

**SCAEOP Board Meeting
November 3, 2018
Columbia, South Carolina
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The following Board Members were present:

Christie Knight	Eronda Jackson, CEOE	Melody Wise Butler, CEOE	Carol Brown, CEOE
Latoya Felder	Sharon Price	Nona Montoya, CEOE	Tammy Wilson
Michelle Scott, CEOE	Susan Bailey, CEOE	Vanessa Ellison, CEOE	Laurie Cannon, CEOE
Mary Beth Bowers, CEOE	Vicki McIntyre, CEOE	Jennifer Hedrick, CEOE	Paula Rosenberger, CEOE
Mary Beth Gawrys, CEOE	Joann Alvin, CEOE	Brian Weston, CEOE	Jill Averyhart, CEOE
Georgette Council, CEOE	Patricia Prioleau, CEOE		

The following guests were present:

Master Bowers	Mr. Alvin
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Call to Order

President Knight called the meeting to order at 10:00 a.m. A quorum was present.

Pledge of Allegiance and Inspiration

We were led in the Pledge of Allegiance and the Inspiration was done by the Chaplain Joann Alvin, CEOE.

Secretary: Carol Brown, CEOE, as reported. The minutes were sent along with her report. Changes were presented.

Motion #1

Melody Wise Butler, CEOE made the motion to approve the minutes from the September 8, 2018 meeting with amendments. Laurie Cannon, CEOE second.

Rationale: The minutes from the September 8, 2018 meeting are documented and recorded. Motion passed.



President's Report

President Knight stated that the newsletter is ready to come out before Thanksgiving. Presently, Area 16 vacant and President Knight went there for a presentation. She would like to nominate someone for this position before the January board meeting.

President Elect

Eronda Jackson, CEOE, reported that the handbook is posted to the website with changes. She proposed an idea to change the Field Service Program to Professional Development Series. She is sending out correspondences to SCAEOP members who have presentations already approved by NAEOP to update field service presentations. She would like to try to get people to go out to affiliates to present and also to get the affiliates to contact us for professional growth. She would also like to recruit in other areas.

Vice President

Melody Wise Butler, CEOE met with area directors to talk about recruitment. She is sending out an email to members who have not renewed their membership. If you have any questions or ideas, please see Melody.



Meeting Site Coordinator:

Laurie Cannon, CEOE, handed out information about Greenville. The Hyatt in Greenville has been remodeled. Embassy Suites is near the mall but it's an older hotel. In January, President Knight has agreed to change the meeting site to Spartanburg at Marriott. The Marriott is giving us a group rate of \$139 for both nights. We are looking at the 2023-2025 time frame.

Membership Recorder

Mary Beth Bowers, CEOE, reported that we have three new members with a total of 538 members. There are already thirteen conference registrations submitted.

Treasurer

Vickie McIntyre, CEOE, reported on an activity report instead of the full scale report. We have received a confirmation from the Secretary of State and we are updated for next year. She has filed the IRS form 990 and it has been accepted. The financial documents are planned to be delivered for review to the auditor used in the past. The NAEOP dues have been paid. After President Knight's suggestion she has moved money to the money market from the checking account. On the report, the money market account and checking totals are swapped.



Website

Jennifer Hedrick, CEOE, reported that the conference information is on the website. A suggestion was made to put all the committee chairpersons on the website.

Area Directors Reports

Area 1: Lotoya Felder, as reported. Anderson, Jasper, and Lexington has not renewed their affiliate membership. She was informed that Lexington won a free membership at the conference last year.

Area 3: As reported.

Long Range Planning: President Knight would like to have a scholarship in place before our January meeting. Discussion followed concerning scholarship. There would be no time to get it in time for this year's conference so we would plan to have it place for the following year. President Knight would like to have a one day SCAEOP Fall Conference, very defined, maybe on one topic which would be held in the Columbia area. Discussion was held concerning where the expenses would come from.

Area 4: Sharon Price, as reported. The scholarship packets has been sent out. The raffle tickets are ready for our fundraiser.



Area 5: Nona Montoya, CEOE, as reported. There are 25 members entering into PSP program. Areas 5 have 3 new CEOEs this year. There are two membership scholarships. The next PSP deadline is January 15.

Area 6: No report

Area 8: Tammy Wilson, as reported.

Area 9: Michelle Scott, CEOE, as reported. The only additional item is that she is on the Budget and Finance committee.

Area 11: Susie Baily, CEOE, pulled a report of all Office Professionals and Principals in the surrounding areas. She is sending a letter to them introducing SCAEOP. She thought she could use professional development as a recruiting tool. Office Profession of the Year applications will be sent out next week.

Area 12: Vanessa Ellison, CEOE, as reported. She has received the 25 new windbreakers. The SCAEOP pin has been mailed. Small, medium and large jackets have been ordered. Suggestions were made for the Ways and Means for items to sell at the conference besides what is on hand.

Area 13 and 15: Cheryl Reynolds and Yolanda Bradford, as reported.

Other Reports

Conference Co-Chairs: Paula Rosenberger, CEOE, and Mary Beth Gawrys, CEOE

Presently, committee chairs are in place. Melody is taking over the vendors. The vendor form will be on line next week. Please wear your pink shirt for the Board picture at the next meeting. There are only 30 rooms left in the Hilton.



Mentoring: Gervonder Brown, as reported.

Community Service

April Turner, CEOE, as reported. In Richland County, there was a packing party which did 213 period packs for The Homeless Period Project.

Unfinished Business

None

New Business

Mary Beth Bowers needs to order a new printer. After some discussion, there is money in the budget for the new printer.

Adjournment at 11:42 a.m.

Motion #2

Eronda Jackson, CEOE, made the motion to adjourn the November 3, 2018 meeting. Melody Wise Butler, CEOE second. **Rationale:** To close the meeting. Motion passed.

Respectfully Submitted,



Carol Brown, Secretary

Christie Knight, President