USM AOP General Meeting Minutes
May 8, 2018
Cook 123; Hardy 316 (via IVN)

I. Call to Order and Roll Call- 12:09 p.m.
II. Recognition of Guests- no guests
III. Adoption of Agenda- motion by Pam second by Cathy- motion carried.
IV. Approval of Minutes- no minutes pending
V. Inspiration (Jennifer Lewis)
   a. We know what we are, but know not what we may be. William Shakespeare
   b. Continue to strive to develop yourself and as barriers arise find ways to work
      around them as a means of succeeding on your own terms.
VI. Communications (Jennifer Lewis)-none
VII. Reports of Officers/Committee Chairmen (updates since last meeting):
   a. Officer Reports:
      i. President (Jennifer Lewis)
         1. Thanks to everyone. Advised this would be final term holding
            office due to increasing academic and work commitments. Will
            complete this term.
         2. Winners of Conference Stipend- Melissa Carpenter & Cindy
            Walker
         3. MAEOP Advisory Delegates- Jewel Adams-Primary; Alfreda
            Horton- Alternate
         4. NAEOP Conference:
            a. Pam Posey will serve as AOP delegate.
            b. Jewel Adams is serving as the delegate for MS Higher Ed
               Division.
         5. USM allocation of funds for NAEOP Conference- $1,500- official
            delegate will obtain funds and some funds to be allocated to Jewel
            Adams
         6. Cleaning Supply Fundraiser- only one outstanding payment-Joann
            Hollingsworth- will be completed this week.
         7. Membership Appreciation for Hattiesburg- finalized with caterer
            (William Carey Catering) 25 attendees; decorations will be
            purchased later this week.
         8. Comcast Tournament-completing delivery of letters to all
            sponsors. Once scholarship winner confirms his award need photo
            and deliver framed photos to the sponsors.
         9. Newsletter- should be coming out shortly. Assisted with soliciting
            articles and editing of newsletter.
      10. In-Service:
            a. Women’s Health: 14 attendees-4 from Long Beach
b. Mindset Matters-17 attendees-4 from Long Beach and 2 from GCRL

c. Leadership 101-12 attendees- 3 of which were from Long Beach

d. Understanding Impact of Resiliency- 13-2 from Long Beach and 2 from GRCL;

e. Resume Building 101- 5 attendees- 2 from Long Beach

f. Implicit Bias- 11 attendees- 3 from Long Beach

g. Green Dot Intervention (Long Beach)- 4 attendees

h. To-Do Lists 101-10 attendees-2 from GCRL;

i. Financial Literacy- 26 from Hattiesburg; 11 from Long Beach - 3 of which were AOP members;

j. Effectively Applying for Employment- 19 attendees- 2 from Long Beach;

k. Birds 101 (Hattiesburg)- 17 attendees

ii. President Elect (Elizabeth Killinger) - no report

iii. Vice President (Elizabeth Killinger) - no report

iv. Secretary (Position Vacant) – no report

v. Treasurer’s Report (Erin Sessions)- no report

vi. Immediate Past President’s Report (Cory Williams)

1. Please consider attending the MAEOP conference at Gulf Park in June.

b. Committee Reports:

i. Affiliations (Cindy Walker)

1. Our Student Scholarship for 2018-19 of $500 was awarded to Robert Norsworthy.

2. The AOP Educational Reimbursement Incentive was awarded to Melissa Carpenter and Cindy Walker for $150 each. They will be attending the MAEOP Annual Conference in June.

3. We are also taking nominations for USM AOP Office Professional of the Year and Educational Administrator of the Year to be awarded at our Membership Recognition Luncheon. Guidelines and nomination forms are posted on our website. The deadline to nominate a candidate is May 15th.

ii. Budget (Erin Sessions)-no report

iii. Community Service (Cathy Ventura)-no report

iv. Gulf Coast Task Force Update (Paige Cannon)

1. Finalized catering for 5/14 Member Appreciation

v. Hospitality (Position Vacant)- no report

vi. In-service (Elizabeth Killinger)- no report

vii. Membership (Elizabeth Killinger)

1. 64 members

2. 6 honorary
3. 70 total members

viii. Publicity (Carlos Sterling)
    1. Number of events publicized: 4
    2. Number of other Facebook post: 50
       a. 102 Followers
       b. 36 Page Views
       c. 101 Likes
    3. Number of Tweets: 9
       a. 60 Following
       b. 28 Followers
    4. Number of Instagram posts: 9
       a. 80 Followers
    5. Number of Publishing's of The Voice: 0
       a. New issue has not come out yet
    6. Number of times posted to the AOP Listserv: 31

 7. Website Changes:
     a. Updated events and removed events as each one occurred
     b. Updated forms
     c. Changed out Birthdays

ix. PSP Advisory Committee Update (Pam Posey and Cory Smith)
    1. Working with four members on their PSP applications

x. Ways and Means (Donavan Johnson)-no report

VIII. Old Business-
    a. Nominations for Officers-Discussion about future of leadership as few officers identified- may need to delay installation until officers are identified.

IX. New Business-
    a. In-service 2018-2019 - already scheduled for the year. Members will staff these events.
    b. MAEOP Conference- concern voiced over cost. Suggestion to view via IVN on a session-by-session basis. This will be brought up during the MAEOP Forum at the conference.

X. Announcements
   a. Professional Development Events:
      i. See event pages for descriptions-
ii. May
   1. Qualtrics Training*, Presented by: Cory Williams, 05/23/18, 12 to 1 p.m., Locations:
      i. Hattiesburg: Cook 123
      ii. Gulf Coast: N/A (Gulf Coast Taskforce will request in-person session in future based on member interest)

iii. June
   1. Impostor Syndrome
      a. Presented by: Deena Crawford
      b. Date: 06/20/18
      c. Time: 12 to 1 p.m.
      d. Locations:
         i. Hattiesburg: Cook 123,
         ii. Gulf Coast: Hardy Hall Room 316 (via IVN)

iv. July
   1. Time Management 101
      a. Presented by: Michelle Howard
      b. Date: 07/12/18
      c. Time: 12 to 1 p.m.
      d. Locations:
         i. Hattiesburg: Cook 123
         ii. Gulf Coast: N/A (not able to schedule during this period as all rooms are booked due to orientation)
   2. Active Shooter Training*
      a. Presented by: UPD
      b. Date: 07/26/18
      c. Time: 12 to 1 p.m.
      d. Locations:
         i. Hattiesburg: Cook 123
   *-content best presented in person

FALL EVENTS SCHEDULED AS OF 05/05/18
v. August
   1. CARES
      a. Presented by: Deena Crawford
      b. Date: 08/01/18
      c. Time: 12 to 1 p.m.
      d. Locations:
         i. Hattiesburg: Cook 123
         ii. Gulf Coast: Hardy Hall 316
   a. Date: 08/15/18  
   b. Time: 12 to 1 p.m.  
   c. Locations:  
   d. Hattiesburg: Cook 123  
   e. Gulf Coast: FEC 205

vi. **September**

   a. Date: 09/06/18  
   b. Time: 12 to 1 p.m.  
   c. Locations:  
      i. Hattiesburg: Cook 123  
      ii. Gulf Coast: Hardy 316
2. Generational Differences 101
   a. Presented by: Dr. Amy Miller
   b. Date: 09/12/18
   c. Time: 12 to 1 p.m.
   d. Locations:
      i. Hattiesburg: Cook 123
      ii. Gulf Coat: Hardy Hall 316

vii. October

1. Effective Communication
   a. Presented by: The Speaking and Writing Centers
   b. Date: 10/03/18
   c. Time: 12 to 1 p.m.
   d. Locations:
      i. Hattiesburg: Cook 114-Speaking Center Classroom
      ii. Gulf Coast: Library 203

2. Millennials and Emotional Intelligence: The Search for Soft Skills
   a. Presented by: Wynde Fitts
   b. Date: 10/17/18
   c. Time: 12 to 1 p.m.
   d. Locations:
      i. Hattiesburg: Cook 123
      ii. Gulf Coast: Hardy Hall 316

viii. November

1. Disability Awareness
   a. Presented by: Scott Dossett
   b. Date: 11/7/18
   c. Time: 12 to 1 p.m.
   d. Locations:
      i. Hattiesburg: Cook 123
      ii. Gulf Coast: Hardy 316

2. Effective Emails
   a. Presented by: Gene O ‘Gordon (USM Writing Center)
   b. Date: 11/14/18
   c. Time: 12 to 1 p.m.
   d. Locations:
      i. Hattiesburg: Cook 114
      ii. Gulf Coast: Library 203
Spring 2018

ix. January

1. Top 19 Health Tips for 2019
   a. Presented by: Lisa Wright-Student Health Services
   b. Date: 1/17/19 (pending confirmation)
   c. Time: 12 to 1 p.m.
   d. Locations:
      i. Hattiesburg: Cook 123 (pending confirmation)
      ii. Gulf Coast- TBD

x. February

1. Effective Presentations
   a. Presented by: USM Speaking & Writing Center
   b. Date: 2/6/19
   c. Time: 12 to 1 p.m.
   d. Locations:
      i. Hattiesburg: Cook 114
      ii. Gulf Coast: Library 203

xi. March

1. Effective PowerPoints
   a. Presented by: USM Speaking & Writing Center
   b. Date: 3/13/19
   c. Time: 12 to 1 p.m.
   d. Locations:
      i. Hattiesburg: Cook 114
      ii. Gulf Coast: Library 203

b. Other Events

   i. Member Recognitions
      1. Membership Recognition Luncheon- Gulf Coast, 05/14/18, 11:30 to 1:00 p.m., Hardy Hall 316
      2. Membership Recognition Luncheon- Hattiesburg, 05/30/18, 11:30 to 1:00 p.m., Baptist Student Union

   ii. Installation
      1. June 15 from 11:30 a.m. to 1:00 p.m., Baptist Student Union

c. Meetings

   i. General Meetings-No further general meetings until next fiscal year
   ii. Board Meetings- two Board meetings left in fiscal year that ends June 30th:
      1. May 15th (via Teams) ** (meeting starts at 8 a.m. and ends by no later than Friday, May 18th at 7 p.m.)
2. June 19th (via Teams) ** (meeting starts at 8 a.m. and ends by no later than Friday, June 22nd at 7 p.m.)

**. Office Team meetings subject to being scheduled as in-person events based on nature of items on agenda

d. Conferences
   i. Mississippi Association of Educational Office Professionals Conference
   ii. Dates: June 7-9th
   iii. Location: USM Gulf Coast Campus, Long Beach, MS
   iv. For additional information and to register see: Register Online-

e. National Association of Educational Office Professionals Conference
   i. Dates: July 17-20th
   ii. Location: Bloomington, Minnesota
   iii. For additional information and to register see:
       https://www.usm.edu/association-office-professionals-aop/conferences

XI. Adjournment- 12:49 p.m.