



NORTH CAROLINA
PROBATION AND PAROLE ASSOCIATION

January 17, 2025 at 10:00am
NCPA Executive Board Meeting Minutes
Guilford Tech Community College,
Public Safety Building
100 Delivery Drive Jamestown)
Room 210

Minutes

Present in person: April McWhirter, Kristen Black, Tiffany Beaver, Stephanie Hessler, John Lanier, Amie White, Brittany Keeter

Present on Microsoft Teams: Tyler Wiegand, Jailene Garcia, Tiera Lindsey, Robyne Wolfe, Latashia Williams

Not present: Emily Patton, Maggie Brewer

- ❖ Call to Order – Amie White, President. Welcome, meeting started at 10:11am
- ❖ Introductions in person and Microsoft Teams.
- ❖ Review of Offices and roles of that office: Read to the group by John Lanier
- ❖ Reports –

1. Secretary Minutes: John Lanier

Minutes was read and reviewed by members; the last meeting was the NCPA TI 11/15/2025. Mentioned that there are two scholarship applications turned in and the minutes reflects the amendments that were passed. A motion was made to accept minutes by Kristen Black and the motion was second by Jailene Garcia, all members agreed and accepted. Motion adopted to accept minutes.

2. Treasurer: Latasha Williams

Treasure report was read to the group and an email sent to the group to review as well.

November 2024 Report

General Checking beginning balance \$26,653.34 and ending balance of \$28,292.47

General Shared beginning balance \$37.49 and ending \$37.50

Scholarship Fund Share Acct \$408.27

Disaster Relief Acct/Benevolence Go Fundme \$5,072.63

Merchant Checking Acct. \$5,736.52

Merchant Savings Acct. \$1,050.29



NORTH CAROLINA PROBATION AND PAROLE ASSOCIATION

December 2024 Report

General Checking beginning balance \$28,292.47 and ending balance of \$13,894.98

General Shared beginning balance \$37.50 and ending \$37.51

Scholarship Fund Share Acct \$408.36

Disaster Relief Acct/Benevolence GoFundMe \$2,449.45, where \$6000.00 went to western NC donations and \$3,376.82 deposited

Merchant Checking Acct. \$5,950.07

Merchant Savings Acct. \$1,050.30

-A motion was made to accept treasurers report by Tiffany Beaver and the motion was second by April McWhirter, all members agreed and accepted. Motion adopted to accept report.

3. Membership: Latasha

Total membership of all divisions is 253 as of 11/10/2024 and starting 2025, there is currently 240 members. Renewals have been sent out for members to rejoin for January and March of this year.

❖ Old Business –

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

Received an email from the Ballast the first of January, they are waiting on payment from the state, and this is being worked on. ACDP payment for linen, Tracey took care of the taxes and there was some follow-up in reference to ACDP and W-9 form. Outside of that the only outstanding items to address are scholarship, cookies, and Jersey Mikes.

B. Survey from TI: Robyn Wolfe (handouts provided via team)

Responses from survey

C. Western Merch: Brittany Carkner/John Lanier/Amie White (discussion on getting merchandise from vender to Amie and then to the needed division). If you sell it, you will be the point of contact. Bring it to the meeting and from there you distribute the items from there. Jotform membership, used the ncppa email. Need to update the account.

D. Amendments from TI: Amie White and John Lanier

Passed amendments (4). 1. Type of member 2. 2 yr term starts next year 3. Vote on any amendment as need via electronically, do not have be voted on in person. 4. Social member of the , executive board member not a voting member and will be voting on next year.



NORTH CAROLINA PROBATION AND PAROLE ASSOCIATION

❖ New Business –

A. Newsletter: Jailene, Lovett will help. Members must send information by Wed. Divi 4 Tiffany Beaver will send a few things to Jailene.

B. Graduation Sign Up: Everyone

Amie has sign up sheet to sign-up for graduations. Brittany showed the group the SharePoint website where content is stored for all EB members to have access. Question regarding flash drive, past programs. locate so that we can add that on the SharePoint as well. Members informed that they can sign-up for graduation via SharePoint.

Discussion on website.

C. Committee sign up and discussion:

-Amie has a list of committees for everyone to sign-up

-Tracy Nelms. is the chairperson for TI and she will assist.

-Issues and resolution- Amie White

-Constitution/bylaws- John Lanier

Have completed by Wed of next week. Members can go in and write their name on SharePoint for the committees they would like to volunteer

D. EB Merch and website consideration-

Group discussion- Name, email, division, dist, delivery (hand or shipped), address, outside of the network (vender will ship.. at the vender cost, question on that cost of shipment). Other information they would like to provide. Sizes 2X and up will be an additional fee. Additional add on will be about \$5. Google pay or credit card. Go to our email and then spreadsheet, this can be pull whenever and send to vender. If you have a table, try to use this website.

E. Square and use or upgrade of current plan (update jotform): Latasha, John and Brittany

NCPPA has a JotForm acct, anyone can access it. Log-in free version. Need to update for more features. Recommending level 100 a month for \$20.00 and \$24.50 for 250 (nonprofit discount). With the nonprofit discount it will be \$20.00.

Check at the month to

-A motion made by Latashia Williams to update the jotform plan to 250 transactions a month for about \$20.00. this motion was second by Brittany Keeter. All members agreed and accepted. Motion adopted to accept report.

Discussion: Check at the end of the month to see how things are going with jotform. Discussion on jotform to process fees for Western NC merch, membership. Established a workgroup Williams, Lanier, and Garcia to talk out what's the



NORTH CAROLINA PROBATION AND PAROLE ASSOCIATION

plan for fee processing: Square attached to checking acct., Westerns Merch acct separate, Gofund me, Scholarship.
Could get another square to have separate accts/funds.

- F. Headshots for New Members: Can we access those taken in Divisions by Greg? Change all headshots over to this photo for a more streamlined professional look? (table to next meeting)
- G. 2025 Probation and Parole Officers week: early consideration of gift (think and look at for in print company) Pens, pend company, cups, Apex or Raleigh. "4NPrint (Brittany will look into this)
- H. Social Media position:
 - 1. Was anyone appointed prior to 1/1/25 by previous president? No one was appointed.
 - 2. Discussion about how best to select this individual

Ask your divisions, ask if they know how to promote. See their work, suggested to know how to use Canva, 3 to 5 min presentations on teams. Someone who is active member. Know how to promote/marketing. Job description (already done). Add to the bylaws the job duties. Discuss and talk to your areas. Must be a member (active), at least 2 yrs and in good standing.

-Business Instagram acct, will create by Brittany.

G. Division 3 Co-Chair: Kristen Black, need a co-chair. Ms. Black has voted Ms. Asia Figueroa.
Motion by Brittany Keeter. 2nd by Brittany. Motion passed. Black to have her sworn in by a judge for her

- I. SharePoint for EB members: Brittany: Uploading minutes and forms to site.
-Send to Brittany if you want anything uploaded or all executive board member should have access to make edits.

- J. 2025 EB Coin? Thoughts? Who to design?

Division 4 coin is done. EB coin (discussion). Cameron G can design the coin. Everyone is good with getting an executive board coin. Brittany will sit down with Cameron to design a coin.

❖ Constitution and By-laws

- A. Constitution:

Format in user friendly form. Locate a missing page (reformat to make it easy to read, missing page 3). Question, checking to see if there is an older version.



NORTH CAROLINA PROBATION AND PAROLE ASSOCIATION

Open Discussion on membership increase:

Townhall for members, questions and suggestions

Division 2 and 3, treasure report needed (reports and bank statements 2/14/25) L. Williams.

Lovett, movement-awareness (committee)

Founder's Day, when was NCPPA started/founded?

B. Any amendments to consider at this time?

N/A

❖ Committee Reports

A. Last year's Issues/Resolutions review

last year issue /resolution, policy to update shift to include 12 to 9 shifts, no response at this time. This is being considered. 2. Flex schedule for CPPO, hard pass. 3. Membership, rep members. Year of the members. listen to them. What do you hear, what are they saying.

Kristen Black mentioned the concerns of staff want legal representation... What is the benefit of becoming a member. Bring ideas.

Nov 5-7, 2025, Professional Development

Harris Cherokee Casino Resorts for November 5th through 7th, asking for another day. (conversation/ask....) Use Tuesday a traveling state rate \$89.10, \$400 a night Friday. \$200, 2-night, \$250 play with (door). \$30.00 free play while they are there. Ceremony/ blessings..

B. Membership...What can we do to increase? What do you hear in your division in regard to NCPPA

C. What will spark motivation to get our numbers up? How do we market ourselves

❖ Training Institute/Spring Workshops

A. 2025 TI: Division 4 Chair Stephanie Hessler and Co-Chair Tiffany Beaver

B. 2025 Div 4 TI Coin: Early discussion

C. Spring Workshops: Start planning early and how can EB help

What do you need, how can EB help you! What dates, send to Amie

Div 3 is opening their workshop for Div 4 to join.



NORTH CAROLINA PROBATION AND PAROLE ASSOCIATION

❖ Division Reports

Div 1: Chair Tiere Lindsay:

No spring workshop currently. 2/28/25 meet and greet as their first meeting. 150 members for div 1. Get to as many meetings a poss. Talk new hires and veteran's staff. Membership and what they need from us. (date time and location to Amie)

Div 2: Chair Jailene Garcia:

Workshop 4/25/25, availability of college. plan to do a polo shirt? Dvi 2 fundraiser. Having ambassadors. Opening a Facebook page? (close Facebook) Meeting and greeting every month. Meeting at each district (traveling around). Invites to all JDMS and AJDM and leadership. Make a letter JDM.. join district membership.

Div 3: Chair Kristen Black:

Meeting this past wed. workshop, div 4 will join in since they are doing, he TI. EB members can come as well. Discussion in Feb for date for workshop. Asisa will the co-chair. Working on 150 memberships as well. Fundraising for TI to prepare when the TI comes to them. Feb will be in person and team. 2/26/25 11:30am in Richmond County. Lapel pin

Motion made by Brittany Keeter and second by Stephanie Hessler (motion to purchase lapel pin for executive board members. L. Williams, T. Nelms 3/7/25 (graduation) 4imprints.

Div 4: Chair Stephanie Hessler:

Meeting yesterday member drive 2/7/25. Superbowl theme Shelby 11am-2pm

❖ Adjourn Motion made by John Lanier and second by April McWhirter.

Next meeting will be 2/21/25 100 Delivery Drive Jamestown, NC at 11:00am