Respectfully Submitted,



Suzanne Hugus, 2021-22 NCCEAPA-NCJCEP Officer - Advisor