



**NCCEAPA-West
Spring Meeting
10:00 Friday,
April 28, 2023
Macon County**

2022-2023 Officers PRESIDENT Vivian Hollifield, Yancey County
1ST VICE PRESIDENT Keai Tilly, Henderson County
2ND VICE PRESIDENT – Open
SECRETARY Maryann Mickewicz, Transylvania County
TREASURER Arizona Gragg, Avery County
ADVISOR Magen Caldwell-Woody, Madison County
PARLIMENTARIAN Carol Horne, West District Office

**Vivian Hollifield, Presiding
Carol Horne-Tate,
Parliamentarian**

AGENDA

Agenda Item	Discussion	Outcomes and Next Steps		
10:00 am Welcome	Debbie Hunter, Macon County AA			
Call to Order <i>Keai Tilly, 1st Vice President</i>	Call to Order Time: 10:00 a.m.			
Thought of the Day	Keai Tilly, Vice President –See attached			
Roll Call Maryann Mickewicz Secretary	County	Name		Present
	Avery	Arizona	Gragg	Yes
	Avery	Kim	Davis	Yes
	Buncombe	Melena	Dillingham	Yes
	Burke	Glenda	Burgess	
	Burke	Dawn	Snyder	
	Caldwell	Tina	Lovejoy	Yes
	Cherokee	Cindy	Chastain	No
	Clay	Tyler	Osborn	No
	Cleveland	Diane	Labat	
	District Office	Carol	Horne Tate	No
	EBCI	Mariah	Mahan	
	Haywood	Karen	Ball	Yes
	Henderson	Keai	Tilly	Yes
	Henderson	Open		
	Macon	Debbie	Hunter	Yes
	Madison	Magen	Caldwell-Woody	Yes
	McDowell	Heather	Peek	No
	Mitchell	Kelli	Grindstaff	
	Polk	Christa	Snyder	
	Rutherford	Terry	Walker	No
	Transylvania	Maryann	Mickewicz	Yes
	Watauga	Kirsten	Dillman	Yes
Yancey	Christina	Robinson	Yes	
Yancey	Vivian	Hollifield	Yes	



Parliamentary Review <i>Carol Horne-Tate, Parliamentarian</i>	Verify quorum	Quorum verified, M. Mickewicz, Secretary
Approval of Agenda <i>Vivian Hollifield, President</i>	Additions to Agenda: Benevolence discussion Travel Authorizations	Motion to accept: Maryann Seconded: Karen Decision: Approved
Approval of Minutes <i>Vivian Hollifield, President</i>	Motion to accept: Keai Second: Kristen Approved	
Standing Committee Chair Reports		
Financial Report/Treasurer's Report <i>Arizona Gragg, Finance Chair</i>	\$11,573.64 Balance	
Membership - Heather Peek, Chair	Currently have 17 members.	
Nominating – Tyler Osborn, Chair	No report	
Rules & By-Laws - Keai Tilly, Chair	From State Meeting, some changes to the membership. New employees will become members upon payment of dues. The word Service has been removed throughout regarding Cooperative Extension Service We are empowered to conduct meetings by virtual and in person.	
Professional Improvement – Maryann Mickewicz, Chair	No Report at this time.	
Public Relations - Vacant	No report at this time.	
Benevolence - Vacant	No report at this time.	
Reflections - Tina Lovejoy, Chair	Michelle Hanning from NE District asked for photos. Tina sent a few photos and she has created a folder in a shared drive. Tina will share the drive.	
Other Reports		
Staff Senate	No report at this time.	
NCCEAPA Updates <i>Vivian Hollifield, President</i>		
TERSSA Update	2023 TERSSA Conference, Columbus, OH Conference Dates Wednesday, October 18th & Thursday, October 19th Check-out & Breakfast - Friday, October 20th	
NCJCEP Report	No report.	
Community Service Project Debbie Hunter, Hostess	The Community Service Project will be No Wrong Door. No Wrong Door for Support and Recovery, Inc. supports persons who are transitioning from detention or treatment facilities and will enlist the aid of peer support, pastoral ministries, municipal/community organizations and other agencies/providers who support and assist persons who suffer from substance use and/or mental health challenges. They provide community-based peer support and education. No Wrong Door for Support and Recovery, Inc. will provide support for family members who have been affected by a loved one's struggles. ITEMS NEEDED: Bottled Waters Pop Top Cans of Food Can Openers Fruit Cups Pudding Cups Jello Cups	

Old Business	
Benevolence	<p>We have not been sending funds to members who have had deaths in their family. Motion was made by Vivian to send donations to those who have not received them in the past two years. Motion was seconded by Karen Ball Motion Carried.</p>
New Business	
Election of Officers (installation is at the Fall Meeting - Tyler Osborn, Nominating Committee Chair	<p>Taylor not present. Nomination Slate to be confirmed at a later date. President Keai Tilley 1st VP - TBD 2nd VP-TBD Treasurer – Arizona Gragg Secretary – Maryann Mickewicz Advisor – Vivian Hollifield</p>
4-H Scholarship - Arizona Gragg, Treasurer	<p>Cherokee County in line to receive the scholarship for 2023. Motion was made and passed to send \$250 to Cherokee Co. 4-H/Cindy Chastain.</p> <p>The amount of the scholarship will be up to \$250 per year. The amount will depend on the NCCEAPA– West District’s budget. The amount to be awarded will be voted on and presented at the spring meeting in the year of the award. Scholarship should be to any deserving youth, with 4-H members receiving preference. It may be used at the designated county’s discretion for an individual child or split among several children. The scholarship may be used for any 4-H activity such as camp, 4-H summer programs, any 4-H district or state activity (Congress, Teen Retreat, State Council Conference, etc.), or any combination of 4-H activities. The 4-H Support Staff and the 4-H agent from the designated county will choose the recipient(s) by whatever method they choose. In the event that there are several good possibilities, the support staff will make the final decision. Any youth age 5-18 is eligible.</p>
Herter O’Neal Scholarship Recap of Applications - Maryann Mickewicz, Professional Development Chair	<p>The WD received two applications. The application submitted to the state for consideration was Payton McNabb from Murphy in Cherokee County. Payton will be attending Western Carolina in the fall to study business and marketing. The second applicant was Olivia Clem also from Murphy who plans to attend Kennesaw State in GA to study Sports Management.</p>
Promotion of the NCCEAPA Professional Improvement Scholarship - Maryann Mickewicz, Professional Development Chair	<p>Open to members of the North Carolina Cooperative Extension Administrative Professionals Association (NCCEAPA), for the purpose of professional development to enhance job and related skills (continuing education through college, certification, workshops, or seminars, etc.)</p>
Promotion of the Admin of the Year Award - Kirsten Dillman, Past Recipient	<p>The Administrative Professional of the Year Award is to be presented annually at the fall meeting to one secretary in the West District as a means of recognizing her outstanding performance. It is presented by the NCCEAPA – WEST DISTRICT. Guidelines: The committee for the Administrative Professional of the Year Award will consist of the past three recipients of the award. The chair of the committee will be the prior year’s recipient. Nominations for the Administrative Professional of the Year Award must be made by a member of the nominee’s Extension staff (i.e., agent, fellow administrative professionals, county director). An active WD NCCEAPA member may nominate another active association member for AA of the year. The person nominating should work with the nominated AA’s CED for obtaining all appropriate information on the application. (amended 4/29/2022)The committee chair will send the Administrative Professional of the Year nomination form to each West District County Director and the district director no later than July 1. The directors should be asked to distribute the nomination form to the staff in his/her office. The deadline for nominations will be August 1. Nominees must be active members of the North Carolina Cooperative Extension Administrative Professionals Association, attend at least one of the two West District NCCEAPA meetings per year, and have a minimum of three (amended 4/29/2022) years of service with North Carolina Cooperative Extension. The award will be presented on an annual basis at the NCCEAPA- West District fall meeting. Any administrative professional selected as a winner will not be eligible to become a nominee again for</p>

	a period of five years. The winner will receive \$100.00 and a certificate.	
Promotion of the NCCEAPA State Meeting in Wilmington Sept. 19 - 22 , 2023 Vivian Hollifield, President	<p>September 19th – 22nd, 2023 for the 2023 NCCEAPA State Conference. Celebrating 50 years of excellence.</p> <p>Registration is open</p> <p>The conference hotel is the Hotel Ballast located on the Cape Fear River in Wilmington NC.</p> <p>Wednesday morning will be a two part Team Building Program then lunch and the afternoon free. There will be a banquet that evening with a speaker.</p> <p>The keynote speaker will be Peggy Vasquez, national author and motivational speaker from California, speaking on "Self-Leadership."</p> <p>On Thursday morning Peggy also presents a two part workshop on "More than an Admin"</p> <p>The awards luncheon follow the workshop.</p> <p>There is a guided tour of Airlie Gardens for those who choose to participate, otherwise it is an afternoon on your own. For District Officers, you are invited to the State Board of Directors meeting that afternoon. Dinner is on your own and there is a social that evening with the Wilmington Latin Dance Group on site to provide a 30-45 minute workshop on Latin Salsa Dancing. This will be followed by line dancing and salsa dancing facilitated by Wilmington Latin Dance Group.</p>	
Benevolence Coordinator	Vivian has agreed to take over this position and reach out to those who have lost a loved one in the past two years.	
Public Relations Coordinator	Melena has agreed to take over this position and continue with the Facebook.	
Other Business/ Announcements		
Other Announcements		
Adjourn		<p>Motion: Keai</p> <p>Seconded: Vivian</p> <p>Decision: Approved</p> <p>Adjourned Time: 11:05</p>
Dates to Remember		
NCCEAPA State Conference and Annual Meeting in Wilmington https://docs.google.com/forms/d/e/1FAIpQLSex5oQiqpOCvBpUBwHwyPjn96LqmG-CaM2Cf8UbigK5p-zVBQ/viewform	September – 22nd, 2023	
West District Extension Conference	December 7, 2023	
2023 TERSSA Conference, Columbus, OH	October 18th-20th	

PLANNING OF THE STATE MEETING FOR 2024		
Committee	Members:	Ideas:
Steering Committee:	Keia 1 st VP Arizona Treasurer	Suggest the week of September 9th Avoids Labor Day Weekend and County Fairs where AA's need to work. Theme ideas: 51st anniversary is Sapphires. Asheville theme of mountains , music, beer, Zoom bus, Mardi Gras theme – Dress up at the banquet, beads and mask in goodie bags.
Venue	Keai Arizona	Hilton off of 26 S. Asheville. Crown Plaza in Asheville Doubletree by Biltmore Hilton Biltmore Square Keai and Arizona will reach out to hotels in the South/Central Asheville area.
Finances	Keai Debbie	
Invitations	Melena	
Entertainment	Melena	Fun, not a waste of time, limit the number of programs to save funds and keep focused. Melena offered to do a cake flower creation workshop. Come Brew with Us. Beer with Us. Mills River Research Station Hops tour and a visit to Sierra Nevada?
Workshops		
Registration		
Banquet/Decorations		Perhaps at a brewery?
Program		
Community Service Project		
Door Prizes/Favors		
TERSSA		Not in NC this year – don't need to do anything
Next Meeting	Keai will talk to Jessica about available Friday's in June for our next planning meeting and advise the membership of the date.	