I. Call to Order – President Cory Williams. The following Board Members were present: President Elect, Jennifer Lewis; Immediate Past President, Pam Posey; Treasurer, Lucy Cameron, Vice President, Jewel Adams; Ways and Means Committee Chair, Katie Kitchens, and Historian, Elizabeth Killinger; Secretary, Alfreda Horton

II. Officer Reports
a. President – Cory Williams
   i. Surveys.
      27 Surveys were returned (17 from USM AOP members, 5 from MAEOP members, and 5 from NAEOP members)

      o Changing Meeting Arrangement (Responses)
         3 > prefer monthly
         5 > straight yes to changing
         1 > GP, anything that means involvement
         1 > monthly might be too often
         1 > hard to meet at lunch, email Board response and get member feedback
         1 > change, with email communication between....
         1 > whatever is beneficial, group email or messaging so only members are kept abreast of what is going on with the group

      o Office 365 or other Space?
         Office 365 groups clunky in desktop interface
         8 straight yes
         1 > every 2-3 months in person, online space to share ideas
         1 > Facebook and Email works
         1 > possibly, any tool to better associate with training

      o Training Ideas
         Office suite
         Professionalism (including attire)
         Communication Strategies (Resumes, Etiquette Dinner, How to Ask for Donations)
         Anything Work Related
         Putting together a magazine or website
         2 > you are doing it, enjoying webinar series

   ii. T-Shirts

      Met the 15 minimum. Elizabeth showed the Board the t-shirt design options. The Board voted unanimously on Logo, Option 4.
b. President Elect – Jennifer Lewis

Spring In-Services in Planning States (working on confirming dates and locations):
• Budgeting (April Broome Lammons) February
• PSP Workshop (Pam Posey) March

Obtaining Additional Information
• Security Training- Bob Wilson (January)
• Career Training-Rusty Anderson (Spring) including Gulf session
• Checking with College of Business Patrick Browning regarding Excel training/resources for certification
• *Excel by Mary Greene (she is working on developing this course) March (*-potential presenter evaluating feasibility)

c. Vice President – Jewel Adams

Membership is increasing. (What’s the current count?) Purchased generic Thank You Cards.

d. Secretary – Alfreda (Minutes from October 11, 2016 are not available at this time, but are forthcoming.

e. Treasurer – Lucy Cameron

Deposits checks form Webinars and Membership. As of date the Checking Account Balance is $2133 and the Development Fund Account Balance is $4891.77

f. Immediate Past President – Pam Posey (No Report)

III. Committee Reports

a. Affiliations – Sequitta Haley. (No Report)

b. Community Service – Elizabeth Killinger

• The Halloween Carnival.
• Three AOP members participated in the Homecoming Parade with the Literacy Float, distributing books to children along the parade route.

c. Publicity – Elizabeth Killinger

• Supporting the Domestic Abuse Center
• In-Service possibility – campus tours, nature walk, press box.
• Employee Appreciation (February)
• Pam Posey and Jewel Adams suggested exploring submissions to NAEOP for the Louise Henderson Community Service Award, a newsletter Award, and a website award

d. Ways and Means – Katie Kitchens

• Feedback was given from board members who worked concessions during the USM – Marshall Football Game. AOP was represented by four volunteers. Approximately $1700 total profit was made during the hours worked. 15% of
AOP portion is 255. Several issues were noted: misinformation which resulted in loss of profit for AOP at the Dipping Dots concession. It was concluded that the conditions of the concessions (had to be sanitize before usage), the long hours, and miscommunication was not feasible for the end profit received. Proposed no more attempts to work Football Concessions.

- Working Basketball Concessions is no longer available.
- Liquid laundry detergent fundraiser was suggested. Katie will contact the company and update the board and explore storage options.
- Cookbook. There are copies currently in the library archives which will be reviewed. The board will be updated. As well and inventory of other items in archives will be determined and reported.

IV. New Business
a. The Board of Directors Handbook will be reviewed.
b. Proposed consideration of dropping or combining committees
c. In-Service suggestion: Pam Posey will review conducting a PSP Workshop before May 15th
d. Commencement (volunteers are needed. Jennifer Lewis will give more details)
e. Good Reads Suggestions: How to Write the Perfect Email; Never Eat Lunch Alone; The Energy Bus
f. Propose no November meeting for the membership due to the election and workshops.
   Propose meeting in December for an ornament exchange. TBA.
g. Next meeting – January 2017

V. Announcements