

Richland County Association of Educational Office Professionals

THE ESSENTIAL PIECE

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RCAEOP



BE THE ESSENTIAL PIECE!

Newsletter Committee:

Editors: Sandra Baker, CEOE
Kim Samuels
763 Fashion Drive
Columbia, SC 29223

President's Message

Greetings RCAEOP Members! My name is Brian Weston, and I am thrilled to serve as your 2021-2022 President for the Richland County Association of Educational Office Professionals.

"A Fantastic Voyage" is selected as our theme for the year. Are you on board? As we embark upon our journey together; we should be ready to adjust for any unexpected turbulence to make this experience "A Fantastic Voyage!" Turbulence can come in various forms. Just like the COVID-19 virus pandemic, turbulence is not planned nor easily detected. But, we will not venture off track nor derail during a storm. Resilience, determination and collaboration are what make RCAEOP membership and active participation an honor.

As active members of RCAEOP, we are expected to have full confidence that we will continue to grow both professionally and personally. Lou Holtz said, "Your talent determines what you can do. Your motivation determines how much you are willing to do. Your attitude determines how well you do it." Much success to each of you and L.E.A.R.N. something often.

The engines are engaged. Now, come along for the Fantastic Voyage.

Thank you for the confidence you have bestowed upon me. I am humbled to serve as your President and look forward to working with you. Please feel free to contact me should you have any questions or need any assistance at brian.weston@richlandone.org.

Let's plan forward in our "Fantastic Voyage"!

A Fantastic Voyage



2021-2022
RCAEOP President
Brian Weston, CEOE



RCAEOP NEWS

What's Happening with RCAEOP

Our last meeting was held Thursday, September 2nd via Zoom. Below is a recap of our committee reports. If you have any questions, please do not hesitate to reach out to the committee chair.

Committee Reports:

Fundraising (Co-Chairs: Shelia Washington, CEOE & Joy Adams, CEOE)

Members: Delores Goodwin, Rachel Phelps, CEOE

Our first FUNraiser will be the annual Belk Charity Sale which begins on Thursday, October 28 - 30, 2021. The tickets will be picked up September 24, 2021.

Membership & Recruitment (Co-Chairs: Regina Henry & Jessica Thompson, CEOE)

Members: Regina Henry

Three members have joined since July! Welcome, Veronica Durant, Tonia Jenerette and Jillian Johnson. If you know of someone in your district that may be interested in being a part of RCAEOP, please identify that person so that recruitment can send out a package or contact jethompson@richland2.org.

Newsletter/Public Relations (Co-Chairs: Sandra Baker, CEOE & Kimusha Samuels)

Members: Jennifer Dyarmett, CEOE

Four newsletters are sent to RCAEOP members, quarterly.

Monthly Meetings

Meetings are generally held on the first Thursday of each month at the Richland Two Conference Center, located inside Columbia Place Mall, at 5:00 p.m.

Currently we will continue to meet with Google Meets or Zoom, until further notice.

Tentative Meetings:

Oct. 7
Nov. 4
Dec. 2
Jan. 6
Feb. 10
Mar. 3
Apr. 7
May 5
June 2

RCAEOP NEWS

Committee Reports:

Office Professional of the Year (Co-Chairs: Dana Weaver-Pushai & Tonia Jenerette, CEOE)

Members: Beolia Doctor, CEOE

The application has been updated and disseminated throughout the membership. Best wishes to all candidates. Applications are due by September 30th.

Website (Chair: Jennifer Hedrick, CEOE)

Members: Teresa Faile, CEOE, MaryBeth Gawrys, CEOE, Evelyn Ratterree, CEOE

Check out www.RCAEOP.com today!

Administrator of the Year (Co-Chairs: Bridget Bookert, CEOE & Patricia Sims)

Members: Sandra Baker, CEOE, Laurie Cannon, CEOE

Currently seeking individuals to serve as judges for AOY. The 2021 AOY application has been updated. The application deadline is October 1st.

Bylaws (Chair: Jennifer Dyarmett, CEOE)

Members: Yvonne Carrington, CEOE, Terri Monroe, MaryBeth Gawrys, CEOE

Proposed changes and rationale to the Bylaws were emailed out to the Association on September 15th. This started the required 30 day time period before officially voting. Any comments or questions may be emailed to Jennifer Dyarmett and will be answered and shared before voting. [Proposed Bylaws Changes & Rationale](#)

Scholarship (Chair: Lorrie Holt)

Members: Tina Gregory, CEOE

Currently updating the application and working on establishing the judging criteria and selecting judges.

RCAEOP NEWS

Committee Reports:

Nominations & Elections (Co-Chairs: Kimusha Samuels & Jennifer Dyarmett, CEOE)

Members: Regina Bell

Elections for President Elect, Vice President, Secretary and Treasurer will be held in April. RCAEOP needs YOU! Start thinking now about running for an elected position.



To Lynn Bookert, CEOE, who just completed her Real Estate Salesperson course. She will be working with Achieve Real Estate on the weekend.

We would like to recognize those RCAEOP members that were and those that were not able to attend the NAEOP Conference this past July and be recognized at the Awards Banquet for receiving their recertification. They are as follows:

Sandra Baker, CEOE
Georgette Council, CEOE
Tammy Cox, CEOE
Paula Rosenberger, CEOE



Connect with us on social media and Check out our new YouTube Channel



RCAEOP NEWS



Shelia E. Washington, CEOE

Appointment to Board of Voter Registration and Elections of Richland County

Richland County generally has a five-person Board of Voter Registration and Elections. The Board is responsible for overseeing all aspects of elections in the County, from voter registration through the Canvass of an election and the Certification of results. Much of the work of the Board is implemented by the Director of Voter Registration and Elections.

In July 2021, Governor Henry McMaster appointed **Ms. Shelia E. Washington** to the Board of Voter Registration and Elections of Richland County. In this position, she is responsible working with the federal, state and local elections to conduct timely, responsible and with the highest level of professional election standards, accountability, security and integrity.

Shelia Washington, CEOE, is a member of RCAEOP and retired from Richland County School District One several years ago and immediately returned as a part-time itinerant Bookkeeper. Recently, she was recruited and hired back full-time to work in the Office of Federal and State Programs.

Please take a moment when possible to congratulate Ms. Washington on her appointment by the Governor and her endeavors with the Richland County Board of Voter Registration and Elections.

RICHLAND COUNTY ASSOCIATION OF EDUCATIONAL OFFICE
PROFESSIONALS

RCAEOP



BE THE ESSENTIAL PIECE!

SPOTLIGHT YOUR

2021

ADMINISTRATOR OF THE YEAR

Coming
SOON
BEST

We all have outstanding, supportive administrators.
Now is the time to let their little light... **Shine!**
Nominate your best administrator to represent
RCAEOP as the
2021 Administrator of the Year.

ELIGIBILITY REQUIREMENTS

1. Support of Educational Office Professionals ~~45%~~ **100%**
2. Experience in Education Field
3. Personal Contributions and Achievements in Education
4. Educational (Academic) Background
5. Recommendation of Sponsor
6. Membership/Leadership Responsibility in Professional Associations
7. Letters of Recommendation (maximum of three letters)

NOMINATION PACKETS MUST BE

POSTMARKED by

OCTOBER 1, 2021

Nomination packets can be found on the RCAEOP
website
rcaeop.com

**MAIL NOMINATION PACKET AND
ACCOMPANYING DOCUMENTS TO:**

(\$25 Non-refundable Application Fee)

BRIDGET S. BOOKERT, CEOE

Olympia Learning Center

621 Bluff Road

Columbia, SC 29201

803-400-1694

Bridget.bookert@richlandone.org

UPCOMING EVENTS

» Today «

Nominate your
Outstanding Office
Professional

» September 30 «

Office Professional of
the Year Nominations are
to be mailed and
postmark.

» November 4 «

Winner
Announced

DON'T FORGET

SCAEOP NEWS

SAVE THE DATE

2022 CONFERENCE
February 3-6, 2022

It's time to get ready for our SCAEOP Conference! Would you or someone you know like to be a presenter? If so please contact MaryBeth Gawrys mgawrys@richland2.org

We will be at the Embassy Suites in Myrtle Beach, SC again this year. Hotel link and registration form will be coming out next month.

Our first **SCAEOP Technology Fair** took place September 25th and was a huge success!! Our presenters were awesome and we had lots of great door prizes that were given away. For those that signed up but were not able to attend, you may go back and watch it on our SCAEOP YouTube channel.

It's election time and the following positions will be available for nominations:

President-Elect
Vice President
Secretary
Area 5 Director

*check the SCAEOP Handbook for position descriptions and the Bylaws for eligibility requirements.

~ Nomination forms will be mailed out October 1st.

~ All nominations forms must be submitted by October 25th.

~ Online voting from December 1st - 15th.





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News from NAEOP

The NAEOP Conference was held this past July in Pittsburg, PA. Congratulations to the following RCAEOP members who were installed on the Board:

Paula Rosenberger, CEOE - President

Jennifer Dyarmett, CEOE - Presidential Aide

Brian Weston, CEOE - Parliamentarian

MaryBeth Gawrys, CEOE - Elementary Council Chair

Yvonne Carrington, CEOE - Secondary Council Chair

Melody Wise Butler, CEOE - Southeast Area Director

Our very own MaryBeth Gawrys, CEOE was selected as the National Association of Educational Office Professionals Olive T. Richie Office Professional of the Year. MaryBeth was originally RCAEOP's Office Professional of the Year and then went on to win SCAEOP's Office Professional of the Year. We are so very proud of you!

2021 Professional Standards Program

(recipients recognized at the Awards Banquet)

~ Tina Gregory, Associate Professional Level PSP

~ Jessica Thompson, Advanced III Level PSP and CEOE.

Jennifer Hedrick, CEOE was awarded 1st Place Non-Professional Local Website Award for RCAEOP and 1st Place Non-Professional State Website Award for SCAEOP. GREAT JOB, Jennifer!!

National Association of Educational Office Professionals

521 First Street, PO Box 10

Milford, NE 68405

Phone: 316-942-4822 | Email: staff@naeop.org



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News from NAEOP

Dear NAEOP members,

Welcome to the 2021-2022 NAEOP year and I am so honored to be your President. This year, your Board will be diligently working together with the help of AAM to market NAEOP and increase our membership, in addition to retaining our current members. Please be sure to visit the NAEOP website for updates as well as upcoming events.

Please do not hesitate to reach out to me or any of the 2021-2022 Board members with any questions, concerns, or comments.

Thank you for your support for NAEOP!

Paula Rosenberger

2021-2022 NAEOP President

NAEOP has a new website!! The NAEOP office has been hard at work creating a new website and it is finally live! Check out the new website via the link below!

[NAEOP Website](#)

[Click here to join NAEOP](#)

A message from our Southeast Area Director, Melody Wise Butler (southeast@neaopboard.org).

“We will soon be updating the Southeast Area webpage, so if you have an item you would like to share about something you have accomplished or something going on in your affiliate or district, please let me know.”

National Association of Educational Office Professionals

521 First Street, PO Box 10

Milford, NE 68405

Phone: 316-942-4822 | Email: staff@naeop.org

Executive Board:

President

Brian Weston, CEOE

brian.weston@richlandone.org

President Elect

Jennifer Dyarmett, CEOE

jdymett@richland2.org

Vice President

Shandel Zimmerman

szimmerman@richland2.org

Treasurer

Georgina Hance, CEOE

ghance@richland2.org

Secretary

Kimberley Coward, CEOE

kcoward@richland2.org

Immediate Past President

Paula Rosenberger, CEOE

prosenbe@richland2.org

Committee Chairs:

Administrator of the Year Co-Chairs

Bridget Bookert, CEOE & Patricia Sims

Bylaws

Jennifer Dyarmett, CEOE

Community Service Co-Chairs

Melody Wise Butler, CEOE &

Gloria Deramus

Fundraising Co-Chairs

Shelia Washington, CEOE &

Joy Adams, CEOE

Membership/Recruitment Co-Chairs

Jessica Thompson, CEOE &

Regina Henry

Newsletter/Public Relations Co-Chairs

Sandra Baker, CEOE & Kimusha

Samuels

Nominations and Elections Co-Chairs

Kimusha Samuels &

Jennifer Dyarmett, CEOE

Office Professional of the Year Co-Chairs

Tonia Jenerette, CEOE &

Dana Weaver-Pushia

Professional Growth

Tamara Baldwin, CEOE

Refreshments Co-Chairs

Roxanna Cubero, CEOE &

Deneitra Jackson, CEOE

Scholarship

Lorrie Holt

Social Media Co-Chairs

Jessica Thompson, CEOE &

Maria Arias, CEOE

Website

Jennifer Hedrick, CEOE

If you would like to serve on any of these committees, please contact the chairman.