

THE ESSENTIAL PIECE

Richland County Association of Educational Office Professionals

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RCAEOP



BE THE ESSENTIAL PIECE!

Newsletter Committee:

Editor: Heather Failla, CEOE
3006 Appleby Lane
Columbia, SC 29223

President's Message

By Paula Rosenberger, CEOE

Hello RCAEOP family,

I hope each of you and your family are doing well. We have started school virtually and wow...how amazing it has been. Teachers and administrative professionals are really going "Beyond All Limits." Never ever would I have thought we could begin a school year virtually and look at us...we are rocking it!

Our first RCAEOP meeting of the year was held on September 3, 2020 via Google Meet. Thank you to everyone who attended. The meeting was recorded and the recording will be posted on the website for everyone to view. Be sure to look at the website frequently. Jennifer Hedrick, our webmaster, is very efficient and updates the website often.

If you have any questions about committees or would like to join a committee, contact the committee chairperson and let them know. Each of our committees is looking for more awesome members to volunteer.

Continue to go "Beyond All Limits!"

Paula Rosenberger, CEOE
2020 - 2021 RCAEOP President



RCAEOP NEWS

What's Happening with RCAEOP

Our last meeting was held Thursday, September 3 via Google Meets. 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 (Chair: Nona Montoya, CEOE)

Members: Marai Arias, Yvonne Carrington, Roxanna Cubero, Annette Cline, Jennifer Dyarmett, Jennifer Hedrick, Geri McLeod, Rachel Phelps, Evelyn Ratterree, Louise Snipes, Larissa Thurman

Our first FUNraiser will be black mask lanyards with RCAEOP on them. More information will be arriving to your email, soon! Also looking into a virtual 5k to potentially be held this fall.

Nona will be contacting Belk to inquire about the October 9th Belk Charity Sale.

Membership & Recruitment (Chair: Jessica Thompson)

Members: Linda Goodwin, Kisha Mickle CEOE, Lynn Bookert, Lamonthel McNeil

Three members have joined since January! Welcome, Rochelle Felder, Roxanna Cubero, Deneitra Jackson, and Gail Ross!

If it is time for your membership renewal, please do not forget to renew. RCAEOP depends on YOU, the members!

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, until further notice.

Tentative Meetings:

Oct. 1
Nov. 5
Dec. 3
Jan. 7
Feb. 11
Mar. 4
Apr. 15

RCAEOP NEWS

Committee Reports

Newsletter/Public Relations (Chair: VACANT)

Members: Lynn Bookert, Teresa Faile CEOE, Jessica Thompson

Still looking for a committee chair for this committee. If you are interested please email Heather Failla CEOE, hfailla@richland2.org. Six newsletters are sent to RCAEOP members, annually.

Nominations & Elections (Chair: Jennifer Dyarmett, CEOE)

Members: Regina Bell, Larissa Thurman, CEOE

Jennifer reviewed the Bylaws regarding the nominations and elections process and found a few discrepancies. She has proposed changes for the Bylaws Committee to review in order for there to be consistency in regards to the nominations and elections process. The report was emailed from Paula Rosenberger, CEOE on September 3, 2020.

Office Professional of the Year (Chair: Laurie Cannon, CEOE)

Members: April Turner CEOE, Stacey Branham, Tina Gregory, Mandy Miller CEOE

Members, start thinking of who you would like to nominate for the 2020-2021 Office Professional of the Year. The application is on the [RCAEOP website](#). Please have all applications completed by October 1, 2020.

Professional Development and

PSP/CEOE Certification (Chair: Marybeth Gawrys, CEOE)

Members: Joy Adams, Alexandra Smith, Dee Dee Milakovich CEOE, Vanessa Frazier, Stacey Branham, Jennifery Dyarmett CEOE

The PD calendar will be posted to the website on September 21! Also, we are looking for FIVE members who are interested in starting their PSP/CEOE certification (or recertification) to please contact this committee so we can get you started and assist you along the way. The deadline to submit certification paperwork to NAEOP is May 15th.



News from NAEOP

Dear NAEOP members,

Welcome to the 2020-2021 NAEOP Year! I am honored and humbled to serve as your NAEOP president. I look forward to a new year with continued positive growth for NAEOP!

I chose to go with the NAEOP vision which is “to be the leading resource for educational professionals.” The logo for the year is the NAEOP logo. With all of the changes NAEOP experienced this past year, as well as those to come, I believe it is important to focus on NAEOP and its members.

One big change was for us to hold the NAEOP Annual conference virtually. Under the direction of President Jill Averyhart and Taylor Moore, with Advanced Association Management, the conference was a huge success. This was a tremendous undertaking and very time-consuming for the past couple of months. It was nice to “see” so many NAEOP members in attendance. I hope we won’t have to do another virtual conference, but if we do, you can be sure we are ready to rock ‘n roll with it!

If you would like to be a part of the 2021-2022 NAEOP Board of Directors, be sure to get your nomination application submitted by **September 15**. We will be electing the following officers: President Elect, Vice President, Secretary/Treasurer, Southeast Area Director, and Southwest Area Director. [Nomination Application can be found here.](#)

[NAEOP Website](#)

[Click here to join NAEOP](#)

[Standing Committees](#)

[Contact NAEOP](#)

National Association of Educational Office Professionals

521 First Street, PO Box 10

Milford, NE 68405

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



News from NAEOP

One great way to network and meet other NAEOP members is to get involved with one of NAEOP's committees. Here is just a glimpse of what they will be doing this year. Pick what interests you and contact the committee chairman:

Affiliations and Advisory Council – review the Advisory Council format for improved processes.

Awards/Scholarships – review application processes, encourage application submission, secure judges.

Bylaws – review the NAEOP bylaws and recommend revisions.

Long Range Planning – oversee implementation of the NAEOP strategic plan, review the structure of the Board of Directors, and make recommendations.

Membership – encourage new members to join and retain members.

Professional Development – provide professional development opportunities such as webinar series, Tuesday's Tips, PD Book Club and more!

Public Relations – work with the L.E.A.R.N. newsletter and new marketing plan for NAEOP.

Several Areas are working on their realignment – the newly realigned North Central, Northeast, Southeast, and Southwest Areas. The Middle School/Junior High and High School and Career/Technical Councils are now the Secondary Education Council. The Education Partners Council members have joined the Administrative Council.

We will continue our transition to Advanced Association Management (AAM). This is a great move for NAEOP's future. Taylor Moore will act as our Executive Director. They have a fully staffed and equipped headquarters office for NAEOP. AAM will provide the following services: conference management, financial recordkeeping, budget development/reconciliation, marketing, membership database, website, and more. Please have patience while we transition all the pieces of our association to AAM.

Please contact me at any time if you have questions, comments, concerns, or suggestions.

Be safe and stay well!

Kind
Mary
NAEOP President, 2020-2021

Guest,

regards,
CEOE

National Association of Educational Office Professionals

521 First Street, PO Box 10

Milford, NE 68405

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Executive Board

President

Paula Rosenberger, CEOE
prosenbe@richland2.org

President Elect

Hope Eddy, CEOE
eeddy@richland2.org

Vice President

Heather Failla, CEOE
hfailla@richland2.org

Treasurer

Georgina Hance, CEOE
ghance@richland2.org

Secretary

Kimberley Coward, CEOE
kcoward@richland2.org

Immediate Past President

Melody Wise Butler, CEOE
mbutlter@richland2.org

Committee Chairs

Administrator of the Year

Carla Young, CEOE

Bylaws

Yvonne Carrington, CEOE

Community Service

Gloria Deramus

Fundraising

Nona Montoya, CEOE

Membership/Recruitment

Jessica Thompson

Newsletter/Public Relations

Open

Nominations and Elections

Jennifer Dyarmett, CEOE

Office Professional of the Year

Laurie Cannon, CEOE

Professional Growth

Marybeth Gawrys, CEOE

Refreshments

Jennifer Polson

Scholarship

Lorrie Holt

Social Media

Nicole Williams

Website

Jennifer Hedrick, CEOE

If you are interested in being a committee chairman, please contact President, Paula Rosenberger, CEOE. Additionally if you would like to serve on any of these committees, please contact the chairman.