

MISSOURI ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

EXECUTIVE BOARD MEETING

THURSDAY, April 14th, 2016

CALL TO ORDER

The 2015-2016 executive board meeting at the 66th annual Spring Workshop of the Missouri Association of Educational Office Professionals took place at St. Louis Union Station, St. Louis, Missouri, on Thursday, April 14, 2016. After a quorum was established, President Pam Steele, CEOE, called the meeting to order at 7 p.m.

INTRODUCTION & REPORTS OF ELECTED OFFICERS

President-Elect	Suzette Ryder, CEOE, absent, Pam Steele, CEOE, read report.
Vice-President	Kristin Hernandez, CEOE, present, will give her report on Saturday.
Recording Secretary	Vickie Strother, present, will give her report on Saturday.
Corresponding Secretary	Carol Parker, present, will give her report on Saturday.
Treasurer	Marie Freeman, present, will give her report on Saturday.
Board Members	Linda Highly, present, will give her report on Saturday. Open Position.
Immediate Past President	Susan Brooker, CEOE, present, will give her report on Saturday.
President	Pam Steele, CEOE, present, will give her report on Saturday.

INTRODUCTIONS AND REPORTS OF STANDING COMMITTEES

Affiliations	Suzette Ryder, CEOE, absent, Pam Steele, CEOE, read her report.
Auditing	Becky O'Riley, 2014-2015 absent, no report.
Budget	Marie Freeman, present, will give her report on Saturday.
By-Laws/Handbook	Kristin Hernandez, CEOE, present, will give her report on Saturday.
Membership	Kristin Hernandez, CEOE, present, stated that we currently have 97 members and 21 new members. A full report will be given on Saturday.
Nominating	Susan Brooker, CEOE, present, read a letter from Suzette Ryder, CEOE, asking to withdraw her name from MAEOP Executive Board position of

President-Elect. Susan presented the following slate of candidates: President Pam Steele, CEOE, for 2nd year, President-Elect 15-16 & 16-17: Marie Freeman, Vice President: Kristin Hernandez, CEOE, Recording Secretary: Beth Smith and Stefanie Purvis, Corresponding Secretary: Linda Highley and Carol Parker, Treasurer: Lisa Shelton, Board Members: JoAnne Greenwell, Helen Peavey, Matthew Rorabaugh-Irwin and Robin Weaver to serve on the 2016-2017 MAEOP Executive Board, under the leadership of President Pam Steele, CEOE, no motion and no second.

INTRODUCTION AND REPORT OF SPECIAL COMMITTEES

District Coordinator	Naomi Secoy, present, will give her report on Saturday.
District #1 Co-Directors	Annette Miller, CEOE, present, and Iris Maxwell, CEOE, present, will give their report on Saturday.
District #2 Director	Jorene Brooks, CEOE, present, will give her report on Saturday.
District #3 Director	Erylene Sibley, present, will give her report on Saturday.
District #4 Director	Marie Freeman, present, will give her report on Saturday.
District #5 Director	Carol McCauley, present, will give her report on Saturday.
District #6 Director	Barb Green, absent, no report.
Historian	Jorene Brooks, CEOE, present, will give her report on Saturday.
Legislative	Open position.
MAEOP Show-Me Newsletter	Deanne Meyer, absent, no report.
Minutes Approval	Anita Bean, present, will give her report on Saturday.
NAEOP State Membership Chairperson	Shelly Stokes, CEOE, present, will give her report on Saturday.
Parliamentarian	Becky Moses, present, will give her report on Saturday.
Professional Standards Program (PSP)	Susan Brooker, CEOE, present, will give her report on Saturday.
Promotions	Christy Serrage, CEOE, absent. Jorene Brooks, CEOE, reported still have bags and sold enough at fall convention to cover cost.
Reporter	Allison Schnelle, present, will give her report on Saturday.
Website Committee	Debbie Geib, present, will give her report on Saturday.
Screening National Office Professional And Administrator	Marie Freeman, present, will give her report on Saturday.

North Central Area Professional Development Day Iris Maxwell, CEOE, present, and Annette Miller, CEOE, present. They reported that the North Central Area Professional Development Day will be April 22-23 in Rochester, MN, and will give a full report on Saturday.

2015 MAEOP 76th Fall Convention Janet Little, CAP, Shelley Stokes, CEOE, present, will give their report on Saturday.

2016 MAEOP 66th Spring Workshop, Kim Brannon, CEOE, present, and Debbie Geib, present, reported there were 46 registered attendees, with 13 first timers, 10 past MAEOP presidents, 1 past NAEOP President, 1 NAEOP President, and 1 NAEOP President Elect.

2016 MAEOP 77th Fall Convention, Marie Freeman, present, reported the MAEOP Fall Convention will be October 20 – 22, 2016, in Waynesville, MO.

RECOGNITION OF AFFILIATED ASSOCIATION PRESIDENTS

The Affiliated Association Presidents in attendance were Beth Smith, Independence and Kristin Hernandez, CEOE, Cass County.

READING OF COMMUNICATIONS

There were no communications to read.

UNFINISHED BUSINESS

The 2016 NAEOP Annual Conference and Institute planning is underway. NAEOP Delegate from MAEOP Naomi Secoy, was appointed by President, Pam Steele, CEOE, due to President Elect being unable to attend.

NEW BUSINESS

Kim Brannon, CEOE, made a request to consider changing the MAEOP fiscal year to better align with an academic school year and with NAEOP fiscal year, August 1st to July 31st. Kristin Hernandez, CEOE, will head special committee with volunteers, Debbie Geib, Kim Brannon, CEOE, Linda Sockwell, CEOE, Marie Freeman, and Pam Steele, CEOE. The committee will do survey over the summer for fiscal year date change and 2 year terms for executive board.

ANNOUNCEMENTS

Kim Brannon, CEOE, announced no breakfast in the morning, but there will be snack packs and a big lunch at 11 A.M. MAEOP held a surprise baby shower for Kristin Hernandez, CEOE. Becky O'Riley's husband, Butch, had a stroke but is doing very well. Tina's husband, Ross, on the other hand is still struggling, learning to walk and talk again. Vickie Strother will be retiring at the end of the school year (July 29th). Carol McCauley will have worked 40 years for Normandy Collaborative Schools on June 4th.

ADJOURNMENT

President Steele adjourned the meeting at 8:20 p.m.

Vickie L. Strother

Pam Steele

Vickie L. Strother
2015-2016 Recording Secretary

Pam Steele, CEOE
2015-2016 MAEOP President