USM AOP Board Meeting Minutes  
Week of November 14, 2017  
(Meeting held via Microsoft Teams)

I. Call to Order  
a. Meeting called to order at 7:45am on November 14, 2017.

II. Inspiration Jennifer Lewis  
a. Inspiration courtesy of MAEOP's Catherine Herron - Quit looking back on yesterday and all the wrong things that might have taken place, unless it is a teachable moment, learning what not to repeat. Today is a new day to make new strides in life; a new opportunity to do the right thing. A new day to love and not hate; to share and not be selfish; to forgive and not hold on to un-forgiveness. You don’t have to wait until December 31 to start a new chapter in your life, you can start today, right now! Today is the very First Day of your life! A New Beginning! Embrace your new day with a joyful heart, making each moment count for the good.

III. Approval of Agenda  
a. Carlos Sterling made a motion to approve the agenda, seconded by Paige Cannon.

IV. Approval of Minutes (minutes will be approved via email)

V. Officers and Committee Reports  
a. President-Jennifer Lewis  
   i. Scheduled holiday event for December 1st at Java Werks from 5 to 7 p.m. and created flyer to advertise event.  
   ii. Worked on the USM Staff Relief fund by conducting research and creating flyer.  
   iii. Supported Publicity Committee by researching dates of members who did not provide birthdates. Updated birthday list  
   iv. Responded to inquiry about membership  
   v. Solicited donations for silent auction  

b. President-Elect-Katie Kitchens  
   i. No Report  

c. Vice President-Elizabeth Killinger  
   i. No Report  

d. Secretary-Jennifer Brown  
   i. No Report  

e. Treasurer-Erin Sessions  
   i. Balances as of 16 November 2017  
      1. USM Budget - $3,233.18  
      2. Checking - $2,563.33 (after $930 for webinars series)  
      3. Credit Union - $2,538.54  
      4. Total - $8,335.05  

f. Immediate Past President-Cory Williams  
   i. Handbook updates are in progress. Next batch to go out to officers/committee chairmen shortly.  

g. Affiliations-Cindy Walker  
   i. The committee has meet and set our scholarship guidelines to match those of the state and national associations’ scholarships so that we can nominate our student for those awards.  
   ii. Communications regarding the USM Educational Office Professional of the Year and Educational Administrator of the Year will go out after Christmas.
iii. We are working on our nomination for the MAEOP Educational Office Professional of the Year, Delores McNair.

h. Community Service-Cathy Ventura
i. The Community Service Committee participated at the 2017 SMAC Carnival on the Hattiesburg campus on 10/27/17. Many members of the AOP donated candy and non-candy treats for the event. In addition, several members from the AOP general membership population loaned Halloween decorations for the outdoor festivities. Volunteers from the AOP Board and various AOP committees attended the event to staff the table and to monitor the game. The game was rented from Action Party Rentals in Lamar County. It was a fishing game, in which participants selected a number and then picked a rubber ducky, which was floating in a steel tub. The ducky was turned over and if the participant’s number matched the number on the bottom of the duck, a prize was given. Every participant was a winner.

ii. The Community Service committee has posted on the webpage information about Toys for Tots. Likewise, the webpage has information for solicitation of commencement volunteers for the December ceremonies. Information about Gulf Park activities will be presented by the Gulf Coast personnel.

iii. The committee attended a meeting hosted by the AAUP and attended by representatives of Staff Council and the Faculty Senate on November 13. The purpose of the meeting was to discuss the establishment of a Faculty and Staff relief fund to assist employees affected by the layoffs. Posters will be placed at the Southern Miss Federal Credit Union locations. More information about donation procedures will be presented to the president by AAUP president Alan Thompson.

iv. CSRW is seeking events to include in their publicity for the Annual Women’s History Month in March of 2018.

i. Gulf Coast Task Force-Paige Cannon
i. MEMBERSHIP DRIVE: During the meeting held on 11/8/17, we discussed our upcoming membership drive. It will be during de-stress fest week on Wednesday, November 29th from 12pm-1pm. We plan to have detoxifying tea and chair yoga. Ana and Heather have offered to partner with the Fitness Center/Health is Golden Grant to provide lunch. I tried to book the ballroom, but it is already taken. I have asked if we could do it in Hardy Hall on the 3rd floor. We will have to move tables to the back and sides of the room to accomplish this, but Eunice Scott said we will figure out how we can set the room up without taking all the tables away. This way people will have a place to eat. Eunice is determined to make this work, and she has been a great help in setting this up with event services! The Yoga teacher has confirmed that this will work for her if we cancel the Pi-Yo class that day. I believe we are getting all that ironed out.

ii. PUBLICITY FOR MEMBERSHIP DRIVE: Heather and Ana have agreed to create the flyer for this event, since they will need to include the fitness center logo.

iii. SPRING SPEAKER: The other thing we have going on is in the Spring. Jenny Tate will give a presentation for AOP, Wednesday, April 4th from 12pm-1pm on Public Speaking. We are waiting for her 3 objectives so that we can get approval for PSP points.

iv. FINANCES: We are wanting to go ahead an open a bank account on the coast with possibly Keesler Federal Credit Union or even a USM Budget account to
keep our money somewhere on the coast, but to keep the name on the account transferrable. We would definitely want two names on the bank account. Ms. Karen said she would get up to the USM credit union to close our current account out when she gets a chance. Does anyone know if we can just put our AOP money into a USM account? Do we currently have AOP USM accounts? We need to weigh the pros and cons of opening an account within USM or opening an account with the federal credit union and bring this topic to our next AOP board meeting. We can bring this to the budget committee if needed. We just need guidance on who makes decisions about budgets and banks.

v. CALL FOR SPEAKERS: If you have any other ideas of speakers that you would like to hear as well as topics, please send them this way so that we can get them on the calendar for the spring.

j. PSP Advisory Committee-Pam Posey
   i. No Report

k. Publicity-Carlos Sterling
   i. Number of events publicized: (6)
   ii. Number of other Facebook post: (33)
      1. 91 Followers
      2. 28 Page Views
      3. 87 Likes
   iii. Number of Tweets: (7)
      1. 60 Following
      2. 24 Followers
   iv. Number of Instagram posts: (8)
      1. 56 Followers
   v. Number of Publishing's of The Voice: (0)
      1. New issue has not come out yet
   vi. Number of times posted to the AOP Listserv: (18)
   vii. Number of posts to USM Mailout: (?)
   viii. Number of posts to GC Listservs: (2)
   ix. Website Changes:
      1. Updated events and removed events as each one passed
      2. Updated some forms
      3. Changed out Birthdays

l. Ways and Means-Donovan Johnson
   i. We will be holding a silent Auction as part of the December 1st Christmas party. We have several items, but we do need more. Please let us know if you have an item that you would like to donate.
   ii. Jennifer contacted Pam Bullard about the funds from the Golf Tournament. Pam noted that they have not yet received all the funds or totaled them. When that is complete, they will let us know our total, and we can then also move forward with awarding the student scholarship.
   iii. Ideas for Spring Fundraisers are needed. There have been some suggestions about doing the laundry fundraiser. However, before we can do that, we must meet the minimum order as well as finding a place to store the orders. If anyone has a potential location, please let us know. We will likely reach out to members in the Spring to see if we have the minimum number of orders. Jennifer spoke with MAEOP to see if they wanted to partner with us on the detergent
fundraiser, but they decided against doing so. To obtain free shipping, we would have to get 150 orders. To order (with our paying the shipping), we must have 50 orders. We had approximately 84 items orders last time with many folks ordering multiple items (see attached details regarding the vendor we used this past time). Katie and Elizabeth also looked at another vendor who was local, but I do not have that information. See link to vendor’s info- https://smttt.sharepoint.com/sites/usmaopboard/_layouts/15/guestaccess.aspx?guestaccesstoken=TGeuuMceb7VHQADxkobyRw926d5fOWK12eKEBQhBOe4%3D&docid=2_1b87da6af281b4aa6a9253428da07eb96&rev=1&e=817f47946a7e47278ba681893e8550fb If you have any other ideas, please let us know.

VI. Unfinished Business
   i. No unfinished business

VII. New Business
   a. Revising Price of Event Pricing Plan
      i. It was suggested to set the pricing based on the number of events rather than a set $75 each semester. There are currently 7 events scheduled for the Spring, with three more potential events.
   b. Discussing Potential Change of Meeting Time
      i. Jennifer Lewis and Cory Williams will prepare and distribute a survey to determine a day/time(s) that work best for our members and report back in January. We may consider rotating events between a couple of different times of day to accommodate more of our members
   c. Silent Auction
      i. Cory Williams made a motion to donate 15% of the proceeds from the silent auction to the university faculty and staff relief fund, seconded by Carlos Sterling. Motion carried.
   d. Purchase of paperweights for speaker gifts
      i. Cory Williams made a motion to purchase eight new paperweights at $7.50 each, total of $60, seconded by Cindy Walker. Motion carried.
   e. Scholarship Criteria
      i. Cindy Walker made a motion to use scholarship criteria in line with the MAEOP and NAEOP scholarships, seconded by Cory Williams. Motion carried.

VIII. Announcements
   a. Christmas Party - December 1st at Java Werks

IX. Adjournment