

RCAEOP GENERAL MEETING

DATE: Thursday, August 15, 2019

TIME: 5:10 p.m.

LOCATION: Richland Two Conference Center, Columbia Place Mall

CALL TO ORDER:

President Elect Paula Rosenberger, CEOE, called the meeting to order at 5:10 p.m.

WELCOME: President Elect Paula Rosenberger, CEOE provided a welcome

MEMBERS IN ATTENDANCE:

_____ members were in attendance

THE PLEDGE OF ALLEGIANCE:

The pledge was led by Nona Montoya, CEOE

APPROVAL OF MINUTES:

Minutes were corrected from 7/11/2019 RCAEOP meeting. In the Committee Reports paragraph to insert the word "that" after "She also shared...". The updated sentence will now read "She also shared that RCAEOP still needs a committee chair for the Newsletter/Public Relations committee."

Also, a correction was requested to delete partial sentence "and Melody Wise Butler, CEOE", to replace with 'and Brian Weston, CEOE, will be installed as Parliamentarian."

Motion: A motion was made by Jennifer Hedrick, CEOE, to accept the minutes as corrected and second by Tamika Sherman, CEOE

PROFESSIONAL PERSPECTIVE: Nona Montonya, CEOE reminded members of the theme and vision for the year by Jill Averyheart, CEOE "Picture the Possibilities" at NAEOP 2019. Nona's perspective was "Life is like a CAMERA".

PROFESSIONAL DEVELOPMENT:

Jill Averyheart, CEOE introduced guest speaker, Dr. Marshalynn Franklin, Assistant Superintendent of Richland County School District Two. Dr. Franklin presented professional development based on her theme entitled "High H.O.P.E.S"

COMMITTEE REPORTS:

President Elect Paula Rosenberger, CEOE, made opportunity for Committee Chairs to provide updates.

- Administrator of the Year - Darlene Montgomery, CEOE, reported that she still needs a committee members. No other information to report.
- Budget – no information to report
- Bylaws – no information to report
- Community Service – Shelia Washington, CEOE, reported that she is contacting and researching some community service projects that are children centered. She is in need of committee volunteer/members.
- Fundraising – Jennifer Dyarmett, CEOE got with Hope and forwarded the contacts for Belk. She is researching details of the upcoming Belk charity kickoff.
- Membership/Recruitment – Nicole Williams - no information to report
- Newsletter/Public Relations – no report, need Chairperson
- Nominations & Elections – Gloria Dermus - no information to report
- Office Professional of the Year – Jennifer Polson, no information to report. Awaiting details to be sent to her.
- Professional Growth – Heather Failla, no information to report
- Refreshments – no information to report, thanks to Jill for stepping in to help provide refreshments.
- Scholarship – Rachel Phelps, CEOE & Cassandra Warmack, are requesting details on upcoming dates as she understand the dates were moved up. Rachel stated that this is needed, so that the applications and information may out to all of the schools and students to meet the deadline.
- Website – Jennifer Hedrick, CEOE, asked members to send any new information so that she may post / update the website. She is willing to convert whatever is needed from PDF to MS-Word or vice versa. Jennifer also was proud to announce that at the NAEOP conference in Boise, Idaho that RCAEP won a first place WebSite award.
- Social Media – Tameka Sherman, CEOE, no information to report. She is seeking additional committee members.

UPCOMING EVENTS / ANNOUNCEMENTS:

Highlights of the NAEOP 2019 Conference in Boise, Idaho was provided. The conference was great and very successful, amazing professional development. Paula recapped the RCAEP members Jill Averyheart, CEOE was installed as President, Paula Rosenberger, CEOE as Vice President, Georgette Council, CEOE as Mid-Atlantic Area Director, Melody Wise Butler, CEOE as Presidential Aide, Brian Weston, CEOE as Parliamentarian. Many members were recognized for receiving their CEOE at NAEOP.

Paula Roseberger, CEOE also announced that a recent Richland Two Board of School Commissioners meeting, that Nona Montoya, CEOE was recognized at NAEOP Office Professional of the Year, also many members recognized at the R2 Board meeting for receiving their CEOE.

The Google form will be sent out by Melody this coming week that will go to all RCAEOP members, to collect member information and to identify committee(s) in which the member is willing to serve. Once compiled, that data will be share with the Committee Chairpersons.

The next RCAEOP meeting will be Thursday, September 5, 2019, 5:00 prn at the Richland Two Conference Center in the Columbia Place Mall.

Meeting Adjourned:

The meeting was adjourned at 5:58 p.m. by Paula Rosenberger, CEOE

Respectfully Submitted,

Brian Weston, CEOE

Brian Weston, CEOE

Aug 15, 2019