I. Call to Order and Roll Call – Meeting called to order at 12:03pm

II. Recognition of Guests – One guest: Shirley Hammond, works at DuBard School for Language Disorders as their Business Assistant.

III. Adoption of Agenda – Cindy Walker made a motion to accept and Cory Williams seconded the motion. Motion carried.

IV. Approval of Minutes (of previous business meeting) - Board meeting minutes for November are approved and on the meeting-minutes webpage

V. Inspiration (Jennifer Lewis) – New Year’s Resolutions: Breaking resolutions down to smaller pieces or making them more specific and then solving them. AOP’s resolution is to be responsive and look at new ways of doing things; if you have an idea let Jennifer Lewis know.

VI. Communications-none received

VII. Reports of Officers/Committee Chairmen:
   a. Officer Reports:
      i. President (Jennifer Lewis)
         1. Worked with Dr. Thompson in AAUP on faculty staff relief fund & they raised about $5,000, we donated $42 from the Christmas Party auction. Also waiting to see what funds were earned for our participation in the Golf Tournament (Comcast) which will fund our scholarships.
         2. Welcome to Jennifer Jones who will be serving as our secretary as Jennifer Brown has moved to Colorado.
         3. Katie Kitchen’s job has prevented her from continuing so she has stepped down, and Elizabeth Killinger will now be serving as the President Elect & VP.
      ii. President Elect-no report
      iii. Vice President (Elizabeth Killinger)-no report
      iv. Secretary (Jennifer Jones)-condolence card sent to Norma Herrington on passing of her mother-in-law
      v. Treasurer’s Report (Erin Sessions) – no report
      vi. Immediate Past President’s Report (Cory Williams) - Congratulations to Jewel Adams who has been selected as MAEOP Educational Office Professional of the Year and will be honored in June during the state conference, which will be held on the Coast.
   b. Committee Reports:
      i. Affiliations (Cindy Walker) – Set scholarship guidelines to match those of the state and national association scholarships; they were approved on December 1st. Meeting later this week regarding the MAEOP Educational Office Professional; had planned to nominate Delores McNair for Office Professional but she was not eligible.
      ii. Budget (Erin Sessions)-no report
      iii. Community Service (Cathy Ventura)-no report
      iv. Gulf Coast Task Force Update (Paige Cannon) – One presentation proposed by Jenny Tate; waiting on approval of PSP points for this presentation.
v. Hospitality (Jennifer Jones)-no report
vi. In-service (TBA)-no report
vii. Membership (Elizabeth Killinger)-no report
viii. Publicity (Carlos Sterling)- No. of events publicized : 4; we’ve posted to FB 142 times (in last 2 months) & have 193 followers; Tweeted out 13 times & have 60 followers; each going up. Instagram = posted 16 times. Still working on The Voice but this will be the last time Elizabeth works on it and then it’s going over to Jennifer J. & Jennifer L.; Cory will assist Jennifer with it. Posted 15 times on Listserv.
ix. PSP Advisory Committee Update (Pam Posey) – Two applicants applied for PSP certificates – next deadline is May 15th.
x. Ways and Means (Donavan Johnson) - Held silent auction that raised almost $300 with 15 percent donated to F/S Relief fund; waiting on total for Comcast to award scholarships. Spring fundraisers – Jan. 24th at Raising Canes; Fuzzy Taco – Feb. 2nd. Laundry detergent concerns: housing detergent and need to sell 50 units. We would need to raise the price to cover the shipping costs...updates are pending.

VIII. Old Business – no old business
IX. New Business - Group discussed obtaining a headcount on who wants to go to the conference in June. Group discussed if a date had been identified. Paige will get with Heather Miller to see what the date is since they were working with her for the MAEOP Conference to be held on the coast. We could possibly carpool if enough members are going to attend.
X. Announcements
a. Professional Development Events:
   i. January 30th-Women's Health Spotlight: Take Control of Your Health in 2018-Presented by Lisa Wright, Tuesday, January 30, 2018, 12:00 p.m. to 1:00 pm, Hattiesburg- Cook Library 123; Gulf Coast: Hardy Hall 316
   ii. February 7th 12 to 1 p.m., Mindset Matters presented by Dr. Amy Miller, Wednesday, Hattiesburg-Cook Library 123, Gulf Coast- Hardy Hall 316
b. Meetings
   i. Board meeting (via Microsoft Team)-Begins January 16th at 8 a.m. ends Friday, January 20th at 6 p.m.
   ii. General Business Meeting- March 13, 2018- Hattiesburg- Cook Library 123; Gulf Coast-Hardy Hall 316
XI. Adjournment – Meeting adjourned at 12:23p.m.