

THE ESSENTIAL PIECE

Richland County Association of Educational Office Professionals
Newsletter

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Newsletter Committee:

Chair: Heather Failla, CEOE

Lynn Bookert, CEOE

Bridgette Branson

Hope Eddy, CEOE

Teresa Faile, CEOE

President's Message

By Melody Wise Butler, CEOE

Greetings!! Thank you! Thank you! Thank you! Thank you! At this year's SCAEOP Conference, I was installed as the 38th president, and I so appreciate my RCAEOP family for all of your love and support. We are a professional association that is also like a family. We step up and take care of each other; and for that I am so appreciative.



I am ecstatic, humbled and motivated to serve as the 2020-2021 SCAEOP President. My theme for the year is "**Unmasking Your Potential.**" I chose this theme because it is the essence of our association. This theme pushes us to step out of our comfort zone and unmask our potential of excellence personally and professionally. We must unmask the visions that already live inside us that are just waiting to be revealed. Think of your potential like a Christmas present, wrapped up under the tree just waiting to be opened and revealed.

Please know, I am committed to serving both RCAEOP & SCAEOP and its members to the fullest. I am looking forward to continuing an amazing year of personal and professional growth, networking and collaborations that will help us **UNMASK OUR POTENTIAL** on the **Road to SUCCESS!!**

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Board Positions for RCAEOP

Those interested,
or to make
nominations,
please send bio
by March 13 to
Gloria Deramus

Nominations & Elections

Chair: Gloria Deramus

This year we have four (4) RCAEOP Board positions that we need to vote on: President-Elect, Vice President, Secretary and Treasurer. Below are the duties for each position. Please note, to qualify you must be a member of RCAEOP for two (2) consecutive years and a member of SCAEOP and NAEOP.

President -Elect: *(this is a one year commitment)*

The President-Elect shall assist the President; assume the duties and responsibilities of the presidency in the absence of the President and perform other duties as may be assigned by the Executive Board.

Duties of the Vice President: *(this is a one year commitment)*

The Vice President shall preside at meetings in the absence of the President and President-Elect and perform other duties as may be assigned by the Executive Board.

Duties of the Secretary: *(this is a two year commitment)*

The secretary shall keep accurate and permanent records of the proceedings and transactions of all meetings and shall submit copies of such records to the membership as directed by the Executive Board and shall perform other duties as assigned by the Executive Board.

Duties of the Treasurer *(this is a two year commitment)*

The Treasurer shall have custody of all association funds, making reimbursements only as authorized by the membership-approved budget and presidential signature; keep an accurate and complete record of all financial transactions of the association and make regular reports to the Executive Board and membership and perform other duties as assigned by the Executive Board.

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Congratulations!

Congratulations to the following RCAEOP members who were recently installed to the SCAEOP Board. We are so proud of each one of you! If you are a current RCAEOP member and would like to get involved, please reach out to any of these members to see where you can offer your talents.

Officers

President

Melody Wise Butler, CEOE

Immediate Past President

Eronda Jackson, CEOE

Area Directors

Area 5

Marybeth Gawrys, CEOE

Appointed Positions

Annual Conference Chairman

Bridget Bookert, CEOE

Inspirational Leader

Shandel Zimmerman

Meeting Site Coordinator

Brian Weston, CEOE

Newsletter

Heather Failla, CEOE

Parliamentarian

Vickie McIntyre, CEOE

Presidential Advisors

Jill Averyhart, CEOE

Georgette Council, CEOE

Presidential Aides

Kelsie Carter

April Turner, CEOE

Treasurer

Laurie Cannon, CEOE

Website Coordinator

Jennifer Hedrick, CEOE



CONGRATULATIONS!

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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.

The dates for our upcoming meetings are as follows:

Mar. 05, 2020

Apr. 02, 2020

May 02, 2020*

Professional Development Day

Jun 11, 2020



Our Annual Gala is being

planned for

April 30, 2020

6:30 p.m.

Gala by JW

What's Happening with RCAEOP

The Bethlehem Market was our fall community service project with Koinonia of Columbia. This year students created various items for the market, such as: bird houses, crafts, and fresh picked items from their garden. These items were then sold at Koinonia of Columbia's first asset-based craft market on Saturday, December 7, 2019. Bethlehem Market was such a SUCCESS! The students sold many items, profiting a total of \$1,050.00 and will donate it all to Transitions Homeless Center located in Columbia.

RCAEOP donated \$120.00 to go towards canvas bags. These recyclable bags were sold to customers for their shopping needs.

Thank you for all of your support!
Shelia E. Washington
Community Service Chairperson

For more information about Koinonia of Columbia, visit them online at

<https://www.koinoniaofcolumbia.org/>

RCAEOP Recruitment Challenge Race around Richland

Get on your Mark: March 1-31, 2020

Get Set:

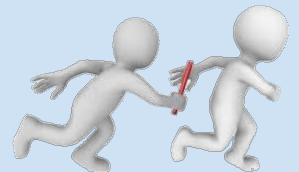
1st Place: Lunch Provided

2nd Place: Gift Card

3rd Place: Customized t-shirt or Coffee Cup

GO! R.A.C.E. around Richland!

More details will be discussed at the next meeting on March 5, 2020



FEBRUARY 2020

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News from NAEOP

Picture the Possibilities as you develop your skills to a higher level, expand your horizons, focus on ever-changing technologies, broaden your perspective to a panoramic view, get nationally certified, and shift your career to a higher resolution. That is why you are all invited to attend the 2020 NAEOP Annual Conference in Salt Lake City, Utah.

Some of the things planned are:

- ★ Inspiring Keynote and Summit Presenters
- ★ Customizable training
- ★ Quality concurrent breakout sessions (30+ to choose from)
- ★ Technology-focused training
- ★ Opportunities to share best practices
- ★ Networking, social, and special events
- ★ Recognition from your peers at the Member Luncheon and Awards Banquet

Visit naeop.org for your conference registration!

A word from SCAEOP

If you were not able to attend the SCAEOP conference, you were missed!

Not a member of SCAEOP? Make sure you visit www.scaeop.org and fill out the membership application. Active Membership dues are only \$30.00 a year and Retired Membership dues are only \$15.00 annually.

Don't miss out on the chance to network with 19 SCAEOP Affiliates!

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As Educational Office Professionals it's important to **B.R.E.A.K!**

By Nona Montoya, CEOE

Be intentional . . . with who, what, where, and when you give your time. If we don't think intentionally (deliberate, doing something on purpose) about what we do, we will waste valuable time on things we never intended to give our time and efforts to.

Rest is necessary . . . Take time to allow your body, mind, and spirit to rest. This looks different to each of us but it is important for everyone to do. If we are in constant motion, we will burn out and then we will burn down. When our bodies, minds, and spirits get burned out we get sick. Don't wait until you get sick to rest...be deliberate, plan rest into your day in small ways if possible: mental rest, physical rest, and spiritual rest. This will refuel, repair, and re-inspire you!

Exercise your right to say no . . . This is hard for natural doers, organizers, and people pleasers. It is also the key to not overextending yourself to tasks, events, or jobs you never intended to do. Your NO could be an open door for another person's invitation to say YES and they may be the perfect person for the job.

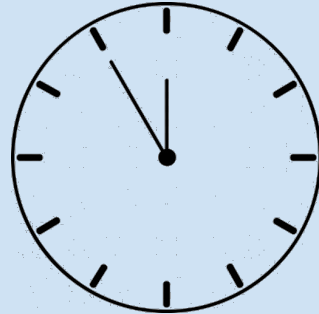
Ask for assistance . . . It is better to enlist the assistance of others than to sink on the ship alone; they may have exactly what you need to complete the task or get the job back on track. Don't be afraid to ask others for their assistance and if the first person you ask can't assist you, maybe they know someone who can. Don't give up on the first try.

Keep calm . . . There is nothing so big you should lose your cool over it. Breathe, take a minute to collect your bearings, and then move forward. We waste a lot of valuable time and energy when we blow our tops. That steam could be put to better use.

So remember to B.R.E.A.K!

Be intentional Rest is necessary Exercise your right to say no Ask for assistance and Keep calm

TAKE
a
break



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Meatball Stuffed Spaghetti Squash

From www.delish.com

INGREDIENTS

1 large spaghetti squash
¼ c. extra-virgin olive oil, divided
Kosher salt
Freshly ground black pepper
Cooking spray
1 lb. ground beef
⅓ c. panko bread crumbs
¼ c. finely chopped parsley
¼ c. freshly grated Parmesan, plus more for serving
1 large egg
2 garlic cloves, minced
Red pepper flakes
½ c. finely chopped onion
1 (28-oz) can crushed tomatoes
1 c. grated mozzarella
Torn fresh basil leaves, for serving

DIRECTIONS

Preheat the oven to 400 with a rack in the upper and lower third. Cut spaghetti squash in half lengthwise and scoop out seeds. Drizzle with 2 tablespoons of the olive oil and season with salt and pepper. Place cut side down on a large baking sheet and roast on the bottom rack until flesh is easily shreddable, about 40 minutes.

Meanwhile, make the meatballs; grease a large baking sheet with cooking spray. In a large bowl, combine beef with bread crumbs, parsley, Parmesan, egg, 1 minced garlic clove, 1 teaspoon salt, and a few pinches of red pepper flakes. Roll mixture into 16 meatballs and place on prepared baking sheet. Bake on the upper rack until golden and cooked through, about 15 minutes.

Meanwhile, in a large skillet, heat the remaining 2 tablespoons of oil over medium-high. Add onion and cook, stirring, until fragrant, about 30 seconds. Pour in the crushed tomatoes and add a few pinches of red pepper flakes. Simmer until sauce has thickened, about 10 minutes. Season with salt and pepper.

Heat boiler on high. Shred spaghetti squash into strands with a fork. Spoon meatballs and sauce into squash. Stir and top with mozzarella cheese. Broil until golden. Garnish with basil and serve.



“Life is like a bowl of spaghetti. Every once in a while you get a meatball.”

Sharon Creech
American Author