

# RCAEOP GENERAL MEETING



**DATE:** December 3, 2020

**TIME:** 5:00 pm

**LOCATION:** Google Meet

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

**Members in Attendance:** 18

**The Pledge of Allegiance led by:** Lorrie Holt

**Personal Perspective by:** Eronda Jackson, CEOE

G.R.A.C.E. in the Workplace: "C" stay calm & be collected under pressure. Calm means not showing or feeling any nervousness, anger, or emotions. Don't be distracted in the moment. Give the person your undivided attention. Have your own personal reset button. Keep an open mind and don't take it personal. G.R.A.C.E. in the Workplace is the best you can offer to anyone.

**Approval of November 5, 2020 - Minutes by:** Motion made by Nona Montoya, CEOE and Second by Georgina Hance, CEOE

**Treasurer Report:** presented by Georgina Hance

**Community Service Committee:** Gloria Deramus – Report submitted.

**Fundraising Committee:** Nona Montoya, CEOE - Report submitted. Wonderful success with the Belk charity sale. Please participate in the holiday ornament contest. Also, there will be a google form coming in to see the interest in a virtual 5K race.

**Membership and Recruitment Committee:** Jessica Thompson - Report submitted.

**Newsletter / Public Relations Committee:** Lynn Bookert, CEOE - Report submitted.

**Nominations and Elections Committee:** Jennifer Dyarmett, CEOE - Report submitted. Continuing with officers highlights.

**Office Professional of the Year:** Congratulations MaryBeth Gawrys, CEOE for being selected the SCAEOP Office Professional of the Year. Her application will now be forwarded to NAEOP.

**Professional Growth / PSP:** Marybeth Gawrys, CEOE - Report submitted. Monday, December 7, is the last day to sign up for Snack and Chat. So far there are 23 members. Saturday, April 17, 2021 will be our Professional Development Day. If you are interested or know someone who would like to present please contact MaryBeth. The book club has been approved for 5 hours PSP credit through NAEOP also the professional growth presented by Vickie McIntyre, CEOE has been approved for 1 PSP credit hour.

**Refreshment Committee:** Jennifer Polson – Virtual meetings

**Scholarship Committee:** Lorrie Holt – Report submitted. Committee met and discussed distribution of applications and judges selections. Considering changing the scholarship essay topic and word count. Discussion on whether or not the 500 word or less essay should be changed. It was suggested by Nona Montoya, CEOE that there should be some handles. Several suggestions were made to change the wording limit to have a range. Lorrie Holt made a motion to change the topic of the 500 minimum - 750 maximum word essay from “Why Higher Education is Important to Me” to “Where do you see yourself in 5/10 years after receiving the education of your dreams?” second by Rachel Phelps, CEOE.

**Social Media:** Vacant –

**Website:** Jennifer Hedrick, CEOE – Website updated with professional growths and the November professional growth presented by Vickie McIntyre, CEOE is on the website.

**Other Business / Reminders:** President Paula Rosenberger, CEOE will be unavailable beginning December 8 due to having neck surgery and will not be able to respond to email. Once she is healed enough to sit up and at a computer she will respond to any emails.

Georgette Council, CEOE will be sending information out to members for items for consideration for the NAEOP advisory council. The deadline for items to be submitted is February 1, 2021. As an affiliate RCAEOP can have a representative on the council. If interested please send an email to President Paula Rosenberger, CEOE.

Next meeting January 7, 2021 via Google Meet at 5:00 pm.

**New Business:**

**Meeting Adjourned: 5:40pm**

Respectfully Submitted,

Kimberly Coward, CEOE, Secretary

December 4, 2020