



The following board members were present:

Christie Knight	Eronda Jackson, CEOE	Melody Wise Butler, CEOE	Carol Brown, CEOE
Tina Gilliard-Rice, CEOE	Vickie McIntyre, CEOE	Mary Beth Bowers, CEOE	Laurie Cannon, CEOE
Jennifer Hedrick, CEOE	Latoya Felder	Bea Simon, CEOE	Sharon Price
Nona Montoya, CEOE	Kimmetta Tidwell, CEOE	Michelle Scott, CEOE	Cheryl Reynolds
Yolanda Bradford, CEOE	Joann Alvin, CEOE	Sandra Baker, CEOE	Jill Averyhart, CEOE
Gervonder Brown	Georgette Council, CEOE	Marybeth Gawrys, CEOE	Patricia Prioleau, CEOE
Paula Rosenberger, CEOE	Hope Eddy	Candace Leggett	

The following guests were present:

Tamara Collier	

### Call to Order

President Christie Knight welcomed everyone and called the meeting to order at 10:02 a.m.

### Pledge of Allegiance

Eronda Jackson, CEOE, led the Pledge of Allegiance.

### Inspiration

Chaplain, Joann Alvin, CEOE led the inspiration.

### Approval of Previous Minutes

Changes that need to be made:

Page 1 – change motion approval to motion approved

Page 2 – change Kim Cowder to Coward and Lisa Moorehouse to Morehouse and change Bylaw committee to Bylaws committee



Page 3 – Change SCAEOP booklet to SCAEOP Handbook

Change 2019 conference location to Myrtle Beach Hilton. Dates for conference in 2019 will be February 28 – March 1.

Change date in 2020 to February 3-7 and 2021 to February 2-6

Change some surveys to some of the surveys

Page 6 – Change Area 13 – 800 members to 400 members

Page 7 – Change under Annual Conference Chair, paragraph 2: “retirees’ conference fees are a concern and 0” to retiree’s conference fees are a concern and

Change “It will not be a Bylaw change but a procedure change” to it will not be a Bylaws change but a procedures change

Page 8 – Motion # 5: add motion passed

**Motion #1** – Sandra Baker made the motion to approve the May 29, 2018 minutes as corrected. Laura Cannon seconded. **Rationale:** To make the minutes an official record for the association. Motion passed.

### **President’s Report**

President Knight traveled to Union County to present to the Office Professionals and Administrators. She encouraged the Administrative Assistants to come to the Conference and join SCAEOP.

Area 16 has no director presently. President Knight would like SCAEOP to do a presentation for Area 16 in order to build interest in Union County.



### **Immediate Past President**

Tina Gilliard-Rice - as reported. She thought President Knight was doing a great job and wanted to let her know that she is here if President Knight should need her. Immediate Past Presidents are wanting to stay involved. The retirees are doing the members luncheon at the conference.

### **President Elect's Report**

Eronda Jackson, CEOE reported that there was one field service request on March 19 for Jill Averyhart for \$75 with Lexington County School District One. Anyone interested in having a presentation for their association, please see Eronda. She has reviewed the handbook and has attached to her report the list of handbook changes. The only change would be under Membership Recorder – “provide deposit documentation to Treasurer with 24 hours...” to read “provide deposit documentation to Treasurer within 24 hours...” The SCAEOP Handbook Changes are attached.

**Motion #2** Eronda Jackson, CEOE, would like to make a motion to approve the SCAEOP Handbook revisions. Second by Mary Beth Bowers, CEOE. **Rationale:** To update the SCAEOP Handbook for 2018-2019. Motion passed.

### **Vice President's Report**

Melody Wise-Butler - as reported. She is working to build membership. She has reached out to the directors and liaisons for their input on how to increase membership.



### **Meeting Site Coordinator**

Laurie Cannon gave members her new email address which is [SCAEOPESC@gmail.com](mailto:SCAEOPESC@gmail.com). She gave a brief presentation about holding the conference in Hilton Head in the future. The board discussion was that they would like to see a site in the upstate. Laurie will look into other areas to have future conferences.

### **Membership Recorder**

Nothing to add. There is a 90 day grace period to pay your SCAEOP dues. After two years, it will go to inactive and then to an archived member. Archived members are kept as historical.

### **Treasurer**

Vickie McIntrye consolidated some of the lines on the financial statement where there was no activity. If you would like to see the entire spreadsheet, see her and she will share it with you. There was no line item for scholarships even though there were three \$1,500 scholarships checks that have been sent out. When you make deposits, please let her know what it is for and give her the deposit slips. She was looking for the Square device and was told that Vanessa with the Ways and Means committee has it. SCAEOP is set up to let members pay their membership dues on line. Our affiliation fees for NAEOP is being paid this week. The information has been updated which was needed from the Secretary of State; the confirmation from them is due this week. We have filed for 501(c)3 but



haven't received any confirmation yet. President Knight brought up the idea to consider transferring money from the checking account to the market account in order to get more interest revenue. Vickie would make sure there is enough in the checking account each month to cover expenses.

### **Webmaster**

As reported. If you would like anything on the website, please let Jennifer Hedrick, CEOE know.

### **Area Director's Reports:**

Director's Reports for Area 1, 3, 4, 5, 6- as reported

Area 11 – Susie Bailey, Office Professional of the Year Chairman, was trying to get ideas how to get more Office Professional of the Year nominations. She posed some ideas and there was some discussion. The final decision was to leave the requirements for the Office Professional of the Year as they are.

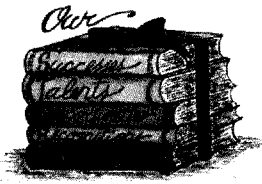
Director's Reports for Area 13, 15 – as reported.

### **Other Reports**

**Community Service** - as reported

### **Conference Co-Chairs**

They have three Superintendents that are interested in presenting. The technology classes are limited to 25 persons due to the internet set-up of the hotel. There are a total of four technology classes being offered. This year, the



members will not pick their classes when they register. It will be a first-come, first-serve class.

### **Unfinished Business**

None

### **New Business**

#### **Motion #3**

Yolanda Bradford made a motion to order twenty-four of the Royal Blue Jackets. The vendor agreed to keep the unit price at \$19.89. **Rationale:** The jackets were a good ticket item and several members wanted to purchase them but they needed a smaller size. It would also increase revenue. Second by Tina Gilliard-Rice. Motion passed.

### **Adjournment**

#### **Motion #4**

Melody Wise-Butler, CEOE, made a motion to adjourn the September 8, 2018 meeting. Second by Mary Beth Bowers, CEOE. **Rationale:** Adjourn the Board meeting. Motion passed. Meeting ended at 12:00 noon.

Respectfully submitted,

Carol Brown, secretary

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Christie Knight, President