



The following board members were present:

Tina Gilliard-Rice, CEOE	Christie Knight	Sandra Baker, CEOE	Jill Averyhart, CEOE
Sylvia Sullivan, CEOE	Mary Beth Bowers, CEOE	Laurie Cannon, CEOE	Jennifer Hedrick, CEOE
LaToya Felder	Bea Simon, CEOE	Sharon Price	Kimmetta Tidwell
Michelle Scott, CEOE	Susan Bailey, CEOE	Vanessa Ellison, CEOE	Cheryl Reynolds, CEOE
Yolanda Bradford	Erica Knox	Aliska Brown	Melody Wise-Butler, CEOE
Georgette Council, CEOE	Lorraine Gardner, CEOE	Marybeth Gawrys, CEOE	Vermelle McCrea, CEOE
Cassie Nelson, CEOE	Daphne Smith	Louise Snipes, CEOE	Brian Weston, CEOE
Gloria Tisdale, CEOE	Chris Whitmire, CEOE		

The following guests were present:

Meeting Opening

A quorum was established with 17 of 23 voting members present. President Tina Gilliard-Rice, CEOE called the meeting to order at 10:00 a.m. Thanks and appreciation were given. The Pledge of Allegiance was led by President-Elect Christie Knight.

Inspiration

As our Chaplain was unable to be with us today, Aliska Brown brought our Inspiration.

Discussion of Previous Minutes

The minutes from the November 11, 2017 Board meeting were presented for review:

- Vermelle McCrea (last name misspelled at top under members present)
- Sharon Price (not Rice – top)
- Brian West (last page – Weston)

Motion #1

Motion made by Sandra Baker, CEOE; seconded by Sylvia Sullivan, CEOE. To approve November 11, 2017 minutes as corrected.

Rationale: To make the minutes an official record for the association. **Motion passed.**

Minutes from last conference board meeting:

Under President’s report – Tina’s name spelled wrong.

Motion #2

Motion made by Sandra Baker, CEOE; seconded by Brian Weston, CEOE. To approve the 2017 Annual Business Meeting minutes as corrected.

Rationale: To make the minutes an official part of SCAEOP records. **Motion passed.**

President’s Report

Tina Gilliard-Rice, CEOE asked the Conference Chairs to please adhere to last minute due dates; submitting photos and bios of committee winners, etc. for the conference book. The deadline for bios and features/updates is February 26th, and the ads deadline is February 1st. The names of the scholarship winners need to be submitted to Melody Wise-Butler, CEOE for hotel arrangements.



Melody stated that the winners would be getting a double room and if they wish to make any changes, they must pay for it themselves. They will receive lodging for Saturday night only, and the meal is only for three (3) people.

Tina stated she is in the process of selecting pages and tellers from the general membership and will email the names to us. She plans to solicit Brian Weston's help as well. She spoke about mentoring the first timers and has a conference call with Richland Two next week to discuss this.

On Thursday night of the conference from about 6 -7:30 – reception until 9:00, Tina will host a brief thank-you to the board and past presidents in her room at 9:00 p.m.

Of note, on the registration form, the First Timers event says March 2; but it is scheduled for Thursday March 1.

President Elect's Report

Christie Knight – Christie has a list of proposed appointed board members; with some additions: a correction to add Brian Weston's CEOE designation, add Sandra Baker, CEOE as Presidential Aide, add Tonia Jenerette as responsible for newsletter. Also, she states that additional people are needed to get the newsletter going.

Motion #3

Motion made by Christie Knight; seconded by Sandra Baker, CEOE. To accept the 2018-2019 proposed SCAEOP board appointments.
Rationale: To complete the 2018-2019 SCAEOP board. **Motion passed.**

Christie announced her theme for the upcoming year: "Our Story" (acronym). She listed the proposed board meeting dates and stated she is working on revising the SCAEOP handbook. She is also working on trading pins for conference.

Motion #4

Motion made by Christie Knight; seconded by Jill Averyhart, CEOE. To approve the proposed trading pin design not to exceed the budgeted line item of \$1,300.00 (from 18-19 budget).
Rationale: To provide trading pins for the 2018 NAEOP conference. **Motion passed.**

Vice President's Report

Eronda Jackson, CEOE: Eronda was under the weather and unable to be here.

Meeting Site Coordinator's Report

Laurie Cannon, CEOE: Laurie stated that SCAEOP was in contract with the Hilton when she took on this position. An example of how much we have grown: we originally reserved 285 rooms; now we are reserving 521! Originally we had 75 room nights, now 182 room nights. We have the Hilton and Royal Palms through 2019. We were encouraged to reserve rooms in September. Gloria Tisdale, CEOE asked when the contract is up; Laurie replied in 2020, the next year (2019) is our last year at the Hilton.

Membership Recorder's Report

Mary Beth Bowers, CEOE: Mary Beth stated that currently there are 174 members registered for conference. She needs the names of the award winners, scholarship winners and the Administrator of the Year, etc., to order awards, as well as those receiving CEOE. She needs to have exact spelling, title, etc. sent to her. The registration deadline is Friday; she will take a P.O. number, or a check postmarked by Friday is acceptable. Bea Simon, CEOE asked about responsibility for correct name spellings. Mary Beth said the names are taken from NAEOP records and can be trusted as it comes from member applications.

Treasurer's Report

Sylvia Sullivan, CEOE: Sylvia expressed appreciation for the retirees. She stated Elaine Miles had called and offered to help with anything. Sylvia stated that all check requests for SCAEOP funds need to be to her by the 23rd. At conference, for the Ways and Means committee, she requested they hold onto their money each day with the pouch she provides as they will continue to get



more money; then at the end of the conference, she will be in the banquet room to collect money. She will be near Melody with the certificates. Sylvia intends to close out the books March 31 – April 1. She is requesting all March check requests to be submitted by March 20. Georgette Council, CEOE, questioned about the Ways and Means committee members keeping the money each night and had concern for them keeping it in their rooms. Sylvia stated that Elaine advised it was better to have it dispersed among the collectors than to have it with one person. Sylvia stated SCAEOP funds balance is somewhere around \$100,000.00.

Website Coordinator's Report

Jennifer Hedrick, CEOE: Jennifer is trying to make it flow. The fee was paid for Weebly; and she would like to purchase anti-virus protection for the two laptops.

Motion #5

Motion made by Mary Beth Bowers; to purchase antivirus—Webroot – not to exceed \$40.00. (It was determined a motion is not needed for this purchase, the purchase can simply be made).

Historian's Report

Marybeth Gawrys, CEOE: Marybeth asked if anyone could, to please share any pictures of NAEOP or SCAEOP. Please email her at mgawrys@richland2.org.

Lorraine Gardner, CEOE stated that the pictures that the gentleman takes at conference, Lorraine can get them to Marybeth. Gloria suggested contacting Mildred in Orangeburg and Cassie Nelson, CEOE stated she has a camera in her car.

BREAK

A break was taken for a brief Professional Development session presented by President-Elect Christie Knight.

SCAEOP CONFERENCE 2018

Melody Wise-Butler, CEOE stated she needs help with the hospitality room. She will be setting a schedule and rotating people, so hospitality will be a little different this time. She plans to "go all out" with the first-timers, and be more laid back for the rest. Cassie Nelson volunteered to help.

The conference theme is "Our Story". The luncheons are put on by the affiliations; the affiliates were asked if they need any information from Christie. They stated they are all good. Souvenir booklet: Please get ads in by the deadline of Feb. 1st. Tina requested that all board members get write-ups to her ASAP. If there are any A/V equipment needs, work with Marybeth Gawrys and Jay at the hotel. If you are a speaker and have A/V needs, contact them ASAP for equipment reservations.

Mary Beth Bowers stated that registration would be right as you go in the door.

Tina asked about extra projectors. It was stated they will let her know.

Georgette asked if all of the sessions/meetings will be in the Palisades building. The answer was yes. She asked if all rooms will have tables and chairs. All will have tables and chairs.

Technology classes: Badges will be checked to ensure you have signed up. Internet will be available if you are signed up. Since we have to pay for it by person, there will not be any switching of classes.

Marybeth Gawrys will have signs with labels directing attendees to classes, etc.

Sandra Baker asked about self-defense, etc., "action" type classes or any "loud" classes; suggested having them further away from other classes because of the noise factor; it was stated there are none planned.

Sylvia Sullivan inquired about ribbons on badges. Tina and Mary Beth Bowers stated there would not be badge ribbons.

Richland One has offered to hold a conference bag "packing party"; Brian Weston and Lorraine Gardner will head it up. They asked for any goodies to be donated for the bags.

Tina asked about having someone in each room for introductions and to hand out certificates; Patti Christensen is handling the scheduling of that.

First-timers T-shirt size deadline is Feb. 2, and goes to Mary Beth Bowers.

Tina asked about vendors. Per Melody Wise-Butler, they are coming in slowly, but there are currently 6 vendors.

Gloria Tisdale stated that the retirees will be a vendor. She requested that they be stationed "further up" as last year they were in the back, and had poor lighting.



Georgette Council has several sponsors coming too.

Louise Snipes asked about ads in the book. February 1st is the deadline to place ads.

Christie reminded everyone that we have the 501(c)3 status for taxes that Tina sends out.

Cassie Nelson asked about a sponsorship letter, Tina stated she would send it.

Laurie Cannon spoke about the theme baskets. She stated when you come in for registration Thursday night, drop off the baskets at registration. Melody Wise-Butler added that members could drop off Community Service donations and door prizes as well. With regards to the door prizes, they will be given by number in hospitality.

Melody asked who will be handling the door prizes. Tina volunteered the Georgetown affiliate. She will get someone and will get them to send a memo out.

Affiliates

LaToya Felder: LaToya had nothing to add to her report.

Scholarships/PSP

Bea Simon, CEOE: Bea thanked those she has asked for help with special thanks to Sylvia Sullivan and Vermelle McCrea. She had nothing to add to her report.

Tina and Bea were reminded they have reports to submit for the conference booklet.

Ways and Means

Co-chairs Vanessa Ellison, CEOE and Sharon Price: They are working on members; today they brought a guest --"Andrea". Nothing to add to their report. Discussion was held regarding the jackets and umbrellas previously discussed for purchase to sell at conference.

Motion #5

Motion by Vanessa Ellison, CEOE; seconded by Jill Averyhart, CEOE. To order Windbreaker jackets and umbrellas to sell at the Ways & Means table for the Annual Conference, not to exceed \$2,500.00. The jackets will be sold for \$30.00, and the umbrellas will be sold for \$12.00.

Rationale: To increase our Ways & Means account, and not to overspend our current balance of \$2,598.84 based on pre-orders.

Motion passed.

(A suggestion was made that we could send a survey and take preorders.)

Long Range Planning

Kimmetta Tidwell: Kimmetta had nothing to add to her report.

Gloria Tisdale, CEOE, wished to revisit Ways and Means, and address the 50/50. She suggested that the drawing continue. She doesn't want the members to know about the discussions and disagreements that have taken place within the board. She suggested the funds for scholarship not be tied to 50/50, but not to withhold doing the 50/50. Michelle Scott, CEOE asked who will be in charge of the 50/50. Melody and Tina will get together and discuss this.

Area 9

Michelle Scott, CEOE: Michelle had nothing to add to her report.

Newsletter

Tina will take responsibility; she states this area is out of control and apologized. She understands the committees' dilemma.

Member Shaniqua Staples was leaving, and Tonia Jenerette had taken it on. She sent a draft yesterday, which Tina will review and send to a few board members. She hopes to send something out in the next few days. She asked everyone to please work on an article for the newsletter. She will send them to Jill Averyhart, CEOE and Georgette Council, CEOE. Michelle Scott, CEOE apologized



for not being able to do the newsletter, but with the editor leaving, and her personal job being reconstructed, there were too many unforeseen circumstances to overcome.

Sylvia Sullivan, CEOE, suggested certain committees have their own email account, and recommended the newsletter have one also. She reminded the board and Ways and Means that as a 501(c)3, we can collect more than \$7,500.00 without changing our status. Gloria Tisdale, CEOE asked about charitable giving with SC limit of \$2,500.00; with 50/50 can do up to \$950.00. There was additional discussion and Georgette Council, CEOE provided limit information from a website.

Student Scholarships

Cheryl Reynolds, CEOE, stated we received 137 applications for the 3 categories: general, business, and member dependent. They will have 3 winners by Monday. She thanked the committee members. She will get a memo out soon regarding the theme baskets. Tina reminded her that a report for the conference booklet is needed.

Nominations and Elections

Susan Bailey, CEOE, stated that she was a member of the local Richland 2 office professionals association but left Richland 2. There is no affiliate in Lexington 5, so she attends Richland 2's meetings/events.

Susan stated that all positions are filled except maybe a few areas. The bylaws state a director must be employed in the area they direct; she suggested tweaking the bylaw in order to try to reach untapped areas.

There were 2 write-in candidates. She stated there is nothing in the bylaws or procedures about write-ins. In that case, does the president appoint? Discussion was held on the subject. Brian Weston, CEOE gave information about parliamentary procedure.

Gloria requested taking it to the Bylaws committee. Erika Knox, CEOE (future bylaws) will take on researching it.

Tina thinks Susan has a report due for the conference booklet and will check.

Budget and Finance

Yolanda Bradford: There were changes made at the November meeting that Yolanda went over again and clarified. Tina gave additional information.

Bylaws

Erika Knox, CEOE had to leave early. No further information reported.

Administrator of the Year

Lindy Shaw, CEOE had to leave early. Tina read her report; she listed the candidates and judges. The winner is Superintendent Craig Witherspoon from Richland One. His bio and photo are needed for the conference book.

Office Professional of the Year

Claudia Cohen, CEOE could not be here. She had only two nominations. Tina asked for us to nominate members next year. Louise Snipes, CEOE encouraged nominating fellow members as well. The nominees were listed and Jill Ford is the winner. Her bio and picture has been requested for the conference book.

Mentoring

Cukye Nelson-Khaalid, CEOE and Cassie Nelson, CEOE: Cukye could not be here, and Cassie had to leave. Tina went over the procedures that we use for mentoring, that we serve as resources for each other, etc. She stated that Jennifer Hedrick, CEOE, had put on the website the list of those who indicated they would like to participate. Their contact information is listed. Melody Wise-Butler, CEOE stated there will be a conference session at National encouraging us to connect, collaborate, etc., and we could also do this at SCAEOP conference.



Community Service

Aliska Brown, CEOE: She will be sending out reminders to affiliates to bring school supplies to conference. Vermelle McCrea, CEOE, will have an administrator present to our group on Sunday from the recipient of the donation. Tina says that would be great public relations. This could be done possibly during the membership luncheon.

Unfinished Business

Georgette Council, CEOE brought up regarding the discussion of District Liaisons and that they had not been properly approved. She was going to research and see where things stood. The description made it into the handbook (which would not have been, if not approved). She looked at 3 previous conferences; they were missing part of a motion regarding liaisons.

Motion #6

Motion by Georgette Council, CEOE; seconded by Jill Averyhart, CEOE. To approve the service of Board Liaisons for each school district in the state. Board Liaisons would serve as non-voting members of the board, whose main function is to work with Area Directors to promote the mission of SCAEOP by disseminating information in their respective districts. They would receive no compensation and would be recruited, not appointed or elected with no term limits.

Rationale: To increase the reach and mission of the association so that we have direct representatives in every school district in the state. **Motion passed.**

Discussion: Georgette Council had sent a memo to all Superintendents in the state and asked them for someone from their area, etc. The liaisons were recruited, with no time frame stated. They were basically volunteers, with no reimbursement.

Gloria Tisdale states she still has a problem with them considered to be part of the board. She says if you are part of the board, you get all the rights. Discussion was held regarding whether they should have "Board" in their title, etc.

Georgette is fine to table it for now. Would it require a bylaws change? Discussion on the title was held. "Board Liaison" is a non-voting, non-compensated position. The only stipulation is that they work in that district. She stated we may want to revisit boundaries (long-range planning) in the future.

No further motion to change if passes. The natural assumption is to change the bylaws and procedures.

Unfinished Business

Tina reminded the board of their financial responsibilities:

Belk – make sure you have paid for your fundraiser tickets.

Hotel raffle tickets – "Sell, sell, sell!"

NAEOP Conference 2018

The information is out – congratulations to Jill Averyhart, CEOE and others on the NAEOP board!

Gloria Tisdale mentioned that retirees and past presidents were not listed on the agenda or asked for reports, and they should be.

SCAEOP Conference 2018

Tina reminded the board of the drop-in on Thursday night.



Adjournment

The meeting was adjourned at 1:25 p.m.

Respectfully submitted,

Sandra D. Baker, CEOE
Secretary

Tina Gilliard-Rice, CEOE
President