

EOP MISSOURI ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

BUSINESS MEETING

SATURDAY, APRIL 16, 2016

CALL TO ORDER

The 2015-2016 Business 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 Saturday, April 16, 2016. After a quorum was established, President Pam Steele, CEOE, called the meeting to order at 9:10 a.m.

INTRODUCTION & REPORTS OF ELECTED OFFICERS

President-Elect	Suzette Ryder, CEOE, absent, report read by Pam Steele, CEOE Suzette has made herself available to the president and fulfilled her duties; report submitted.
Vice-President	Kristin Hernandez, CEOE, present, has made herself available to the president and fulfilled her duties; report submitted.
Recording Secretary	Vickie Strother, present, has made herself available to the president and fulfilled her duties; report submitted. Copies of the minutes of the 2015 Fall Conference Executive Board and Business Meeting were distributed. The October 20, 2015 Business Meeting minutes were approved as read.
Corresponding Secretary	Carol Parker, present, has made herself available to the president and fulfilled her duties; report submitted.
Treasurer	Marie Freeman, present, has made herself available to the president and fulfilled her duties; report submitted. Treasurer Report will be filed for audit.
Board Members	Linda Highly, present, has made herself available to the president and fulfilled her duties; report submitted.  Open Board Member Position.
Immediate Past President	Susan Brooker, CEOE, present, has made herself available to the president and fulfilled her duties; report submitted.
President	Pam Steele, CEOE, present, report was read and submitted.

## INTRODUCTIONS AND REPORTS OF STANDING COMMITTEES

Affiliations	Suzette Ryder, CEOE, absent, report read by President, Pam Steele, CEOE, and submitted. MAEOP has 11 paid local associations affiliated and 3 non-renewals which are Misscoto, Columbia, and St. Joseph.
Auditing	Becky Riley was unable to complete the 2014 audit. Janet Little agreed to complete the 2014 audit and audit 2015. Janet will present a report at the next meeting.
Budget	Marie Freeman, present, report submitted.
By-Laws/Handbook	Kristin Hernandez, CEOE, present, no proposed changes and has hard copies of the handbook available. The handbook is also on the website.
Membership	Kristin Hernandez, CEOE, present, stated we currently have 97 members, 21 new members, 13 retirees and 63 renewals.
Nominating	Susan Brooker, CEOE, present, presented the following slate of candidates: President, Pam Steele, CEOE (2 <sup>nd</sup> Term), President Elect, Marie Freeman, Vice President, Kristin Hernandez, CEOE (2 <sup>nd</sup> Term), Recording Secretary, Beth Smith and Stephanie Purvis, Corresponding Secretary, Linda Highley and Carol Parker, Treasurer, Lisa Shelton, Board Members, JoAnn 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. Marie Freeman was also nominated as President Elect to complete 2015-2016 due to Suzette Ryder, CEOE, being unable to fulfill her duties. Susan thanked her committee; Jorene Brooks, CEOE, Iris Maxwell, CEOE, Annette Miller, CEOE, Christy Serrage, CEOE, and Kristin Hernandez, CEOE, as advisory member.

## 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, report submitted. Members in attendance from Cass County AEOP, Independence AEOP, and Northwest AEOP were recognized. St. Joseph is disbanded at this time but Annette and Iris have been in contact working to revive the group.
District #2 Director	Jorene Brooks, CEOE, present, report submitted. Jorene recognized members in attendance from Northeast MO AEOP, the only association remaining in District #2.
District #3 Director	Erylene Sibley, present, report submitted. Members in attendance from Ozark Area AEOP were recognized.

District #4 Director	Marie Freeman, present, report submitted. Members in attendance from Dogwood Hills AEOP and Jefferson City AEOP were recognized.
District #5 Director	Carol McCauley, present, report submitted. Members in attendance from Jefferson County AEOP and St. Louis County AEOP were recognized.
District #6 Director	Barb Green, absent, no report submitted.
Historian	Jorene Brooks, CEOE, present, presented an oral report.
Legislative	Open position
MAEOP Show-Me Newsletter	Deanne Meyer, absent, sent newsletter. Deanne is moving. A replacement for the position is needed.
Minutes Approval	Anita Bean, present. report submitted. Anita thanked her committee: Becky Moses, Debi Othic, CEOE, Jamie Love and Becky O'Riley.
NAEOP State Membership Chairperson	Shelly Stokes, CEOE, present, report submitted. Missouri has 41 members in NAEOP and 38 NAEOP members from Missouri are not MAEOP members. Shelley reported that membership forms are available at NAEOP.org.
Parliamentarian	Becky Moses, present, report submitted.
Professional Standards Program (PSP)	Susan Brooker, CEOE, present, report submitted.
Promotions	Christy Serrage, CEOE, absent. Report submitted by Jorene Brooks, CEOE.
Reporter	Allison Schnelle, present, report submitted.
Website Committee	Debbie Geib, present, report submitted. Debbie thanked her committee members Kristin Hernandez, CEOE and Debi Othic, CEOE.
Screening National Office Professional & Administrator	Marie Freeman, present, report submitted. Susan Brooker, CEOE, and Dr. Stiepleman were nominated.
North Central Area Professional Development Day	Iris Maxwell, CEOE, present, and Annette Miller, CEOE, present. They reported the North Central Area Professional Development Day will be April 22-23, 2016, Rochester, MN. The 2017 NCAPDD will be June 7-8, in Sioux Falls, SD.
2015 MAEOP 76 <sup>th</sup> Fall Convention	Janet Little, CAP, Shelley Stokes, CEOE, present, reported 39 registered attendees with 3 first timers and 10 past presidents, report submitted.
2016 MAEOP 66 <sup>th</sup> Spring Workshop,	Kim Brannon, CEOE, present, and Debbie Geib, present, reported there were 44 registered attendees with 13 first timers and 10 past presidents, report submitted.

2016 MAEOP 77th Fall Convention, Marie Freeman reported the fall convention will be October 20 -22, 2016 in Waynesville, MO. Verbal report.

#### RECOGNITION OF AFFILIATED ASSOCIATION PRESIDENTS

The Affiliated Association Presidents in attendance were: Beth Smith, Independence, Kristin Hernandez, CEOE, Cass County, and Robin Weaver, St. Louis County.

READING OF COMMUNICATIONS: None

#### UNFINISHED BUSINESS

2016 NAEOP Annual Conference and Institute

#### NEW BUSINESS

Due to Suzette Ryder, CEOE, resigning, Naomi Secoy was appointed to be MAEOP delegate at NAEOP Conference in July 2016.

Kim Brannon, CEOE, made a request to change the MAEOP fiscal year to August 1st – July 31<sup>st</sup>. A special committee was appointed to review the by-laws. The chairperson will be Kristin Hernandez, CEOE.

#### ANNOUNCEMENTS

Those attending the NAEOP Conference should bring a Missouri pin to swap. On Thursday morning of the NAEOP Conference attendees should wear black shirt/pants & yellow bandana.

#### ADJOURNMENT

President Pam Steele, CEOE, adjourned the meeting at 10:37 a.m.

*Vickie L. Strother*

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Vickie L. Strother  
2015-2016 Recording Secretary

*Pam Steele*

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Pam Steele, CEOE  
2015-2016 MAEOP President