



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 – September 19, 2023

Boardroom, Hotel Ballast, 301 N Water Street, Wilmington NC, 28401

President Christie Bell called the meeting to order at 2:27 p.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 adding the date for the JCEP meeting (November 17, 2023). Motion to accept from Julie Campbell, second from Kareis Britt; motion approved.

Roben Jarrett shared the Thought for the Day: “Courage doesn't always roar. Sometimes courage is a quiet voice at the end of the day saying, "I will try again tomorrow." —Mary Anne Radmacher

| 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 |

March 31, 2023, minutes from Executive Board Meeting were approved with no changes after a motion to accept from Roben Jarrett, with a second from Julie Campbell. 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 from the called August 24, 2023 Executive Board Meeting were approved after a motion from Maryann Mickewicz, with a second from Julie Campbell. Both sets of minutes were emailed to the members prior to the meeting and are posted on the website

Old/Unfinished Business

Proposed Rules & Bylaws Changes – Changes to Rules & Bylaws were emailed out by the Committee prior to meetings. They were also emailed to the membership by both the Committee Chair (Kathryn Helper) and President Christie Bell on August 30, 2023. Motion to accept changes as presented and move to Board of Directors for approval was made by Roben Jarrett and seconded by Maryann Mickewicz; motion approved.

Campus Chapter Fund Disbursement – Julie Campbell made the motion to move to Board of Directors for vote to disperse funds as stated in minutes from March 31, 2023 for the Board of Director Meeting. Kareis Britt seconded; motion was approved.

No further old or unfinished business was brought forward.

New Business

Treasurer's Report – Presented by Maryann Mickewicz. Maryann noted that the financial reports presented at the annual Business Meetings do not report expenses incurred between the date of the meeting and the end of the prior Fiscal Year. Going forward, she suggests the Treasurer make an End of Year report to include with the following year's first report to the Executive Board, and will be available to members for review once those minutes are posted to the website. Maryann will provide an updated expense report to attach with minutes to be posted for this year. Complete report attached.

Proposed Budget – Proposed budget was presented by Maryann Mickewicz on behalf of Finance Committee; Roben Jarrett seconded. Proposed budget approved to move to Board of Directors.

New Logo on Website – Roben Jarrett will work with webmasters to get a new page on the website with a logo branding page so logo and color codes are available for all districts to have available for printing purposes. Will also work with webmasters to archive old logo and replace it with the new logo on all webpages.

President Christie Bell called for any other new business, and with none brought forth, meeting was adjourned at 3:32 p.m.

Respectfully submitted,

Kareis Britt

Kareis Britt, State Secretary, 2022-23



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NCCEAPA Executive Board Meeting
September 19, 2023 @ 2:00 p.m.
301 N Water Street, Wilmington, NC

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> | 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 VP</i> | | |
| Approval of Minutes <i>Kareis Britt, Secretary</i> | Executive Board Minutes March 31, 2023 | Motion to accept: Seconded: Decision: |
| Approval of Minutes <i>Kareis Britt, Secretary</i> | Executive Board Minutes August 24, 2023 – called Zoom meeting | Motion to accept: Seconded: Decision: |
| Old Business | | |
| Rules & Bylaws | Proposed Rules & Bylaws Changes | See Minutes |
| Campus Chapter Fund Disbursement | September 30, 2023 Deadline for Recharter | See Minutes |
| Other | | |
| New Business | | |
| Treasurer’s Financial Report & 2023-2024 Proposed Budget <i>Maryann Mickewicz, Treasurer</i> | | Motion to accept: Seconded: Decision: |
| Other | Logo Branding Page on our Association Website | |
| Upcoming Deadlines | | |
| TBA | NCJCEP Winter Forum | |
| April 1, 2024 | Herter-O-Neal Scholarship Application –, 2 nd Vice President | |
| Other Announcements | | |
| Adjourn | President, Christie Bell | Time: |



Constitution & Bylaws Proposed Change

Rules & Bylaws Committee

Kathy Hepler, Chair

Brigitte Perry

Kim Griffin

Keai Tilly

Proposed Changes to Bylaws for Board of Directors meeting on **9-21-23**

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 within their first 12 months of employment upon payment of dues. Thereafter, membership will be available during the annual membership drive.**

If the above proposed change is approved by the Board of Directors, it will also be voted on by the NCCEAPA membership at the Business meeting on 9-22-23.

| NC Cooperative Extension Administrative Professionals Association | | |
|---|------------|-------------------|
| Proposed Budget for Fiscal Year 2023-2024 - State Meeting September 22, 2023 | | |
| Membership Dues: 130 active members | | \$ 2,600.00 |
| Dividends: | | \$ 4.00 |
| Anticipated Donation Receipts: | | |
| NC Ag Agents Association | | \$ 1,000.00 |
| Corn Growers Association of NC | | \$ 250.00 |
| NC Ag Foundation | | \$ 1,000.00 |
| Unspent funds from 2022-2023 | | \$ 3,542.00 |
| TOTAL REVENUE: | | \$8,396.00 |
| CONTRIBUTIONS: | | |
| NCEAPA Host District | \$1,000.00 | |
| AWARDS: | | |
| Executive Board Award (\$200 monetary award) | \$200.00 | |
| Distinguished Service Award (5 district winners - \$100 monetary award) | \$500.00 | |
| State Winner - District Service Award (\$200 monetary award) | \$200.00 | |
| Professional Improvement Scholarship | \$500.00 | |
| Herter O'Neal Scholarship | \$750.00 | |
| Outgoing President's Recognition | \$125.00 | |
| NCJCEP Annual Dues | \$50.00 | |
| TRAVEL: | | |
| President & Executive Board Travel 8 members * \$500 each | \$4,000.00 | |
| OTHER: | | |
| Benevolence | \$25.00 | |
| Winter Board of Directors Meeting expenses | \$100.00 | |
| President Expenses - Executive Board Meeting and Board of Directors Meeting | \$100.00 | |
| Disbursement of funds to NE District for two Campus Members | \$834.00 | |
| Bank Fees | \$12.00 | |
| TOTAL EXPENDITURES : | | \$8,396.00 |
| 2022-2023 Finance Committee | | |
| Chair - Maryann Mickewicz, Transylvania - W | | |
| Christie Boyce, Pasquotank - NE | | |
| Michele Hamm Alleghany - NC | | |
| Debbie Humphrey, Hoke - SC | | |
| Kareis Britt, Robeson - SE | | |

NC Cooperative Extension Administrative Professionals Association

Executive Business Meeting Financial Report -September 22, 2023

| | | | |
|--|--|--|---|
| Checking Account Balance as of: 9-30-2022 | | | \$5,259.80 |
| REVENUE: | | | |
| State and TERSSA Dues | | | \$2,365.00 |
| Interest earned from: Oct 2022- August 2023 | | | \$2.40 |
| Sue Mills Lighthouse Award Reimbursement | | | \$100.00 |
| FUNDS TRANSFER | | | |
| Transfer of funds from Money Market Account | | | \$10,000.00 |
| | | | TOTAL REVENUE TO DATE: \$17,727.20 |
| EXPENDITURES: | | | |
| 4/10/2023 | NCCEAPA SE District | TERSSA Refund for Angie Pearsall | \$15.00 |
| 2/1/2023 | TERSSA Dues | TERSSA Dues all districts | \$1,290.00 |
| 4/19/2023 | TERSSA Dues | TERSSA Dues Jessica Cline | \$15.00 |
| 6/6/2023 | SE District (State Conference Committee) | Annual Funds for hosting State Conference | \$1,000.00 |
| 9/8/2023 | Lynn Raynor | Executive Board Award | \$200.00 |
| 9/8/2023 | LaToya Lucy | Distinguished Service Award SED | \$100.00 |
| 9/8/2023 | Angie Talbott | Distinguished Service Award NCD | \$100.00 |
| 9/8/2023 | Cathy James | Distinguished Service Award SCD | \$100.00 |
| 9/8/2023 | Christine Boyce | Distinguished Service Award NED | \$100.00 |
| 9/8/2023 | Kirsten Dillman | Distinguished Service Award WD | \$100.00 |
| 9/8/2023 | LaToya Lucy | Distinguished Service Award State | \$200.00 |
| 9/13/2023 | New Hanover County (R. Jarrett) | Ex Bd and DSA Award commemorative gifts | \$264.31 |
| 8/4/2023 | Northeastern Technical College | Professional Improvement Scholarship Annie Freeman SCD | \$500.00 |
| 7/12/2023 | WCU | Herter O'Neal Scholarship for Payton McNabb WD | \$1,000.00 |
| 8/30/2023 | Queens University of Charlotte | Herter O'Neal SC District Scholarship for Kalil Dennison | \$250.00 |
| 8/30/2023 | Appalachian State University | Herter O'Neal NC District Scholarship for Emma Motsinger | \$250.00 |
| 8/30/2023 | East Carolina University | Herter O'Neal SE District Scholarship for Joshua Tillman | \$250.00 |
| 8/30/2023 | East Carolina University | Herter O'Neal NE District Scholarship for Kendall Dean Wheeler | \$250.00 |
| 9/14/2023 | New Hanover County (R. Jarrett) | Outgoing President Gift | \$108.04 |
| 4/3/2023 | Roben Jarrett | Travel reimbursement 3/31/23 EBoD and BoD meetings | \$167.07 |
| 4/3/2023 | Christie Bell | Travel reimbursement 3/31/23 EBoD and BoD meetings | \$167.07 |
| 4/3/2023 | Kareis Britt | Travel reimbursement 3/31/23 EBoD and BoD meetings | \$167.07 |
| 4/5/2023 | Susan Johnson | Travel reimbursement 3/31/23 EBoD and BoD meetings | \$106.11 |
| 4/5/2023 | Julie Campbell | Travel reimbursement 3/31/23 EBoD and BoD meetings | \$167.07 |
| 4/11/2023 | LaToya Lucy | Travel reimbursement 3/31/23 EBoD and BoD meetings | \$32.30 |
| 4/11/2023 | Bladen Co. Coop Ext | Travel reimbursement 3/31/23 EBoD and BoD meetings | \$134.77 |
| 4/19/2023 | Beth Cloninger | Travel reimbursement 3/31/23 EBoD and BoD meetings | \$161.78 |
| 4/3/2023 | Christie Bell | Conference room rental for EBoD Meeting 3-31-2023 | \$100.00 |
| 8/3/2023 | Christie Bell | Copy of Robert's Rules of Order for Board Reference | \$35.85 |
| 10/26/2022 | NCJCEP - 2022 Dues | NCJCEP 2022 Membership Dues | \$50.00 |
| 10/26/2022 | NCJCEP - 2023 Dues | NC JCEP 2023 Membership Dues | \$50.00 |
| 6/6/2023 | SE District (State Conference Committee) | Special Funds for new logo swag at State Conference | \$3,000.00 |
| FEES | | Service Fees: October 2022-August 2023 | \$10.00 |
| Total Expenditures 9-30-2022 - 9-15-2023 | | | \$10,441.44 |
| Checking Account Balance as of: 9-16-2022 | | | \$7,285.76 |

| | | |
|---|--|-------------------|
| MONEY MARKET ACCOUNT | | |
| Balance as of 9-16-2022 | | \$15,303.50 |
| Transfer to Checking Account | | \$10,000.00 |
| Interest Earned: 9-16-2022 - 8-22-2023 | | \$8.46 |
| Money Market Account Balance as of: 09-16-2022 | | \$5,311.96 |

| | | |
|---|--|--------------------|
| SHARES ACCOUNT | | \$63.67 |
| Interest Earned: 9-16-2022-8/22/2023 | | \$0.06 |
| Shares Account Balance as of: 09-16-2022 | | \$63.73 |
| Total Funds as of 9-16-2022 | | \$12,661.45 |

Prepared by: Maryann Mickewicz
Submitted: 9-15-2023

The Finance Committee recommends the 2023-2024 NCCEAPA State Board consider increasing the state association annual dues.

In reviewing the operating budget for the state association, we have found that;

The cost of everything is going up, particularly travel reimbursement for board members, and funds are needed to pay the bills.

Outside organization donation frequency and amounts are sporadic, and we should not depend on others to keep our association afloat. We need to continue requesting support, but shouldn't depend on it.

Membership dues have not increased in at least ten years and are lower than other NCCE associations.

Membership numbers have been declining overall and with that, the amount of dues received is getting smaller. In the past two decades our membership has declined from 268 active members to 137 in 2023. Half the number of members is half the amount of dues.

We are aware this may impact some members who may have to pay their dues out of pocket and some counties do not have the budget for an increase and these situations potentially impacting membership in the wrong direction.

We recommend surveying the membership to determine how the majority feel about an increase in dues and go forward accordingly.