

RCAEOP GENERAL MEETING



DATE: Thursday, March 9, 2017

TIME: 4:33 pm

LOCATION: Richland District Two Conference Center

Call to Order by: Nona Montoya, CEOE

Members in Attendance: 39

The Pledge of Allegiance led by: Laurie Cannon, CEOE

The Inspiration by: Laurie Cannon, CEOE

Approval of Previous Minutes by: Motion by Brian Weston and seconded by Melody Wise Butler, CEOE.

Community Service Report: Patti Christensen, CEOE, please bring any type of colored towels (except white) to our Professional Development Meeting on Saturday, April 22nd.

Budget Committee: Susan Lourie, CEOE, met with her committee Tuesday, March 7, 2017 to come up with a proposed budget for FY 2018 with their rationales, they will then submit it to the executive board and then RCAEOP members vote on it.

Refreshment Committee: Angela Thibou thanked Melody Wise Butler, CEOE, for providing the refreshments today. She also thanked Laurie Cannon, CEOE, and Marybeth Gawrys, CEOE, for coming early and setting up.

Fundraising/Ways & Means Committee: Larrissa Thurman and Annette Cline will be attending the Belk Fundraiser Breakfast on March 17th. They will pick up our tickets for the Spring Belk Charity sale on April 29th. We can get our tickets from them during our April 6th RCAEOP meeting or they will send them to us through the district mail.

Membership/Recruitment Committee: Gloria Deramus, is asking everyone to make sure their membership is current and hasn't expired. Gloria is going to follow up with the members who have dropped out. Rachel Phelps, co-chair, informed us we are still recruiting new members. Please welcome our 3 new members from Richland One: Patricia Kelly, Penelope Caughman and Maxine Britt.

Nona Montoya, CEOE, informed us we paid SCAEOP and NAEOP Affiliates for 21 members who haven't renewed their RCAEOP memberships. Please remember your membership can't carry over past 45 days. So excited to announce that we have 37 new members but sad to say we have lost 21. Georgette Council, CEOE, has been looking into the NAEOP Louise Henderson Nelson Award and noticed we are missing data in two areas. We would like to apply for this award next year so we have created a new membership form that will help us track the data needed for the award. We are in the process of putting this form online and then once you have completed it you will be able to send it directly to Linda Goodwin. The new registration form is two-fold. The first fold is about renewing your membership and the second is where we can track how many SCAEOP and NAEOP members we have, how many members are in the PSP program and have received their CEOE, and what committees you would like to serve on. We will receive points for each of these areas. As of today we have 4 members who have received their PSP and 12 members who have received their CEOEs this year.

Professional Growth Committee: Vickie McIntyre, CEOE, updated us on our Professional Development activities for Saturday April 22nd which will be held at the Richland District Two Conference Center. The theme is "Mastering the Game Of Life." We will have several different sessions. Bring your smart phone, tablet, chrome book etc.... to play our games. There is a Google link for you to sign up or there are paper forms for you to fill out today. Please take the

flyers and forms back to your work place and encourage others to attend. This is a great way for us to recruit new members and show how we've evolved in RCAEOP. There is no cost for this event. You may get up to six (6) PSP credit hours for attending all day or each session you attend would be one (1) credit hour. You may use your hours as educational credits or professional development hours. It will be a full day of fun and learning with breakfast and lunch provided.

Website Committee: Jennifer Hedrick reminded us not to forget to purchase our Gala Tickets through the website and make sure to visit the website for event updates.

Nominations and Elections: Kimberly Coward, CEOE, reminded us that this is not an election year, but if you are interested in serving on the executive board in the future to go ahead and start looking over the positions so you can see what each position entails. Make sure you have all your credentials completed, and go ahead and start working on your bios. Nona Montoya, CEOE, also mentioned to look over the bi-laws.

Motions

SCAEOP Conference Highlights: Jill Averyhart, CEOE, is now our Immediate Past President for SCAEOP and appreciates all the support from her RCAEOP family. Tina Gilliard-Rice, CEOE, is our new SCAEOP President and her theme this year is Lighting the Path to Excellence, by being Energized, Encouraging and Inspiring to others. There were 311 attendees at the SCAEOP Conference and 88 of those were from Richland County. We had great presenters, Dr. Carl Wells, Polly Pitchford and Denise Ryan. I'm excited to announce that SCAEOP made almost \$3,000.00 on themed baskets this year which is enough for three \$1,000.00 scholarships. The baskets were beautiful and a special thank you to Robyn Dawson for putting RCAEOP's basket together and to Laurie Cannon, CEOE, for overseeing the basket display and selling tickets. RCAEOP collected enough money to have \$600.00 worth of gift cards for our themed basket. Nona Montoya, CEOE, received one of the Membership and Attendance Awards which was for 145 members. Congratulations to those who stepped up to become leaders at our annual business meeting. There were 25 recipients who received their PSP/CEOs across the state and 12 of those were from Richland County. We had 76 First Timers this year. Thank you Brian Weston for being our DJ in the Hospitality Suite. If you would like to search for pictures from the Conference please type in #SCAEOPCOMP17.

Congratulations to our two scholarship winners that were present One was from Lee County and the other from Richland District Two. It was such an honor to have our NAEOP President Wendy Heslink, CEOE, attend our SCAEOP Conference. She is such an inspiration for us all. Our 2017-2018 NAEOP Conference is in Greenville "Yeah that Greenville" in July. Start making plans now to attend. Laurie Cannon, CEOE, informed us that for the SCAEOP Conference this year we contracted 500 rooms, and actually used 649. Melody Wise Butler, CEOE, Conference Co-chair thanked us all for pitching in and helping this year and would like us all to help next year.

Announcements: Update on the RCAEOP Gala on May 11th, as of today we have had 32 tickets purchased with an RSVP. Two of those are board members, and three administrators. I am excited to say five tables have been sponsored from various schools. The deadline to purchase Gala tickets and to RSVP is April 28th. RCAEOP members if you are planning to attend please purchase your ticket for \$20.00 and you may bring an administrator or a guest. We will recognize our scholarship winners, Administrator of the Year, Dr. Barron Davis, and Louise Snipes, CEOE, our Educational Office Professional of the Year for RCAEOP and SCAEOP. Louise is also nominated for Educational Office Professional of the Year for NAEOP. Good luck Louise!!!!

Our next RCAEOP meeting is April 6th. Don't forget to sign up for our Professional Development day on April 22nd.

Other Business:

Meeting Adjourned: at 5:12 pm

Respectfully Submitted,
Marybeth Gawrys, CEOE, Secretary
March 9, 2017