



NCPsMA

North Carolina Public School Maintenance Association

Kristie Payne
Executive Director

224 Mulberry Street, Clyde, NC 28721
(828) 565-0115 | office@ncpsma.org

July 1, 2025

Dear NCPsMA Colleagues,

The North Carolina Public School Maintenance Association (NCPsMA) invites you to join us for a dynamic, educational, and engaging event on the beautiful coast of North Carolina. The **53rd Annual NCPsMA Eastern Conference** will be held **September 23–26, 2025**, at the **DoubleTree by Hilton in Atlantic Beach**.

This annual event brings together school maintenance professionals, exhibitors, and guest speakers from across the state to promote professional development, explore new products and services, and expand knowledge through a variety of instructional classes—including CEU opportunities.

(Reminder: All classes, including CEU classes, are open to all attendees.)

Agenda Highlights

Tuesday, September 23

- 9:00 AM – Opening & Business Session
- 10:00 AM–12:00 PM | 2:30–4:30 PM – Breakout Sessions
- 12:00–2:30 PM – Cornhole Tournament

Wednesday, September 24

- 8:00 AM–12:00 PM – Breakout Sessions
- 8:00 AM–4:00 PM – Jay Palmer Memorial Scholarship Golf Tournament
- 6:00–8:00 PM – Awards Banquet & Celebration

Thursday, September 25 – Vendor Connection & Trade Show Exploration

- 8:00–9:00 AM – Exhibitor Setup
- 8:00 AM–12:00 PM – Breakout Sessions
- 9:00 AM–12:00 PM – Directors/Supervisors Visit with Exhibitors
- 1:00–4:00 PM – Visit with Exhibitors

Friday, September 26

- 8:00–11:00 AM – Breakout Sessions
- 11:00–11:30 AM – Closing Session + Raffle Prizes and 50/50 Drawing

Stay Connected with the NCPsMA App

Download the **NCPsMA App** (available for both iOS and Android) and access all conference details under **UPCOMING EVENTS**. This tool makes it easy to stay informed throughout the event.

Registration & Membership Fees

- **Early Bird Registration** (before Sept. 2): \$75 (check) | \$78 (card)
- **Late Registration** (after Sept. 2): \$85 (check) | \$88 (card)
- **Annual Membership** (required per attendee): \$20 (check) | \$21 (card)

NOTE: If paying by check, email your registration form to office@ncpsma.org to ensure your name is added to the attendee list.

State Officers

President – Mark Letchworth | Vice-President – Clark Wyatt | Secretary – Jodene Abney | Liaison Officer – Robert Hoyle



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Awards Banquet & Celebration – Wednesday, September 24 | 6:00–8:00 PM

We welcome NCPsMA members to bring family or guests attending the conference. Tickets must be purchased in advance by **September 2:**

- \$10 (check) | \$11 (card) per person

This event celebrates the year's achievements and honors outstanding contributions with awards such as Volunteer/Member of the Year, Vendor of the Year, Director of the Year, Superintendent of the Year, 100% LEA Certificates, Membership Drawings, and more.

Suggested Attire: Dressy casual—more polished than beachwear, but no need for formal wear.

Boxed Lunches – Thursday, September 25

Boxed lunches must be pre-ordered by **September 2:**

- \$22 (check) | \$23 (card)

Each lunch includes chips, an apple, a cookie or a brownie, utensils, and your choice of:

- Roast Beef Sandwich (caramelized onion, horseradish aioli, sharp white cheddar)
- Ham and Swiss Sandwich (honey mustard, lettuce, tomato)
- Chicken Salad Croissant (lettuce, tomato)
- Hummus and Avocado Pita (arugula, roasted red pepper vinaigrette)

NOTE: No meal sales will be available on-site.

Hotel Reservations – DoubleTree by Hilton

- Book early! Our block sells out quickly.
 - Reservations **MUST** be made by **August 21, 2025**, to receive the group rate. Hilton Honors cannot be used to receive this rate.
 - ⚠️ Once our block is full, regular hotel rates will apply—even if it's before the deadline.
 - [Reservation Link](#)
 - Phone: (252) 240-1155
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We are excited to provide this opportunity for meaningful training, professional connections, and continued growth. We hope you will join us for a valuable and productive experience at the 53rd Annual Eastern Conference.

[Questions?](#)

Contact: **Kristie Payne, Executive Director**

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