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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*

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| **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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