

MISSOURI ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

EXECUTIVE BOARD MEETING

THURSDAY, OCTOBER 25, 2018

CALL TO ORDER

The 2018-2019 executive board meeting at the 79th fall conference of the Missouri Association of Educational Office Professionals took place at Lodge of the Ozarks, Branson, Missouri on Thursday, October 25, 2018. After a quorum was established, President Marie Freeman called the meeting to order at 7:08 p.m.

INTRODUCTION & REPORTS OF ELECTED OFFICERS

President-Elect	JoAnn Greenwell, CEOE, present, no report.
Vice-President	Sue Roesch, CEOE, present, no report.
Recording Secretary	Janet Altmann, CEOE, present, no report.
Corresponding Secretary	Beth Smith, CEOE, present, no report.
Treasurer	Lisa Shelton, present, no report.
Board Members	Laura Heidenreich, absent, no report. Ellen Wilfong, present, no report.
Immediate Past President	Pam Steele, CEOE, absent, no report.
President	Marie Freeman, present, no report.

INTRODUCTIONS AND REPORTS OF STANDING COMMITTEES

Affiliations	JoAnn Greenwell, CEOE, present, no report.
Auditing	Janet Little, CAP, absent, no report.
Budget	Lisa Shelton, present, no report.
By-Laws/Handbook	Kim Brannon, CEOE, present, mentioned updated copies of the bylaws and handbooks will be available on the website shortly.
Membership	Sue Roesch, CEOE, present, no report.

Nominating Pam Steele, CEOE, absent. Marie Freeman said the Nominating committee will meet right after this meeting.

INTRODUCTIONS AND REPORTS OF SPECIAL COMMITTEES

District Coordinator Naomi Secoy, present, no report.

District #1 Co-Directors Annette Miller, CEOE, present, and Iris Maxwell, CEOE, Present, no report.

District #2 Director Jorene Brooks, CEOE, present, no report.

District #3 Director Erylene Sibley, present, no report.

District #4 Director Marie Freeman, present, no report.

District #5 Director Carol McCauley, CEOE, present, reported that a new AEOP group from the St. Louis area formed. The new Group is GWAEOP. Members from both SLCAEOP and Jefferson County AEOP, also in District 5, were concerned that a third group has begun, since the two groups are struggling with memberships. GWAEOP board member JoAnn Greenwell, CEOE, explained why the group was formed. Marie Freeman said she appreciates everyone and hopes all groups continue to grow.

District #6 Director Barb Green, absent, no report.

Historian Michelle Doering, CEOE, present, no report.

Legislative Joann Greenwell, CEOE, present, no report.

MAEOP Show-Me Newsletter Sue Roesch, CEOE, present, no report.

Minutes Approval Ellen Wilfong, present, no report

NAEOP State Membership Chairperson Shelley Stokes, CEOE, present, no report.

Parliamentarian Kim Brannon, CEOE, present, no report.

Professional Standards Program (PSP) Susan Brooker, CEOE, present, no report.

Promotions Barbara Smith, absent, no report. Marie Freeman said the promotional items will be here tomorrow. Discussion about the items will take place on Saturday.

Reporter	Allison Schnelle, absent, no report.
Website Committee	Debbie Geib, CEOE present talked about the outdated MAEOP website. Due to expenses it has not been updated. She researched various web building sites and their costs, and asked for a volunteer who is techy to take on the project. More discussion to be held on Saturday.
Screening National Office Professional & Administrator	Barbara Smith, absent, no report. Marie Freeman is not sure the last time she attended. When she emails, they come back. Marie asked if anyone know where she's at? Naomi Secoy said she's still at the same place. Carol McCauley, CEOE, said she will contact Barb Smith.
	Marie mentioned that Kim Brannon, CEOE, was recognized as National Office Administrator of the Year at the NAEOP National Conference. She said our group is proud for her recognition and award.
North Central Area Professional Development Day	Iris Maxwell, CEOE, present and Annette Miller, CEOE, Present. The next North Central Area Professional Development Day will take place at the Spring Workshop. JoAnn Greenwell, CEOE, will handle spring workshop. Spring breaks were checked to make sure there were no conflicts. Dates are April 11-13, 2019 in St. Charles, Missouri. Installation banquet will take place at that time as well.
2018 MAEOP 79 th Fall Convention District #3	Kim Brannon, CEOE, present, reported there were 42 people registered, 13 first timers and 11 past presidents in attendance.
2019 MAEOP Spring Workshop District #5	Joann Greenwell, CEOE, present, no report.
2019 Fall Convention	Marie Freeman said there is no current district scheduled to host. More discussion will take place on Saturday. Kim Brannon, CEOE said she sent the information for this Fall convention to principals, not superintendents, and felt this had a better outcome with 13 new members.

RECOGNITION OF AFFILIATED ASSOCIATION PRESIDENTS

Marie Freeman recognized affiliation association presidents. Co-presidents Earlene Sybley, present, and Shelley Stokes, present of the Ozark Area Association. No report given.

READING OF COMMUNICATIONS

No correspondence to share.

UNFINISHED BUSINESS

No unfinished business.

NEW BUSINESS

Marie Freeman said at the last conference we mentioned years of service pins and put together a committee. Marie will refresh and look at that again.

ANNOUNCEMENTS

Congratulations again to Kim Brannon, CEOE. Carol McCauley, CEOE, said her official retirement date is December 31, 2018. Becky Moses will be retiring in June of 2019.

ADJOURNMENT

President Marie Freeman adjourned the meeting at 7:50 p.m.