AOP AGENDA

USM AOP Board Meeting
May 15, 2018

I. Call to Order and Roll Call-8:00 a.m. 5/15

II. Recognition of Guests—none

III. Adoption of Agenda—Motion by Elizabeth, Second by Cory. Motion carried 7 out of 10 voting to approve. 3 not voting.

IV. Approval of Minutes—no minutes pending

V. Inspiration (Jennifer Lewis)
   1. Do not anticipate trouble or worry about what may never happen. Keep in the sunlight. Marcus Aurelius
   2. Let’s look on the bright side and appreciate what we have, rather than letting stress detract from our blessings.

VI. Communications (Jennifer Lewis)—none

VII. Reports of Officers/Committee Chairmen (updates since last meeting):
   1. Officer Reports:
      i. President (Jennifer Lewis)—
         a. Membership Appreciation Hattiesburg—
            i. Confirmed reservation for catering of Membership Appreciation event on 5/30.
            ii. Obtained W-9 and invoice given to Erin for processing.
            iii. Finalizing the decorations for Membership Appreciation with Tonisa Kennedy.
            iv. Generating all certificates for printing later today.
         b. Candidates for Open Offices—We have identified nominees as follows:
            i. Vice President (Linda Dorsey)
            ii. Treasurer (Cindy Walker)
            iii. Secretary (Carolyn Soniat)
            iv. Open offices—President and President Elect.
         c. Membership Appreciation—Gulf Coast
            i. Provided all certificates to Paige for printing—was unable to attend following dental surgery.
            ii. Pam attended the event on behalf of the Board. Thanks to Pam for making the trip.
         d. Comcast Tournament—Team Captain
            i. Received notice that a new Captain needs to be identified before the June 6th meeting.
            ii. Melissa Coker has volunteered to be our Captain and will attend the June 6th meeting.
            iii. Prepared list of duties of Captain.
            iv. Met with Melissa on the 15th of May to discuss duties and provide further details.
         e. Comcast Tournament—MDR Reimbursements
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i. Forwarded information to Pam Bullard for reimbursement from the Comcast funds from last year.

ii. Contacted Lucy (previous treasurer) to obtain detailed invoicing to substantiate the expenditures submitted.

iii. Determined we need to submit William Carey catering and requested an updated MDR from Erin as the previous cost were already reimbursed from another fund per Lucy.

iv. Waiting on updated MDRs to reimburse AOP from the funds earned at 2017 Comcast Tournament which are being held for AOP by Rec Sports as AOP does not have a Foundation Account (which cannot be added for AOP given that there is a preclusion against having any non-student entity open a Foundation Account).

f. Speakers for Spring-
   i. Create MachForm to obtain names and dates preferences for those interested in presenting.
   ii. Carlos posted this to the website.

g. Webinars-
   i. Finished questions for webinars which an individual will need to complete to get credit for viewing the recorded webinar series.
   ii. Created recorded webinar webpage listing all series and costs.
   iii. Linked recorded webinar series webpage to individual pages for each series.
   iv. Started advertising to sell all of these webinars via USM MailOut and USM Talk.

h. PSPs-
   i. Provided certificates to all those who were working on their PSPs for this submission to substantiate their completion of the webinars.
   ii. President Elect (Elizabeth Killinger)-no report
   iii. Vice President (Elizabeth Killinger)-no report
   iv. Secretary (Position Vacant)
   v. Treasurer’s Report (Erin Sessions)-no report
   vi. Immediate Past President’s Report (Cory Williams)
      a. Assisted members with PSP application packets.
      b. Provided users with certificates for previously recorded webinars

2. Committee Reports:
   i. Affiliations (Cindy Walker)
      1. Accepting nominations for awards until end of day 5/16/18. Winners to be determined next week.
   ii. Budget (Erin Sessions)-no report
   iii. Community Service (Cathy Ventura)-no report
   iv. Gulf Coast Task Force Update (Paige Cannon)-no report
   v. Hospitality (Position Vacant)
   vi. In-service (Elizabeth Killinger)-no report
   vii. Membership (Elizabeth Killinger)—no report
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viii. Publicity (Carlos Sterling)-no report
ix. PSP Advisory Committee Update (Pam Posey)
   1. Four members’ PSP applications mailed for the May 15th deadline. Cory Williams has already been notified that she received her Advanced III, Option I, certificate and the Certified Educational Office Employee distinction for the May deadline.
x. Ways and Means (Donavan Johnson)-no report

VIII. Old Business

1. Identification of potential candidates for remaining offices- President and President-Elect
   a) Recommended contacting April Broome to determine if she was interested. She confirmed she could not undertake such a responsibility this year.
   b) Contacted Denny Bubrig for a recommendation on someone within his area that might be a viable candidate. No response as of the close of this meeting.

IX. New Business

X. Announcements

1. Professional Development Events:
   See event pages for descriptions-
   - Upcoming: https://www.usm.edu/association-office-professionals-aop/upcoming-usm-association-office-professionals-aop-events
   - Fall, 2018: https://www.usm.edu/association-office-professionals-aop/fall-2018-events
   - Spring, 2018: https://www.usm.edu/association-office-professionals-aop/spring-2019-events

May
1. Qualtrics Training*, Presented by: Cory Williams, 05/23/18, 12 to 1 p.m.,
   Locations:
   Hattiesburg: Cook 123
   Gulf Coast: N/A (Gulf Coast Taskforce will request in-person session in future based on member interest)

June
1. Impostor Syndrome
   Presented by: Deena Crawford
   Date: 06/20/18
   Time: 12 to 1 p.m.
   Locations:
   Hattiesburg: Cook 123,
   Gulf Coast: Hardy Hall Room 316 (via IVN)
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July

1. Time Management 101  
   Presented by: Michelle Howard  
   Date: 07/12/18  
   Time: 12 to 1 p.m.  
   Locations:  
   - Hattiesburg: Cook 123  
   - Gulf Coast: N/A (not able to schedule during this period as all rooms  
     book due to orientation

2. Active Shooter Training*  
   Presented by: UPD  
   Date: 07/26/18  
   Time: 12 to 1 p.m.  
   Locations:  
   - Hattiesburg: Cook 123

* - content best presented in person

FALL EVENTS SCHEDULED AS OF 05/05/18

August

1. CARES  
   Presented by: Deena Crawford  
   Date: 08/01/18  
   Time: 12 to 1 p.m.  
   Locations:  
   - Hattiesburg: Cook 123  
   - Gulf Coast: Hardy Hall 316

2. Mastering Your Calculator, Presented by: Kalyn Lamey  
   Date: 08/15/18  
   Time: 12 to 1 p.m.  
   Locations:  
   - Hattiesburg: Cook 123  
   - Gulf Coast: FEC 205

September

   Date: 09/06/18  
   Time: 12 to 1 p.m.  
   Locations:  
   - Hattiesburg: Cook 123  
   - Gulf Coast: Hardy 316

4. Generational Differences 101
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Presented by: Dr. Amy Miller  
Date: 09/12/18  
Time: 12 to 1 p.m.  
Locations:  
   Hattiesburg: Cook 123  
   Gulf Coat: Hardy Hall 316  
[PSP objectives not yet submitted]

October

5. Effective Communication  
   Presented by: The Speaking and Writing Centers  
   Date: 10/03/18  
   Time: 12 to 1 p.m.  
   Locations:  
      Hattiesburg: Cook 114-Speaking Center Classroom  
      Gulf Coast: Library 203  
[PSP objectives not yet submitted]

   Presented by: Wynde Fitts  
   Date: 10/17/18  
   Time: 12 to 1 p.m.  
   Locations:  
      Hattiesburg: Cook 123  
      Gulf Coast: Hardy Hall 316

November

7. Disability Awareness  
   Presented by: Scott Dossett  
   Date: 11/7/18  
   Time: 12 to 1 p.m.  
   Locations:  
      Hattiesburg: Cook 123  
      Gulf Coast: Hardy 316  
[PSP objectives not yet submitted]

8. Effective Emails  
   Presented by: Gene O‘Gordon (USM Writing Center)  
   Date: 11/14/18  
   Time: 12 to 1 p.m.  
   Locations:  
      Hattiesburg: Cook 114  
      Gulf Coast: Library 203
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Spring 2018

January

1. Women’s Health 2019
   Presented by: Lisa Wright
   Date: 1/17/19
   Time: 12 to 1 p.m.
   Hattiesburg: Cook 123 (pending approval)
   Gulf Coast: TBD (pending approval)
   [PSP objectives not yet submitted]
February

1. Effective Presentations
   Presented by: USM Speaking & Writing Center
   Date: 2/6/19
   Time: 12 to 1 p.m.
   Locations:
      Hattiesburg: Cook 114
      Gulf Coast: Library 203
      [PSP objectives not yet submitted]

March

2. Effective PowerPoints
   Presented by: USM Speaking & Writing Center
   Date: 3/13/19
   Time: 12 to 1 p.m.
   Locations:
      Hattiesburg: Cook 114
      Gulf Coast: Library 203
      [PSP objectives not yet submitted]

3. Other Events
   Member Recognitions
   i. Membership Recognition Luncheon- Hattiesburg, 05/30/18, 11:30 to 1:00 p.m., Baptist Student Union

         Installation
   ii. June 15 from 11:30 a.m. to 1:00 p.m., Baptist Student Union
      a. Event Date to be confirmed by Cory and Pam pending identification of remaining officers.

4. Meetings
   i. General Meetings:
      a. No further meetings for this fiscal year (which ends on June 30th)
   ii. Board Meetings
      a. Tuesday, June 19, 2018
         12:00pm to 1:00pm
         Hattiesburg: Bobby Chain Tech (TEC) 242 Conference Room
         Gulf Coast: Hardy Hall 321

      b. * for those serving on the Board for 2018-2019 the first meeting of the new Board has been scheduled
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Tuesday, July 24, 2018
12:00pm to 1:00pm
Hattiesburg: Bobby Chain Tech (TEC) 242 Conference Room
Gulf Coast: Hardy Hall 321
5. Conferences

i. Mississippi Association of Educational Office Professionals Conference
   Dates: June 7-9th
   Location: USM Gulf Coast Campus, Long Beach, MS
   For additional information and to register see: Register Online-
   https://sites.google.com/view/missaeop/2018-conference-registration?authuser=0

iii. National Association of Educational Office Professionals Conference
    Dates: July 17-20th
    Location: Bloomington, Minnesota
    For additional information and to register see: https://www.usm.edu/association-office-professionals-aop/conferences

XI. Adjournment at 9:20 a.m. on 5/17/18.