

MISSOURI ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

BUSINESS MEETING

SATURDAY, OCTOBER 28TH 2017

CALL TO ORDER

The 2016-2017 Business Meeting at the 78th annual Fall Convention of the Missouri Association of Educational Office Professionals took place at The Elms Hotel and Spa, Excelsior Springs Missouri, on Saturday, October 28th, 2017. After a quorum was established, President Pam Steele, CEOE, called the meeting to order at 8:35 a.m.

INTRODUCTION & REPORTS OF ELECTED OFFICERS

President-Elect	Marie Freeman, present, has made herself available to the president and fulfilled her duties; report submitted.
Vice-President	Matthew Rorabaugh-Irwin, CEOE, present, has made himself available to the president and fulfilled his duties; report submitted.
Recording Secretary	Beth Smith, present, has made herself available to the president and fulfilled her duties; report submitted. Copies of the minutes of the 2017 Spring Workshop Executive Board and Business Meeting were distributed. Correction made. Motion to approve the minutes made by Shelly Stokes and seconded by Carol McCauley. April 1, 2017 Business Meeting minutes were approved with the correction.
Corresponding Secretary	Carol Parker, 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; report submitted. Treasurer Report will be filed for audit.
Board Members	JoAnn Greenwell, present, has made herself available to the president and fulfilled her duties; report submitted. Matthew Rorabaugh-Irwin, present, has made himself available to the president and fulfilled his duties; report submitted.
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	Marie Freeman, present, has made herself available to the president and fulfilled her duties. Eight affiliations have paid; report submitted.
Auditing	Janet Little, absent, 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	Kim Brannon, CEOE, present, has made herself available to the president and fulfilled her duties; report submitted.
Membership	Matthew Rorabaugh-Irwin, CEOE, present, has made himself available to the president and fulfilled his duties; our membership is at 40; there may be a little confusion with the change of due date, total membership in 16-17 was 84; report submitted.
Nominating	Susan Brooker, CEOE, present, electronic ballots were sent out and 1 paper ballot was requested. 55 electronic ballots were returned and 1 paper ballot for a total of 56 ballots. The officers that were elected to the MAEOP Executive Board under the leadership of Marie Freeman are as follows: President Elect JoAnn Greenwell; Vice President Matthew Rorabaugh-Irwin; Recording Secretary Janet Altmann; Corresponding Secretary Beth Smith; Treasurer Lisa Shelton; Board Members Laura Heidenreich and Ellen Wilfong. Susan thanked all members who allowed their names to be placed on the ballot. She also thanked her committee; report submitted.

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, Iris Maxwell was recognized for all she has done and her retirement. Annette recognized members in attendance from Cass County, Independence, and Northwest; report submitted.
District #2 Director	Jorene Brooks, CEOE, absent, report read by Naomi Secoy, report submitted. Naomi recognized members in attendance from Northeast MO AEOP, the only association remaining in District #2, no one was in attendance; report submitted.
District #3 Director	Erylene Sibley, present, report submitted. Members in attendance from Ozark Area AEOP were recognized; report submitted.

District #4 Director	Marie Freeman, present, report submitted. Members in attendance from Dogwood Hills AEOP were recognized; report submitted.
District #5 Director	Carol McCauley, present, report submitted. Members in attendance from Jefferson County AEOP and St. Louis County AEOP were recognized; report submitted.
District #6 Director	Barb Green, absent, Naomi read report; report submitted.
Historian	JoAnn Greenwell, present, report submitted.
Legislative	Barbara Smith, present, report submitted.
MAEOP Show-Me Newsletter	JoAnn Greenwell, present, report submitted.
Minutes Approval	Ellen Wilfong, present, report submitted.
NAEOP State Membership Chairperson	Kim Brannon CEOE, present, report submitted.
Parliamentarian	Becky Moses, absent, Kim Brannon acting in her place.
Professional Standards Program (PSP)	Susan Brooker, CEOE, present, report submitted. Janet Altman received her PSP certificate and CEOE, as of the May 15, 2017 deadline Sue Rush and JoAnn Greenwell received their PSP, as of the Sept 15, 2017 deadline.
Promotions	Christy Serrage, CEOE, absent. Report read by Carol Parker. Christy is stepping down as Promotion's chair.
Reporter	Allison Schnelle, present, report submitted.
Website Committee	Debbie Geib, absent, report read by Carol Parker, report submitted.
Screening National Office Professional & Administrator	Stephanie Purvis, absent, report read by Carol Parker, report submitted. Dr. Brad Swafford was nominated for Olive T. Ritchie administrator award by Erylene Sibley and seconded by Shelley Stokes. Motion passed. Kim Brannon was nominated for the Olive T Ritchie Office Professional award by Naomi Secoy and seconded by Erylene Sibley. Motion passed.
North Central Area Professional Development Day	Iris Maxwell, CEOE, present, and Annette Miller, CEOE, present. Nebraska will be hosting the 2018 NCA Professional Development in Lincoln Nebraska April 12 and 13 2018.
2017 MAEOP 67th Spring Workshop	Janet Altmann, present, report submitted.

2016 MAEOP 78th Fall Convention, Lisa Shelton reported 42 in attendance. She thanked her conference committee, Pam Steele, CEOE, Susan Brooker, CEOE, Annette Miller, CEOE and Iris Maxwell, CEOE for all their help. \$716.00 was raised for MAEOP between the 50/50 and auction. Report submitted.

2018 MAEOP 68th Spring Workshop Looking for someone to host. Matthew Rorabaugh-Irwin and Kathy McKelvey volunteered to host the 2018 Spring conference. Thank you so very much.

RECOGNITION OF AFFILIATED ASSOCIATION PRESIDENTS

The Affiliated Association Presidents in attendance were recognized.

READING OF COMMUNICATIONS: Carol Parker reported no communications.

UNFINISHED BUSINESS-

2018 NAEOP Conference will be July 16 -20 in Minneapolis, Minnesota. North Central Area will be hosting. Reminder membership changes- July 1 to June 30. Marie will take office Nov. 15 with the next round taking office July 1.

NEW BUSINESS:

North Central Area is selling pasta as a fund raiser for Nationals. Deadline is soon. Conference schedule rotation was discussed. Ideas were entertained.

Volunteers were taken for a committee to write a MAEOP conference how to book

Susan Brooker, CEOE discussed the mentoring program. Carol McCauley made the motion to add this to the past president's duties in the handbook, motion was seconded by Matt Rorabaugh-Irwin. Motion passed.

ANNOUNCEMENTS: First timers were recognized again and given a small token. Marie Freeman presented Pam with a gift of appreciation.

ADJOURNMENT

President Pam Steele, CEOE, meeting adjourned at 10:00 a. m.

Beth Smith, CEOE

Beth Smith, CEOE
2016-2017 Recording Secretary

Pam Steele, CEOE

Pam Steele, CEOE
2016-2017 MAEOP President