

***USM AOP General Meeting***

*Via Teams  
May 25, 2021*

- I. **Call to Order and Roll Call:** Meeting called to order at 12:02 p.m.  
  
**The following were in attendance:** Troy Knight, Valerie Craig, Karen Shaw, Joyce Powell, Cindy Walker, Cory Williams, Jennifer Lewis, Linda Dorsey, Cathy Ventura, Marion Jones, Kimberly Wyatt, Mary Maner, Pam Posey, Mattie Payton, Melissa Carpenter, Ashley Jones and Ratonia Shaw
- II. **Recognition of Guests**
- III. **Adoption of Agenda:** (Motion-Linda Dorsey; Second- Jennifer Lewis). All in favor.
- IV. **Approval of Minutes:** April Special Meeting minutes will be reviewed by email and will approve via email.
- V. **Inspiration-**Take time to relax such as Valerie’s vacation to Mexico. Valerie will be providing a self-care presentation for an upcoming conference and will have an inspiration for the next meeting. Take in some nature to relax, slow down and appreciate what you have. Linda mentioned the Full Blood moon will be out.
- VI. **Communications-** We have a new section on the website to feature those who win awards. Valerie won the Partner of the Year Award from the Orientation and Transition Program for helping them with their mobile app.
- VII. **Reports of Officers/Committee Chairs:**
  - A. **Officer Reports:**
    - i. **President (Valerie Craig)-**
      1. *Newsletter-* It was submitted to NAEOP. However, it was not accepted for consideration for the award due to unclear rules. NAEOP provided feedback and funds were not refunded.
      2. *Awards Banquet-* do we want to try to start planning the banquet? Katie shared that we all need to get together. Valerie asked Cindy if we had funds to move forward financially. Cindy confirmed that we do have the budget to hold the banquet and noted in the past a small fee or donation could be requested. Location in past has been BSU, and we donate \$50. Gulf Coast members who cannot come hold their own reception at same time as ours, and we use remote technology. Cory noted we used IVN simultaneously, and we have done separate events with part of the board going to the coast to visit. Karen noted that she prefers the events to be held together. Mary noted this might our only chance to get together before there is another quarantine. June was suggested, but it was noted that the MAEOP conference will be the first week of June. Decided not to hold on a Friday or a Monday; and instead to hold it on a Thursday- Thursday the 17<sup>th</sup> of June at lunchtime. Schedule IVN. Reserve Library 203 or the North Academic Building. No restrictions on food on the coast. BSU considered off-campus so can use caterer. Karen suggested using North Complex on Coast. Joyce noted she would reserve one of the rooms depending on what is available. Linda suggested selecting a backup date- June 24<sup>th</sup>. Need to schedule a meeting to discuss budget, certificates, menu, pricing on menu, and programs. Cindy noted that she does not have access to AOP financials to discuss budget today. Valerie will look into catering prices per person. Guests can attend, but there is a charge. Valerie will call the BSU to reserve the date an hour before and after the time for setup with the meal to be served 11:30 to start program once meal complete thereby ending meeting by 1 p.m. Pam noted that we previously received a letter from the President to ask for permission for additional lunchtime. Valerie asked if anyone needed that, and no one noted that they needed such a letter. Pam noted we need to mention what AOP does while at the banquet, which we have included in the slideshow in the past.
      3. *MAEOP Conference-*
        - i. Scheduled for next week. Two presenters- Jennifer Lewis and Valerie Craig.

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- ii. We obtained so many giveaways that the bags will be filled with black and gold.
  - iii. We also sent a backpack with items as our door prize.
  - iv. We do need some gift cards for the favor bags. Valerie will get some to send to Naomi to put into bags in advance of conference. Jennifer provided one gift card. Cindy confirmed that we could reimburse Valerie for \$15 worth of gift cards.
  - v. Cory noted if additional items need to be included it is need by Tuesday. Additional items to include would be office supplies such as journal/notebook, sticky notes. Pam noted she had a few items. Cory will get the backpack back from Vivian to finish adding items and ribbon to decorate.
  - vi. Special thanks to Katie for the generous amount of Mary Kay Products she donated.
  - vii. Take any additional items to be included in backpack to Forest County Hall. Leave with Cory or to Valerie, as Cory is behind locked door.
  - viii. Linda will donate an x-large Southern Miss t-shirt.
  - ix. Conference will be Thursday and Friday.
  - x. Valerie will be leaving early. Cory will be there most of the week. Jennifer will be virtual. Pam will be joining Cory.
  - xi. Jennifer will ask Dr. Bubrig if we can have another t-shirt. Dr. Bubrig will provide an additional shirt and AAH gear.
  - xii. Melissa Carpenter thanked us on behalf of MAEOP.
  - xiii. Melissa and Pam noted they both hoped they would win the raffle basket.
  - ii. **President Elect** (Katie Kitchens)-no report.
  - iii. **Vice President** (Mary Maner)-no report
  - iv. **Secretary and Hospitality** (Jennifer Lewis)- no report
  - v. **Treasurer's Report and Affiliations** (Cindy Walker)-
    - a. *Awards*-AAs far as affiliations, we are in the process of notifying the Office Professional and Administrator of the Year. We have also chosen an AOP student scholarship award recipient. We must award the Administrator of the Year and the Office Professional of the Year at the Awards Banquet. The person nominating will be told to ask the individual to be sure to be there.
    - b. Student Scholarship-We have not invited the student scholarship recipient in the past. It was just offered so not accepted yet. Katie noted that we should invite the student since AOP can be joined by students. Jennifer agreed and noted that some students come work at USM upon graduation.
    - c. AOP will submit Office Professional and Administrator of the Year to State.
  - vi. **Immediate Past President's Report** (Melissa Coker)- no report
- B. Committee Reports:**
- i. **Affiliations** (Treasurer) (Cindy Walker)-Award recipients selected.
  - ii. **Budget** (Treasurer) (Cindy Walker)-no report.
  - iii. **Community Service** (Jennifer Lewis)-22 bags donated initially, 9 more bags- 33 bags and 11 boxes and a stroller donated to Fieldhouse of the Homeless and DAFS in collaboration with MAEOP, Staff Council, Sigma Alpha Lambda, and delivery help from Gamma Beta Phi. 11 study baskets for international students in preparation for the finals. Volunteer opportunities on Volunteer USM including transcribing documents from the Freedman's Bureau.
  - iv. **Gulf Coast** (Mary Maner)-Trip to coast was held in the past in the summer. Valerie noted we should do this before fall. Gulf Coast members were asked to think about date and location. Mary noted we could do a tour of the USM Coastal facilities at the Marine Education Center in Ocean Springs. Valerie noted MEC would be appropriate. Mary will work with Event Services and get it scheduled. Week of July 19<sup>th</sup> was proposed.
  - v. **Hospitality** (Secretary) (Jennifer Lewis)- n/a

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- vi. **In-service** (Pres-Elect) (Katie Kitchens)- no report
  - vii. **Membership** (Vice Pres) (Mary Maner)-no report.
  - viii. **Publicity** (co-Chairs Jennifer Lewis & Troy Knight)-
    - a. 167 people reached. 24 post engagement. 135 tweet impressions within the last 28 days.
    - b. On front page, we have the link to the MAEOP conference registration.
    - c. We do not have as many community events up. If you know of any, please let Troy know.
    - d. We have a section with links to the news articles that mention AOP.
    - e. Member Spotlight section also needs additional entries.
    - f. Jennifer is speaking at NAEOP- two sessions- she will send the info to Troy.
    - g. Troy will send David Tisdale info about our awards banquet and new officers for publicity.
    - h. Karen asked about posting events on Coast, and everyone agreed we need to post those items.
    - i. Pam noted she needed social media links. Jennifer sent mini newsletter to Pam that contains all the links.
  - ix. **Ways and Means** (Vacant)-
    - a. We need to appoint someone to oversee the Comcast Golf Tournament. Must get 4 volunteers as well as items for the auction.
    - b. Jennifer will enlist some additional folks from Sigma Alpha Lambda to volunteer at the tournament.
    - c. Volunteering the day of the golf tournament is fun. People who are there want to be there. Playing golf for charity and buy things at the front table.
    - d. Several shifts available to volunteer. Valerie volunteers right after lunch. Jennifer noted there is a meal after your shift.
    - e. We do not have the date yet. It is always in October.
    - f. Someone must attend the meeting on behalf of AOP. Someone can volunteer or someone can be appointed.
    - g. AOP makes money from people who sign up to play, as we get a portion of the proceeds. Ways and Means person can also hold fundraisers at Fuzzy's.
  - x. **PSP Advisory Committee Update** (Chair) (Cory Williams)-
    - a. Cory noted PSPs should not be affected by HR employee compensation structure.
    - b. However, we are not sure of all the info.
    - c. Cory noted she should be able to hold a presentation in July tentatively.
- VIII. Old Business-** It was noted that we will install officers at member appreciation.
- IX. New Business-** none
- X. Announcements-**
- i. Karen noted that we need to continue holding meetings or have the virtual meeting options to account for challenges that keep folks away from campus. Valerie noted that we can hold events both virtually and face-to-face. Virtual options have increased our participation- silver lining to COVID cloud.
  - ii. Pam noted that Mary Sumrall is very ill. Mary worked for President and Dr. Lucas. Mary went to UMC and had a tumor removed that was close to her bladder. Mary experienced complications and has begun chemotherapy to treat her ovarian cancer- stage 3. Pam sent her address to send Mary cards thinking about her to lift her spirits. Jennifer will get a card together if everyone will email her comments to write. Those that know her personally could call to get her address. Valerie will announce option to send message in card and will offer address to those close to Mary to send their own personal card.
  - iii. Jennifer mentioned that Rex Bomhold died earlier this month quickly. No services have been set up yet.
  - iv. Rebecca Malley is retiring. Becky is a long-time AOP member. We will get a card out to congratulate her as well. Emails need to be sent to Jennifer of what to write in card.
  - v. There are still spots available to attend MAEOP virtually.

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**vi.** Thanks to Joyce from Melissa for a great job overseeing elections.

**XI. Adjournment-** Motion by Karen Shaw and Second by Cindy Walker. Meeting is adjourned at 1:06 p.m.