



## **Southeast District Executive Committee Meeting Minutes March 8, 2023 via Zoom**

Meeting was called to order by Roben Jarrett at 9:03 am

In attendance: Roben Jarrett, President; Tamara Carawan, 1<sup>st</sup> Vice President; Lynn Raynor, 2<sup>nd</sup> Vice President; Kareis Britt, Treasurer; LaToya Lucy, Parliamentarian; Suzanne Hugus, Advisor; Angie Pearsall, Guest as State meeting steering committee member;

Absent: Wanda Hargrove, Secretary

Roben prepared minutes in Wanda's stead from zoom recording.

LaToya took roll and verified quorum.

A motion to accept the agenda as presented was made by Lynn and seconded by Tamara. Agenda was approved.

Thought for the Day by Tamara: "If you have it all figured out today, there would be nothing to learn tomorrow. Enjoy being a work in progress."

End of year financial report will be reviewed informally later in the meeting to help prepare for the state meeting funding request.

A motion to accept the 8/16/22 Executive Committee Meeting Minutes was made by Tamara, seconded by Kareis. Website will be updated to remove "unapproved" status.

Discussion following approval of agenda:

- a discussion was held about the wording within the paragraph about "vice" positions
- the logistics of how to get a "vice" position in place was added as new business
- it was decided that no additional actions were needed as a result of the Executive Committee meeting of 8/16/2022.
- Note: a recension of the first 2 decisions based on the discussion was made at the end of the meeting

Reviewed general member meeting minutes to determine if there were any actions that still need to be taken as a result of that meeting.

Question asked by Kareis: Once financial records are scanned and the retention period has been fulfilled, is there a need to archive the physical records or can they be destroyed? Decision was made to destroy physical records and files once they have been scanned and the retention period as outlined by IRS, state and/or county, whichever is longer, has been met.

Question asked by Suzanne: Why was language included in the minutes regarding the State Executive Committee's authority to make decisions when time limits required it? LaToya stated it was so it would be on record that the State Executive Committee did in fact have that authority. This is stated in the by-laws, but current president, Christie Bell, was to task the State Rules and By-laws Committee to submit clearer language to address this for the future.

Discussion was held to determine if there were specific requests for the committee chairs that would be helpful or needed to be included in their reports for the April meeting. Only suggestion was for the membership chair to include who has been invited to the April meeting that are not current members.

The review of state meeting items, within Old Business, was tabled to the end of the meeting.

It was noted that LaToya is no longer the State Association representative. That item was removed from the agenda and replaced with "NJCEP Update by LaToya Lucy, NCJCEP Representative."

#### New Business:

Door prizes collected by Sampson County: the items collected were read; a decision was made to do drawings for each item at the social on Thursday night and that the person must be present to win.

Suzanne checked her lists and there were no new retirees to be considered for honorary membership. Decision was made to keep this on the general membership meeting agenda in case someone wanted to nominate a past retiree.

General membership meeting agenda was reviewed and the following changes were noted:

- Kareis suggested that we should add fundraising ideas for the state meeting on the agenda; this was approved and added to the agenda.
  - Reason to be stated to the general membership is that the excess funds in our account came from the 2015 meeting and has been held for this state meeting. These funds will be depleted this year and we need to begin thinking of ways to rebuild our funds now.
  - We will need to add slots to the task assignment sheet to accommodate this if approved by the general membership.
- Tamara confirmed that the wording regarding dues not being prorated had been added to our "standing rules" sheet. Roben will make sure these are posted on our District's webpage.

Question asked by LaToya: Has a decision been made as to which Association Program Assistants will be allowed to join since their Association is no longer operative? Angie let the Executive Committee know of being informed by Cathy James, TERESA Treasurer, that she could not be part of that Association and her dues would be refunded. Further discussion was held about the future of PA's and what Associations they would be allowed to join. Suzanne will reach out to Tyrone for an update.

- Decision was made to remind the members of the different awards that are available to members at the District and State levels.

Remind members within the registration email to wear comfy shoes and clothing to the April spring meeting so as to be able to participate comfortably in the team building walk-throughs.

- Tamara recommended moving the team building walk-through to before the committee updates for a more smooth flow of activities. Approved and moved on the agenda.
- Discussed the fall meeting and possibility of being held in Lenoir County, who is next on the schedule.

If any other changes or additions to the agenda are needed, the Executive Committee will let Roben know.

On "Vice" chair positions - when presented to the members, have ideas to suggest on how this would work. Also remind the members that by joining the Association, they have agreed to be on a committee. They are asked to volunteer for what interests them, but will be assigned to a committee if they choose not to volunteer.

Suggested that at the fall meeting to have each committee chair give a brief explanation of what they do and what their committee does. Remind everyone that working papers for each committee is posted on our District's webpage.

Additional discussion was held about training for office positions and consideration of this being more of a “shadowing or training” position. Having “co-chairs” for offices is not possible as it would not be in compliance with the state by-laws. A decision was made to use the term “vice-chairs” for committees only, not officer positions. Regarding the Executive Committee minutes, it was decided to leave the original language in place as originally submitted, as it reflects the actual discussion of that meeting.

State meeting items:

- goal is to send out registration to the state by April 1
- Send the hotel registration link to the Southeast District now.
- Send Administration the full registration packet via email once ready, but one week prior to sending to the full membership to give them the opportunity to get their hotel reservations in place.
- Goal to send registration to full membership by second week of April.
- Tamara reminded us that the Northeast District sent the membership a “for your info” email on January 28 so everyone would have that information for planning and budgeting.
- LaToya reviewed food revisions needed after the hotel provided updated menus and pricing
  - She also presented 3 option/combinations for breakfast, lunch and dinner
- Discussions were held regarding:
  - prices of meals for guests
  - when cash bars should be offered
  - when the Hospitality Room should be open
  - It was requested of Angie to confirm that meeting room rates had not changed
  - confirmed via the hotel contract that taxes and service fees are whatever is current; which increased the service fees for all food and meeting rooms from 22% up to 23%
  - what snack options should be available and when
  - Numbers/costs for breakfast for Friday includes the Past President's Breakfast
- Decisions made were:
  - Wednesday and Friday - hot breakfast and no snacks given
  - offer hospitality room for 10-15 minutes during the break on Wednesday morning.
  - Thursday - Continental breakfast; no snacks
  - Friday - no snacks or “To Go” bag
  - Added and extra \$400 to food budget to cover 10 veggie plate options
- T-shirts for district: the embroidery person was laid off so the entire discussion for t-shirts for the Southeast District needs to be revisited
- Discussed the amount of funds to request from the State Association to help towards the cost of the special gift. Decision was made to ask for an additional \$3000 and be made by one of our non-voting members. Be prepared to continue the discussion of a lesser amount if the EC or BOD denies the full \$3000.
- Decision was made to set registration costs at \$180 for early bird; \$195 for regular and \$220 for late
- The 2 options for Airlie will be added to the registration email details
- There will be 2 pages for registration; page 1 is for regular registration and page 2 will be for all out of pocket expenses such as guest meals and the Airlie tour.
- Decision made to make available to Southeast District membership to drive their state or county van to the Thursday afternoon Airlie tour taking however many people is available in exchange for a free ticket to the tour.

Meeting was adjourned at 11:20 am; motion made by Kareis, seconded by Lynn.

Respectfully submitted,  
Roben Jarrett, President for Wanda Groves, Secretary