



NORTH CAROLINA
PROBATION AND PAROLE ASSOCIATION

NCPA Executive Board Meeting Minutes
Guilford Tech Community College,
Public Safety Building
100 Delivery Drive (Jamestown) Room 210
02/21/2025 at 11am

Present in person: April McWhirter, Latashia Williams, Tracey Nelms, John Lanier, Amie White, Tiere Lindsay

Present on Microsoft Teams: Asia Figueroa, Brittany Keeter, Kristen Black, Stephanie Hessler, Jailene Garcia, Justin Lovett, Tiffany Beaver

Not present:

- ❖ College Paperwork filling out (Stan Lawhorne from GTCC)
- ❖ **Call to Order** - Amie White, President. Welcome, meeting started at 11:04am
- ❖ **Introductions**
- ❖ **Reports –**

- ❖ **1. Secretary Minutes: Justin Lovett**

-Secretary, read through minutes from meeting held on January 17 to the group. Also, minutes sent via email for the body to review. A motion was made to accept minutes by Brittany Keeter and the motion was second by Kristen Black, all members agreed and accepted. Motion adopted to accept minutes. Motion carried.

- 2. Treasurer: Latasha**

-Treasurer, reviewed report to the body and provided a treasure report, sent via email. The report provided beginning and ending balance for each account. See attachment / treasurer report for additional information. SECU General Checking beginning balance \$13,894.98 and ending balance \$18,219.66, SECU General Shared Account beginning balance \$37.51 and ending balance \$37.52, SECU Scholarship Account beginning balance \$408.36 and ending balance \$408.46, SECU Disaster Relief /Benevolence Account Beginning \$2,449.45 and ending balance of \$1,343.10, BB&T Merchant Checking beginning balance \$5,950.07 and ending balance \$5,811.12, and BB&T Merchant Saving beginning balance \$1,050.30 and ending balance \$1,050.31.

A motion was made to accept treasurer report by Jailene Garcia and the motion was second by Tiffany Beaver, all members agreed and accepted motion. Motion adopted to accept minutes. Motion carried.

- 3. Membership: Latasha**

-Total membership for NCPA is 232. See attachment/membership report for more information.

Division 1: 79

Division 2: 51



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Division 3: 59

Division 4: 43

Amie White shared that she wants all 4 division chairs to print the membership report and go through each member to verify their name, address, phone number, and rank. Brittany will put an editable copy on shared points. This is to be completed by the next meeting.

❖ Old Business –

A. Training Institute – Division 1 – Tracey Nelms and Latashia Williams

It was provided that the check was done incorrectly when ACDP sent it off. In terms of paying for the scholarship/balance this was sent for payment. It's our understand that this has been taken care of.

B. Western Merch: Brittany Carkner/John Lanier/Amie White

The JotForm account has been updated and everyone has access. It is active and is working. The Jotform can be shared with members at this time. Johns did a practice run and it worked! FYI... there is still a lot of merchandise.

There was discuss on the process of pulling the report weekly to get to vender and the process of getting ride of/selling what we paid for. Open discussion regarding shipping items, Amie and John will assist with getting the items to vender also if needed will help with shipping. Brittany looked at Jotform regarding shipping options and fees (those outside of the network). Individuals that are within the network, Amie will get these items to our meetings and the chair or co-chair will assist. Another option would be to see if the JDD will help with getting items out throughout their division.

Shipping can be done through square.

The request was made to have an email communication sent on Monday to all DAC. An email request will need to go to Director Tredway to review and approval before going to communications.

C. Square- where are we at with the ability to use it for western merch or membership: Latashia

Currently square is only being used for Western Merch. If the body would like to use square for membership and merch. During the payment process there needs to be a note to provide membership fee. At this time we will just keep the square for western merch.

D. Headshots for New Members: Are we using SharePoint and if so, who needs their photo taken.

Brittany provided that Greg has the professional photo for the executive board. FYI.. the headshots for division 4 will be different as they took their photos before implementation of the flag background. Tyler does not have an updated photo at this time.



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E. NCPPA Website: Update and future look: [Latashia](#)

Photos have been sent to Latashia and she will reach out to the web designer to make needed updates/changes.

F. Social Media Person: List of names of those interested to Latasha for verification no later than 3/1.

Example of Canva work emailed to me no later than 3/1: [Amie](#)

Provided that names and Canva work will need to be in by 3/1/25. Amie and Latashia will verify the persons membership. Brittany provided that the NCPPA ig account has been created. It was mentioned that this body can assist with posting items, just to think and be mindful of what you post. This will be until the social media person is filled and then the social media person will then be the only person posting at that time.

G. Division 3 Co-Chair: [Kristen Black](#)

Follow-up on Asia being sworn in as co-chair. Kristen Black provided at this time no but projected for the first week of March.

H. 2025 EB Coin: [Report from Brittany](#)

The request has been made and there is conversation on the idea of the coin. Amie provided that she would like to be a part of this process.

I. NCPPA Lapel Pin: [Everyone](#)

Follow-up conversation on the lapel pin. The workgroup will be Tracey, Amie, and Latashia. Discussion on EB getting one and then the idea of as new members joining to issue them one as well. The body would like to move forward on this so we can have this before PPO Week.

❖ New Business –

A. Div 4 TI Update (out of order per EB Pres): [Stephanie Hessler and Tiffany Beaver](#)

Stephanie sent the body an email with photo attachments, proposal, and contract information. The projected plan is to have the TI at the Tryon International located at the Blue Ridge Foothills of Mill Spring, NC. The overall content looked great. The body did have a few questions to inquire about before moving forward to include: The cut off date, online booking, the number of people the hotel will accommodate and to consider having overflow hotels. It was provided that Tryon does have cabins, and that pricing will be checked. The major question would be the number of people that can stay at the resort.

B. Newsletter: [Jailene](#)

Jailene provided that she has a draft and currently working on it. Requested photo from the TI and would like to do a recap from the TI. Mentioned that she would include a QR code for social media and any up coming events.

C. Graduation Sign Up: [Everyone](#)

Amie reminder everyone to go to the shared points website, click on the NCPPA EB box and sign-up for graduation by 3/1/25.



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D. Committee sign up and discussion: [Everyone](#)

Amie reminder everyone to go to the shared points website, click on the NCPPA EB box and sign-up for committees by 3/1/25.

E. 2025 Probation and Parole Officers week: [Everyone](#)

There was a short discussion for PPO week and finding something to give to our officers. There was an email for the body to vote on the item they want to order from 4imprint.

❖ Constitution and By-laws

A. Constitution: Format in user friendly form. Locate missing pages: [John](#)

John is still working this.

B. Any amendments to consider at this time: [Everyone](#)

None at this time.

❖ Committee Reports

A. We need members to fill these slots: List given or input to SharePoint by 3/15

B. Scholarship: What happened to applicants from last year?

Amie provided that she will reach out to Kaliah Hooper-Cotton to see where there were any updates on the scholarship applicants from last year.

❖ Training Institute/Spring Workshops

A. Div 1 Spring Workshop: [Tiere Lindsay/April McWhirter](#)

Div 1 is looking at a date in May and to host at Nash Community College. Tiere is working on ideas, topics, and speakers

B. Div 2 Spring Workshop: [Jailene Garcia/Tyler Wiegand](#)

Div 2 is looking at 4/25/25 with the location to be at Johnston or Harnett Community College

C. Div 3 Spring Workshop: [Kristen Black/Asia Figueroa](#)

Div 3 is planning to meet next week and will get the ball rolling on the spring workshop date and the details. Div 4 will join Div 4

❖ Division Reports

Div 1: Chair Tiere Lindsay:

Meet and greet set for 2/28/25 ICE breaker, Member goal 100 to 150,



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Div 2: Chair Jailene Garcia:

Next meeting will be 2/24/25 Franklin County and Teams option, Spring Workshop, newsletter, fundraiser of a raffle to win a 3 year membership, Community event, and polo (if approved)

Div 3: Chair Kristen Black:

Working on the workshop

Div 4: Chair Stephanie Hessler:

Meeting held on the 20th, membership drive 2/7/25 with Superbowl theme

Discussion on the next meeting, teams meeting 3/28/25 10am

❖ Adjourn at 01:03pm