



RCAEOP GENERAL MEETING

DATE: Thursday, October 4, 2018
TIME: 5:04pm
LOCATION: R2i2, Board Room

Call to Order by: President Georgette Council, CEOE

Welcome:

Members in Attendance: 42

The Pledge of Allegiance led by: Past President, Nona Montoya, CEOE

Approval of September 6, 2018 Minutes: President Georgette Council, CEOE, presented the minutes. Paula Rosenberger, CEOE cited several corrections on the spelling of her name. President Council accepted the approval of the minutes with the approved corrections.

Professional Perspective: Office Professional of the Year, Rachel Phelps, CEOE was not able to be with us, so the Professional Perspective will be given at the next meeting.

Committee Reports:

Administrator of the Year – Sandra Baker, CEOE reported we received two applications for AOY. The judges have been selected and the applications will be forwarded. We will have results at the next meeting.

Bylaws – President Georgette Council, CEOE announced that she has received a copy of the suggested revisions for By-Laws and will have them to present to the body soon. She stated that any member of RCAEOP is able to make a suggestion for revision – if you have a suggestion, please forward it to Evelyn Ratterree, CEOE and her committee.

Community Service – Tamara Baldwin, CEOE presented two different community services projects for the body. Activity #1 – November 22nd - Meals on Wheels with Senior Resources. Volunteers are needed to help package meals for distribution (8:00am – 9:30am); drivers to distribute meals to seniors (9:30am – 11:00am). Activity #2 – October 31st – Volunteers needed to serve meals at Transitions (5:00pm – 6:30pm)

SCAEOP Community Service – April Turner, CEOE will have a “packing party” at her house on Monday, October 8th to pack items collected for the Period Project. **Please note, any item that is not individually wrapped will be donated to Sister Care or any other domestic organization that can use the items.

Membership/Recruitment – Nothing report at this time.

Newsletter/Public Relations – Tavares Joseph reported that the newsletter is ready to go out. It will be added to the website on Friday, October 5th. She is still recruiting members for her committee – if interested in assisting with newsletter, please see Tavares.

Office Professional of the Year – Marilyn Scott reported that two nominations for Office Professional of the Year have been received. The committee is currently working to recruit judges. Initially, there was going to be a drawing for \$25 gift card for all eligible nominations, however, President Council stated that she would donate a second gift card so both nominations could be recognized. The gift cards will be present at the next meeting.

Scholarship – Bridget Bookert will send out information concerning collecting items for the scholarship baskets.

Fundraising – Hope Eddy, CEOE reported that the Belk Charity sale will be November 3rd. Tickets can be picked up today after meeting, or they will be sent out to you at your location. All members are asked to sell 10 tickets.

Upcoming Events/Announcements:

NAEOP Webinars – Still time to register for the webinars – 6 webinars for \$125

NAEOP Membership Drive – Membership drive will run October 1 – November 16, 2018.

Mid-Atlantic Area Professional Development Days - October 25 -26, 2018 in Rehoboth, DE. You still have time to get your gifts to President Council for her to add to box as RCAEOP's Basket/White Elephant drawing. Please get all gift cards in by Friday, October 19th.

SCASA Office Professional Conference – Friday, December 7th, 2018. Richland One & Richland Two are subscribing districts so you can register at the discounted rate (remember to enter the discount code).

SCAEOP Conference – February 28 – March 3, 2019. The committee co-chairs will be reaching out to individuals within the next week to be committee chairpersons. The registration form will be available by October 15th. The hotel reservation block is open – please get your reservation in early. This year the conference co-chairs have decided to go with only gift cards as door prize gifts.

RCAEOP Professional Development Day – Saturday, April 6, 2019 at Richland 2 Conference Center. No registration cost – open to all office professionals (even outside of Richland One & Two). Please help spread the word.

RCAEOP Annual Gala – Thursday, May 2, 2019 - Location: The Gala by JW (Clemson Road)

NAEOP Annual Conference – July 15 – 20, 2019 in Boise, Idaho. Our very own Jill Averyhart, CEOE will be installed at the National President at this conference.

Professional Development: Tamara Baldwin, CEOE, Richland One, presented “Prepare Your Ingredients” – Skill/Talent Assessment (SWOT/Personality Profile)

Meeting Adjourned: 6:11pm

Respectfully Submitted,
Melody Wise Butler, CEOE, President Elect
October 4, 2018