

Missouri Association of Educational Office Professionals
Board Meeting Agenda
Saturday, October 27, 2018 8:30 a.m.

CALL TO ORDER

The 2018-2019 Business Meeting at the 79th fall conference of the Missouri Association of Educational Office Professionals took place at Lodge of the Ozarks in Branson, Missouri, on Saturday, October 27, 2018. After a quorum was established, President Marie Freeman called the meeting to order at 8:30 a.m.

Debbie Geib, CEOE, spoke and thanked everyone for coming to the conference. The 2018-2019 Olive T. Richee Office Professional of the Year Award was presented to Kim Brannon at the National Association of Educational Office Professionals Conference in July, 2018. We are honored to have Kim as our OTR Office Professional of the year. She was presented with a sash, name badge, plaque and flowers.

Iris Maxwell, CEOE, presented Kim with an “empty chair” photo from Minnesota since Kim was unable to attend the NAEOP conference.

INTRODUCTIONS & REPORTS OF ELECTED OFFICERS

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| President-Elect | Jo-Ann Greenwell, CEOE, present, has made herself available to the president and fulfilled her duties. She attended the NAEOP National Conference in Minneapolis, MN as the MAEOP Delegate; report submitted. |
| Vice President | Sue Roesch, CEOE, present has made herself available to the president and fulfilled her duties; report submitted. |
| Recording Secretary | Janet Altmann, CEOE, present, has made herself available to the president and fulfilled her duties; report submitted. Minutes of the Spring Workshop were emailed to and approved by the Executive Board last spring. |
| Corresponding Secretary | Beth Smith, CEOE, present, has made herself available to the president and fulfilled her duties; report submitted. |
| Treasurer | Lisa Shelton, present, has made herself available to the president and fulfilled her duties. The current financial reports were handed out; report submitted. |
| Board members | Laura Heidenreich, absent, has made herself available to the president and fulfilled her duties.

Ellen Wilfong, present, has made herself available to the president and fulfilled her duties; report submitted. |
| Immediate Past President | Pam Steele, CEOE, absent, has made herself available to the president and fulfilled her duties; report submitted and read by Ellen Wilfong. |
| President | Marie Freeman, present, report was read and submitted. |

INTRODUCTIONS AND REPORTS OF STANDING COMMITTEES

Affiliations	JoAnn Greenwell, CEOE, present, has made herself available to the president and fulfilled her duties; report submitted.
Auditing	Janet Little, CAP, present, has made herself available to the president and fulfilled her duties; report submitted.
Budget	Lisa Shelton, present, has made herself available to the president and fulfilled her duties; report submitted.
By-Laws/Handbook	Pam Steele, CEOE, absent, has made herself available to the president and fulfilled her duties; report submitted and read by Ellen Wilfong.
Membership	Sue Roesch, CEOE, has made herself available to the president and fulfilled her duties. Total membership is 67; there are 15 new members, 10 retirees, and 42 renewals; report submitted.
Nominating	Pam Steele, CEOE, absent, has made herself available to the president and fulfilled her duties; report submitted. Susan Brooker, CEOE, read the report for Pam Steele and introduced the members who have been nominated for the Executive Board. Despite the fact that there are no members running against each other, there still needs to be an election.

INTRODUCTION AND REPORT OF SPECIAL COMMITTEES

District Coordinator	Naomi Secoy, present, report submitted.
District #1 Co-Directors	Annette Miller, CEOE, present, and Iris Maxwell, CEOE, present, recognized members in attendance from Cass County, Independence and Northwest, MO AEOPs; report submitted.
District #2 Director	Jorene Brooks, CEOE, present, reported there is only one active local association remaining in District 2; report submitted.
District #3 Director	Earlene Sybley, present, reported District #3 has only one association with 10 members and recognized members from her district; report submitted.
District #4 Director	Marie Freeman, present, recognized members in attendance from Dogwood Hills AEOP; report submitted.
District #5 Director	Carol McCauley, CEOE, present, report read and submitted.
District #6 Director	Barb Green, absent, no report submitted. Naomi Secoy did not hear from her and will try and continue to reach her before the spring conference.
Historian	Michelle Doering, CEOE, present, report read and submitted.
Legislative	JoAnn Greenwell, CEOE, present, report submitted.

MAEOP Show-Me Newsletter	Sue Roesch, CEOE, present, sent out a newsletter in May. November 30, 2018 is the deadline for the spring newsletter. She is looking for pictures, affiliate news and information for the newsletter.
Minutes Approval	Ellen Wilfong, present; report submitted.
NAEOP State Membership Chairperson	Shelley Stokes, present, report read and submitted.
Parliamentarian	Kim Brannon, CEOE, present, has made herself available to the president; report submitted.
Professional Standards Program	<p>Susan Brooker, CEOE, present reported one person received her PSP certificate and CEOE distinction as of the May 15, 2018 deadline; two people received their PSP certificate and CEOE distinction as of the September 15, 2018 deadline; report submitted.</p> <p>Debbie Geib, CEOE, said there are new forms and a checklist for the PSP certificate. She re-did the booklet to make it more user-friendly, which is located on the NAEOP website.</p>
Promotions	<p>Barbara Smith, not present. Marie Freeman, present, has taken over the Promotions Committee since Barbara Smith has not been able to be reached.</p> <p>Marie Freeman talked about the new yellow scarves for everyone. They are being sold for \$20 each to promote MAEOP. They are thinking of something for the spring conference. It is a car jumper kit. Kim has coasters, eye masks and seat belt ripper and window breaker to sell.</p>
Reporter	Allison Schnelle, not present, no report given.
Website Committee	<p>Debbie Geib, CEOE, present, gave her report. Pam Hecker volunteered to serve on the Website Committee.</p> <p>Janet Little, CAP, made a motion that we allow up to \$200 for a new online program to create a website enhancement which will include a domain and hosting. Carol McCauley seconded it. The vote was unanimous to proceed. Report submitted.</p>
Screening National Office Professional & Administrator	Barbara Smith, not present. Marie Freeman asked for nominations for Administrator of the Year award. Carol McCauley, CEOE, nominated Dr. Charles Pearson, Superintendent for Normandy Schools Colaborative. Teresa Stocking nominated Dr. Andy Underwood, Superintendent for the Belton School District. Kim Brannon, CEOE, read the requirements for the National Administrator award. After a show of hands, Dr. Charles Pearson from Normandy had the most votes.

Susan Brooker, CEOE, nominated Marie Freeman for the Educational Office Professional of the Year award. Carol McCauley, CEOE, moved that the nominations cease and that Marie Freeman be selected as Educational Office Professional of the Year. Naomi Secoy seconded. Kim Brannon, CEOE, will take over for Barbara Smith if Barbara does not want to continue in this position. Marie called for a vote to nominate Kim Brannon, CEOE as chairperson for the Screening National Office Professional and Administrator committee. The vote was unanimous.

Marie talked about change and transitioning into 2-year Executive Board Members. This is positive so they can learn their positions. She wants you to share how you are getting new members to your local groups. She wants to encourage everyone not to quit and invite more to join us. She hopes you are all as excited about change as she is and thanked everyone for the opportunity to serve as president.

North Central Area Professional Development Day Iris Maxwell, CEOE, present and Annette Miller, CEOE, present. The North Central Area Professional Development Day 2019 will be hosted by Missouri on April 11-13, 2019 in St. Charles, Missouri; report submitted.

2018 MAEOP 79th Fall Convention, District #3 Kim Brannon, CEOE, present, reported that the 79th Fall Convention had 42 registered attendees, with 41 in attendance. There were 5 retirees, 11 past presidents, and 13 first timers. Sales from the baskets raised \$566.00. The silent auction to benefit the OAAEOP Scholarship fund raised \$285.00; she thanked everyone for coming to Branson; report submitted.

2019 MAEOP 69th Spring Workshop JoAnn Greenwell, CEOE, reported that the 2019 Spring Workshop will be held April 11-13, 2019 at the Drury Inn Hotel, St. Charles, Missouri. More information will be coming soon.

2019 MAEOP 80th Fall Convention This convention should be held by District #6 but there are no members at this time. A combined conference in a central location (Columbia, Jefferson City) with several groups hosting was suggested. Susan Brooker, Marie Freeman and Debbie Geib volunteered to coordinate a committee for this. Joreen Brooks mentioned that we should call it the Fall Conference instead of Convention since there are no delegates elected. Kim Brannon mentioned it should be researched by the Bylaws Committee.

RECOGNITION OF AFFILIATED ASSOCIATED PRESIDENTS

READING OF COMMUNICATIONS – none at this time.

UNFINISHED BUSINESS – Iris Maxwell mentioned there are cards with addresses for several members and asked for us to write a little note to let them know we are thinking about them.

Marie Freeman asked if the group wanted to do anything about years of service pins or wait until spring conference. It was decided to wait.

Debbie Geib referenced earlier conversation about whether we are able to call the Fall Convention a conference. She said per the by-laws, it needs to be called a convention.

NEW BUSINESS There was no new business

ADJOURNMENT President Marie Freeman adjourned the meeting at 10:35 a.m.

Janet Altmann, CEOE
Janet Altmann, CEOE
2018-2019 Recording Secretary

Marie Freeman
Marie Freeman
2018-2019 MAEOP President