



## 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 – September 21, 2022

Hilton Garden Inn, Wright Ballroom, 5353 N Virginia Dare Trail, Kitty Hawk, NC 227949

President Beth Cloninger called the meeting to order at 10:33 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.

Roll Call (Voting members)	Present
Northeast	6
North Central	6
Southeast	5
South Central	6
West	1

President Beth Cloninger called for a motion to accept the agenda; agenda was approved after a motion to accept from Susan Johnson, with a second from Lori Davis.

Christie Bell shared the Thought for the Day: “The power of creating a better future is contained in the present moment: you create a good future by creating a good present.”  
– Eckhart Tolle

Minutes from the May 20, 2022 Board of Directors meeting, available on the website, were approved with no changes after a motion to accept from Julie Campbell, with a second from Christy Boyce.

### 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 presented are attached.

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

- Finance report presented by Maryann Mickewicz. Question was raised about the funds from Campus Chapter after dissolving and what was being done with them. Maryann stated they were marked, and being held in the state funds. Question was then raised as to why the funds had not been dispersed to chapter absorbing two previous members, and it was pointed out there were no active paid members from Campus chapter at the time they dissolved (April) or when funds were discussed at the Board of Directors meeting in May; if they joined later, it was not brought to the Executive Board’s attention, and the decision had been made to hold funds until the current membership drive numbers were in to see if any members joined surrounding chapter, and funds would be dispersed accordingly once that information was available. Recommended this issue should be turned over to Rules & Bylaws committee and amendments made to address how funds are handled when no members are current and active in a dissolving chapter.

- Membership report presented by Gwen Medford; honorary membership for Reatha Hoffman and Emily Walter was approved to be passed to the general membership for vote at business meeting.
- Nominating report presented by Susan Johnson; LaToya Lucy to be NCJCEP officer, not included on attached report.
- Rules & Bylaws report presented by Kathy Hepler
- Professional Improvement report presented by Roben Jarrett
- Reflections report was presented by Cynthia Gustashaw. It was asked that Rules & Bylaws be amended to state all information, reports, pictures, etc. to be posted must be sent to the webmaster; it is not the webmaster's responsibility to seek information to post.

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
- NCJCEP report was presented by Suzanne Hugus. She also explained what JCEP was to those who did not know, and reported that since their membership year ran Jan – Dec (unlike ours), the current sitting Executive Board, not the incoming, would be invited to the JCEP Winter Forum in December to present and report on activities for NCCEAPA during 2022.

All presented reports are attached. The application and guidelines for the Sue Mills Lighthouse award can be found on the Association website.

**2023 State Meeting Update** – Roben Jarrett announced an invitation to the 2023 state meeting would be presented at the General Business Meeting on September 23.

**New Business (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 will not be eligible for vote at the general business meeting.

No additional new business was brought forward, so President Beth Cloninger called for a motion to adjourn. Motion was made by Susan Johnson and seconded by Roben Jarrett; meeting was adjourned at 11:22 a.m.

Respectfully submitted,

*Kareis Britt*

Kareis Britt, State Secretary, 2021-22

2022 Distinguished Service Awards & Executive Board Award  
BOD Meeting Report

### **Distinguished Service Award**

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

On March 25<sup>th</sup>, I emailed everyone the guidelines and forms for the Distinguished Service Awards. Nominations were due to me by August 1<sup>st</sup>. I received nominations from only two districts. I shared the nominations with the Professional Improvement Committee, and they chose a state recipient from the two nominees.

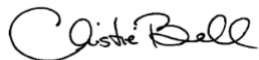
I look forward to awarding these well deserving administrative professionals with the Distinguished Service Awards tomorrow at our awards luncheon.

### **Executive Board Award**

The Executive Board 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.

On March 25<sup>th</sup>, I emailed everyone the guidelines and forms for the Executive Board Award. Nominations were due to me by August 1<sup>st</sup>. I received no nominations for the Executive Board Award. There will be no presentation of the award at our awards luncheon tomorrow.

Respectfully Submitted,

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

Christie Bell  
1<sup>st</sup> Vice President - NCCEAPA



**NCCEAPA Board of Directors Meeting**  
**September 21, 2022**  
**Durham, NC**

**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

*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 May 20, 2022			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>NC JCEP Report</b> <i>Suzanne Hugus, Federation Representative</i>	
<b>TERSSA Report</b> <i>Becky Castello, NC TERSSA Representative</i>	
<b>Old Business</b>	
<b>2023 State Meeting Update</b>	
<b>Other</b>	
<b>New Business</b>	
<b>Rules &amp; Bylaws updates</b>	<div>Motion to accept:</div> <div>Seconded:</div> <div>Decision:</div>
<b>Other New Business</b>	<div>Motion to accept:</div> <div>Seconded:</div> <div>Decision:</div>
	<div>Motion to accept:</div> <div>Seconded:</div> <div>Decision:</div>
<b>Upcoming Events</b>	
<b>UPCOMING DEADLINES</b>	

Other Announcements		
Adjourn		Motion to accept: Seconded: Decision:

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

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<b>NC Cooperative Extension Administrative Professionals Association</b> <b>Proposed Budget for Fiscal Year 2022-2023 - State Meeting September 21, 2022</b>		
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		
Unspent funds from 2021-2022	\$6,541.00	
<b>TOTAL REVENUE:</b>		<b>\$10,337.00</b>
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	
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 Officer Dues	\$50.00	
Banking Fees	\$12.00	
<b>TOTAL EXPENDITURES :</b>		<b>\$10,337.00</b>
<b>2021-2022 Finance Committee</b> 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		