

***USM AOP Board Meeting***

*Via Teams*

*January 22, 2021*

- I. **Call to Order and Roll Call:** Meeting called to order at 10:06 a.m.
  - I. **In attendance-** Valerie Craig, Katie Kitchens, Mary Maner, Jennifer Lewis, Cindy Walker, Troy Knight.
- II. **Recognition of Guests:** *None*
- III. **Adoption of Agenda:** (Motion- Katie Kitchens. Second-Cindy Walker). All in favor.
- IV. **Approval of Minutes:** Approval of meeting minutes deferred to the following meeting
- V. **Inspiration** Valerie Craig
- VI. **Communications- None**
- VII. **Reports of Officers/Committee Chairs: all reports previously given at General Meeting earlier in the week**
  - I. **Officer Reports**
  - II. **Committee Reports**
- VIII. **Old Business-** Dues increase
  - I. We need to evaluate the need for increased membership from \$5 to \$10 a year.
    - i. We discussed that there is no ability to fundraise due to pandemic and our not being a 501(c)(3), which was previously determined to be time prohibitive.
    - ii. Concerns that we need to make efforts to recruit members.
    - iii. Welcome ideas for increasing the number of members.
      - a. Katie suggested trying to target a building to provide them with information about AOP.
      - b. Valerie was concerned that this would be discouraged based on existing pandemic guidelines.
      - c. Suggestion to send postcards out.
      - d. Mary suggested sending something to the contact person in the department.
      - e. Buy lanyards or pins to attach to postcard/newsletter that shows wonderful things we do and what we have to offer to people professionally.
      - f. Mary oversees membership.
    - iv. Motion- 1<sup>st</sup> -Cindy Walker; second-Katie Kitchens
    - v. All members voted in favor of increasing the dues to \$10 annually.
    - vi. Motion passed. Effective August 1
    - vii. The website will need to be updated and in future marketing. Highlight only \$10 a year.
- IX. **New Business-**
  - I. **Membership and Recruitment-** Could AOP be eligible for CARES money?
    - i. Valerie asked to discuss this in terms of our needs in terms of PSP and Career/Professional Development
  - II. **PSP and Professional Development**
    - i. LinkedIn- has training for \$200-\$300 a person for the entire year. This is part of their video library. We could look at setting up a scholarship, and then we could buy people training for a year, or we could buy a series to provide to anyone on campus who wants it.
    - ii. Training- Should we be charging for training opportunities as we did in the past.

- a. Valerie noted that if we obtain CARES money, this would be an AOP benefit.
- b. There might be something we could offer to the broad populace to market AOP.
- c. We need content unique to AOP to draw you into AOP.
- d. A concern was raised that the CARES funds were only for students.
  - i. Valerie noted that she would ask CIO if funds were available.
  - ii. Mary displayed her memo and seemed that there might be an opportunity for AOP to be eligible.
  - iii. Valerie noted that if it is available for Zoom licenses, then that is for everyone.
  - iv. Valerie suggested requesting funds to replace travel and training that is no longer funded otherwise.
  - v. We need to discuss how to use funds and how much to request.
- e. Valerie noted that if you had COVID in 2020, there is a CARES fund that covers that. AOP will send out a reminder so that people can get all the resources available to them.
- f. Panhandle Area Virtual Conference- Katie mentioned this to her supervisor, and Katie will be in attendance. She noted that the deadline was yesterday, but they are still accepting registrants. PSP approval is pending, and enrollment is encouraged. Price \$40 for half a day with some topics related to COVID.
- g. Even for virtual conferences, you must do the permission to travel. Remember to request a receipt. Any time you use the P-Card to purchase, you must complete a consent to travel.
- h. Otherwise, we move forward with finding people internal to the university. Would you please let AOP know if you know someone internally who could provide training sessions for us? Sessions would be technical, soft skills, or about living life and being a general person. Katie will work on it. The web page and social media will be updated once Katie has that scheduled.
- i. We have had issues with people agreeing to present on technical topics. Maybe ten tips to make Outlook easier.
- j. Theresa is going to do the Teams/SharePoint presentation.
- k. Microsoft adds apps all the time, and there are apps that people do not know about. How to use OneDrive instructions. Maybe we could do a short poll or survey about what we would like to learn more about.
- l. Jennifer noted that we could try to ask the question, which would be the only question on the survey.
- m. Could you send something out on USM Talk stating fill out the survey once you are an AOP member with the link in the survey?
- n. Valerie will create a write-up for USM Talk- planning for training and development if you'd like to participate and become part of AOP. It would be a marketing email.
- o. Jennifer asked if she would announce fee change for membership, and Valerie noted she would. Fee change would go into effect July 1, which begins 2021-2022 membership year.

## Meeting Minutes

- p. PSP increases are funded from a fund for one year, and the second year comes from the department's budget. It is in the handbook too that the increase will be awarded. It depends on who your boss is as to whether they will support you in applying for PSP.
      - q. We need a virtual hands-on session to help people get started on working on their PSP.
    - iii. Membership
      - a. Cindy requested that Mary send the most current membership list to ensure that they are syncing with members.
      - b. Some departments will pay for it, and we can do an II for it.
    - iv. Website
      - a. Valerie will schedule a transition meeting between Jennifer and Troy.
- X. Announcements**-None
- XI. Adjournment**- Motion by Jennifer Lewis and Second by Mary Maner. The meeting is adjourned at 11:01 a.m.