

USM AOP General Business Meeting
February 7, 2024

- I. Call to Order and Roll Call
 - a. Call to Order – 11:31 am
 - b. Roll Call – Joyce Powell, Mary Maner, Cindy Walker, Chiquila Dolison, Geneal Washam, Jennifer Lewis
- II. Recognition of Guests or New Members - None
- III. Adoption of Agenda – Dajaneir – 1st, Cindy & Geneal – 2nd
- IV. Approval of Minutes – Dena – 1st, Cynthia – 2nd
- V. Inspiration (Joyce Powell, President)
 - a. RECAP of Agreements 1 & 2
 - b. The Four Agreements (Part 3)
 - i. Don't make assumptions.
 1. Can lead to unnecessary suffering.
 2. Creates emotional turmoil (personal example given by Joyce)
 3. Find the courage to ask questions and to express what you really want.
 4. Communicate with others as clearly as you can to avoid misunderstandings, sadness, and drama.
- VI. Communications – Thank You card received from Cynthia Crosby
- VII. Reports of Officers/Committee Chairs:
 - a. Officer Reports:
 - i. President (Joyce Powell) – No Report
 - ii. President-Elect (Geneal Washam)
 1. In-Service
 - a. Fall 2023 – 4 In-Service events.
 - b. Spring 2024 – Presenter Follow-up.
 - c. Goal to be strategic in presenters.
 - Any ideas/topics/presenters can be forwarded by email to Geneal.
 - d. Joyce informed that a community member contacted her regarding hosting a Health Forum on the Gulf Park campus.
 - March 7th – tentative date
 - iii. Vice President (Mary Maner)
 1. Membership – Slow but sure
 - a. Fall 2023 – 8 new members.
 - b. Renewal reminders will be sent out soon.
 - c. Active members – 42
 - d. Don't forget to pay your USM AOP dues for the 2023-2024 year!
 - iv. Secretary (Chiquila Dolison) – No Report
 - v. Treasurer (Cindy Walker)
 1. Budget Report
 - a. **Financial Report Effective 10/1/23 thru 12/31/23**

- b. **Total Balance of all accounts: \$7,828.12**
 - c. **Total Income to Checking: \$2,049.92**
 - d. **Total Expenses from Checking: \$2,631.97**
 - e. **Income to Budget: \$1,625.00**
 - f. **Total Expenses from Budget: \$1,593.25**
2. Affiliations Report
- a. We are currently taking nominations for Educational Office Professional of the Year and Educational Administrator of the Year. The nomination forms and guidelines are on the USM AOP website. The deadline to nominate is May 1st.
 - b. We will review the applicants for the student scholarship later in February and announce the recipient at the next meeting.
- b. Committee Reports:
- i. Community Service (Jennifer Lewis, Gayle Sollfrank)
 - 1. Summary of Projects from Fall 2023
 - a. Funds Raised
 - Senior Christmas \$250 raised – Items delivered by Gayle.
 - Forest Cancer Center Snack Fund \$380 raised – Items delivered by Cindy.
 - Coats of Caring – Over 45 coats and additional outdoor wear donated for our international students.
 - Cards of Caring – Mary delivered our cards to the Armed Forces Retirement Center Biloxi.
 - Home baked for the Holidays – 15 desserts delivered.
 - b. Thanks
 - Thanks to Marion Jones and Kimberly Wyatt for these two great ideas.
 - Thanks to Gayle Sollfrank and Cindy for delivering our purchases.
 - Thanks to Wesley for helping us with logistics with our Coats for Caring and Home Baked for the Holidays projects.
 - 2. The committee met on Thursday, February 1st, to plan the Spring community service initiatives:
 - a. February
 - Wear Red Day – supporting women’s heart health.
 - Random Acts of Kindness 11th – 17th – Send a selfie!
 - b. March
 - Adopt a Family
 - c. April/May
 - Study Packs for International Students
 - d. Semester-long Initiative (2/5/24-6/5/24)
 - Canned Food (People and Pets) Drive
 - We will have three donation boxes placed at Cook Library, Payne Center, and Scianna Hall

- Jennifer will create an Amazon Wishlist for AOP. The donations from the Amazon Wishlist will be delivered to Gayle's office. This will help us to track the amount of donations we receive before distributing to the pantry.
 - Donations will go to:
 1. People Food
 - a. USM Pantries
 - b. Wesley Pantry
 2. Animal Food
 - a. North Star Rescue
 - b. Hub City Humane Society
 3. Marketing
 - a. USM AOP Facebook/Instagram (Alexis will post)
 - b. Next Door*
 - c. Reddit*
 - d. Facebook Groups*
 - e. (*Jennifer will post)
3. Mary added the following:
- a. Veterans/HC Christmas cards to the Biloxi Armed Forces Retirement Center were super awesome, and I am looking forward to doing it again as it was well received and appreciated.
 - b. Valentine's Day card idea – Mary & Jennifer
- ii. Gulf Coast (Dajaneir Thompson)
1. The committee met on January 31st and discussed the following:
 - a. Women's Health Forum – March 7th at 11:30 AM, Gulf Park Campus
 - Panel
 - Location: Science Building, Rm 102, seats 60 people
 - Virtual option
 - Reaching out to schools to sponsor lunch.
 - b. AOP Social – March 27th – Gulf Park campus
 - Bring lunch.
 - Dessert swap
 - Joyce – someone to organize to host AOP Social on the Hattiesburg campus and open to anyone. If you would like to organize this, please contact Joyce.
 - c. Stennis Visit
 - Partner with the Staff Council to host a meeting on April 4th from 9:30 – 11:30 AM.
 - Open to all staff and faculty.
 - Guest speaker then tour.
 - Site access – US citizen Name per your Driver's License needed two weeks in advance.
 - Further details to come.

- iii. Publicity (Dena Temple)
 - 1. We continue to add content to the website, particularly from the Community Service projects, over the holidays.
 - 2. The same material was added to our social media pages, as well as several “Wear Red Day” posts – 2 participants.
 - 3. Alexis Cato will take over the maintenance of the social media pages, so we will need to add her as an admin.
 - 4. Our next issue of “The Voice” is in production and should be out before the end of the month. Please respond to requests for information for the newsletter.
 - 5. Joyce – USM AOP NAEOP goal is to win the awards for Website and Newsletter. March 1st is the deadline – help support goals.
 - 6. Geneal – Send information regarding Spring programs for the Newsletter.
 - 7. “What AOP means to you?” survey has generated about a 20% participation rate. An email was sent with the survey requesting information – Members, please respond.
- iv. Ways and Means - Fundraising (Mary Maner)
 - 1. We are planning a “Split the Pot” fundraiser for the Spring semester. Stay tuned for more details.
 - a. Tickets for sale with tracking system of money and tickets
 - b. Chance to win money.
 - 2. Geneal – Silent auction as a fundraiser idea
 - 3. Dena – 50/50 drawing as a local church does this and gives away a huge amount every year by selling tickets for 4 weeks.
 - 4. Golf Tournament fundraiser N/A due to not enough participation.
- v. PSP Advisory (Cory Williams)
 - 1. There have been some minor changes to PSP requirements:
 - a. Part-time work experience has been defined in the guidelines.
 - b. Presenting at workshops has been increased to 2 association responsibility points.
 - 2. I have worked with Dena on updating our website. I have also been discussing the program with several members.
 - 3. PSP Update – National PSP Committee (oversee program)
 - a. Change was implemented to disband the committee – there is not enough work for the committee after the conclusion of this year.
 - b. Change wording on the requirement for part-time work to 29 or less per week – 6 years and full-time 30+ hours per week.
 - c. Change the keynote speaker from a different column on the form.

VIII. New Business

- a. Nominating and Elections Committee Appointment
 - i. Email Joyce to volunteer. If no one volunteers, then Joyce will reach out to members individually to serve on the committee.
 - ii. Need 1 chair + 2 members: Not a current officer and Not running for office.
 - iii. Nomination survey already prepared.

- iv. Emails will be sent in February to remain on the timeline.
 - b. Peggy Jean Connor Competition Submission – Update
 - i. \$1,000 award to support women’s advancement.
 - ii. The suggestion is for USM AOP to offer a professional development workshop.
 - iii. Brief survey (3 questions) link placed in chat and sent via email for feedback about details of the professional development workshop.
 - c. Feedback requested – Upcoming listening session with Dr. Paul
 - i. Changes on the Gulf Park campus
 - ii. A listening session appointment was scheduled with Dr. Paul for Joyce to speak with him regarding AOP – good and constructive feedback is needed to be delivered in this conversation.
 - iii. A brief survey was emailed to members to provide feedback for Joyce to discuss in the listening session appointment. Actively find ways to improve the university.
- IX. Announcements
 - a. AOP Scholarship Deadline – February 15, 2024
 - b. Save the Date:
 - i. MAEOP Annual Conference – June 6-7, 2024 – MS Gulf Coast
 - 1. Details coming soon.
 - 2. Professional Development and Networking at State level opportunities
 - ii. NAEOP Annual Conference – July 14-17, 2024 – Little Rock, AR
 - 1. Check with your supervisor for sponsorship.
 - c. Additional Announcements
 - i. Dajaneir selected to attend the Mississippi Women in Higher Education Conference at the end of February 2024. Workshop notes.
 - ii. Geneal promoted to Budget Manager for Student Life Connections beginning February 5th.
 - 1. Geneal stated, “It’s great to be able to do something you love every day.”
- X. Adjournment (by motion) – Adjourned at 12:17 pm
 - a. Dena – 1st
 - b. Cindy & Geneal – 2nd