

MISSOURI ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

EXECUTIVE BOARD MEETING

Saturday, June 5, 2021

CALL TO ORDER

The 2021-2023 Executive Board Meeting of the Missouri Association of Educational Office Professionals took place on Saturday, June 5, 2021 at Stoney Creek Hotel, Columbia, MO. After a quorum was established, President Michelle Doering, CEOE, called the meeting to order at 12:30 p.m.

INTRODUCTION & REPORTS OF ELECTED OFFICERS

President-Elect	Open
Vice President	Lisa Shelton, present; no report.
Recording Secretary	Pam Hecker, absent; no report.
Treasurer	Robin Weaver, absent. President Doering asked for a motion to keep the bank account at USBank. A motion was made by Marie Freeman and a second by Pam Steele, CEOE, to keep the bank account at USBank. Motion passed.
Board Members	Tory Copeland, present; no report. Tamika Duncan, present; no report.
Immediate Past President	Marie Freeman, present; no report.
President	Michelle Doering, CEOE, present; no report.
Parliamentarian	Susan Brooker, CEOE, present.

INTRODUCTIONS AND REPORTS OF STANDING COMMITTEES

Affiliations	Lisa Shelton, no report.
Auditing	Janet Little, absent. Kim Brannon, CEOE, noted that Janet and Shelley Stokes will be meeting soon to complete the audit.
Budget	Robin Weaver, absent. President Doering noted that a budget needed to be approved for 2022. A motion was made by Marie Freeman to approve the 2021 budget as the budget for the 2022 year; second by Tory Copeland and the motion passed.
By-Laws/Handbook	Pam Steele, CEOE, present; no report.
Membership	Lisa Shelton, present; no report.
Nominating	Marie Freeman, present; no report.

INTRODUCTION AND REPORTS OF SPECIAL COMMITTEES

District Co-Coordinators	Annette Miller, CEOE, and Iris Maxwell, CEOE, present; no report.
District #1 Co-Directors	Susan Brooker, CEOE, and Pam Steele, CEOE; present; no report.
District #2 Director	Jorene Brooks, CEOE, present; no report.
District #3 Director	Absent; no report

District #4 Director	Marie Freeman, present, no report.
District #5 Director	Robin Weaver, absent; no report.
Historian	Open
Legislative	Tamie Francis, CEOE, absent; no report.
MAEOP Show-Me Newsletter	Sally Ellrich, CEOE, absent; no report.
Minutes Approval	Open
NAEOP State Membership Chair	Pam Steele, CEOE, present; no report.
Parliamentarian	Susan Brooker, CEOE, present; no report.
Professional Standards Program	Susan Brooker, CEOE, present; no report.
Promotions	Carol Parker, CEOE, and Tami Francis, CEOE, absent; no report.
Website Committee	Tory Copeland and Tamika Duncan, present; no report.
Screening National Office	Kim Brannon, CEOE, present; no report.
Professional & Administrator	
North Central Area Prof. Dev. Day	Iris Maxwell, CEOE, and Annette Miller, CEOE, present. Marie Freeman noted Minnesota has disbanded and they are looking for someone to host the 2021 Professional Development Day
2020 MAEOP 81 st Fall Convention	President Doering, noted it was a successful virtual conference.
2021 MAEOP 79 th Spring Workshop	Susan Brooker, CEOE, and Pam Steele, CEOE, noted that it was also a good conference.
Installation/Prof. Development Day	President Doering noted it was a successful day/event. Thanks to all who participated and coordinated the event.
2021 MAEOP 82 nd Fall Conference	Kim Brannon, CEOE, present; reported the conference will be held September 30-Oct 2, 2021 at Lodge of the Ozarks in Branson, MO.
	A motion was made by Pam Steele, CEOE, and a second by Tamika Duncan, to set the conference registration at \$95. Motion passed.

RECOGNITION OF AFFILIATED ASSOCIATION PRESIDENTS

None.

READING OF COMMUNICATIONS

Marie Freeman noted that Tena Shelton recently lost her mother-in-law. Lisa Shelton, on behalf of MAEOP, will send a sympathy card.

UNFINISHED BUSINESS

Marie Freeman discussed the nomination process for Office Professional of the Year after seeing how many other states complete the process. She is going to send the information to President Doering for review and further discussion.

Lisa Shelton, along with Annette Miller, CEOE, reported the years of service pins and lanyards are in and ready to be distributed. Past President, Marie Freeman, was presented with her lanyard and pins for 10 years of service. And all members who have completed one year of service will receive the lanyard and years of service and at the

They will be distributed at the Fall Conference to members who have years as services as follows:

- 1 yr. of service - lanyard
- 5 yrs. of service – sapphire
- 10 yrs. of service – crystal
- 15 yrs. of service – ruby
- 20 yrs. of service – emerald
- 30 yrs. of service – light green
- 40 yrs. of service – garnet
- 50 yrs. of service - gold

Iris Maxwell, CEOE, and Annette Miller, CEOE, will present Dorothy Bertrand with her 50 yrs of service pins and lanyard.

NEW BUSINESS

A motion was made by Marie Freeman and a second by Tory Copeland to select President Doering as the Missouri delegate at the National Conference. Motion passed.

ANNOUNCEMENTS

Michelle Doering, CEOE, announced Sue Roesch, CEOE, will be retiring in 25 days. Congratulations Sue!

ADJOURNMENT

President Michelle Doering, CEOE, adjourned the meeting at 1:06 PM.