

USM AOP Board 2023-2024 Kickoff and Planning Meeting

August 11, 2023

10:00 a.m. to 12:00 p.m.

McLemore Hall, Room 128

- I. **Welcome**
- II. **Call to Order and Roll Call**
- III. **Adoption of Agenda**
- IV. **Inspiration**

Something I found unique when I was a brand new member of AOP was that every meeting had the “Inspiration” item on the agenda. That was something I hadn’t really seen before in meetings with other organizations. Then I saw where this was consistent at even the state and national levels, too. I love that we make it part of our official business to inspire and uplift one another. Since we have a lot to cover today and I’m sure we will have a lot of inspiration throughout our meeting today, I’m going to keep this short and simple with a quote that I love. When we were at the NAEOP conference in July, one of the attendees gave me a key chain with this quote on it and I just loved it so much:

“May you be proud of the work you do, the person you are, and the difference you make.”

I hope each of you knows how much you are appreciated and who you are and what you do every day truly makes a difference in the lives of others.

I also decided for this year’s inspiration at our general meetings, I want to use the book The Four Agreements. I have provided you all with your own copy, so you can read more in-depth. I plan to use one of the agreements for our inspiration for each of the four general meetings.

- V. **Getting to Know You**

I loved getting to know more about each of you at our meeting!

- VI. **Mission, Vision, and Values**

Examples:

University <https://www.usm.edu/proud/>

CBED <https://www.usm.edu/business/about.php>

SoL <https://www.usm.edu/leadership/about-us.php>

We decided to adopt the tagline **CPR...**

Community Service. Professional Development. Relationship Building.

When people read this, they will clearly understand what we do.

ACTION ITEM: Brainstorm more about our AOP mission, vision, and values

VII. Committee Review and Goal Setting

Affiliations – Cindy Walker (will continue to serve, but if someone is willing to step up and chair this committee then Cindy will be happy to step down)

- Members (7 members - according to bylaws):
- Goals:
 - Actively recruit nominations for the Office Professional of the Year and Administrator of the Year (and select a winner)
 - Plan out timelines for recruitment, selection, presentation, and submission to state and national awards

Budget – Cindy Walker

- Members (4 members – according to bylaws):
- Goals:
 - Recruit members for the budget committee
 - Plan out the budget (build budget)

Community Service – Jennifer Lewis (need co-chair or to reassign)

- Members (# as needed):
- Goals:
 - Focus on one or two community service projects per semester. Let's focus on maximum impact on these, rather than quantity of events.

Gulf Coast – Vacant (has been Mary and/or Joyce in the past)

- Members (2 members – according to bylaws):
- Goals:
 - Appoint a new chair

Hospitality – Chiquila Dolison

- Members (# as needed):
- Goals:
 - Create (or activate) a form to collect members' news
 - Consider doing something for birthdays?

In-Service – Geneal Washam

- Members (# as needed):
- Goals:
 - Host at least two professional development workshops per month

Membership – Mary Maner

- Members (# as needed):
- Goals:
 - Two membership drives (one in-person at Hattiesburg and Gulf Park campuses, personalized postcards)
 - Homecoming door decoration contest, winning team (teams of up to 10 people) gets a pizza party
 - Check into the cost of postcards to send to all staff members with inspirational quote and AOP information

PSP Advisory – Cory Williams

- Members (5 members – according to bylaws):
- Goals:
 - Continue to help process PSP certificate applications

Publicity – Cory Williams and Jennifer Lewis (Historian)

- Members (# as needed):
- Goals:
 - Need to find new committee chairperson
 - Revamp AOP website
 - Post at least once per week on social media
 - Communicate upcoming events with Kelsey Farr, USM events website, USM Mailout, and Staff Council so that people know what is happening
 - Monthly email update
 - Submit the website and newsletter for the NAEOP awards
 - Publish two editions of The Voice

Nominating & Elections Committee – Vacant (appointed in February)

- Members (3 members):
- Goals:
 - Plan out the timeline for nominations and elections ahead of time.

Ways & Means – Vacant

- Members (# as needed):
- Goals:
 - Organize fundraiser and volunteers for Southern Miss Comcast Golf Tournament
 - Two “Split the Pot” fundraisers (one in Fall, one in Spring)?

VIII. Awards (internal and external)

After attending the NAEOP conference this year, I thought to myself – we can win some of these awards for sure!! So, something else I want us to focus on is to review the available awards at the state and national levels. Then, we need to reverse engineer what we need to do to be prepared for those awards.

ACTION ITEM: Identify awards and deadlines

IX. Calendar Planning

I want us to go ahead and plan out our dates for the academic year. Here are some dates I would like to go ahead and set:

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|----------------------------|---|
| General meetings | 4 meetings (September, November, February, April) |
| Committee meetings | 3-4 meetings (August, October, January, March) |
| End-of-year luncheon | June |
| Nominations/election | Set dates for process |
| Awards | Varies |
| Community service projects | Fall, Spring |

Membership drives
Anything else?

Varies

Create a shared calendar in Outlook. Once we have these set, we can also post them on our website, which I think will be really helpful for our members.

X. Open Discussion

Other notes:

- Review bylaws

XI. Adjournment

RECAP OF ACTION ITEMS