

# North Carolina Probation and Parole Association

## Executive Board Meeting Minutes

January 12, 2024

**Call to order:** President Brittany Carkner called the meeting to order at 11:03am. The board meeting was held at 2020 Yonkers Road and on MS TEAMS.

The following members were present: Brittany Carkner, Emily Patton, John Lanier Amie White, Debra Lemke, Tracey Nelms, Latashia Williams, Shanan Stevenson, Jailene Garcia, Robyn Wolfe, Kristen Black, Kaliah Hooper-Cotton, Tiffany Beaver, and Allison Luckado.

### **Introductions of New Executive Board Members.**

**Secretary's Report:** September minutes reviewed, and a motion made by Latashia Williams and seconded by Tracey Nelms to accept the minutes as presented. All in favor. No opposed, no abstentions.

**Treasurer's Report:** For December 2023 presented by Treasurer Latashia Williams and copies provide to board members via email and paper. Motion by Robyn Wolfe to accept, 2<sup>nd</sup> by Kaliah Hooper-Cotton. All in favor, no opposed, no abstentions.

**Membership Report:** Presented by Treasurer Latashia Williams. All memberships expiring December are due to be renewed by 1/15/24 or will move to the expired membership roster. Co-Chairs are to reach out to members expired, going to expire, and soon to expire and encourage renewal.

### **Old Business:**

NCPPA Pamphlet handed out and EB discussed the look and content of the pamphlet. Noted that the photos will need to be updated as DPS is visible on some photos. New stock photos will be chosen and updated. New pamphlet will need to be approved by Director of Field Services Karey Treadway.

**Issues and Resolutions:** Tracey Nelms will follow up with Taren Hall on any new issues.

**Fundraiser Merchandise Approvals:** Emily Patton gave an update and provided the process for getting approval for any new items. All items will have to be submitted to Director Treadway first and the be discussed by upper management all the way to Deputy Secretary Lee.

Board discussed challenge coins for each Division and EB to be sold for fund raising. Updated and redesigned each year for collector items and offer package deals \$ for all 5. Amie, Robyn, and John will work on this.

**Constitution & By-Laws:** Tiffany Vaughn and Emily Jones have been working on updates and Amie White (2024 Parliamentarian) will get with them and get updates and discuss at the next meeting.

**New Business:** DCS Point of contact will be Director of Field Services Karey Treadway.

New Treasurers will need to get with the Chairs in each Division and meet at State Employees Credit Union to update the names on the account(s).

Note that Division 4 Treasurer needs to renew NCPPA membership.

**New Committees:** EB Members reviewed the prepared list of Committees for 2024 and signed up as the sheet was passed around for review. The list will be emailed out for Division Chairs to work on filling the missing slots under each Committee. T.i. Committee will be filled by Division 1 members.

**Newsletter:** Quarterly, set months this year are March, June, September and December.

Divisions are encouraged to send photos and send to Committee Chair Jailene Garcia. Please add a description with the photo when submitting.

**Spring Workshops:** Division 1 will not have a Spring Workshop this year due to hosting the T.i. (keep in mind to get approval before using the badge/logo before use). Discussion held about reduced membership fee at the Spring Workshops statewide, new members only. Motion by Robyn Wolfe, 2<sup>nd</sup> by Tiffany Beaver. All in favor, no opposed, no abstentions. Motion passed.

Spring workshop membership fee will be \$35

**Website Updates:** Treasurer Latashia Williams needs a head shot of any EB member that would like to update their photo and photos from new EB members by 1/26/24.

Update to the website to announce the save the date for the 2024 Training Institute to be held on 11/13/24-11/15/24 will be added. Newsletters will be added to the website. Latashia will prepare a 2024 Executive Board Member roster and email.

**2024 Basic Graduation:** Will now be held on Thursdays, sign-up sheet was passed around (color coded by location) for EB members to sign up and attend in order to speak with graduates about NCPPA and be a presence at graduations for NCPPA. Requested that anyone who signs up once the list is emailed out to fill in gaps be active members and knowledgeable of current events within NCPPA. Kaliah Hooper-Cotten will type up a graduation "talking points" card to be available to assist members talking to graduates.

**Goals for 2024:** Challenge Coin, automated program to track and maintain membership (Oracle suggested by Amie; Tiffany will check to see what APPA, NCCA/ACA uses; Latashia will check with our website designer to see what is recommended and Jailene will work with Latashia on this project. Co-Chairs are tasked to keep memberships active and recruit new members.

- Statement made to have insurance sign up a separate software/web page to keep personal information secure.
- Requested that Chairs talk to members at the Division meetings to see what they would like to see from the NCPPA EB for 2024.
- Request to add a retiree section to the membership section on the membership form.

John spoke about the duties of the Co-Chairs. Take the membership report from the Treasurer and reach out to members who are about to expire, or expired, and make contact to encourage renewal. Membership needs to increase in 2024. Reach out to Field Specialist to recruit as members and work with them to meet new staff.

- Increase membership
- More vocal / voice of probation to understand what officers are going through. What they need and what can NCPPA do for them.
- Set up an email group and or TEAMS Chat room/huddle to encourage members to reach out.
- Open discussion on how to get Gen Z age group more involved. Use social media.
- How to get endorsed by "All In"
- Challenge to new Division Chairs to start engaging members.
- NCPPA to do something for retiring members that is the same across the state.

**2024 Training Institute:** Update by Division 1 Chair Tracey Nelms. Theme this year is, "Embracing Our Path Forward". Dates are 11/13-11/15 2024. Save the date notice is ready to send out.

Side discussion on scholarships started as only one request was received and the member who submitted the request was not active at the time of the submission. Person is welcome to apply again in 2024 as member is now active. Scholarship applications due by 7/12/24.

Next planning committee will meet on 1/22/24.

Hampton and Ballast hotels are being worked as options closure to the venue.

Vendor fees discussed with new amounts of \$150 for small businesses, \$800 for commercial vendors and \$\_\_\_\_\_ for state vendors.

Vendors will be moved into the large meeting room this year and breakout sessions and meetings will be held one floor down. This will provide vendors more space, more access to attendees, and all food will be in the same room.

Division 1 is organizing and will continue to provide updates.

Entertainment ideas- dress up event/formal both nights

DJ/Photo booth

John will invite Dr. White back (completed).

Discussed other speakers and Kaliah Hooper-Cotton will ready out to Darlene Drew (former Warden).

Discussion on Div 3 turning over the current catalog of fund raising to EB to spread throughout the state for fundraising. Discussion will be had with members of Division 3 and review at the February EB meeting.

### **Division Reports:**

**Division One:** T.i. planning

**Division Two:** Presented by Chair Kaliah Hooper-Cotton. Next meeting is on 1/24/24 in Cumberland County in person and by MSTEAMS.

-planning Spring Workshop, community service events in Wake and Cumberland counties. Had a Christmas sponsor/family over the holidays. Recruiting at Chief's meetings, etc.

Bracelet, pamphlet, & pen give aways to prospective new members.

Quote at next meeting for NCPA armbands to hand out. Possible Probation/Parole Officer's week in July.

**Division Three:** Presented by Co-Chair Debra Lemke. Next meeting on 1/24/24 by MSTEAMS and in person. Recruit new members at staff meetings and CPPO meetings.

**Division Four:** Spring workshop planning, 12/7/23 Christmas project, Rutherford Community College on 1/18/24, Golf Tournament planning.

**Motion to adjourn by Latashia Williams, 2<sup>nd</sup> by Debra Lemke. All in favor, no abstentions, no opposed, Motion passed.**

**Next meeting will be held on 2/9/24 by MSTEAMS and invite will be sent out shortly.**

**Prepared and submitted by Secretary John P. Lanier, Jr.**