

RCAEOP GENERAL MEETING



DATE: 9/3/2020

TIME: 5:00 pm

LOCATION: Virtual – Google Meet

Call to Order by: President Paula Rosenberger, CEOE

Members in Attendance:

The Pledge of Allegiance led by: Evelyn Rateree, CEOE

Personal Perspective by: Eronda Jackson, CEOI - GRACE in the workplace. She reminded everyone that we should have great communication skills. When we communicate we should be clear and concise, don't ramble. Ask questions if you're not sure. Smile when you are speaking to someone via telephone it reflects in your voice. Sound and look friendly. Be an active listener. We all should be practicing GRACE in the workplace.

Approval of September 7, 2017 - Minutes by: Minutes were not taken at the June 2020 meeting.

Treasurer Report: presented by Georgina Hance

Administrator of the Year: Carla Young, CEOE – not in attendance

Community Service Committee: Gloria Deramus – No Report

Fundraising Committee: Nona Montoya, CEOE - No information about the Belk's fundraiser at this time, she will contact Belk for more information. Nona is looking into the Virtual 5K race and considering a virtual fundraiser. Mask lanyards will be ordered and available to purchase soon. The lanyards will be black with white imprint. The committee is also looking into selling t-shirts.

Membership and Recruitment Committee: Jessica Thompson - Have three new members. Please renew your membership RCAEOP needs you. Jessica reminded everyone to remain positive during these times.

Newsletter / Public Relations Committee: VACANT (Report presented by Heather Failla, CEOE). Still looking for a committee chair. The September newsletter will be coming soon.

Nominations and Elections Committee: Jennifer Dyarmett, CEOE - Reviewed the by-laws and found some discrepancies. She has reached out to the bylaws chair to review the discrepancies she found.

Office Professional of the Year: Laurie Cannon, CEOE - The committee plans to have everything ready by October 1, 2020 to meet the deadline to submit RCAEOP's winner for SCAEOP Office Professional of the Year. Applications are available on the RCAEOP website and judges are already secured. RCAEOP has many qualified members so get your applications in.

Professional Growth / PSP: Marybeth Gawrys, CEOE - The committee would like to have professional development each month. Email any suggestions for professional development. The committee's goal is to have five RCAEOP members ready to start PSP certification by September 30, 2020.

Refreshment Committee: Jennifer Polson – Not operating now because meetings are being held virtually.

Scholarship Committee: Lorrie Holt – no report.

Social Media: Nicole Williams – no report.

Website: Jennifer Hedrick, CEOE – Administrator of the Year and Office Professional of the Year applications are on the website in PDF fillable form.

Other Business / Reminders: Marybeth Gawrys, CEOE, Jessica Thompson and Veronica Watkins thanked everyone for their support and prayers during their challenging time. Bridgett Bookert, CEOE reminded members to respond to the 2021 SCAEOP Conference Survey. President Rosenberger reminded everyone that our next meeting will be Thursday, October 1, 2020.

New Business: No new business brought forward

Meeting Adjourned: 5:29 pm

Respectfully Submitted,

Kimberly Coward, CEOE, Secretary

September 8, 2020