



RCAEOP GENERAL MEETING

DATE: Thursday, February 7, 2019
TIME: 5:04 pm
LOCATION: R2i2, Board Room

Call to Order by: President Georgette Council, CEOE

Welcome: President Georgette Council, CEOE, welcomed new members Mia Briggs, Fee Secretary at Westwood High School, Richland Two and Sheron Post, Administrative Assistant Health and PE, Richland One.

Members in Attendance: 35

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

Approval of January 10, 2019 Minutes: President Georgette Council, CEOE, presented the minutes. Minutes accepted as revised.

Professional Perspective: 2018 Office Professional of the Year, Rachel Phelps, CEOE, wished us all a Happy Valentine's Day and read "A Valentine's Poem from the Heart."

Committee Reports:

Treasurer Report – Patti Christensen, CEOE, reported there has been a little more activity. In addition to what is reported on the handout, she will be depositing another \$781.

Theresa Faile, CEOE is listening on the phone from York, SC.

Administrator of the Year – Tamika Sherman, Committee member, reported Mr. Keith Price was not selected for SCEAOP's Administrator of the Year. Sandra Baker, CEOE, would like to thank her committee members, Darlene Montgomery, CEOE, Brian Weston, CEOE, Valerie Williamson and Luke Luesing, CEOE. President Council announced RCAEOP will nominate Mr. Price directly for the NAEOP Administrator of the Year.

Fundraising/Ways & Means – Hope Eddy, CEOE, reported we raised \$2,146.47 for the Fall Belk Fundraiser. Spring Belk Fundraiser is May 4, 2019. President Council thanked Ms. Eddy for all her hard work. President Council reminded the membership the proceeds from the fundraisers goes to support all our initiatives including the student scholarships. We still have lanyard pulls and pop sockets for sale, \$5 each.

Newsletter/Public Relations – Tamika Sherman, Committee member, reported February newsletter will be out by the end of the month. We will be submitting the newsletter to NAEOP for the Rachel Maynard Award for Excellence in Communication.

Office Professional of the Year – President Council, reported Nona Montoya, CEOE was not selected for SCEAOP's Office Professional of the Year. RCAEOP will also nominate Mrs. Montoya directly for the NAEOP Office Professional of the Year.

Social Media/Marketing – President Council announced Tamika Sherman has been appointed the committee chair for this newly created committee. She has been handling the Instagram accounts for RCAEOP, SCAEOP and NAEOP. Tamika Sherman shared RCAEOP now has active accounts with Instagram, Twitter, Facebook and LinkedIn. MaryBeth Gawrys, CEOE has been handling the Facebook account and is stepping down because of her responsibilities with the SCAEOP Conference. Dee Dee Milakovich, CEOE, is monitoring the Twitter account, RCAEOP1. All the accounts have links on our website. Ms. Sherman announced RCAEOP would like to have an active Pinterest, YouTube and a Blog account in the future.

Student Scholarships – Bridget Bookert, CEOE, thanked her committee for their input. In lieu of donating items to fill a laundry basket for the scholarship winners the committee is having a gift card drive with a value of each card being a minimum of \$10. These cards could be from grocery stores, Chick-Fil-A, etc. If you would like to donate money the committee will buy the cards. Please have all cards and funds turned in by April 6th.

Annual Gala – President Council announced the 3rd Annual Gala is May 2nd, time is 6:30 pm. There will be no monthly meeting. Dress is Semi Formal. The Gala has been a self-sustaining event and the purpose is to celebrate the scholarship recipients and award winners. Ticket prices are \$20. You may purchase tickets on the website. The Ad form for the program will also be posted on the website.

SCAEOP Conference Update, MaryBeth Gawrys, CEOE, and Paula Rosenberger, CEOE, Conference Co-Chairs – Mrs. Gawrys reminded the members the conference is three weeks away, they are still collecting \$5 gift cards, please wear your black RCAEOP Polo shirts for the group picture on Sunday morning. Please bring your money for the affiliate basket raffles, 50/50 raffle and the raffles for the Retired members group. The community service project is the Homeless Period Project and will be accepting donations throughout the conference. SCAEOP Board Members are to wear Blue and White for the business meeting. Eronda Jackson, CEOE, SCAEOP President Elect has chosen the colors black, teal and gold for the Installation Banquet.

Upcoming Events/Announcements:

SCAEOP Conference – February 28-March 3, 2019.

RCAEOP Professional Development Day – Saturday, April 6, 2019, at Richland Two Conference Center. There is a brief meeting following this meeting for anyone wishing to help plan the PD day.

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

NAEOP Annual Conference – July 15 – 20, 2019, in Boise, Idaho. If you can stay after the meeting, Jill Averyhart, CEOE, and NAEOP President Elect, needs help putting together the center pieces for the NAEOP installation banquet.

Meeting Adjourned at 5:42 p.m.

Respectfully Submitted,
Dee Dee Milakovich, CEOE, Secretary
February 7, 2019