

RCAEOP GENERAL MEETING



DATE: Thursday, April 6, 2017

TIME: 4:32pm

LOCATION: Richland District Two Conference Center

Call to Order by: President Nona Montoya, CEOE at 4:32 p.m.

Members in Attendance: 33

The Pledge of Allegiance led by: President Nona Montoya, CEOE

The Inspiration by: President Elect Georgette Council, CEOE, shared a couple of short stories.

1. Everyone Has A Story In Life, don't judge others before you hear their story. The truth may surprise you.
2. Shake Off Your Problem: shake off your problem and learn from your mistake so you can graze in the green pasture.
3. Obstacle in our Path, look at our obstacles as a purpose or an opportunity to improve our condition, a way to learn and grow from and see what kind of a life reward may be there for you.

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

Administrator of The Year by: Brian Weston, ordering the award plaque during spring break.

Nominations and Elections: Kimberly Coward, CEOE, reminded us 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 start working on your bio. President Montoya also mentioned to look over the bylaws.

Administrator of The Year by: Shelia Washington, CEOE, plaques are being ordered.

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

Fundraising/Ways & Means Committee: Larissa Thurman, has Belk tickets if you would like to purchase or sell some. The Belk Charity Sale is April 29th and the early bird shopping starts on April 19th and goes through the 28th. You will need to let the associate know that you are doing the early bird shopping. President Montoya, will have a drawing for anyone who sells 10 or more tickets to win \$50.

Membership/Recruitment Committee: Gloria Deramus, reminded us that we are all recruiters. Please remind members to renew their memberships and invite non-members to attend a RCEAOP meeting and encourage them to join. Gloria has sent out an email to our members who have not renewed their memberships to see if they would like to stay active. This will help us keep our membership numbers current. If you are a new member please let us know how we can help you. The membership application is now online at RCEAOP.com and is auto fillable. Gloria is planning to give away three (3) first time memberships at our professional development meeting on April 22nd.

Professional Growth Committee: Vickie McIntyre, CEOE, wants to make sure you have registered for our Professional Development by April 10th. It will be April 22nd at the Richland District Two Conference Center at Columbia Place Mall. You may register through our RCEAOP website. We have 62 registered as of today, April 6th. If you've never been to one of our Professional Development meetings please try to come. It will be a lot of fun and it's free. You'll receive breakfast and lunch and if you are working towards your PSP you'll get 6 credit hours.

Scholarship Committee by: Alice Leeper, CEOE gave us the student scholarship update: We have received 22 applications who are eligible for the scholarships. All applications are going to the judges today, April 6th, to be tallied and President Montoya, CEOE, will be notified of the winners by April 20th. There will be three scholarship winners this year and they will be awarded \$500.00 each at the Gala on May 11th.

Website Committee: Jennifer Hedrick, reminded us this is where you may purchase your gala tickets, and also check for any RCEAOP updates.

Treasury Report: Treasure Evelyn Ratterree, CEOE, presented the treasury report. We have raised money from the following events as of March 24th: RCEAOP Membership \$1,010.00, RCEAOP shirts \$81.00, Holiday Wrapping \$228.84, Fall Belk Fundraiser \$1,295.00, Dividend Credit last year \$12.49 and this year \$6.29. Our total is \$2,621.00. We have almost met our budget for this year. We still have the Spring Belk Fundraiser and the 50/50 at our professional development to add to our budget. . Everything is the same except what is in red. Some of our expenses have not been deducted yet. Please look over your budget for next year and if you have questions or concerns let Evelyn know. We have moved the RCEAOP pins line item to our Team Building line. We added a line item of \$500.00 for the Gala. Our checking and savings has about \$10,000.00. We are a

Non-profit organization and need to stay under \$10,000.00 or we'll have to start paying taxes. June 30th is the end of our fiscal year.

Other Business: President Montoya, is sending out a survey on April 17th for us to vote for FY 18 budget. Susan Lourie, CEOE, and committee chair for the budget committee feels that we should give any extra earned money towards either Professional Development or scholarships. The budget committee isn't opposed to contributing the \$500.00 to the Gala but would like to get a base line of what the expenses look like this year to decide on next year's line amount. They also feel the Gala should have their own committee and do our own fundraising. President Elect Georgette Council, CEOE, let everyone know the executive board is working out the expenses this year for the Gala and that we realize this is the first year and attendance may be low. We want this to be a huge event in the future like it is other places, and we are controlling our budget expenses since we don't have a budget this year. We have various donations and our chef is helping us, the Conference Center is being donated to us this year, but we know the cost for renting it out next year. President Montoya, CEOE, and President Elect Council, CEOE, explained how we want to show case our organization. Let our Superintendents, Administration, School Board members, and our community know who we are, and what we do. We are more than an office professional we are emerging leaders in the office profession. We are invested and excited to showcase Richland One and Two students, Administrators, Office Professionals, and other organizations through RCAEOP. Our goal is for this night to be Richland's walk of fame. It will show this year's highlights through all the different levels of our organizations starting with RCAEOP, SCAEOP and NAEOP. At these three levels some of us are on the Board, chairing a committee, or serving on a committee. This is going to highlight what we do during our off time. I think it will really promote who we are at a high degree of professionalism, and will show our integrity, pride in what we do, teamwork, respect, diversity in our membership, networking and has given us many educational opportunities that will continue in the future. Before we started planning the Gala we did a survey to see how many members would be in favor of this gala and it was an over whelming positive response.

New Business:

Reminders: President Montoya, Professional Development is on April 22nd at Richland District Two Conference Center. Please bring your colored towels for Epworth Children's Home on April 22nd, and don't forget the deadline to purchase your Gala tickets is April 28th, and remember to RSVP with Evelyn Ratterree, CEOE, if you're bringing a guest. You may purchase your Belk tickets from either Larrisa Thurman or Annette Cline today. On April 17th a survey will be sent out to vote on next year's budget, and May 4th will be our next RCAEOP meeting at Richland District Two Conference Center.

Other Business:

Meeting Adjourned: 5:17pm

Respectfully Submitted,

Marybeth Gawrys, CEOE, Secretary

04/06/2017