Jennifer Lewis resided over the meeting, which began at 12:05 pm. Other Board members present were Karen Shaw, Jewel Adams, Elizabeth Killinger, Lucy Cameron, and Alfreda Horton.

I. Member Appreciation Luncheon Update
   a. Rooms and food are ordered for luncheon. Cory will be sending something out tomorrow for it so people can start signing up. The luncheon is scheduled June 13, 2017 in Thad Cochran Center 216.
   b. Door Prizes or 50/50 at luncheon?
      Karen Shaw made a motion for door prizes. Lucy Cameron seconded. Approved.
      The door prizes will act as center pieces for the appreciation luncheon. A sticky note will be placed under a chair at each table, and whoever sits in those seats will get the prize.
   c. Decorations?
      The approved centerpieces. Katie will be asked to check on tablecloths for the tables.
   d. Luncheon Program. Elizabeth presented a current draft. The Special Thanks portion was edited and approved. No nominations were submitted for Educational Administrator of the Year. It will not appear on the program.

II. Bylaws
   a. Are there any further corrections to the bylaws? At the time of the board meeting, no one had corrections to the bylaws. The board approved forwarding the updated bylaws to Dr. Bennett.

III. Charging non-members next year ($5 an event).
   a. We already approved this motion. We want clarification if AOP meetings with speakers should have this charge, as well. AOP will not charge a fee to attend AOP meetings with speakers. Charges will be assigned to programming that has value (technical, professional development, UPD self-defense class, etc). In the future no general meetings will have speakers; it allows no time to discuss business matters, and delays the review and approval of minutes.

IV. Officer 2017-2018 Installation
   a. Date – July 7, 2017 – Baptist Student Union (12 pm – 2 pm)
   b. Number of Attendants – Approximately 25
   c. Costs
      i. $50 donation to BSU
         1. They are providing location and drinks.
      ii. Catering from Crescent City Grill
         1. Proposed Menu
            a. Large Basin Street Chicken Entrée - $88 (15-20 served)
            b. Zydeko Chicken Entrée - $48 (6-10 served)
            c. Deep Dish Apple Pie - $20 (6-10 served)
            d. Pecan Pie $18 (6-10 served)
            e. White Macadamia Nut Cookies $9 (12 cookies)
            f. Large Side of Mashed Potatoes $15 (15-20 served)
            g. Small Side of Steamed Vegetables $18 (8-12 served)
            2. Food Total: $249
               Plus Tax & Gratuity: $24.90
               Plus Sales Tax: 9%= $24.65
               Catering Total: $298.55
      iii. Total COSTS - $348.55
Elizabeth Killinger made the motion to budget $400.00 to cover the cost of installation. Lucy Cameron seconded. Approved.

V. Karen Shaw announced that the Gulf Coast AOP did not have to pay for snowballs. The owner, Robert __________ donated those at no cost for a savings of $80.00. A “Thank You” Card was sent to him. A suggestion was made that AOP could buy gift cards from the snowball stand for door prizes.

VI. Lucy Cameron gave an update on the account balances. There is an estimated $4000 in the Development Account and an estimated $3000 in the checking account. There is an outstanding payment of __________ due to the Webinar maker.

Announcements

Pam Posey will conduct a PSP workshop on Wednesday, May 24, 2017. (This is the last in-service)

Community Service is complete.

Elizabeth would like a group picture from both campuses to include in the July Newsletter.

BOPS. Follow up with Katie to proceed with this fundraiser.

Call for New Business.

Educational Administrator of the Year. Discuss efforts to have a nomination for next year, and the nomination process (specifically the depth of the criteria).

Jewel Adams made a motion to adjourn the meeting. Karen Shaw seconded. Meeting Adjourned.