USM AOP General Meeting
10 October 2017

I. Call to Order
   a. Meeting called to order at 12:00 Noon.

II. Inspiration .......................................................... Jennifer Lewis
   a. K.I. S. S. - Remember this from years back? It meant, Keep it Simple Stupid! Well, I don't like calling anyone stupid, so I changed it just a bit to: Keep It Simply, Simple! Move away from being stressed in so many areas of our life Do you love what you do, but hate going to work? Does your desk look like Katrina has landed there and took up a lease!!!! Do you walk in your office each morning and just shake your head? Well, if you do, it's time to do something about it. KISS! Those simple ways of doing things, try doing them and watch your stress level decrease. We all have gone or are going through some trying times in our workplace, that has caused us to get angry, and even bring anger and stress to others. Obtain the Serenity to accept the things I cannot change and have the Courage to change the things I can and gravitate towards the Wisdom to know the difference. Either come to work and love what we do by continuing to function as a professional or be unhappy and make others unhappy too. As an Office Professional, you are the one who often sets the tone for your office, so I would ask you to actively plan to KISS each day. You know how to do your job and do it well, so, just do it. Power up, and LIVE stress FREE and remember, KISS!

III. Officers and Committee Reports
   a. President ........................................................................................................... Jennifer Lewis
      i. Worked on inservice scheduling for Spring 2018
      ii. Worked on soliciting donors for Comcast Golf Classic
          1. Sid has $2,000 from donors
          2. We have gift certificates from Bops and Jazz Café
          3. We are scheduled to participate in the tournament on Oct. 21st
   b. President-Elect ................................................................. Jennifer Lewis for Katie Kitchens
      i. See attached for attendance of inservice events
   c. Vice President ............................................................... Elizabeth Killinger
      i. No Report
   d. Secretary .......................................................... Jennifer Brown
      i. Uploaded last month’s minutes to OneDrive
   e. Treasurer ................................................................. Jennifer Lewis for Erin Sessions
      i. AOP Balance is $6,268.26
          1. University DE Account Balance $2,811.93
          2. Checking Account Balance $3,456.33
      ii. Fee Payment
          1. Webinar Fees received – 3
          2. Excel Seminar Fees received – 1
3. Please use Box #5052 when submitting Interdepartmental Invoices or checks for webinar or seminar payments, or scan them (once signed by signature authority) and submit via e-mail to Erin.Sessions@usm.edu

4. f. Immediate Past President ................................................................................. Cory Williams
   i. No Report

g. Affiliations ........................................................................................................ Cindy Walker
   i. No Report

h. Community Service ......................................................................................... Jennifer Lewis for Cathy Ventura
   i. SMAC Halloween Carnival Oct 27th – Fishing Game with ducks
   ii. The Community Service committee announces that there are several worthwhile events occurring
       1. on the Coast: The pumpkin patch in October and the Provost’s office has started something called the Golden Basket – Thanksgiving Family Adoption (see Paige Cannon for additional information)
       2. In Hattiesburg: Center for Military Veterans is taking up donations of old cell phones (see Michael McGee with questions)

i. Gulf Coast Task Force ...................................................................................... Jennifer Lewis for Paige Cannon
   i. AOP USM Gulf Coast Pumpkin Patch from October 16-31st, 2017 on the south lawn of the Long Beach Campus. Proceeds benefit AOP and Comparative Cognition Lab at USM. Pumpkins range in price from 50 cents to $50. October 21st there will be a kid’s costume contest at 11:30 a.m. with a professional photographer on site. Contact Heather Miller (Heather.Miller@usm.edu or 228-214-3233) for additional information.

j. PSP Advisory Committee ................................................................................ Jennifer Lewis for Pam Posey
   i. We had one person file for their third certificate, Advanced I PSP Certificate, by September 15. Congratulations to Cory Williams!
   ii. The next filing deadline is January 15. Get your items together and make an appointment with me to see where you are in your filing a PSP certificate!

k. Publicity ............................................................................................................. Carlos Sterling
   i. Number of events publicized: (6)
   ii. Number of other Facebook post: (25)
       1. 89 Followers
       2. 7 Page Views
       3. 86 Likes
   iii. Number of Tweets: (9)
       1. 60 Following
       2. 21 Followers
   iv. Number of Instagram posts: (6)
       1. 50 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: (11)
   vii. Number of post to USM Mailout: (?)
viii. Number of Post to GC Listserv: (3)
ix. Website Changes:
   1. Updated events and removed events as each one passed
   2. Updated some forms
   3. Changed out Birthdays

I. Ways and Means .................................................................Jennifer Lewis for Donovan Johnson
   i. Committee met via phone on 10/4/17.
   ii. A determination was made to have the pumpkin carving/decorating contest to be judged at the Halloween carnival
   iii. Contest: 2 phantom of the opera tickets will be given away to the winner for 10/24/17 at 7 p.m. show. Elizabeth is working on a flyer. Judges are being solicited. Let us know if you can recommend someone. We have a judging rubric that we will use to rate the submission. Entries are $10.
   iv. Comcast Golf Tournament: Sid has raised $2,000 dollars. $1250 is donated to Scholarship. The remainder goes to AOP. AOP contacted over 25 merchants, but none were interested in sponsoring. We have a few additional contacts to follow-up with. It is recommended that we begin contacting vendors earlier next year as many mentioned summer would have been a better time to discuss this.
      1. List of vendors and statuses:
         a. Bops- only donated coupons
         b. Computer Karma & Lucky Rabbit- owned by same individual-they typically do not give donations/sponsors
         c. Planet Fitness- not authorized by corporate to engage in any sponsorships
         d. Murky Waters- cannot afford to do it this year
         e. Hattiesburg Golf Carts- cannot afford
         f. Planet Nutrition-going by to discuss today
         g. Textbook Brokers- Jennifer calling them today at 4
      2. Still Following up with the following:
         a. Action Rentals
         b. Keg and Barrel
         c. CSpire Petal
         d. The Porter
         e. Southern Prohibition
         f. Java Werks
      3. Door Prizes: We need 2 additional door prizes. Please let us know if you can obtain any.

IV. Unfinished Business
   a. Meeting Frequency
      i. See attached survey results regarding contact and meeting frequency.
      ii. Members present discussed the pros and cons of changing meeting frequency to every other month based on survey results. Changing the business meeting frequency will require significant planning by the Board to accommodate
business, but should be possible. Some reports regarding business activity may have to go out to the membership via e-mail between meetings.

iii. Jewel Adams made a motion to have the AOP membership meet every other month for general meetings starting in January. Seconded by Carlos Sterling. Motion carried.

iv. Depending on how this change works out we may make a change to the bylaws next year.

V. New Business
   a. No new business

VI. Announcements
   a. Excel: Pivot Tables Seminar, Tuesday, October 12, 2017, 12:00pm to 1:00pm, Gulf Coast Library, Room 213
   b. Board Meeting, Tuesday, October 17, 2017, starting at 8 a.m. until Friday, October 20th at 8 p.m. via Microsoft Teams - https://teams.microsoft.com/l/team/19%3aec648b7f207b4bb4925594111de1ba92%40thread.skype/conversations?tenantId=7f3da4be-2722-432e-bfa7-6408d1eb1dc
   c. Supporting a culture of student learning and academic support, Wednesday, October 25, 2017, 12:00pm to 1:00pm, Cook 123, Gulf Coast: (IVN) Hard Hall 316
   d. General Meeting, Tuesday, November 7, 2017, 12:00pm to 1:00pm, Hattiesburg: Cook Library 123, Gulf Coast: [IVN] Hardy Hall 316
   e. Guilt Free Holiday Sides, November 4th, 11:00pm to 1:00pm, OLLI Peck House, 3601 Pearl St, Hattiesburg, MS 39401 ($10 for members; $20 for non-members)

VII. Adjournment
   a. Meeting adjourned t 12:29 P.M.
Prioritizing 101 (9/27/17)

Attendees for Prioritizing 101 Event 9/27/17

Hattiesburg: 10
GC: 3

Comments: None regarding future programming. 3 and 4 ratings.

Excel Tables & Pivot Tables 10/3/17

Excel Hattiesburg - no data (unknown)

Attendees to Excel Training 10/3/17

Hattiesburg: 6

Unique Attendees 16