



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 Executive Board Meeting – March 31, 2023

Meeting Room, Homewood Suites by Hilton, 5400 Homewood Banks Drive, Raleigh NC, 27612

President Christie Bell called the meeting to order at 8:58 a.m.

Secretary Kareis Britt called roll; all were present. A voting quorum was verified by Parliamentarian Susan Johnson.

President Christie Bell emailed agendas to attendees prior to the meeting; the agenda was approved after removing the 2023-24 proposed budget portion from the Treasurer’s Report. Motion to accept from Julie Campbell, with a second from Roben Jarrett; motion approved.

Roll Call (*Voting member)	Present
* Christie Bell – President	Y
* Roben Jarrett – 1 st Vice President	Y
*Julie Campbell– 2 nd Vice President	Y
*Kareis Britt – Secretary	Y
*Maryann Mickewicz – Treasurer	Y
Susan Johnson – Parliamentarian	Y
Beth Cloninger - Advisor	Y
LaToya Lucy – NCJCEP Officer	Y

Roben Jarrett shared the Thought for the Day: “When you give joy to other people, you get more joy in return. You should give a good thought to happiness that you can give out.”

– Eleanor Roosevelt

Minutes from the September 21, 2022, Executive Board meeting, and the September 22, 2022, Called Executive Board Meeting (both posted on the NCCEAPA website) were approved with no changes after a motion to accept from Maryann Mickewicz, with a second from Roben Jarrett. It was brought to attention that minutes from the January 30, 2023, Executive Board Meeting had not been approved. Julie amended her motion to accept the agenda with the added approval of said minutes. A second came from Roben; motion was approved. Minutes had been emailed to members in January, and were approved with no changes after a motion from Maryann, with a second from Roben.

Proposed Rules & Bylaws Changes – Changes to Rules & Bylaws were emailed out by the Committee prior to meetings. Motion to accept changes as presented made by Julie with a second from Kareis. After discussion, motion was approved.

No other old business was brought forth.

A motion to skip awards reports was made by Julie Campbell and seconded by Roben Jarrett; motion approved after vote. Available reports attached.

Treasurer’s Report – Presented by Maryann Mickewicz. Report attached.

Honorary Membership – Report presented by Christie Bell. Recommendation from Committee to consider Sheila Ange, Northeast District, for honorary membership was approved to pass to BoD.

NCJCEP Report – Presented by LaToya Lucy. Report attached.

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

TERSSA Report – Christie Bell presented the TERSSA report (attached).

Other New Business – A current copy of Robert's Rules of Order will be purchased for the President and the Parliamentarian from the President's discretionary fund, to be passed on each year to the incoming President and Parliamentarian at the annual State Meeting.

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 by Julie to move forward to the Board of Directors for a budget amendment in regards to this request, with the stipulation the gift be for all paid members, not just those attending the meeting; Maryann seconded and motion was approved.

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 Executive Board Meeting
March 31, 2023 @ 9:00 a.m.
Homewood Suites by Hilton, Raleigh

Christie Bell, Presiding

Susan Johnson, Parliamentarian

AGENDA

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>	Christie Bell	Roben Jarrett	Julie Campbell	Kareis Britt	Maryann Mickewicz	Susan Johnson	Beth Cloninger	LaToya Lucy
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>	Executive Board Meetings: September 21 & September 22, 2022				Motion to accept: Seconded: Decision:			
Old Business								
Other Old Business	Proposed Rules & Bylaws changes							
Other Old Business								
New Business								
Treasurer’s Financial Report & 2023-24 Proposed Budget <i>Maryann Mickewicz, Treasurer</i>					Proposed Budget Recommendation from Committee Seconded: Decision:			
2023 Mills Lighthouse Award <i>Christie Bell, President</i>					Motion to accept: Seconded: Decision:			
2023 Distinguished Service Award <i>Roben Jarrett, 1st Vice President</i>					Motion to accept: Seconded: Decision:			
2023 Executive Board Award <i>Roben Jarrett, 1st Vice President</i>					Motion to accept: Seconded: Decision:			



2023 Herter-O'Neal Scholarship <i>Julie Campbell, 2nd Vice President</i>		Motion to accept: Seconded: Decision:
Honorary Membership <i>Christie Bell, President</i>		Motion to accept: Seconded: Decision:
Federation Report <i>LaToya Lucy, Advisor</i>		
2023 State Meeting Update <i>Roben Jarrett, Southeast District</i>		
TERSSA Report <i>Christie Bell, NC TERSSA Representative</i>		
Other New Business	Robert's Rules of Order, updated, 12 th Edition – One copy for State President, one for State Parliamentarian	
Other New Business	Request for funds from Southeast District	
Other Business	2nd VP Rotation - North Central	
Upcoming Deadlines & Events		
April 1, 2023	Herter-O-Neal Scholarship Application – Julie Campbell, 2 nd Vice President	
August 1, 2023	Executive Board Award Nominations – Roben Jarrett, 1 st Vice President	
August 1, 2023	Distinguished Service Award – Roben Jarrett, 1 st Vice President	
August 1, 2023	Honorary Membership Nominations – Lori Davis, State Membership Chair	
August 1, 2023	Professional Improvement Scholarship – Lynn Raynor, Professional Improvement Chair	
August 1, 2023	Sue Mills Lighthouse Award Nominations – Christie Bell, State 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 National Meeting – Columbus, Ohio	
TBA	Federation Forum	
Other Announcements		
Adjourn		Motion to accept: Seconded: Decision:

NC Cooperative Extension Administrative Professionals Association

Executive 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

NCCEAPA – Executive Board Meeting
Friday, March 31, 2023

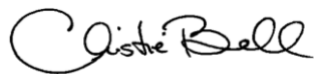
Sue Mills Lighthouse Award

Nominations are due August 1st. The nominee must be a paid member of NCCEAPA.

The full award report will be given at the Board of Directors meeting at 1:00 p.m.

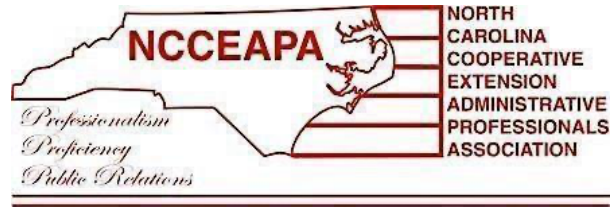
Please nominate someone and submit your nominations to me when you can. I look forward to receiving nominations in the near future.

Respectfully Submitted,



President, NCCEAPA





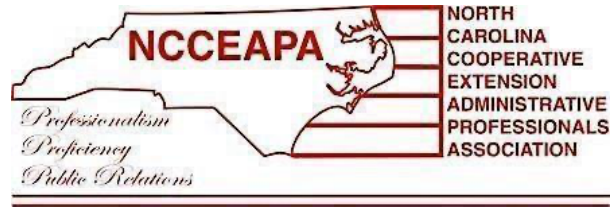
2023 Distinguished Service Award Report
Executive Committee and Board of Directors Spring Meeting

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



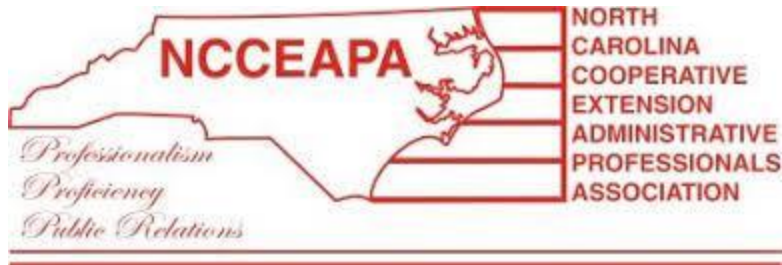
2023 Executive Board Award Report
Executive Committee and Board of Directors Spring Meeting

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
- 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: 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 _____

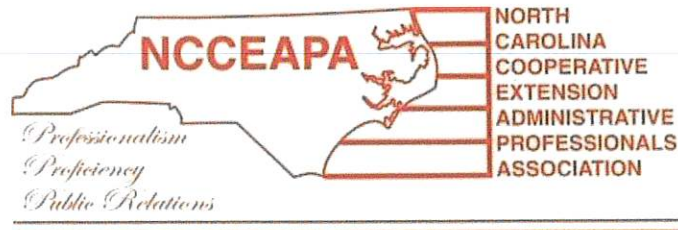
I am writing to nominate a very dedicated and deserving Administrative Professional that began her career with Extension on September 1, 1991.

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

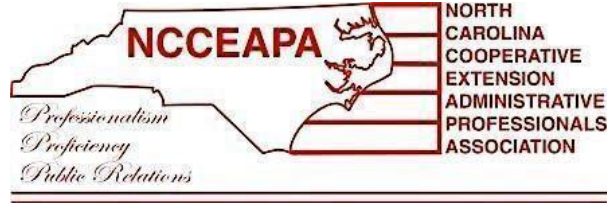
Also, a 2022 review and collection of information collected at the meeting before that.

- 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



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.

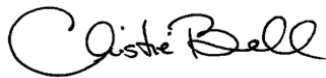
Respectfully submitted
Roben Jarrett, President, Southeast District

NCCEAPA
Executive Board Meeting
March 31, 2023

TERSSA Update

The 2023 TERSSA annual conference will be held in Columbus, Ohio from October 17 through October 20. The TERSSA website continues to be updated. Becky Castello from the Northeast District is the Webmaster, and will give a full report at the Board of Directors meeting. If you are a member of TERSSA, please make an effort to check the website often. And if you are not a member, please consider joining the association.

Respectfully Submitted,



President, NCCEAPA



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).

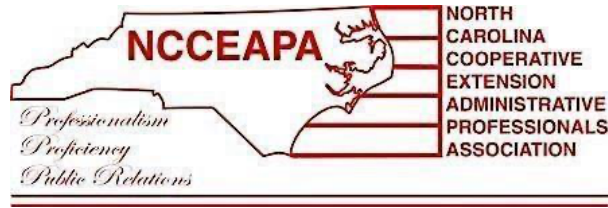
Approved to reword Article XIV – District Procedures, Section 3 Name to read:

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, appearing to read 'Suzanne Hugus', is positioned above the typed name.

Suzanne Hugus
on behalf of the
2023 State Steering Committee