

USM AOP Board Meeting
September 22, 2021
2:00 to 2:30 p.m.

- I. Call to Order and Roll Call (Sign-in sheet) 2:03 p.m.
 - a. Valerie Craig, Mary Maner, Joyce Powell, Cindy Walker, Troy Knight, Cory Williams, Pam Posey
- II. Recognition of Guests or New Members- Member- Pamela Posey
- III. Adoption of Agenda- (1st- Jennifer Lewis 2nd Valerie Craig)- Motion passed.
- IV. Approval of Minutes (previous minutes already approved via e-mail)
- V. Inspiration (Mary Maner, Interim President/Vice President)- keep doing what you are doing to help and serve to help each other to the next spot.
- VI. Communications- none received
- VII. Reports of Officers/Committee Chairs:
 - a. Officer Reports:
 - i. President (Interim President Mary Maner)-no report
 - ii. President Elect & In-Service (Mary Maner)-no report
 - iii. Vice President & Membership (Joyce Powell)-
 1. Dr. Annulis' presentation next week- flyer and invitation will be going out.
 2. Gulf Park Historical Society- October date (for the empty date on spreadsheet that Jennifer sent to Joyce)
 - iv. Secretary & Hospitality (Jennifer Lewis)-
 1. Changed Newsletter date to September 29th to help increase registrations for MAEOP PDS
 - v. Treasurer's (Budget) Report & Affiliations (Cindy Walker)
 1. Budget report
 - a. Financial Report
 - The Total Balance is \$7,415.26.
 2. Affiliation's report
 - a. Cindy is working on finalizing the Affiliations with State and National.
 - b. We are looking forward to Office Professional and Educational Administrator Awards for 2022.
 - c. We will be submitting last year's winners to MAEOP.
 - vi. Immediate Past President's Report (Valerie Craig)-no report
 - b. Committee Reports:
 - i. Community Service (Jennifer Lewis)- provided.
 1. Considering October and November events- dogs on campus and can collection.
 2. Spoke about Wesley Pantry to Zeta Tau Alpha (fraternity) [which I am a member of] on Sunday. Obtained \$100 cash donation- delivering it today to Wesley Foundation along with additional Blessings in a Backpack donations. Will post picture on our social media.
 3. Helped Wesley Foundation created Amazon Wishlist

4. https://www.amazon.com/hz/wishlist/dl/invite/4XJE1Nu?ref=cm_sw_em_r_un_un_5FSxu7gw1kdMN
 5. Asked Katie to change the address for the Blessings deliveries to my office should we get more donations so I can coordinate delivery to Wesley.
- ii. Gulf Coast (Joyce Powell)-no report
 - iii. Publicity (Jennifer Lewis and Troy Knight)- report submitted. Traffic down due to having already completed community service for August and September.
 1. announcement and announcement about Wesley Pantry.
 2. Twitter-38 followers. Increase tweets but decreased impressions as our campaigns concluded. Newsletter 63 online views; 5 subscribers; 20% opened. Will work on increasing followers.
 3. Instagram-204 followers. 154 posts. Ways and Means (Troy Knight)
 4. Website- updated Gulf Coast Committee page and moved Meeting page- working on uploading additional minutes.
 5. Facebook-still 130 followers. Highest traffic for AOP General Meeting
 - iv. Ways and Means- (Troy Knight)
 1. Westgate has committed to sponsoring.
 2. Jennifer taking gift card today. Mary will send hers. Cory will turn hers in. Cindy will do the last one.
 3. 4 volunteers already signed up.
 - v. PSP Advisory (Cory Williams)
 1. Spoke with Kameron Dale in HR. She is unaware of any proposed changes to the Education Enhancement Policy currently. PSP will still count for raises in the future.

VIII. Old Business- none

IX. New Business-

- a. Will need to discuss who will serve as Ways and Means as we move forward.

X. Announcements

- a. MAEOP PDS- October 1st- 8:30 a.m. to 4:30 p.m.
 - i. 20 MAEOP members get free registration. Still available.
- b. Valerie got notified that her application for graduation is accepted for May 2022.
- c. Joyce Powell will be participating in Leadership Gulf Coast.

XI. Adjournment (by motion) 2:37 p.m.- (1st Jennifer; 2nd Valerie)- meeting adjourned at 2:37 p.m.