

## RCAEOP GENERAL MEETING



**DATE:** Thursday, February 2, 2017

**TIME:** 4:32 PM

**LOCATION:** Richland District Two Conference Center

**Call to Order by:** Nona Montoya, CEOE

**Members in Attendance:** 42

**The Pledge of Allegiance led by:** Louise Snipes, CEOE

**Encouragement or Hack by:** Eronda Jackson, on how to make your work place more pleasant:

- 1: don't be annoying
2. have a sense of humor
3. always have an open door policy
4. share yourself with others through stories, pictures, personal life experiences etc.....
5. show random acts of kindness
6. learn names of visitors

**Approval of Previous Minutes by:** Nona Montoya, CEOE (minutes are approved as presented)

**Budget Committee by:** Susan Lourie, CEOE and her committee members are working on the 2017-2018 budget so committee chairs please review your budget line and let Susan know as soon as possible if you have any adjustments that may need to be made (increase or decrease in funds).

**Community Service Report:** Patti Christensen, CEOE and Laurie Cannon, CEOE delivered the holiday bins to Epworth Children's Home on December 15<sup>th</sup>. Epworth Children's Home sent a letter saying how much they appreciated them. We are throwing a Towel Shower for them in April. You may bring any color of bath towels, wash cloths or hand towels except white.

**Fundraising/Ways & Means Committee:** Larissa Thurman, gave us an update on our Belk fundraiser. It was a big hit. We have collected \$1,320.00 so far. Larissa is going to get more information about Belk's May fundraiser for our April meeting. In December we raised \$228.48 for our giftwrapping at Books-A-Million. We didn't have very many shifts covered this year so next year we may focus on the last two or three days before Christmas. Larissa and her committee are going to work on other ways we can promote this fundraiser for next year (social media, flyers, etc.).

**Membership & Recruitment Committee:** Rachael Phelps, CEOE welcomed our two new members from Richland One, Felicia Jackson-Outen and Brittany Jenkins. Gwendolyn Haynes-Etheredge (new member was in attendance)

**Professional Growth Committee:** Vickie McIntyre, CEOE our Professional Development will be on Saturday, April 22, 2017. The theme is "Mastering the Game of Life". Please make sure to register when the information comes out. Great news!! If you're working on your PSP/CEOE Certification or recertification you will receive 6 hours of credit for either educational or professional growth. Remember May 15, 2017 is the deadline for you to send in your paperwork for your PSP or CEOE certification. If you are wondering about what the PSP program is all about or working on your certification please contact Vickie for assistance. She will be available to help you Friday afternoon during spring break.

Congratulations to our new CEOE's:

Maria Aries, Shelia Washington, Lorraine Gardner and Deborah Scott

**Scholarships:** Lisa Mayo, CEOE let us know that the RCAEOP Website has been currently updated with scholarship information. Lisa has reached out to Richland One and Richland Two career specialists for their help with promoting scholarship opportunities. As of today we have one college application and hoping for more. Each scholarship is worth \$500.00.

**Website Committee:** Jennifer Hedrick, has updated the website with new scholarship information, and our May 11, 2017 Gala event.

## Motions

**New Business:** Nona Montoya, CEOE was excited to announce that we will be having our RCAEOP Gala "**Celebration of Our Stars**" on Thursday, May 11, 2017 from 6:30-8:30 pm. at the R2i2 Conference Center in The Village at Sandhill. It will be a semi-formal affair. You may purchase your ticket through RCAEOP.com, PayPal. Your ticket will be \$20.00 and this will include one guest, any additional guest would be \$10.00 each (there will not be any refunds). The tickets will offset the cost of the meals. The deadline to order tickets and RSVP will be April 28, 2017. Tickets will be handed out at our April 6<sup>th</sup> and May 4<sup>th</sup> meetings. To help offset the expenses of the gala, Georgette Council, CEOE has created a sponsor letter and will be mailing them to all Richland One and Two schools. If the schools sponsor a table for \$50.00 they will be able to send two guests, a table will be marked with a table topper and their names will be in our program. To make sure our first gala is a huge success we would love your help. There are sign up forms in the back of the room and a Google doc will be sent out next week through email if you would like to help with one of the various committees that the board members are chairing. Our gala is going to honor our bosses and showcase our organization. We will acknowledge our Administrator of the Year, Educational Office Professional of the Year and our three scholarship winners. We hope you're going to be a part of this "Celebration of Our Stars".

## **Announcements:**

**Other Business:** Our SCAEOP Conference is March 3-5, 2017 in Myrtle Beach, SC. Laurie Cannon, CEOE let us know if you haven't registered for a room at the Hilton they are almost at full capacity and the discounted rate for the conference has closed. If you still need a room please log on to Hotel.com for assistance. For the Installation Banquet please wear a black dress and silver accessories. Melody Butler, CEOE and Lorraine Gardner, CEOE are asking for help hosting in the hospitality suite on Thursday, Friday and Saturday night. Nona Montoya, CEOE is sending out a Goggle doc to sign up if interested. Laurie Cannon, CEOE is asking if you have any spare time and you would like to help her sell tickets for the raffle or theme baskets, let her know or stop by. Robyn Dawson has collected the gift cards and donations so she can put our state basket together. Our theme this year is "Brighten Your Path".

**Meeting Adjourned:** at 5:38 PM so we can meet with committee chairs

Respectfully Submitted,

Marybeth Gawrys, CEOE, Secretary  
02/02/2017