

DATE:	Thursday, October 13, 2016
TIME:	4:35 PM
LOCATION:	Richland District Two Conference Center

RCAEOP MEETING MINUTES



Call to Order by: Nona Montoya 31 Members in Attendance

The Pledge of Allegiance led by: Nona Montoya

Encourage-Inspire by: Georgette Council,

9 tips to be more professional from lifehack.org Consider the dress code, working more than minimal hours, going the extra mile, maintain a professional attitude, separate personal and work time, for a professional phone greeting you should identify your location and yourself, use an appropriate professional email signature, put your mobile phone on silence in the work place and if you get a phone call step out of the room to receive it.

Approval of Previous Minutes by: Annette Cline made a motion to approve the September 8, 2016 minutes and Angela Thibou seconded it.

Reports: Brian Weston, Administrator of the Year, has not received any applications yet. The deadline for submitting your applications is November 1, 2016

Patti Christensen, Community Service, is looking into working with Epworth's Children's Home.

Larrisa Thurman / Nona continue selling tickets for the Belk Charity sale on November 5th.

Nona sent an email to let us know if we sold \$100.00 worth of tickets our names would go in for a drawing to win \$50.00.

Shelia Washington, Office Professional of the Year, has three applications, and the deadline is October 15th.

Jennifer Hedrick, Website, if you have anything to share please contact Jennifer

Vickie McIntyre, Office Professional Development Pause, for next month will be in line with voting. Your vote counts, discuss responsibilities and duties of holding an office in RCAEOP, SCAEOP, Mid-Atlantic area and NAEOP. She is looking for people to join her committee. Newsletter please let Nona know if you are interested in chairing Gloria Deramus, Membership and Recruitment, we have two new members and one renewal.

Unfinished Business

Motions

Reminders

Richland One and Two have Professional Development tomorrow Friday, October 14th.

Our next RCAEOP meeting is November 10th

Boss' Day is October 17th

Announcements:

Meeting adjourned 5:08 PM

Submitted by:

Marybeth Gawrys, CEOE, Secretary

10/13/2016