

DATE:	Thursday, November 10, 2016
TIME:	4:33 PM
LOCATION:	Richland District Two Conference Center

RCAEOP MEETING MINUTES



Call to Order by: Nona Montoya, CEOE 41 Members in Attendance

The Pledge of Allegiance led by: Nona Montoya, CEOE

Encourage-Inspire by: Laurie Cannon, CEOE, you can get encouragements from Proverbs 31 Ministry. I challenge all of you to choose someone you come in contact with daily to do something extra special for them. Remember a smile goes a long way, but a pat on the back goes even further.

Approval of Previous Minutes by: Nona Montoya, CEOE the members received the minutes prior to the meeting and hearing no objections, the minutes are approved as printed.

Community Service Report: Patti Christensen, CEOE, has arranged for RCAEOP to partner with Epworth Children's Home. Epworth is going to get us a calendar of their events so we can volunteer. RCAEOP may do special projects with the children anytime as long as we fill out an activity request form ahead of time. We are helping to fill two bins for the boys. Bin one is for the Clinton Cottage, and they would like movies and other goodies (these boys range from 4-9 years old) and bin two is for the Doug Gray Cottage. These boys enjoy all types of good books and other items and range from 14-16 years old. Nona is sending out a google doc tomorrow to sign up for bin donations. Please bring your items to our December 1st meeting. Patti will deliver the decorated bins on December 15th. We may also donate Dove or Dial liquid soap, and there is a need for towels as long as they are not white. The board's long range goal

is to start a partnership that would be on going and established with an organization so we can also apply for grants.

Refreshment Committee Report:: Angela Thibou, now has 12 members. December 1st is our Holiday gathering. Nona will send out a google doc to sign up to bring goodies. The refreshment committee will be in charge of the desserts and should arrive by 4:00, if possible, to set up.

Fundraising Committee Report: Larissa Thurman, asks that you bring in your Belk money or return your tickets and is looking into the gift wrapping at Books A Million.

Office Professional of the Year Committee Report: Shelia Washington, Congratulations to Louise Snipes, CEOE on being selected Office Professional of the Year.

Administrator of the Year Committee Report: Brian Weston, Congratulations to Dr. Baron Davis on being selected Administrator of the Year.

Professional Growth Committee Report: Vickie McIntyre, CEOE, reminds us of some important dates coming up, SCAEOP Conference is March 2nd-5th. Please go on the SCAEOP Website for registration forms, agenda and sessions. Saturday, April 22nd is our Professional Growth Development Day and our theme is "Pieces to Balance You". If you would like to be on Vickie's committee please let her know. We will meet in January to start planning. Are you working on your PSP Certification? You may reach out to Vickie anytime for assistance.

Membership and Recruitment Committee Report: Gloria Deramus, CEOE, we have 12 new members from Richland District Two, and one renewal. We have two new members from Richland District One. We now have 150 members. As RCAEOP grows Nona would like those of us who have been a member more than two years to reach out and mentor our new members. We are growing leaders and we need to help get them involved on a committee. Committee Chairs need to reach out to our new members also.

Reminders

December 1st is our next RCAEOP Meeting

December Social lots of great fellowship, desserts, food, fun, and giving

Please remember to vote by December 2nd: Jill Averyhart, CEOE, is running for NAEOP Vice President and Paula Rosenberger, CEOE, is running for NAEOP Mid-Atlantic Area Director

Announcements:

Lisa Mayo, CEOE, gave an update on Steven Johnson, who was one of our scholarship winners and says he is doing really well at USC.

The end of the year Gala will be Thursday, May 11, 2017. The cost will be \$20.00 for a member to bring their boss and \$10.00 for additional supervisors or guest. A Survey Monkey will be sent out to see if we would like to proceed with plans.

Evelyn Ratterree, CEOE, Team Building Activity: Escape Plan, Thursday, January 12th. There are two locations, Cayce and Lexington. There will be a small charge for us to attend. We will send out a Survey Monkey to see who is interested.

Georgette Council, CEOE, is looking for volunteers to help submit an application for the Louise Henderson Nelson Award. We'll be digging into the RCAEOP history, gathering information from the past five years. The deadline for submission is March 15th.

Also, SCAEOP is selling Palmetto ornaments for \$3.00 and \$10.00 dollars for our NAEOP Conference. These ornaments will be used for door prizes this year.

Melody Butler, CEOE, and Lorraine Gardner are looking for volunteers to host the hospitality suite at the SCAEOP Conference. A google doc will be sent out for volunteers to sign up.

Tammy Cox and the SCAEOP Board are selling raffle tickets for \$1.00 and you'll get a two night stay in Myrtle Beach.

Meeting adjourned 5:34 PM

Submitted by:

Marybeth Gawrys, CEOE, Secretary

11/10/2016