

**BOARD
MINUTES**

March 26, 2025

PINETOPS TOWN HALL

101 E Hamlet Street; Pinetops, NC 27864

I. CALL TO ORDER

Meeting was called to order at 6:11pm by Chair, Suzanne Coker Craig.

II. ROLL CALL

Roll was taken by Secretary, Stacey L. Staton.

The following members were in attendance:

Ms. Suzanne Coker Craig, Chair

Ms. Hattie Harris, Vice-Chair

Ms. Stacey L. Staton, Secretary

Ms. Jennifer Brown, Board Member

Ms. JoAnn Smith, Board Member

The following members were absent:

Mr. Ron Pate

Others present at the meeting were:

Mr. Kendrick Ransome, Commissioner

Mr. Bruce Naegelen, Presenter (NC Department of Commerce)

Mr. Oscar Mabry, Design Committee Member

III. APPROVAL OF MINUTES

Chair Coker Craig asked for a motion to approve the February 26, 2025 Minutes.

A motion was made by Vice-Chair Harris.

Seconded by Ms. Brown.

All voted in favor.

IV. PINETOPS BOARD OF COMMISSIONERS REPORT

Commissioner Ransome discussed having a grant writer student through the LEAD Fellowship Program join the Advisory Board if the application process goes satisfactory next cycle.

V. VOLUNTEER RECRUITMENT TRAINING

Mr. Naegelen provided training relating to the recruitment of volunteers. He covered approaching methods, management, documentation, screening and the value of volunteer hours. He said he would email the Advisory Board the training materials.

VI. VOLUNTEER MARKETING

Chair Coker Craig led the discussion regarding marketing strategies to help solicit volunteers. She said she was still working to get the flyer completed. Another strategy that was discussed was giving people something in their hands when they set up their utilities. Chair Coker Craig said she would reach out to the Town regarding its social media policy.

VII. WORK COMMITTEE REPORTS

The Advisory Board committee chairs gave updates...

JoAnn Smith – Organization – working on recruiting

Stacey Staton - Design – team established, working on individual assignments

Jennifer Brown – Promotion - working on recruiting

Ron Pate - Economic Vitality – no update

Hattie Harris – Floater

Suzanne Coker Craig - Floater

VIII. OTHER BUSINESS

Chair Coker Craig emphasized the need to get work committees established before the next board meeting. She asked everyone to bring a list of their team members.

East Carolina University's Miller School representative postponed speaking to the Advisory Board at the April meeting.

IX. NEXT MEETING

Chair Coker Craig announced that the next meeting will be April 23, 2025.

X. ADJOURNMENT

Chair Coker Craig asked for a motion to adjourn.

A motion was made by Vice-Chair Harris.

Seconded by Ms. Brown.

All voted in favor.

The meeting was adjourned at 7:39 PM.

Minutes Approved on _____

Signature of Chair, Suzanne Coker Craig

Signature of Secretary, Stacey L. Staton