

MISSOURI ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

EXECUTIVE BOARD MEETING

THURSDAY, October 26, 2017

CALL TO ORDER

The 2017-2018 executive board meeting at the 78th MAEOP Fall Convention at The Elms Hotel and Spa in Excelsior Springs, Missouri. After a quorum was established, President Pam Steele, CEOE, called the meeting to order at 7:00pm

INTRODUCTION & REPORTS OF ELECTED OFFICERS

President-Elect	Marie Freeman, present, will give her report on Saturday.
Vice-President	Matthew Rorabaugh-Irwin CEOE, present, will give his report on Saturday.
Recording Secretary	Beth Smith, present, will give her report on Saturday. Motion by Matt Rorabaugh-Irwin, CEOE, to approve the minutes for the 2016-2017 Executive Board meeting and Seconded by Susan Brooker CEOE, and motion carries.
Corresponding Secretary	Carol Parker, present, will give her report on Saturday.
Treasurer	Lisa Shelton, present, will give her report on Saturday
Board Members	JoAnn Greenwell, present, will give her report on Saturday. Matt Rorabaugh-Irwin CEOE, present, will give his report on Saturday.
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	Marie Freeman, present, will give her report on Saturday.
Auditing	Janet Little, CAP, absent, a report will be given on Saturday.
Budget	Lisa Shelton, present, will give her report on Saturday.
By-Laws/Handbook	Kim Brannon CEOE, present, will give her report on Saturday.
Membership	Matthew Rorabaugh-Irwin, CEOE, present, will give report on Saturday.

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 Altman; 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. She requests that the Executive Board vote to allow the one paper ballot to be destroyed. Marie Freeman made motion to destroy the one ballot, seconded by JoAnn Greenwell. Motion passes. Report submitted.

#### 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, absent, she did forward her report which will be read 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, but she did forward her report which will be read on Saturday.

Historian JoAnn Greenwell, present, will give report on Saturday.

Legislative Barbara Smith, absent, but will be here Saturday and will give report then.

MAEOP Show-Me Newsletter JoAnn Greenwell, present, will give her report on Saturday.

Minutes Approval Ellen Wilfong, present, will give her report on Saturday.

NAEOP State Membership Chairperson Kim Brannon, CEOE, present, will give her report on Saturday.

Parliamentarian Becky Moses, absent, her report will be read on Saturday.

Professional Standards Program (PSP) Susan Brooker, CEOE, present, will give her report on Saturday.

Promotions Christy Serrage, CEOE, absent, forwarded report will be read on Saturday.

Reporter Allison Schnelle, present, will give her report on Saturday.

Website Committee Debbie Geib, CEOE, absent, report will be read on Saturday.

Screening National Office Professional And Administrator Stephanie Purvis, absent, forwarded report will be read on Saturday.

North Central Area Professional Development Day Iris Maxwell, CEOE, present, and Annette Miller, CEOE, will give report on Saturday.

2017 MAEOP 67<sup>th</sup> Spring Workshop Janet Altmann, Susan Hampel, Sue Roesch, will give report on Saturday.

2017 MAEOP 78<sup>th</sup> Fall Convention Lisa Shelton thanked her conference planning committee. There are 42 registered attendees with 6 being first timers and 6 retirees. Lisa will give her final report at the 2018 Spring Workshop.

2018 MAEOP 68<sup>th</sup> Spring Workshop Looking for someone to host.

#### RECOGNITION OF AFFILIATED ASSOCIATION PRESIDENTS

#### READING OF COMMUNICATIONS

No Correspondence

#### UNFINISHED BUSINESS

2018 NAEOP Conference will be held in Minnesota July 17-20 2018. North Central Area is hosting and would appreciate volunteers to help.

#### NEW BUSINESS

NAEOP conference planning commit has a fund raiser –Fun Pasta. Ordering is done online. Please consider ordering. Deadline is November 15.

#### ANNOUNCEMENTS

#### ADJOURNMENT

President Pam Steele, CEOE, adjourned the meeting at 7:45 p.m.

*Beth Smith, CEOE*

*Pam Steele, CEOE*

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Beth Smith, CEOE  
2016-2017 Recording Secretary

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Pam Steele, CEOE  
2016-2017 MAEOP President