

Southeast District Spring Meeting
April 13, 2023
Jones County Center
Trenton, North Carolina

Jacob Morgan, Extension Director of Jones County presented the welcome.

Meeting was call to order at 9:34 AM by our President, Roben Jarrett.

Roll call was called by LaToya Lucy standing in for our secretary, Wanda Bell.

Bladen	2	Lenoir	1
Brunswick	0	New Hanover	2
District	1	Onslow	0
Carteret	1	Pamlico	1
Columbus	2	Pender	0
Craven	1	Robeson	2
Duplin	1	Sampson	2
Green	1	Wayne	0
Jones	1	Wilson	0
Johnston	2	Total	20

The Parliamentarian verified quorum.

President Jarrett asked for approval of the agenda for today. Betty Draughon made a motion to approve the agenda and Dominique Greene seconded the motion. It passed.

Thought for the Day was read by Tamara Carawan. Admin Professional only because full time multi-taksing ninja is not an official job title.

President Jarrett asked for approval of the minutes from our last meeting on 8/26/22. Dina Murray made the motion to approve the minutes. Cyndi Mainor seconded the motion. Motion passed.

Kareis Britt, Treasurer gave the Financial Report. (A copy was provided in the handouts). As of April 10, 2023 the checking account balance is \$8,995.36, shares account balance \$154.13, and the money market account balance was \$15,427.78. The total money on hand as of April 10,2023 is \$24,577.27.

Committee Reports:

Finance – See above.

Membership – Betty Draughon - Membership Chair reported that we have 29 active members, 21 TERSSA members and 18 honorary members. She showed a short 15 second video that the NE district did to welcome new people. Her committee will work on similar video for SE District for presentation at Fall meeting.

Nominating – Suzanne Hugus – Nominating Chair - We have open positions for 2nd VP, Secretary, & Treasurer. Please nominate someone for the NCCEAPA SE District Administrative Professional of the Year Award.

Rules & By-Laws – Tamara Carawan – Rules & By-Laws Chair stated there were no changes to the rules & by-laws at this time.

Professional Improvement – Lynn Raynor – There were 17 application submitted. Joshua T. was selected as the SE district winner. He will still receive \$250 from the district if he doesn't win the state award.

Public Relations & Reflections – Crystal Pope – Chair . No report to give.

Goodwill & Benevolence – Michelle Raines – Not present, but report read by Roben Jarrett.

NCJCEP Update - LaToya Lucy – Officer at Large- Gave short recap of report given at the last NCJCEP meeting via zoom.

State Honorary Membership – Betty Draughon – Chair Numbers were provided in general report. There is nothing extra to add.

Old Business

Discussion on "Vice" positions for committees for succession. Essentially, that person will shadow the Chair of a committee to see how that job works. It will be an unofficial Vice-Chair, if you will. A sign up sheet will be sent in the Fall of 2023 for those who wish to participate. You will shadow for 1 year and become the Chair the following year. Every committee does not have to do it. It will be strictly voluntary.

Review of Honorary Membership Nominations- There are no new nomination.

Suzanne H. reminded us of the August 2, 2023 deadline for Admin. Professional of the Year. She will send out reminder emails. Lynn Raynor also reminded us of other awards.

New Business – Suzanne Hugus made a t-shirt proposal. There will be a link on the shop website to purchase apparel with or without our new logo. Questions that arose were: How much to price over the cost of the item to profit?, What is the cutoff period?, When will it be

offered to the membership?, Can it be offered long-term? The steering committee will come up with the answers at the next steering committee meeting. In the meantime, the motion passed to do an online link for t-shirts.

- The next item of New business was will be doing a raffle at the state meeting?

There are 2 of the 5 districts that will be doing a fund raiser. The table has to be manned at four different times. The vote was 12 in favor and 6 voted no of doing the raffle. It will be \$100 cash instead of a gift card given out.

- The annual 4-H Scholarship check was presented to Pender County by Lynn Raynor
- The final cut of the video for the state meeting was played.
- We did a run through of the games to be done at the state meeting. There were 4 games on the first session and two games on the second session.
- Joel F. volunteered to drive Bladen's 15-passenger van for the tour.
- The afternoon activity was quick pickling by Sarah Ware. She gave an overview of the history of pickles, and types of pickles and spices to use. We then made our own individual jars of pickles.

The business meeting was adjourned at 12:34 PM. Motioned by Kareis B. and seconded by Betty D. Motion passed.

Respectfully Submitted

LaToya Lucy, standing in for Wanda Hargrove

NC Cooperative Extension Administrative Professionals Association
Southeast District Spring Executive Board Meeting - February 17, 2023
Treasurer's Report

Checking Account Balance as of: October 1, 2022 **\$ 6,562.85**

CREDITS

<u>Date</u>	<u>Description</u>	<u>Amount</u>
INTEREST Earned from: 9/30/2022 to Feb/1/2023		\$ 1.24
10/7/22	Deposit - Lenoir Co Membership dues	\$ 120.00
10/27/22	2023 State Meeting Sponsorship (EMGVA New Hanover Co)	\$ 1,000.00
11/18/22	Deposit - Johnston Co New Hire dues	\$ 55.00
12/1/22	Deposit - Columbus Co new hire dues	\$ 55.00

TOTAL CREDITS TO DATE: \$ 1,231.24

DEBITS

<u>Check #</u>	<u>Description</u>	<u>Amount</u>
FEES	Service Fees: 9/30/2022 to 2/1/2023	\$ 4.00
1107	NCCEAPA dues - Jhonsnton & Columbus Co new hires	\$ 70.00
1108	Rowan Baptist Church - Benevolnce donation	\$ 30.00

TOTAL DEBITS TO DATE: \$ 104.00

Checking Account Balance as of: February 1, 2023 **\$ 7,690.09**

SHARES ACCOUNT

Beginning Balance	\$ 154.06
Interest Earned: 9/30/2022 to 2/1/2023	\$ 0.05

Share Account Balance as of: February 1, 2023 **\$ 154.11**

MONEY MARKET ACCOUNT

Beginning Balance	\$15,377.90
Interest Earned: 9/30/22 to 2/1/23	\$ 28.04

Money Market Account Balance as of: February 1, 2023 **\$15,405.94**

TOTAL MONEY ON HAND TO DATE: \$23,250.14

Prepared by Kareis Britt

**NC Cooperative Extension Administrative Professionals Association
Southeast District**

Treasurer's Report (End of Year - September 30, 2022)

Checking Account Balance as of: August 1, 2022 **\$ 6,239.91**

CREDITS

<u>Date</u>	<u>Description</u>	<u>Amount</u>
INTEREST Earned from: 8/1/22 to 9/30/22		
		\$ 0.53
9/19/22	Deposit NCCEAPA/TERSSA 2021/22member dues checks	\$ 1,450.00

TOTAL CREDITS TO DATE: \$ 1,450.53

DEBITS

<u>Check #</u>	<u>Description</u>	<u>Amount</u>
FEES	Service Fees: 8/1/22 to 9/30/22	\$ 2.00
1100	Johnston County Ag Center - 1st Mtg fees for 3 members	\$ 45.00
1101	VOID	\$ -
1102	Kareis Britt - 2022 Dist Admin of the Year Award	\$ 100.00
1103	Michelle Raines - Reimburse for goodwill & benevolence	\$ 13.34
1104	Joel Fulton - Reimburse for sample gifts, swag bags	\$ 17.25
1105	NCCEAPA - 2022/23 State membership dues	\$ 620.00
1106	TERSSA - 2023 membership dues	\$ 330.00

TOTAL DEBITS TO DATE: \$ 1,127.59

Checking Account Balance as of: September 30, 2022 **\$ 6,562.85**

SHARES ACCOUNT

Beginning Balance	\$ 154.03
Interest Earned: 8/1/2022 to 9/30/2022	\$ 0.03
Share Account Balance as of: September 30, 2022	\$ 154.06

MONEY MARKET ACCOUNT

Beginning Balance	\$15,367.83
Interest Earned: 8/1/2022 to 9/30/2022	\$ 10.07

Money Market Account Balance as of: September 30, 2022 **\$15,377.90**

TOTAL MONEY ON HAND TO DATE: \$22,094.81

Prepared by: Kareis Britt

NC Cooperative Extension Administrative Professionals Association
Southeast District Spring Meeting - April 13, 2023
Treasurer's Report

Checking Account Balance as of: February 1, 2023 **\$ 7,690.09**

CREDITS

<u>Date</u>	<u>Description</u>	<u>Amount</u>
INTEREST Earned from: 2/1/2023 to 4/10/2023		
		\$ 0.58
3/7/23	2023 State Mtg Sponsorship - Corn Growers Association of NC	\$ 500.00
3/8/23	2023 State Meeting Sponsorship - Anonymous	\$ 100.00
4/6/23	2023 State Meeting Registration Fees	\$ 720.00

TOTAL CREDITS TO DATE: \$ 1,320.58

DEBITS

<u>Check #</u>	<u>Description</u>	<u>Amount</u>
FEES	Service Fees: 2/1/2023 to 4/10/2023	\$ 2.00
1109	Michelle Rains - Reimburse for Goodwill/Benevolence cards	\$ 13.31

TOTAL DEBITS TO DATE: \$ 15.31

Checking Account Balance as of: April 10, 2023 **\$ 8,995.36**

SHARES ACCOUNT

Beginning Balance	\$ 154.11
Interest Earned: 2/1/2023 to 4/10/2023	\$ 0.02

Share Account Balance as of: April 10, 2023 **\$ 154.13**

MONEY MARKET ACCOUNT

Beginning Balance	\$15,405.94
Interest Earned: 2/1/2023 to 4/10/2023	\$ 21.84

Money Market Account Balance as of: April 10, 2023 **\$15,427.78**

TOTAL MONEY ON HAND TO DATE: \$24,577.27

Prepared by: Kareis Britt



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:

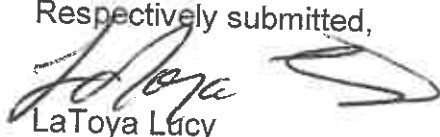
- Beta testing a new website for feedback
- Bringing ideas and concerns to the COT table
- Meeting with Administration more regularly
- Helping with the Extension State Conference by recommending classes and hands on help at the conference

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,

A handwritten signature in black ink, appearing to read 'LaToya Lucy', is written over a horizontal line.

LaToya Lucy
NCJCEP Officer, Member at Large-2023

April , 2023

To: NCCEAPA Southeast District Members

Fr: Michelle Rains
Goodwill and Benevolence Chair

Re: Goodwill & Benevolence Committee Report

I, as the chair, report that I have sent out several cards to individuals that have loss family members; and a few get well cards/thinking of you cards. I will continue to send sympathy cards, wedding or baby congratulatory. Also, if you know of someone in our organization that we would like to send a card to such as a serious illness, or dealing with something significant in their life, please let me know. We want them to know we are thinking about them and we are here for them.

Please include: The person's name, physical address along with occasion and I will be glad to mail a card.

My contact is: Michelle Rains - Wilson County Center
michelle_brains@ncsu.edu
Phone: 252-237-0111

Warmest Regards,

Michelle Rains
Goodwill & Benevolence Committee Chair