**A black and blue logo

Description automatically generated**

**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 Executive Board Meeting**

**Month Day, 20\_\_ @ Time**

**Location**

*President’s Name, Presiding*

*Name, Parliamentarian*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **AGENDA** | | | | | | | | | |
| **Agenda Item** | **Discussion** | | | | | **Outcomes and Next Steps** | | | |
| **Call to Order**  *Name, President* | Call to Order Time: | | | | | | | | |
| **Roll Call**  *Name, Secretary* | President’s name | 1st VP’s name | 2nd VP’s name | Secretary’s name | Treasurer’s name | | Parliamentarian’s name | Advisor’s name | NCJCEP officer’s name |
| **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* | Executive Board Minutes  date of last Executive Board Meeting | | | | Motion to accept:  Seconded:  Decision: | | | | |
| **Old Business** | | | | | | | | | |
| **Other Old Business** |  | | | | |  | | | |
| **New Business** | | | | | | | | | |
| **Treasurer’s Financial Report & 20\_\_-\_\_ Proposed Budget**  *Name, Treasurer* |  | | | | ***Proposed Budget Recommendation from Committee***  Seconded:  Decision: | | | | |
| **20\_\_ Mills Lighthouse Award**  *Name, President* |  | | | | Motion to accept:  Seconded:  Decision: | | | | |
| **20\_\_ Distinguished Service Award**  *Name, 1st Vice President* |  | | | | Motion to accept:  Seconded:  Decision: | | | | |
| **20\_\_ Executive Board Award**  *Name, 1st Vice President* |  | | | | Motion to accept:  Seconded:  Decision: | | | | |
| **20\_\_ Herter-O’Neal Scholarship**  *Name, 2nd Vice President* |  | | | | Motion to accept:  Seconded:  Decision: | | | | |
| **Honorary Membership**  *Name, Membership Chair* |  | | | | Motion to accept:  Seconded:  Decision: | | | | |
| **Federation Report**  *Name, Advisor* |  | | | | | | | | |
| **20\_\_ State Meeting Update**  *Name, District* |  | | | | | | | | |
| **TERSSA Report**  *Name*, NC TERSSA Representative |  | | | | | | | | |
| **Other** |  | | | | | | | | |
| **Other Business** |  | | | | | | | | |
| **Upcoming Deadlines** | | | | | | | | | |
| April 1, Year | Herter-O-Neal Scholarship Application –, 2nd Vice President | | | | | | | | |
| August 1, Year | Executive Board Award Nominations –, 1st Vice President | | | | | | | | |
| August 1, Year | Distinguished Service Award –, 1st Vice President | | | | | | | | |
| August 1, Year | Honorary Membership Nominations –, State Membership Chair | | | | | | | | |
| August 1, Year | Professional Improvement Scholarship – ,Professional Improvement Chair | | | | | | | | |
| August 1, Year | Sue Mills Lighthouse Award Nominations – , State President | | | | | | | | |
| August (?) | Horn of Plenty, Location | | | | | | | | |
| Date | TERSSA National Meeting – | | | | | | | | |
| Date | NCCEAPA Executive Board Meeting, | | | | | | | | |
| Date | NCCEAPA Board of Directors Meeting, | | | | | | | | |
| Date | NCCEAPA Annual State Business Meeting, | | | | | | | | |
| Date | Federation Forum | | | | | | | | |
| **Other Announcements** |  | | | | | | | | |
| **Adjourn** |  | | | | Motion to accept:  Seconded:  Decision: | | | | |