



## **RCAEOP GENERAL MEETING**

**DATE:** Thursday, February 1, 2018  
**TIME:** 4:37 p.m.  
**LOCATION:** Richland District Two Conference Center

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

**Members in Attendance:** 38

**The Pledge of Allegiance led by:** Rachel Phelps, CEOE

**Approval of** February 1, 2018 minutes by President Nona Montoya, CEOE, (minutes are approved as presented)

**Administrator and Office Professional of the Year:** President Nona Montoya, CEOE, congratulated Dr. Craig Witherspoon for being recognized as RCAEOP's Administrator of the Year and Rachel Phelps, CEOE, for being recognized as RCAEOP's Office Professional of the Year.

**Nominations and Elections:** Kimberly Coward, CEOE, reminded us that we have four (4) vacant RCAEOP Board positions this year. They are Vice President, President Elect, Treasurer and Secretary. If you are interested or would like to nominate someone please have them turn in their Bio's to Kimberly Coward, CEOE, at Killian Elementary by February 16, 2018. The qualifications are: you must be an active member of RCAEOP for at least 2 years and a member of SCAEOP and NAEOP.

**Fundraising/Ways & Means Committee:** Annette Cline, and Shelia Washington, CEOE, received \$350.50 from Belk for those RCAEOP members who worked at the stores the day of the Belk Charity Sale. Shelia Washington, CEOE, gave us an update on upcoming long term fundraising events. They are talking with Publix about their swipe card program, with Red Robin and Target to see what our options are and we will have our Spring Belk Charity sale. President Nona Montoya, CEOE, has purchased boxes of assorted Lollypops from Sees Candies to sell the month of March. They are \$30.00 a box and would like us to try and sell at least two boxes apiece. Please remember to sign the form on the back table to let her know how many boxes you are taking.

**Rose Patrol:** Jill Averyhart, CEOE, and the Rose Patrol will be out to deliver roses next week to congratulate our newest CEOE recipients.

**CONGRATULATIONS:**

Joy Adams CEOE

Gwendolyn Haynes-Etheredge, CEOE

Veronica Watkins, CEOE

Georgina Hance, CEOE

Lamonthe Tangee McNeil, CEOE

**Our next deadline to submit your paperwork will be Tuesday, May 15, 2018**

**Membership/Recruitment Committee:** Gloria Deramus and Bridget Bookert, CEOE, informed us that as of January 2018, we have had 23 NEW members join. Please remember to send all new member applications and renewal applications to Linda Goodwin, CEOE, to the R2I2 District Office. The address is 124 Risdon Way, Columbia, SC 29223. If you are using our Richland Two District Mail courier please send it to Linda Goodwin at R2I2 on the 2nd floor. Our membership dues are now \$15.00. President Nona Montoya, CEOE reminded us that March is our Membership Challenge month and our theme is "Get the Scoop". Please take a few cards share with non RCAEOP members and invite them to our March 8th meeting to "Get the Scoop" and enjoy an ice cream Sundae!!!!

**Scholarship Committee by:** Patricia Kelly confirmed for us that our judges have been chosen by our Scholarship Committee.

**Refreshment Committee:** Georgina Hance, CEOE, thanked everyone for making our holiday gathering a huge success. We had great food and fellowship.

**New Business and Reminders by:** President Nona Montoya, CEOE

1. Our 2018 Gala will be on Thursday May 3rd from 6:30 PM - 8:30 PM at 533 Clemson Road, Columbia, SC. You may start purchasing your tickets tonight or on line at [www.RCAEOP.com](http://www.RCAEOP.com) for \$20.00 per person. [The deadline to order tickets will be](#)

April 12, 2018. We will not be able refund you your money if for some reason you can not make it and we will not be able to take any late reservations this year. This year we will not be doing table sponsors but instead "Shout Outs". You may do a business card for \$10.00, a /2 page \$25.00 or a full page for \$50.00. There will be more information about the souvenir booklet to come. We will be asking for your with the Gala also.

**2. A few reminders:** the SCAEOP State Basket's theme this year is "Your Favorite Things". Please remember to get your favorite thing to President Nona Montoya, CEOE. as soon as possible, make sure if you are planning to order our RCAEOP shirt (black) you do so by 8:00 am, Friday, February 2<sup>nd</sup> and please remember to bring your Community Service Project (school supplies) to the SCAEOP Conference. We are very excited that Dr. Witherspoon will be honored at the SCAEOP Conference as the State Administrator of the Year,

**3.** If you are planning to attend the NAEOP Conference in July you may now reserve your room in Bloomington, MN if you have not already.

**4.** Please keep Gene Parks, CEOE, in your prayers on Monday, February 12, 2018 as she goes through back surgery.

Meeting Adjourned: 5:14 p.m.  
Respectfully Submitted,  
Marybeth Gawrys, CEOE, Secretary  
02/01/2018