

**Missouri Association of Educational  
Office Professionals Business Meeting  
Minutes  
Friday, October 1, 2021 3:30 PM**

I. Call to Order

The Fall 2021 Business Meeting of the Missouri Association of Educational Office Professionals took place on Friday, October 1, 2021 at Lodge of the Ozarks, Branson, Missouri in their Club Meeting Room.

The meeting was called to order by Michelle Doering, CEOE at 3:42 pm. A quorum was reached. The organization was welcomed by President Michelle Doering. President Doering introduced the Executive Board

II. INTRODUCTIONS AND REPORTS OF ELECTED OFFICERS

- A. President-Elect .....Open
- B. Vice President .....Lisa Shelton  
Has made herself available for the President, see attached submittal
- C. Secretary... .....Pam Hecker, CEOE  
Have made myself available for the President, Report of April 2021 Spring conference will be presented as soon as Minutes are available and will be sent to the organization.
- D. Treasurer... .....Robin Weaver

Past Treasurer and herself met in Summer 2021 to convert the duties and responsibilities.

Has made herself available for the President, Treasurer's Report was presented at the Executive Board Meeting 9/30/2021, see attached submittal

- E. Board Members .....Tamika Duncan, Tory Copeland  
Have made themselves available for the President. President Doering's Letter was uploaded and image changed on MAEOP website, Facebook was updated with photo from 6/4-5 Installation, Newsletter, new members and photo updated on MAEOP website, Membership info and form updated on MAEOP website; adjustments made to the overall appearance of MAEOP website, Fall 2021 Conference registration packet added on MAEOP website, Fall 2021 Conference registration packet added on Facebook, Lorraine Rigsby's 100<sup>th</sup> birthday. See attached submittal

- F. Immediate Past President .....Marie Freeman  
President -Elect position remains open. One full year left to go in term. I have fulfilled my duties, see submittal.

- G. President .....Michelle Doering, CEOE  
Thankful for serving as the President for the 2021-2023 term. Shared about the meeting for first in-person meeting in Columbia over 1.5 years. PSP points were earned. Theme for the term is "The Keys to Success: Vision, Strength and Growth." Shared who was installed. See submittal from Michelle

- H. Parliamentarian .....Susan Brooker  
Have made herself available, see attached submittal

III. INTRODUCTIONS AND REPORTS OF STANDING COMMITTEES

- I. Affiliations .....Lisa Shelton

Only 2 affiliations received at the present time – Dogwood Hills AEOP and Gateway AEOP. Lisa will reach out to the District Directors and ask for status of groups in their Districts. Please reach out to your affiliation if they will be joining. Form is available on the website. See attached submittal.

- J. Auditing.....Janet Little, CAP  
Janet Little , Shelly Stokes, and Carol Parker looked at the 2019-2020 financial records and all records appear in good standing. See attached submittal.
- K. Budget.....Robin Weaver  
Budget was presented, One side is Treasurer’s report, other side is the budget. totals reflect amount as of 9/29/2021. See attached submittal
- L. By-Laws/Handbook.....Pam Steele, CEOE  
Committee will be working on some possible changes with regards to the delegates to the NAEOP annual conference and establishing a quorum for Executive Board meetings. Kim Brannon and Debbie Guy are on the committee. Not sure if Debbie has renewed her membership as of this meeting. See attached submittal
- M. Membership... ..Lisa Shelton, CEOE  
In order to streamline membership process, reduce paper files and maintain historical membership records, Lisa will be working, along with the Executive Board, a method to digitize records and move to an online membership registration system. With the reduction of paper files , when a new membership chair is elected, this will negate the need to transfer and store boxes of files. This also eases the ability to share information through the Executive Board as needed from time to time. 2021-2022 membership to date is  
  
New – 15  
  
Retirees – 6  
  
Renewal – 34  
  
Total – 55  
  
Last year we had approx. 70-72. See attached submittal
- N. Nominating... ..Marie Freeman  
Still looking for a President Elect to complete the Executive Board. Interested candidates will begin as soon as possible. She will also begin working on 2023-2025 board. Any interest in being part of the Board, please let Marie know. You will be mentored throughout your time to ensure the success of our organization. See attached submittal

III. INTRODUCTIONS AND REPORTS OF SPECIAL COMMITTEES AND OFFICERS

- A. District Co-Coordinators Annette Miller, CEOE, Iris Maxwell, CEOE  
See attached submittal
  - 1. District #1 Co-Directors Susan Brooker, CEOE, Pam Steele, CEOE  
Reports were given for CCAEOP- President Tina Fowler. Cass County AEOP Meets 3 times per year, conduct various fundraisers to support scholarship fund. Each year they work to reward a scholarship to a senior in each participating school

district that has a member in their organization. Their goal is to award a minimum of a \$500 scholarship each year. If funding is available, scholarship amounts may increase. They also work to raise funding/ and or collect products needed to organizations within the community. Past projects include: making pillowcases for children in the hospital, gathering and donating supplies for backpack programs, gathering and donating supplies to a local pet organization, sharing fundraising profits with cancer organizations, and many more. Their goal is to return to in-person meetings, raise enough funds to award outlined scholarships to deserving seniors and continue the organization with strong membership and leadership.

IAEOP – Independence AEOP-President April Claphan. They are very excited to get started this year. They are going to meet in person with dinners and art projects so they are in larger settings. They are also going to try something different with a monthly newsletter and will do invites for get togethers. They have approx.. 20 members and are getting ready to do a membership push here shortly hoping for membership numbers to go up.

NWAEOP-Northwest AEOP-President Emmy Brown. They have approx. 20 members They are primarily a social group that meets twice a year to discuss school related topics. Information about workshops and conferences are distributed to their members as it arrives. Their scholarship is funded through donations, dues and raffles. In the spring, they award a \$100 scholarship to a senior entering the business field.

See attached submittal

2. District #2 Director..... Jorene Brooks, CEOE  
Unable to attend-has not met since COVID, her daughter was getting married next weekend.
  
3. District #3 Director...                                    ~~OPEN~~-position-filled by Shelly Stokes  
After discussion and a bit of a twisting of the arm, Shelly volunteered . Have not met since pandemic begun. Earlene passed away due to COVID, who was primarily the groups coordinator of booking the location for the meetings. Their group dDid a conference kind of call, There are approx. 5 members of their association.
  
4. District #4 Director.....Marie Freeman  
They have one local association-Dogwood Hills AEOP. Sally Rickert is President and Marie Freeman is Vice President. They have a total of 7 members. They will again sell shirts at the football games. They are hoping to be able to earn more funds for scholarships, were unable to last year. They do have some funds in the bank that they may look into using so that scholarships do not have to be forgone.  
See attached submittal
  
5. District #5 Director.....Robin Weaver  
Encompasses 20 counties with 2 local affiliations – GWAEOP and SLCAEOP- reports presented for both affiliations,

GWAEOP President- Tami Francis. Their association finished with 27 members, Executive Board positions are all filled, general meetings are scheduled for 10/25/21, 2/7/22 and social event on 4/7/ 22. A Service Project and possible fundraiser are being developed for the year.

SLCAEOP Leadership Board is not fully established for the 2021 year.

- B. Historian.....Heika Janis
  - 1. Report was presented by Heika and this convention was her first convention  
See attached submittal
- C. Legislative.....Tamie Francis, CEOE  
An Executive Order was issued by August 27, 2021 Governor Parsons regarding retirees and their ability to work in the school districts. Continued effect of over 550 hours of retired staff.  
  
Monthly retirement benefit can now be comparable to a same sex partner.  
  
In event of divorce, the amount can pop up to amount as based on single status.  
  
Proposed Legislation was shared regarding Senate Bill 608. The  
  
See attached submittal

Discussion on Eric Schmidt’s Class Action Lawsuit for all school mask mandate.

- D. *MAEOP Show-Me Newsletter* .....Sally Ellrich, CEOE  
A newsletter was sent to the General Membership by Sue Roesch in May 2021. Any information for the upcoming newsletter that will be sent out in November or December 2021 should be sent to [ellrichs@msdr9.org](mailto:ellrichs@msdr9.org) See attached submittal
- E. Minutes Approval.....Position filled by Shelly Stokes  
Minutes for April business meeting, no quorum was reached, so they will be sent out for approval. No action was completed due to no quorum. Minutes can be sent out to the members.
- F. NAEOP State Membership Chairperson.....Pam Steele, CEOE  
70 members from the state of MO. Membership forms available for anyone wanting to join, see attached submittal
- G. Parliamentarian.....Susan Brooker, CEOE-  
Have reviewed the handbook and bylaws. No report
- H. Professional Standards Program (PSP).....Susan Brooker, CEOE  
During the time period from March through September 2021, 2 individuals received their PSP certificates –  
  
Kerri Stultz-received bachelor’s degree certificate on 4/22/2021  
  
Stephanie Besll received her bachelor’s degree certificate on May 16, 2021. See attached submittal

- I. Promotions.....~~Carol Parker, CEOE~~ Tamie Francis, CEOE  
Information shared of possibly making notepads,

Tamie Francis is taking over as the Promotions Chair, the year did not go as planned, needing volunteers for the committee, see attached submittal

- J. Website Committee.....Tamika Duncan, Tory Copeland  
Included on one report, making the Facebook page more active. Any submissions can be emailed to either. Click on the 3 dots up in upper right hand corner for more postson Facebook

- K. Screening National Office Professional & Administrator... ..Kim Brannon, CEOE  
Applications for nominations were due the day before 9/30/2021. Administrator of the year – Dr. Tim Pecorarro from Pattonville School District, nominated by Michelle Doering. Floor opened up for other nominations, eligibility stipulations were shared, no other nominations were made , Iris Maxwell moved to approve nomination as MAEOP Administrator of the Year, Susan Brooker seconded the nomination. All I's no nays.

No previous nominations were presented for Office Professional, eligibility stipulations were shared, Qualified candidates include Michelle Doering, Robin Weaver, Pam Hecker. Annette Miller still meets requirements. Michelle Doering nominated Pam Hecker, Robin Weaver seconded the nominations, no other nominations were presented. All I's, no nays. Kim will get information to Pam Hecker.

- L. North Central Area Professional Development Day... Iris Maxwell, CEOE, Annette Miller, CEOE  
Minnesota is disbanding. See attached submittal

- M. 2022 MAEOP Spring Workshop / Conference  
Susan Brooker, CEOE and Pam Steele, CEOE  
Will be held March 31-April 2, 2022, at Stoney Creek Hotel, Independence, MO. See attached submittal.

This is the third time the event has been scheduled but had to be cancelled due to COVID. Taking suggestion on topics anyone would like to be shared at the Conference.

- N. Installation/ Professional Development Day - was an in-person event. June 5th, 9am - 2pm at Stoney Creek Hotel, Columbia, MO. PSP points earned, Theme was keys to Success-Vision Strength and Growth,. Michelle Doering installed as president, Lisa Shelton installed as Vice President, Pam Hecker installed as Secretary-virtually, Robin Weaver installed as Treasurer, virtually, Tori Copeland and Tamika Duncan-Board Members, Susan Brooker Parliamentarian

- O. 2021 Fall Conference .....Kim Brannon, CEOE 21 registered members, 2 guests registered, 4 first timers, 8 past presidents. Dinner tonight, more classes available tomorrow

- IV. RECOGNITION OF AFFILIATED ASSOCIATION PRESIDENTS-Shelly Stokes, Robin Weaver
- V. READING OF COMMUNICATIONS –Birthday wishes for Mary Rigsby Christensons' mother Lorraine Rigsby. Note from Marie Freeman regarding love and support from her mom and dad's passing. Pam Hecker, CEOE
- VI. UNFINISHED BUSINESS-none

VII. NEW BUSINESS-none

VIII. ANNOUNCEMENTS-none

IX. ADJOURNMENT

Meeting adjourned at 4:26 PM