

## USM AOP General Business Meeting Minutes September 11, 2024

- I. Call to Order
  - a. President Washam called the meeting to order at 12:07 pm.
- II. Recognition of Guests or New Members
  - a. President Washam recognized guest Akim Gilliam and new member Mary Beth Simmons.
- III. Adoption of Agenda
  - a. Cindy Walker made a motion to adopt the agenda.
- IV. Approval of Minutes
  - a. No minutes for approval.
- V. Inspiration
  - a. President Washam gave the inspiration
  - b. "When you look good, you feel good, and you do good."
- VI. Communications
  - a. Secretary Williams read a card sent by Cindy Walker.
- VII. Reports of Officers/Committee Chairs
  - a. Officer Reports
    - i. President Geneal Washam
      1. Theme: "You have a village." Don't be afraid to ask for help. We will help you succeed.
      2. A brief review of the association committees was presented. If you are interested in serving as a chair or committee member, please let us know. A link to our committee page on the AOP site was shared.
      3. Congratulations to Gayle Sollfrank on her new position as Assistant Director of Finance and Operations for the Center for Faculty Development.
      4. We are moving to a combined workshop and business meeting each month for this year. We hope to have a few in person meetings, but virtual attendance will be available for those. Dates will be posted on the website.
      5. Our newsletter will hopefully come out in September. Please share any news or other information to be included.
      6. Please feel free to e-mail, call, or visit President Washam if you have any questions. Her office is on the second floor of the Union.
    - ii. President-Elect Gayle Sollfrank
      1. Working on scheduling speakers for the year. These will be announced as they come up. Please share any topic or speaker ideas you have.
    - iii. Vice President Aretas Squire
      1. We have two new members, Amy Batiste and Mary Beth Simmons.
      2. An updated AOP brochure will be coming out soon.
    - iv. Secretary Cory Williams
      1. No Report
    - v. Treasurer Cindy Walker
      1. Financial Report
        - a. Total Balance: \$6,804.46
        - b. Detailed report attached.
  - b. Committee Reports
    - i. Affiliations, Chair Cindy Walker

1. We have affiliated with NAEOP and MAEOP for the 2024-2025 year.
    2. Educational Administrator of the Year and Educational Office Professional of the Year forms will come out soon. Please nominate someone for these awards
  - ii. Gulf Coast, Chair Dajaneir Thompson
    1. No report.
  - iii. Publicity, Chair Dena Temple
    1. No report.
  - iv. Ways and Means, Chair Aretas Squire
    1. Working on a Fuzzy Taco fundraiser. Please share any fundraiser ideas you have.
  - v. Hospitality, Chair Cory Williams
    1. No report.
- VIII. New Business
  - a. Vice President Squire has made a beautiful Join AOP card. It is available upon request to share with potential members or departments.
- IX. Announcements
  - a. MAEOP Annual Conference – Dates TBD
  - b. NAEOP Annual Conference – July 13-16, 2025, in Charleston, SC. Please think about attending and start talking to your supervisor now if you are interested.
- X. Adjournment
  - a. Cindy Walker made a motion for adjournment. The meeting was adjourned at 12:26pm.

# 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
<b>Total Balance of all accounts</b>	<b>\$6,804.46</b>

## Income to Checking:

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

## Expenses from Checking

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

## Expenses from Budget:

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