

RCAEOP GENERAL MEETING



DATE: Thursday, October 12, 2017

TIME: 4:33 pm

LOCATION: Richland District Two Conference Center

Call to Order by: President Nona Montoya, CEOE

Members in Attendance: 30

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

The Inspiration by: Joy Adams is to take a Personal Pause Break throughout the day (or known as a PP Break).

Approval of September 7, 2017 Minutes by: President Nona Montoya, CEOE, (minutes are approved as presented). A Motion was made to change the minutes to reflect Richland District Two's Professional Development Day from Thursday, October 19, 2017 to Friday October 20, 2017. Shaniqua Staples, CEOE approved the motion and Brian Weston, CEOE seconded it.

Administrator of the Year: Rachel Phelps, CEOE thanked her committee for staying on task. All applications were received and postmarked by October 1, 2017. The judges will meet on October 11, 2017, and will notify President Nona Montoya, CEOE who the winner is between October 16th-20th.

Office Professional of the Year: Darlene Montgomery, CEOE application deadlines are October 1, 2017. We will notify President Nona Montoya, CEOE who the winner is.

Scholarship Committee: Patricia Kelly Chair sent out scholarship packets to all the guidance departments in Richland One and Richland Two. If you know of a senior who is graduating this year, please let them know

about the \$500.00 scholarship. They must be a Richland One or a Richland Two student, or a college student who is attending a college in South Carolina. The scholarship is online and PDF fillable.

Newsletter Committee: Luke Luesing, CEOE, our winter newsletter will be coming out in January. If you have something now that you would like us to share in the winter edition, please send it to me.

Community Service Committee: Hope Eddy, our November goal is to provide three (3) welcome baskets to families at St. Lawrence Place. A signup sheet is going around and please bring your items to our November 2nd meeting. If for some reason you cannot make it please send it with another member or call me and I'll come pick it up.

Membership and Recruitment Committee: Gloria Deramus and Bridget Bookert, CEOE, remember the fall membership and recruitment challenge: If you recruit one new member your name will be put in a drawing for a gift card. If you recruit three or more your name will be placed in a drawing for a spa basket. It must be a new member and not a renewal. Your new member must have their application and \$15.00 membership fee to our Membership Recorder Linda Goodwin, CEOE before our November 2nd meeting. Please make sure your new member puts your name on the application form, so you get credit.

Fundraising Committee: Co-Chairs Annette Cline and Shelia Washington, CEOE, please let Annette know if you are signed up to sell Belk tickets and she will get you all the supplies to you. We receive 100% of the money for all ticket sales up to November 3rd.

PSP/CEOE Recognition: Jill Averyhart, CEOE took her Rose Patrol out to congratulate our three newest CEOE recipients: Bridget Bookert, CEOE, Luke Luesing, CEOE, and Shaniqua Staples, CEOE. President Nona Montoya, CEOE will send an email out to let everyone know who our newest CEOE recipients are when Jill Averyhart, CEOE is notified after each deadline. Jill needs 17 more RCAEOP members to receive their PSP/CEOE to meet her goal of 20 before our NAEOP Conference in July. On Tuesday, October 24th at 7:00 pm Richland District Two's School Board will recognize our 16 RCAEOP CEOE recipients. Please come celebrate them with us and wear your RCAEOP shirt.

NAEOP is having a membership drive for the month of October and is giving out three (3) prizes to the members who recruits the greatest number of new members. The grand prize is \$300.00 for your 2018 NAEOP Conference registration fee, 2nd prize is a \$150.00 for the NAEOP Webinar series, and the 3rd prize is \$50.00 for your NAEOP membership. There is also a social media competition going on through NAEOP through Facebook, Twitter or Instagram. Take a picture of you and your new member from the photo ops on the NAEOP website and post it on one of the social media. SC is in the lead right now.

Website Committee: Jennifer Hedrick, CEOE, we are constantly updating the website so please let me know if you have anything you would like posted or if you see something that needs to be edited.

Social Media: Tamika Sherman, Instagram if you have something to share email Tamika at tsherman@richland2.org or rcaeopig@gmail.com. If you want to follow RCAEOP on Instagram just type RCAEOP in the search bar, then hit follow and to follow NAEOP on Instagram go to NAEOP1934.

Other Business: Reminders: President Nona Montoya, CEOE, reminded us about purchasing pop-sockets, reels, and computer bags tonight. We have sample shirts tonight for you to try on. They will be black, and the cost is \$25.00 for small, medium, large and x-large and the 3 and 4 X's will be \$30.00.

The fall membership and recruitment challenge: If you recruit one new member your name will be put in a drawing for a gift card. If you recruit three or more your name will be placed in a drawing for a spa basket. It must be a new member and not a renewal. Your new member must have their application and \$15.00 membership fee to our Membership Recorder Linda Goodwin, CEOE before our November 2nd meeting. Please make sure your new member puts your name on the application form, so you get credit.

Mid-Atlantic Professional Development is October 19th and 20th

Richland One's Professional Development is tomorrow

October 13th the theme is Impacting Lives One Smile at A Time

Richland Two's Professional Development is October 20th

Sell your Belk tickets, sign up to sell Belk tickets, and a sign-up document will be sent out for you to sign up to work on November 4th will be coming out in a few days.

November 2nd at 4:30 is our next RCAEOP meeting.

New Business: SCAEOP Area 5: President-Elect Georgette Council, CEOE, informed us that SCAEOP divided into seventeen areas. Area five which is Richland One, Richland Two and Kershaw County is looking for an area director. Their responsibilities would be to be an ambassador for Professional Development, networking and promoting SCAEOP. You would need to reach out to your counties to make sure they are aware of things that are going on like scholarship, awards, professional development that are being offered etc. As an area director, you would be a voting member and required to attend the board meetings five times a year around the state and serve as chairman of a committee. You can review the job description on the SCAEOP website if you would be interested in this position please pick up an application turn it in by the end of the month.

Welcome New Members:

Meeting Adjourned: 5:33 pm

Respectfully Submitted,

Marybeth Gawrys, CEOE, Secretary

October 12, 2017