

# RCAEOP GENERAL MEETING



**DATE:** Thursday, September 7, 2017

**TIME:** 4:33 pm

**LOCATION:** Richland District Two Conference Center

**Call to Order by:** President Nona Montoya, CEOE

**Members in Attendance:** 46

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

**The Inspiration by:** *President Nona Montoya, CEOE.* President Nona Montoya, CEOE, is proposing to RCAEOP members that anyone who would like to present an encouragement, inspire us, or share a hack at one of our RCAEOP meetings may sign up on the sheet by the door as you leave. (It only has to be a couple of minutes). If for some reason you can't make the meeting you signed up for please let President Nona Montoya, CEOE, know and you will also be responsible for finding someone to take your place.

**Approval of August 3, 2017 Minutes by:** President Nona Montoya, CEOE, (minutes are approved as presented).

**RCAEOP's New Committee Chairs** were introduced by President Nona Montoya, CEOE. Please find attached each committee chair's report which introduces their committee members, deadlines, and goals for the year.

**Other Business:** President Nona Montoya, CEOE, reminded us about purchasing pop-sockets, reels, and computer bags tonight. We have sample shirts tonight for you to try on. They will be black and the cost is \$25.00 for small, medium, large and x-large and the 3 and 4 X's will be \$30.00.

Important deadlines coming up: Administrator and Office Professional of the Year application deadlines are October 1, 2017, PSP is September 15<sup>th</sup> and Newsletter articles will be September 22<sup>nd</sup>.

**New Business:** President Nona Montoya, CEOE, introduced RCAEOP's new theme for this year. It is "Quest for Excellence" which will focus on Professional Growth and "SHOUT" outs to recognize great things that others are doing!!!

Get your Belk Tickets from Annette Cline in Richland 2 and Shelia Washington in Richland 1. The Belk presale is Monday, October 23<sup>rd</sup> and the actual Belk Sale is Saturday, November 4<sup>th</sup>.

We are going to have a fall membership and recruitment challenge: If you recruit one new member your name will be put in a drawing for a gift card. If you recruit three or more your name will be placed in a drawing for a spa basket. It must be a new member and not a renewal. Your new member must have their application and \$15.00 membership fee to our Membership Recorder Linda Goodwin before our November 2<sup>nd</sup> meeting. Please make sure your new member puts your name on the application form so you get credit.

The upcoming Professional Development for Richland One will be October 13<sup>th</sup> and Richland Two's will be October 19<sup>th</sup>. Our Mid-Atlantic Conference will be October 19<sup>th</sup> and 20<sup>th</sup> in Ocean Lakes, Maryland. Please make plans to attend our end of the year Professional Development on Saturday April 21<sup>st</sup>.

Jill Averyhart is our PSP Coordinator this year and her goal is to have 20 members receive their PSP at our NAEOP Conference. Our Professional Development Committee put on a special skit with the message ***Get Smart, Don't Be Clueless, and Begin Your "Quest for Excellence"*** today and enroll in the PSP Program.

**Welcome New Members:** Tracy Brown and Delia Robinson from Richland District One. We are so excited you have joined our RCAEOP family.

**Meeting Adjourned:** 5:11 pm

Respectfully Submitted,

Marybeth Gawrys, CEOE, Secretary

September 7, 2017