



Executive Committee Winter Meeting Minutes  
Friday, March 1, 2024  
Guilford County Center, Greensboro NC  
In-person and Zoom

Attendees: Roben Jarrett, President  
Julie Campbell, 1<sup>st</sup> Vice President  
Pam Jordan, 2<sup>nd</sup> Vice President,  
Cheryl Tripp, Secretary  
Maryann Mickewicz, Treasurer  
LaToya Lucy, Parliamentarian  
Christie Bell, Advisor  
Kareis Britt, NCJCEP representative

Meeting called to order at 10:04 am

Roll Call by Secretary Cheryl Tripp; Quorum was verified by Christie Bell, Advisor

Approval of agenda: Motion to accept by Julie Campbell, seconded by Maryann Mickewicz; approved as presented

Thought for the day was presented by Julie Campbell, 1<sup>st</sup> Vice President

Approval of minutes:

- 9/19/2023 Executive Board meeting-motion to accept-Pam Jordan, Second Julie Campbell; approved as presented
- 10/17/2023 Called Executive Board meeting-motion to accept Maryann Mickewicz, Second Kareis Britt; approved as presented

Unfinished Business held to be handled during the Financial Reports

New Business:

Reports: Roben made a motion to table Award reports until the Board of Directors meeting; seconded by Julie; approved

- Treasurer's Financial Report by Maryann Mickewicz
  - reviewed financials as February 15, 2024 (attached);
  - Proposed budget will be covered at annual meeting
  - shared proposed versus actual budget based on dues increases and anticipated donations (attached)
  - noted that with increased dues, more fundraising is still needed.

- Other than listed donor sources, we have the other Associations to reach out to at the state level; Maryann will reach out to those, but if anyone has contacts with State Associations, that assistance would be welcomed.
- Reminded us that local asks should be for Districts funds and State level asks should be for state funds. Julie mentioned we need a way to track who is making these asks at the state level so as not to duplicate efforts.
- Discussed developing an Ad Hoc committee to do fundraising at state level, establish a Google form for tracking; keep this committee in place for a few years until we are financially more stable; this will be discussed with the Board of Directors.
- Maryann as Treasurer recommends yearly looking at what was budgeted versus what was actually realized and shared that from 2023. (report attached)
- Discussed that this year the monetary amounts for the Herter-O'Neal Scholarship will revert back to the original amounts
- Take-away learning is to look at long-term financials instead of looking at what is currently before us before making any major decisions.
- NCJCEP Report presented by Kareis Britt (attached)
  - Met February 19, 2024
  - NCJCEP Treasurer asked that when paying dues that the years be noted on the check
  - Considering changing terms of some or all officers to two or possibly three-year terms; how that will effect other Associations; evidently our Association is the only one that can hold only one position on the Executive Committee and in other Associations the NCJCEP representative can also hold an officer position within their Association. A committee will be established to figure out the rotation for this within Associations.
  - Regarding the Extension Advocacy Day – stated that the Extension Advisory Committee should advocate for us; Bill Walsh, the State Chair, is working with other County councils to help them be trained to do this and to do smaller more locally central meetings for this training
  - PILD-due to cost and subject matter, we decided not to address sending a delegate from our Association
- State Level Fundraising Ideas to be discussed with the Board of Directors
  - Ad Hoc Fundraising Committee-will ask for volunteers from the BOD or invite others from their District that is good in this field; 2 per district
  - Fundraising Ideas
  - Associations to reach out to at the state level
- Committee Guideline Revisions:
  - Will discuss changes to the working papers/descriptions with BOD and ask for suggestions or better ways to word. The purpose is to have reminders within the committee descriptions to help facilitate what is supposed to be accomplished.
- Bylaws Revision:
  - Suggested that the wording regarding Section 7 be reworded to state that no “voting” officer can hold two officer positions. Purpose is so that our Association not be restricted from doing business because of the structure of another Association. We will inform the Board of Directors that we are taking this suggestion to the Rules and ByLaws committee for them to figure out what changes if any are needed.

- Sue Mills Lighthouse Award:
  - Discussion on changing deadline for submissions, but after discussions decided it was best to leave the deadline but add wording to the working papers to let the Treasurer know of the winner immediately after that is decided.
  - Also noted that if nominations are not being received from the Districts to let the other members of the Executive Committee and also District Presidents know so they can help encourage nominations.
- State Meeting Dates as stated in bylaws:
  - Discussed the need to have it stated that the annual meeting needs to be completed by the end of September; turning the suggestion over to the Rules and ByLaws to review and make recommendation
- TERSSA/NCCEAPA date conflict:
  - Suggested that an email be sent to the membership acknowledging that we are aware of the same dates, that it is no one's fault; and unfortunately you will have to chose; we will respect wherever you go and know that both conferences will be wonderful. Roben will draft and email for EC to review before sending
  - Roben will reach out to the TERSSA President, Trudi, the Tennessee President, Cindy Teeks, and Keai to see if it is possible to have the business meetings at different times to allow for members to zoom to show good will and to try and take care of our members. I will inform the BOD of this action.
  - Questioned if there was anything we could put in our bylaws to keep this from happening. Decided that was beyond our ability but instead would put in the State Conference Manual that once a District has the date for our time to host confirmed to inform the NCCEAPA state president and they will immediately notify the TERSSA president.
- No further new business
- Other Business:
  - Northeast up for 2<sup>nd</sup> VP rotation; Tyler, Nominations Chair, has reached out to Joy Pierce regarding this; BJ is also helping to recruit for this position
  - Tyler has reached out to Lynn Raynor for Secretary position so all Districts are represented.
  - NCJCEP Winter Forum: Kareis, Roben, Julie are representatives; balance of Executive Committee and District Presidents are forum members; the incoming 2<sup>nd</sup> VP will be invited if space allows.
  - No additional business
- Note upcoming deadlines on the agenda
- Maryann brought up possibility or reducing or removing the financial portion of the awards or reducing or removing certain awards for next year for discussion with the Board of Directors just until we are more financially stable. Will be brought up for discussion with the Board of Directors. If we decide at a state level not to pay monies for a District level award, we could not then mandate that the District pay that amount. This discussion is for permission to approach the general membership via email survey to get input from them to help in preparation for the budget for next year to be presented at the annual meeting.

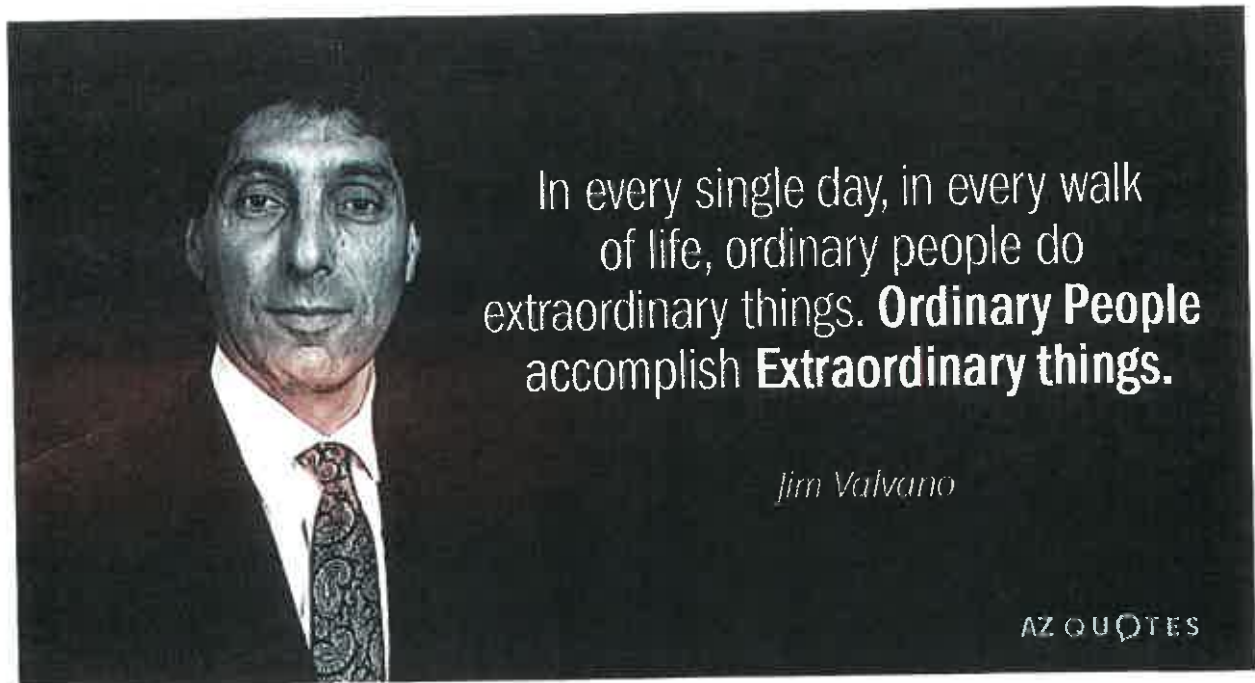
Meeting adjourned at 11:54 am



NCCEAPA-Executive Board Meeting

Friday, March 1, 2024

Thought for the Day given by Julie Campbell, NCCEAPA 1<sup>st</sup> Vice President





**NCCEAPA Executive Board Meeting  
Friday, March 1, 2024  
Guilford County Center  
Greensboro, NC**

**2023-2024 Officers**  
*Roben Jarrett* – President  
*Julie Campbell* – 1<sup>st</sup> Vice President  
*Pam Jordan* – 2<sup>nd</sup> 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			
<b>Call to Order</b> <i>Roben Jarrett, President</i>	Call to Order Time:							
<b>Roll Call</b> <i>Cheryl Tripp, Secretary</i>	President	1 <sup>st</sup> VP	2 <sup>nd</sup> VP	Secretary	Treasurer	Parliamentarian	Advisor	NCJCEP
<b>Parliamentary Review</b> <i>LaToya Lucy, Parliamentarian</i>	Verify quorum							
<b>Approval of Agenda</b> <i>Roben Jarrett, President</i>					Motion to accept: Seconded: Decision:			
<b>Thought for the Day</b> <i>Julie Campbell, 1<sup>st</sup> Vice President</i>								
<b>Approval of Minutes</b> <i>Cheryl Tripp, Secretary</i>	Executive Board Minutes 9-19-2023 10-17-2023		9/1/ Motion to accept: Seconded: Decision:		10-17 Motion to Accept: Seconded: Decision:			
Unfinished Business								
<b>Other Unfinished Business</b>	Projections of budget as result of dues increase							
New Business								
<b>Treasurer’s Financial Report &amp; 2023/2024 Proposed Budget</b> <i>Maryann Mickewicz, Treasurer</i>					<b>Proposed Budget Recommendation from Committee</b> Seconded: Decision:			
<b>2024 Mills Lighthouse Award</b> <i>Roben Jarrett, President</i>	updates							
<b>2024 Distinguished Service Award</b> <i>Julie Campbell, 1<sup>st</sup> Vice President</i>	updates							
<b>2024 Executive Board Award</b> <i>Julie Campbell, 1<sup>st</sup> Vice President</i>	updates							
<b>2024 Herter-O’Neal Scholarship</b> <i>Pam Jordan, 2<sup>nd</sup> Vice President</i>	updates							
<b>NCJCEP Report</b> <i>Kareis Britt, Officer at Large</i>	updates							
<b>State Level Fundraising Ideas</b>	Discuss and determine what to move forward				Motion to accept: Seconded: Decision:			
<b>Committee Guideline Revisions</b>	Review suggestions				Motion to accept: Seconded:			

		Decision
<b>ByLaws revision in light of NCJCEP moving to multi-year terms on all offices</b>	revise wording on "Section 7: No officer may hold two Executive Board positions concurrently in NCCEAPA at the state level." to make available for NCJCEP officer to overlap for the last 3 months of the year.	Motion to accept: Seconded: Decision
<b>Sue Mills Lighthouse Award change deadline</b>	Due to timing to request funds from Foundation, possibly make deadline July 1	Motion to accept: Seconded: Decision
<b>State Meeting Dates</b>	Discuss adding specific date range to bylaws	Motion to accept: Seconded: Decision:
<b>Membership Recruitment Ideas</b>	Discuss ideas to implement	Motion to accept: Seconded: Decision:
<b>TERSSA/NCCEAPA date conflict</b>	1) Discuss to determine if any action or communication is needed from EC 2) Possibility of zooming for their business meeting if agendas allow and they are agreeable	Motion to accept: Seconded: Decision: Motion to accept: Seconded: Decision:
<b>Other Business</b>		
Northeast up for 2nd VP		
Southeast up for Secretary		
NCJCEP Winter Forum	3 NCJCEP + 5 NCCEAPA officers + District Presidents...	
<b>Upcoming Deadlines</b>		
April 1, 2024	Herter-O-Neal Scholarship Application, 2 <sup>nd</sup> Vice President	
August 1, 2024	Executive Board Award Nominations, 1 <sup>st</sup> Vice President	
August 1, 2024	Distinguished Service Award, 1 <sup>st</sup> Vice President	
August 1, 2024	Honorary Membership Nominations, State Membership Chair	
August 1, 2024	Professional Improvement Scholarship, Professional Improvement Chair, Lisa Forest	
August 1, 2024	Sue Mills Lighthouse Award Nominations, State President	
August date TBD	Youth Voice formally Horn of Plenty, Location TBD	
September 10-13, 2024	NCCEAPA State Meeting, Asheville, NC	
September 10-13, 2024	TERSSA National Meeting – Pigeon Forge, Tennessee	
NCJCEP Winter Forum	Late November or early December – place and date tbd	
<b>Other Announcements</b>	Lunch from Apple Spice Afternoon Activity: Self-guided Tour Greensboro History Museum, 130 Summit Avenue, Greensboro	
<b>Adjourn</b>		





**2022-2023 Officers**

- Christie Bell* – President
- Roben Jarrett* – 1<sup>st</sup> Vice President
- Julie Campbell* – 2<sup>nd</sup> Vice President
- Kareis Britt* – Secretary
- Maryann Mickewicz* – Treasurer
- Susan Johnson*– Parliamentarian
- Beth Cloninger* – Advisor
- LaToya Lucy* – NCJCEP Officer

**NCCCEAPA Executive Board Meeting – September 19, 2023**

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

President Christie Bell called the meeting to order at 2:27 p.m.

Secretary Kareis Britt called roll; all were present. A voting quorum was verified by Parliamentarian Susan Johnson.

President Christie Bell emailed agendas to attendees prior to the meeting; the agenda was approved after adding the date for the JCEP meeting (November 17, 2023). Motion to accept from Julie Campbell, second from Kareis Britt; motion approved.

<b>Roll Call (*Voting member)</b>	<b>Present</b>
* Christie Bell – President	Y
* Roben Jarrett – 1 <sup>st</sup> Vice President	Y
* Julie Campbell– 2 <sup>nd</sup> Vice President	Y
* Kareis Britt – Secretary	Y
* Maryann Mickewicz – Treasurer	Y
Susan Johnson – Parliamentarian	Y
Beth Cloninger - Advisor	Y
LaToya Lucy – NCJCEP Officer	Y

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

March 31, 2023, minutes from Executive Board Meeting were approved with no changes after a motion to accept from Roben Jarrett, with a second from Julie Campbell. It was brought to attention that minutes from the January 30, 2023, Executive Board Meeting had not been approved. Julie amended her motion to accept the agenda with the added approval of said minutes. A second came from Roben; motion was approved. Minutes from the called August 24, 2023 Executive Board Meeting were approved after a motion from Maryann Mickewicz, with a second from Julie Campbell. Both sets of minutes were emailed to the members prior to the meeting and are posted on the website

**Old/Unfinished Business**

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

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

No further old or unfinished business was brought forward.



## **New Business**

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

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

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

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

Respectfully submitted,

*Kareis Britt*

Kareis Britt, State Secretary, 2022-23





**2022-2023 Officers**  
*Christie Bell* – President  
*Roben Jarrett* – 1<sup>st</sup> Vice President  
*Julie Campbell* – 2<sup>nd</sup> Vice President  
*Kareis Britt* – Secretary  
*Maryann Mickewicz* – Treasurer  
*Susan Johnson* – Parliamentarian  
*Beth Cloninger* – Advisor  
*LaToya Lucy* – NCJCEP Officer

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

*Christie Bell, Presiding*

*Susan Johnson, Parliamentarian*

## AGENDA

Agenda Item	Discussion	Outcomes and Next Steps
<b>Call to Order</b> <i>Christie Bell, President</i>	Call to Order Time:	
<b>Roll Call</b> <i>Kareis Britt, Secretary</i>	Christie Bell    Roben Jarrett    Julie Campbell    Kareis Britt    Maryann Mickewicz    Susan Johnson    Beth Cloninger    LaToya Lucy	
<b>Parliamentary Review</b> <i>Susan Johnson, Parliamentarian</i>	Verify quorum	
<b>Approval of Agenda</b> <i>Christie Bell, President</i>		Motion to accept: Seconded: Decision:
<b>Thought for the Day</b> <i>Roben Jarrett, 1<sup>st</sup> VP</i>		
<b>Approval of Minutes</b> <i>Kareis Britt, Secretary</i>	Executive Board Minutes March 31, 2023	Motion to accept: Seconded: Decision:
<b>Approval of Minutes</b> <i>Kareis Britt, Secretary</i>	Executive Board Minutes August 24, 2023 – called Zoom meeting	Motion to accept: Seconded: Decision:
<b>Old Business</b>		
<b>Rules &amp; Bylaws</b>	Proposed Rules & Bylaws Changes	See Minutes
<b>Campus Chapter Fund Disbursement</b>	September 30, 2023 Deadline for Recharter	See Minutes
<b>Other</b>		
<b>New Business</b>		
<b>Treasurer's Financial Report &amp; 2023-2024 Proposed Budget</b> <i>Maryann Mickewicz, Treasurer</i>		Motion to accept: Seconded: Decision:
<b>Other</b>	Logo Branding Page on our Association Website	
<b>Upcoming Deadlines</b>		
TBA	NCJCEP Winter Forum	
April 1, 2024	Herter-O-Neal Scholarship Application –, 2 <sup>nd</sup> Vice President	
<b>Other Announcements</b>		
<b>Adjourn</b>	President, Christie Bell	Time:



# Constitution & Bylaws Proposed Change

Rules & Bylaws Committee

Kathy Hepler, Chair

Brigitte Perry

Kim Griffin

Keai Tilly

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

## Article XI – Dues

### Section 3 currently reads:

Membership drive shall be such as to provide dues to the District Treasurer prior to September 1 of each year. Membership shall be available for new employees whose effective date of employment occurs after September 30 upon payment of dues within 90 days of employment.

### Recommendation to reword Article XI – Dues, Section 3 to read:

Membership drive shall be such as to provide dues to the District Treasurer prior to September 1 of each year. **Membership shall be available for new employees within their first 12 months of employment upon payment of dues. Thereafter, membership will be available during the annual membership drive.**

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

## NC Cooperative Extension Administrative Professionals Association

### Proposed Budget for Fiscal Year 2023-2024 - State Meeting September 22, 2023

<b>Membership Dues: 130 active members</b>		\$ 2,600.00
<b>Dividends:</b>		\$ 4.00
<b>Anticipated Donation Receipts:</b>		
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
<b>TOTAL REVENUE:</b>		<b>\$8,396.00</b>
<b>CONTRIBUTIONS:</b>		
NCCEAPA Host District	\$1,000.00	
<b>AWARDS:</b>		
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	
<b>TRAVEL:</b>		
President & Executive Board Travel 8 members * \$500 each	\$4,000.00	
<b>OTHER:</b>		
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	
<b>TOTAL EXPENDITURES :</b>		<b>\$8,396.00</b>

#### 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



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

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

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

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

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

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

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

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

NCCEAPA Called Executive Board  
Called Meeting October 17, 2023 – 10 a.m.  
(via Zoom)

Present: Roben Jarrett, President  
Julie Campbell, 1st VP  
Pam Jordan, 2nd VP  
Maryann Mickewicz, Guest, Past Treasurer

Christina Robinson, Treasurer  
Susan Johnson, Parliamentarian  
Christie Bell, Advisor

Absent: Cheryl Tripp, Secretary  
Latoya Lucy, NCJCEP Officer At Large

The Executive Board met October 17, 2023 at 10am, via Zoom to discuss the content of the survey we will be sending to the membership regarding increase of dues, as well as determine the appropriate steps for that process to make sure we have everything in order before the actual vote. President Roben Jarrett called the meeting to order at 10:01 a.m. In the absence of Secretary Cheryl Tripp, President Roben Jarrett took roll based on who was in attendance on the Zoom; attendees listed above.

Susan Johnson has agreed to stay on as our Parliamentarian through the end of the year.

Quorum was verified by Parliamentarian Susan Johnson in case we needed to have a vote.

**Dues Increase Survey** – A Doodle Poll was sent out for the Executive Board members to review via email from Roben Jarrett on October 11, 2023. Changes were made to the original Doodle Poll and a draft email as well as the updated doodle poll was shared to everyone on the screen. Discussion was had concerning the amount of actual increase to be included on the poll and the amounts decided upon were increases of \$15, \$20, and \$25. Maryann Mickewicz suggested adding somewhere that the amount of the State dues is currently \$20 just to make sure everyone understood the increase. It was decided to add that information in the opening email as opposed to the poll to help discourage confusion of the amounts.

Voting on the form and email was encouraged by Susan Johnson, Parliamentarian, just for posterity's sake. Julie Campbell made a motion to accept the email and poll and Pam Jordan, 2nd VP seconded the motion. A vote was taken and unanimously approved.

**Process** - Susan Johnson noted that the information decided above, the email and doodle poll, needs to go to the Board of Directors before sending it out to our general membership. Roben needs to get with 2 districts and the committee chairs and then she will be able to send out the information to the Board of Directors. Once that information is sent out to the Board of Directors and the results are given to Roben, she will send out the email and poll directly to the general membership. Once the results are received from the general membership vote, she will forward those results to the financial committee. The Financial Committee will make their recommendation back to the Executive Board and we, the Executive Board, will formulate what the voting, wording, or voting mechanism, assuming that the membership is

agreeable to move forward with the initiative to increase the dues. Once the voting mechanism is created, it will then go back to the Board of Directors for their approval and if they approve, we will send it back out to the membership for actual voting.

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

Roben Jarrett, President, adjourned the meeting at 10:26 AM.

Respectfully submitted,

*Cheryl Tripp*

Cheryl Tripp, State Secretary, 2023-24





## 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
<b>TOTAL REVENUE:</b>		<b>\$7,562.00</b>
<b>CONTRIBUTIONS:</b>		
NCCEAPA Host District	\$1,000.00	
<b>AWARDS:</b>		
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	
<b>TRAVEL:</b>		
President & Executive Board Travel 8 members * \$500 each	\$4,000.00	
<b>OTHER:</b>		
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	
<b>TOTAL EXPENDITURES :</b>		<b>\$7,562.00</b>

#### 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, Watauga - W



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

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.