



NCCEAPA Board of Directors Meeting Minutes

Tuesday, September 10, 2024, 4:30 pm Asheville NC

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

Roben Jarrett, Presiding

LaToya Lucy, Parliamentarian

MINUTES					
Agenda Item	Discussion			Outcomes and Next Steps	
Call to Order <i>Roben Jarrett, President</i>	Call to Order Time: 4:37 pm				
Roll Call <i>Maryann Mickewicz, Secretary</i>	Northeast 2	North Central 4	Southeast 8	South Central 4	West 3
Parliamentary Review <i>LaToya Lucy, Parliamentarian</i>	Verify quorum – Verified quorum				
Approval of Agenda <i>Roben Jarrett, President</i>	New Business – Logistics of Distinguished Service Award			Motion to accept: Gwen Rubio Seconded: Keia Tilly Decision: Approved	
Thought for the Day <i>Julie Campbell 1st Vice President</i>	See attached				
Approval of Minutes <i>Cheryl Tripp, Secretary</i>	Board of Directors Minutes March 1, 2024, Guilford County			Motion to accept: Tina Lovejoy Seconded: Kareis Britt Decision: Approved	
District Reports					
Northeast <i>Joy Pierce, President</i>	Motion on the floor to table reading of reports to the Business meeting Motion by Beth Cloninger second by Kareis Britt, approved.				
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>	See attached report Books have been audited by Transylvania County CED				
Membership <i>Sam Jefferson, Chair</i>	Will be presented at the Membership meeting				
Nominating <i>Heather Peek, Chair</i>	Heather not in attendance, see attached Parliamentarian will be Beth Cloninger				

Rules & By-Laws <i>Gloria Manning, Chair</i>	See attached
Professional Improvement <i>Lisa Forest, Chair</i>	See attached report Award will be presented at the membership meeting
Public Relations <i>Latoya Lucy, Chair</i>	See attached (updated report from original submitted)
Reflections <i>Angie Talbot, Chair</i>	See attached Slideshow will be played on Friday morning during her report
Other Reports	
2024 Sue Mills Lighthouse Award <i>Roben Jarrett, President</i>	Had a good number of applicants Will give award at the Awards Luncheon.
2024 Distinguished Service Award <i>Julie Campbell, 1st Vice President</i>	Had a good number of applicants. Award will be presented at the Awards Luncheon. See attached report
2024 Executive Board Award <i>Julie Campbell, 1st Vice President</i>	Award will be presented at the Awards Luncheon. See attached report.
2024 Herter-O'Neal Scholarship <i>Pam Jordan, 2nd Vice President</i>	Thank you to all who submitted applications. The winner will be announced at the Awards Banquet. See attached report.
Honorary Membership <i>Sam Jefferson, Membership Chair</i>	See attached report.
NCJCEP Report <i>Kareis Britt, NCJCEP Representative</i>	Will provide an updated report. Kareis provided information on the possibility of having all associations have their annual meetings at the same time as the NCCE Statewide Meeting. One day will be given for each association to have their annual meeting while attending the State Extension meeting. There will be many changes to the individual associations if this change is implemented. An email will come out shortly from NCJCEP and all members are encouraged to read and respond with your thoughts on this proposal. Latoya Lucy mentioned that the AAs submitted 40 out of 140 suggestions for educational programs at the state conference, but we are only having 4 sessions. NCJCEP is in favor of getting administrative updates, but more importantly it is to pass along information/concerns from the association members to administration. Roben asks that this information and the importance of NCJCEP for the association be mentioned at the state meeting on Friday.
TERSSA Report <i>Christine Barrier, NC TERSSA Representative (report submitted by Cathy James)</i>	See report attached. Amend number of states from 11 to 10.
Staff Senate Report <i>submitted by: Pam Beaman, District 11 Representative</i>	See attached report. Roben wants to emphasize the importance of Staff Senate and encourages reading this report.

Unfinished Business

Ad Hoc Committee	See attached report. 50/50 Raffle ticket sales will go through breakfast Friday, the drawing will take place at the business meeting.
Other Unfinished Business	

New Business

2024/2025 Proposed Budget <i>Maryann Mickewicz, Treasurer</i>	See attached report	Budget Recommendation from Committee Seconded: Emoni Burgess Decision: Approved
Rules and By-laws Recommendation <i>Gloria Morning, Rules and By-laws Chair</i>	See attached report	Recommendation from Committee Voted on via email and recommendation passed with 24 YES votes
Nominee for NCJCEP Representative <i>Roben Jarrett</i>	Lynn Raynor has offered to be our NCJCEP rep for 2025 Pam Beeman has offered to serve in 2026	Motion to accept: Seconded: Decision:
Other New Business	Would like to change the way we handle the DSA applicants. The recommendation is to have each district 1 st VP receive the district nominations and they select and forward their winner to the State 1 st VP. The state committee will choose the state winner.	Motion to accept: Seconded: Decision:

Upcoming Deadlines

April 1, 2025	Herter-O'Neal Scholarship Application –2nd Vice President
August 1, 2025	Executive Board Award Nominations –1st Vice President
August 1, 2025	Distinguished Service Award –1st Vice President
August 1, 2025	Sue Mills Lighthouse Award - President
December 6, 2024	NCJCEP Winter Forum – Hoke County
September 10-13, 2024	TERSSA National Conference – concurrent with this meeting
October 6-10, 2025	TERSSA National Conference – Williamsburg VA
Other Announcements	

Adjourn	5:25 p.m.	
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Meeting Notes: _____

Thought for the Day by Julie Campbell

Value

A popular speaker started off a seminar by holding up a \$20 bill. A crowd of 200 had gathered to hear him speak. He asked, "Who would like this \$20 bill?"

200 hands went up.

He said, "I am going to give this \$20 to one of you but first, let me do this." He crumpled the bill up.

He then asked, "Who still wants it?"

All 200 hands were still raised.

"Well," he replied, "What if I do this?" Then he dropped the bill on the ground and stomped on it with his shoes.

He picked it up, and showed it to the crowd. The bill was all crumpled and dirty.

"Now who still wants it?"

All the hands still went up.

"My friends, I have just showed you a very important lesson. No matter what I did to the money, you still wanted it because it did not decrease in value. It was still worth \$20. Many times in our lives, life crumples us and grinds us into the dirt. We make bad decisions or deal with poor circumstances. We feel worthless. But no matter what has happened or what will happen, you will never lose your value. You are special – Don't ever forget it!



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

North Carolina Cooperative Extension Administrative Professionals Association

- 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 is 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



DISTRICT REPORTS

NCCEAPA – Northeast District Report State Meeting 2024

Our Spring Meeting was held on April 12th in Franklin County. Hygiene items were collected for the Franklin County community service project. Franklin County's CED welcomed us and then we were provided administrative updates from our DED. We were fortunate to have Eleanor Baker, Extension Organizational Development Program Associate in attendance. Eleanor spoke on the improved process for onboarding for Extension Agents, as well as Administrative Professionals. For our professional development Meg Wyatt, 4-H agent conducted several team building activities with our group.

We currently have 29 district members, 27 TERSSA members and 20 honorary members.

The 2024 camp scholarship was awarded to Wake County.

New Officers for 2024/2025 were installed to take office on October 1st:

Karla Frizelle – President

Brenda Collier – 1st Vice President

Anna Martin – 2nd Vice President

Sally Jones – Secretary

Cynthia Davis – Treasurer

Joy Pierce – Advisor

The Northeast District fundraising efforts are in full swing. We have pre-sold raffle tickets for the drawing to be held at the State Meeting. Every county has sold a minimum of 25 tickets and also provided items for our raffle baskets.

Our next meeting is scheduled for October 11th in Gates County.

Respectfully submitted by Joy Pierce, NCCEAPA-NED President.

North Central District Report

The Spring meeting of the NCCEAPA-NCD was held May 3, 2024 in Wilkes County. Before the meeting members met at the Wilkes County office and were welcomed by John Cothren, Wilkes County Extension Director. While at the Wilkes County Extension office members participated in training on the new Wolfpack Performance Program. Members also enjoyed tours of Tevepaugh Orchards and Blake Farms. Finally members toured Copper Barrel Distillery, and shared lunch before the business meeting. Members donated items to the Ruby Pardue Blackburn Adult Day Health Care Center for their service project. Seventeen members were present.

New members and guests in attendance were recognized. The thought for the day was "The biggest mistake in life is you think you have time. Time is free but it's priceless. You can't own it but you can use it. You can't keep it, but you can spend it. And once it's lost, you can never get it back."

The Professional Improvement Committee Chair, gave her report. The North Central District received 25 applications for the Herter O'Neal scholarship. The district scholarship was awarded to Kaley Elliott from Randolph County. Those who applied but did not win were also notified via letter.

Member were reminded of the upcoming NCCEAPA State conference. The meeting will be held September 10-13 in Asheville. The email with registration information went out at the end of April. The TERSSA 2024 conference will also be held September 10-13 in Pigeon Forge, TN.

Membership discussed the Admin of the Year Award. From June-August the committee will take nominations for the award and the winner will be recognized at the State meeting in September.

Gwen Rubio, 1st VP gave an update on the 2025 NCCEAPA State meeting which will be held in the North Central District. She stated that a planning committee had been formed but no date had been set yet for the conference.

We look forward to our Fall 2024 meeting will be held in Area 1 (Surry, Stokes, Forsyth, Rockingham) and new officers will be installed at the Fall meeting.

A special thank you to those who volunteer of their time and efforts to serve in the North Central District!

Respectfully Submitted,
Chastity Elliott, North Central District President



NCCEAPA Annual Business Meeting
September 10-13, 2024
Asheville NC
Southeast District Report

The Southeast District has had an exciting year. Our Spring meeting was held on April 26, 2024 at the Cape Fear Museum of History and Science. Lloyd Singleton, the New Hanover County CED gave our opening remarks. After our business meeting, Allison Jones with NC State I.T. led our professional development session with an insightful presentation on Google Workspace, Eventbrite and Active Campaign updates. Next, we had lunch and then toured the beautiful museum.

Our Fall meeting was held on August 30, 2024 in Pamlico County at the Heritage Center. Greetings were given by Daniel Simpson, the Pamlico County CED. After our business meeting, Tammy Kelly gave an informative presentation on how to write grant proposals. Erin Richey-Daynes led an interesting session on Cooperative Extension marketing strategies. After lunch, we toured the museum in the Heritage Center. It had a lot of old and interesting artifacts. Our community service project was to support the NC State Staff Senate Backpack School Supply Service Drive. This drive benefits parents in need at NC State. Several counties donated back to school supplies to support this drive.

- Current Active Paid Members: 30
- TERSSA Members: 17
- Honorary Members: 18

2023-2024 Officers

Lynn Raynor – President
Emoni Burgess – 1st Vice President
Dominique Greene – 2nd Vice President
Cyndi Beardslee – Secretary
Kareis Britt – Treasurer
LaToya Lucy – Parliamentarian
Roben Jarrett – Advisor

2024-2025 Officers

Emoni Burgess - President
Dominique Greene – 1st Vice President
Kareis Britt – 2nd Vice President
Cyndi Beardslee - Secretary
Pam Beamon - Treasurer
LaToya Lucy - Parliamentarian
Lynn Raynor – Advisor

Respectfully submitted,

A handwritten signature in black ink that reads "Lynn Raynor". The signature is fluid and cursive, with the first name "Lynn" and last name "Raynor" clearly distinguishable.

Lynn Raynor,
SED President 23-24



**2023-2324
NCCEAPA – South Central District**

The South Central District held our spring meeting April 19 2024 in Cabarrus County, hosted by Christine Barrier. We met at Frank Lisk Park. Our presenter was Londa Strong, Cabarrus Active Living and Parks Director. The topic was Rising From the Ashes. We had lunch with our business meeting following.

For our professional development, the Cabarrus County 4-H Agent and 4-H Program Assistant presented The Energy Bus. We ended the day with Spa Relaxation as the theme. There were stations set up for us to make our own spa items. Some items were: oatmeal soap, natural scented candles, foot scrub, lip balm, etc.

Our Fall meeting was held over Zoom on August 13, 2024. President Lisa Forrest welcomed everyone. We went right into our business meeting. We discussed getting started with planning to host the state meeting. Rhonda Gaster was chosen as Administrative Professional of the Year. Rhonda is very deserving of this award! Cathy James installed our new officers and Lisa Forrest Passed the gavel to incoming President, Leigh Watkins.

23-24 Officers:

**President, Lisa Forrest
1st Vice President, Leigh Lee
2nd Vice President Vacant
Secretary, Pam Layfield
Treasurer, Beth Cloniger
Advisor, Cathy James
Parliamentarian, Pam Layfield**

24-25 Officers:

**President, Leigh Lee
1st Vice President, Beth Cloniger
2nd Vice President, Rachel Evans
Secretary, Annie Freeman
Treasurer, Pam Layfield
Advisor, Lisa Forrest
Parliamentarian, Pam Layfield**

23-24 Membership:

**District 19
State 19
TERSSA 15**

**Respectfully submitted
Lisa Forrest
President, South Central District**



N.C. Cooperative Extension
Henderson County Center
Henderson County 4-H
henderson.ces.ncsu.edu/4-H

100 Jackson Park Rd.
Hendersonville, NC 28792
Phone: 828-697-4891
Fax: 828-697-4581

2024 West District report for Annual NCCEAPA Conference

- In our Spring meeting, held 6/3/24, we have 12 active members.
- We have two new members in the process of joining from Avery County and Yancey County.
- Lia Beddingfield, from Henderson County, accepted the role of Public Relations Chair
- Our spring meeting was held via Zoom, so we were unable to do a Community service project
- We ended this meeting with continuing to plan for the State Conference in September to be held in Asheville.
- Our Fall meeting was held 8/23/24 at the Haywood County Extension office, we have 17 active members.
- We gained new members from Avery, Yancey, Clay and the Mnt Hort Crop Research Station.
- We have a new member in the process of joining from Buncombe County
- Kelli Miller and Lia Beddingfield were nominated and accepted positions of 1st and 2nd VP
- Kirsten Dillman maintained position as Treasurer, Maryann Mickewicz maintained positions
- Tina Lovejoy accepted position as President, and Keai Tilly rotated from President to Advisor
- The Community Service project was School Supply drive to assist low-income children in Haywood County
- The vote passed to delay the 4-H Scholarship for 2024 until 2025 to see how the district's funds are after the State Conference
- Administration Professional of the Year for the West District 2024 was presented to Magen Caldwell-Woody of Madison County
 - Magen received glowing praise from her CED & co-workers for her hard work and dedication to the Extension office and her community
- We ended this meeting with finalizing details for the State Conference in September.





STANDING
COMMITTEE
REPORTS

NC Cooperative Extension Administrative Professionals Association
State Business Meeting Financial Report -September 13, 2024

Checking Account Balance as of: 10/1/2023			\$2,697.83
REVENUE:			
State Dues		\$2,475.00	
TERSSA Dues		\$1,215.00	
Dividends		\$2.46	
Sue Mills Lighthouse Award Reimbursement		\$100.00	
Donation from NC Corn Growers Association		\$250.00	
Raffle Ticket Sales Receipts		\$165.00	
Tee Shirt Payments		\$820.00	
Voided Uncashed check		\$500.00	
TOTAL REVENUE TO DATE:			\$5,527.46
EXPENDITURES:			
Distinguished Service Awards		\$700.00	
Executive Award		\$200.00	
Sue Mills Lighthouse Awards 2023 and 2024		\$200.00	
Herter O'Neal Scholarship		\$750.00	
Professional Development Scholarship		\$475.00	
NCICEP 2024 Annual Dues		\$50.00	
Annual State Conference Stipend		\$1,000.00	
Tee Shirt Payment		\$957.26	
TERSSA Dues		\$1,200.00	
Winter Board Meeting Expenses		\$138.03	
Bank Service Fees		\$11.00	
Total Expenditures 10/1/2023 - 9/13/2024			\$5,681.29
Checking Account Balance as of: 9/13/2024			\$2,544.00
MONEY MARKET ACCOUNT			
Balance as of 9/18/2024			\$5,311.96
Transfer to Checking Account			\$0.00
Interest Earned: 9/18/2023-9/3/2024			\$81.94
Money Market Account Balance as of: 8/15/2024			\$5,393.90
SHARES ACCOUNT			
Balance as of 9/18/2024			\$63.73
Interest Earned: 9/18/2023-9/3/2024			\$0.14
Shares Account Balance as of: 08/15/2024			\$63.87
Total Funds as of 9/13/2024			\$8,001.77

2023-2024 Finance Committee

Chair - Maryann Mickewicz, Transylvania - W
Christie Boyce, Pasquotank - NE
Michele Hamm Allegghany - NC
Beth Cloninger, Iredell - SC
Kareis Britt, Robeson - SE
Kirsten Dillman, Watauga - W

BOARD OF COMMISSIONERS

Jason Chappell, Chair
Jake Dalton, Vice-Chair
Emmett Casciato
Larry Chapman
Teresa McCall



COUNTY MANAGER

Jaime Laughter
828-884-3100
Fax 828-884-3119
828-884-3107
101 South Broad Street
Brevard, NC 28712

September 5, 2024

NC Cooperative Extension
Transylvania County Center
106 E. Morgan St., Suite 109
Brevard, NC 28712

NCCEAPA
2023-2024 Executive Board
c/o Roben Jarrett, President
NC Cooperative Extension
New Hanover County Center
6206 Oleander Dr.
Wilmington, NC 28403

I have completed an audit of the NCCEAPA financial records beginning October 1, 2023 through September 3, 2024 and found the records to be correct and in order.

If you have any questions, please contact me at 828.884.3109 or acbradl2@ncsu.edu.

Sincerely,

Addison Bradley

Addison Bradley
County Extension Director



State Membership Committee Report
August 8, 2024

I reached out to each district's membership chair to see how many new members we have gained since our meeting in March. We have gained 11 new members.

Northeast District: 2 New members – Jamy Santiago in Wake County
Sherry Peele in Nash County.

North Central: 1 New member – Anna Hutchens in Yadkin County

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

South Central District: 3 New members – Tracey Callicutt, Moore County
Sadie Caple, Cumberland County
Samantha Loney, Cumberland County

West District: 4 New members – Kelli Miller, Clay County
Angela Clem, Cherokee County
Pam Sharp, Yancey County
Carrie McIntyre, District

We have a total of 122 members.

I have received no nominations for Honorary Members.

Respectfully submitted,
Sam Jefferson,
State Membership Chair

To be presented by Lori Davis



State Nominating Committee Report
September 10-13 2024
State Conference
Double Tree by Hilton
115 Hendersonville Road
Asheville, NC 28803

Nominating Committee Members

- **Heather Peek, CHAIR** **West**
- Lisa Johnson North Central
- BJ Okleshen Northeast
- Rhonda Gaster South Central
- Roben Jarrett Southeast

State Office Nominees

President	Julie Campbell	Alexander County	South Central
1st Vice President	Pam Jordan	Durham County	North Central
2nd Vice President	Kareis Britt	Robeson County	Southeast
Secretary	Sherry Lynn	Washington	Northeast
Treasurer	Maryann Mickewicz	Transylvania County	West
NCJCEP Officer	Lynn Raynor	Sampson County	Southeast
Advisor	Roben Jarrett	New Hanover	Southeast
Parliamentarian	Beth Cloninger	Iredell County	South Central

- Advisor, Parliamentarian, & NCJCEP are non-voting officers

Christie Bell will install the officers later in the business meeting.

*** 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 Kareis Britt from
Robeson County for the office of Second Vice President

[Signature]
Signature of Nominating Person(s)

New Hanover
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:
455 Caton Rd, Lumberton NC 28360 (Robeson County)

Home Address of Nominee: 921 Matthew's Bluff Rd, Lumberton NC 28358

Years in Extension: 7 yrs. Qualifications: Treasurer for district 5 yrs.

2 years as State Secretary, currently JCEP representative for
State Incoming 2nd VP for district this year

*** 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.

[Signature]
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 Sherry Lynn from
Wake County for the office of Secretary - NCCEAPA

Signature of Nominating Person(s)

Christie Bell
Washington
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:

120 Community Way, Barco, NC 27917

Home Address of Nominee: 205 Owens Beach Rd, Harbinger, NC 27941

Years in Extension: 16 Qualifications: Sherry has served as the Northeast District NCCEAPA 2nd VP, 1st VP and President, as well as the NED Treasurer. Sherry served at the state level as Treasurer and she has also served as NCJCEP Treasurer and WebMaster. Sherry is the Northeast District Business Coordinator.

*** AGREEMENT STATEMENT***

I agree to have my name placed in nomination for NCCEAPA 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.

Sherry Lynn

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 Luan Turner from

Sampson County for the office of NCJCEP Officer at Large, Parliamentarian

Luan Turner
Signature of Nominating Person(s)

Sampson
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:

55 Agriculture Place Clinton NC 28328

Home Address of Nominee: 190 Taylors Bridge Hwy Clinton NC 28328

Years in Extension: 7 Qualifications: I served this year as President of our district and I served last year as our 1st Vice President. (Southeast District)

*** AGREEMENT STATEMENT ***

I agree to have my name placed in nomination for NCJCEP Officer at Large / Parliamentarian 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.

Luan Turner
Nominee's Signature

Rules & Bylaws Committee Report 2024

The committee met to review the current Rules & Bylaws. The committee made recommendations which was posted to the website and will be voted on at the Annual Meeting.

Gloria Morning, Chair, Northeast
Kathy Hepler, North Central
Christine Barrier, South Central
Carsha Hayes, Southeast
Keai Tilly, West



**2023-2324
Professional Improvement Scholarship Award Report
Submitted by Lisa Forrest
SCD President**

The committee discussed the application we received by email, on August 6, 2024. We selected the winner. The winner will be announced during the Awards Luncheon.

**The committee to review applications included:
Lisa Forrest, South Central District
Emoni Burgess, Southeast District
Maryann Mickewicz, West Central District
Pam Jordan-Carrington, North Central District
Courtney Denny, Northeast District**

Update for report:

The winner of this year's Professional Improvement Scholarship was Anna Martin.

**Respectfully submitted
Lisa Forrest
President, South Central District**



Public Relations Committee Report

Ammended September 10, 2024

The NCCEAPA Northeast District Community Service Project for 2024 has been Hygiene items collected for the Franklin County 4-H community service project. Items were delivered to the Franklin County NC Cooperative Extension at the NCCEAPA Northeast District Spring Meeting held on April 12, 2024.

The Southeast District has done a wonderful job with our community service project for this year. Collectively, we decided to be a part of the NCSU Backpack School Supply Service Drive. Several counties including Wilson, Sampson, Pamlico, New Hanover, Pender, Duplin, Bladen, Johnston, and Robeson have collected supplies to be delivered to Pam Beaman, Admin of Wilson County, our District 11 Representative on Staff Senate, so that she may deliver them to Raleigh. Emoni Burgess (Jones) and Lynn Raynor (Sampson) have volunteered to round up all the supplies to make sure they get to Pam.

The West District has been busy. In June 2024 they planned the community service project for the NCCEAPA Annual Conference, which is being hosted by the West District. They also completed a community service project for their district. They collected school supplies for low-income students in Haywood Company.

North Central District- had their district meeting in Wilkes County on 5/3/2024. Items were collected for the North Central District Community Service Project for the Ruby Pardue Blackburn Adult Day Care Center. The North Central District will be meeting on Friday, September 6, 2024 in Surry County for their Fall meeting. They have been planning the 2025 State meeting. Hotel chosen, meals, decorations, and workshops are being planned as well as lots of fun added into the plans for an awesome time for all of the North Carolina Districts!

There was no report submitted from the South Central District.

Respectfully submitted,

LaToya Lucy, State Chair
Public Relations Committee 2024



Reflections Report

Submitted by Angie Talbott
North Central District

Thank you to everyone who has submitted pictures of your district to me. I have been preparing a short slideshow to present at this year's State Meeting in Ashville showing off all of the wonderful things your districts have been doing. I hope everyone will enjoy it! Thank you to everyone for all of your kindness during this past year as I have stepped out of my comfort zone to take on this new role!



OTHER REPORTS



Sue Mills Lighthouse Award Report

Submitted by Roben Jarrett
NCCEAPA President

The committee to review applications included:

Roben Jarrett, State President
Chastity Elliott, North Central District President
Joy Pierce, Northeast District President
Lisa Forest, South Central District President
Lynn Raynor, Southeast District President
Keai Tilly, West District President

Seven applicants were nominated for the 2023/2024 award year.
The committee met via Zoom on Tuesday, August 6, 2024 to determine this year's winner.

The winner will be announced during the Awards Luncheon.

Update to report:

Nominees were:

Emoni Burgess	Jones County	Southeast
Beth Cloninger	Iredell County	South Central
Danyce Dicks	New Hanover County	Southeast
Annie Freeman	Richmond County	South Central
LaToya Lucy	Bladen County	Southeast
Sherry Lynn	District Business Coordinator	Northeast
Annette Roberson	Vance County	North Central

The state winner was:

Annie Freeman	Richmond County	South Central
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Distinguished Service Award Report

Double Tree Hotel Biltmore

September 13, 2024

Nominations were requested beginning March for the NCCEAPA Distinguished Service Award. August 1st was the deadline to send nominations.

The NCCEAPA Distinguished Service Award was presented at the Awards Luncheon held on Wednesday, September 11 of the 2024 NCCEAPA Conference.

The district winners were:

- Tina Lovejoy, West
- Pam Jordan, North Central
- Pamela Layfield, South Central
- Sam Jefferson, Northeast
- Lynn Raynor, Southeast

Each district winner received an award and monetary gift.

The state winner of the Distinguished Service Award was Pam Jordan of the North Central District. Pam received a separate award and monetary gift.

I would like to recommend that we change the way this award is accepted and voted. This year thankfully we had some districts that had more than one nomination. The committee had to narrow down those districts winners then select a state winner. I recommend that the NCCEAPA 1st VP sends the email out to the Professional Improvement Committee Chairs for each district. They receive the district nominations and they decide the district winner. Then the state committee decides the state winner.

Respectfully Submitted,

Julie Campbell, 1st Vice President



Executive Board Award Report
Double Tree Hotel Biltmore
September 13, 2024

An email was sent out requesting nominations, after not receiving any by the August 1st deadline another email was sent out extending the deadline for a week.

We had two nominations for the NCCEAPA Executive Board Award.

The winner was announced at the Awards Luncheon held on Wednesday, September 11 at the 2024 NCCEAPA Conference.

Roben Jarrett, Southeast District, was the recipient of the Executive Board Award.

Roben Jarrett, President was not eligible to vote due to being nominated. The remainder of the voting board along with Beth Cloninger made the selection of this year's winner.

Respectfully Submitted:

Julie Campbell
1st Vice President



2024 NCCEAPA Herter-O'Neal Scholarship Report

The Herter- O'Neal Scholarship is awarded annually in recognition of the dedication and contributions of Edith Herter and Frances O'Neal, founding members of the NCCEAPA.

On February 7, 2024, an email was sent to all district Professional Improvement Committee Chairs detailing the application process for the NCCEAPA 2024 Herter-O'Neal Scholarship. Follow-up reminders were sent, encouraging chairs to motivate their district members to actively seek out and submit applications from local high schools and colleges. A deadline reminder emphasized that each district's finalist submission was due by April 1, 2024.

On May 2, an email was sent to all District Professional Improvement Committee chairs announcing Jonathan Brayden Davis from Cumberland County as the State winner. Shortly afterwards, on May 5th, a letter of congratulations was sent to Braden, officially recognizing him as the recipient of the NCCEAPA 2024 Herter- O'Neal Scholarship. Letters were also sent to all district finalist who were not selected.

On June 13, 2024, I submitted a completed NCCEAPA Expense Form to our Treasurer, Maryann Mickewicz, requesting the disbursement of \$750.00 to NC State University, where the winner is enrolled.

Thank you to everyone who submitted applications within your district or reached out to your local high school and colleges in search of the best candidate for the NCCEAPA 2024 Herter-O'Neal Scholarship.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Pam Jordan", is written over the typed name.

Pam Jordan, State 2nd VP



NCJCEP's Board met via Zoom on July 24, 2024.

Discussion focused on proposed changes to officer's terms/term lengths. Several proposals were dismissed because ESP and NCAEPAAT were not removing their chapters from JCEP. The final proposal was somewhat amended, leaving terms at 1 year but adding a Treasurer Elect who would roll into the treasurer position the following year for continuity, and combines the Secretary/Webmaster and the Past President/Member at Large, with both combined roles sharing the responsibility for keeping membership and the webpage updated. Clear and defined position responsibilities will be detailed for all positions and included with the final proposal, to be voted on at the Winter Forum.

The committee for forming an Extension Advocacy Day was unable to meet prior to the meeting; however, discussion revealed planning this type of event was probably more than we could manage successfully. It was suggested to reach out to the State Advisory Board and find out how JCEP could partner with them for the Extension Advocacy event.

This year's Winter Forum will be held in Hoke County on December 6, 2024. Another Board meeting was held September 4, where the focus/theme of the Forum was discussed. The focus will be on Administration's trip to Florida to see how they held their State Conference/combined Association conferences with State. A questionnaire will be coming out in the following weeks for members to voice their opinions and list questions they would like presented to Administration. All questions will be presented anonymously, so please feel free to be honest.

Associations are also asked to have their nominees for their respective positions in current rotation to be voted in at the forum. NCCEAPA is responsible for the Parliamentary position in 2025.

The NCJCEP Leadership and Service Recognition Award will be presented at the Winter Forum as well. Dr. Bonanno sent out the nomination announcement via Extension's listserv. Please nominate someone you feel worthy. They do not have to be from our Association, but they do have to be an active member in a participating Association. You may nominate more than one person. More information and the nomination form can be found on the NCJCEP website.

As of the date of this report (September 19, 2024) I have not received any nominations from any of the Associations. The nomination deadline is Monday, November 4.

Respectfully submitted,

Kareis Britt
2024 NCJCEP Officer at Large



NCCEAPA – Executive Board Meeting - TERSSA Report – September 10, 2024

Trudi Neubeck, TERSSA President, continues to come up with new innovative ideas to bring before the Board of Directors to improve member experience. The BOD believes it is important to show members what TERSSA is all about and encourage members to become involved in the national association.

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

Membership for 2024 has continued to increase, currently at 328 from 10 states. Following is the membership per state:

Alabama	2
Louisiana	2
Maine	3
Mississippi	7
North Carolina	79
Ohio	84
Oklahoma	2
South Carolina	1
Tennessee	121
Virginia	27
Total	328

Here is North Carolina's membership by district:

North Central	11
Northeast	29
South Central	15
Southeast	17
West	7
Total	79

Respectfully submitted by Cathy James, TERSSA Treasurer
Presented by Christine Barrier, TERSSA Annalist

Staff Senate Report for NCCEAPA State Conference Meeting Sept. 13, 2024

The Senate is an advisory body to Chancellor Woodson. In fulfilling this role, the Senate:

- Initiates the review of policies and/or procedures and make recommendations regarding interest/concerns that affect staff members;
- Receives proposed policies or policy changes from the chancellor for review and recommendations;
- Assists in the communication of issues and activities affecting staff members; promotes and facilitates staff participation in the university community;
- Encourages a sense of community among all university employees.

The Staff Senate general body meets monthly, generally on the first Wednesday of every month, except July.

As a member of the Staff Senate, you have the opportunity to

- **Collaborate** with staff from across campuses and the state to be a part of a community that cares deeply about the well-being of staff at NC State.
- **Provide input and help shape NC State** programs and policies that are of particular interest to staff.
- **Gain a deeper understanding of how the university works**, how decisions are made, and what opportunities and resources are available.
- **Connect with NC State leadership.** Staff Senate hosts university leadership at monthly meetings and provides time for staff to engage with—and learn from—university administrators.
- **Provide your coworkers a voice** in university governance.
- **Hear first** about upcoming university initiatives.
- **Develop professionally.** The Senate provides many opportunities to serve in leadership roles and across diverse and effective standing committees.

The senators representing NC Cooperative Extension:

11-CALS on campus	Senator	Dave	Herpy	4-H Youth Development	djherpy@ncsu.edu	2025
11-CALS on campus	Senator	Coleman	Simpson	CALS - Academic Program	Cksimpso@ncsu.edu	2025
11-CALS on campus	Senator	Brendan	Riddle	CALS IT	Briddle2@ncsu.edu	2025
11-CALS on campus	Senator	Kedong	Da	Horticultural Science	kda@ncsu.edu	2025
11-CALS on campus	Senator	Bria	Sledge	CALS Academic Programs	bssledge@ncsu.edu	2026

11-CALS on campus	Senator	Kayla	Howell	Ag Institute	kcbettin@ncsu.edu	2026
11-CALS on campus	Senator	LaTosha	Bradley	CALS Diversity & Inclusion	latosha_bradley@ncsu.edu	2026
11-CALS on campus	Alternate	Whitney	Wilson-Botts	Animal Science	whwilson@ncsu.edu	2026
11-CALS on campus	Alternate	Geoff	Bock	Plant Sciences Initiative	grbock@ncsu.edu	2026
11-NC	Senator	James	Draper	Agricultural and Human Sciences	jfdrapeer@ncsu.edu	2026
11-SC	Senator	Jonathan	Baros	Kannapolis Research	jbaros@ncsu.edu	
11-SE	Senator	Pam	Beaman	Southeast - wilson	pdbeaman@ncsu.edu	2025
11-SE	Alternate	Daryl	Anderson		drander9@ncsu.edu	2025

Staff Senate is comprised of the following committees:

Communications

The Communications committee provides effective and meaningful communication to all staff constituents to participate and learn about Staff Senate activities, events and university news; helps publicize Staff Senate and its activities; and promotes staff issues and concerns as opportunities arise.

- **Christenna Hutchins, Chair**

Community Service and Engagement

The Community Service and Engagement committee is to foster a university-wide culture of service and engagement, promoting high-impact, high-quality community partnerships that are mutually beneficial, innovative, collaborative and accessible to the diverse community that NC State Staff Senate serves. The committee provides advice and support to other Staff Senate committees on matters related to the coordination, tracking/documentation, assessment, and recognition of community engagement of participating staff members.

- **Tenille Naumann, Chair**

Computer Loan Program

The Staff Senate Computer Loan Program puts computers into the hands of qualifying employees. The program administers, images, and maintains primarily Windows and Macintosh machines and provides essential training for program participants. By providing access to technology, this program connects employees to resources and enables them to further develop their computer skills and expand their knowledge in ways that benefit both the employee and the NC State campus community.

Functions provided by committee members include imaging the computers, updating the program participant list, maintaining inventory, training participants, and promoting the program to campus.

- **Brendan Riddle, Chair**

Diversity and Inclusion

The Diversity and Inclusion committee promotes and encourages inclusivity and diversity throughout campus in order to make all members of the NC State community feel welcome, safe, and validated.

- **Kasey Harris, Chair**

Employee Experience and Relations

The Employee Relations and Experience committee addresses concerns and works with university departments to revisit and/or clarify university policies and procedures affecting the NC State staff experience and employment satisfaction, while taking actions to meet the evolving needs of the university employees.

- **Ashley Arya, Chair**

External Affairs

The External Affairs committee raises the consciousness of university staff as to how they are affected by actions at the state, federal, and international levels.

- **Stefanie Guarinello, Chair**

Governance

The Governance/Elections committee reviews proposed changes to the bylaws, preparing recommendations as deemed appropriate; accepts nominations for the Staff Senate elections; creates, disburses, and tallies ballots; and renders the final election results to the elected and Senate body.

- **Arlene Mabry, Chair**

Resources and Environment

The Resources and Environment committee shall be to make recommendations to the Staff Senate regarding the campus environment, air quality, and sustainability issues. The committee shall inform and educate the campus body about sustainability best practices in a way that builds awareness and involvement.

- **Kedong Da, Chair**

If you are interested in serving on Staff Senate, please let me know and I can nominate you for District 11-SE.

I have enjoyed serving on the External Affairs committee for my 2-year term. For more information you can go to <https://staffsenate.ncsu.edu/>.

Respectfully submitted by Pam Beaman

8/30/24

AdHoc Committee Report

Date: 9/24/2024

Prepared by Emoni Burgess, AdHoc Committee Chair

In response to the need for state-level funding, the Adhoc Committee of the NCCEAPA solicited suggestions from members for innovative fundraising ideas. We are pleased to report the successful planning, execution, and outcomes of two key fundraising initiatives.

1. 50/50 Raffle

- **Overview:** The 50/50 Raffle was conducted before and during our 2024 NCCEAPA State Conference.
- **Total Raised:** \$2,800+ and half of that was given to the raffle winner
- **Details:** Raffle tickets were sold to attendees, and the winning ticket was drawn on September 13th, 2024. Congratulations to Jacob Morgan from Jones County in the Southeast District, who was the lucky winner.

2. T-Shirt Fundraiser

- **Overview:** The T-Shirt Fundraiser featured three styles: long sleeve, regular t-shirt, and v-neck, each with unique designs.
- **Sales Figures:** A total of 54 shirts were sold.
 - 24 shirts with the "Think Like An Admin" design
 - 30 shirts with the "It Takes A Lot Of Sparkle" design
- **Total Raised:** \$321.49.
- **Distribution:** The shirts were distributed to NCCEAPA members and other Administrative Professionals within Extension during the State Conference.

Both fundraising initiatives have been met with enthusiastic support and have generated a total of \$1,278.75 for our State account. The Adhoc Committee appreciates the contributions and involvement of all members in making these efforts successful. We look forward to continuing our fundraising efforts and welcome any new ideas for future initiatives.

The Adhoc Committee extends its gratitude to all members and supporters who participated in these fundraising activities. Your engagement and support are crucial to the success of our organization. A special thank you to our AdHoc Committee Members: Jamy Santiago, Karla Frizzelle, Keai Tilly, Dina Murray, and Maryann Mickewicz.

NC Cooperative Extension Administrative Professionals Association

Proposed Budget for Fiscal Year 2024-2025 - State Meeting September 13, 2024

Membership Dues: 130 active members at \$40		\$ 5,200.00
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
Proceeds from 50/50 raffle		\$ 800.00
Proceeds from t-shirt sale		\$ 425.00
TOTAL REVENUE:		\$8,679.00
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	
Budget Surplus	\$1,117.00	
TOTAL EXPENDITURES :		\$8,679.00

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, Watauga - W

Constitution & Bylaws Proposed Changes

July 15, 2024

Gloria Morning, Chair - Rules & Bylaws Committee

Article VI – Elections

Section 7: (Currently reads)

No officer may hold two Executive Board positions concurrently in NCCEAPA at the state level.

Recommendation to reword Article VI – Elections, Section 7 to read:

No officer may hold two **voting** Executive Board positions concurrently in NCCEAPA at the state level.

Article VI – Elections

Section 8 currently reads:

Nomination for officers shall be made through a Nominating Committee composed of one person from each of the Extension Districts and the Campus Chapter. This committee member is to be appointed by the Executive Board of her/his district.

Recommendation to reword Article VI-Elections, Section 8 to read:

Nomination for officers shall be made through a Nominating Committee composed of one person from each of the Extension Districts **and the Campus Chapter**. This committee member is to be appointed by the Executive Board of her/his district.

Article X – Meetings

Section 1 currently reads:

The Association shall hold an annual meeting in or around September. Districts will host the state meeting on the following rotational basis: West, North Central, South Central, Northeast, Southeast, Campus. Following this rotation, the district that is next in line, shall contact and work with the President when scheduling the dates of the upcoming state meeting. The invitation shall be extended to the entire membership at the state meeting by the upcoming year's host district. The host district will provide a planned educational activity to promote professional improvement during the days provided by Administration for the state meeting.

Recommendation to reword Article X - Meetings, Section 1 to read:

The Association shall hold an annual meeting in or around September, with the meeting concluding no later than September 30. Districts will host the state meeting on the following rotational basis: West, North Central, South Central, Northeast, Southeast, Campus. Following this rotation, the district that is next in line, shall contact and work with the President when scheduling the dates of the upcoming state meeting. The invitation shall be extended to the entire membership at the state meeting by the upcoming year's host district. The host district will provide a planned educational activity to promote professional improvement during the days provided by Administration for the state meeting.

Article X – Meetings

Section 6 currently reads:

In the event that any biannual meeting cannot be held on the district or chapter level, the business of the District or Chapter shall be conducted by the District or Chapter Board of Directors, which shall consist of the District or Chapter Officers and District or Chapter-Committee Chairs. Meeting of said Board shall take place in a format chosen by the District or Chapter President. Proposed meeting agenda shall be mailed to the general district or chapter membership at least one month prior to the Board meeting in order to allow individual input. Members wishing to include business items on the agenda should have those submitted to the District or Chapter President no later than two weeks prior to the scheduled meeting.

Recommendation to reword Article X – Meetings, Section 6 to read:

In the event that any biannual meeting cannot be held on the ~~district or chapter~~ level, the business of the District ~~or Chapter~~ shall be conducted by the District ~~or Chapter~~ Board of Directors, which shall consist of the District ~~or Chapter~~ Officers and District ~~or Chapter~~-Committee Chairs. Meeting of said Board shall take place in a format chosen by the District ~~or Chapter~~ President. Proposed meeting agenda shall be mailed to the general district ~~or chapter~~ membership at least one month prior to the Board meeting in order to allow individual input. Members wishing to include business items on the agenda should have those submitted to the District ~~or Chapter~~ President no later than two weeks prior to the scheduled meeting.

Article XIV – District Procedures

Section 3: Name currently reads:

Shall be known as the North Carolina Cooperative Extension Administrative Professionals Association followed by District name (ex. NCCEAPA-Western District or NCCEAPA-WD) or Campus Chapter (NCCEAPA-Campus Chapter).

Recommendation to reword Article XIV – District Procedures, Section 3 Name to read:

Shall be known as the North Carolina Cooperative Extension Administrative Professionals Association followed by District name (ex. NCCEAPA-Western District or NCCEAPA-WD) ~~or Campus Chapter (NCCEAPA Campus Chapter).~~