USM AOP Board Meeting Minutes  
February 19, 2018

I. Call to Order and Roll Call – Meeting called to order at 12:22p.m. Attendees were Jennifer L. Pam P., Cindy W., Carlos, Donovan, and Jennifer J. (by WebEx).

II. Recognition of Guests - none

III. Adoption of Agenda – The agenda was adopted as printed.

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) – Take advantage of life & do what you can each day because you don’t know what’s around the corner. Asking for prayers for Zach. Donovan read an update on his health condition and that he was still in the hospital.

VI. Communications (Secretary) -

VII. Reports of Officers/Committee Chairmen:

   a. Officer Reports:
      i. President (Jennifer Lewis)
         1. Nominations committee has been established: Valerie Craig (chairman), Linda Dorsey, & we’re waiting to get a GC member. Paige is working to see if Marci will step up as a Gulf Coast member. We will have some openings.
         2. Elizabeth will be stepping down. GC Director is also open.
         3. Fundraisers: Will be talking further about getting donors and will be sending out something in calligraphy. Working on the laundry detergent fundraisers.
         4. Webinars: He went down from $850 to $800 or $300 each for the 6 webinar series. However, we did not have enough folks sign up so we lost about $700. Jennifer reached out to other organizations to see if we could share the cast and bring the cost down. If you know anyone willing to share the cost for the $800. He gave us the Excel courses at no cost for the five older webinars that were sold.
         5. The Southeast Area Professional Development Seminar is April 27-29. It is on the weekend, up to four people in a hotel room, inexpensive $125 registration. The MAEOP Conference is also coming up on the coast.
         6. Membership Appreciation will be May 30 and it will be at the BSU and will be catered by William Carey Catering since it is off campus and we don’t have to use Aramark.
         7. We will have our installation on June 15, Maintaining our Momentum is the theme & it’ll be at the BSU as well and Valerie Craig will be catering & making jambalaya.
      ii. President Elect-no report
      iii. Vice President (Elizabeth Killinger)-no report


iv. Secretary (Jennifer Jones)-no report but working on the minutes. Question asked about sending a card to Zach.

v. Treasurer’s Report (Erin Sessions) – no report

vi. Immediate Past President’s Report (Cory Williams) – no report

b. Committee Reports:

i. Affiliations (Cindy Walker) – The student scholarship will be distributed (total of $500) thru two equal parts of $250 one for the fall and the other for the spring. Communications regarding USM Educational Office Professional of the Year & the Educational Administrator of the Year will go out to all members.

ii. Budget (Erin Sessions)-no report

iii. Community Service (Cathy Ventura)-no report

iv. Gulf Coast Task Force Update (Paige Cannon) – Resume Building workshop on March 15th and Jenny Tate talking about Public Speaking 101 on April 4th.

v. Hospitality (Jennifer Jones)-no report; Jennifer L. said a link was started on the website in case anyone needs a card.

vi. In-service (TBA)-no additional information to add

vii. Membership (Elizabeth Killinger) - Jennifer L. is reaching out to new members after they join and pay their fee to welcome them and provide her contact information. There’s been a problem when people joining & not receiving a membership card. Five people have joined since November; two from Admissions, one from Polymer, and one from another area. We are doing well in membership.

viii. Publicity (Carlos Sterling)-For January: 41 Facebook posts; 97 followers, 123 Page Views and 94 likes. Twitter tweets; 7 Tweets, 60 Following, 27 Followers. Instagram post; 7 posts and 63 followers. The Voice: Jewel Adams has taken over The Voice. AOP Listservs, we posted 20 times.

ix. PSP Advisory Committee Update (Pam Posey) – Cory and Jennifer are obtaining certificates, and Cindy will be getting one soon too. The next filing deadline is May 15th. Pam said Cory will be the new chairman as she will be stepping down as she’s been doing it for 25 years but will continue to do state. Pam will continue to do it until the end of the FY.

x. Ways and Means (Donavan Johnson) - $190 was raised from the Cane’s fundraiser. He’ll be in contact with them about getting a check. Upcoming fundraisers: There’s one on March 23rd at Cane’s. There will also be a fundraiser on March 20th at Fuzzy Taco. The total is $1,725 for the Comcast Tournament. We’ve also secured a location and the dates will follow. We have secured a location for the detergent.

VIII. Old Business

a. We need extra money on the detergent to cover the cost for shipping increase. We want to increase the cost to $43 or $45. Donovan Johnson made the motion to increase the price to $45 price for the detergent, Elizabeth Killinger seconded; motion carried.

b. Set dates for sale – ship April 5th, have it April 6th, and pickup dates will be April 16-20th. It can be sold on the coast. Jennifer L. asked Jennifer J. to present this to the GC Task Force meeting on February 28 to see if we want to sell on the coast. Carlos made a
motion to have the sell dates on March 1 - March 29th, Cindy second the motion; motion carried.
c. The webinar series – we have six webinars for $25; it’s a package deal. Pam made a motion to reduce the price to $20 for the old webinars and Donovan seconded. Motion carried.
d. Open positions will need to be submitted by March 1st so they can be passed on to the nominations committee.

IX. New Business
   a. No new business

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 – The meeting was adjourned at 1:07p.m.