

**USM AOP Board Meeting  
October 18, 2021**

- I. Call to Order and Roll Call (Sign-in sheet)- Mary Maner, Valerie Craig, Joyce Powell, Jennifer Lewis, Cindy Walker- 12:04 p.m.
- II. Recognition of Guests or New Members -none
- III. Adoption of Agenda—1<sup>st</sup> (Valerie); 2<sup>nd</sup> (Joyce). approved
- IV. Approval of Minutes- none subject to approval- last approved per email.
- V. Inspiration (Mary Maner, Interim President)- We need to be deeply rooted just like our trees, and we will survive whatever comes.
- VI. Communications- none
- VII. Reports of Officers/Committee Chairs:
  - a. Officer Reports:
    - i. President (Mary Maner, Interim President)- None
    - ii. President-Elect & In-Service (Mary Maner)-None
    - iii. Vice President & Membership (Joyce Powell)
      1. We will have one webinar every Wednesday except this week.
        - a. Can we include membership info on the webinar information?
        - b. November 24 and December 15 do not have anything but likely will fill those.
      2. Are we going to hold any membership drives for anything?
      3. Send out an updated in-service list. We are working on getting the rest of the semester's in-service events scheduled.
      4. I will be sending an email reminding those that have not paid their dues to pay. We have an invoice that can be sent, and Jennifer will email that to Joyce.
    - iv. Secretary & Hospitality (Jennifer Lewis)- None
    - v. Treasurer's (Budget) Report & Affiliations (Cindy Walker)- no changes
      1. Budget report-same no changes. Has a couple of membership payments to deposit.
      2. Affiliations report- none
    - vi. Immediate Past President's Report (Valerie Craig)- no official report
  - b. Committee Reports:
    - i. Community Service (Jennifer Lewis)- can collection drive is going slow.
    - ii. Gulf Coast (Joyce Powell)- no report
    - iii. Publicity (Jennifer Lewis and Cory Williams)
      1. Facebook-stable (see report)
      2. Twitter- (see report)
      3. Instagram-
        - a. We did see an increase when we posted again about Blessings in a Backpack.
        - b. Recently posted USM Wellness Fair.
          - i. Valerie mentioned possibly having a table next year.

- c. Send pictures so we can have content to post.
- 4. Website- moved all the website contents from the internal portal.
- 5. Newsletter did not get as many views. Will delay next one until November.
- iv. Ways and Means (Vacant)- no report
- v. PSP Advisory (Cory Williams)-no report-Cory is working to obtain information for her report.

## VIII. Old Business

- a. Update on Katie Kitchens-
  - i. Still on Worker's Compensation. Would appreciate donations, but she cannot set up a Go Fund Me.
  - ii. Katie will step down and agrees that Mary should step up.
  - iii. Mary will step up.
  - iv. We will need to discuss this further with Pam in terms of the other roles as to who steps up and how do we fill any vacancies.

## IX. New Business

- a. AOP t-shirts
  - i. Bonfire or J & G Graphics
    - 1. What is their minimum?
    - 2. What is the profit?- Jennifer will check on this info.
  - ii. Long-sleeve t-shirts
- b. AAUP and AOP Fall Collaboration
  - i. Mary met with Jeremy (President of AAUP) and agreed they would like to collaborate with us.
    - 1. Mary spoke with the interim Vice Provost about funding and planning for November 5 Staff Appreciation Day.
    - 2. Mary mentioned December 8 as the date of the AAUP Holiday Collaboration.
    - 3. Valerie will need to check on the date of the iTech Christmas Party.
    - 4. Decisions to be made include:
      - a. Songs
      - b. Breakout rooms
        - Pass the mike
      - c. Locations
        - Valerie will check on BSU.
        - Jennifer will check on Wesley. Wesley is available.
- c. Webinar Week of Thanksgiving
  - i. It might not be very well attended.
  - ii. We really do not know since we have not tried before
  - iii. Mary will reach out to Gulf Park Historical Society for Wednesday before Thanksgiving
- d. Face-to-Face Presentation by Michael King on December 8 from 12 to 1:15 p.m.
  - i. We cannot book the Gallery in the Library as the lunchtime period is blocked from any reservations.

- ii. Looking at other spaces. I will check with other members.
  - iii. Checking on the IVN cart.
- e. USM Training/Compliance Classes-PSP Credit- no report- waiting on information from NAEOP
- f. AOP Workshop Recordings- How to document for PSP points
  - i. In the past, we created tests.
  - ii. Should we let, people get credits for just saying they completed viewing the recording.
  - iii. We would need to list all the recordings to post somewhere and advertise that we are offering this. However, this would be a lot of work and coordination, and it seems too much- not feasible based on our available capacity. A suggestion was made that this might be something Cory could handle, but everyone agreed this was too much for one person.
  - iv. Only if special someone requests it will we develop questions to validate the recordings were viewed.
- X. Announcements- 1<sup>st</sup>- Valerie; 2<sup>nd</sup>- - Jennifer-
- XI. Adjournment (by motion) 12:57 p.m.