



The following board members were present:

Tina Gilliard-Rice, CEOE	Eronda Jackson, CEOE	Sandra Baker, CEOE	Sylvia Sullivan, CEOE
Sharon Rice	Kimmetta Tidwell	Michelle Scott, CEOE	Vanessa Ellison, CEOE
Cheryl Reynolds, CEOE	Saundra Woods, CEOE	Yolanda Bradford	Erica Knox
Cassie Nelson, CEOE	Daphne Smith	Gloria Tisdale, CEOE	Albertha Mikell, CEOE
Joann Alvin, CEOE	Brian Weston, CEOE	Aliska Brown	Claudia Cohen, CEOE
Georgette Council, CEOE	Marybeth Gawrys, CEOE	Cukye Nelson-Khaalid, CEOE	Vermelle McCrae, CEOE
Clarice McKnight, CEOE			

The following guests were present:

Meeting Opening

President Tina Gilliard-Rice, CEOE called the meeting to order at 2:28 pm. We were one voting member short of a quorum according to Tina. She stated business will be conducted and motions would be sent out later by email for voting.

Chaplain Clarice McKnight, CEOE brought the inspiration.

Discussion of Previous Minutes

The minutes from the September 16, 2017 Conference Call Board meeting were presented for review. The following changes were recommended:

- Gloria Tisdale, CEOE questioned page 4, last sentence-- there was discussion about playback because no one is sure about exact verbiage. We can adopt minutes and check on it and send it out per Georgette Council, CEOE.
- Gloria also stated that the retiree's meeting was held in September; and on page 4 she would like it to read the "meeting on September 8, 2017".
- On page 1, Sylvia Sullivan, CEOE stated "a.m." needs to have periods.
- Sylvia also states the minutes should be amended that sign in sheets were not listed. "Quorum established via roll call as listed above."

Motion #1

Motion made by Sylvia Sullivan, CEOE; seconded by Kimmetta Tidwell to approve September 16, 2017 minutes as corrected.

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

President's Report

Tina Gilliard-Rice, CEOE – Tina had nothing to add but stated this board is such a great team and she has great advisors. Last week she had the honor of installing President Clarice McKnight, CEOE in Georgetown. She reminded everyone if you are having professional development in your area, ask Tina; she would love to come. Remember your deadlines; timelines are listed for you. The slate of officers for the upcoming year will be presented later.

President Elect's Report

Christie Knight – Christie was absent.



Vice President's Report

Eronda Jackson, CEOE – Eronda reported on membership: We had 10 new members join in October, 2 new in November. A questionnaire was sent to those who have not renewed, asking for help with suggestions and ideas for helping to recruit, retain members, etc. Responses from 9 out of over 100; there were many reasons for not renewing. Received 2 renewals out of the survey. We need more support from districts and schools – continue to send out emails, etc. Perhaps offer recruitment incentives – she offered a gift card herself for October and will get that sent out.

Membership Recorder's Report

Mary Beth Bowers, CEOE – Mary Beth was absent.

Treasurer's Report

Sylvia Sullivan, CEOE – Sylvia apologized for not having financial reports before now. She states that online registration for conference has now been implemented, thanks to Sarah Harris, CEOE and Mary Beth Bowers for Square. Now she is learning her part and moving forward.

Motion #2

Motion made by Sylvia Sullivan, CEOE; seconded by Kimmetta Tidwell to purchase an iPad to accommodate access to information and receive funds for purchases made using the new SCAEOP Square account software. **Rationale:** Purchase price of the iPad and needed accessories not to exceed \$450. Device will be held by treasurer and made available for Ways and Means and other SCAEOP revenue receiving purchases. Motion passed.

- Georgette Council, CEOE suggested an alternative: Ways and Means had previously used their phones/laptops/iPads; how will they share one device? With Square, you can log in from any device. We could possibly purchase a laptop, can be used for other things as well.
- Sylvia appreciated her input; stated this would mostly be for conference use. The treasurer would keep and protect it; that is the intended proposal. There was more discussion about what Square is. We have a Square account. Sylvia asked how the money got into our account and received clarification about using the actual Square device and stated login information is needed.
- Georgette asked if we could get the iPad donated.

The cost of insurance has gone up. This has been addressed in the budget.

Sylvia stated that she has acquired a treasurer's aide to help her. Tina asked if this would need to be board approved. She expressed appreciation for Sylvia and the great job she is doing. Sylvia explained her reasoning for needing a helper. This helper is a "checks and balances" person, another set of eyes. She wants accountability at conference and to have someone with her to handle all the cash, etc. Georgette questioned if this person needs to be someone on the budget committee or the budget chairperson, someone who is familiar with the budget, etc. We don't want to bring someone into intimate processes of the association who is not a part of the budget process. This could be someone on the committee. The treasurer is a 4-year position.

Gloria Tisdale, CEOE explained the way the process used to be when bringing on a new budget person. Sylvia questioned if the handbook needs to be rewritten to include that process? Tina stated the committees should be working together. Brian Weston, CEOE stated you are allowed to set up some financial safeguards (from the bylaws).

Sylvia went over the April 1 – Oct 31 treasurer's report. She requested an increase in the budget line item for the NAEOP delegate. It was \$1,200.00 this year, and expenses went over by \$98.00. The travel was to Greenville, so there was not air travel, etc. She was asking for it to be \$2,000.00 for the new budget as travels have increased. (No motion made)

Gloria questioned an item on the budget (the difference at the bottom). Sylvia stated that in order for her to go forward, she had to show the difference from last budget year; Christie is working on finding it; she believes it might be formula error.



Gloria questioned miscellaneous charges - "scarves". Will the items be turned over to Ways and Means? Some were ordered; some still need to pay; then there will actually be an overage. Sylvia explained the list of expenses that make up that report: banners; etc. There is no explanation yet. The books were not given to the treasurer until after audit; she can't answer detailed questions. There was discussion regarding a \$6,000.00 error in the books that has been going on since before July. Books were supposed to go to the auditor this week per Christie. Georgette inquired about software programs to make bookkeeping easier, but Sylvia replied upon asking the CPA, it would not be feasible with our group. The books are now just being checked, which we are paying for. The previous membership did not want to pay for the books to be audited. Tina will address this error in the books, a long overdue issue. Brian suggested a "financial review" – long form report could be requested – could put it out to a vote. Sylvia doesn't see the need for a review at this point. We need to get the reports and go on for now. Tina stated this is not being ignored, and it is not a matter of trust, but it needs to be explained. Georgette proposed sending a registered letter compelling the information be given to the board by an established date and we can find the error. Georgette will draft a letter for Tina and Sylvia.

Website Coordinator's Report

Sarah Harris, CEOE – Sarah was absent. Tina stated that the online payment is working. Sylvia stated there is a \$5.00 convenience fee for using online payment.

SCAEOP conference will be online. Registration packets are online. Ad fees are due by January 26 to Cheryl Marshall. Committee chairs for Administrator and Office Professional of the Year, Lorraine Gardner asked that you send information to Tina, as soon as you know, for the souvenir booklet.

Mid-Atlantic Update: Vermelle McCrea, CEOE stated that Sylvia Sullivan, CEOE won the lip sync contest. There were 60-70 attendees. PowerPoints from the training sessions are available; contact any of those who went to obtain copies. Next year's dates are October 25-26 in Rehoboth Beach, Delaware. The theme is: "Cast Your Net". Tina stated our gift basket was a padfolio and gift card. Also some padfolios were sold there.

Unfinished Old Business: The retirees decided they preferred keeping their scholarship as it was created; so they decided they would come up with another way to raise the funds for that. Per Tina, the 50/50 is no longer going to continue.

Belk tickets: Tina hopes everyone sold their tickets. Please turn in money to Sylvia or Georgette.

Area Director's Scholarship: Tina suggested to tax members \$3.00 to make up scholarship. She has given suggestions on ways to raise your \$100.00 including to ask for a sponsor. Sylvia has a letter that she is sending out to donors for 501(3)c receipts; send it with a thank-you letter. You can use your sponsorship letter. Be sure to state it is for a student "scholarship".

New Business: We need to address the vacancies of two board members: our parliamentarian and website coordinator.

Motion #3

Motion made by Sandra Baker, CEOE and seconded by Sylvia Sullivan, CEOE to appoint Brian Weston, CEOE as Parliamentarian.

Rationale: To fill vacancy left by resignation of Kim Glaze, CEOE. Motion passed.

Tina stated she has been given a name for the website coordinator, Jennifer Hedrick, CEOE, for the vacancy left by Sarah Harris, CEOE effective December 1.

Tina received a call from the national office on behalf of Lisa Morehouse. We paid for her registration, hotel and gave a donation; and they want us to make a contribution or donation to field service on her behalf to help with her travel. She told them she'd get back to them on Monday. It looks like we are paying \$500.00 for her coming to SCAEOP (we contribute something to her travel). Gloria stated she disagrees with this. Sylvia stated we have already donated \$200.00 to field services, and \$400.00+ for her hotel. Sylvia stated she does do a workshop, etc., and the installation. Gloria stated, "We have to get something back for being affiliated. We have done our part." Tina will call back and let them know the \$200.00 we sent last month was our contribution.



Yolanda Bradford had a question about the projected budget. There was discussion from Tina and Gloria with advice and changes; changes made. Georgette gave clarification about the NAEOP Foundation Contribution. Gloria explained what they used to do. Tina clarified.

Motion #4

Motion made by Yolanda Bradford and seconded by Clarice McKnight, CEOE to accept the 2018-19 SCAEOP budget as rewritten: \$14,675.00. **Rationale:** This will allow the membership to operate in a cost effective fiscal manner. Motion passed.

Office Professional of the Year

Claudia Cohen, CEOE – The judges have been secured; the names of the 3 judges were given.

Scholarships

Tina discussed raffle ticket distribution – please don't leave without getting tickets. Cheryl Reynolds (formerly Marshall) needs 3 more committee members – please email her. Also please send out reminders; she says guidance counselors are not pushing the scholarship forms. The deadline is December 1.

Georgette mentioned locally we are pushing it more on social media, for example sending it to student body presidents to tweet, snap, etc., and having them to send it out as well.

Bylaws Amendment

Georgette Council discussed having district liaisons as board members.

Gloria said this was discussed at national meeting and it was discussed not to have them listed as board members. She says there are many different personalities, and the board gets too large. Albertha Mikell-Johnson, CEOE states they are board members; and they will want mileage, etc. Georgette says they would be non-voting members, and that would not be an issue. It would need to be written with clear wording. Clarice explained about liaisons being more of a “helper” but not a true “board member”. Gloria asked, “How can you have someone called a board member and not give them the same privileges? They may come back later and ask for mileage.” She asked that this be researched before this becomes a change to bylaws. Eronda Jackson, CEOE stated she remembered the previous discussion, and that Gloria objected about the travel; Gloria wants to see where it is in the past records.

Georgette will research to find the information and will redo the verbiage on the motion for a later meeting.

NAEOP Conference 2018

NAEOP conference 2018 will be in Minnesota. You can register online.

SCASA conference will be December 8. We can have paraphernalia in the foyer. The Columbia ladies will be asked to help. Tina states she want to order a “usable” item to give away – (April is expecting 350 attendees). Tina will be looking online regarding item. Discussed power banks, etc.

New Business – Erika Knox had a question about travel. She was told mileage reimbursement for board members to meetings was 0.15 a mile; there was discussion on this. The amount is not to reimburse the cost, it is to help offset costs. It is still a personal choice to give of your time. Sylvia stated we have never gone over the budgeted amount. Saundra Woods, CEOE asked if it would be feasible to raise the reimbursement by 0.10 to 0.25. Sylvia and Eronda will research.

Eronda asked if we can consider paying half of the national mileage reimbursement amount 0.535. Could we put a motion on the floor to increase it? Sylvia says we have \$3,500.00 budgeted; she wants to research it first.

Michelle Scott, CEOE suggested instead of mileage, how about a certain dollar amount for each board member? Tina stated that national board members get a stipend for each board meeting attended.



New Business – Items from Ways and Means: Vanessa Ellison, CEOE presented a jacket that will be available in navy, royal and black, and gave the price breakdown. We will sell them for \$25.00. We will also be offering an umbrella, with the logo, probably for \$10.00-\$12.00. Brian West, CEOE suggested taking a poll first for interest as it is a costly investment.

Adjournment

The meeting was adjourned at 5:25 p.m.

Respectfully submitted,

Sandra D. Baker, CEOE
Secretary

Tina Gilliard-Rice, CEOE
President