***USM AOP BOARD MEETING***

**October 2, 2020**

1. Call to Order: 10:00 a.m.
2. Recognition of guests or new members- none
3. Adoption of Agenda-none
4. Approval of Minutes-none
5. Inspiration-none
6. Communications- none
7. Reports of Officers/Committee Chairs:
   1. Officer Reports:
      1. President (Valerie Craig)
      2. President Elect & In-Service (Katie Kitchens)
         1. Fall and spring workshops review
            1. Great workshops covering a variety of areas
            2. Heavy in personal care, leadership, and coping/mental health
            3. May need more practical skills-
            4. Jennifer will work on an Excel training program

Record sessions

Do 30-minute feedback

Theresa Scardino may be able to assist in feedback sessions-has a background in training

* + 1. Vice President & Membership (Mary Maner)
       1. Tell me something good-Happy Hour 11/18 12 to 1 p.m.
          1. Opportunity to discuss good things happening individually or collectively.
    2. Secretary & Hospitality (Jennifer Lewis)- no report
    3. Treasurer’s Report & Affiliations (Cindy Walker)
       1. Cindy has what she needs for the EOP Awards.
       2. Wynde Fitts was submitted for Administrator.
    4. Immediate Past President’s Report (Melissa Coker)- no report
  1. Committee Reports
     1. Community Service (Jennifer Lewis)
        1. Eagles Nest Pantry Project starting next week partnership between AOP, Staff Council and Sigma Alpha Lambda Honor Society
           1. Science Storeroom has boxes (who is the contact?)
           2. Valerie has boxes that we can use.
           3. Can Physical Plant help us putting out boxes? - Valerie will discuss with Michelle Shinall.
           4. Location Requests

Library

BSU- Kris

Union

Payne-Sam

B&N-

Century Park & Century Park South-Danlana

Clinic-Kayla Mashburn

College of Business-Scianna- Karen

Liberal Arts Building- Dr. Tribunella

Greek Life

* + - 1. Are we interested in Trash pickup? Like a Spring-Cleaning Project.
    1. Gulf Coast (Mary Maner)
       1. Seems like the Gulf Coast group does not include anyone from GCRL.
       2. Will be reaching out to GCRL.
          1. They were restructuring as part of Marine Education Center (MEC).
       3. Renaming committee from Gulf Coast to Gulf Park which will include GCRL.
       4. Have scrubs that can be donated.
          1. Jennifer will reach out to Pearl River Community College

Reach out to Michelle Wilson-Stokes [mwilson@prcc.edu](mailto:mwilson@prcc.edu)

* + 1. Publicity (Jennifer Lewis)
       1. Troy is obtaining training so that he can work on the website
       2. Newsletter falls under Publicity- does not have to be handled by the Chair.
          1. Need individuals to submit content
          2. Areas to include are:

Letter from President- welcome

Upcoming workshops and events

Community Service

PSP section

* + - 1. What are the rules for submitting the newsletter for NAEOP award?
         1. Cory will find those rules.
      2. Will need to select a product to create the newsletter.
    1. Ways and Means (Vacant)
       1. Discussed a virtual walk-walk for our essential personnel.
          1. Could participate without actually walking by simply donating.
          2. Would not raise a lot of money.
          3. Have a meeting to discuss a virtual walk or other initiatives.
          4. Need individuals willing to coordinate and promote or no need to move forward.
       2. We cannot raise money because we are not a 501(c)(3) any place by Fuzzy’s Taco.
       3. Most of our funds come from Comcast Tournament that has been cancelled.
       4. Better if we do not sell items so that we do not have to deal with taxes, transportation and delivery much less COVID-19-transmission.
    2. PSP Advisory (Cory Williams)
       1. PSP Update session- Cory is working to see if she can have a session late this fall. Might be early this Spring.

1. Old Business
   1. Outstanding certificates for committee service.
      1. Drafts given to Melissa.
      2. Maybe no one received a certificate.
      3. Publicity only had Cory and Jennifer.
      4. PSP Committee- Pam Posey was only member.
      5. Affiliations Committee-Cindy and Cory.
      6. Budget Committee-no committee members.
      7. No longer have list of members of committees on website.
   2. Valerie will create a list of who needs a certificate.
   3. Jennifer sent her a copy of the template.
2. New Business
   1. Staff council ad hoc appointment has been brought up again. Cory initially worked on it, but it was never made official. President asked if anyone was interested: some already were serving on Staff Council. Could be a paid general member or a board member. President will ask for volunteers from AOP membership. Meetings of Staff Council are virtual. This year there will be no field trips to the Coast.
3. Announcements-none
4. Adjournment (by motion) at 11:00 a.m.