

**North Carolina Cooperative Extension Administrative Professionals  
Association – North Central District (NCCEAPA-NCD) Minutes  
August 31, 2022  
NCSU - Williams Hall, Raleigh NC**

The Fall meeting of the NCCEAPA-NCD was held on August 31, 2022 at NCSU's Williams Hall. Before the meeting members met with Sean Mundy, Director of Budgets and Planning with the CALS Business Operations.

At 11:37a.m., President Lori Davis called the Business Meeting of the Association to order.

Secretary Rachel Herring then conducted the roll call with 17 members present. Pam Jordan, Parliamentarian, verified that there was a quorum present.

President Lori Davis requested a motion to accept the meeting agenda. Angie Talbott (Caswell) made the motion and Kathy Hepler (Forsyth) seconded. The agenda was voted on and approved.

1st Vice President, Sam Lusk gave the thought for the day. "If everything seems under control, you're not going fast enough", Mario Andretti.

Lori Davis requested a motion for approval of the minutes from the previous meeting. Annette Roberson (Vance) motioned to approve the minutes. Chastity Elliot (Randolph) seconded. The motion passed.

Treasurer Michele Hamm gave the Treasurer's Report.

Gwen Medford (Orange), Membership Committee Chair, reported that the membership committee had nothing to share.

Nicole Vernon (Surry), Nominating Committee Chair, gave her report. Nicole nominated Gwen Rubio (Granville) for the vacant 2nd Vice President position. There was a motion to accept and approval for Gwen's nomination.

Kathy Hepler (Forsyth), Rules & Bylaws Committee Chair, gave her report. Kathy reported that there will be 5 changes to the bylaws that members will have a chance to vote on at the State Conference in September.

Pam Jordan (Durham), Professional Improvement Committee Chair, gave her report. Pam reported that she had participated in the Distinguished Service Award meeting with other state representatives.

Chastity Elliot (Randolph), Public Relations Committee Chair, reported that the public relations committee had nothing to share.

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Angie Talbott (Caswell), Reflections Committee Chair, gave her report. Angie asks that you continue to share photos of happenings with her.

Michelle Hamm (Allegheny), Finance Committee Chair, reported that the finance committee had nothing to share.

President Lori Davis shared that the Board met and discussed purchasing an anchor item for the raffle basket that will be for the state meeting in September. The Board suggested spending up to \$300 for the anchoring item. Chastity Elliot (Randolph) made a motion to approve the \$300 expense. Michelle Ham (Alleghany) seconded. The motion was approved.

Tickets for the raffle basket will be sold for \$5 each. Sam Lusk (Wilkes) will provide a ticket template to everyone.

Pam Jordan (Durham), Parliamentarian presided over the swearing in ceremony for new officers. New officers include: Sam Lusk, President; Chastity Elliot, 1st VP, Gwen Rubio, 2nd VP; Rachel Herring, Secretary; Michelle Hamm, Treasurer; Pam Jordan; Parliamentarian; Lori Davis, Advisor.

Lori Davis, President called for a motion to adjourn. Sam Lusk (Wilkes) motioned to adjourn and Brandi King (Chatham) seconded.

The meeting concluded at 12:14 p.m.

The group then enjoyed lunch and ice cream at Talley Student Union. Members also delivered donations to Feed the Pack Pantry.

Respectfully submitted,

Rachel Herring, Secretary