

## **USM AOP Executive Meeting Minutes**

### **February 7, 2025**

- I. Call to Order and Roll Call
  - a. Meeting called to order at 10:03 am.
- II. Recognition of Guests or New Members
  - a. No guests or new members in attendance.
- III. Adoption of Agenda
  - a. Joyce Powell made a motion to adopt the agenda, Aretas Squire seconded the motion. Motion carried.
- IV. Approval of Minutes
  - a. Joyce Powell made a motion to approve the minutes from January 2025, Gayle Sollfrank seconded the motion. Motion carried.
- V. Inspiration
  - a. In uncertain times we will keep moving forward.
- VI. Communications
  - a. There were no communications to share.
- VII. Reports of Officers/Committee Chairs
  - a. Officer Reports
    - i. President Geneal Washam
      - 1. Our scholarship deadline has passed. The awards deadline is in April.
      - 2. Our Professional Development Day is in May
      - 3. Our new Community Service Chair is Mary Simmons.
    - ii. President-Elect Gayle Sollfrank
      - 1. Complete 2 Compete presentation on February 13 for in-service.
      - 2. Project and Time Management in-service in March.
      - 3. Stennis trip in April.
      - 4. Professional Development Day
        - a. Where can we get some silent auction items?
        - b. Food – Cindy to place food order. Coffee planned for the morning. Discussions to be online for lunch.
        - c. Gaye to send out a preliminary interest survey.
        - d. Save the Date will go out.
        - e. Geneal will reach out to Mayor Toby’s secretary about coming for a welcome.
        - f. Russ & Jamye to present about Coursera.
        - g. Schedule is tentatively set.
        - h. Geneal to reach out to someone regarding Yoga or other active workshop after lunch.
        - i. Registration Cost: enough to cover lunch and maybe a few dollars more. At least \$25-30.
    - iii. Vice President Aretas Squire
      - 1. Conference attendance survey results to be emailed out.

2. AOP flier/QR code is on display across campus.
  3. Possibly get an A-frame that can be put out.
  4. AOP Swag items – pens, stickers, cups, possibly bags and lanyards. Will get with 4Imprint for an artwork proof.
  - iv. Secretary Cory Williams
    1. The general meeting minutes will be ready by Wednesday next week so they can be approved at the general meeting.
    2. The hospitality committee will start working on gathering door prizes for PDS. We have six AOP Thank You marble paperweights for speaker gifts.
  - v. Treasurer Cindy Walker
    1. Financial report pending.
    2. Payment methods going forward: Cash, Check, AOP PayPal account
  - vi. Immediate Past President Joyce Powell
    - a. No report
  - 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. The deadline is April 25<sup>th</sup>.
    2. The student scholarship has closed. We will begin reviewing applications.
  - 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. Need to finalize pricing for t-shirt and polo so we can start taking orders. \$20 t-shirt, \$30 polo.
      - b. Geneal to hold shirts for pickup.
    2. WalkOns fundraiser in January. Users must bring in a flier they supply.
    3. Pizza Hut fundraisers are no longer cards. Their Give Back night is a 20% share, full day, all locations. They provide a code to be used in-store or with online orders.
  - xi. PSP Advisory – Cory Williams
    1. Will email Gayle update on approved PSP in-service events.
- 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 10:59 am.