

USM AOP Executive Meeting Minutes January 9, 2025

- I. Call to Order and Roll Call
 - a. Meeting called to order at 11:33 am.
- II. Recognition of Guests or New Members
 - a. No guests or new members in attendance.
- III. Adoption of Agenda
 - a. Cindy Walker made a motion to adopt the agenda, Cory Williams seconded the motion. Motion carried.
- IV. Approval of Minutes
 - a. Aretas Squire made a motion to approve the minutes from November and December 2024, Cindy Walker seconded the motion. Motion carried.
- V. Inspiration
 - a. “The Future belongs to those who believe in the beauty of their dreams.” Eleanor Roosevelt – Take your dreams and turn them into reality!
- VI. Communications
 - a. There were no communications to share.
- VII. Reports of Officers/Committee Chairs
 - a. Officer Reports
 - i. President Geneal Washam
 1. We are still searching for a community service chair.
 2. Our Professional Development Day is May 16.
 3. Dr. Delores McNair reached out to let us know she is trying to get Hattiesburg Association of Educational Office Professionals (HAEOP) restarted.
 - ii. President-Elect Gayle Sollfrank
 1. PSP Workshop on Jan 16
 2. Lisa Rieger will present a Complete 2 Compete workshop on Feb 13
 3. Professional Development Day
 - a. Room 120 reserved.
 - b. Planning sheets on teams
 - c. Need two more speakers. Russ Willis & Jamie Foster speaking about Coursera are requested by the board.
 - iii. Vice President Aretas Squire
 1. Five new members in December. One so far in January.
 - iv. Secretary Cory Williams
 1. I have caught up on the meeting minutes for last year.
 2. There have been no submissions to our celebrations form.
 3. I have some thank you notes to send for our fundraisers and will have those out shortly.
 - v. Treasurer Cindy Walker
 1. \$6,692.37 in all accounts.

2. Detailed report at end of the minutes.
3. Comcast funds have been transferred from the Foundation to our USM Budget account.
- vi. Immediate Past President Joyce Powell
 1. Bylaws have been updated on the website after member approval.
 2. Dena Temple
 - a. Last day is Jan 10.
 - b. Kudo board will be set up directly after the meeting and a gift card will be attached.
- vii. Affiliations – Cindy Walker
 1. Office Professional of the Year and Educational Administrator of the Year nomination forms are on the website. We haven't received any nominations yet. Deadline is April 25th.
 2. The student scholarship application is available in the GO system. Deadline is February 15th.
- viii. Community Service
 1. No report.
- ix. Publicity – Dena Temple
 1. No report.
- x. Ways and Means – Aretas Squire
 1. T-Shirts and Polos
 - a. Reviewed proofs and provided recommendations for changes.
 - b. Priced at \$20 will give us approximately \$5 in profit per shirt.
 - c. Plan to announce Feb 1st.
 2. WalkOns fundraiser in January
 3. Mugshots fundraiser in February.
- xi. PSP Advisory – Cory Williams
 1. I'm working on the PSP workshop and have a lot of people to reach out to regarding PSP from last year.
 2. Discussed enhancement amount clarification recently received from HR. PSP certificates at the Bachelor or Master Degree level at \$600, assuming no raise received for obtaining the degree.
- xii. Staff Council Liaison – Maurine Pace
 1. Shared our upcoming workshop with Staff Council.
- VIII. Unfinished Business
 - a. No unfinished business.
- IX. New Business
 - a. No new business.
- X. Announcements
 - i. MAEOP annual Conference May 29-30
 - ii. NAEOP Annual Conference July 13-16
- XI. Adjournment
 - a. Meeting adjourned at 12:26 pm.

USM AOP Financial Report
January 9, 2025
Effective 12/1/24 thru 12/31/24

| | |
|--|-------------------|
| USM Budget | \$3,648.20 |
| Checking Account | <u>\$3,044.67</u> |
| Total Balance of all accounts | \$6,692.87 |
| | |
| Income to Checking: | |
| Interest Earned for December | \$0.64 |
| Membership Dues | <u>\$50.00</u> |
| Total Income to Checking: | \$50.64 |
| | |
| Expenses from Checking | |
| Cocktails & Conversations | \$70.73 |
| | |
| Income to USM Budget | |
| USM Foundation (Comcast Golf Tournament money) | \$1,646.00 |