



## RCAEOP GENERAL MEETING

**DATE:** March 8, 2018

**TIME:** 4:37

**LOCATION:** Richland District Two Conference Center

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

**Members in Attendance:** 43

[The Pledge of Allegiance](#) led by Deborah Wilds

[Encouragement:](#) President Nona Montoya, CEOE, shared an encouragement on who we are and how we all have something unique to bring to the table. We are a TEAM (Together Everyone Achieves More). RCAEOP is Richland County where we are always working together to lift each other up and continuously help one another grow.

[SHOUT OUT:](#) President Nona Montoya, CEOE, and Shelia Washington, CEOE, gave a shout out to Jennifer Hedrick, CEOE, for taking amazing pictures at the SCAEOP Conference.

[Approval of Minutes:](#) a motion made by Rachel Phelps, CEOE, and seconded by Linda Goodwin, CEOE, to approve the minutes as presented.

[Treasurer Report:](#) Treasurer Evelyn Ratterree, CEOE, showed us the year to date expenses. We still have some expenditures going on. We will be purchasing the Administrator of the Year and Office Professional of the Year plaques, the application fees for Administrator of the Year, Office Professional of the Year, Website and Newsletter Awards have been submitted, and we have \$20.00 left over for this year. There was a little overage on the discretionary funds, and Membership and recruitment have a zero balance. They spent their \$160.00 on our new members this year. We have not paid for our Professional Development yet. It that will be held on April 21st. Refreshments have \$325.00 to spend but will be spent. Fundraising hasn't spent anything for supplies but has raised \$3,222.00 which does not include the lollipop, ID reels, and pop socket sales. Our checking account has a balance of \$3,673.02, and our savings account has a balance of \$5,359.00. We have met our goal this year to pay for our scholarships.

[Administrator of the Year:](#) Rachel Phelps, CEOE, named and thanked all of her committee members for all their accomplishments in helping to reach their goals. We are all very excited and cheering on Dr. Witherspoon as our 2018 RCAEOP and SCAEOP Administrator of the Year. As of today SCAEOP has

nominated and submitted Dr. Witherspoon's application to NAEOP but have not heard anything yet. Rachel Phelps, CEOE, also thanked President Nona Montoya, CEOE, for allowing her to chair this committee.

**Budget Committee:** Patti Christenson, CEOE, is planning on meeting with her committee very soon and will submit the proposal to the board.

**Office Professional of the Year:** Darlene Montgomery, CEOE, congratulated Rachel Phelps, CEOE, on being nominated for Office Professional of the Year for SCAEOP and for being selected as RCAEOP's 2017- 2018 Office Professional of the Year.

**Nominations and Elections:** Kimberly Coward, CEOE, gave us an update that there is one candidate for each board position opening (President-Elect, Vice President, Treasurer, and Secretary) right now but she would like to have a least one or two more on the ballot for each office. We need you, and if you would want to run for office you have until tomorrow, March 9th to turn in your nominations and bios. The requirements are you need to be a member of RCAEOP for at least two years and be a member of SCAEOP and NAEOP. We will make exceptions if we need to.

**Community Service Report:** Pattie Christensen, CEOE, our Community Service Project for Epworth Children's Home is going to be our Towel Shower and Dove Body Wash for the girls, and Axe for the guys. Please remember to bring any color of towels (all sizes) except for white. We will be collecting them at our Professional Development on April 21st. If you can't make it to our Professional Development, please make arrangements with Hope Eddy to get your items to her. Hope is also working on a hands-on service project for us.

**Fundraising/Ways & Means Committee:** Annette Cline, Thursday, March 15th starts our ticket sales for the Spring Belk Fundraiser. Richland One, please get in touch with Sheila Washington, CEOE. The charity sale day is May 5th. Last year we made \$350.50 from volunteering in all of the Belk stores the day of the sale. President-Elect, Georgette Council, CEOE, shared with our new members that Belk makes a charity sale every year across the state that doesn't cost you anything to participate as long as you are a nonprofit organization. Belk prints all the materials and tickets. The tickets are \$5.00, and we keep 100% of all ticket sales which goes towards our scholarships. The week before the actual purchase you may do the presale and pick up your items on the day of the sale.

**Professional Development Committee:** Please mark your calendars for April 21, 2018, to attend Professional Development. It will be held here at Columbia Place Mall from 8:00-3:30. Our theme this year is Planting the Seeds of Growth, and a Google Doc will be sent out soon for you to RSVP. We have so many exciting things planned for you: free breakfast and lunch, excellent presenters. Please invite one of your co-workers to join us. Tamika Sherman is working on a logo for us.

**Membership/Recruitment Committee:** Gloria Deramus and Bridget Bookert, CEOE, welcomed our new members: Veronica Durant, Jessica Thompson, Sharon Jackson, Shelby Culp, Ashley Ford, Tavares Joseph, Amber Kelly, and Racheal Smith. They were each asked to come forward to choose a special RCAEOP gift (either a reel or a pop socket). President Nona Montoya, CEOE, will be sending out another

shirt order soon. Gloria Deramus made a special thank you to Linda Goodwin, CEOE, for keeping all the membership paperwork straight for us.

**Website:** Jennifer Hedrick, CEOE, gave us a tutorial on how to purchase our Gala tickets through the RCAEOP Website. There is a \$2.00 surcharge, and if you are purchasing more than one ticket your surcharge will be a certain percentage. If you are not able to make it please try and sell them to someone else since we will not be able to refund you your money back. The Gala will be Thursday, May 3rd from 6:30-8:30 at the Gala and the address is on your ticket. Please make sure to bring your ticket with you so we can keep the bottom half. We are keeping track of our ticket sales again this year so we can compare our sales to last year which we sold 136 tickets.

**The Scoop:** President Nona Montoya, CEOE, announced we have ten new members since July 1, 2017. We have lost 25 members because they have moved out of our district, and we have held our organization to 135 active members for the year. President Nona Montoya, CEOE, asked a few of our members to share what RCAEOP means to them:

Rachel Phelps, CEOE, shared that what won her over was our board's professionalism, she loved the committee chairs enthusiasm and the goals they set with their committee members. Rachel appreciated how willing RCAEOP members are to be helpful and giving. RCAEOP has helped her grow personally, professionally, and is excited that she has received her CEOE.

Jill Averyhart, CEOE, shared how her networking has increased by getting to know all of us and when RCAEOP first started there were only six members. RCAEOP has helped build my self-confidence, grow through professional development, she has developed strong leadership skills that have enabled her to be the president of RCAEOP, SCAEOP and now the President-Elect for NAEOP.

Marilyn Scott shared that RCAEOP has enriched her life in so many ways and that by being surrounded by positive members, leaders, and presenters has helped her feel like she is a part off a mega church where you can't possibly know everyone individually, but you still feel a oneness among you; like your striving towards a common goal.

If you take RCAEOP acronym to describe it; it would be:

R-rich it's a rich environment for people

C-caring for the way we strive to give back and make a difference

A-admirable, I admire the association its members

E-evolving, changing and growing in the right direction

O-organized, I think we do things in decency and order

P-powerfully impacting the lives of others

**Scholarship Committee:** Patricia Kelly thanked everyone on behalf of the Scholarship Committee in advance for all the donations for our scholarship recipient's baskets. Please bring your donations to our April 12th RCAEOP meeting.

**Refreshment Committee:** Georgina Hance, CEOE, thanked Lyn Bookert, CEOE for helping her set everything up today.

**SCAEOP Overview:** Past President Eronda Jackson, CEOE, shared the events that took place during the SCAEOP Conference. Friday night was our First Timers meeting. There were 63 First Timers with their coral shirts. Friday morning we had our Opening Session with Dr. Mason Gary who was the Greenville Deputy Superintendent. He spoke to us about pride, purpose, and passion #youcan'thopebackwards keep moving forwards. For the General Session, we broke into small group's elementary, middle, high, and administrative office, to do some networking and collaboration with others who have the same job settings. We had terrific workshops with a lot of presenters from Richland Two. At the Membership Luncheon, Richland County had 97 members present which were the highest in attendance this year for the SCAEOP Conference. We had three scholarship winners this year at the Awards luncheon and congratulations to Carla Young's daughter Kaylin who was one of the recipients to receive 1,500.00. I'd like to congratulate all of you who are working towards your PSP or have received your PSP and CEOE this year. The Installation Banquet was Saturday night, and the centerpieces were impressive. Christie Knight is our 2018 SCAEOP President, and her theme is "Our Story" (Successes, Talents, Opportunities, Recognitions, and Year). We have several RCAEOP members who were elected and appointed to the 2018 SCAEOP Board this year.

#### **Announcements:**

1. If you would like to listen to some of the presenters from the SCAEOP Conference you may go to the SCAEOP Website at [scaep.org](http://scaep.org) to hear them.
2. Our 2018 Gala will be on Thursday, May 3rd from 6:30 PM - 8:30 PM at the Gala. The address is 533 Clemson Road, Columbia, SC and is also listed on your ticket. You may purchase your tickets online 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 to refund you back your money if for some reason you cannot make it. We will not be able to take any late reservations this year. This year we decided not to do 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. Deadline for these will be April 17th.
4. Please remember to bring your towels or body wash for Epworth Children's Home to our Professional Development on April 21st.

Meeting Adjourned: 5:26

Respectfully Submitted,

Marybeth Gawrys, CEOE, Secretary

03/08/2018