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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 Executive Board Meeting**

 **Month Day, 20\_\_ @ 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* | 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: |