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**20\_\_ – 20\_\_ Officers**

Name – President

Name – 1st Vice President

Name – 2nd Vice President

Name – Secretary

Name – Treasurer

Name – Parliamentarian

Name – Advisor

**NCCEAPA-NED Spring Meeting**

**10:00 am**

Date

Name County

*Name, Presiding*

*Name, Parliamentarian*

|  |  |  |  |
| --- | --- | --- | --- |
| **AGENDA** | | | |
| **Agenda Item** | **Discussion** | **Outcomes and Next Steps** | |
| **10:00 am Welcome** | Name and Title of who is bringing the welcome | | |
| **Call to Order**  *Name, President* | Call to Order Time: | | |
| **Roll Call**  *Name, Secretary* | \_\_\_Beaufort \_\_\_Edgecombe \_\_\_Martin \_\_\_Tyrrell  \_\_\_Bertie \_\_\_Franklin \_\_\_Nash \_\_\_Wake  \_\_\_Camden \_\_\_Gates \_\_\_Northampton \_\_\_Warren  \_\_\_Chowan \_\_\_Halifax \_\_\_Pasquotank \_\_\_Washington  \_\_\_Currituck \_\_\_Hertford \_\_\_Perquimans  \_\_\_Dare \_\_\_Hyde \_\_\_Pitt | | |
| **Parliamentary Review**  *Name, Parliamentarian* | Verify quorum |  | |
| **Approval of Agenda**  *Name, President* |  | Motion to accept:  Seconded:  Decision: | |
| **Recognition New Secretaries/Guests**  *Name, 2nd Vice President* | *who?* | | |
| **Thought for the Day**  *Name, 1st Vice President* |  | | |
| **Approval of Minutes**  *Name, Secretary* | Last meeting minutes | Motion to accept:  Seconded:  Decision: | |
| **Standing Committee Chair Reports** |  | | |
| **Financial Report/Treasurer’s Report**  *Name, Finance Chair* |  | | |
| **Membership**  *Name, Chair* |  | | |
| **Nominating**  *Name, Chair* |  | | |
| **Professional Improvement**  *Name, Chair* |  | | |
| **Public Relations**  *Name, Chair* |  | | |
| **Reflections**  *Name, Chair* |  | | |
| **Rules and Bylaws**  *Name, Chair* |  | | |
| **Other Reports** |  | | |
| **Staff Senate**  *Name, District 19D Senator* |  | | |
| **NCCEAPA Annual Meeting Update**  *Name, Title* |  | | |
| **TERSSA Update**  *Name, Advisor* |  | | |
| **NCJCEP Report**  *Name, Title* |  | | |
| **Other** | (always have Other just in case…) | | |
| **Unfinished Business** |  | | |
| Any unfinished business listed in this section |  | | |
| **Other** | (always have Other just in case…) | | |
|  |  | | |
| **New Business** |  | | |
| **Proposed Rules & Bylaws Changes** | (if changes proposed) | | |
| **Administrative Professional of the Year**  *Name, Professional Improvement Committee Chair* |  | | |
| **Installation of Officers 20XX-20XX**  *Name, Advisor* |  | | |
|  |  | | |
| **Other** | (always have Other just in case…) | | |
| **Other Business/** |  | | |
| **Announcements** |  | | |
| **Invitation to Fall Meeting**  *Name of County-Name of Adm.* |  | | |
| **Community Service Project** | What is the community service project for this meeting? | | |
| **Other Announcements** |  | | |
| **Adjourn** |  | | Motion: Seconded:  Decision:  Time: |
| **Lunch** |  | | |
| **Professional Development** | Title | | |
| **Dates to Remember** | | | |
| **September dates** | **NCCEAPA State Meeting – Place, NC** | | |
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