



## RCAEOP GENERAL MEETING

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**DATE:** Thursday, December 6, 2018  
**TIME:** 5:05 pm  
**LOCATION:** R2i2, Board Room

**Call to Order by:** President Georgette Council, CEOE

**Welcome:** President Georgette Council, CEOE

**Members in Attendance:** 45

**The Pledge of Allegiance led by:** President Georgette Council, CEOE

**Approval of November 1, 2018 Minutes:** President Georgette Council, CEOE, presented the minutes. Nona Montoya, CEOE, cited several corrections for the following items: Professional Perspective, Administrator of the Year, Bylaws, Fundraising and Holiday Social. President Council announced minutes stand approved with revisions as noted.

**Professional Perspective:** Office Professional of the Year, Rachel Phelps, CEOE, reflected on "Love for the Holidays." She encouraged us to reach out to someone you know who may be hurting during the holiday season. She gave the following suggestions: Call the person, send a Christmas Card and then follow up with a phone call, take them to a movie or dinner, volunteer to help decorate a Christmas tree, take them for a ride through Saluda Shoals Park to see the lights. The idea is to make them feel special.

### **Committee Reports:**

**Administrator of the Year** – President Georgette Council, CEOE, reported the SCAEOP's Administrator of the Year application nominating Keith Price, RCAEOP's 2019 Administrator of the Year, has been submitted.

**Bylaws** – President Georgette Council, CEOE, reported the Bylaw revisions emailed to the membership on Nov. 20, 2018, for a vote have passed. Below are the new Amendments.

#### **Article IV: Section 1 Budget**

**New:** The Treasurer shall be responsible for presenting a proposed budget to the Executive Board for their approval prior to the close of the fiscal year.

#### **Article XI: Section 1 Standing Committees**

**New:** The standing committees of RCAEOP shall be administrator of the year, bylaws, community service, fundraising, membership/recruitment, newsletter/public relations, nominations and elections, office professional of the year, professional growth, refreshments, scholarship, social media/marketing, and website.

The Executive Board may appoint any other such committee as may be deemed necessary to carry out the purposes, objectives, and business of RCAEOP. The Executive Board shall determine the purposes, functions, duties, number of members, and the manner of appointment/election for all committees.

### **Article V: Officers Section 3: Terms of Office**

**New:** The terms of office for president, president elect, and vice president shall be one (1) year and each shall serve one (1) term. The offices of secretary, and treasurer shall be two (2) years and each shall serve (1) term. The president elect shall succeed to the presidency at the end of the one-year term. No member shall hold more than one office at a time.

Community Service – President Georgette Council, CEOE, reported several members participated in the Meals on Wheels community service project. One member shared her experience of how rewarding they felt after delivering meals to five families. Nona Montoya, CEOE, asked if RCAEOP were still partnering with Epworth Children’s home.

Fundraising – President Georgette Council, CEOE, requested to please turn in any funds for the Fall Belk Fundraiser. You can turn monies into Patti Christiansen, CEOE, or Hope Eddy, CEOE. Mrs. Eddy thanked everyone who participated in the Fall Belk Fundraiser. The amount raised was spectacular but there is not a final amount, because she is still waiting on Belk to send the check for the members who volunteered at the Belk stores the day of the event. President Council also stated payments are due if you ordered a RCAEOP Polo Shirt.

Membership/Recruitment – President Georgette Council, CEOE, announced new member Mrs. Johnson from Eau Claire High School in Richland One. President Council also reminded members that we are all Ambassadors for our Association.

Newsletter/Public Relations – President Georgette Council, CEOE, reported the December newsletter will be sent soon. Please keep submitting information to Ms. Joseph for the newsletter.

Office Professional of the Year – President Georgette Council, CEOE, reported the application for SCAEOP’s Office Professional of the Year has been submitted nominating Nona Montoya, RCAEOP’s 2019 Administrator of the Year,

Treasurer Report – Patti Christiansen, CEOE, reported RCAEOP is in great shape financially and has been able to meet all our responsibilities.

### **Upcoming Events/Announcements:**

SCASA Office Professional Conference – Friday, December 7<sup>th</sup>, 2018.

SCAEOP Conference – February 28 – March 3, 2019. Paula Rosenberger, CEOE, and Marybeth Gawrys, CEOE, reported plans are going well for the Conference. Eronda Jackson, CEOE, incoming 2019-2020 President announced the colors for the Installation Banquet will be Teal, Black and Gold. Ms. Jackson reported requests will be sent out soon asking for help planning the banquet. President Georgette Council, CEOE, reported the SCAEOP President Christie Knight was in a bad car accident and has been in the hospital for about a month. She is doing much better and should be going home soon. Please keep her in your thoughts and prayers.

RCAEOP Professional Development Day – Saturday, April 6, 2019, at Richland 2 Conference Center. Planning will start soon.

RCAEOP Annual Gala – Thursday, May 2, 2019 - Location: The Gala by JW (Clemson Road).

NAEOP Annual Conference – July 15 – 20, 2019, in Boise, Idaho. Don't forget our very own Jill Averyhart, CEOE will be installed as the National President.

Meeting Adjourned at 5:29 p.m. and the Holiday Social began with dinner and then a gift exchange that brought many memories full of laughs and good cheer!

Respectfully Submitted,  
Dee Dee Milakovich, CEOE, Secretary  
December 6, 2018