

USM AOP Executive Meeting Minutes September 4, 2024

- I. Call to Order and Roll Call
 - a. Meeting called to order at 2:09 pm.
- II. Recognition of Guests or New Members
 - a. No guests or new members in attendance.
- III. Adoption of Agenda
 - a. Agenda adopted,
- IV. Approval of Minutes
 - a. No minutes for approval.
- V. Communications
 - a. Secretary Williams read a card sent in by Cindy Walker.
- VI. Reports of Officers/Committee Chairs
 - a. Officer Reports
 - i. President Geneal Washam
 1. The AOP website will be updated. President Washam to appoint a Publicity chair to replace Dena Temple.
 2. Golf Tournament involvement is pending participation next year.
 3. Jennifer Lewis is resigning from the University. We would get something for her to recognize her contributions to AOP.
 4. Dena Temple is retiring in January. We would like to do something for her.
 - ii. President-Elect Gayle Sollfrank
 1. Akim Gilliam to talk about his work in Career Services and the upcoming off-campus job fair. Will work with him to potentially schedule for Sept. 11 at lunch.
 2. Other workshop ideas
 - a. Looking for some outside speakers
 - b. David Tolbert – Conflict Resolution
 - c. One talk about AOP – More membership drive than workshop
 - d. PSP workshop in the spring
 3. Please send any ideas you have.
 - iii. Vice President Aretas Squire
 1. We need more engagement. Seventy-five emails have been set out regarding membership renewal, one response but not paid.
 2. Potentially do something with an event already occurring, possibly visit departments with donuts and leave fliers (different department every month).
 3. Revamped our brochure and will send out shortly for review.
 - iv. Secretary Cory Williams
 1. Will attempt to have minutes draft out next week.
 - v. Treasurer Cindy Walker

1. Financial Report 6/1/24-7/31/24
 - a. Total Accounts Balance: \$6,804.46
 - b. Detailed report attached.
2. Will be working on a budget for the year.
3. President Washam is interested in the possibility of us getting t-shirts, an AOP tablecloth, and maybe pins or pens. Possibly get name badges for officers.

VII. New Business

- a. Look into scheduling a spring Professional Development Seminar, either hosted for MAEOP or just for our members.

VIII. Announcements

- a. Our special election resulted in Gayle Sollfrank as President-Elect and Aretas Squire as Vice President.
- b. Save the Date
 - i. AOP Member Appreciation and Officer Installation – TBD
 - ii. MAEOP Annual Conference – TBD
 - iii. NAEOP Annual Conference – July 13-16, 2025 in Charleston, SC.

IX. Adjournment

- a. Meeting adjourned at 2:57pm.

USM AOP Financial Report

September 4, 2024

Effective 6/1/24 thru 7/31/24

USM Budget	\$2,252.20
Checking Account	\$2,906.26
Comcast Funds	\$1,646.00
Total Balance of all accounts	\$6,804.46

Income to Checking:

Interest Earned for Jun-Jul	\$1.28
Membership Dues	\$50.00
Total Income to Checking:	\$51.28

Expenses from Checking

Pine Belt Trophy	\$85.97
Pier 98	\$594.00
Baptist Student Union	\$50.00
Total Expenses from Checking	\$729.97

Expenses from Budget:

USM Photo Services	\$80.00
NAEOP Expenses for Geneal Washam	\$920.05
Total Expenses from Budget:	\$1,000.05