USM Association of Office Professionals

Meeting Minutes

October 11, 2016

12:00 Noon

I. Call to Order – President Cory Williams called the meeting to order at 12:05 pm.

II. Adoption of Agenda – The Halloween Carnival Date was corrected to reflect October 28, 2016.

III. Inspiration – President Cory Williams - Quote from John B. Gough

“If you want to succeed in the world you must make your own opportunities as you go on. The man who waits for some seventh wave to toss him on dry land will find that the seventh wave is a long time a-coming. You can commit no greater folly than to sit by the road side until someone comes along and invites you to ride with him to wealth or influence.”

IV. Introduction of Officers

V. Communications – President Cory Williams
      https://www.usm.edu/association-office-professionals-aop
      Facebook and Twitter @usmaop
   b. Announcement of the Mississippi Association of Educational Office Professionals (MAEOP) – Professional Development Seminar (October 21, 2016)

VI. Officer’s Reports
   a. President - Cory Williams
      • Requested prayer for Jennifer Lewis.
      • Encouraged registration for the “Back to Basics” Webinars. $100 Registration. 23 have registered. Missed viewings will be available on YouTube – a code will be given upon registration
      • OLLI Safety Seminar (11/7/16) – $5.00 for materials. Payable at the door. 22 are registered. (1.5 – 2 hrs)
      • Reiterated the Announcements

   b. Treasurer – Lucy Cameron
      As of 10/11/16 the account balances: $1413.27 (Checking) and $3091.77 (Development)
c. Vice President – Jewel Adams  
Membership Report - Associates (5), Renewals (15), Honorary (6), New (10). Webinar registration includes membership. There are scholarship opportunities through MAEOP and NAEOP for students majoring in Business Education.

d. Professional Standards Program (PSP) – Pam Posey  
NAEOP is updating the PSP courses. More information is forthcoming

VII. Old Business (No Old Business)

VIII. New Business
a. Shared AOP Community Service Opportunities

b. Interest Survey (seeking participants for AOP Committees, and feedback on members expectations of AOP)  
i. Affiliations – select Educational Administrator and Educational Office Professional of the Year  
ii. Community Service – Line up at least two community service events for AOP membership to participate  
iii. Membership – Assist the Vice President in recruiting members, as well as planning membership drive and member appreciation events  
iv. Ways and Means – Assist in fundraiser opportunities for the organization

IX. Announcements/Reminders
a. Next Board Meeting TBA  
b. Webinars start October 20th  
c. MAEOP Professional Development Seminar – October 21st (posted on the AOP Website)  
d. Halloween Carnival – October 28th  
e. SAFE Seminar November 7th at OLLI. Presented by UPD. $5.00 for materials, payable at the door  
f. Financial Planning Seminar – November 10th at TCC 216  
g. Fundraiser Opportunities – Basketball and Football (Concessions)  
h. AOP shirts - $5.00 (order by October 31, 2016)  
i. Door Prizes

X. Adjournment