



2022-2023 Officers

- Christie Bell* – President
- Roben Jarrett* – 1st Vice President
- Julie Campbell* – 2nd Vice President
- Kareis Britt* – Secretary
- Maryann Mickewicz* – Treasurer
- Susan Johnson*– Parliamentarian
- Beth Cloninger* – Advisor
- LaToya Lucy* – NCJCEP Officer

NCCEAPA Board of Directors Meeting – March 31, 2023 (Hybrid)

Distance Learning Center Meeting Room, NC Museum of Art
 2110 Blue Ridge Road, Raleigh NC, 27607
 and via Zoom

President Christie Bell called the meeting to order at 1:20 p.m. after an Administration update presented by Dr. Bonanno.

Secretary Kareis Britt called roll; totals are shown in the table at right. A voting quorum was verified by Parliamentarian Susan Johnson.

Roll Call (Voting members)	Present
Northeast	8
North Central	7
Southeast	5
South Central	6
West	3

President Christie Bell emailed agendas to attendees prior to the meeting; it was noted the date of the minutes to be approved should be changed from Sept 20, 2022, to Sept 21, 2022. Motion to accept with corrections from Kathy Hepler, with a second from Sherry Lynn; motion approved.

Roben Jarrett shared the Thought for the Day: “I invite everyone to choose forgiveness rather than division, teamwork over personal ambition.”

– Jean-FrancoisCope

Minutes from the September 21, 2022, Board of Directors meeting, posted on the NCCEAPA website, were approved with no changes after a motion to accept from Lynn Raynor, with a second from Beth Cloninger.

District Reports – Reports were presented for all districts:

- NE presented by Sherry Lynn
- NC presented by Samantha Lusk
- SE presented by Roben Jarrett
- SC presented by Julie Campbell
- W presented by Vivian Hollifield

Committee Reports – Reports were presented for the following committees:

- Finance report presented by Maryann Mickewicz.
- Membership report presented by Lori Davis; honorary membership
- Nominating report presented by Christie Bell; 2nd VP will come from the North Central.
- Rules & Bylaws report presented by Kathy Hepler
- Reflections report was presented by Michelle Haney.

There was no report from Professional Improvement or Public Relations at this time. All provided reports are attached.

Other Reports – A motion was made by Julie Campbell to skip presentation of 2023 Award reports due to time constraints as they will be available for review in the minutes; Kareis Britt seconded and motion was approved by majority vote. Reports were presented for the following areas:

- Honorary Membership report presented by Lori Davis; recommendation from Committee to consider Sheila Ange, Northeast District, for honorary membership, with a second from Sherry Lynn; motion passed to move to general assembly for vote at September 2023 meeting.
- NCJCEP Report was presented by LaToya Lucy.
- TERSSA report was presented by Becky Castello.

All reports are attached.

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

Campus Chapter Fund Disbursement – Executive Board made the recommendation that Campus Chapter funds be divided by the number of last paid, active members, with the portion for each of the 14 members listed for that year (Oct 1, 2020-Sept 30, 2021) going to the district they join by the end of this current membership year (Oct 1, 2022-Sept 30, 2023); if Campus Chapter does not recharter by the end of this membership year (9/30/23), any remaining funds that were not redistributed will be absorbed by the State Treasury.

Proposed Rules & Bylaws Changes – Changes to Rules & Bylaws were emailed out by the Committee prior to meetings. Motion to accept changes were presented individually as follows:

- *Article XI – Section 3, Dues*: Discussion on making proposed change of “upon payment of dues” read instead “upon payment of dues within first twelve months of employment” and adding that dues are not prorated for new members led to Chair Kathy Hepler rescinding motion and taking recommendation back to committee for rewording.
- *Article 111 – Organizational Structure*: Motion to remove the word “the” and “Service” when referring to North Carolina Cooperative Extension (as per current branding) in all sections and throughout bylaws was seconded by Kareis Britt; motion passed with no opposition.
- *Article V – Officers and Their Duties*: Motion to amend wording in all sections throughout bylaws to include more current and expansive ways business can be conducted, and information and correspondence distributed (i.e., including email, and in-person and virtual meeting options) was seconded by Samantha Lusk; motion passed with no opposition.
- *Article X – Meetings*: Point was made that approved distribution of Campus Chapter funds gave them time to recharter their Chapter before disbursement, and we should not remove them until said time expires; motion to remove “Campus” and “Chapter” from Article X and throughout bylaws failed due to lack of a second.
- *Remove “Updated xx/xx/xxxx” at end of bylaws*: Point was made during discussion surrounding whether the automated “page last updated” date on the website was adequate; point was made that any changes to the page itself (including adding links, making spelling corrections, etc.) would cause the automated date to change, and would not accurately reflect revisions to Rules & Bylaws. Suggestions on other ways to handle the revision date were made; point made that original motion must be dealt with before any changes or amendments can be made. Original motion from committee to replace actual revision date on Rules & Bylaws with the automated date on the webpage was seconded by Lori Davis; motion failed.

Approved changes will be sent to general membership to be voted on at 2023 State Meeting.

No other old business was brought forth.

New Business – There is no proposed budget at this time. A budget proposal for the 2023-24 fiscal year will be presented at the state meeting in September.

A request from the Southeast District State Meeting Steering Committee was presented requesting \$3000 in addition to the \$1000 annually given by the Association to the hosting district to help cover a significant gift being presented for the 50th Anniversary celebration and the unveiling of the new logo. A motion was made to present to the general membership a budget amendment in regards to this request was made by Roben Jarrett, with a second from Maryann Mickewicz; motion was approved. President Christie Bell will send out an email in the next two weeks for the general membership to vote on the budget amendment and proceedings will move forward according to the vote.

President Christie Bell called for any other new business, and with none cited, motion to adjourn meeting was made by Julie Campbell with a second from Roben Jarrett. Meeting was adjourned at 10:52 a.m.

Respectfully submitted,

Kareis Britt

Kareis Britt, State Secretary, 2022-23



2022 – 2023 Officers
 Christie Bell – President
 Roben Jarrett– 1st Vice President
 Julie Campbell – 2nd Vice President
 Kareis Britt– Secretary
 Maryann Mickewicz– Treasurer
 Susan Johnson– Parliamentarian
 Beth Cloninger – Advisor
 LaToya Lucy – Federation Officer

NCCEAPA Board of Directors Meeting
March 31, 2023 @ 1:00 p.m.
NC Museum of Art, Raleigh

Christie Bell, Presiding

Susan Johnson, Parliamentarian

AGENDA					
Agenda Item	Discussion			Outcomes and Next Steps	
Call to Order <i>Christie Bell, President</i>	Call to Order Time:				
Roll Call <i>Kareis Britt, Secretary</i>	Northeast	North Central	Southeast	South Central	West
Parliamentary Review <i>Susan Johnson, Parliamentarian</i>	Verify quorum				
Approval of Agenda <i>Christie Bell, President</i>				Motion to accept: Seconded: Decision:	
Thought for the Day <i>Roben Jarrett, 1st Vice President</i>					
Approval of Minutes <i>Kareis Britt, Secretary</i>	Board of Directors Meeting: September 20, 2022			Motion to accept: Seconded: Decision:	
District Reports					
Northeast <i>Sherry Lynn, President</i>					
North Central <i>Samantha Lusk, President</i>					
Southeast <i>Roben Jarrett, President</i>					
South Central <i>Cathy James, President</i>					
West <i>Vivian Hollifield, President</i>					
Standing Committee Reports					
Finance Treasurer's Financial Report <i>Maryann Mickewicz, Treasurer</i>					
Membership <i>Lori Davis, Chair</i>					
Nominating <i>BJ Okleshen, Chair</i>					



Rules & Bylaws <i>Kathryn Hepler, Chair</i>		
Professional Improvement <i>Lynn Raynor, Chair</i>		
Public Relations <i>Elisabeth Purser, Chair</i>		
Reflections <i>Michelle Haney, Chair</i>		
Other Reports		
2023 Sue Mills Lighthouse Award <i>Christie Bell, President</i>		
2023 Distinguished Service Award <i>Roben Jarrett, 1st Vice President</i>		
2023 Executive Board Award <i>Roben Jarrett, 1st Vice President</i>		
2023 Herter-O'Neal Scholarship <i>Julie Campbell, 2nd Vice President</i>		
Honorary Membership <i>Lori Davis, Membership Chair</i>		
Federation Report <i>LaToya Lucy, Federation Representative</i>		
TERSSA Report <i>Rebecca Castello, NC TERSSA Representative</i>		
Old Business		
2023 State Meeting Update <i>Roben Jarrett, Southeast District</i>		
Other Old Business	Campus Chapter funds disbursement	Recommendation from Executive Board Seconded: Decision:
Rules and Bylaws <i>Kathryn Hepler, Rules and Bylaws Chair</i>		Recommendation from Committee Seconded: Decision:
New Business		
2023-2024 Proposed Budget <i>Maryann Mickewicz, Treasurer</i>		Budget Recommendation from Committee Seconded: Decision:
Rules and Bylaws <i>Kathryn Hepler, Rules and Bylaws Chair</i>		Recommendation from Committee Seconded: Decision:
Other New Business	Southeast District Request	Motion to accept: Seconded: Decision:
		Motion to accept: Seconded: Decision:



Upcoming Deadlines & Events

April 1, 2023	Herter-O'Neal Scholarship Application – <i>Julie Campbell</i> , 2 nd Vice President	
August 1, 2023	Executive Board Award Nominations – <i>Roben Jarrett</i> , 1 st Vice President	
August 1, 2023	Distinguished Service Award – <i>Roben Jarrett</i> , 1 st Vice President	
August 1, 2023	Honorary Membership Nominations – <i>Lori Davis</i> , State Membership Chair	
August 1, 2023	Professional Improvement Scholarship – <i>Lynn Raynor</i> , Professional Improvement Chair	
August 1, 2023	Sue Mills Lighthouse Award – <i>Christie Bell</i> , President	
August 24, 2023	First Night, Raleigh <i>NED hosting</i>	
September 19, 2023	NCCEAPA Executive Board Meeting, Wilmington, NC	
September 21, 2023	NCCEAPA Board of Directors Meeting, Wilmington, NC	
September 22, 2023	NCCEAPA Annual State Business Meeting, Wilmington, NC	
October 17-October 20, 2023	TERSSA Conference – Columbus, Ohio	
TBA	Federation Forum	
Other Announcements		
Adjourn		Motion to accept: Seconded: Decision:

Meeting Notes: _____



NCCEAPA – Northeast District Report Winter 2023

Our Fall Meeting was held on October 28th in Currituck County. We donated canned goods and non perishable items for homebound senior citizens in Currituck for our Community Service Project. For our Professional Development Session, Women's Self Defence was presented by Jess Taylor, Currituck Training Sargent/Swat Team Leader. The New Officers for 2022/2023 are as follows:

Sherry Lynn, President
Joy Pierce, 1st VP
Barbara Mok, 2nd VP
Christy Boyce, Treasurer
Gail Spiewak, Secretary
Becky Castello, Parliamentarian
Amy Twiddy, Advisory

Our Spring meeting was hosted by Dare County on March 24, 2023. Canned good and non perishable items were collected to be donated to the Beach Food Pantry for our Community Service Project. Also, the Professional Development segment "Beach Combing with Terri" was presented by Terri Kirby-Hathaway, a retired Marine Educator (and a recipient of the Long Leaf Pine Award!). She gave a very informative presentation about various shells and other items that can be found on Outer Banks beaches. We kicked off fundraising for our 2027 State Meeting with a silent auction and made plans for our raffle to be held inconjunction with this year's state meeting in Wilmington.

New Officers for 2023/2024 were installed to take office on October 1st:

Joy Pierce, President
Karla Frizzelle, 1st VP
Brenda Collier, 2nd VP
Amy Twiddy, Secretary
Chrisy Boyce, Treasurer
Becky Castello, Parliamentarian
Sherry Lynn, Advisor

We currently have 29 active members, 19 honorary and 17 TERSSA and will be adding to those numbers soon with some new admins coming onboard.

Respectfully submitted by Sherry Lynn, NCCEAPA-NED President

NCCEAPA-North Central District Report

3/28/2023

Spring 2023

Our NCCEAPA-NCD spring meeting will be held on Friday, May 5, 2023 in Chatham County at the North Carolina Cooperative Extension, Chatham County Center. We are in the process of constructing our meeting format as we speak. The area responsible for this meeting is Area 3 which includes: Alamance, Orange, Durham and Chatham counties.

The North Central District has a weekly virtual Zoom meeting (Coffee Chat) where we discuss what is going on in each other's offices and anything association related. We also use Basecamp to collect any brainstorming events we have started so we know where we are in the process and to hopefully help new comers (like myself), and upcoming officers have a timeline that will show when things are due.

We have worked diligently as a group to collect 23 applications for the Herter O' Neal scholarship in the last few months.

We have also discussed taking some day trips as a group on Saturdays throughout the year. We are hoping to announce a few dates in the next few weeks.

The North Central District will be looking to fill our chair for our Nominating Committee, Nicole Vernon in Surry County. Nicole left us a few weeks ago and we will discuss this in our Chatham County meeting on Friday, May 5, 2023.

Our 2022-2023 officers are as follow:

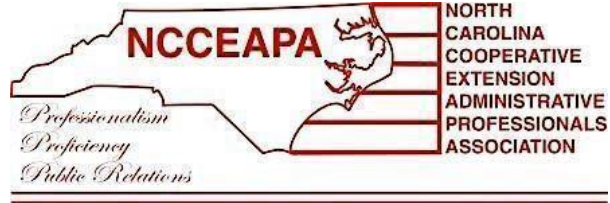
President: Samantha Lusk "Sam", Wilkes County
1st Vice President: Chastity Elliott, Randolph County
2nd Vice President: Gwen Rubio, Granville County
Secretary: Rachel Herring, Guilford County
Treasurer: Michele Hamm, Alleghany County
Advisor: Lori Davis, District Office
Parliamentarian: Pam Jordan-Carrington, Durham County

Our 20223-2023 committee chairperson are as follow:

Finance: Michele Hamm, Alleghany County
Membership: Lori Davis, District Office
Nominating: *vacant*
Professional Improvement: Pam Jordan-Carrington, Durham County
Reflections: Angie Talbott, Caswell County
Rule & Bylaws: Kathy Hepler, Forsyth County
Web/social media/Public Relations: Annette Roberson, Vance County

Respectfully submitted by:

Samantha Lusk "Sam"
NCD-NCCEAPA President



Southeast District Report
Executive Committee and Board of Directors Spring Meeting

March 31, 2023

Current Members: 30
TERSSA Members: 22
Honorary Members: 19

The Southeast District had a wonderful representation at our 2022 State Meeting in Kitty Hawk and everyone who attended extended a heartfelt thank you to the Northeast District for their hard work in hosting the event.

The Executive Committee and Steering Committee for the 2023 state meeting met in Johnston County on February 17 to finalize more details on the event. Lunch was brought in from RedNeckLab BBQ. A followup zoom meeting was held on March 8 to continue with more details regarding the state meeting and to prepare for the District spring meeting.

The Southeast District spring meeting is to be held in Jones County on April 13.

Respectfully submitted
Roben Jarrett, President, Southeast District

NCCEAPA – South Central District

2022 was an exciting year for the South Central District, we had first full year of face-to-face meetings since the pandemic.

The 2022-2023 officers were installed at the Spring meeting:

President: Cathy James

1st VP: Judith Moore

2nd VP: Brandi Carter

Secretary: Christine Barrier

Treasurer: Beth Cloninger

Parliamentarian: Susan Johnson

Advisor: Julie Campbell

The South Central District had 10 members attend the 2022 NCCEAPA State Meeting in Kitty Hawk.

The 2023 spring meeting will be held April 14, in Alexander County.

Respectfully submitted,

Cathy James

SC District President

West District President's Report
State Meeting March 31, 2023

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

Officers were elected 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 \$250.00 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 3 recently hired.

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

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

West District Fall Meeting was held in Madison County.

Madison County Schools Food Pantry was the Community Service Project. This pantry allows children the opportunity to take a backpack of food home to feed themselves and their family for the weekend.

Officers were installed.

NOTE: Cindy Chastain, President, resigned from the position. 1st Vice-President, Vivian Hollifield, will be President until officers are elected and installed for the upcoming year.

Our District Administrative Assistant of the Year was awarded to Kirsten Dillman.

Membership numbers were unchanged.

West District also held an Executive Board Meeting on February 16, 2023 via ZOOM to discuss the upcoming West District Spring Meeting and the 2024 State Meeting that we will be hosting.

Submitted by Vivian Hollifield

President, NCCEAPA West District

March 24, 2023

NC Cooperative Extension Administrative Professionals Association

Board of Directors Business Meeting Financial Report - March 31-2023

Checking Account Balance as of: 9-16-2022		\$8,488.99
REVENUE:		
State Dues:	\$2,595.00	
TERSSA Dues	\$1,290.00	
Refunded check	\$483.82	
Refunded check TERSSA	\$15.00	
Interest earned from: 09-16-2022 to 03-22-2023	\$2.28	
TOTAL REVENUE TO DATE:		\$4,386.10
EXPENDITURES:		
1124	Christie Bell	\$100.00
1125	Outer Banks Hotline	\$500.00
1126	Megan Reid	\$100.00
1127	Kareis Britt	\$483.82
1128	Roben Jarrett	\$516.15
1129	Beth Cloninger	\$1,383.52
1130	Suzanne Hugus	\$722.50
1131	Check written in 2019	
1132	Check written in 2019	
1133	Check written in 2019	
1134	Check written in 2019	
1135	Check written in 2019	
1136	Check written in 2019	
1137	Christine Barrier	\$588.15
1138	County of Bladen (LaToya Lucy)	\$410.22
1139	LaToya Lucy	\$73.60
1140	NCJCEP - 2022 Dues	\$50.00
1141	NCJCEP - 2023 Dues	\$50.00
1127	Kareis Britt Travel Check second dep	\$483.82
1142	TERSSA Dues	\$1,290.00
FEES	Service Fees: 09-16-2022 to 03-22-2023	\$7.00
TOTAL EXPENDITURES TO DATE:		\$6,758.78
Checking Account Balance as of: 3-22-2023		\$6,116.31
MONEY MARKET ACCOUNT		
	Balance as of 9-16-2022	\$15,194.31
	Interest Earned: 09-16-2022 to 03-22-2023	\$56.88
Money Market Account Balance as of:3-22-2023		\$15,251.19
SHARES ACCOUNT		
	Balance as of 9-16-2022	\$63.67
	Interest Earned: 09-16-2022 to 03-22-2023	\$0.03
Shares Account Balance as of: 03-22-2023		\$63.70
Total All Funds as of 3-22-2023		\$21,431.20

Prepared by: Maryann Mickewicz 3-23-2023

The president will appoint a finance review committee per Section 6, Article 5 of the Bylaws, Officers and Their Duties. This review will be for Oct 1, 2021-Sept. 30, 2023.



NCCEAPA Membership Committee Report

The Membership Committee held a Zoom meeting on March 22, 2023.

Those attending were:

Lori Davis - Chair, North Central District
Cathy James - South Central District
Samantha Jefferson - Northeast District
Betty Draughon - Southeast District
Heather Peek - West District

The committee discussed and agreed to move forward an application for honorary membership. We also talked about ways each district welcomes new members. The districts all have a good plan in place for welcoming new members. We also discussed the possibility of recognizing new members at the state meeting in September.

Nominating Committee Report
NCCEAPA Winter Board Business Meeting
March 31, 2023
Raleigh, NC

There is not a lot to report on at this time however in 2023 we will need a Secretary, Treasurer, 2nd Vice-President and a JCEP parliamentarian. According to the rotation the 2nd Vice-President will be from the North Central district. We are hoping that if we have inquiries at our district spring meetings someone may step forward early.

Should you or anyone you know be interested in any open positions, contact any member of the nominating committee.

Please use the Officer Eligibility List on our NCCEAPA website to ensure anyone interested are eligible for state officer positions.

Respectfully submitted

BJ Okleshen,
Chair, Nominating Committee

Rules and Bylaws Committee Report 3-31-23

Kathy Hepler (chair)

Brigitte Perry

Tamara Carawan

Kim Griffin

Keai Tilly

Our committee held a virtual meeting on March 2, 2023 where we discussed the four amendments that were approved at the Board of Directors meeting on May 20, 2022 but were not able to be voted on at the state meeting in September 2022 because they did not get sent out to the entire membership two weeks in advance of the state meeting as required in our Bylaws. We also voted to present a new amendment regarding when new employees can join the association. We discussed a request received from the Executive Committee to consider adding the word Chapter to the section of the Bylaws that involves dissolutions, as Chapters were not included in the wording, just Districts. We decided to meet a second time to give the request more thought.

Our second meeting was held virtually on March 9, 2023. In reviewing the Bylaws again, it was discovered that "Campus Chapter" had never been included in Article III of the Bylaws regarding our Organizational Structure and were only listed in 3 other Articles in the Bylaws. We discussed not wanting to discount anything about the Campus Chapter and their long time involvement in our association, but because they have been left out of the Organizational Structure definition and because they have dissolved, we voted not to rescind the previous Board of Directors approved amendment to remove the words Campus and Chapter from the bylaws. As members of the Rules and Bylaws Committee, we want to try to keep the emotion out of our amendments and handle the dissolution of the Campus Chapter as any other group or club that has disbanded.

Respectfully submitted,

Kathy Hepler

Professional Improvement Committee

Summary of District Reports as of 3/29/23

2023 Herter O'Neal Scholarship

Total number of applications accepted statewide: 60

West = no report

North Central = 23

South Central = 7

Northeast = 13

Southeast = 17

2023 NCCEAPA Professional Improvement Scholarship

Total number of applications accepted statewide: 1

Professional Development

- The West District focused its professional development programs in 2022 on creating, maintaining and understanding how to use their new WD NCCEAPA Shared Google Drive
- The North Central District had Sean Mundy do a presentation on Eventbrite.
- The South Central District had training on "Exploring Digital Creativity in the Workplace."
- The Southeast District is very busy preparing to host the State meeting in September in Wilmington.

2022 Distinguished Service Award Recipients

District Recipient – Suzanne Hugus, SED

District Recipient – Lori Davis, NCD

State Recipient – Suzanne Hugus, SED

Respectfully submitted,
Lynn Raynor

NCCEAPA – Board of Directors Meeting
Friday, March 31, 2023

Sue Mills Lighthouse Award

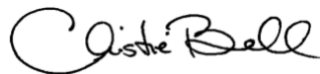
Nominations are due August 1st. I emailed everyone the guidelines and nomination form for the Sue Mills Lighthouse award on February 21st. If you did not get my email, please go to our website and find the information there. You can find all of the information you need for award nominations on our association website.

The NCCEAPA Sue Mills Lighthouse Award is presented annually to recognize an individual who has made a difference by their leadership qualities, enthusiasm, and zest for life. This award is made possible from memorial gifts given in memory of Sue A. Mills. Her family designated NCCEAPA as the recipient of these gifts.

The nominee must be a paid member of NCCEAPA.

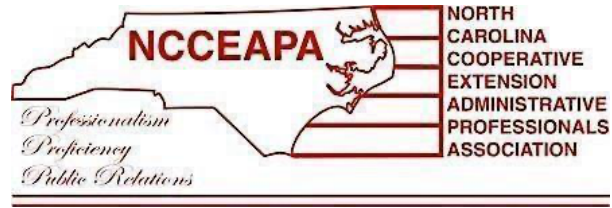
Please nominate someone and submit your nominations to me when you can. I look forward to receiving nominations in the near future.

Respectfully Submitted,



President, NCCEAPA





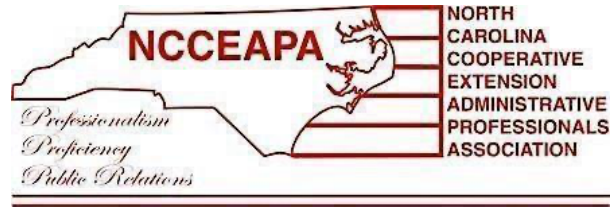
2023 Distinguished Service Award Report
Executive Committee and Board of Directors Spring Meeting

March 31, 2023

The email communication explaining the Distinguished Service Award with the nomination form and a link to our website was sent to the Cooperative Extension on March 7, 2023. A reminder of the August 1 deadline will be sent out in late June or early July.

One nomination has been received to date.

Respectfully submitted
Roben Jarrett, President
1st Vice President



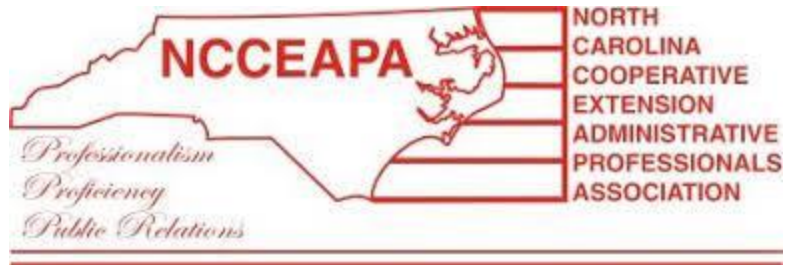
2023 Executive Board Award Report
Executive Committee and Board of Directors Spring Meeting

March 31, 2023

The email communication explaining the Executive Board Award with the nomination form was sent to the NCCEAPA membership on February 14, 2023. A reminder of the August 1 deadline will be sent to the membership in late June or early July.

There have been no submissions received to date.

Respectfully submitted
Roben Jarrett, President
1st Vice President



NCEAPA 2023 Herter O'Neal Scholarship Report

An email was sent out to all the District Professional Improvement Committee Chairs on January 24, 2023, concerning the application process for the Herter O'Neal Scholarship. Since then numerous emails have been sent reminding chairs to remind their district's membership to be working on getting applications out to their local high schools and colleges. April 1st is the deadline for each district to submit their finalist to me.

Respectfully submitted by:

Julie Campbell, NCEAPA 2nd Vice President



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: Sheila Ange Title: Retired

County / District: Northeast Email: angeshelia@gmail.com

Address: 1451 Angetown Rd Jamesville, NC 26846

Yrs in Extension: 30 Yrs in NCCEAPA: 30 Date (if) Retired from NCCES: July 2021

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

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

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: Becky Castello Title: Administrative Assistant

County / District: Hertford/Northeast Email: rbcastel@ncsu.edu

**2021 Honorary Membership Nomination
Letter of Recommendation**

Nominee _____ Shelia Ange _____

County _____ Martin (retired) _____

Nominated By _____ Becky Castello _____

County _____ Hertford _____ Phone _____ (252) 358-7822 _____

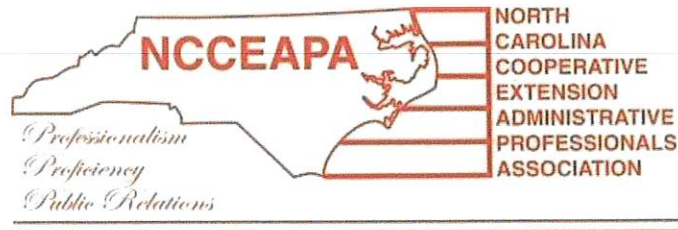
I am writing to nominate a very dedicated and deserving Administrative Professional that began her career with Extension on September 1, 1991.

Shelia Ange has always gone above and beyond for our Association including stepping into many leadership positions. She has held positions on the District as well as the State level and has been greatly devoted to keeping the Association active and on point. Shelia filled the positions of President, 1st VP, 2nd VP, Advisor, Webmaster and Parliamentarian on the District as well as the State level. Shelia has also chaired and served on numerous committees throughout our Association.

I have had the privilege of working with Shelia on many occasions since I began in the Organization. If I had questions or issues she is one that I know I can pick up the phone and discuss whatever it may be and together a plan or a solution could be derived.

She was one of the first Administrative Professionals that I met when I start my career with Extension and she went out of her way to welcome and accept me in with open arms. This is something that I will never forget. This does not only apply to me but to many others that I have seen her work with. She has a heart as big as it comes and has had the best interest of the Association in mind with everything that she that she was a part of.

I could go on and on listing all the things that Shelia has done for me personally and professionally but as you can already see she is more than deserving of the title. So, with that being said I would like to nominate, Shelia Ange – Martin County (Retired) for Honorary Membership!



March 15, 2023

The last NCJCEP was held via zoom on January 30, 2023, from 10-10:30 am. It was reiterated by Susan Kelly that she wished for NCJCEP to be the sounding board for COT (County Operations Team).

She gave some ideas of what that could possibly and potentially look like:

- Beta testing a new website for feedback
- Bringing ideas and concerns to the COT table
- Meeting with Administration more regularly
- Helping with the Extension State Conference by recommending classes and hands on help at the conference

Also, a 2022 review and collection of information collected at the meeting before that.

- What was going well
- Challenges
- Suggestions
- Moving forward

The 2022 review will be sent out state wide as soon as some corrections to it have been made.

Respectively submitted,


LaToya Lucy
NCJCEP Officer, Member at Large-2023



NCCEAPA Board of Directors Meeting
March 24, 2023
TERSSA Report

TERSSA Executive Board for 2023 – Faye Wilson, OH - President, Trudi Neubeck, TN – President Elect, BJ Okleshen, NC – Membership Secretary, Cathy James, NC – Treasurer, Karen Bixler, AL – Recording Secretary, Rhonda Mahaney, OH – Webmaster, Christine Barrier, NC – Annalist, Becky Castello, NC – Past President.

Currently TERSSA has 186 active members in 10 States – Alabama – 2, Louisiana – 4, Maine – 3, Mississippi – 4, North Carolina – 85, Ohio – 65, South Carolina – 1, Tennessee - 15, Virginia – 7

TERSSA is a growing organization. Ongoing efforts are constantly being made to reach out to other states to encourage them to learn more about who we are as well as the opportunity to join our group. If you have any contacts in another State that would allow us to get our foot in the door please reach out and let us know.

Here in North Carolina we are very fortunate to have the support of Administration that many other states do not. However, by continuing to reach out and expose other states to what we have there has been success in other states modeling after us. We continue to lead the way and we strive to bring more and more states to the table. TERSSA is growing and we are excited to see what the future holds.

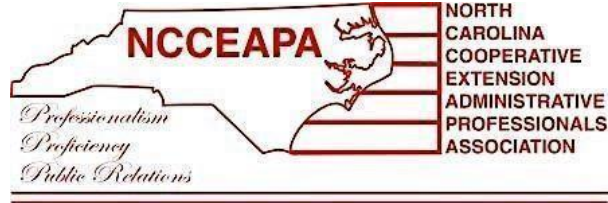
On behalf of TERSSA, the board would like to thank NCCEAPA for the donation that was made to help with the cost associated with the National portion of our 2022 Conference. There were 3 new states that attended this past year and the overall feedback regarding the meeting was overwhelmingly positive and everyone is ready for the next one.

With that being said I would like to invite everyone again to make plans to join us in Columbus, Ohio on October 17 – 20, 2023 for our next conference.

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

Respectfully submitted,

Becky Castello,
2023 TERSSA Past President



2023 State Meeting Report
Executive Committee and Board of Directors Spring Meeting

March 31, 2023

The Southeast District steering committee worked on many details for the upcoming state meeting this past month in Johnston County.

A diligent effort has been made to raise funds for this event to help keep the cost of registration to the participants as low as possible.

The main pieces of information regarding registration cost and hotel costs were emailed to the NCCEAPA Listserve on March 9 and that information is listed below.

- Dates: Tuesday, September 19 thru Friday, September 22, 2023
- Location: Ballast Hotel, Wilmington NC
- Room rates for up to 2 per room:
 - \$149 Historic Downtown View
 - \$169 Riverview
 - (plus tax 13% tax, if applicable)
- Parking (will be charged through the hotel bill of your designated person if sharing a vehicle)
 - \$17 per day per vehicle
 - \$22 per day per vehicle for valet parking
- Registration:
 - Early Bird \$180 (June 30 deadline)
 - Regular \$195 (August 1 deadline)
 - Late \$220 (August 31 deadline)

The goal is to have the full registration packet out to the membership within the first half of April.

Respectfully submitted
Roben Jarrett, President, Southeast District

Constitution & Bylaws Proposed Changes

3-31-2023

Rules & Bylaws Committee

Kathy Hepler, Chair

Brigitte Perry

Tamara Carawan

Kim Griffin

Keai Tilly

Proposed Changes to Bylaws for Board of Directors meeting 3-31-23

Article XI – Dues

Section 3 currently reads:

Membership drive shall be such as to provide dues to the District Treasurer prior to September 1 of each year. Membership shall be available for new employees whose effective date of employment occurs after September 30 upon payment of dues within 90 days of employment.

Recommendation to reword Article XI – Dues, Section 3 to read:

Membership drive shall be such as to provide dues to the District Treasurer prior to September 1 of each year. ~~Membership shall be available for new employees whose effective date of employment occurs after September 30 upon payment of dues within 90 days of employment.~~ **Membership shall be available for new employees upon payment of dues.**

Changes to Bylaws Approved at Board of Directors meeting 5-20-22

1. Removing the word “Service” from North Carolina Cooperative Extension
2. Amend wording throughout the bylaws regarding more expansive ways the boards and committees can meet to conduct business; in person, by virtual meeting, by email and by postal mail
3. Removing the words Campus and Chapter, due to the Campus Chapter disbanding
4. Website update date at the end of the bylaws that shows who and when the bylaws were last updated will be the official date they were last updated.

Article III – Organizational Structure

Section 1 currently reads:

This Association shall be organized into districts, the same as the North Carolina Cooperative Extension Service, and shall change according to any changes in the North Carolina Cooperative Extension Service Districts.

Approved to reword Article III – Organizational Structure, Section 1

to read:

This Association shall be organized into districts, the same as **the** North Carolina Cooperative Extension **Service**, and shall change according to any changes in the North Carolina Cooperative Extension **Service** Districts.

Article V – Officers and Their Duties

Section 5, number 3 currently reads:

3. a list of honorary and retired members. The secretary shall search the records for information requested by officers or members; shall mail copies of the minutes of all meetings to the Board of Directors within six weeks after the conclusion of the meeting; shall conduct the correspondence of the Association as directed by the President and/or the Board of Directors.

Approved to reword Article V – Officers and Their Duties, Section 5, No. 3 to read:

3. a list of honorary and retired members. The secretary shall search the records for information requested by officers or members; shall **email or** mail copies of the minutes of all meetings to the Board of Directors within six weeks after the conclusion of the meeting; shall conduct the correspondence of the Association as directed by the President and/or the Board of Directors.

Article VI – Elections

Section 8 currently reads:

Nominations for officers shall be made through a Nominating Committee composed of one person from each of the Extension Districts and the Campus Chapter. This committee member is to be appointed by the Executive Board of her/his district.

Approved to reword Article VI-Elections, Section 8 to read:

Nominations for officers shall be made through a Nominating Committee composed of one person

from each of the Extension Districts ~~and the Campus Chapter~~. This committee member is to be appointed by the Executive Board of her/his district.

Article VIII – Board of Directors
Section 3, No. 5 currently reads:

5. be empowered to conduct business via mail, on-line or e-meeting. Parameters of on-line or e-meeting to be determined by the President;

Approved to reword Article VIII-Board of Directors, Section 3, No. 5 to read:

5. be empowered to conduct business **via in person meeting, virtual meeting, by email or** via mail, ~~on-line or e-meeting~~. Parameters of **virtual meeting or email** ~~on-line or e-meeting~~ to be determined by the President;

Article X – Meetings
Section 1 currently reads:

The Association shall hold an annual meeting in or around September. Districts will host the state meeting on the following rotational basis: West, North Central, South Central, Northeast, Southeast, Campus. Following this rotation, the district that is next in line, shall contact and work with the President when scheduling the dates of the upcoming state meeting. The invitation shall be extended to the entire membership at the state meeting by the upcoming year’s host district. The host district will provide a planned educational activity to promote professional improvement during the days provided by Administration for the state meeting.

Approved to reword Article X - Meetings, Section 1 to read:

The Association shall hold an annual meeting in or around September. Districts will host the state meeting on the following rotational basis: West, North Central, South Central, Northeast, Southeast, **Campus**. Following this rotation, the district that is next in line, shall contact and work with the President when scheduling the dates of the upcoming state meeting. The invitation shall be extended to the entire membership at the state meeting by the upcoming year’s host district. The host district will provide a planned educational activity to promote professional improvement during the days provided by Administration for the state meeting.

Article X – Meetings
Section 5 currently reads:

In the event that an annual meeting of the Association cannot be held as stated in Article X, Section 1, the business of the Association shall be conducted by the Board of Directors operating on behalf of the general membership. A meeting of said Board shall take place during the same timeframe of the normally scheduled annual Association meeting in a format chosen by the Executive Board. Proposed meeting agenda shall be mailed to the general membership at least two weeks prior to the Board meeting in order to allow individual input. Members wishing to include business items on the agenda should have those submitted to the State President no later than one month prior to the scheduled meeting.

Approved to reword Article X – Meetings, Section 5 to read:

In the event that an annual meeting of the Association cannot be held as stated in Article X, Section 1, the business of the Association shall be conducted by the Board of Directors operating on behalf of the general membership. A meeting of said Board shall take place during the same timeframe of the normally scheduled annual Association meeting in a format chosen by the Executive Board. Proposed meeting agenda shall be **emailed or postal** mailed to the general membership at least two weeks prior to the Board meeting in order to allow individual input. Members wishing to include business items on the agenda should have those submitted to the State President no later than one month prior to the scheduled meeting.

Article X – Meetings

Section 6 currently reads:

In the event that any biannual meeting cannot be held on the district or chapter level, the business of the District or Chapter shall be conducted by the District or Chapter Board of Directors, which shall consist of the District or Chapter Officers and District or Chapter-Committee Chairs. Meeting of said Board shall take place in a format chosen by the District or Chapter President. Proposed meeting agenda shall be mailed to the general district or chapter membership at least one month prior to the Board meeting in order to allow individual input. Members wishing to include business items on the agenda should have those submitted to the District or Chapter President no later than two weeks prior to the scheduled meeting.

Approved to reword Article X – Meetings, Section 6 to read:

In the event that any biannual meeting cannot be held on the district ~~or chapter~~ level, the business of the District ~~or Chapter~~ shall be conducted by the District ~~or Chapter~~ Board of Directors, which shall consist of the District ~~or Chapter~~ Officers and District ~~or Chapter~~ Committee Chairs. Meeting of said Board shall take place in a format chosen by the District ~~or Chapter~~ President. Proposed meeting agenda shall be **emailed or postal** mailed to the general district ~~or chapter~~ membership at least one month prior to the Board meeting in order to allow individual input. Members wishing to include business items on the agenda should have those submitted to the District ~~or Chapter~~ President no later than two weeks prior to the scheduled meeting.

Article XII – Committees

Section 4 currently reads:

Any committee shall have the privilege of functioning by mail.

Approved to reword Article XII – Committees, Section 4 to read:

Any committee shall have the privilege of functioning ~~by mail~~ **in person, by virtual meeting, by email and by postal mail.**

Article XIV – District Procedures

Section 3: Name, currently reads:

Shall be known as the North Carolina Cooperative Extension Administrative Professionals Association followed by District name (ex. NCCEAPA-Western District or NCCEAPA-WD) or Campus Chapter (NCCEAPA-Campus Chapter).

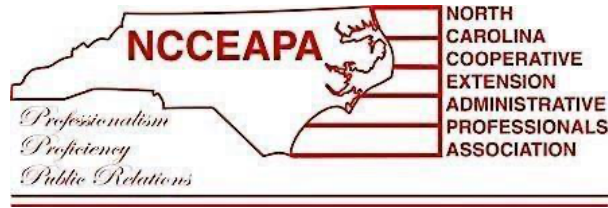
Approved to reword Article XIV – District Procedures, Section 3 Name to read:

Shall be known as the North Carolina Cooperative Extension Administrative Professionals Association followed by District name (ex. NCCEAPA-Western District or NCCEAPA-WD) **or Campus Chapter (NCCEAPA-Campus Chapter).**

On the NCCEAPA website on the Constitution and Bylaws page,

<https://ncceapa.ces.ncsu.edu/handbook-and-guidelines/constitution-and-bylaws/>, there is a date that must be manually edited to reflect the last time there was an update. This date is not currently accurate and is an item that can be missed when updates are made.

Approved that date on website is last updated date: That the automated Page Last Updated wording that automatically posts below the writer information at the end of the article reflect the true last updated date.



March 29, 2023

To: NCCEAPA Executive Committee and Board of Directors
From: NCCEAPA Southeast District Steering Committee
Subject: Funds Request for 2023 NCCEAPA State Meeting Gift

The Southeast District respectfully requests assistance from the State Association to help cover part of the cost of a special gift to be given to all registrants at the 2023 NCCEAPA State Meeting in Wilmington, NC. This gift is in celebration of our 50 year anniversary and will have the new Association logo embroidered on it!

The Southeast District is requesting \$3000 toward the cost of the gift and embroidering. This is approximately half of the total cost of the item.

Traditionally, the hosting district requests and receives \$1,000 to assist with funding the meeting. This request, for \$3,000 for the State Meeting Gift, is in addition to that annual request. Thus, we would like to respectfully ask for \$4,000. We would appreciate whatever amount is approved for our efforts and are looking forward to hosting everyone!

Thank you for your consideration.

A handwritten signature in blue ink, which appears to read 'Suzanne Hugus', is positioned above the typed name.

Suzanne Hugus
on behalf of the
2023 State Steering Committee