

**20\_\_ – 20\_\_ Officers**

*Name* – President

*Name* – 1st Vice President

*Name* – 2nd Vice President

*Name* – Secretary

*Name* – Treasurer

*Name* – Parliamentarian

*Name* – Advisor

*Name* – Federation Officer

**NCCEAPA Board of Directors Meeting**

 **Date @ Time**

**Location**

*President’s Name, Presiding*

*Name, Parliamentarian*

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| **AGENDA** |
| **Agenda Item** | **Discussion** | **Outcomes and Next Steps** |
| **Call to Order***Name, President* | Call to Order Time: |
| **Roll Call***Name, Secretary* | Campus | Northeast | North Central | Southeast | South Central | West |
| **Parliamentary Review***Name, Parliamentarian* | Verify quorum |
| **Approval of Agenda***Name, President* |   | Motion to accept:Seconded:Decision: |
| **Thought for the Day***Name, 1st Vice President* |   |
| **Approval of Minutes***Name, Secretary* | Board of Directors Minutesdate of last BOD meeting | Motion to accept:Seconded:Decision: |
| **District Reports** |
| **Campus,***Name, President* |  |
| **Northeast***Name, President* |  |
| **North Central***Name, President* |  |
| **Southeast***Name, President* |  |
| **South Central***Name, President* |  |
| **West***Name, President* |  |
| Standing Committee Reports |
| **Finance****Treasurer’s Financial Report***Name, Treasurer* |  |
| **Membership***Name, Chair* |  |
| **Nominating***Name, Chair* |  |
| **Rules & By-Laws***Name, Chair* |  |
| **Professional Improvement***Name, Chair*  |  |
| **Public Relations***Name, Chair* |  |
| **Reflections***Name, Chair* |  |
| **Other Reports** |
| **20\_\_ Sue Mills Lighthouse Award** *Name, President* |  |
| **20\_\_ Distinguished Service Award***Name, 1st Vice President* |  |
| **20\_\_ Executive Board Award***Name, 1st Vice President* |  |
| **20\_\_ Herter-O’Neal Scholarship***Name, 2nd Vice President* |  |
| **Honorary Membership***Name, Membership Chair* |  |
| **Federation Report***Name, Federation Representative* |  |
| **TERSSA Report***Name*, NC TERSSA Representative |  |
| **Old Business** |
| **20\_\_ State Meeting Update***Name, \_\_\_\_\_ District* |  |
| **Other Old Business** | *(always have Other just in case…)* |
| New Business |
| **20\_\_-\_\_ Proposed Budget***Name, Treasurer* |  | Budget Recommendation from CommitteeSeconded:Decision: |
| **Rules and By-laws***Name, Rules and By-laws Chair* | *(if changes proposed)* | Recommendation from CommitteeSeconded:Decision: |
|  |  | Motion to accept:Seconded:Decision: |
|  |  | Motion to accept:Seconded:Decision: |
| **Other New Business** | *(always have Other just in case…)* | Motion to accept:Seconded:Decision: |
| **Upcoming Deadlines** |
| April 1, Year | Herter-O’Neal Scholarship Application – *Name*, 2nd Vice President |
| August 1, Year | Executive Board Award Nominations – *Name*, 1st Vice President |
| August 1, Year | Distinguished Service Award – *Name*, 1st Vice President |
| August 1, Year | Sue Mills Lighthouse Award - *Name*, President |
| *Any upcoming deadlines or meetings* |  |
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| **Other Announcements** |  |
| **Adjourn** |  | Motion to accept:Seconded:Decision: |

*Meeting Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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