



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 Annual Business Meeting – September 22, 2023

Grand Ballroom, Hotel Ballast, 301 N Water Street, Wilmington NC, 28401

President Christie Bell called the meeting to order at 9:34 a.m.

Secretary Kareis Britt called roll; totals are shown in the table to the right. A voting quorum was verified by Parliamentarian Susan Johnson.

Roll Call (Voting members)	Present
Northeast	16
North Central	16
Southeast	23
South Central	12
West	5

Due to inclement weather, in order to save time Beth Cloninger motioned to amend the agenda by skipping all reports other than Standing Committee Reports and the Honorary Membership Report and Sherry Lynn (NE) seconded the motion. The amended agenda was approved after vote.

Roben Jarrett shared the Thought for the Day: “Never let success get to your head and never let failure get to your heart.” —Drake

Minutes from the September 23,2022, General Business Meeting (posted on website) were approved after a motion to accept with no changes by Lynn Raynor (SE) ad a second from Joel Fulton (SE).

District Reports – see agenda amendment above; available reports attached.

Committee Reports – Reports were presented for the following committees:

- Finance report and current Committee recommendations were presented by Maryann Mickewicz.
- Membership report presented by Lori Davis.
- Nominating report presented by BJ Okleshen; asked if there were any nominations from the floor for recommended positions, and none were made. BJ then asked for someone to volunteer to fill the NCJCEP position, which will be Parliamentarian this year. After BJ asking several times with no one volunteering, Roben Jarrett nominated Kareis Britt (SE) to fill the position; she accepted. Dina Murray seconded the Committee recommendation for nominees as presented, and nominees were approved after a vote.
- Rules & Bylaws report presented by Kathy Hepler. Proposed changes were emailed out to the general membership August 30 for review, and the complete report with exact wording for changes is attached.
- Professional Improvement report presented by Lynn Raynor.
- Reflections report was presented as a slideshow prior to the meeting, as Chair Michelle Haney was not present at the meeting. .
- There was no report for Public Relations at this time.

All available reports are attached.

Other Reports – see agenda amendment above; available reports attached.

- Honorary Membership report presented by Lori Davis – Committee received nomination for Shelia Ange (NE) and nomination was approved by Executive Board and Board of Directors at their March meetings; Suzanne Hugus seconded Committee recommendation and Shelia was voted in as honorary member by general membership.

Unfinished Business

Campus Chapter Funds – Roben Jarrett made the motion that if Campus Chapter does not recharter by September 30, 2023 deadline, we move forward with Executive Board recommendation made at the March 31, 2023 Board of Directors meeting and divide funds as stated in the FY2024 proposed budget. Kathy Hepler seconded the motion, and the motion was approved after voting.

Rules & Bylaws Changes – Proposed changes recommended by Rules & Bylaws Committee, approved by both Boards and brought to the general membership for vote are as follows:

1. Remove the word “Service” from North Carolina Cooperative Extension throughout; Samantha Lusk (NC) seconded the Committee recommendation and after a vote, change was approved.
2. Amend wording throughout bylaws to make ways Boards and Committees can meet more expansive (in person, virtual meetings, via email and postal mail); Gwen Medford (NC) seconded the Committee recommendation and after voting, change was approved.
3. Reword Article 11, Section 3 regarding dues/membership from “Membership shall be available for new employees whose date of employment occurs after September 30 upon payment of dues within 90 days of employment” to “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.” Committee recommendation was seconded by Cathy James (SC) and approved after vote.

New Business

2023-24 Proposed Budget – Maryann presented the proposed budget for the upcoming fiscal year. Lori Davis seconded the Committee recommendation to adopt the budget, a vote was taken, and the budget approved.

Rules & Bylaws updates – All changes were addressed and voted on when brought up under Unfinished Business.

Logo Branding – Incoming President Roben Jarrett announced she 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 for printing purposes. She will also work with webmasters to archive old logo and replace it with the new logo on all webpages.

Apparel Website – Suzanne Hugus announced the website used to order logo apparel prior to the State Conference will remain active for ordering, and previews of what apparel will look like will now be available since the reveal. All new orders will incur Shipping & Handling fees. Districts are free to use local printing companies, or companies they work with by accessing the logo from the website once Logo Branding page is in place, this store is just an option that will remain available.

Installation of 2023-24 Officers – Beth Cloninger and Susan Johnson installed the elected officer nominees recommended by the Committee and approved by vote, as follows:

- Roben Jarrett, President (SE)

- Julie Campbell, First Vice President (SC)
- Pam Jordan, Second Vice President (NC)
- Cheryl Tripp, Secretary (NE)
- Christina Robinson, Treasurer (W)
- Christie Bell, Advisor (NE)

Passing of the Presidential Gavel – President Christie Bell passed the Presidential gavel to incoming President Roben Jarrett.

2023 State Meeting Invitation – Invitation with video was presented by West District at the Awards Luncheon on Thursday, September 21. Maryann Mickewicz gave a brief recap of location and dates for next year's conference, to be held September 10-13, 2024, in Asheville, NC,

Closing remarks and thanks were given by Roben Jarrett on behalf of the Southeast District, and with no new additional new business brought forward, President Christie Bell adjourned the meeting at 10:41 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 – NCJCEP Officer

50th Annual NCCEAPA Business Meeting
September 22, 2023 @ 9:00 a.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>	Northeast	North Central	South Central	Southeast	West
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>	Annual Meeting Minutes September 23, 2022		Motion to accept: Seconded: Decision:		

District Reports

Northeast <i>Sherry Lynn, President</i>	
North Central <i>Samantha Lusk, President</i>	
Southeast <i>Roben Jarrett, President</i>	
South Central <i>Cathy James, President</i>	
West <i>Vivian Hollifield, President</i>	

Standing Committee Reports

Finance <i>Treasurer's Financial Report</i> <i>Maryann Mickewicz, Treasurer</i>	
Membership <i>Lori Davis, Chair</i>	



Nominating <i>BJ Okleshen, Chair</i>	
Rules & Bylaws <i>Kathryn Hepler, Chair</i>	
Professional Improvement <i>Lynn Raynor, Chair</i>	
Public Relations <i>Elisabeth Purser, Chair</i>	
Reflections <i>Michelle Haney, Chair</i>	
Other Reports	
2023 Sue Mills Lighthouse Award <i>Christie Bell, President</i>	
2023 Distinguished Service Award <i>Roben Jarrett, 1st VP</i>	
2023 Executive Board Award <i>Roben Jarrett, 1st VP</i>	
2023 Herter-O'Neal Scholarship <i>Julie Campbell, 2nd VP</i>	
Honorary Membership <i>Lori Davis, Membership Chair</i>	
NCJCEP Report <i>LaToya Lucy, NCJCEP Representative</i>	
TERSSA Report <i>Cathy James, TERSSA Representative</i>	
Other Reports	
Unfinished Business	
Campus Chapter Funds	September 30, 2023 Deadline for Recharter <i>Recommendation from Committee</i> <i>Seconded:</i> <i>Decision:</i>
Rules & Bylaws <i>Kathryn Hepler, Committee Chair</i>	<i>Recommendation from Committee</i> <i>Seconded:</i> <i>Decision:</i>
Other Unfinished Business	

New Business

2023-2024 Proposed Budget <i>Maryann Mickewicz, Treasurer</i>		<i>Budget Recommendation from Committee</i> <i>Seconded:</i> <i>Decision:</i>
Rules & Bylaws <i>Kathryn Hepler, Committee Chair</i>		<i>Recommendation from Committee</i> <i>Seconded:</i> <i>Decision:</i>
Logo Branding <i>Roben Jarrett, 1st VP</i>	Logo Branding Page on our Association Website	
Apparel Website <i>Suzanne Hugus</i>	Link will be on the Southeast District Web Page	
Installation of the 2023-2024 NCEAPA Officers <i>Beth Cloninger, Advisor</i>		<i>President:</i> <i>1st Vice President:</i> <i>2nd Vice President:</i> <i>Secretary:</i> <i>Treasurer:</i> <i>Advisor:</i> <i>NCJCEP Officer:</i>
Passing of the Presidential Gavel <i>Christie Bell, President</i>		
2024 State Meeting Invitation <i>West District</i>		
Southeast District Parting Comments <i>Roben Jarrett, SED President</i>		

Upcoming Deadlines

November 17, 2023	NCJCEP Winter Forum
April 1, 2024	Herter-O'Neal Scholarship Application – Pamela Jordan, 2 nd Vice President
August 1, 2024	Executive Board Award Nominations – Julie Campbell, 1 st Vice President
August 1, 2024	Distinguished Service Award – Julie Campbell, 1 st Vice President
August 1, 2024	Sue Mills Lighthouse Award – Roben Jarrett, President
August 1, 2024	Professional Improvement Scholarship – State Professional Improvement Chair
April 1, 2024	Herter-O'Neal Scholarship Application – Pamela Jordan, 2 nd Vice President
August 1, 2024	Executive Board Award Nominations – Julie Campbell, 1 st Vice President

Other Announcements

Adjourn	President, Christie Bell	Time: SAFE TRAVELS!
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Meeting Notes: _____



North Central District-NCCEAPA

Our spring meeting was held May 5, 2023 at the NC Cooperative Extension, Chatham County Center. Before our meeting, we had presenters Matt Jones, Ag Agent in Chatham County speak on Soil Samples and Alexa DeFalco, from NCSU Learning and Organizational Development, on Communicating Across Styles. Members enjoyed lunch together at the S & T Soda Shoppe.

We recognized new members and heard reports from each committee chair. Our nominating committee chair was vacant so Lisa Johnson, from Surry County, volunteered to be the new chair. I reminded the group that we needed to have a nominee for the position of 2nd VP for the state board by our fall meeting and to please be thinking on whom that maybe. The NCD received 23 applications for the Herter O'Neil Scholarship. Also discussed in this meeting was: the upcoming State NCCEAPA meeting in the fall, TERRSA conference in October, the planning process for the 2025 NCCEAPA State Conference which will be held in the NCD and our new upcoming tee shirt design for 2023.

We had a brainstorming session on what fundraiser event we wanted to do for the State Conference and we recognized Lori Davis as serving as our president during 2022. Our service project was collecting food donations from members to be delivered to Feed the Pack Pantry on NCSU campus.

Our fall meeting was held September 8, 2023 at the North Carolina Zoo in Randolph County. We toured 7 different greenhouses and learned about different types of plants led by zoo employee, Katie Davis which is also a Chatham County Master Gardener, we learned about propagation and how they grow plants for the animal diets. Lunch was included in our registration fees and we ate at the Hippo Beach picnic shelter at the zoo and conducted our business meeting there too. Afterwards, we toured the zoo.

During our business meeting we recognized new members and heard reports from each committee chair. We discussed starting an admin of the year award for our district, spoke in depth about starting the planning process for hosting the 2025 State Meeting and how we need to create committees to secure all aspects of a state meeting (all NCD members will need to be involved in this endeavor). We voted on a committee to establish the admin of the year award. Pam Jordan took one for the team and stepped up into the 2nd VP for the State as a nominee. We are thrilled to have Pam Jordan representing the NCD at the State level. We have her back!

We also discuss setting term limits for district committee chairs, possibly updating by-laws to reflect member attendance for district/state meetings, notifications being sent to all applicants receiving and not receiving the Herter O'Neal award for our district and updating our district rotation map. Our 2024 officers will be: Chastity Elliot-President, Gwen Rubio- 1st VP, Angie Talbot- 2nd VP., Rachel Herring-Secretary, Michele Hamm-Treasurer (mentor) and Lori Davis will be Michele's (mentee.....aka buddy), Pam Jordan-Parliamentarian and Samantha Lusk "Sam" (myself) as advisor.

Our service project was making a \$5 charitable contribution to the North Carolina Zoo's Animal Care initiatives due to the location and nature of our meeting.

Respectfully submitted,

Samantha Lusk

**NCCEAPA – Northeast District Report
NCCEAPA State Meeting Sept. 19-22, 2023
Wilmington, NC**

Our Fall Meeting was held on October 28th in Currituck County. We donated canned goods and non perishable items for homebound senior citizens in Currituck for our Community Service Project. For our Professional Development Session, Women's Self Defense was presented by Jess Taylor, Currituck Training Sargent/Swat Team Leader. The New Officers for 2022/2023 are as follows:

Sherry Lynn, President
Joy Pierce, 1st VP
Karla Frizzell, 2nd VP
Christy Boyce, Treasurer
Gail Spiewak, Secretary
Becky Castello, Parliamentarian
Amy Twiddy, Advisory

The 2022 Camp Scholarship was sent to Washington County.

The Northeast held a training on Eventbrite for CED's and Admins in February, followed by an informal session on Wolf Reports and ServiceNow.

Our Spring meeting was hosted by Dare County on March 24, 2023. Canned good and non perishable items were collected to be donated to the Beach Food Pantry for our Community Service Project. Also, the Professional Development segment "Beach Combing with Terri" was presented by Terri Kirby-Hathaway, a retired Marine Educator (and a recipient of the Long Leaf Pine Award!). She gave a very informative presentation about various shells and other items that can be found on Outer Banks beaches. We kicked off fundraising for our 2027 State Meeting with a silent auction and made plans for our raffle to be held in conjunction with this year's state meeting in Wilmington. New members Anna Matin, Currituck and Cindy Davis, Bertie were welcomed.

New Officers for 2023/2024 were installed to take office on October 1st:

Joy Pierce, President
Karla Frizzelle, 1st VP
Brenda Collier, 2nd VP
Amy Twiddy, Secretary
Christy Boyce, Treasurer
Brigitte Perry, Parliamentarian
Sherry Lynn, Advisor

Our next meeting is scheduled for October 27th in Edgecombe County.

We currently have 33 active members, 19 honorary and 33 TERSSA , numbers may change slightly for the 2023/2024 membership year.

The Northeast District fundraising efforts are back at full speed and we have worked hard pre-selling raffle tickets for the drawing to be held at the State Meeting. Every county office has sold a minimum of 25 tickets and also provided items for our raffle baskets.

Respectfully submitted by Sherry Lynn, NCCEAPA-NED President

NCCEAPA – South Central District

The South Central District held our fall meeting at Anson County, hosted by Pam Layfield. We met at the Emergency Services building.

The meeting was called to order at 9:30, after greetings from the CED and administrative updates from the DAA, we had our professional improvement presented by Ms. Winnie Bennett. She is a woman of many talents. She shared one of her stories from her research into her family history going back to her African lineage. She was an amazing storyteller!

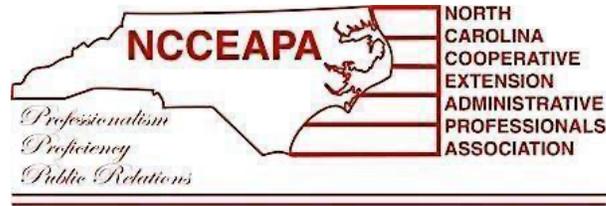
We started our business meeting shortly before lunch, took a break to have a delicious lunch, then finished the business meeting.

Some of the highlights of the business meeting were:

- Beth Cloninger received the Administrative Professional of the Year Award.
- Cathy James, President, passed the gavel to the incoming president.
- The new slate of officers for 2024 are as follows:
 - President: Brandi Carter, Moore County
 - 1st Vice President: Kim Griffin, Union County
 - 2nd Vice President: Open
 - Secretary: Open
 - Treasurer: Beth Cloninger, Iredell County
 - Advisor: Cathy James, Hoke County
- Jessica Cline, Cabarrus County, extended an invitation to the 2024 Spring meeting. Date to be announced.

The business meeting adjourned at 11:35. Members toured the Emergency Services building then traveled to Brown Creek Creamery for a tour and to learn how cheese curds are made.

Respectfully submitted by,
Cathy James
SC District President



Southeast District Report

Ballast Hotel, Wilmington NC
Fall 2023, September 19-22, 2023

September 14, 2023

Current Members: 29
TERSSA Members: 21
Honorary Members: 18

MEMBERSHIP MEETINGS:

The Southeast District spring meeting was held in Jones County on April 13, 2023.

The main emphasis of the meeting was preparation for the 2023 State Conference. We had a hilarious time doing the workshop activities to make sure they would be the best for everyone at the conference. Our afternoon was spent with Sarah Ware, the Jones County Family and Consumer Science Agent, teaching us about canning and preserving. We ended the day making refrigerator pickles.

The Southeast District fall meeting was held in Lenoir County on August 11, 2023. Once again, a large emphasis was placed on the state conference planning and preparation. The Southeast District 1st Vice President, Tamara Carawan, resigned for another position outside of Extension, so Lynn Raynor moved from 2nd Vice President to 1st Vice President for the remainder of the year. Dominique Greene volunteered to stand in the 2nd Vice President position for the remainder of the year as well. Officer nominations for the 2023/2024 year were presented and voted on. By unanimous vote, the 2023/2024 officers for the Southeast District are:

- President Lynn Raynor, Sampson County
- 1st Vice President Emoni Burgess, Jones County
- 2nd Vice President Dominique Greene, Robeson County
- Secretary Cindi Mainor Beardslee, Craven County
- Treasurer Kareis Britt, Robeson County
- Advisor Roben Jarrett, New Hanover County

The officers were installed and sworn in by Suzanne Hugus, the current Advisor.

The activity after lunch was a bus tour of two sites in Lenoir NC with a tour guide from the Lenoir County Chamber of Commerce. The group visited the historic Harmony Hall house, owned by North Carolina's first elected governor, followed by a visit to the Ellis Planetarium, Health & Science Museum.

EXECUTIVE COMMITTEE/STEERING COMMITTEE MEETINGS:

The Southeast District Executive Committee, which also constitutes our state meeting steering committee with the addition of Angie Pearsall, met at various times with the purpose of state conference planning and planning for our District Membership Meeting. Our spring meeting was on March 8, 2023, and our fall meeting was on August 1, 2023, both via zoom. The Committee met in person on February 17, 2023, in Johnston County for planning and then on May 18, 2023 at the Ballast Hotel for a walk-through of the facilities with our hotel contact.

Respectfully submitted.

Roben Jarrett
President, Southeast District

West District President's Report
State Meeting Sept. 19 - 22, 2023

The West District has had 2 meetings in 2023.

The Spring Meeting was held in Macon Co. on April 28, 2023 hosted by Debbie Hunter.

Items of interest were:

- From State Meeting, some changes to the membership – new employees will become members upon payment of dues.
- The word “Service” has been removed throughout regarding Cooperative Extension Service.
- TERSSA conference was discussed.
- Our Community Service Project was NO WRONG DOOR. No Wrong Door for Support and Recovery, Inc. supports persons who are transitioning from detention or treatment facilities and will enlist the aid of peer support, pastoral ministries, municipal/community organizations and other agencies/providers who support and assist persons who suffer from substance use and/or mental health challenges. They provide community-based peer support and Education. No Wrong Door for Support and Recovery, Inc. will provide support for family members who have been affected by a loved one's struggles.
- Cherokee Co. was in line to receive the 4-H Scholarship for 2023. The amount of the scholarship will be up to \$250 per. Years. The amount will depend on the NCCEAPA West District's budget. The amount to be awarded will be voted on and presented at the Spring Meeting in the year of the Award. Cherokee Co. 4-H Award presented to Cindy Chastain.
- We had 2 applications for the Herter O'Neal Scholarship. W submitted on to the State for consideration from Murphy in Cherokee Co.
- Nominations were asked for Admin of the Year.

The Fall Meeting was held in Henderson Co. on August 18, 2023 hosted by Keai Tillye.

Items of interest were:

- West District has 17 members and 21 honorary members.
- Past due condolences were taken care of. Vivian will be Benevolent Chair from this point on.
- Our Community Service Project was Blue Ridge Humane Society Resale Store that raises funds for the Animal Shelter.
- Officers were installed for 2024:

- President: Keai Tilley
- 1st VP: Melena Dillingham
- 2nd VP: Tina Lovejoy
- Treasurer: Arizona Gragg
- Secretary: Maryann Mickewicz
- Advisor: Vivian Hollifield

Officers were installed by Tyler Osborne.

- 4-H scholarship for 2024 will go to Caldwell Co.
- Admin of the Year Award was. Presented to Keai Tilley of Henderson Co. She was recognized for her outgoing, vivacious personality and willingness to be a team player.
- The rest of the meeting was spent in planning for the 2024 State Meeting which the West District is hosting.

Submitted by Vivian Hollifield

President, NCCEAPA West District

September 2, 2023

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

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

- Costs are going up, particularly travel reimbursement for board members, and additional funds are needed to cover these expenses.
- Outside organization donations are sporadic and amounts vary. We should not depend on others to keep our association afloat. We need to continue requesting support, but should not depend on receiving 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 half of what it was in 2003. In the past two decades our membership has declined from 268 active members to 137 in 2023.
- We are aware increasing dues may impact some members who may have to pay out of pocket and some counties may 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.

We recommend the NCCEAPA State Treasurer create an October 1- September 30 fiscal year end report. The report will be submitted to the Executive Board and posted on the website within six weeks of the fiscal year end. This will create an all-encompassing record of funds received and dispersed for each fiscal year. During a review of the prior years' financial records, it was determined that the physical copies of several years of files went missing during an office move. The financial reports attached to posted board meeting minutes do not run continuously and without the hard copies of the files it is difficult to obtain historical information in some instances. This year-end report will make reviews of historical financial data much more accessible and provide a back-up record.

NC Cooperative Extension Administrative Professionals Association

State Business Meeting Financial Report -September 22, 2023

Checking Account Balance as of: 9-17-2022			\$8,488.99
REVENUE:			
State and TERSSA Dues		\$4,015.00	
Dividends		\$3.17	
Sue Mills Lighthouse Award Reimbursement		\$100.00	
FUNDS TRANSFER			
Transfer of funds from Money Market Account		\$10,000.00	
TOTAL REVENUE TO DATE:			\$22,607.16
EXPENDITURES:			
9/22/22	Outer Banks Hotline	Donation to State Association Meeting Comm Serv. Project	\$500.00
9/22/22	Megan Reid	Sue Mills Lighthouse award 2022	\$100.00
4/10/23	NCCEAPA SE District	TERSSA Refund for Angie Pearsall	\$15.00
2/1/23	TERSSA Dues	TERSSA Dues all districts	\$1,290.00
4/19/23	TERSSA Dues	TERSSA Dues Jessica Cline	\$15.00
6/6/23	SE District (State Conference Committee)	Annual Funds for hosting State Conference	\$1,000.00
9/8/23	Lynn Raynor	Executive Board Award	\$200.00
9/8/23	LaToya Lucy	Distinguished Service Award SED	\$100.00
9/8/23	Angie Talbott	Distinguished Service Award NCD	\$100.00
9/8/23	Cathy James	Distinguished Service Award SCD	\$100.00
9/8/23	Christine Boyce	Distinguished Service Award NED	\$100.00
9/8/23	Kirsten Dillman	Distinguished Service Award WD	\$100.00
9/8/23	LaToya Lucy	Distinguished Service Award State	\$200.00
9/13/23	New Hanover County (R. Jarrett)	Ex Bd and DSA Award commemorative gifts	\$264.31
8/4/23	Northeastern Technical College	Professional Improvement Scholarship Annie Freeman SCD	\$500.00
7/12/23	WCU	Herter O'Neal Scholarship for Payton McNabb WD	\$1,000.00
8/30/23	Queens University of Charlotte	Herter O'Neal SC District Scholarship for Kalil Dennison	\$250.00
8/30/23	Appalachian State University	Herter O'Neal NC District Scholarship for Emma Motsinger	\$250.00
8/30/23	East Carolina University	Herter O'Neal SE District Scholarship for Joshua Tillman	\$250.00
8/30/23	East Carolina University	Herter O'Neal NE District Scholarship for Kendall Dean Wheeler	\$250.00
9/23/22	Kareis Britt	Travel reimbursement for State Meeting in Kitty Hawk	\$483.82
9/23/22	Roben Jarrett	Travel reimbursement for State Meeting in Kitty Hawk	\$516.15
9/23/22	Beth Cloninger	Travel reimbursement for State Meeting in Kitty Hawk	\$1,383.52
9/23/22	Suzanne Hugus	Travel reimbursement for State Meeting in Kitty Hawk	\$722.50
9/23/22	Christine Barrier	Travel reimbursement for State Meeting in Kitty Hawk	\$588.15
9/23/22	County of Bladen (LaToya Lucy)	Travel reimbursement for State Meeting in Kitty Hawk	\$410.22
9/23/22	LaToya Lucy	Travel reimbursement for State Meeting in Kitty Hawk	\$73.60
4/3/23	Roben Jarrett	Travel reimbursement 3/31/23 EBoD and BoD meetings	\$167.07
4/3/23	Christie Bell	Travel reimbursement 3/31/23 EBoD and BoD meetings	\$167.07
4/3/23	Kareis Britt	Travel reimbursement 3/31/23 EBoD and BoD meetings	\$167.07
4/5/23	Susan Johnson	Travel reimbursement 3/31/23 EBoD and BoD meetings	\$106.11
4/5/23	Julie Campbell	Travel reimbursement 3/31/23 EBoD and BoD meetings	\$167.07
4/11/23	LaToya Lucy	Travel reimbursement 3/31/23 EBoD and BoD meetings	\$32.30
4/11/23	Bladen Co. Coop Ext	Travel reimbursement 3/31/23 EBoD and BoD meetings	\$134.77
4/19/23	Beth Cloninger	Travel reimbursement 3/31/23 EBoD and BoD meetings	\$161.78
4/3/23	Christie Bell	Conference room rental for EBoD Meeting 3-31-2023	\$100.00
9/17/22	Christie Bell	Outgoing President Gift 2022	\$100.00
9/14/23	New Hanover County (R. Jarrett)	Outgoing President Gift 2023	\$108.04
8/3/23	Christie Bell	Copy of Robert's Rules of Order for Board Reference	\$35.85
10/26/22	NCJCEP - 2022 Dues	NCJCEP 2022 Membership Dues	\$50.00
10/26/22	NCJCEP - 2023 Dues	NC JCEP 2023 Membership Dues	\$50.00
6/6/23	SE District (State Conference Committee)	Special Funds for new logo swag at State Conference	\$3,000.00
	FEES	Service Fees: September 2022-August 2023	\$12.00
Total Expenditures 9-17-2022 - 9-15-2023			\$15,321.40
Checking Account Balance as of: 9-17-2023			\$7,285.76
MONEY MARKET ACCOUNT			
Balance as of 9-17-2022			\$15,303.50
Transfer to Checking Account			\$10,000.00
Interest Earned: 9-17-2022 - 8-22-2023			\$8.46
Money Market Account Balance as of: 09-17-2023			\$5,311.96
SHARES ACCOUNT			
Balance as of 9-17-2022			\$63.67
Interest Earned: 9-17-2022 - 8-22-2023			\$0.06
Shares Account Balance as of: 09-17-2023			\$63.73
Total Funds as of 9-17-2023			\$12,661.45

The NCCEAPA Membership Committee would like to report that at this time there are 123 members in the state association. The breakdown by district is as follows:

North Central - 21 members with 2 new members this year

Northeast - 33 members with 6 new members this year

South Central - 24 members with 1 new member this year

Southeast - 28 members with 2 new members this year

West - 17 members with no new members this year

These numbers do not include honorary memberships

We also have an honorary membership nomination for the state membership to vote on. Sheila Ange has been nominated for an honorary membership. This honorary membership was voted on and approved by the state membership committee as well as the state board of directors at the spring meeting.

Respectfully Submitted by Lori Davis

NCCEAPA Nominating Committee Report
September 19-22, 2023
Wilmington, NC

Applications were accepted for persons interested in serving as an officer for the North Carolina Cooperative Administrative Professionals Association during 2023-2024. Emails were sent to each District nominating chairs with open positions and suggestion that recruitment begin at spring meetings. Follow up emails and phone calls were made to encouraging the submission of nominations.

Christie Bell, President, Roben Jarrett, 1st Vice-President, Julie Campbell, 2nd Vice-President, will rotate to serve as Advisor, President and 1st Vice-President, respectfully.

Nominations were accepted for the following open positions:

2nd Vice-President – keeping in line with the rotation schedule, North Central District
Secretary
Treasurer
JCEP Parliamentarian

The 2022-2023 Nomination committee would like to offer for consideration the following slate of officers to serve during 2023-2024:

President – Roben Jarrett, New Hanover County, Southeast District
1st Vice President – Julie Campbell, Alexander County, South Central District
2nd Vice-President, Pam Jordan, Durham County, North Central District
Secretary – Cheryl Tripp, Halifax County, Northeast District
Treasurer – Christina Robinson, Yancey County, West District
Advisor – Christie Bell, Washington County, Northeast District

We will need to accept nominations from the floor for the JCEP Parliamentarian.

Thank you to each person that has agreed to serve. We are confident you will do an outstanding job!

Respectfully submitted,



BJ Okleshen
Chair, Nominating Committee

State Nominating Committee
BJ Okleshen – Northeast
Lisa Johnson - North Central
Cyndy Gustashaw- South Central
Suzanne Hugus - Southeast
Tyler Osborn - West

*** NOMINATION FOR STATE OFFICE ***

Nominee's name, county and office to be filled in by nominating person(s) and signed. Form should then be forwarded to nominee for her to fill in remaining portion and sign statement.

I (We) nominate Pam Jordan from

Durham County for the office of 2ND Vice President

Lisa C. Johnson
Signature of Nominating Person(s)

Surry
County

Nominee to fill in remaining information and sign statement below. Upon completion, a copy is to be made and sent to nominating person(s). The original is to be sent to the State Nominating Committee Chairman by August 1 .

Office Address of Nominee: 721 Foster Street Durham, NC 27701

Home Address of Nominee: 2615 E. Weaver Street Durham NC 27707

Years in Extension: 20 Qualifications: She been a member

since 2003. I've served as a district officer -
President, Secretary and State Secretary. She also
been the advisor for several years. Currently, I'm our districts
Parliamentarian and Professional Development Chair.

*** AGREEMENT STATEMENT ***

I agree to have my name placed in nomination for 2nd Vice President
State Officer and I further agree that should I be nominated, I will serve in this capacity to the
best of my ability and will conscientiously, willingly and unselfishly serve the Association to the
betterment of all members and to achieve our goals and aims.

Pam Jordan
Nominee's Signature

*** NOMINATION FOR STATE OFFICE***

Nominee's name, county and office to be filled in by nominating person(s) and signed. Form should then be forwarded to nominee for her to fill in remaining portion and sign statement.

I (We) nominate Christina Robinson from
Yancey County for the office of Treasurer

[Signature]
Signature of Nominating Person(s)

Clay
County

Nominee to fill in remaining information and sign statement below. Upon completion, a copy is to be made and sent to nominating person(s). The original is to be sent to the State Nominating Committee Chairman by August 1 .

Office Address of Nominee:
30E US Hwy 19E Bypass Burnsville NC 28714

Home Address of Nominee: 853 State Hwy 197N Burnsville NC 28714

Years in Extension: 6 Qualifications: 1 Term as west District Treasurer, Bachelor in Business management

*** AGREEMENT STATEMENT***

I agree to have my name placed in nomination for State Treasurer State Officer and I further agree that should I be nominated, I will serve in this capacity to the best of my ability and will conscientiously, willingly and unselfishly serve the Association to the betterment of all members and to achieve our goals and aims.

Christina Robinson
Nominee's Signature

*** NOMINATION FOR STATE OFFICE***

Nominee's name, county and office to be filled in by nominating person(s) and signed. Form should then be forwarded to nominee for her to fill in remaining portion and sign statement.

I (We) nominate Cheryl Tripp from

Halifax County for the office of Secretary

B. K. O'Neil
Signature of Nominating Person(s)

Gates
County

Nominee to fill in remaining information and sign statement below. Upon completion, a copy is to be made and sent to nominating person(s). The original is to be sent to the State Nominating Committee Chairman by August 1.

Office Address of Nominee: 359 Ferrell Lane PO Box 37 Halifax, NC 27839

Home Address of Nominee: 703 E. 11th St. Roanoke Rapids, NC 27870

Years in Extension: 20 Qualifications: Served as treasurer for NED, have been a NCCERPA member for 18 yrs

*** AGREEMENT STATEMENT***

I agree to have my name placed in nomination for Secretary State Officer and I further agree that should I be nominated, I will serve in this capacity to the best of my ability and will conscientiously, willingly and unselfishly serve the Association to the betterment of all members and to achieve our goals and aims.

Cheryl Tripp
Nominee's Signature

Rules and Bylaws Committee Report 9-21-23

Kathy Hepler (chair)

Brigitte Perry

Kim Griffin

Keai Tilly

The Rules and Bylaws Committee lost a member of their committee in July when Tamara Carawan (Southeast District) left Extension.

The committee held a virtual meeting on July 21, 2023 where we acknowledged the two proposed changes that had been approved by the Board of Directors at the meeting held at the NC Museum of Art in Raleigh on March 31, 2023 and discussed the remaining two items that still needed to be worked on. The first one was changing the length of time a new employee has to join the state association and the other was about using the date on the website as the official date the bylaws were last updated, which can be confusing.

The committee held another virtual meeting on August 9, 2023 where we finalized the wording of the amendment we will be proposing to the Board of Directors regarding the length of time a new employee has to become a member of the state association. We also decided that the issue of where the last date the bylaws were updated is listed is not a bylaw issue. It has been suggested to the Association Webmaster that a pdf version of the current bylaws, with the date of the last update listed at the bottom, be made available on the website for ease of printing.

Christie Bell, our State President, forwarded all proposed changes from the Rules and Bylaws Committee to our membership on Wednesday, August 30, 2023 for their review prior to our business meeting.

I will submit an updated version of the bylaws to the Association Webmaster for any recommended changes from the Rules and Bylaws Committee that may be approved by our general membership at the Business Meeting on Friday, September 22, 2023.

Respectfully submitted,

Kathy Hepler

Professional Improvement State Committee Report – Sept. 19, 2023

Chair Lynn Raynor
NE Joy Pierce
NC Pam Jordan
SC Brandi Carter
W Maryann Mickewicz

2023 Herter O’Neal Scholarship

State winner – Payton McNabb
West District - Cherokee County
Western Carolina University

2023 Professional Improvement

State winner – Annie Freeman
South Central District – Richmond County
Northeastern Technical College

2023 Distinguished Service Award

LaToya Lucy
Southeastern District - Bladen County

Respectfully submitted by,
Lynn Raynor

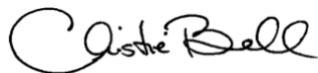
NCCEAPA – Board of Directors Meeting
Thursday, September 21, 2023

Sue Mills Lighthouse Award

The NCCEAPA Sue Mills Lighthouse Award is presented annually to recognize an individual who has made a difference by their leadership qualities, enthusiasm, and zest for life. This award is made possible from memorial gifts given in memory of Sue A. Mills. Her family designated NCCEAPA as the recipient of these gifts. The nominee must be a paid member of NCCEAPA.

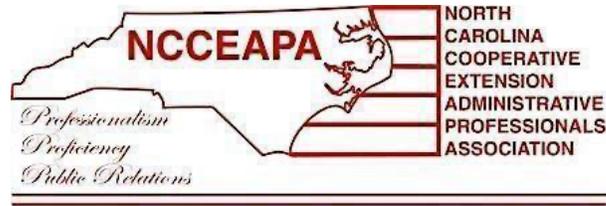
I emailed everyone the guidelines and nomination form for the Sue Mills Lighthouse award on February 21st. Nominations were due to me by August 1st. I received five applications for well deserving nominees. This year's recipient is Rachel Herring from Guilford County.

Respectfully Submitted,



President, NCCEAPA





Distinguished Service Award Report

Ballast Hotel, Wilmington NC
Fall 2023, September 19-22, 2023

September 14, 2023

I am respectfully requesting that this report not be read until the Board of Directors meeting on Thursday afternoon, following the Award's Luncheon so as not to reveal the winners prior to the announcements at that event.

Reminder of the August 1 deadline for the Distinguished Service Award was emailed on June 22, 2023.

Nominations were received from each District.

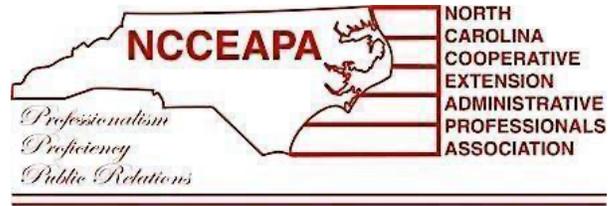
The district winners were:

- Angie Talbott, North Central
- Christine Boyce, Northeast
- Cathy James, South Central
- LaToya Lucy, Southeast
- Kirsten Dillman, West

Each district winner will receive a commemorative award and monetary gift at the Awards Luncheon on Thursday, Sep 21, 2023.

The State Winner of the Distinguished Service Award was LaToya Lucy of the Southeast District. LaToya will receive a commemorative award and monetary gift at the Awards Luncheon on Thursday, Sep 21, 2023.

Respectfully submitted
Roben Jarrett
1st Vice President



Executive Board Award Report
Ballast Hotel, Wilmington NC
Fall 2023, September 19-22, 2023

September 14, 2023

I am respectfully requesting that this report not be read until the Board of Directors meeting on Thursday afternoon, following the Award's Luncheon so as not to reveal the winners prior to the announcements at that event.

A reminder of the August 1 deadline was emailed on June 22, 2023.

Three nominees were submitted. They were:

- Maryann Mickewicz, West District
- Lynn Raynor, Southeast District
- Joy Pierce, Northeast District

The winner of the Executive Board Award was Lynn Raynor of the Southeast District.

Both Christie Bell, President and Roben Jarrett, 1st Vice President were not eligible to vote due to submitting nominations. The remainder of the voting board made the selection of this year's winner.

Respectfully submitted
Roben Jarrett
1st Vice President

NCCEAPA – State Conference
Business Meeting

TERSSA Report

The Executive Board has worked hard on proposed changes to the TERSSA Rules & Bylaws. A digital vote request will go out to the membership by September 17. Please take the time to vote, we need your vote.

Two 1-hour Zoom opportunities were made available to the membership to ask questions about the proposed changes to the Rules & By Laws. They were held August 21 and August 28, 2023.

The breakdown of membership is as follows:

AL 2
LA 3
ME 3
MS 7
NC 89
OH 66
SC 1
TN 39
VA 7

Total: 217 Members

NC has the highest membership:

North Central 14
Northeast 31
South Central 16
Southeast 21
West 7

Total: 89

Respectfully submitted by:

Cathy James, TERSSA Treasurer

Constitution & Bylaws Proposed Changes

Rules & Bylaws Committee

Kathy Hepler, Chair

Brigitte Perry

Kim Griffin

Keai Tilly

These proposed changes were approved by the Board of Directors at the meeting held on 3-31-23. These will be voted on by the NCCEAPA membership at the Business meeting on 9-22-23.

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

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 postal** 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 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 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.**

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		