

**USM AOP Meeting**

*Via Teams*

*January 18, 2021*

- I. **Call to Order and Roll Call:** Meeting called to order at 12:04 p.m.  
  
**The following were in attendance:** Valerie Craig, Mary Maner, Karen Shaw, Cindy Walker, Joyce Powell, Kimberly Wyatt, Sandy Laubersheimer, Troy Knight, Linda Dorsey, Cathy Ventura, Marion Jones.
- II. **Recognition of Guests:** *None*
- III. **Adoption of Agenda:** (Motion- Cindy Walker. Second-Karen Shaw). All in favor.
- IV. **Approval of Minutes:** September 2020 and November 2020 minutes were not approved yet: we will defer to the next meeting.
- V. **Inspiration** Valerie Craig [Writing a Healthy Story Through Exercise and Diet]. Working on yourself to improve your life through improved health as part of a new beginning. Overall goal is loving one's self more as achieved through improved health. Use small goals. Set up an inspiration plan that has actual actions, lists your resources, identifies what success is in reasonable ways and itemize the questions that you would use to reflect on where you are going. Consider benefits of exercise and how you can simply just move.
- VI. **Communications-**
  - I. Secretary out sick.
  - II. Post meeting- Jennifer noted that there were no communications other than the newsletter.
  - III. Sent out link to newsletter. Goal is to put one out every quarter.
  - IV. If you have anything you would like to contribute, news, resources (things that have helped you professional or personally including hobbies or resources for people that work full-time), please send anything of benefit by letting Valerie or Jennifer know.
- VII. **Reports of Officers/Committee Chairs:**
  - I. **Officer Reports:**
    - i. **President** (Valerie Craig)-
      - a. Will be meeting on Friday to discuss potentially increasing dues since fundraising is difficult due to COVID-19.
      - b. Will submit newsletter to NAEOP for an award but may need help from board members for award submission.
    - ii. **President Elect** (Katie Kitchens)- no report- not in attendance.
    - iii. **Vice President** (Mary Maner)
      - a. Working with Cindy Walker to get payments posted.
    - iv. **Secretary and Hospitality** (Jennifer Lewis)
      - a. No report- Jennifer out sick.
    - v. **Treasurer's Report** (Cindy Walker)-
      - a. Budget Report- Provided her report as follows: \$8,739.09 in all accounts. (Balances as of 12/31/20)

USM Budget	\$2,699.44
Bancorp South Checking Account	\$1,835.48
Comcast Funds	\$3,022.00
Southern Miss Federal Credit Union	<u>\$1,182.17</u>
Total Balance of all accounts	\$8,739.09

- b. **Affiliations**- Still accepting nominations for education officer professionals and educational administrator. Have received one application of each. Forms are on the website and the deadline to do that is May 1<sup>st</sup>.

vi. **Immediate Past President's Report** (Melissa Coker)-

- a. Report- No report. Not in attendance.

**II. Committee Reports:**

- a. **Affiliations** (Treasurer) (Cindy Walker)- no committee report.
- b. **Budget** (Treasurer) (Cindy Walker)-no committee report.
- c. **Community Service** (Jennifer Lewis)- Jennifer was not in attendance. [post meeting update- On 1/20/21 Jennifer emailed the Community Service and Publicity Report to the AOP Board.] Valerie noted the following: Toys for Tots donation brought to Center for Veterans. Michael McGee said that USM AOP saved them as the donations on campus were low due to the lack of people on campus. Otherwise, many children would not have gotten anything for Christmas. We also baked goods for our international students. These students are not able to go back home sometimes. People from other countries also do not necessarily celebrate holidays like we do, and we wanted to make them feel more welcome. We provided lots of pies and cakes and cookies and brownies.
- d. **Gulf Coast** (Mary Maner)-
  - a. Working with Gulf Park Committee on upcoming workshops including- February 17<sup>th</sup>, COVID and the stigma's behind it Jamie Steinfeld- how to stay connected and be understanding; March 3<sup>rd</sup>- Affirmative Action to share some new guidelines- presentation by AAEEEO. March 31<sup>st</sup>- Gulf Park Health Center- What's Going on with COVID including information about vaccines. April- Brandon Schmidt from Gulf Park Library share information about technology and virtual platforms including on security; April 21<sup>st</sup>- Dr. Allison Gillespie- workshop on real front-line workers (as April is Administrative Personnel Month); April 29<sup>th</sup>- Dr. Foley from Gulf Park Campus is going to discuss schools for Gulf Park area including information about the value of the Blue Economy and how it helps us professionally just to survive. Those are a few of the workshops. Mary will send updates.
  - b. Reach program- They are in Hattiesburg and on Gulf-Park campus. They have a lot of non-profit opportunities to reach out. We had a meeting this morning: have people working with veterans and homelessness. Check out their website to see what they are all about: [Agencies | The University of Southern Mississippi \(usm.edu\)](#)
  - c. Mary sent her regards and hopes that everyone is staying safe and healthy.
- e. **Hospitality** (Secretary) (Jennifer Lewis)- No committee report.
- f. **In-service** (Pres-Elect) (Katie Kitchens)- No committee report currently.
- g. **Membership** (Vice Pres) (Mary Maner)- No committee report currently.
- h. **Publicity** (co-Chairs Jennifer Lewis & Troy Knight)- newsletter was completed and posted on website as well as on social media. Updates to the front page of website were completed. Troy has been updating the social media as well as the website. NAEOP is also looking for Tuesday tips, and please let Valerie know if you are interested so she can provide the contact information.

## Meeting Minutes

- i. **Ways and Means** (Vacant)
- j. **PSP Advisory Committee Update** (Chair) (Cory Williams)- not in attendance. Valerie noted we will be holding a session in the future to update folks on program.

## Meeting Minutes

- VIII. Old Business-** Karen noted that we could read the meetings while online to approve the meeting minutes. Valerie noted that this can be done afterwards via email. Linda noted that Valerie can ask for motion and second to approve September and November minutes.
- IX. New Business-** None
- X. Announcements-** none
- XI. Adjournment-** Motion by Linda Dorsey and Second by Karen Shaw. Meeting is adjourned at 12:38 p.m.