



NCCEAPA Board of Directors
Friday, March 1, 2024, 1 o'clock pm
Guilford County Center and Zoom

Attendees:

- Executive Committee Members
 - Roben Jarrett, Julie Campbell, Pam Jordan, Cheryl Tripp, Maryann Mickewicz, LaToya Lucy, Christie Bell, Kareis Britt
- Board Members
 - Sam Jefferson, Tyler Osborn, Lisa Forest, Angie Talbott, Gloria Morning, Chastity Elliott, Gwen Rubio, Rachel Herring, Michele Hamm, Joy Pierce, Karla Frizzelle, Brenda Collier, Amy Twiddy, Leigh Lee, Beth Cloninger, Lynn Raynor, Emoni Burgess, Dominique Greene, Keai Tilly, Kirsten Dillman, Samantha Lusk

The meeting was called to order at 1:04 pm by President, Roben Jarrett.

Updates from A&T State University were given by Dr. Ray McKinney relating to the great strides being accomplished with filling personnel positions and also updates on their programming. Updates from NC State Extension by Dr. Rich Bonanno were given relating to federal funding; also asked feedback from the Admins regarding translation services, website content translations, and actual use within the counties.

Introduced Renee Campbell, Dr. McKinney's Executive Assistant and guest.

Roll call was taken, and quorum was verified

Motion was made to accept the agenda as presented by Maryann Mickewicz and seconded by Pam Jordan; all were in favor.

Thought for the Day by Julie Campbell: "There are 86,400 seconds in a day. It is up to you to decide what you will do with them." Jim Valvano

Board of Directors Minutes:

- September 21, 2023 – motion to approve by Lynn Raynor; seconded by Beth Cloninger; all approved; minutes approved as presented
- November 27, 2023 called meeting - motion to approve by Dominique Greene; seconded by Michele Hamm; all approved; minutes were approved as presented.

District Reports: (reports attached)

- Northeast District report presented by Joy Pierce, Northeast District President
- North Central District report included in the packet; passed on reading out loud; Chastity Elliott, North Central District President

- Southeast District report presented by Lynn Raynor, Southeast District President
- South Central District report presented by Lisa Forest, South Central District President
- West District report presented by Keai Tilly, West District President

Standing Committee Reports: (reports attached)

- Finance Report presented by Maryann Mickewicz, State Treasurer
 - Update on current finances from October 1
 - \$250 donation received from Corn Growers Association
- Membership Report presented by Sam Jefferson
 - 111 current members
- Nominating Committee Report presented by Tyler Olsen
 - Northeast District approached for 2nd VP
 - Southeast District approached for Secretary
- Rules & ByLaws – Gloria Mannine - no report at present
- Professional Development Report presented by Lisa Forrest
 - Information to be sent our May 1 with reminders following
 - August 1 is deadline for submissions
- Public Relations – LaToya Lucy - no report at present
 - Districts encouraged to share success stories or ideas on how to activate this committee
- Reflections Committee Report – presented by Angie Talbott
 - Link for Districts to submit to this committee, pictures to be put on website
 - Send photos from today to be sent to Angie
 - Working to have a video for state meeting from activities around the state for upcoming state meeting
- Sue Mills Light House Award Report presented by Roben Jarrett
 - Information will be sent to state following this meeting
 - Two additions regarding this award to be added to President’s Working Papers
 - If nominations are not being received reach out to District Presidents to help promote
 - Once a winner is chosen, notify the State Treasurer to start the process of requesting the funds from the Foundation
- Distinguished Service Award and Executive Board Award Report – presented by Julie Campbell
 - Dr. Bonanno will send out email on our behalf for the DSA award
 - Association received email regarding the EB Award this morning
- Herter-O’Neal Scholarship Award Report – presented by Pam Jordan
 - All communications sent as appropriate
- Honorary Membership Report – presented by Sam Jefferson – no report at present
- NCJCEP Report – presented by Kareis Britt, NCJCEP Officer at Large
 - Discussions being held regarding extending officer terms to two or 3 years; still working through details
 - Regarding our attendance at the PILD Conference, our budget does not support attendance, nor does the topics discussed seem to be something we can influence, but if someone wishes to attend on our behalf, let the Executive Committee know and we will explore possibilities, however the funds would probably need to come from outside our Association budget.
- TERSSA Report – provided by Cathy James, TERSSA Treasurer, read by Roben Jarrett
- 2024 State Meeting update – presented by Keai Tilly, West District President

- Working out details for registration information to be out soon; working with Biltmore for event

Request for any additional unfinished business; none was brought forth.

Proposed budget listed on agenda is in error; that is handled at annual meeting

Guideline for Committee Working Papers/Description revisions: suggestions provided for language changes in descriptions; this does not relate to bylaws, so no vote is needed, but requesting input from the Board to make wording the best and most clear. Feel free to send other ideas for consideration. All suggestions were received without change.

The Executive Committee suggested to Gloria Manning, Rules and ByLaws Committee Chair, for her and her committee to look at 2 items within the bylaws for consideration of change. If the Committee feels the change is needed, make that recommendation from the Committee to the Executive Committee to put that process in place so that it is handled in a timely manner to be ready for vote at the annual State Business Meeting.

1. Meetings, first section; add wording to clarify language the timeframe for the state meeting.
2. Section 7 regarding officer not holding 2 Executive Board positions and NCJCEP going to a two- or 3-year term, clarify wording not to restrict or limit our Association and provide protection

Membership Recruiting Ideas:

Requesting ideas for recruiting new members, new Admins and support Staff. Make sure new folks know our business is during working hours. Asked District Presidents to brainstorm within their Districts; once ideas come through, we will decide where to place them for all to share.

Question asked if joining Associations for agents, etc. was required or optional; optional but encouraged.

- Suggested to educate County Directors about our Association so they can help recruit their new support staff.
- Develop a short '5-minute' elevator speech to provide to Directors
- Use Mentor/Mentee program to help recruit
- Julie and Pam reach out to Dr. Bonanno to help us recruit with a promo we provide; send it out to full Extension listserve or to District Directors for their buy-in and then they can promote it within their counties.

State Fund Level-Ideas for Raising funds: This idea of fund raising came from the survey regarding the raising of state dues. We agree and are acting on those suggestions. Ideas or suggestions so far are:

- Putting together an Ad Hoc Fundraising Committee to remain in effect until no longer needed
- Asking District Presidents to recruit 2 people from each District who are strong in this area; Executive Committee to assist; goal by end of March (later moved deadline to end of April.)
- Develop ideas to raise funds
- Look at other Extension Associations and partnering Associations
- Develop tracking tool for ideas
- Develop tracking tool for those reaching out to eliminate duplicate efforts
- Suggested t-shirt with logo and saying to be sold online and delivered at the State Meeting
- 50/50 Raffle
- NCSU possibly donate a pair of big game tickets as a raffle item; this can be done in each office for the state; game would need to occur after our state meeting and we need the commitment for the tickets before we begin the raffle

- Could have a raffle for each set of tickets
- Roben will start email search to find a contact for tickets
- Treasurer and Finance Committee will be advisory to this Ad Hoc Committee for logistics and viability of the ideas

TERSSA Conference Dates:

- Same dates as our conference; will email membership regarding the situation
- Comments being added to working papers stating, "As soon as a date is confirmed by your District for hosting the state meeting, immediately notify State President, who will then notify the TERSSA President, so this can possibly be avoided in the future."
- Will email TERSSA President and Keai, West District President, to check on the availability of the business meetings being at times that would allow members not present to zoom into the meeting.

Maryann, State Treasurer, requested approval and feedback regarding surveying membership to either reducing or eliminating cash awards associated with state level awards.

- Currently at \$1400 in monetary awards
- Suggested reducing travel expenses rather than touching the awards; noted that EC drove in to this meeting rather than staying overnight to reduce travel expenses; also working with counties to help cover these travel expenses
- Chatroom overwhelmingly was against the idea; thought it would cause low participation to be lower due to no enticement
- Point was made that with such low participation, is it really of value to the Association; yet there are very few awards for Admin
- Vote was called for approval or non-approval for Maryann to be able to email the survey; YES: send survey to membership or NO: do not send survey to membership
- Approved to allow Maryann to send survey to membership for their input if she feels this is appropriate and if so would include options
- Ag Association has been contacted and followed up on several times
- If any changes are proposed, this would be for the 2024-2025 budget.

Adjourned at 2:56 pm



NCCEAPA Board of Directors Meeting
Friday, March 1, 2024
Guilford County Center, Greensboro NC
In-person and Zoom

2023-2024 Officers
Roben Jarrett – President
Julie Campbell – 1st Vice President
Pam Jordan – 2nd Vice President
Cheryl Tripp – Secretary
Maryann Mickewicz – Treasurer
LaToya Lucy – Parliamentarian
Christie Bell – Advisor
Kareis Britt – NCJCEP Officer

AGENDA

| Agenda Item | Discussion | | | | Outcomes and Next Steps | | |
|--|--|---|---------------|--|---|------|--|
| Call to Order <i>Roben Jarrett, President</i> | Call to Order Time: | | | | | | |
| Administrative Updates <i>Dr. Rich Bonanno</i> <i>Dr. Ray McKinnie</i> | | | | | | | |
| Roll Call <i>Cheryl Tripp, Secretary</i> | | Northeast | North Central | Southeast | South Central | West | |
| Parliamentary Review <i>LaToya Lucy, Parliamentarian</i> | Verify quorum | | | | | | |
| Approval of Agenda <i>Roben Jarrett, President</i> | | | | | Motion to accept: Seconded: Decision: | | |
| Thought for the Day <i>Julie Campbell, 1st Vice President</i> | | | | | | | |
| Approval of Minutes <i>Cheryl Tripp, Secretary</i> | Board of Directors Minutes 9/21/2023 & 11/27/2023 | 9/21/23 Motion to accept: Seconded: Decision: | | 11/27/23 Motion to accept: Seconded: Decision: | | | |
| District Reports | | | | | | | |
| Northeast <i>Joy Pierce, President</i> | | | | | | | |
| North Central <i>Chastity Elliott, President</i> | | | | | | | |
| Southeast <i>Lynn Raynor, President</i> | | | | | | | |
| South Central <i>Lisa Forest, President</i> | | | | | | | |
| West <i>Keai Tilly, President</i> | | | | | | | |
| Standing Committee Reports | | | | | | | |
| Finance Treasurer's Financial Report <i>Maryann Mickewicz, Treasurer</i> | | | | | | | |
| Membership <i>Sam Jefferson, Chair</i> | | | | | | | |

| | | |
|---|--|--|
| Nominating <i>Tyler Osborn, Chair</i> | | |
| Rules & By-Laws <i>Gloria Morning, Chair</i> | | |
| Professional Improvement <i>Lisa Forest, Chair</i> | | |
| Public Relations <i>LaToya Lucy, Chair</i> | | |
| Reflections <i>Angie Talbot, Chair</i> | | |
| Other Reports | | |
| 2024 Sue Mills Lighthouse Award <i>Roben Jarrett, President</i> | | |
| 2024 Distinguished Service Award <i>Julie Campbell, 1st Vice President</i> | | |
| 2024 Executive Board Award <i>Julie Campbell, 1st Vice President</i> | | |
| 2024 Herter-O'Neal Scholarship <i>Pam Jordan, 2nd Vice President</i> | | |
| Honorary Membership <i>Sam Jefferson, Membership Chair</i> | | |
| NCJCEP Report <i>Kareis Britt, NCJCEP Officer at Large</i> | | |
| TERSSA Report <i>Cathy James, TERSSA Representative</i> | | |
| Unfinished Business | | |
| 2024 State Meeting Update <i>Keai Tilly, West District</i> | | |
| Other Unfinished Business | | |
| New Business | | |
| 2024-2025 Proposed Budget <i>Maryann Mickewicz, Treasurer</i> | | Budget Recommendation from Committee Seconded: Decision: |
| Committee Guideline Revisions | | Motion to accept: Seconded: Decision: |
| State Meeting Dates in Bylaws | Discussion to decide if more definite language should be added to the bylaws for clarity | Motion to accept: Seconded: Decision: |
| Membership Recruitment Ideas | | |
| State level fundraising Ideas | | |

| | | |
|----------------------------|--|---|
| Other New Business | | Motion to accept: Seconded: Decision: |
| | | |
| Upcoming Deadlines | | |
| April 1, 2024 | Herter-O'Neal Scholarship Application – Pam 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 Scholarships – State Chair, Lisa Forest | |
| August date TBD | Youth Voice – location TBD | |
| September 10-13, 2024 | NCCEAPA State Meeting, Asheville NC | |
| September 10-13, 2024 | TERSSA National Meeting, Pigeon Forge, TN | |
| | | |
| Other Announcements | Self-guided tour – Greensboro History Museum, 130 Summit Avenue, Greensboro | |
| Adjourn | | |

Meeting Notes: _____





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 Board of Directors Meeting – September 21, 2023

Ballroom 3, Hotel Ballast, 301 N Water Street, Wilmington NC, 28401

President Christie Bell called the meeting to order at 2:03 p.m.

Secretary Kareis Britt called roll by name of voting members; totals are shown in the table at right. When roll was called, there were 23 voting members present. A voting quorum was verified by Parliamentarian Susan Johnson. Dominique Greene, Southeast District 2nd VP, came in after roll was taken, and is accounted for in table totals.

| Roll Call (Voting members) | Present |
|----------------------------|---------|
| Northeast | 6 |
| North Central | 6 |
| Southeast | 4 |
| South Central | 5 |
| West | 3 |

President Christie Bell emailed agendas to attendees prior to the meeting; motion to accept by Gwen Rubio and a second from Cathy James. During discussion, it was asked if we could skip reports not requiring a vote to save time. Gwen rescinded her motion to accept the agenda as presented, and Julie Campbell made a motion to amend agenda by omitting reading of “District” and “Other” reports, with the exception of Honorary Membership Report; a second came from Kathy Hepler. Motion to accept agenda with amendments was approved.

Roben Jarrett shared the Thought for the Day: “When you arise in the morning think of what a privilege it is to be alive, to think, to enjoy, to love...” – Marcus Aurelius

Minutes from the March 31, 2023, Board of Directors meeting, posted on the NCCEAPA website, were approved with no changes after a motion to accept from Lori Davis, with a second from Christine Barrier.

District Reports – Presentation skipped via motion to amend agenda; available reports attached.

Committee Reports – Reports were presented for the following committees:

- Finance report presented by Maryann Mickewicz.
- Membership report presented by Lori Davis.
- Nominating report presented by BJ Okleshen.
- Rules & Bylaws report presented by Kathy Hepler
- Professional Improvement report was presented by Lynn Raynor.
- Reflections report was presented by Michelle Haney.

There was no report from Public Relations at this time. All provided reports are attached.

Other Reports – Reports skipped via motion to amend agenda; available reports attached. The following report was presented:

- Honorary Membership report presented by Lori Davis; recommendation from Committee to consider Sheila Ange, Northeast District, for honorary membership was passed at the March 31, 2023, Executive Board and Board of Directors meetings and will move forward for vote from general membership at the Business Meeting on September 22, 2023.

Old Business

Campus Chapter Fund Disbursement – September 30 recharter deadline has not occurred as of this meeting.

Proposed Rules & Bylaws Changes – Proposed changes to Rules & Bylaws approved at the March 31, 2023, Executive Board and Board of Directors meetings were emailed out by Committee Chair Kathy Hepler and President Christie Bell to entire membership on August 30. The following change, included in the August 30 email, was presented for vote after going back to the Committee for rewording after the March 31 meetings:

- *Article XI – Section 3, Dues:* Change “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.” Lori Davis seconded the recommendation from the Committee, and discussion followed. After discussion, a vote to accept the proposed change was approved.

Approved changes will be sent to general membership to be voted on at 2023 State Meeting.

No other old business was brought forth. A brief restroom break was requested and called at 3:13 p.m.; meeting reconvened at 3:18 pm.

New Business

Proposed Budget – Presented by Maryann Mickewicz on behalf of Finance Committee; noted during presentation the State DSA Winner line should say “Distinguished” instead of “District”. Lori Davis seconded budget recommendation from Committee; budget approved to move forward to general membership.

New Logo on Website – Roben Jarrett will work with the Webmasters during her tenure as President for the 2023-24 year to get the old logo removed on the Association website and replaced with the new logo. The old logo will be archived so as not to be lost.

She will also work with Webmasters to add a Logo Branding page. This page will have downloadable versions of the new logo, along with color charts and needed specs so it will be available to all districts/members for use in apparel, printing, etc., with the company of their choice.

No new business was brought forth.

Upcoming deadlines are listed on the agenda. LaToya Lucy, NCJCEP officer announced the NCJCEP Winter Forum will be November 17, 2023, and that she will be sending an email in the following weeks about an NCJCEP award nomination, due November 4, 2023.

President Christie Bell adjourned the meeting at 3:31 p.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

NCCEAPA Board of Directors Meeting
September 21, 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> | Northeast | North Central | Southeast | South Central 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 Vice President</i> | | | | |
| Approval of Minutes <i>Kareis Britt, Secretary</i> | Board of Directors Minutes March 31, 2023 | | 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 Treasurer’s Financial Report <i>Maryann Mickewicz, Treasurer</i> | |
| Membership <i>Lori Davis, Chair</i> | |
| Nominating <i>BJ Okleshen, Chair</i> | |

| | |
|--|--|
| Rules & By-Laws <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 Vice President</i> | |
| 2023 Executive Board Award <i>Roben Jarrett, 1st Vice President</i> | |
| 2023 Herter-O'Neal Scholarship <i>Julie Campbell, 2nd Vice President</i> | |
| Honorary Membership <i>Lori Davis, Membership Chair</i> | |
| NCJCEP Report <i>LaToya Lucy, NCJCEP Representative</i> | |
| TERSSA Report <i>Cathy James, NC TERSSA Representative</i> | |
| Unfinished Business | |
| Campus Chapter Fund Disbursement | September 30, 2023 Deadline for Recharter |
| Rules and By-laws <i>Kathryn Hepler, Rules and By-laws Chair</i> | Recommendation from Committee Seconded: Decision: |
| Other | |
| New Business | |
| 2023-2024 Proposed Budget <i>Maryann Mickewicz, Treasurer</i> | Budget Recommendation from Committee Seconded: Decision: |
| Other | Logo Branding Page on our Association Website |
| 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 – <i>Julie Campbell</i> , 1 st Vice President |
| August 1, 2024 | Distinguished Service Award – <i>Julie Campbell</i> , 1 st Vice President |
| August 1, 2024 | Sue Mills Lighthouse Award – <i>Roben Jarrett</i> , President |
| August 1, 2024 | Professional Improvement Scholarship – State Professional Improvement Chair |
| Other Announcements | |
| Adjourn | President, Christie Bell Time: |

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

NC Cooperative Extension Administrative Professionals Association
State Business Meeting Financial Report -September 22, 2023

| | | |
|---|--|--------------------|
| Checking Account Balance as of: 9-17-2022 | | \$4,488.99 |
| 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: | | \$22,507.16 |
| EXPENDITURES: | | |
| 9/22/22 Outer Banks Hotline | Donation to State Association Meeting Comm Serv. Project | \$500.00 |
| 9/22/22 Megan Rilo | Sue Mills Lighthouse award 2022 | \$100.00 |
| 4/10/23 NCCCEAPA 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 Mottisinger | \$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 | NCJCEP 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 | | \$19,321.40 |
| Checking Account Balance as of: 9-17-2023 | | \$7,185.76 |
| 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 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.

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

Loni 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: five been a member

since 2003. I've served as a district officer -

President, Secretary and State Secretary. I've 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

Brocken
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. 1st St Roanoke Rapids, NC 27870

Years in Extension: 00 Qualifications: served as treasurer for NED, have been a NCCERA 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.

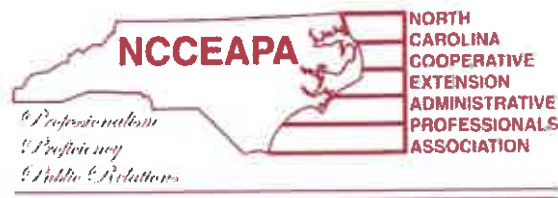
This award is made possible from memorial gifts given in memory of Sue A. Mills. Her family designated NCCEAPA as the recipient of these gifts. The nominee must be a paid member of NCCEAPA.

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 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

NCCEAPA Called Board of Directors Meeting
Meeting November 27, 2023 – 10 a.m.
(via Zoom)

Present: Roben Jarrett, President
Julie Campbell, 1st VP
Cheryl Tripp, Secretary
Latoya Lucy, NCJCEP Officer At Large
Angie Talbott, NC Reflections
Gwen Rubio, NC 1st VP
Michelle Hamm, NC Treasurer
Brenda Collier, NE 2nd VP
Christy Boyce, NE Treasurer
Beth Cloninger, SC Treasurer
Emoni Burgess, SSE 1st VP
Cyndi Beardslee, SE Secretary
Keai Tilly, WD President
Maryann Mickewicz, WD Secretary

Christina Robinson, Treasurer
Susan Johnson, Parliamentarian
Christie Bell, Advisor
Sam Jefferson, NE Membership Chair
Gloria Morning, NE Rules & Bylaws
Rachel Herring, NC Secretary
Joy Pierce, NE President
Amy Twiddy, NE Secretary
Leigh Lee, SC 2nd VP
Lynn Raynor, SE President
Dominique Greene, SE 2nd VP
Kareis Britt, SE Treasurer
Tina Lovejoy, WD 2nd VP

Absent: Pam Jordan, 2nd VP
Lisa Forrest, SC Prof Development
Karla Frizzelle, NE 1st VP
Jessica Cline, SC Secretary
Kristin Dillman, WD Treasurer

Tyler Osborn, West Nominating Chair
Chastity Elliott, NC President
Brandi Carter, SC President
Melena Dillingham, WD 1st VP

The Board of Directors met November 27, 2023 at 10am, via Zoom to review the steps of polling the association for a possible increase in state dues, the email content, the proposed Google Survey, vote on the email and survey, as well as next steps for BOD members present. President Roben Jarrett called the meeting to order at 10:01 a.m. Secretary Cheryl Tripp took roll based on who was in attendance on the Zoom. There were 27 in attendance; attendees listed above.

Quorum was verified for both the Board of Directors as well as the Executive Committee by Susan Johnson, Parliamentarian.

The steps of the process were reviewed; discussion and vote on approval of the content of the email and survey form. Once this is approved, an email will be sent out to the general membership with a Google Form survey. Once the responses are received, we will send the information to the State Finance Committee for them to form their recommendation. Once their recommendation is put together, the Finance Committee will send it back to the Executive Committee for a second and approval. Once the Executive Committee approves, it

will be sent to the Board of Directors for a second and approval. After all of this, and all approvals are met, it will be sent out to the general membership.

The proposed email was shared on the screen and there were no objections or suggestions for changes to the email to be sent with the link for the Google survey. The Executive Committee has already approved the use of this email, Emoni Burgess, Southeast District, seconded the motion. The motion was universally accepted and the email will go out to the general membership as presented to the committee.

The survey was then shared on the screen with all in attendance. The questions on the survey were all based on what was discussed at the business meeting portion of our State Conference in Wilmington. All of the questions were reviewed. Gwen Rubio, Granville County, suggested the addition of "Please check all that apply" to the second question in the survey "If an increase in dues is approved, what increases could your funding source support?" Amy Twiddy also suggested as a fourth option, a blank for someone to fill out if none of the three given options suited what they would support. Julie Campbell, Cheryl Tripp, and Christina Robinson were all in agreement. Lynn Rayner, Sampson County, seconded. A vote was taken and unanimously approved for the changes.

Roben Jarrett had told the members that were unable to be present in the meeting today that she would forward a link to the recorded zoom meeting as a courtesy to them to be able to be a part of the process.

The goal is to have a final count of Board of Directors votes no later than the end of the day Wednesday, December 6th, send out an approved email and survey to the general membership no later than end of day Friday, December 8th with a hopeful deadline of response time by Friday, December 15. This will give the time needed to get everything counted and results posted, but also allow everyone to be able to have definitive association dues amounts for future budget planning within the counties.

No other discussion was needed. Roben will move forward with the process as noted above.

Roben Jarrett, President, adjourned the meeting at 10:25 AM.

Respectfully submitted,

Cheryl Tripp

Cheryl Tripp, State Secretary, 2023-24

NCCEAPA – Northeast District Report Winter 2024

Our Fall Meeting was held on October 27th in Edgecombe County. We donated canned goods and non perishable items for a needy family in Edgecombe County for our Community Service Project. Our Professional Development Session was presented by Regina Mosely, FCS Agent in Edgecombe County. Her drumming exercise program, "Move to the Beat of the Drums," was enjoyed by all. Christie Bell was award the Administrative Professional of the Year Award for 2022. The New officers for 2023/2024 are as follows:

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

Our Spring meeting is scheduled for April 12th in Franklin County.

We currently have 29 active members, 20 honorary members and 28 TERSSA members.

Respectfully submitted by Joy Pierce, NCCEAPA-NED President.

North Carolina Cooperative Extension Administrative Professionals Association – North Central District (NCCEAPA-NCD) Report

The Fall meeting of the NCCEAPA-NCD was held on September 8, 2023 at the NC Zoo in Randolph County. Before the meeting members had a horticultural tour of the Zoo's greenhouses and nursery. Members also enjoyed lunch together at the Hippo Beach Picnic Shelter. During lunch Randolph County Extension Director Kenneth Sherin and North Central District Extension Director Tyrone Fisher brought greetings to the group.

Secretary Rachel Herring then conducted the roll call with 18 members present. Pam Jordan, Parliamentarian, verified that there was a quorum present.

Lori Davis (District), Membership Committee Chair, welcomed guests Caroline DiGrande (Guilford) and Maria Brown (Forsyth).

Pam Jordan (Durham), Professional Improvement Committee Chair, gave her report. Pam reported that Emma Motsinger from Forsyth County was awarded the district Herter O'Neil scholarship for \$250. Those who applied but did not win were also notified via letter by Pam. Pam also noted that the winners for the Distinguished Service Award and NCCEAPA Professional Improvement Scholarship will be announced at the NCCEAPA State meeting held in Wilmington.

Previous discussion about having a District Admin of the Year award was addressed. Lori Davis (District) motioned to create a North Central District NCCEAPA Admin Professional of the Year Award. Pam Jordan (Durham) seconded and the motion passed. Lori Davis (District) motioned to form an award committee. Kathy Hepler (Forsyth) seconded and the motion passed. Volunteers for the committee were: Gwen Rubio (Granville), Brandi King (Chatham), Pam Jordan (Durham), Sandy Parker (Person), Casie Sellars (Caswell), Angie Talbott (Caswell), Lori Davis (District).

President Samantha Lusk discussed the need to start setting up committees for the planning process of the 2025 NCCEAPA State Conference which will be held in the North Central District. It was decided that further discussion would need to take place in virtual planning sessions.

President Samantha Lusk requested a volunteer for the State 2nd VP position that needs to be filled from our district. Pam Jordan (Durham) volunteered to fill the position.

A potential change in membership dues was discussed. The executive board will meet at a later time to discuss and then seek input from members.

The Spring 2024 meeting will be held in area five in Wilkes County.

Samantha Lusk, President, reminded members of the upcoming NCCEAPA State conference. The meeting will be held September 19-22 in Wilmington. District shirts will be worn on Thursday evening.

Kathy Hepler (Forsyth) motioned to approve the list of officers for 2023-2024. Chastity Elliott (Randolph) seconded the motion and it was approved. New officers include: Chastity Elliott, President; Gwen Rubio, 1st VP, Angie Talbott, 2nd VP; Rachel Herring, Secretary; Michelle

Hamm, Treasurer; Pam Jordan; Parliamentarian; Samantha Lusk, Advisor.

Respectfully submitted,

Chastity Elliott

North Central District

Southeast District NCCEAPA Update for Board of Directors Winter Meeting 3/1/24

23-24 Southeast District Officers

| | |
|--------------------|-----------------|
| President | Lynn Raynor |
| 1 st VP | Emoni Burgess |
| 2 nd VP | Dominique Green |
| Secretary | Cyndi Beardslee |
| Treasurer | Kareis Britt |
| Parliamentarian | LaToya Lucy |
| Advisor | Roben Jarrett |

We have 29 current paid members, 17 TERSSA, and 18 honorary members.

We have a new updated membership brochure and welcome video. They are both posted on the NCCEAPA Southeast District website.

We have not had our winter meeting yet. That's coming up at the end of April.

Respectfully submitted,
Lynn Raynor

South Central Distrit Reports

Lisa Forrest <Immaudli@ncsu.edu>
To: Roben Jarrett <rbjarret@ncsu.edu>

Wed, Feb 21, 2024 at 9:17 AM

Our last meeting was in August and our next one is not until April 19.

Thanks! Lisa

----- Forwarded message -----

From: **stanlymfdcopyprint** <stanly-mfdcopyprint@ncsu.edu>
Date: Tue, Feb 20, 2024 at 4:49 PM
Subject: Scanned image from BP-70C31
To: <lisa_forrest@ncsu.edu>

Reply to: stanlymfdcopyprint <stanly-mfdcopyprint@ncsu.edu>
Device Name: Not Set
Device Model: BP-70C31
Location: Not Set

File Format: PDF MMR(G4)
Resolution: 200dpi x 200dpi

Attached file is scanned image in PDF format.

--

Lisa M. Forrest

Administrative Assistant

Stanly County Center

N.C. Cooperative Extension

704.983.3987

lisa_forrest@ncsu.edu

26032-E Newt Rd.

Albemarle, NC 28128



Phone: 704.983.3987/Fax: 704.983.3303

NC State University and N.C. A&T State University are collectively committed to positive action to secure equal opportunity and prohibit discrimination and harassment regardless of race, color, national origin, religion, political beliefs, family and marital status, sex, age, veteran status, sexual identity, sexual orientation, genetic information, or disability. NC State, N.C. A&T, U.S. Department of Agriculture, and local governments cooperating.

Accommodation requests related to a disability should be made by 5 days prior to event to Molly Alexi 704.983.3987 or molly_alex@ncsu.edu



February 26, 2024

Subject: NCCEAPA West District Report

Good day,

Please find below items to report for the West District association of the NCCEAPA.

- Longtime member, Carol Horne-Tate, West District Admin, will be retiring as of Feb. 29, 2024. She will be offered honorary membership to NCCEAPA
- Cindy Chastain, AA from Cherokee County, quietly slipped off into retirement in December 2023
 - The AA position for Cherokee County is still currently open
- Christina Robinson, AA from Yancey County, has moved onto to be the FCS agent in Mitchell County as of Jan. 15th, 2024
 - The AA position for Yancey County is still currently open
- In July 2023, Lia Beddingfield, joined the Henderson County office as a COSS, and soon after joined the NCCEAPA
- The new AA for Avery County is Carrie Hall – hopefully to be a new member of NCCEAPA
 - Carrie replaced Arizona Gragg who left the origination in October 2023
- Melena Dillingham, AA from Buncombe County, will be leaving the organization as of Feb. 29th, 2024 to pursue, with her husband, her passion in musical theater, teaching and performing
 - The AA position for Buncombe County is still currently open
- Of the 22 Extension offices in the West District, we have 59% participation in the association with a goal to increase participation to 70%
- The WD is meeting regularly via Zoom and in-person for the planning of the 2024 State NCCEAPA meeting scheduled for Sept. 10-13, 2024

Sincerely,

Keai Tilly
Henderson County Admin, and NCCEAPA West District President
keai_tilly@ncsu.edu (828) 697-4891



State Membership Committee Report
March 1, 2024

I reached out to each district's membership chair to see how many new members we have gained since our State meeting in September. We have gained two new members.

Northeast District: 0

North Central: 0

Southeast District: 1 new member – Debbie Titus in Craven County

South Central District: 1 new member – Rachel Evans in Lincoln County

West District: 0

I have received no nominations for Honorary Members.

Respectfully submitted,
Sam Jefferson,
State Membership Chair

Nominating Committee Report

Tyler Osborn <tosborn@ncsu.edu>
To: Roben Jarrett <rbjarret@ncsu.edu>

Mon, Feb 26, 2024 at 8:37 AM

Hi Roben,

Just an update on the nominating committee...

I have emailed the NorthEast to recruit a 2nd VP & the SouthEast to recruit a Secretary. I have not heard back from either district.

I plan on attending the 3/1 meeting via zoom.

--

Tyler Osborn
Administrative Assistant
Clay County Center
[25 Riverside Circle, Suite 2](#)
[Hayesville, NC 28904](#)
(828) 389-6305
[Visit Our Website](#)
[Newsletter Sign-Up](#)



Committee Reports for March 1*Rules & By laws Committee***Gloria Morning** <glmornin@ncsu.edu>

Mon, Feb 26, 2024 at 8:27 AM

To: Roben Jarrett <rbjarret@ncsu.edu>

Cc: Maryann Mickewicz <maryann_mickewicz@ncsu.edu>, Tyler Osborn <tosborn@ncsu.edu>, Lisa Forrest <lisa_forrest@ncsu.edu>, Gloria Morning <gloria_morning@ncsu.edu>, LaToya Lucy <latoya_lucy@ncsu.edu>, Samantha Bowden <sam_jefferson@ncsu.edu>

I have nothing to add. Thanks for the reminder.

Gloria L. Morning

Administrative Assistant

Edgecombe County Center

P. O. Box 129, 201 Saint Andrew Street

Tarboro, NC 27886

P: 252.641.7821 F: 252.641.7831

[Quoted text hidden]

State Professional Development Committee Report March 1, 2024

Our committee discussed by email that we will send out the Professional Improvement Scholarship application May 1. We will send out reminders monthly. Applications will be due to the committee by August 1.

Lisa Forrest

Committee Reports for March 1

Public Relations Committee

LaToya Lucy <latoya_lucy@ncsu.edu>

Fri, Feb 23, 2024 at 2:28 PM

To: Roben Jarrett <rbjarret@ncsu.edu>

Hi Roben, my report is going to be there is **no report**. No one has submitted anything to me.

thx

[Quoted text hidden]

--

LaToya Lucy, MSIT
Administrative Assistant

NC State University, CALS

NCCE-Bladen County Center
PO Box 249
Elizabethtown, NC 28337
910-862-4591 (phone) / 910-862-6939 (fax)
<http://bladen.ces.ncsu.edu>
latoya_lucy@ncsu.edu



Reflections Report

Submitted by Angie Talbott
North Central District

I don't have a lot to report on at this time. This is my first time serving on the State board, so this will be a learning curve for me. I did reach out to Michelle Haney who held this position last year. She sent me the information on how she did things. I will work on setting up a link for all districts to send me the pictures they take throughout the year. Michelle also made a video to show at the State meeting and I will do my best to prepare one for the upcoming State meeting this year. I would like to request that anyone who takes pictures at any events we have to please forward those to me. Please feel free to give me any suggestions or ideas you may have. Thank you!



Sue Mills Lighthouse Award Report

March 1, 2024

The information regarding nominations for the Sue Mills Lighthouse Award will be sent out to the membership following the March 1, 2024 winter meetings of the Executive Committee and the Board of Directors.

Discussion is being requested about moving the deadline for nominations to be submitted up from an August 1 deadline to a July 1 deadline to allow ample time for the requesting of funds from the North Carolina Cooperative Extension Foundation (NCCEF).

Respectfully submitted,

Roben Jarrett, President NCCEAPA

NCJCEP's Board met via Zoom on February 19.

During the treasurer's report, it was asked that associations please include the year(s) they are paying dues for on their checks, as some associations pay for multiple years at one time. Invoices will be sent out to associations that have not paid their dues yet.

The main topic up for discussion was extending officer terms from one year to two, or possibly three years. A committee was formed to come up with ideas on how to handle this and determine possible rotation schedules; ideas will be presented at the next board meeting for discussion.

Other topics included:

- whether to form an Extension Advocacy Day at NC Legislators – a committee was formed to look into possibilities
- this year's winter forum – date/location will be decided at next meeting
- the upcoming PILD annual conference (April 15-17 in Arlington, VA) – covers public issues and leadership development; all associations were encouraged to send a delegate, if possible.

A poll for date/time of next board meeting will be sent out in a few months.

Respectfully submitted,



Kareis Britt
2024 NCJCEP Officer at Large



NCCEAPA - Board of Directors Meeting - TERSSA Report – March 1, 2024

Trudi Neubeck, TN, the 2024 President, has hit the ground running. She has energized the Board of Directors with lots of new fun ideas to keep members engaged. She sent out a survey to find out what members expect to gain from the association. Hopefully all members were able to attend the “Leap Year Par-Tay” on February 29th.

Tennessee is hosting the 2024 TERSSA Conference at the new Heartsong Lodge and Resort, Pigeon Forge, September 10-13.

Membership for 2024 has increased significantly, currently at 299 from 10 states. This is the first year Oklahoma has been part of TERSSA. Following is the membership per state:

| | |
|----------------|------------|
| Alabama | 2 |
| Louisiana | 1 |
| Maine | 2 |
| Mississippi | 7 |
| North Carolina | 76 |
| Ohio | 83 |
| Oklahoma | 1 |
| South Carolina | 1 |
| Tennessee | 100 |
| Virginia | 26 |
| | |
| Total | 299 |

North Carolina membership has decreased compared to previous years, in the mid 80's. Following is the membership by district:

| | |
|---------------|-----------|
| North Central | 11 |
| Northeast | 28 |
| South Central | 13 |
| Southeast | 17 |
| West | 7 |
| | |
| Total | 76 |

Respectfully submitted by Cathy James, TERSSA Treasurer

Other reports needed

State Meeting Update

Keai Tilly <keai_tilly@ncsu.edu>

Mon, Feb 26, 2024 at 2:26 PM

To: Roben Jarrett <rbjarret@ncsu.edu>

Keai: an update of the annual state meeting that your great West District is hosting

- Hotel is booked; will be conducting a site visit on Feb. 29 to finalize meeting space
 - Hotel will be the DoubleTree in Biltmore Village
 - Link to book on-line will be distributed soon
 - Contracted room rate is the current state per diem rate
- Finalizing professional development speakers/programing
- Putting together fun local tours and options for all out-of-towners
- Collecting goodies for welcome registration bags

Thank you -

Keai Tilly

County Extension Administrative Assistant

100 Jackson Park Road, Hendersonville, NC, 28759

828.697.4891

keai_tilly@ncsu.edu



NC State University and N.C. A&T State University commits themselves to positive action to secure equal opportunity regardless of race, color, national origin, religion, political beliefs, family and marital status, sex, age, veteran status, sexual identity, genetic information or disability. NC State, N.C. A&T, U.S. Department of Agriculture, and local governments cooperating.

All electronic mail messages in connection with state business that are sent to or received by this account are subject to the North Carolina public records law and may be disclosed to third parties.

[Quoted text hidden]

NC Cooperative Extension Administrative Professionals Association
Proposed Budget for Fiscal Year 2024-2025 with Dues Increase

| | | |
|---|------------|-------------------|
| Membership Dues: 111 active members | | \$ 4,440.00 |
| 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 2023-2024 | | \$ (1,893.00) |
| Funds transfer from Money Market Account (current bal 2/2024 = \$5343) | | \$ 2,761.00 |
| TOTAL REVENUE: | | \$7,562.00 |
| CONTRIBUTIONS: | | |
| NCCEAPA 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 | |
| Bank Fees | \$12.00 | |
| TOTAL EXPENDITURES : | | \$7,562.00 |
| 2023-2024 Finance Committee | | |
| Chair - Maryann Mickewicz, Transylvania - W | | |
| Christie Boyce, Pasquotank - NE | | |
| Michele Hamm Alleghany - NC | | |
| Beth Cloninger, Iredell - SC | | |
| Kareis Britt, Robeson - SE | | |
| Kirsten Dillman, Wautaga - W | | |

Each State Committee is composed of District Chairs of said committees. The President appoints the chair of each committee from the committee membership. Committee meetings are called by each chair at her (his) discretion. The Standing Committees of this Association and their functions are listed as follows:

Recommendation: Add in wording to suggest that each Committee Chair call at least one meeting mid-year to discuss any business needed so a timely notification can be sent to the membership if needed.

MEMBERSHIP

This committee is responsible for contacting non- members and encouraging them to join the Association. The Chair of this committee is responsible for receipt of honorary membership forms. Recommendations for Honorary Membership are then presented by the Chair to the Board of Directors for a vote on the acceptance of candidates. The Chair will also present recommendations as approved by the Board of Directors to the membership for approval at the annual meeting. Committee members are responsible for sending cards of welcome to each new member.

Recommendation: Add wording to suggest sending an annual reminder to the BSC and District President to consider retirees for honorary membership.

PUBLIC RELATIONS

To interpret to the public the objectives and purpose of our Association and the contribution administrative professionals make to the North Carolina Cooperative Extension work. To promote good relations with local and state administrations, key legislative bodies, other agricultural- related organizations and the public in general. To write news articles on state association meetings, before and after meetings are held, using pictures with articles as much as possible. To alert news media representatives in the city of the annual meeting and personally acquaint them with the objectives and purpose of the Association, prior to the meeting in order to reflect the true and accurate image of Extension. To work with the President of our organization in letting the Director of Extension know the value of the program of work of our Association.

NOMINATING

The function of this committee is to solicit and receive nominations for state officer positions (from those eligible on the officer eligibility list) and draw up a slate of officers presented at the state meeting. All nominations are received by the committee, which then draws up a slate of officers from these nominations.

RULES & BYLAWS

This committee is responsible for receiving proposed changes from members, drawing up these proposed changes, presenting the changes to the Board of Directors, and upon their approval, posting these proposed changes to the website at least two weeks prior to the state meeting. If the proposed changes are accepted by a two-thirds majority vote, the committee shall make corrections to the NCCEAPA Constitution and Bylaws web page.

FINANCE

This committee is responsible for drawing up a balanced state budget and presenting said budget to the Board of Directors for approval. This committee will have access to the previous year's financial statements for reference.

Recommendation: Add wording to suggest that Finance Committee notify Membership Committee of new members to facilitate them being able to send a welcome card in a timely manner.

REFLECTIONS

This committee will maintain a scrapbook to record the history of our association.

Recommendation: Add link to online storage location of the e-scrapbook.

PROFESSIONAL IMPROVEMENT

To keep association members up to date with awards available to them with deadlines and criteria; workshops and trainings available; and any magazines, internet pages etc. that would help in the education and time management of all members.

Annual Professional Improvement Scholarship — In accordance with the Professional Improvement Scholarship guidelines, Professional Improvement Committee Chairperson will request applications for Professional Improvement scholarships and coordinate with committee to determine recipient(s) and awarded amount(s) within said guidelines.

Herter-O'Neal Scholarship – In accordance with the Herter-O'Neal Scholarship Guidelines, 2nd VP will notify the district chairs of Professional Improvement Committee (which comprise the State P.I. committee) of scholarship guidelines, details, and deadline for entries. District members of this committee will work to obtain the applications from their respective districts and select one finalist per district to send to 2nd VP for final selection.

SPECIAL COMMITTEES

Any committee set up by the President or the General Membership, not made up of the district chairs, to act at the discretion of the state president/and or the general membership.

Recommendation: Add how the general membership would initial the need or request for a special committee.