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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

*Name* – Federation Officer

**NCCEAPA Board of Directors Meeting**

**Date @ 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* | 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 Minutes  date 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 Committee  Seconded:  Decision: | | |
| **Rules and By-laws**  *Name, Rules and By-laws Chair* | *(if changes proposed)* | | | Recommendation from Committee  Seconded:  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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