

RCAEOP GENERAL MEETING



DATE: November 5, 2020

TIME: 5:00 pm

LOCATION: Google Meet

Call to Order by: President Rosenberger

Members in Attendance:

The Pledge of Allegiance led by: Jill Averyhart, CEOE

Personal Perspective by: Eronda Jackson, CEOE

She has been emphasizing on G.R.A.C.E. in the workplace. She touched on the letter A. A is for Accessible and Accountable. We need to be Get-at-able. Be accessible to share your knowledge, customer service and communication skills. We are office professionals and should make the person feel comfortable. Also, be accountable and responsible for the work we produce.

Approval of October 1, 2020 - Minutes by: Georgina Hance and 2nd by April Turner, CEOE

Treasurer Report: presented by Georgina Hance

Receive funds from the stripe account from the Belk ticket sales link.

Administrator of the Year: Carla Young, CEOE – Congratulations Kristen Eubanks, Principal Bridgecreek Elementary

Bylaws: Nothing new

Community Service Committee: Gloria Deramus – Report presented

Fundraising Committee: Nona Montoya, CEOE - Report presented

Membership and Recruitment Committee: Jessica Thompson - The Fall/Winter campaign “Be SWEET (Successful, Worthy, Equal, Educated, Tailormade) “ with RCAEOP has begun.

Newsletter / Public Relations Committee: Lynn Bookert, CEOE (Report presented by Heather Failla, CEOE). Requesting holiday recipe submission to put into the newsletter. Looking for committee members.

Nominations and Elections Committee: Jennifer Dyarmett, CEOE - Highlight RCAEOP office position each month and review qualifications.

Office Professional of the Year: Laurie Cannon, CEOE - Congratulation MaryBeth Gawrys, CEOE

Professional Growth / PSP: Marybeth Gawrys, CEOE - Professional development on November 19 presented by PCFCU on protecting your financing during the holiday season. Snack and chat beginning January 23, 2021. Professional development to be held in April needs volunteers. Continue working on your PSP.

Refreshment Committee: Jennifer Polson – Google meeting so no refreshments at this time

Scholarship Committee: Lorrie Holt –

Social Media: – Need a chairperson

Website: Jennifer Hedrick, CEOE – Everything is updated on the website.

Other Business / Reminders: Happy Thanksgiving! Next meeting will be Thursday, December 3, 2020

New Business:

Meeting Adjourned:

Respectfully Submitted,

Kimberly Coward, CEOE, Secretary

November 24, 2020