

USM AOP General Business Meeting
September 13, 2023

- I. Call to Order and Roll Call
 - a. Call to Order – 11:35 am
 - b. Roll Call – Joyce Powell, Mary Maner, Cindy Walker, Chiquila Dolison, Geneal Washam, Cory Williams
 - II. Recognition of Guests or New Members
 - a. Conner, Jalyynn, Emma, Vonetta
 - III. Adoption of Agenda – Mary – 1st, Cynthia – 2nd
 - IV. Approval of Minutes – None – Approved by Board during Board Meeting
 - V. Inspiration (Joyce Powell, President)
 - a. The Four Agreements (Part 1)
 - 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.
- VI. Communications
 - a. Recap of NAEOP Conference – Survey and Community Work; Clear mission, vision, and values
 - i. National Conference held in Omaha, NE
 - ii. Pam, Mary, and Joyce attended.
 - iii. Welcoming and relevant
 - iv. Encouraged members to apply for scholarships to attend 2024 with supervisor permission.
 - v. Highlights
 - 1. Jennifer Lewis presented AI – All in Your Life Now
 - 2. Joyce – served as Advisory Council Delegate
 - 3. Reviewed two requirements.
 - a. Professional Standards initials at the end of each name for each level – recommended not to add initial for every level & referred to PSP Committee for Digital Badge
 - b. Broaden the scope of scholarship requirements – voted to broaden the categories.
 - b. Recap of AOP Board Meeting – Involvement of members; Committee end of email
 - c. Share your good news here:
https://usmforms.formstack.com/forms/aop_share_your_news
- VII. Reports of Officers/Committee Chairs:
 - a. Officer Reports:

- i. President (Joyce Powell) – Given via the above information.
 - ii. President-Elect (Geneal Washam)
 1. In-Service
 - a. September 20th (Geneal's Birthday) at 11:30 AM via Teams or In-Person (RSVP) – Workshop by Dr. Heather Annulis – Building Trust in the Workplace NAB 107, USM Gulf Park Campus
 - b. October 4th AI presentation by Jennifer Lewis
 2. If you have any other professional development ideas, please submit them via the link provided in the Teams chat.
 - iii. Vice President (Mary Maner) – Recognition of new Drs. – Dr. Powell and Dr. Maner
 1. Membership – Recruitment and Retention focus; Support the Needs; See us grow!
 - iv. Secretary (Chiquila Dolison)
 1. Hospitality – Recap of items covered by Joyce above; Share good news via link.
 - a. Share Your News Form
 - Dajaneir – submitted.
 - Thinking of You – option as well may be added.
 - v. Treasurer (Cindy Walker)
 1. Budget report – Uploaded financial report to Teams chat.
 2. Affiliations report – Submit Office Professional of the Year and Educational Administrator of the Year via the website; Affiliated with NAEOP and MAEOP
- b. Committee Reports:
- i. Community Service (Jennifer Lewis, Gayle Sollfrank)
 1. Workshops, Events, and Services via links on the website.
 2. September 6th – Animals Critter Cuddle and Can Collection – ongoing through the month of October
 - ii. Gulf Coast (Dajaneir Thompson)
 1. Thank You!
 2. Promote AOP outside word of mouth.
 - iii. Publicity (Dena Temple)
 1. Social Media, Website, and Newsletter
 2. National Communication and Website awards
 - a. We will be an award-winning organization.
 3. The Voice Newsletter is to be distributed twice this year.
 - iv. Ways and Means (Mary Maner)
 1. Sending updates and reaching out for suggestions
 2. Split the pot idea.

3. Fundraising
- v. PSP Advisory (Cory Williams)
 1. Certificate Program and a way to get a raise at USM. Participate in this program, and don't leave money on the table.
 2. CEOE designation received by Cindy and Joyce.
 3. 1st Certification received by Geneal.

VIII. New Business

- a. Comcast Golf Tournament
 - i. October 28th – Golf Tournament Fundraiser at Canebrake Country Club – biggest fundraiser
 1. October 18th – Deadline to decide whether to participate or not.
 2. A couple of volunteers are needed for between 2-3 hours, depending on position.
 3. Funds from sponsors (as of now) between \$250 - \$2500 in the past
 4. Flyer shared via Teams chat.
 5. Contact Joyce (email to be sent with more information)
- b. Revamp/establish AOP Mission, Vision, and Values
 - i. Feedback via Ad Hoc committee
 - ii. To be revamped throughout the Fall and into the Spring
 - iii. Ad Hoc bylaws committee email to be sent by Joyce.
- c. Appointment of Bylaws Committee to review AOP bylaws.
- d. Committee sign-ups
 - i. Sign up here:

https://usmforms.formstack.com/forms/aop_committee_sign_up
 - ii. Points for Professional Standards program
 - iii. Committee meetings the month before the General Meeting

IX. Announcements

- a. Mrs. Pam via President – Leadership Support Recruitment
- b. Professional Development Seminar by MAEOP Fall 2023 (maybe November 17th)
 - i. USM AOP Hosting at Hattiesburg USM Campus
 - ii. 1 Day event
 - iii. Workshops and Speakers needed.
 - iv. Lunch to be served.
- c. Adopted Tag Line – We facilitate “C-P-R” for the staff member of The University of Southern Mississippi
 - i. C = Community Service
 - ii. P = Professional Development
 - iii. R = Relationship Building
 - iv. Graphic added to the website.
- d. Cindy – Seeing growth in USM AOP
- e. Dajaneir – Shout out to Joyce and Mary; it's Great to join!

- X. Adjournment (by motion) – Adjourned at 12:20 pm
 - a. Cindy – 1st
 - b. Dajaneir – 2nd