



## RCAEOP GENERAL MEETING

**DATE:** October 9, 2019  
**TIME:** 5:07 pm  
**LOCATION:** RSD1 Waverley Admin. Complex, LEIR Conf. Room

**Call to Order by:** Melody Wise Butler, CEOE, President

**Members in Attendance:** 22

**The Pledge of Allegiance led by:** Hope Eddy, CEOE

**Approval of August 15, 2019, Minutes:** Motion by Hope Eddy, CEOE, to accept the minutes as written. And second by Delores Goodwin. Motion carried. President Butler, CEOE, thanked Brian Weston, CEOE, for taking the minutes at the August Meeting.

**Treasurer Report:** Patti Christensen, CEOE, reported RCAEOP is financially well. As of July/August 2019 statement, we have \$5,407.56 in savings and \$7,350.31 in checking. All the scholarship winners have been paid out.

### **Committee Reports:**

Professional Growth – no report, still need a chair person. There are members on the committee. President Butler, CEOE, is looking for a person to chair this committee. Until a Chair Person is found, the Professional Development Day will fall on the Executive Board.

Administrator of the Year – Darlene Montgomery, CEOE, reported the committee has received two nominations and expecting one more. The Judges have been confirmed.

Community Service – Delores Goodwin reported we will be working with the non-profit group, Koinonia of Columbia, based at Eau Claire Baptist Church. Students in this group have made crafts during the summer program and will be organizing a Bethlehem Market and need volunteers to assist. Committee is looking at other options for the spring.

Fundraising/Ways & Means – Jennifer Dyarmett, CEOE, - Belk's Charity Fall Fundraising event is Saturday, Nov. 9<sup>th</sup>. She attended the kick-off meeting last week; has tickets to hand out tonight; she was able to lock-in time slots of 6:30 am – 11:00 am at all three locations; Sale time has changed and the event now starts at 7:00 am; will have a signup sheet online for 1.5 hour increments; Belk's is also having a Girls Nite Out sale on Oct. 10<sup>th</sup> from 5:30 pm – 8:30 pm and October 24<sup>th</sup> and both are special sales if anyone would like to work a table to sale tickets for the Charity Sale.

Membership/Recruitment – President Butler, CEOE, reported for Nicole Williams, who had to leave the meeting early, we welcome back Chantel Brown, Keisha Hardy from Richland Two and welcome Ijola Gladney from Richland Two.

Newsletter/Public Relations – President Butler, CEOE, reported Heather Failla, CEOE, is still accepting articles for the October newsletter which will be sent out on Oct. 14<sup>th</sup>. Ms. Failla is also doing the SCAEOP newsletter during President Butler's term for SCAEOP.

President Butler, CEOE, gave a shot out to Jennifer Hedrick, CEOE, for all her work on RCAEOP's website.

Office Professional of the Year – President Butler, CEOE, reported Jennifer Polson, Chair, will be doing a conference call this afternoon after the meeting. They have one applicant and expecting two more.

Social Media/Marketing – President Butler, CEOE, reported Tamika Sherman, CEOE, has Facebook, Twitter, Instagram, etc. all covered.

Student Scholarship – Rachel Phelps, CEOE, reported they have 10 members on the committee and acknowledged all of the members; the committee goal is to find new ways to distribute the scholarship information to all high school seniors in Richland County. The committee is meeting on Nov. 7<sup>th</sup>. Scholarship deadline is March 16, 2020, and the application is online.

SCAEOP Conference – Marybeth Gawrys, CEOE, reported the conference is Feb. 6 – 9, 2020; the registration is scheduled to go active Monday, Oct. 7<sup>th</sup>; Registration deadline is Jan. 4, 2020, registration fee is \$200; the conference is at the Embassy Suites and includes a hot breakfast.

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

Mid-Atlantic Professional Development Days – Georgette Council, CEOE, Mid-Atlantic Director, reported event is being held at Norfolk State University, hosted by VAEOP; Director Council, CEOE, encourages all to come.

Carolyn Wilson, CEOE, announced new member Jamie Mickens from Hand Middle School, Richland One, joined today.

**Meeting Adjourned: 5:52 pm**

Respectfully Submitted,  
Dee Dee S. Milakovich, CEOE, Secretary  
October 9, 2019