

*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 Papp, Mary Board, Cindy Baker, Nequita Dolison, General
- V. Inspiration (

- 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.

