



NCCEAPA Executive Board Meeting September 10, 2024

Doubletree by Hilton-Biltmore Hotel,
115 Hendersonville Road, Asheville NC, 28803

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

The meeting was called to order at 2:06 pm by President, Roben Jarrett.

Present: Christie Bell- Advisor, Pam Jordan-2nd Vice President, Julie Campbell- 1st Vice President, Maryann Mickewicz- Treasurer, Kareis Britt- NCJCEP Officer at Large, Roben Jarrett-President, LaToya Lucy- Parliamentarian, are present. **Absent:** Cheryl Tripp-Secretary.

Quorum has been established by Parliamentarian LaToya Lucy.

Motion to approve Executive Board Agenda- Maryann Mickewicz made the motion, Julie Campbell 2nd. Motion passed.

Thought for Today- A Very Special Bank Account- Julie Campbell

3/1/24 Board Mtg Minutes, Guilford County- motion to approve, Pam Jordan. 2nd Maryann Mickewicz. Motion passed. Minutes will be marked as approved on the website.

Unfinished Business- Recommendation from Rules & Bylaws Committee were voted on via email. The recommendations passed with a majority of 24 “YES” votes. Is there anything else needed for the by-law changes that were set forth to be discussed at the Board of Directors Meeting? None noted.

Treasurer Reports- Maryann Mickewicz.

Financial report as of 9/13/24, total funds are \$8,001.77. Revenue-\$5527.46, Expenditures-\$5681.29. See financial report attached for further details.

Proposed Budget- recommended to discuss at the Board of Directors Meeting- Julie Campbell 2nd. Motion Passed.

Awards Report Discussion- Will ask administration to hand them out and take pictures.

DSA Award- Julie Campbell plans to ask district 1st VP's to please vote at the district level and send only the winner to the state for a vote on the award. A simple announcement will be made to the membership as there are no bylaws that explicitly say what has to happen.

TERSSA Report- submitted by Cathy James. Christine Barrier will be reading it at the business meeting.

Membership Chair Report- Lori Davis will be reading for Sam Jefferson.

New Business

- Lynn Raynor has volunteered for this upcoming year (Sampson County, 2025) and Pam Beaman the following year (Wilson County, 2026) to take the NCJCEP position from our organization.
- Requirements for NCJCEP nominee- our bylaws versus their bylaws- why are we adding further restrictions to the rules of NCJCEP. The idea will be put forth to the Rules & Bylaws committee to see if it's feasible to remove "having been to a winter forum" as a requirement for members of NCCEAPA to join NCJCEP because NCJCEP has no such requirement. This will be tabled until the 2024-25 committee takes office. They will review for changes and/or recommendations.
- NCCEAPA has discussed and decided that we do not need Slick text.

Other Business

- Any "ad hoc" committees will terminate with the current president. If needed, the next President will form them at their discretion.
- For the next FY 24-25, it would be wise for the officers to find other funding for travel to state meetings and use NCCEAPA as a last resort. It was decided to not task the rules and by-laws to change the wording of article 7 section 4 because that was one of the perks of being an officer.

Meeting adjourned at 3:23 pm.

Respectfully Submitted,

LaToya Lucy

LaToya Lucy

'23-24 Parliamentarian

Acting Secretary for Cheryl Tripp



NCCEAPA Executive Board Meeting
Tuesday, September 10, 2024, 2 pm
Asheville, NC
Roben Jarrett Presiding

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

AGENDA								
Agenda Item	Discussion				Outcomes and Next Steps			
Call to Order <i>Roben Jarrett, President</i>	Call to Order Time:							
Roll Call <i>LaToya Lucy for Cheryl Tripp, Secretary</i>	Roben Jarrett	Julie Campbell	Pam Jordan	Cheryl Tripp	Maryann Mickewicz	LaToya Lucy	Christie Bell	Kareis Britt
Parliamentary Review <i>LaToya Lucy, Parliamentarian</i>	Verify quorum							
Approval of Agenda <i>Roben Jarrett, President</i>					Motion to accept: Seconded: Decision:			
Thought for the Day <i>Julie Campbell, 1st Vice President</i>								
Approval of Minutes <i>Roben Jarrett for Cheryl Tripp, Secretary</i>	Executive Board Minutes March 1, 2024 – Guilford County				Motion to accept: Seconded: Decision:			
Unfinished Business								
Other Unfinished Business								
Rules & Bylaws Committee Recommendation	Recommendation from Committee Voted on via email and recommendation passed with 24 YES votes				Any further action or discussion needed with BOD before voting at business meeting?			
Reports/Report Related								
Treasurer’s Financial Report & 2024/2025 Proposed Budget <i>Maryann Mickewicz, Treasurer</i>					Proposed Budget Recommendation from Committee Seconded: Decision:			
Needed Awards Report Discussions??								
Christine Barrier will give TERSSA report at business meeting								
Lori Davis will give membership report at business meeting								

New Business	
Nominees for NCJCEP	Late nominee volunteer, another volunteered for nomination for next year.
Requirements for NCJCEP nominee; our bylaws v their bylaws	
SlickText	Could we use this in our Association?
Other Business	
Ad Hoc Committee	Do we need to continue into next year?
Upcoming Deadlines	
September 10-13, 2024	TERSSA National Conference – Concurrent with this meeting
December 6, 2024	NCJCEP Winter Forum – Hoke County
October 6-10, 2025	TERSSA National Conference – Williamsburg VA
September 30, 2024; 11:59 pm	Janet B. Royster Memorial Staff Scholarship
Other Announcements	
Adjourn	

A Very Special Bank Account

Imagine you had a bank account that deposited \$86,400 each morning. The account carries over no balance from day to day, allows you to keep no cash balance, and every evening cancels whatever part of the amount you had failed to use during the day. What would you do? Draw out every dollar each day!

We all have such a bank. Its name is Time. Every morning, it credits you with 86,400 seconds. Every night it writes off, as lost, whatever time you have failed to use wisely. It carries over no balance from day to day. It allows no overdraft so you can't borrow against yourself or use more time than you have. Each day, the account starts fresh. Each night, it destroys an unused time. If you fail to use the day's deposits, it's your loss and you can't appeal to get it back.

There is never any borrowing time. You can't take a loan out on your time or against someone else's. The time you have is the time you have and that is that. Time management is yours to decide how you spend the time, just as with money you decide how you spend the money. It is never the case of us not having enough time to do things, but the case of whether we want to do them and where they fall in our priorities.



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

Attendees: 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 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, 1st 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 2nd 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 2nd VP will be invited if space allows.
 - No additional business
- Note upcoming deadlines on the agenda
- Maryann brought up possibility of 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

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	
NCJCEP 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 Alleghany - NC
Beth Cloninger, Iredell - SC
Kareis Britt, Robeson - SE
Kirsten Dillman, Watauga - W

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



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 ~~11~~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