

RCAEOP GENERAL MEETING

DATE: Thursday, July 11, 2019

TIME: 5:37 p.m.

LOCATION: Richland Two Conference Center, Columbia Mall

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

Welcome: President Melody Wise Butler, CEOE

Members in Attendance: 22

The Pledge of Allegiance led by: President Melody Wise Butler, CEOE

Approval of Minutes: minutes were accepted and approved as presented.

Motion: Laurie Cannon, CEOE, Second by: Eronda Jackson, CEOE

Professional Perspective: Nona Montoya, CEOE, 2019 RCAEOP and NAEOP Office Professional of the Year was unable to attend tonight's meeting but she is excited and has some great perspectives to share.

Committee Reports: President Melody Wise Butler, CEOE, introduced the 2019 Committee Chairs. She also shared RCAEOP still needs a committee chair for the Newsletter/Public Relations committee.

Discussion:

NAEOP ADVISORY COUNCIL ITEM: RCAEOP representative, Laurie Cannon, CEOE, requested any feedback, suggestions or ideas dealing with NAEOP Advisory Council Item #1 (Develop a NAEOP Trailblazer Award to recognize new members who join the association and immerse themselves in the business of the association. This is beyond simply joining a committee or entering the PSP). All RCAEOP members in attendance were in support of the item.

Upcoming Events/Announcements:

NAEOP CONFERENCE: next week (July 15-20, 2019). RCAEOP's Jill Averyhart, CEOE, will be installed as President, Paula Rosenberger, CEOE, will be installed as Vice President, Georgette Council, CEO will be installed as Mid Atlantic Area Director and Melody Wise Butler, CEOE will be installed as Presidential Aide.

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MID-ATLANTIC AREA PROFESSIONAL DEVELOPMENT DAYS: will be held in October, hosted by the Virginia Association of Educational Office Professionals on the campus of Norfolk State University.

SCAEOP: Possibility of hosting a one-day mid-year conference, possibly in Greenville. More information will be shared as it becomes available.

ERONDA JACKSON, CEOE: NAEOP Flag Ceremony will be Wednesday, July 17th. We should wear our state outfit – blue bottoms, white shirt and blue blazer or sweater. She also stated she will be putting the basket together once she arrives in Boise. Anyone who would like to donate a gift card can give it to her there.

JILL AVERYHART, CEOE: NAEOP Installation will be a luncheon this year. The room where the installation will be held and the room where the reception after the installation (Red Carpet Affair) will be held can be set up Thursday evening. Any help from RCAEOP members is appreciated.

TAMIKA SHERMAN, CEOE: Tuesday's Tip sessions will be recorded at the conference. There are a few time slots still available. See Tamika to set up a time.

Next meeting will be Thursday, August 15, 2019, 5:00 pm at the Richland Two Conference Center at the Columbia Mall.

Meeting Adjourned: 5:54 p.m.

Respectfully Submitted,

Paula Rosenberger, CEOE

Paula Rosenberger, CEOE, President Elect
July 11, 2019