

# ***North Carolina Probation and Parole Association***

## ***Executive Board Meeting Minutes***

December 8, 2017

### **I. Call to order**

President Emily Jones called to order the board meeting of the NCPPA at 11:05am on December 8, 2017 at 2020 Yonkers Road, Raleigh, N.C. All present were welcomed.

### **II. Roll call**

The following members were present: Emily Jones, Eddie Wallace, Dwynetta Foster, Jessica Boggs-Spellman, William Chisholm, Carol Henry, Jessica Bullock and Tiffany Vaughan.

### **III. Secretary's Report**

Minutes were read and a motion was made by Emily Jones to amend the meeting date on the minute's document from December 8, 2017 to November 3, 2017. Motion was second by Jessica Bullock. With no further amendments, a motion to approve was made by Jessica Boggs-Spellman, seconded by Jessica Bullock.

### **IV. Treasurer's Report**

No report

### **V. Old Business**

- a. Jessica Boggs-Spellman discussed a co-sponsored event with the North Carolina Correctional Association and North Carolina Troopers Association. It was suggested to have an event with sponsored lunch by all associations at the North Carolina Zoo in Asheboro on a Saturday for the members and their families. Collaborating together will bring all associations affiliated with NCDPS together for comradery building. President Emily Jones shared she has sent Assistant Director Cynthia Williams of DCC an email informing of the idea and once feedback is received she would be sharing with the board. In the meantime, Jessica Boggs-Spellman will be making contact with each associations President to discuss the idea further and interest.
- b. Due to an error on the plaque presented to Jessica Boggs-Spellman for the Associations Member of the Year during the 2017 Training Institute, President Emily Jones presented a corrected plaque during the meeting.

### **VI. New business**

- a. Each year there is a hospitality room that the association pays for and a vendor sponsors the alcoholic beverages and light refreshments. Jessica Boggs-Spellman discussed a concern related to the Hospitality Room of the Annual Training Institute.

If there was a mishap or accident with a person in the hospitality room is the NCPPA Executive board held liable with the possibility of being sued. With much discussions and brainstorming it was concluded that the NCPPA should not be paying for a hospitality room but for hospitality overall during the Training Institute such as refreshments, entertainment, etc. This information was confirmed by Susan Walker. For future TI's the hospitality room will be paid for by the sponsor. The association will also explain to the divisions the purpose of the \$350 that is paid each year and clarify the money is utilized for all hospitality expenditures and not the hospitality room.

- b. Jessica Bullock discussed section 8 of the NCPPA By-Laws which states there should be a Newsletter Editor within the association appointed by the President. The section has not been active and starting in 2018, Eddie Wallace will act as the Newsletter Editor appointed by President Emily Jones. Shena Rollins-Jones and Amber Ward will assist with the newsletter to ensure it is being prepared and published according to the by-laws. A motion to accept the new members of the newsletter committee was made by Jessica Bullock, seconded by Jessica Boggs-Spellman.

## **VII. Issues and Resolutions**

See New Business related to Hospitality Room

## **VIII. 2018 Training Institute**

This year TI is hosted by Division One. William Chisholm reported the 2018 Training Institute tentative date will be October 24, 2018 – October 26, 2018 at the Hilton Garden Inn in Kitty Hawk, NC. Discussion was held on how the Division should go about committee assignments for the TI. It was suggested to send an email to the Division One members requesting assistance and see who would be interested for which committee. Room rates estimate \$71, \$81 and \$91 per night.

## **IX. Division Reports**

Division One reported the next meeting will be December 15<sup>th</sup> and will have the annual Ronald McDonald House Drop-Off. The division has been involved in Craven County Autism Chapter assisting with a golf tournament in October. The division is still selling challenge coins and mugs.

Division Two reported the next meeting will be held on December 15<sup>th</sup> at 11am on Yonkers Road. Meeting room TBA. The division is working on the Spring Workshop and there have been several speakers to confirm their attendance. The division is still selling tumblers and candy bars. A needy family has been adopted to assist with a Christmas Wish list.

Division Three

No report

Division Four

No report

Lunch was provided by the association and catered by Panera Bread.

President Emily Jones adjourned the meeting at 1:00pm.

Minutes submitted by: Tiffany Vaughan, Secretary