

# RCAEOP GENERAL MEETING



**DATE:** May 6, 2021

**TIME:** 5:00pm

**LOCATION:** Google Meet

**Call to Order by:** President Paula Rosenberger, CEOE

**Members in Attendance:** 18

**The Pledge of Allegiance led by:**

**Professional Prospective:** Driving Your Lane: Time of year where we have many appreciations going on along with overlapping and split duties. 1. Identify your role in the big picture. Where do you fit in? What's your function with all the moving parts? 2. Research, train, or learn. Execute to the best of your ability. Keep up your maintenance. Parallel to you being a car. 3. Hold yourself accountable and others accountable for their duties. Don't volunteer to do it all. Don't do their job, you are causing yourself more work and doing the other person an inservice by not letting them earn their paycheck. 4. When driving your lane you have less incidents of misunderstanding unsuccessful projects and unnecessary friction in the office. 5. Stay your course and drive your lane.

**Approval of April 15, 2021 - Minutes by:** Motion made by Tina Gregory, CEOE, and seconded by Marybeth Gawry, CEOE to accept the minutes as submitted. . Motion passed.

**Treasurer Report:** Report submitted

**Special Announcements:** Laurie Cannon, CEOE announced that MaryBeth Gawry, CEOE has been named the 2021 NAEOP Office Professional of the Year.

**Membership and Recruitment Committee:** Jessica Thompson, CEOE -

**Nominations and Elections Committee:** Jennifer Dyarmett, CEOE - Report submitted - Elections will begin Monday, May 10, 2021.

**Professional Growth/PSP:** Marybeth Gawrys, CEOE - Report Submitted - Thanked everyone for their participation in the April 24, 2021 professional development. If you are working on your PSP/CEOE please reach out if you need help. Check SCAEOP website for professional development opportunities.

**Scholarship Committee:** Lorrie Holt - Reported Submitted

**Website:** Jennifer Hedrick, CEOE – Report submitted Website is updated with the zoom calls and professional development. Also, we now have a Youtube channel.

**Other Business / Reminders:** NAEOP conference is in person and selected virtual meetings, July 12 - 16, 2021. Southeast Area meeting will be June 25 from 2:00 pm - 3:30 pm. Also, the Advisory Council meeting will also be held on the same date. MAEOP will be hosting a professional development in June.

#### **New Business:**

Next meeting will be Thursday, June 3, 2021 via Google Meet

#### **Meeting Adjourned: 5:19pm**

Respectfully Submitted,

Kimberley Coward, CEOE, Secretary

May 14, 2021