



BE THE ESSENTIAL PIECE!

RCAEOP GENERAL MEETING

DATE: February 13, 2020
TIME: 5:00 pm
LOCATION: RSD2, Conference Center, Columbia Place Mall

Call to Order by: Melody Wise Butler, CEOE, President

Members in Attendance: 32

The Pledge of Allegiance led by: Paula Rosenberger, CEOE

Approval of January 9, 2019, Minutes: Tabled until the March 2020 meeting.

Committee Reports:

Fundraising/Ways & Means – Jennifer Dyarmett, CEOE, proposed doing a RCAEOP T-shirt fundraiser. Suggestions were made to use a theme the President would suggest, this could be used for Professional Day. Larissa Thurman discussed with Ms. Dyarmett about offering the T-shirt as an incentive to sign up for the Professional Day.

President Butler announced she has had requests from members who would like to order a RCAEOP shirt. Polo Shirt or button down, etc. She will hopefully have samples at the next meeting.

Professional Growth Committee: Larissa Thurman reported the committee will be meeting after the RCAEOP meeting. Brian Weston, CEOE, reminded the committee to invite Kershaw County. A person talked to him at SCAEOP about our Professional Growth event.

Membership/Recruitment – President Butler, CEOE, announced she was reminded the new committee chair is Jessica Thompson. Ms. Thompson discussed several incentives for the membership drive during March and April that include a Gift Card, lunch being provided to the top recruiter and their office staff, customized T-shirt. Mr. Weston likes the lunch idea; Ms. Jackson likes designing a T-shirt. Discussion ensued about doing a first, second and third place incentive. President Butler welcomed Rochelle Felder from Richland Northeast High School, Kim Samuels from the Richland District Two District Office and visitor Veronica Durant also from the Richland District Two District Office who were in attendance.

Newsletter/Public Relations – President Butler, CEOE, reported for Heather Failla, CEOE. Ms. Failla opted to send the newsletter out in February instead of January so the newsletter would include information and pictures from the SCAEOP conference.

Social Media/Marketing – Tamika Sherman, CEOE, reported she has streamlined RCAEOP's social media platforms. They are now all synched. She can post on Instagram and it will go out on all our platforms. She has to create a new Facebook page to get this to work. It is now Richland County AEOP.

Student Scholarship – Bridget Bookert, CEOE, reported the committee has decided to continue with the Gift Card initiative for the scholarship winners. Members can donate \$10 Gift Cards. They have received one application so far. Reminded the deadline is March 16, 2020. Brian Weston inquired if

an outside person/business could donate a Gift Card. Membership was reminded we are not a 501 (c)(3) but we could give them a thank you letter.

SCAEOP Conference – President Butler, CEOE, reported for Marybeth Gawrys, CEOE. Please keep Ms. Gawrys in your prayers, her Mother is in the hospital and is not doing well today. Ms. Gawrys does thank everyone who helped at the conference. President Butler announced all the RCAEOP members who were installed and members who are continuing their positions for 2020/2021: Brian Weston, CEOE, Georgette Council, CEOE, Bridget Bookert, CEOE, Jill Averyhart, CEOE, Eronda Jackson, CEOE, Jennifer Hedrick, CEOE, Laurie Cannon, CEOE, Heather Failla, CEOE, Vickie McIntyre, CEOE, Shandel Zimmerman, Kelsie Carter, April Turner, CEOE, Marybeth Gawrys, CEOE. Brian Weston, CEOE, thanked Stan Caughman, Penelope Caughman's husband, for taking care of the Hospitality Room.

New Business

Committee Chairs for 2020/2021

Paula Rosenberger, CEOE, announced she is working on committee chairs for 2020/2021. Please contact her if you want to continue as chair or willing to be a new chair.

Next Meeting

President Butler, CEOE, reported the next meeting is March 5, 2020.

2020 RCAEOP Gala

The Gala tickets will stay at the previous price of \$20. The Gala will be held once again at The Gala at J.W. on Thursday, April 30, 2020 at 6:30 pm. Eronda Jackson, CEOE, and Dr. Sabrina Suber will be recognized at the Gala as Office Professional of the Year and Administrator of the Year, respectively.

NAEOP Office Professional of the Year and Administrator of the Year

The applications will be submitted to NAEOP for Eronda Jackson, CEOE, and Dr. Sabrina Suber

Meeting Adjourned: 5:40 pm

Respectfully Submitted,

Dee Dee Milakovich, CEOE

Dee Dee Milakovich, CEOE, Secretary

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