

*USM AOP General Business Meeting*

*November 17,2020*

- I. Call to Order and Roll Call 12:03 p.m.
- II. Recognition of Guests or New Members
- III. Adoption of Agenda
  - a. Motion-Melissa Coker
  - b. Second-Cindy Walker
  - c. Motion passed
- IV. Approval of Minutes (September General Meeting Minutes)
  - a. Will be approved at a subsequent meeting
- V. Inspiration- (Valerie Craig- will send PowerPoint)
  - a. Heading in Towards the End of 2020- sharing what we are grateful for this year.
  - b. Giving to Others, Time, Talent and Treasure-
    - i. Adopt an Angel bring by COE by November 20<sup>th</sup>.
    - ii. Spending time with others.
    - iii. Give your Time to ease others loneliness.
- VI. Communications
  - a. None
  - b. Waiting on communication/invite for the Holiday Party.
- VII. Reports of Officers/Committee Chairs:
  - a. Officer Reports:
    - i. President (Valerie Craig)
      1. Board will need to meet about increasing due for 2021.
      2. MAEOP Conference last Friday (11/13/20).
    - ii. President Elect & In-Service (Katie Kitchens)-
      1. Written report detailing future schedule and illustrating which have not yet been confirmed. Valerie discussed the topics that are listed for the rest of the year.
      2. Katie is working on confirming dates for Lisa and Kate.
    - iii. Vice President & Membership (Mary Maner)- None
    - iv. Secretary & Hospitality (Jennifer Lewis)-
      1. Will send out all meeting notes to Valerie today.
    - v. Treasurer's (Budget) Report & Affiliations (Cindy Walker)
      1. Budget Report- Total Balance \$8,833.93
      2. Affiliations Report
        - a. Someone who has gone above and beyond.
        - b. Cindy has received an administrator, not an Office Professional.
        - c. December 15<sup>th</sup> is the deadline. Our deadline is usually May 15<sup>th</sup>.
    - vi. Immediate Past President's Report (Melissa Coker)
      1. No report
  - b. Committee Reports:

- i. Community Service (Jennifer Lewis)
      - 1. Toys for Tots
      - 2. Homemade for the (Thanksgiving) Holidays
    - ii. Gulf Coast (Mary Maner)-none.
    - iii. Publicity (Jennifer Lewis)-
      - 1. We lost one Twitter follower.
      - 2. Troy will be taking over Twitter.
    - iv. Ways and Means (Vacant)- none
    - v. PSP Advisory (Cory Williams)- none
- VIII. Old Business- None
- IX. New Business
  - a. Troy Knight completed his training.
  - b. Handshake Account- shadowing mentoring. Valerie will respond to those resumes. Troy has created an AOP account.
  - c. Social Media and Website- meeting with Troy, Valerie, and Jennifer to discuss transition. Valerie will set up.
  - d. Excel Training- We will discuss next year if there will be a charge. Associates Level Training will be offered next year to prepare you to take Excel certification exam after practicing using the College of Businesses' GMetrix Exam being provided to us for free by COB. There is a \$60 charge for becoming certified.
- X. Announcements
  - a. Everyone shared things that they were thankful for in lieu of announcements.
- XI. Adjournment (by motion) 1:00 p.m.
  - a. Linda 1<sup>st</sup>
  - b. Katie- 2<sup>nd</sup>
  - c. Motion passes.