

RCAEOP GENERAL MEETING



DATE: Thursday, November 2, 2017

TIME: 4:33 p.m.

LOCATION: Richland District Two Conference Center

Call to Order by: President Nona Montoya, CEOE

Members in Attendance: 47

The Pledge of Allegiance led by: Brian Weston, CEOE

Encourage- Inspire-Hack: Delores Williams, CEOE, read a poem called Your Loved

Shout Outs by: Gene Parks, CEOE, for celebrating 50 years of marriage, Shelia Washington, CEOE, to Rachel Phelps, CEOE for keeping the Administrator of the Year Committee informed organized and on track without any glitches, President Nona Montoya, CEOE, to Joy Adams was honored and recognized at Richland School District Ones Board Meeting for Book Keeper of the Year, Paula Rosenberger, CEOE, thanked everyone who was able to make to the Mid-Atlantic Conference and for their support for her, Georgette Council, CEOE, gave a shout out to Brian Weston, CEOE, for tracking down the RCAEOP member (Marybeth Gawrys) who left her phone at the hotel in Maryland.

Approval of October 12, 2017 Minutes by: President Nona Montoya, CEOE, (minutes are approved as presented)

Nominations and Elections: Shaniqua Staples, CEOE, thanked her committee and let them know they will be meeting after the holidays. Shaniqua asked that if you are interested in serving on the executive board in the future to go ahead and start looking over the positions, talk with the board members about what their responsibilities are so you can see what each position entails. This will help you decide what you would like to be nominated for. Make sure you have all your credentials completed, and go ahead and start working on your bios.

Administrator of The Year by: Rachel Phelps, CEOE, thanked her committee for their hard work and was happy that her committee goals were met, website was updated, the judge's packets were received by October 1st. The committee met on October 19th to go back over and recount the applicant's tallies to make sure there weren't any glitches. Congratulations to Dr. Craig Witherspoon for being selected as our 2018 Administrator of the Year.

Office Professional of the Year by: Darlene Montgomery, CEOE, thanked her committee for their hard work and dedication. Congratulations to Rachel Phelps, CEOE, for being selected as our 2018 Office Professional of the Year.

Community Service Report: Patty Christensen, CEOE, welcomed everyone and let us know if we did not bring our items for St. Lawrence Place today please contact Hope Eddy to make arrangements to get them to her. Our project for December is going to be for Epworth Children's Home. We have two bins we are going to fill up for girls ages 16 to 18. They would like books, games, movies, and goodies. A google doc will be sent out to sign up for the items. Please bring them to our December 7th meeting.

Fundraising/Ways & Means Committee: Shelia Washington, CEOE, Annette Cline, thanked everyone who volunteered to sell Belk tickets at Richland Fashion Mall, Sandhills, and Harbison. If you would like to work at the Belk sale Saturday morning, please let Annette and Shelia know. Please make sure to turn your money in at our December 7th meeting. If you sold \$50.00 or more your name will go into a drawing. Right now, we have collected \$500.00.

Membership/Recruitment Committee: Bridget Bookert, CEOE, sending emails to potential new members to try and recruit them. Remember the challenge, if you recruited at least one your name would be put in a drawing for a gift card or if you recruited three or more your name would be put in a drawing for a basket. Unfortunately, we did not have anyone who recruited three or more so what President Nona Montoya, CEOE, received the list from Linda Goodwin, CEOE, and decided to put everyone who recruited someone into the drawing and the winner will receive the Spa Basket. Those recruiters are: Jill Averyhart, CEOE, Bridget Bookert, CEOE, Annette Cline, Angela McDowell, CEOE, and Shelia Washington, CEOE. CONGRATULATIONS Shelia Washington

Welcome New Members: Antje Barthel, Yvonne Carrington, Abby Hogan, Crystal Myers, and Dilya Robinson.

Newsletter and Public Relations: President Nona Montoya, CEOE, the newsletter will go out on January 12, 2018. If you have anything for the newsletter, please get it to Luke Luesing, CEOE, before December 11th or right after we get back on January 3rd.

Professional Growth Committee: Sandra Baker, CEOE, Dee Dee Milakovich, CEOE, Jill Averyhart, CEOE, our committee is working on ideas for next years Professional Development day. If you would like to join their committee please contact Sandra Baker, CEOE, or Dee Dee Milakovich, CEOE. Our Professional Development day will be April 21st, 2018.

PSP/CEOE Recognition: President Nona Montoya, CEOE, was asked by Jill Averyhart, CEOE, to announce that she will be conducting a PSP/CEOE workshop on November 18th at 10:00 a.m. in Columbia Place Mall at the Richland Two Conference Center. Please contact her if you would like to attend so she can make sure she has enough books for everyone.

Scholarship Committee by: Patricia Kelly's committee will be meeting with Georgette Council, CEOE, after our RCAEOP meeting today. The scholarship application is on our website and it is PDF fillable. Any applicant must be a Richland One or Richland Two student, and if it is a college applicant they must be attending a college in the state of South Carolina.

Website Committee: Jennifer Hedrick, CEOE, let us know that the website is current and up to date. All of the CEOE's have been updated and if you have anything you would like to have posted please email me at jhedrick@richland2.org.

Refreshment Committee: Georgina Hance, thanked her volunteers for helping with the set up and is excited that Abby Hogan who is a new member has signed up to be on her committee. A google doc will be sent out for our Holiday Social.

Reminders: December 7th is our Holiday Social, remember to bring your money from the Belk tickets sales, NAEOP members please remember to vote by December 1st and if you are planning to attend the SCASA or SCAEOP Conference remember there are Classified Learning Funds available for Richland Two folks.

Meeting Adjourned: 5:09

Respectfully Submitted,

Marybeth Gawrys, CEOE, Secretary
11/02/2017