AOP General Meeting
August 8, 2017

I. Introduction of speakers, Dr. Eric Platt and Dr. Holly Foster, at 12:04 pm by Donovan Johnson. Dr. Platt spoke about the Higher Education Administration Graduate programs at USM.

II. Call to Order: The meeting was called to order at 12:17 p.m.

III. Inspiration: President Jen Lewis made inspirational address calling all of us to work together as a team.

IV. Agenda for the meeting was approved

V. Recognition of Guests: No guests

VI. Officer/Committee reports
   a. President report (Jennifer Lewis)–President Lewis advised that she has met with all the chairmen to discuss their roles, and she is also going to be participating in Faculty Orientation in her role as President of AOP.
   b. President Elect report (Katie Kitchens)–no report.
   c. VP/Membership report (Elizabeth Killinger) – Membership for the year is at 51. 21 are new members, 37 have not renewed from last year, 5 are in the process of applying for membership.
      • Benefits of membership include free or discounted events, reduced price to annual webinars, member appreciation events, and the Professional Standards Program (PSP).
      • Register or renew membership by the end of September to receive extra $10 off annual webinar series and be entered to win a $10 Visa Gift Card. To renew or apply go to usm.edu/aop and click “Join AOP” or send an email to Elizabeth.killinger@usm.edu.
      • Planning a movie night out to the Saenger downtown to see “The Princess Bride” on Friday, 9/22 at 7 pm. Tickets are $8 per person online.
      • AOP Membership and Community Service committees are coming together to table at El Grito Latin Festival on 8/19 downtown in the afternoon until 8 pm in Town Square Park. Free for us to table. Our goal is to have an activity for kids and to market/showcase AOP to the parents, many of whom work at USM.
      • We are working to be at the Pine Belt Women’s Expo also on 8/19 in the morning. Our hope is to split the table with CSRW, the USM Committee on Services and Resources for Women. Cost is $25.
   d. Secretary/Hospitality report (Jennifer Brown)–No report. Apologize for delay in scheduling Hospitality Committee meeting.
   e. Treasurer report (Erin Sessions)–Budget committee met on 8/1. Members present were Erin Sessions, Cory Williams, Caterina Ventura, Pam Posey, Cindy Walker (all in person), Paige Cannon, and Marci Calcote (both via conference call).
Discussed the proposed season pass for AOP events and voted that this was a worthy initiative to try. As a committee, we discussed a pass cost of $75 for the 8 events remaining for the fall 2017 semester. We agreed to lower the cost of the season pass in accordance with the calendar and number of events as needed. If the Season Pass passes the board, we feel it is important to advertise the season pass option as soon as possible.

It was decided that Marci on the Gulf Coast would collect and deposit and keep records of any and all monies collected from the Gulf Coast AOP members. Marci will communicate with Erin as to the monthly balance.

As of August 4, 2017, the AOP account balances are $3,713.30 in the university development account and $3,212.56 in the BancorpSouth checking account. Erin will have a balance for the USM Credit Union account shortly.

f. **Immediate Past President report** (Cory Williams) – I had the honor of serving as the USM AOP’s official delegate to the National Association of Education Office Professional’s annual conference in July. We discussed a number of important issues and made recommendations to the board of directors. Keynote speaker Sam Glenn was terrific. Check him out online when you have a few minutes. USM had three members elected to serve on NAEOP committees this year. NAEOP provides an excellent opportunity for professional development.

g. **Affiliations report** (Cindy Walker) – The NAEOP affiliation form has been completed and sent in for processing. Thanks to Cory Williams for her assistance with the completion of the form. Since Cory is the Affiliations Director for MAEOP, she is also preparing the MAEOP form and it will be completed soon. The committee will be meeting on 8/10 to discuss awards and scholarships in the future.

h. **Community Service report** (Cathy Ventura) – The first major event that the Community Service Committee is involved with is Move-In Day in Hattiesburg on the 12th. We have 10 AOP members who have volunteered. After the General Meeting, I will be sending the AOP volunteer information to Emily Holmes. I shall send the size choice information about t-shirts. In the reminder to volunteers I shall include a note about a request from the Sustainability Coordinator, Melissa Olson, about how we should address cardboard so that we can be sustainable. The second event that the AOP members may participate in for the month of August is the El Grito Latin Festival in Hattiesburg on 8/19/17. A table will be set up at the event, which will be held at Town Square Park. Volunteers are needed for the schedule. The table will include a child’s game, information about AOP and a diorama that presents the Pumpkin Patch activity scheduled for our Gulf Park campus. The committee will convene electronically sometime in September to discuss Halloween and Homecoming.

i. **Gulf Coast Task Force report** (Paige Cannon) – met last week about upcoming workshops and the pumpkin patch. Sign-up sheets will be sent. Looking into some Christmas community service opportunities such as the Angel Tree. Marcie
Calcote will handle the GC bank accounts. Three members met with Pam & Cory about submitting their PSP application.

j. **PSP Advisory Committee report** (Cory Williams on behalf of Pam Posey)—
September 15th is the deadline for the next certificate application. Contact Pam anytime to go over your notebook.

k. **Publicity report** (Carlos Sterling)- Committee Members: (6) - Elizabeth Killinger (*The Voice* Co-Editor), Jennifer Brown (*The Voice* Co-Editor), Carolyn Soniat (Instagram Editor), Lucy Cameron (Historical Research), Heather Miller (Gulf Coast Content)

- Number of events publicized: 3
- Number of other Facebook post: 21
  - 82 Followers
  - 35 Page Views
  - 7 Likes
- Number of Tweets: 1
  - 61 Followers
- Number of Instagram posts: 7
  - 26 Followers
- Number of Publishing's of *The Voice*: 1
  - It was given high remarks from around campus
- Number of times posted to the AOP Listserv: 3
- Number of post to USM Mailout: 2
- Number of Post to GC Listserv’s: 3

**Committee Members Task**

- Carolyn Soniat is responsible for Instagram and the Hattiesburg Listserv
- Carolyn has posted pictures to Instagram
- Heather Miller is responsible for the Gulf Coast listserv
- Elizabeth Killinger and Jennifer Brown are responsible for *The Voice*.
  - *The Voice* published was published in July
- Carlos Sterling is responsible for the emails to USM Mailout, AOP Listserv, Twitter, Facebook, AOP Website, and AOP forms.
- Lucy Cameron reports on items she found during her research - any info on presidents, any scrapbooks, any pictures taken.

**Website Changes:**

- Updated Board Member profiles with the newest pictures and bio’s
- Updated events pages to reflect the upcoming year
- Added new sliders for the front page
- Added Instagram Logo to front page and linked it back to Instagram
- Updated both Board and General Calendars
- Created and updated several forms
• Updated all forms with our social media links
• Created several new forms and updated existing ones with new template

I. **Ways & Means report** (Donavan Johnson)- The Committee plans to move forward with the cookbook initiative as set by the previous Ways and Means committee members unless encouraged otherwise. (There are three submissions so far. We will seek guidance from our partners at our Gulf Park Campus who have had success with this process to see where we are in terms of timeline and a finished product). We will also continue to engage in profit shares as also accomplished by last year’s committee (e.g., Bops). The Committee will revisit last year's initiative of the laundry detergent fundraiser to see if the project is something worth trying again. New this year: The Committee is in the early planning stages of a potential pumpkin sale/carving contest where participants will pay a fee that will serve as the purchase of a pumpkin and entry into the contest. The prize for this is also in the planning stage. The Committee is also reaching out to the School of Music to see if there are any possibilities for a Staff Night/profit share opportunity for the upcoming musical, Phantom of the Opera. Jennifer is also meeting with Sid to discuss potential opportunities for funds being raised at the annual golf tournament.

VII. Unfinished Business – Event pricing.
   a. Event Pass-Erin Sessions made motion for $75 season pass (for non-members) for the eight remaining AOP events. Second by Elizabeth Killinger. Motion carried.

VIII. New Business –
   a. Webinar pricing:
      • Series: $130 entire series for non-members, $115 for members, discount of $10 for members who renew by Sep. 1. It is a six-webinar series. Motion by Elizabeth Killinger to approve pricing. Second by Erin Sessions. Motion carried.
      • Individual Sessions: Brief discussion about offering pricing for individual webinars instead of whole series. Motion by Norma to table the discussion. Second by Ana. Motion carried.

IX. Announcements –
   a. Move in Day Volunteers are needed by 5 today.
   b. Newsletter-If you have anything you want to put in the newsletter, see or email Elizabeth.
   c. Access Training-There will be access training on 8/31 in HH 346.
   d. Meetings-
      • The next General meeting is Oct. 10.
      • The next Board meeting is Sep. 19.

X. Meeting Adjourned at 12:36 pm