

MISSOURI ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

EXECUTIVE BOARD MEETING Minutes

Thursday, September 30, 2021 7:00 PM

CALL TO ORDER

The 2021-2023 Executive Board Meeting of the Missouri Association of Educational Office Professionals took place on Thursday, September 30, 2021, at Lodge of the Ozarks, Branson, MO. After a quorum was established, President Michelle Doering, CEOE, called the meeting to order at 7:22 pm.

INTRODUCTION & REPORTS OF ELECTED OFFICERS

President-Elect	Open
Vice President	Lisa Shelton, absent; report to be presented at the General Assembly
Recording Secretary	Pam Hecker, present, Minutes for the Executive Board were presented and handed out. No corrections needed. Minutes stand as presented.
Treasurer	Robin Weaver, present, provided Treasure’s Report, Money Market account and Checking Account, Itemized income, Itemized Disbursements all with ending dates of 9/29/2021 Balance standing at \$35,173.24
Board Members	Tory Copeland, present; Report to be presented at the General Assembly. Tamika Duncan, absent; no report.
Immediate Past President	Marie Freeman, present; Report will be presented at the General Assembly.
President	Michelle Doering, CEOE, present; Report will be presented at the General Assembly.
Parliamentarian	Susan Brooker, CEOE, present.

INTRODUCTIONS AND REPORTS OF STANDING COMMITTEES

Affiliations	Lisa Shelton, absent, no report.
Auditing	Janet Little, CAP, absent. No Report
Budget	Robin Weaver, Present; Budget presented to date.
By-Laws/Handbook	Pam Steele, CEOE, present; Report will be presented at the General Assembly
Membership	Lisa Shelton, absent; no report.
Nominating	Marie Freeman, present; Report will be presented at the General Assembly.

INTRODUCTION AND REPORTS OF SPECIAL COMMITTEES

District Co-Coordinators	Annette Miller, CEOE, and Iris Maxwell, CEOE, present; Report will be presented at General Assembly.
District #1 Co-Directors	Susan Brooker, CEOE, and Pam Steele, CEOE; present; Report will be presented at General Assembly.
District #2 Director	Jorene Brooks, CEOE, absent; Annette Miller received report and will be presented at General Assembly.
District #3 Director	Open; no report
District #4 Director	Marie Freeman, present, Report will be presented at General Assembly.
District #5 Director	Robin Weaver, present; Report will be presented at General Assembly.
Historian	accepted position. Heike Janis
Legislative	Tamie Francis, CEOE, absent; Report sent and will be presented at General Assembly.
MAEOP Show-Me Newsletter	Sally Ellrich, CEOE, absent; Report sent and will be presented at General Assembly.
Minutes Approval	Shelley Stokes volunteered to fill position
NAEOP State Membership Chair	Pam Steele, CEOE, present; report will be presented at General Assembly.
Parliamentarian	Susan Brooker, CEOE, present; Report to be presented at General Assembly.
Professional Standards Program	Susan Brooker, CEOE, present; Report to be presented at General Assembly.
Promotions	Carol Parker, CEOE, and Tami Francis, CEOE, absent; Report will be presented at General Assembly.
Website Committee	Tory Copeland, present and Tamika Duncan, absent; Report will be presented at General Assembly.
Screening National Office Professional & Administrator	Kim Brannon, CEOE, present; no report.
North Central Area Prof. Dev. Day	Iris Maxwell, CEOE, and Annette Miller, CEOE, present. Report will be presented at General Assembly along with a song and dance routine
Installation/Prof. Development Day	President Doering noted it was a successful day/event on June 5, 2021 @ Stoney Creek.
2022 MAEOP 80 th Spring Workshop	Susan Brooker, CEOE, and Pam Steele, CEOE, March 31-April 2, 2022 at Stoney Creek Hotel 18011 Bass Pro Drive, Independence, MO. Hotel Rooms available @ \$109 for a Deluxe Queen Room.

Flyer was presented with information, in person, shopping nearby, Pam Steele's daughter is expecting 4/5/22. Shopping nearby

2021 MAEOP 82nd Fall Conference Kim Brannon, CEOE, present; conference September 30-Oct 2, 2021 at Lodge of the Ozarks in Branson, MO
21 registered, 2 guests, 4 which are first timers, included is 1 person from North Central Area

RECOGNITION OF AFFILIATED ASSOCIATION PRESIDENTS

Shelley Stokes – Ozarks Area
Robin Weaver-SLEOP

READING OF COMMUNICATIONS

Pam Hecker shared a note from Tami Francis-report for Promotions Chair, needing volunteers to serve on committee

Birthday wishes request for Loraine Rigsby-turning 100 on 11/23/2021, daughter Mary Rigsby Christenson was requesting cards to be sent from all the organizations she was part of. Cards to be sent for party on 10/16/2021. Tori has address to mail cards, or email wishes to Tori

Iris shared there were cards available for birthday wishes.

UNFINISHED BUSINESS

Kim sent out via email the nominations for Office Professional of the Year

NEW BUSINESS

No new business

ANNOUNCEMENTS

Dorothy just turned 95, taking care of herself, loves hearing from others, let her know she's missed, loves to receive mail

ADJOURNMENT

President Michelle Doering, CEOE, adjourned the meeting at 7:43 PM