



# RCAEOP GENERAL MEETING

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**DATE:** Thursday, November 1, 2018  
**TIME:** 5:08pm  
**LOCATION:** R2i2, Board Room

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

**Welcome:** President Georgette Council, CEOE, welcomed Teresa Faille, CEOE, to RCAEOP. She is from York County.

**Members in Attendance:** 35

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

**Approval of October 4, 2018 Minutes:** President Georgette Council, CEOE, presented the minutes. Under Membership/Recruitment needs to read "Nothing to report at this time" and under the Newsletter item, should read, "...assisting with newsletter" not website. President Council announced minutes stand approved with revisions.

**Professional Perspective:** Office Professional of the Year, Rachel Phelps, CEOE, spoke on Customer Service. Several areas she focused on were how a first impression is a lasting one, what to say and how we say it, and always answer the phone with a smile.

## **Committee Reports:**

**Administrator of the Year** – Sandra Baker, CEOE, sent her report to Ms. Council. The applications have been judged and a person selected. The Administrator of the Year for 2019 is Keith Price, Assistant Superintendent for Richland School District Two. He is in the process of submitting his application to SCAEOP.

**Bylaws** – President Georgette Council, CEOE, have reviewed the Bylaws and will be sending the changes soon.

**Community Service** – There are copies of the committee report from Tamara Baldwin, CEOE, on the table. On October 31<sup>st</sup> – Volunteers served meals at Transitions. Richland One and Richland Two will be holding food drives for Harvest Hope.

**SCAEOP Community Service** – April Turner, CEOE, the packing party packed 213 packs. That was 1,491 pads and 1,491 liners. Additional items were delivered to Killingsworth and Epworth Children's Home.

**Fundraising** – President Georgette Council, CEOE, announced the Fall Belk Fundraiser is this Saturday, Nov. 3<sup>rd</sup>. You can turn monies into Patti Christiansen today or send to her or Ms. Eddy.

**Membership/Recruitment** – President Georgette Council, CEOE, reported we have 6 new members since July. Please continue to invite and encourage people to join. Also, important to renew your membership.

Newsletter/Public Relations – Tavares Joseph reported the November newsletter is drafted. Please keep submitting information for the newsletter.

Office Professional of the Year – President Georgette Council, CEOE, reported we received two applications, they have been sent to the judges which will report back to the committee by Nov. 7<sup>th</sup>.

Scholarship – Bridget Bookert, CEOE, announced two new members on the committee, Tina Gregory, CEOE, and Alice Leeper, CEOE. Applications due by March 15<sup>th</sup>. We will once again be awarding two High School and one college scholarship.

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

Dec. 6<sup>th</sup>, Holiday Social – will be at R2i2 (763 Fashion Drive). Ms. Council presented to members in attendance the possibility of having the event catered. The response was positive and the RCAEOP board will move forward with getting quotes.

NAEOP Webinars – Still time to register for the webinars – 6 webinars for \$125

NAEOP Membership Drive – Membership drive is still ongoing thru November 16, 2018.

SCASA Office Professional Conference – Friday, December 7<sup>th</sup>, 2018. Richland One & Richland Two are subscribing districts so you can register at the discounted rate of \$60.

SCAEOP Conference – February 28 – March 3, 2019. Reminder that Eronda Jackson, CEOE will be installed as 2019-2020 President so RCAEOP will need to help with the installation banquet.

RCAEOP Professional Development Day – Saturday, April 6, 2019 at Richland 2 Conference Center. Planning will start after the beginning of 2019.

RCAEOP Annual Gala – Thursday, May 2, 2019 - Location: The Gala by JW (Clemson Road). The theme will be revealed after the winter break.

NAEOP Annual Conference – July 15 – 20, 2019 in Boise, Idaho. Our very own Jill Averyhart, CEOE will be installed at the National President at this conference.

**Professional Development:** President Georgette Council, CEOE, led a fun game using the Kahoot App, then shared “Appreciating the Classics.” She suggested creating or updating your LinkedIn account and reading “21<sup>st</sup> Century Skills by Douglas Fisher/Nancy Fray.

Meeting Adjourned: 6:30 p.m.

Respectfully Submitted,  
Dee Dee Milakovich, CEOE, Secretary  
November 1, 2018