



RCAEOP GENERAL MEETING

BE THE ESSENTIAL PIECE!

DATE: Thursday, July 12, 2018
TIME: 5:04 pm
LOCATION: R2i2, Board Room

Call to Order by: President Georgette Council, CEOE

Welcome: President Georgette Council, CEOE

Members in Attendance: 33

The Pledge of Allegiance led by President Elect Melody Wise Butler, CEOE

Approval of June 21, 2018 Minutes: President Georgette Council, CEOE, presented the minutes. Laurie Cannon, CEOE, requested Recap of the Gala explanation be changed to “talked about the expenses”, in lieu of, “went over”. President Georgette Council, CEOE minutes approved as revised.

Professional Perspective: President Georgette Council, CEOE, explained Rachel Phelps, CEOE, our Office Professional of the Year, will impart some of her wisdom on us. She will share a professional perspective from the view of the OPY.

Committee Chair Introductions: President Georgette Council, CEOE, introduced Chairpersons.
Administrator of the Year Committee: Sandra Baker, CEOE, Chair
Bylaws Committee: Robyn Dawson, CEOE, Chair
Fundraising Committee: Hope Eddy, CEOE, Chair
Membership/Recruitment Committee: Shavan Fulton, CEOE, Chair
Newsletter/Public Relations Committee: Tavares Joseph, Chair
Office Professional of the Year Committee: Marilyn Scott, Chair
Professional Growth Committee: Gwendolyn Haynes-Etheridge, CEOE, Chair
Refreshments Committee: Lynn Bookert, CEOE, Chair
Scholarship Committee: Bridget Bookert, CEOE, Chair
Website: Jennifer Hedrick, CEOE, Website Coordinator

Upcoming Events/Announcements: Laurie Cannon, CEOE, announced room reservations are now open for SCAEOP 2019 Conference. It is suggested you book a room asap, even if you are not sure you are attending. You can always cancel it.

Professional Development: President Georgette Council, CEOE, gave details on the schedule for the 2018/2019 year. Theme for the year is “Your Recipe for Professional Success.” Each month has an individual theme and we will do a recipe swap. There will also be a Speaker every meeting. She then presented, “Investing in Yourself and Defining Your Goals.”

Meeting Adjourned: 5:40 pm

Respectfully Submitted,
Dee Dee Milakovich, CEOE, Secretary
July 12, 2018