



Senior Notes

South Carolina Association of Educational Office Professionals-Retired



PRESIDENT'S MESSAGE

Hello Ladies,

It was so wonderful to see so many of you at our Fall Meeting held at the Grecian Gardens Restaurant in West Columbia on September 16th. We had a great time meeting, catching up, and sharing a meal.

We are now busy preparing for the SCAEOP Annual Conference in February in Greenville, and we will need your help! Items are needed for the retiree's tables such as cookbooks, newer jewelry in great condition, makeup bags, etc. Also, we need additional prizes as we will have 500 eggs this year. We will also have a new item – the Prize Wheel created by our honorary member, Al Alford! A gift card basket

will be raffled off again. Please forward donated gift cards to Rebecca Crabtree. If you can assist at the retiree's tables, that would be greatly appreciated.

Reservations are now being accepted at the Hyatt Regency in Greenville for the Annual Conference. If you plan on attending, make your reservation soon.

Thank you everyone for all your help. You all have been so encouraging. I look forward to seeing many of you in February at the Conference.

Best wishes for the upcoming holidays.

Jackie Zuraw, CEOE

SCAEOP-R President 2022 – 2023

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CONDOLENCES & PRAYERS For MEMBERS & FAMILIES OF RETIREES

PRAYERS FOR THE SICK

Pauline Alford, Health issues
Pearlious Bledsoe, Health Issues
Wilma Hayes, Health Issues
Linda Honeycutt, Health Issues
Donna Lazar, Health Issues
Linda Rogers, Health issues

CONDOLENCES

Patricia Prioleau, on the passing of her brother, Edward Cato,
on September 7, 2022

Dottie Kirk, age 94, passed away on April 5, 2022, in Aiken. She was a long-time member
of SCAEOP and SCAEOP-R and NAEOP.



SCAEOP-R Fall Meeting

**Front Row: Becky Self, Martha Barr, Pearlious Bledsoe, Jackie Zuraw, Delphine Bradley,
Linda Rogers, Mary Taylor**

**2nd Row: Pauline Alford, Janie McLeod, Bea Simon, Chris Whitmire, Doretha Simpson,
Rebecca Crabtree, Elaine Miles, Judy Young, Donna Newton, Gloria Tisdale, Annie Dorn**

**SCAEOP-R Fall Meeting
Grecian Gardens Restaurant
West Columbia
September 16, 2022**

DRAFT

The meeting was called to order by President Jackie Zuraw at 10:06 a.m.

Members in attendance: Jackie Zuraw, Pauline Alford+1, Martha Barr+1, Pearlious Bledsoe+1, Rebecca Crabtree, Annie Dorn, Janie McLeod, Elaine Miles, Donna Newton, Becky Self+1, Mary Taylor, Gloria Tisdale, Chris Whitmire, Judy Young, Delphine Bradley, Linda Rogers, Bea Simon, Doretha Simpson

President Zuraw welcomed everyone, and we were led in the Pledge of Allegiance by Chris Whitmire.

Bea Simon, Chaplain, gave an inspiration “No Worries, Tomorrow” and led the group in prayer.

President Zuraw asked Bea Simon to take the minutes due to the vacant secretary position.

The minutes from the February 4, 2022, meeting were reviewed. Gloria Tisdale made a correction regarding the Auditor’s Report. She stated that there were no changes to the audit to be reported. A motion was made by Rebecca Crabtree to accept the minutes and seconded by Doretha Simpson and passed unanimously.

President Zuraw stated that she requested a room to be available for our annual meeting in February and encouraged members planning to attend the annual conference to make reservations as soon as they become available.

Chris Whitmire, Vice President, stated that she continues to mail out cards to members for birthdays and other events. She thanked Pauline Alford for donating cards for her to use. She also stated that because the membership lists that we receive from the state organization are not accurate it makes it difficult to know who to send renewal letters. Chris suggested that the renewal letter wording be changed to address this issue.

Rebecca Crabtree, Immediate Past President, encouraged members to volunteer to fill positions for the upcoming year so that our association can continue. She encouraged newer members to come on board.

Elaine Miles, Treasurer, reported that the \$100.00 donation by Doretha had been added to the treasurer's report. She also gave out retiree pins to those who did not receive one.

Committee Reports:

Gloria Tisdale, Auditor, stated that after reviewing financial documents submitted by the Treasurer, she determined that all policies and procedures had been followed.

Pauline Alford made a motion to accept updates to the procedures manual and the motion was seconded by Chris Whitmire and passed unanimously. She also gave an update on the passing of Dottie Kirk. She stated that the deadline to give information for the newsletter is September 23, 2022, and scholarship applications are due by January 10, 2023.

Vice President Chris Whitmire encouraged everyone to update their membership information and to help get updated information on recent retirees.

Patricia Prioleau, Nominating Committee Chair, was unable to attend the meeting due to the recent passing of her brother. Per her email she is still in need of volunteers to fill the positions of President-Elect, Vice President, and Secretary. Please email her at: prioleaurav@aol.com if you are willing to fill one of these positions for 2023-2024.

Rebecca Crabtree reported on the community service project with the Ronald McDonald House. She gave suggestions of items to donate and passed out lists with additional ideas. She also said that she was keeping track of volunteer hours and would give out certificates for the community service forms submitted.

Parliamentarian – Absent (Tena Ponteau emailed that there were no changes to report)

Donna Newton, Ways and Means, reported about the items left from last year. She asked that we donate some updated items for the retiree's table. She also stated that she will assign members to work the table so everyone will have the opportunity to engage at the conference. A new item, the Prize Wheel made by Al Alford, will be included at the annual conference to allow for more chances to win some great gifts. Suggestions were made of what items to bring and what the procedure will be to win a gift. Raffle tickets will be \$1.00. Different colors for different prizes. Elaine Miles reported that we have 500 prize eggs for this year versus the 300 from last year. All 300 were sold before lunch last year. We are looking for another sold out sale again this year. It was discussed whether to continue to sell the 6 tickets for \$5.00 or just the \$1.00 ticket. The group decided to continue with \$1 per ticket or 6 for \$5.

Old Business:

Continue to work on updating the Procedure Manual. Forward any changes to Pauline.

New Business:

September 23, 2022, is deadline for newsletter and send information to Jackie Zuraw

Add SCAEOP board meeting dates to the newsletter

Motion was made by Mary Taylor to transfer \$25.00 to the scholarship fund in memory of Dottie Kirk. Seconded by Chris Whitmire and passed unanimously.

Chris Whitmire asked members to step up and fill positions.

Meeting adjourned @ 11:30 a.m.

Submitted by:

Bea Simon, CEOE

SCAEOP Retired Vice President's Report Chris Whitmire, CEOE Friday, September 16, 2022

Appropriate cards have been mailed to members for their birthdays and other events. A special thank you to Pauline Alford for the cards she has donated in the past. Birthday card donations are especially appreciated as those are the most used.

Our president requests retiree lists from the SCAEOP Membership Recorder. The Retiree Vice President/Membership Chairman is supposed to send the renewal letter in our Procedures Manual to retirees who have not renewed according to the Membership Recorder's list. This has been made difficult because the lists our president receives are not always accurate and up-to-date. I would like to discuss adding wording in our renewal letter that requests the retiree to inform the SCAEOP Retiree Vice President if they have already renewed so we may correct our records.

Below is the current letter in the Procedures Manual:

Greetings from SCAEOP-Retirees - We have missed you and are concerned that you haven't renewed your membership for 2022. We would be thrilled to have you join us again.

Our membership with the SCAEOP continues after we retiree. We are still a part of this association and have the privilege of attending conferences, receiving both the Voice Newsletter from SCAEOP and as a retiree, the Senior Notes. Both newsletters keep us informed of both the active and retired membership. A retiree has the privilege of Life Membership at the age of 75 if their membership dues have been continuous for the last five years.

Please renew your membership by sending your name, address, and a check made payable to SCAEOP for \$15.00 to: SCAEOP Membership Recorder, 4611 Hardscrabble Road, Suite 109-PMB-3, Columbia, SC 29229. Effective with September 2015 renewals, the renewals will be sent out ELECTONICALLY to SCAEOP-R members who have email addresses and MAILED to those who do not have email addresses.

Please call me if I can be of assistance to you.

Chris Whitmire, CEOE, Vice President, Membership Chairman

Phone # 803-447-7430

E-mail: cwhitmire131@gmail.com

President-Elect/Ways & Means Chairman Report – Donna Brown Newton

Area Goals/Accomplishments: Raise money for our scholarship

Committee update: Committee agreed on games and prizes to raise funds

Upcoming Deadline: Newsletter information due Sept. 23, 2022

Additional Information: Games: Wheel of prizes, Eggs with candy and prizes \$1 each or 6 for \$5,

Donations requested: Gift cards for raffle, cookbooks, etc. for sale table, prizes for the wheel

February 4, 2022 – SCAEOP-R Amended Budget

Fund Description	2022-2023 Budget
CHECKING ACCOUNT	
GENERAL FUND	
Raffles	300.00
Donations	300.00
Interest	25.00
Scholarship	1,500.00
Ways & Means	300.00
Total Revenue	2,425.00
EXPENSES	
Audit	10.00
Memorials	100.00
SCAEOP-R President Expenses	400.00
SCAEOP-R Pres.-Elect Expenses	200.00
Newsletter	100.00
Postage	58.00
Miscellaneous	200.00
Scholarship	1,100.00
Ways & Means	257.00
Total Expenses	2,425.00

Elaine Miles, CEOE
SCAEOP-R Treasurer

**SCAEOP – Retired
Financial Report
May 1, 2021 – April 30, 2022**

Beginning Balance		\$11,124.93
Transfer from Scholarship Fund to Scholarship CD		\$ 2,000.00
Revenue		
Gift Card Raffle (Sch.)	\$ 464.00	
Quilt Raffle (Sch.)	\$ 150.00	
Prize Egg Sales (W&M)	\$ 280.00	
Donations	\$ 170.00	
Interest Earned	\$ 24.97	
Petty Cash (Refund)	\$ 200.00	
Scholarship Donations	\$ 650.69	
Scholarship Memorials	\$ 295.00	
Ways & Means	\$ 212.25	
Total		<u>\$ 2,446.91</u>
Total Revenue		\$11,571.84
Expenditures		
Memorials	\$ 25.00	
Conf. Delegate Expenses	\$ 411.68	
Miscellaneous	\$ 157.92	
Newsletter	\$ 65.50	
Scholarships	\$ 2,015.19	
Ways & Means	\$ 400.00	
Total Expenditures		<u>\$ 3,075.29</u>
Money Management Account Balance:		\$ 8,496.55
Savings Account:	\$5.00	
Scholarship CD:	\$6,443.68 + \$2,000.00 + \$60.92 (Interest) = \$8,504.60	
Past Presidents Funds:	\$1,029.45	

Scholarship Funds

Scholarship Fund Carryover 2020-2021	\$4,182.97
Transfer from Scholarship Fund to Scholarship CD	\$2,000.00
Donations	\$ 650.69
Memorial Donations	\$ 295.00
Scholarship Raffles	\$ 614.00
Scholarship CD	\$8,504.60
Scholarship Expenses	<u>\$2,015.19</u>
Total Scholarship Funds	\$10,232.07

Submitted by: Elaine Miles, CEOE
SCAEOP – Retired
Treasurer

Committee Reports - Pauline Alford, CEOE

Historian: Update handbook after each meeting

Newsletter: Publish two (2) newsletters per year (April and October) Need articles for the newsletter by September 23, 2022. October newsletter will have a financial report, September minutes, Scholarship application for 2023, and other articles RECEIVED.

Jackie Zuraw will be your Newsletter Editor for 2022-23. Send articles to Jackie via email at jackiezuraw@gmail.com. Send illnesses and deaths to Jackie as well to publish in the newsletter. Also, a NOTE: Dottie Kirk, age 94, passed away on April 5, 2022, in Aiken. Please remember her family in your thoughts and prayers. She was a long-time member of SCAEOP and SCAEOP-R and NAEOP.

Dot Aiken Scholarship for Grandchildren and Great Grandchildren: This year's deadline for the scholarship will be **January 10, 2023**. Mail to: Pauline A. Alford, CEOE, 212 SW Fieldsedge Drive, Moore, SC 29369

Nominating Committee Report - Patricia Prioleau, CEOE

Good Afternoon Ladies,

Pray you are having a good day.

It's time to vote for new officers for the South Carolina Association of Educational Office Professional Retirees. We, the Nominating Committee, are asking for volunteers for the following offices or maybe you would like to nominate someone.

President-Elect
Vice President
Secretary

If you are interested or would like to nominate someone in one of these positions please contact me. Please let me know as soon as possible.

God bless each of you and your families.

Thanks,

Patricia C. Prioleau, Nominating Committee Chair
prioleaurav@aol.com
843-327-7012

**SOUTH CAROLINA ASSOCIATION
OF
EDUCATIONAL OFFICE PROFESSIONALS-RETIRED
(SCAEOP-R)**



***DOT AIKEN*
SCHOLARSHIP
FOR
SCAEOP-RETIRED MEMBERS'
GRANDCHILDREN AND GREAT GRANDCHILDREN**

Please read carefully as

GUIDELINES must be followed

APPLICATION FOR 2023 SCHOLARSHIP

MUST BE POSTMARKED BY January 10, 2023

Submit completed packet to:

Pauline A. Alford, CEOE

212 SW Fieldsedge Drive

Moore, SC 29369

864-316-4841

CAROLINA ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS-RETIRED

(SCAEOP-R)

Dot Aiken Scholarship for SCAEOP-Retired Grandchildren/Great Grandchildren

Please read the Guidelines carefully and adhere to the instructions. It is recommended that the applicant make and keep a copy of all documents submitted as the application packet in its entirety will be retained by SCAEOP-R and not returned to the applicant. The strictest confidence will be maintained during the application process.

GUIDELINES

TO QUALIFY FOR THE **\$1,000.00** SCHOLARSHIP, THE APPLICANT MUST:

- Be a grandchild or great grandchild of a SCAEOP-RETIRED member. The grandparent/great grandparent must have been a South Carolina Association of Educational Office Professionals (SCAEOP) member for five (5) years or a current SCAEOP-RETIRED member in good standing.
- Be a graduating high school student who has made application to an accredited institution of higher learning OR may be currently enrolled in an accredited institution of higher learning.
- Maintain a **2.5 GPA** (grade point average) OR **'C' letter grade**, dependent upon the institute's academic grading system.

THE CANDIDATE MUST SUBMIT THE FOLLOWING:

- The SCAEOP-RETIRED Dot Aiken Scholarship Application.
- A **transcript (1)** that is an **official document** provided by the graduating student's high school, submitted in a sealed envelope marked "**Official**"; OR
- A **transcript (1)** that is an **official document** provided by the accredited institution of higher learning. The post-secondary transcript should include all course work completed as of the last grading period and must be submitted in a sealed envelope marked "**Official**".
- **No Family financial data is required.**
- A one-page essay on "Why I Am Choosing to Further My Education."
- Three (3) **current** letters of recommendation as outlined below:
 - Two (2) from a principal, counselor, administrator, teacher/professor or coach that describes the student's activities and leadership record in high school/college/university, personal traits, character, initiative, home background, etc. The two letters must not be submitted from the same source, i.e., if a letter is submitted from a teacher/professor, the second letter must be from a principal, counselor, administrator or coach.
 - One (1) from an employer or member of the community and **not** a member of the family or a member of SCAEOP or SCAEOP-RETIRED. (**No other information about the applicant will be accepted.**)
- A one-page statement by a grandparent or great grandparent as to why the application is being submitted along with verification of SCAEOP and SCAEOP-R memberships.
- This scholarship is a one-time only award. Previous winners may not apply.

Should you be selected as the scholarship recipient, one (1) photograph that is no smaller than 2½" x 3" and no larger than 3½" x 5" will be required for inclusion in SCAEOP and SCAEOP-RETIRED publications.

See the Scholarship Checklist form to ensure the required materials are sent with your application packet.
 No scholarship will be awarded if the Scholarship Committee concludes that no applicant met the specific qualifications.

SOUTH CAROLINA ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS-RETIRED
(SCAEO-P-R)

*DOT AIKEN SCHOLARSHIP APPLICATION FOR SCAEO-P-RETIRED GRANDCHILDREN/
GREAT GRANDCHILDREN*

All information must be typed (keyboarded). (SEE www.scaeop.org tab Retired Dot Aiken Scholarship) The candidate is to complete the application, secure the required attachments (as listed in the Guidelines), and send the original along with ONE (1) COPY of ALL materials to the SCAEO-P-R Dot Aiken Scholarship Committee Chairman, postmarked by January 10, 2023. Only ONE Transcript needed.

Application for Academic Year: 20__ - 20__ Date of Application: _____

Full name (Mr./Miss/Mrs./Ms.): _____
Last First Middle

Permanent Address:

Street Address

City State Zip Code

Date of Birth: ____/____/____ _____
Month Day Year Phone Number Email Address

Name and address of high school, college, or university you now attend:

If not employed, list your summer activities.

College/University you plan to attend/are attending:

Address of College or University:

City State Zip Code

Career Objective(s):

Number of dependent brothers and sisters:

Any other brothers/sisters attending a college/university? _____ If yes, name and location.

Other dependents? _____ If yes, explain relationship.

What activities in high school, college, university, and/or your community have been meaningful to you?

(Include the year(s) you participated.)

What honors, achievements or recognition have you received during your high school, college, or university attendance?

List hobbies or special interests you have.

SCAEOP-RETIRED DOT AIKEN SCHOLARSHIP APPLICATION (Continued)

Name of Applicant: _____

STUDENT ESSAY

“Why I Am Choosing to Further My Education”

(Signature of Applicant)

Date

SCAEOP-RETIRED DOT AIKEN SCHOLARSHIP APPLICATION (Continued)

Name of Applicant: _____

STATEMENT BY GRANDPARENT/GREAT GRANDPARENT

“Why I Am Nominating My Grandchild/Great Grandchild for This Scholarship”

Name of Grandparent/Great Grandparent: _____

Address:

Street Address

City

State

Zip Code

Telephone Number: _____ Email Address: _____

I have been a member of SCAEOP for _____ years.

I have been a member of SCAEOP-R for _____ years.

The nominee is a child of my _____ or _____.

Son

Daughter

The nominee is a child of my _____ or _____

Grandson

Granddaughter

**SOUTH CAROLINA ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS-RETIRED
(SCAEOP-R)**

Dot Aiken Scholarship

For SCAEOP-Retired Grandchildren/Great Grandchildren

PACKET CHECKLIST

This sheet should serve as the cover to your entire application packet. Please make certain that all materials are included and, in the order found on this sheet. The original **AND** ONE (1) COPY of **ALL** materials must be sent to the Scholarship Committee Chairman, postmarked by **January 10, 2023**. Finally, initial that each item is present. Incomplete applications will not be considered. **Only ONE transcript is needed.**

Applicant initials

- | | |
|---|-------|
| 1. SCAEOP-RETIRED DOT AIKEN Scholarship Application form (2) | _____ |
| 2. <u>Official</u> high school or college transcript (1) | _____ |
| 3. One-page essay, "Why I Am Choosing to Further My Education" (2) | _____ |
| 4. Two letters from a principal, counselor, administrator, teacher/professor, or coach (2 copies of each letter) | _____ |
| 5. One letter from an employer or member of the community and not a member of the family or a member of SCAEOP or SCAEOP-RETIRED. (2) | _____ |
| 6. One-page statement from grandparent or great-grandparent (2) | _____ |

(Date)

(Student Signature)

“RETIRED BUT STILL INSPIRED”

CALENDAR OF EVENTS

2023 SCAEOP Annual Conference
February 16-19, 2023
Hyatt Regency Hotel, Greenville, SC

2023 NAEOP Annual Conference
July 16-19, 2023
Hilton Omaha Hotel, Omaha, Nebraska

Jacqueline Zuraw, CEO
SCAEOP-R Newsletter Editor
143 Tibton Circle
Myrtle Beach, SC 29588

