

**USM AOP General Business Meeting**

**November 8, 2023**

- 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
  - a. New Members: Jennifer Larson, Taylor Williams, Crystal Tollible, Briana Dubaz, Sheena Davis
- III. Adoption of Agenda – Cindy – 1<sup>st</sup>, Cynthia & Maurine – 2<sup>nd</sup>
- IV. Approval of Minutes – Cynthia – 1<sup>st</sup>, Dena & Dajaneir – 2<sup>nd</sup>
- V. Inspiration (Joyce Powell, President)
  - a. The Four Agreements (Part 1) - Recap
    - i. Be Impeccable with Your Word
      1. In the things we say to others and the things we tell ourselves.
      2. Use language with integrity and authenticity.
      3. Speak the truth.
      4. Be honest with yourself and others.
  - b. The Four Agreements (Part 2)
    - i. Don't take anything personally.
      1. Takes intentionality (reflection) and practice every day.
      2. Nothing others do is because of you.
      3. What others say and do is a projection of their own reality.
      4. When you are immune to the options and actions of others, you won't be a victim of needless suffering.
- VI. Communications - None
- VII. Reports of Officers/Committee Chairs:
  - a. Officer Reports:
    - i. President (Joyce Powell) – None
    - ii. President-Elect (Geneal Washam)
      1. In-Service
        - a. Great semester with in-service (3 events) – Dr. Annulis, Jennifer Lewis, and Christian White
        - b. Feedback – Very informative, Amazing speakers, and Kickoff in Spring in advance.
        - c. 1 Event upcoming – Nov. 15<sup>th</sup> from 11:30-12:30 PM with Emily Holmes (last one of the Fall 2023 semester)
        - d. Joyce – Attendance combined under 50 attendees and last event was under 30 people
    - iii. Vice President (Mary Maner)
      1. Membership – We have 10 new members for Fall 2023.
    - iv. Secretary (Chiquila Dolison) - None
    - v. Treasurer (Cindy Walker)

1. Budget Report
    - a. **Financial Report as of 9/30/23**
    - b. **Total Income to Checking: \$60.84**
  2. Affiliations Report
    - a. AOP Member must nominate - The Office Professional of the Year and Educational Administrator of the Year nomination forms are posted on the USM AOP website under the Committees page, then Affiliations. The deadline to submit nominations is March 15, 2024.
    - b. The student scholarship for 2024-25 is available for application in the GO System. Staff can apply as either undergraduate or graduate. We made a few changes to the guidelines, which will be posted on the website soon. Awarded \$500 - \$250 each semester.
- b. Committee Reports:
- i. Community Service (Jennifer Lewis, Gayle Sollfrank)
    1. Updated community service web page- [Community Service | Association Office Professionals | The University of Southern Mississippi \(usm.edu\)](#)
    2. First meeting- 10/5/23
    3. Identified Fall initiatives.
      - a. Blessings in a Backpack - 16 backpacks with supplies distributed to international students. \*
      - b. Embracing Our Elderly - Purchasing gifts for Seniors at Bedford Petal. Raised \$250 of the \$250 goal.
        - Added 1<sup>st</sup> name cards to bags.
        - Kimberly Wyatt – added details.
      - c. Caring for Those Undergoing Chemo - Raising funds for the Forest General Cancer Center Snack Fund. Raised \$380 of the \$500 goal.
        - Marion Jones – added details.
      - d. Cards of Caring - cards for seniors on the coast, including veterans in nursing homes, for approximately 580 residents.
      - e. Coats of Caring - The campaign began with the goal of obtaining 20 coats\* with a local dry-cleaning business donating its services to clean the coats.
      - f. Cans for Collegiates Food Drive - seeking canned and boxed food donations for USM pantries on both campuses in collaboration with USM Wesley Foundation.
      - g. Home baked for the Holidays- collecting home-baked donations to distribute to our international students. \*
        - \*-in collaboration with USM Wesley Foundation and USM’s chapter of Sigma Alpha Lambda
      - h. Upcoming – Wesley Worldwide Wishes with USM Wesley Foundation – Marketing with a tree of student needs.
      - i. No need too small – ideas welcomed.
      - j. International Education Week – Reach out to an international student.

- k. Mary – writing veteran cards (600+ veterans) to distribute to campus units.
    - l. Karen Shaw – project collecting – plastic bags to be crocheted into mats for the homeless. Volunteers are needed for cutting strips.
  - ii. Gulf Coast (Dajaneir Thompson)
    - 1. The committee met on October 6<sup>th</sup>.
    - 2. Joyce Powell submitted a request for funding for the MAEOP Professional Development Seminar. The funding was approved and will allow Coastal USM staff members to attend the seminar, which will take place on November 17<sup>th</sup> on the Hattiesburg campus.
    - 3. Planning an AOP group visit to Stennis.
      - a. Plan to open to Staff Council and others who want to participate.
      - b. NASA security clearance required for visitor pass – US citizens and name on Driver’s License
        - Possible dates: December (the week after finals), February 12 (Mardi Gras break)
        - Dajaneir will confirm with the supervisor.
  - iii. Publicity (Dena Temple)
    - 1. **Website:** Every page of the AOP website was reviewed. Changes were proposed and accepted. Dena worked with several other committees to update their pages and forms, and the changes are complete.
      - a. If changes are needed, please contact Dena.
    - 2. **Facebook:** Posts (primarily through Facebook) were made concerning upcoming programs and the Homecoming Door Contest winners from the Gulf Park campus. If photos are available for the Hattiesburg winners, please send them to Dena.
    - 3. **Committee members:** We have not had a chance for a committee meeting yet, but we will shortly. I anticipate delegating the social media maintenance to others on the committee after this meeting.
    - 4. **Model Release:** Dena worked with Jennifer Lewis to create an AOL-specific Model Release form to obtain permission from photo subjects to use their images on the web and social media.
    - 5. If anyone notices any errors or would like to suggest changes, please contact Dena Temple at [dena.temple@usm.edu](mailto:dena.temple@usm.edu).
  - iv. Ways and Means - Fundraising (Mary Maner)
    - 1. Per the VP Report, a tremendous increase in membership numbers – Thank you!
    - 2. We didn’t participate in the Comcast Golf Tournament due to not having businesses participate as sponsors. Usually, due to lack of sponsorship.
    - 3. We are planning a raffle for the holidays (more information will be provided).
      - a. Be on the lookout to help share in raising funds for the raffle.
  - v. PSP Advisory (Cory Williams) - None

VIII. New Business

- a. Peggy Jean Connor Competition Submission

- i. Jennifer – recommended meeting offline to talk through this.
    - ii. Interested in a proposal.
    - iii. Email Joyce by the end of the day, 11/8
- IX. Announcements
  - a. Reminder – MAEOP Professional Development Seminar
    - i. November 17, 2023, on the USM Hattiesburg campus
    - ii. Registration was open until Friday.
    - iii. Panel discussion member needed ASAP.
      - 1. Topic of working remotely; skills gap; adapting to change; tailored toward office professionals in the workplace – last portion of the day timeslot.
      - 2. Contact Cindy Walker
    - iv. Joyce update - Funding provided for Coastal and CBED staff.
      - 1. Hopeful to expand next year to more staff.
      - 2. Email Joyce to request a template (request funding)
    - v. Collecting items for the USM Food Pantries
  - b. Floor open for extra issues
    - i. Jennifer recommended that people wanting to attend the MAEOP conference be sponsored with funds from the golf tournament.
    - ii. Send names and request to be reviewed by The Board of people who want to attend.
- X. Adjournment (by motion) – Adjourned at 12:28 pm
  - a. Mary – 1<sup>st</sup>
  - b. Cindy – 2<sup>nd</sup>