

MISSOURI ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

BUSINESS MEETING

SATURDAY, OCTOBER 22ND, 2016

CALL TO ORDER

The 2015-2016 business meeting at the 77TH fall conference of the Missouri Association of Educational Office Professionals took place at Hampton Inn, St. Roberts, Missouri, on Thursday, October 20, 2016. After a quorum was established, President Pam Steele, CEOE, called the meeting to order at 8:16 a.m.

INTRODUCTION & REPORTS OF ELECTED OFFICERS

President-Elect	Marie Freeman, present, has made herself available to the president and has fulfilled her duties, submitted report and report will be on-line.
Vice-President	Kristin Hernandez, CEOE, present, has made herself available to the president and has fulfilled her duties, submitted report and report will be on-line.
Recording Secretary	Vickie Strother, present, has made herself available to the president and has fulfilled her duties, submitted report and report will be on -line. The minutes were handed out for review. Motion made by Carol McCauley, to approve the Business Meeting minutes for April 16, 2016. Seconded by Shelly Stokes, CEOE, and motion carries.
Corresponding Secretary	Carol Parker, present, has made herself available to the president and has fulfilled her duties, submitted report and report will be on-line.
Treasurer	Marie Freeman, present, has made herself available to the president and has fulfilled her duties. The treasurer report was handed out for review. Submitted report and report will be on-line. No discussion so report will be filed for audit.
Board Members	Linda Highly, present, has made herself available to the president and has fulfilled her duties, submitted report and report will be on-line. Open Position.
Immediate Past President	Susan Brooker, CEOE, present, has made herself available to the president and has fulfilled her duties, submitted report and report will be on-line.
President	Pam Steele, CEOE, present, submitted report and report will be on-line. Her theme for 2015-2016 was World of Opportunities.

INTRODUCTIONS AND REPORTS OF STANDING COMMITTEES

- Affiliations** Marie Freeman, present, submitted report and report will be on-line. We have received \$150 for affiliations for a total of 15 affiliations but only have 11 affiliations listed, Marie will get with past affiliations chairperson to get complete list of names and check applications to verify if applications received were for 2015-2016 or 2016-2017. National affiliations date has changed to December 31st to have a delegate at the NAEOP conference.
- Auditing** Janet Little, CAP, present, submitted report and report will be on-line. Committee found books to be in order and balanced.
- Budget** Marie Freeman, present, handed out budget, submitted report and report will be on-line.
- By-Laws/Handbook** Kristin Hernandez, CEOE, present, submitted report and report will be on-line. First proposed change is to allow a past president to hold a board position they have or have not previously held, provided no new members are nominated for the same position. Second proposed change is to change association year from November 15 – November 14, to August 1st – July 31st. The committee will also look at when to have installation of officers, possibly at end of spring workshop. Third proposed change is to change the officers term from 1 year to 2 years. Committee will review the entire book for necessary changes due to 2008 being last time any revisions had been done including updating the Mission Statement. A motion was made by Erylene Sibley, to approve to move forward with the proposed changes, seconded by Debbie Geib, motion carries.
- Membership** Kristin Hernandez, CEOE, present, submitted report and report will be on-line. Kristin stated that we currently have 101 total members, 65 renewals, 13 retirees and 23 new members. A drawing was held for anyone turning in their membership form for 2016-2017. Iris Maxwell, CEOE and Joyce Wolfe each won a \$10 gift card to Starbucks.
- Nominating** Susan Brooker, CEOE, present, submitted report and report will be on-line. Susan shared electronic ballots were sent to all active members and 2 mailed per request. 59 electronic ballots and 2 paper ballots returned by mail by the May 15th deadline for a total of 61 ballots received. Motion made by Kirstin Hernandez, CEOE, to approve to destroy the 2 paper ballots, seconded by Joyce Wolfe, motion carries.

INTRODUCTION AND REPORT OF SPECIAL COMMITTEES

- District Coordinator** Naomi Secoy, present, report submitted and report will be on-line. Naomi introduced the District Coordinators to present their report.
- District #1 Co-Directors** Annette Miller, CEOE, present, and Iris Maxwell, CEOE, present, submitted report and report will be on-line. Members of Cass County, Independence, and Northwest AEOP were recognized.

District #2 Director	Jorene Brooks, CEOE, absent, submitted report by Naomi Secoy and report will be on-line. Northeast Missouri AEOP was recognized, Mark Twain and Columbia AEOP are both inactive at this time.
District #3 Director	Erylene Sibley, present, submitted report and report will be on-line. The Ozark Area AEOP were recognized.
District #4 Director	Marie Freeman, present, submitted report and report will be on-line. Waynesville AEOP were recognized. Dogwood Hills AEOP also submitted a report and report will be on-line.
District #5 Director	Carol McCauley, present, submitted report and report will be on-line. Jefferson County and St. Louis County AEOP were recognized.
District #6 Director	Barb Green, absent, Naomi Secoy submitted report and report will be on-line. Ozark Foothills AEOP is the only active association in District # 6.
Historian	Jorene Brooks, CEOE, absent, President Pam Steele, CEOE, appointed Debbie Geib, CEOE to fill in for Jorene due to her absence. Debbie shared some amusing facts as she was voluntold to do. A report has been submitted and report will be on-line.
Legislative	This was an open position and at the executive board meeting on Thursday evening, October 20, 2016, Barbara Smith volunteered to fill position. Pam Steele, CEOE, pulled information from website, the Trustees made revisions to the systems funding policies to coincide with consumer price index for the cost of living increase and there is no cost of living increase this year.
MAEOP Show-Me Newsletter	Deanne Meyer, no longer works in education and is unable to fill this position. On Thursday evening, October 20, 2016, JoAnn Greenwell volunteered to fill this position, no report at this time.
Minutes Approval	Anita Bean, present, has made herself available to the president and has fulfilled her duties, submitted report and report will be on-line.
NAEOP State Membership Chairperson	Shelly Stokes, CEOE, present, has made herself available to the president and has fulfilled her duties, submitted report and report will be on-line. Seventy-four of NAEOP members are from Missouri; of these, 40 plus are from MAEOP. MAEOP also has 7 members on NAEOP committees.
Parliamentarian	Becky Moses, present, she has made herself available to the president and has fulfilled her duties, submitted report and report will be on-line.
Professional Standards Program (PSP)	Susan Brooker, CEOE, present, submitted report and report will be on-line. The following have received their PSP: Marie Freeman, Janet Little and Joyce Wolfe. The following have received their PSP and CEOE: Edna Walraven, CEOE, Debbie Geib, CEOE, and Betty Satterley, CEOE.
Promotions	Christy Serrage, CEOE, absent, no report.

Reporter	Allison Schnelle, absent, has made herself available to the president and has fulfilled her duties, submitted report and report will be on-line.
Website Committee	Debbie Geib, CEOE, present, has made herself available to the president and has fulfilled her duties, submitted report and report will be on-line.
Screening National Office Professional And Administrator	Marie Freeman, present, has made herself available to the president and has fulfilled her duties, submitted report and report will be on-line. A motion was made by Kim Brannon, CEOE, to nominate Pam Steele, CEOE, as the MAEOP candidate for the 2016-2017 National Office Professional of the year. Becky Moses seconded, motion carries. A motion was made by Becky Moses to nominate Dr. Brad Swofford of Branson, MO, as the MAEOP candidate for the 2016-2017 National Administrator of the year. Naomi Secoy seconded, motion carries.
North Central Area Professional Development Day	Iris Maxwell, CEOE, present, and Annette Miller, CEOE, present, submitted report and report will be on-line. Iris reported North Central Area includes 10 states and has 73 new members. The North Central Area Professional Development Day will be June 7-9, 2017 in Sioux Falls, South Dakota. Mary Guest, President of North Central Area sent out a survey to see if our 10 states together would host the 2018 NAEOP Conference and Institute in Bloomington, Minnesota, and received positive responses. Mary will submit proposal to NAEOP.
2016 MAEOP 66th Spring Workshop	Kim Brannon, CEOE, present, and Debbie Geib, CEOE, present, reported there were 46 registered, 44 attending, with 14 first timers, 10 past MAEOP presidents, 1 past NAEOP President, 1 NAEOP President, and 1 NAEOP President-Elect and 2 guest. Kim was able to return \$831.15 of the \$1000 advance to MAEOP after expenses.
2016 MAEOP 77th Fall Convention	Marie Freeman, present, thanked everyone for attending, reported 32 registered with 7 first timers, and 6 retirees attending.
2017 MAEOP 67 th Spring Workshop	Carol McCauley, present, reported no set dates or location at this time. The spring workshop will be held in the St. Louis area around the end of March or the first of April.

RECOGNITION OF AFFILIATED ASSOCIATION PRESIDENTS

The Affiliated Association Presidents in attendance were Pam Biggs, Northeast, Joyce Wolfe, Independence and Sandy Rickert, Waynesville.

READING OF COMMUNICATIONS

President Pam Steele, CEOE, received a thank you card from Mimi Pike from Kentucky regarding the NAEOP 2016 Conference.

UNFINISHED BUSINESS

Kim Brannon, CEOE, reported the revenue for the 2016 NAEOP Conference and Institute was \$132,817.00 and projected profit was \$9848.81. NAEOP actual profit was \$12,698.47. Debbie Geib, CEOE, reported NAEOP received some of the highest evaluations overall she has seen in years. A motion was made by Kristin Hernandez, CEOE, for MAEOP to support North Central Area to host the 2018 National Convention and Institute. Seconded by Susan Brooker, CEOE, motion carries. Pam Steele, CEOE, reported NAEOP recognized MAEOP for the second year in a row as having the most increase in new members. We have extra Celebration of Life tiles for anybody that has lost a loved one this past year.

NEW BUSINESS

Mary Guest, President of North Central Area sent out an email to the president and president-elect of each state to see if we would help support NCA in hosting the 2018 NAEOP Conference and Institute; also mentioned NAEOP is proposing a change to their mission statement. If you have any comments you can pass them onto Mary. North Central Area also is forming an adhoc committee to set guidelines about renaming scholarships. If you are interested Pam Steele, CEOE, will pass your information to Mary Guest. Susan Brooker, CEOE, arranged for the first timers to have a mentor. If anyone is interested in being a mentor for the MAEOP Spring Workshop contact Susan.

ANNOUNCEMENTS

Reminder if you haven't donated to Snack in the Pack you still have time. They are also accepting monetary donation as well as items. Thank you from Melinda Larey, CEOE, for invitation to conference. Pam Steele, CEOE thanked Melinda Larey, CEOE, for the workshops she presented, Susan Brooker for the first timer mentors, and Marie Freeman for awesome job she has done for this conference.

ADJOURNMENT

President Pam Steele, CEOE, adjourned the meeting at 9:46 a.m.

Vickie L. Strother

Vickie L. Strother
2015-2016 Recording Secretary

Pam Steele

Pam Steele, CEOE
2015-2016 MAEOP President