

**North Carolina Cooperative Extension Administrative Professionals
Association – North Central District (NCCEAPA-NCD) Minutes
April 8, 2022
NC Cooperative Extension, Stokes County Center**

The Spring meeting of the NCCEAPA-NCD was held on April 8, 2022 at the Stokes County Center, NC Cooperative Extension. Before the meeting members visited The Arts Place, a part of the Stokes County Art Council.

The group then enjoyed a catered lunch.

Members broke up into their assigned Committees to meet and discuss.

At 1:34 p.m, President Lori Davis called the Business Meeting of the Association to order.

Secretary Rachel Herring then conducted the roll call with 23 members present. Pam Jordan, Parliamentarian, verified that there was a quorum present.

President Lori Davis requested a motion to accept the meeting agenda. Lauren Taubert (Guilford County) made the motion and Pam Jordan (Durham) seconded. The agenda was voted on and approved.

1st Vice President, Sam Lusk gave the thought for the day.

Lori Davis requested a motion to postpone approval of the minutes from the previous meeting. Kathy Hepler (Forsyth County) motioned to postpone the approval of the minutes. Gwen Medford (Orange County) seconded. The motion passed.

Treasurer Michele Hamm gave the Treasurer's Report. Copy of report attached.

Gwen Medford (Orange County), Membership Committee Chair, gave her report. Gwen would like to add new member intros on the District Facebook page. She will also be sending out cards for congratulations or sentiments.

Nicole Vernon (Surry County), Nominating Committee Chair, gave her report. Nicole stated that the committee is in need of a recommendation for 2nd Vice President.

Kathy Hepler (Forsyth County), Rules & Bylaws Committee Chair, gave her report. Kathy requested that if members have any recommendations or questions to contact her.

Pam Jordan (Durham County), Professional Improvement Committee Chair, gave her report. The Herter O'Neal Scholarship had 16 applications from our District. The applications have been sent to the District committee members to evaluate.

Chastity Elliot (Randolph County), Public Relations Committee Chair, gave her report. Chastity hopes to use the Facebook page to celebrate work anniversaries and awards. She would like to

add each committee chair as Facebook page admins to increase interaction.

Angie Talbott (Caswell County), Reflections Committee Chair, gave her report. Angie will be taking pictures at functions and ask that you also share photos with her.

Michelle Hamm (Allegheny County), Finance Committee Chair, gave her report. Michelle shared that funds would be used to create a gift basket for raffle at the State meeting in September.

President Lori Davis stated that there was no old business to address.

President Lori Davis asked members for their thoughts on the district Facebook page and if they wanted to continue maintaining the page. Members decided that they did want to continue the page. Admins for the page will be updated.

Chastity Elliot, 2nd Vice President, discussed the Herter O'Neal Scholarship. The deadline for application has been extended from April 1st to April 15th.

President Lori Davis discussed the Fall district meeting. The meeting will be hosted by Area 2 (Caswell, Person, Granville, Vance). The tentative date is August 26th in Raleigh. The meeting will hopefully include visits with the CBO, HR and possible tour of Dr. Bonanno's office.

Michelle Hamm, Treasurer, discussed creating a Basket for the State meeting in September. The basket would have a Beach theme and possibly include gift cards. Tickets would be sold for \$1 to raffle the basket.

President Lori Davis, discussed the NC A&T campus chapter of the NCCEAPA. The chapter has recently disbanded. The members will now be a part of our district. We will be inviting them to Coffee Chat and future meetings.

Lori Davis, President, also reminded members that the Association Awards deadline is August 1, 2022.

President Lori Davis called for a motion to adjourn. Lauren Taubert (Guilford County) motioned to adjourn and Gwen Medford (Orange County) seconded.

The meeting concluded at 2:25 p.m.

Respectfully submitted,

Rachel Herring, Secretary