



Missouri Association of Educational Office Professionals

Department of Missouri State Teachers' Association
Affiliate of National Association of Educational Office Professionals

April 11, 2016

President Steele, Executive Board and Members,

I have performed my duties as President Elect except filling the committee/chairpersons for 2016/2017 as outlined in the MAEOP handbook. I discussed this matter with Susan Brooker.

I am a member of JCPSAEOP, MAEOP and NAEOP. I attended the 2015 Fall Convention in Branson, Missouri.

Thank you for allowing me to serve in this capacity. I am sorry I was not able to present this in person.

Respectfully submitted,

Suzette Ryder
President-Elect
MAEOP



Missouri Association of Educational Office Professionals

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April 16, 2016

Madame President, Executive Board Members, MAEOP Members, and Guests:

As Vice-President of MAEOP, I have performed all duties as outlined in the by-laws. I have made myself available to assist the President in any way possible.

Currently the membership is as follows:

Renewal – 63

New – 21

Retirees – 13

I attended the 2015 MAEOP Fall Conference and am currently attending the 2016 Spring Conference. I will continue to be of assistance as needed. I am a member of CCAEOP, MAEOP and NAEOP.

Respectfully submitted,

Kristin Hernandez, CEOE

2015-16 MAEOP Vice-President and Membership Chairperson



Missouri Association of Educational Office Professionals

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4/16/2016

Dear Madame President, Executive Board Members, Members and Guest,

As Recording Secretary of MAEOP, I have made myself available to assist the President and Executive Board in any way possible.

The minutes from the October 22, 2015 Executive Board meeting were submitted to the Approval Committee and Executive Board by Kristine ^{Beason} ~~Beason~~ on my behalf, during my absence due to having surgery prior to our last meeting.

Good 2 Y Business Meeting

I am currently attending the 2016 Spring Workshop. I will continue to assist as needed. I am a member of IAEOP, MAEOP, & NAEOP

Respectfully Submitted,

Vickie L. Strother

Vickie Strother
MAEOP Recording Secretary



Missouri Association of Educational Office Professionals

Department of Missouri State Teachers Association
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2015 - 2016 Corresponding Secretary Report

April 14, 2016

Madam President, Executive Board, and Members, *and Guests,*

I have performed all duties of corresponding secretary as outlined in the MAEOP By-Laws & Handbook. I have been available to President Steele as needed, *sending several sympathy cards this year.*
I am a member of NAEOP, MAEOP and OAAEOP.
Thank you for the opportunity to serve in this capacity.

Respectfully Submitted,

Carol Parker

Carol Parker
MAEOP Corresponding Secretary

April 15, 2016

Madame President, Executive Board, Members, and Guest,

I have performed all of my duties as Treasurer as outlined in the MAEOP handbook. I have made myself available to Pam Steele the President and have also worked closely with her and Past President Susan Brooker. I have made available to you the current financial reports that show our assets and itemized disbursements as well as our budget variance. I have deposited all funds submitted to me and dispensed funds upon written request of President Steele. My reports have been submitted for approval.

I am a member of DHAEOP, MEAOP, and NAEOP

Thank you for allowing me to serve in this capacity.

Respectfully Submitted,

Marie Freeman

Marie Freeman

Treasurer MAEOP

**Missouri Association of Educational Office Professionals
Treasurer's Report - as of April 16, 2016**

Value of Assets			
Certificate of Deposit Have not received this			\$ 20,504.73
Money Market Account (as of 09/30/15) Have not received this			\$ 4,655.01
Checking Account (as of 4/16/16)			\$ 2,607.50
Total Current Value of Assets			
Itemized Income for 2014-15	Date		Amount
Auction Items made out to MAEOP L#6	10/23/2015		\$ 64.00
Deposit of Merchindice Promotion items L#5	10/27/2015		\$ 527.00
Deposit of Donation from Independence L#4	10/27/2015		\$ 600.00
Deposit of Membership (26x\$15) L #1	11/9/2015		\$ 390.00
Deposit of Affiliation Dues (7x\$10) L#2	2/6/2016		\$ 70.00
Deposit of Merchindice Promotion items L#5	2/6/2016		\$ 110.00
Deposit of Membership (13x\$15) L #1	2/6/2016		\$ 195.00
Deposit of Fall Conf and additional \$500 L#4	2/15/2016		\$ 1,500.00
Deposit of Membership (31x\$15) L#1	2/22/2016		\$ 465.00
Deposit of Affiliation Dues (1x\$10) L#2	2/28/2016		\$ 10.00
Deposit of Membership Dues (15 x \$15) L#1	2/28/2016		\$ 225.00
Deposit of Membership Dues (14 x \$15) L#1	3/4/2016		\$ 210.00
Deposit of Affiliation Dues (2 x \$10)L#2	4/1/2016		\$ 20.00
Deposit of Affiliation Dues (1x\$10) L#2	4/6/2016		\$ 10.00
Total Income			\$ 4,396.00
Itemized Disbursements for 2015-16	Date	Check #	Amount
OAAEOP paid auction item to MAEOP L#43	10/23/2015	116	\$ 64.00
Suzette Ryder postage V#17 L#43	10/23/2015	117	\$ 25.80
Pam Steele Reim V#18 L#11	10/23/2015	118	\$ 50.00
Pam Steele Reim V#19 L#29	10/23/2015	119	\$ 40.00
Iris Maxwell Instalation Charms V#20 L#16	11/9/2015	120	\$ 330.00
NAEOP Affiliation Dues	12/15/2015	121	\$ 44.70
NAEOP Dues for Pam Steele V#1 L#23	12/15/2015	122	\$ 50.00
MAEOP Spring Conf V#2 L#38	2/2/2016	123	\$ 1,000.00
NAEOP Office Prof (Olive T. Ritchie) Susan Brooker V#4 L#24	2/9/2016	124	\$ 20.00
NAEOP National Admin of the Year V#5 L#27	2/18/2016	126	\$ 20.00
Allied Insurance V#3 L#25	2/22/2016	125	\$ 144.00
Total Income			\$ 4,396.00
Total Expenses / Disbursements			\$ 1,788.50
			\$ 2,607.50

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
Check Register						
	10/23/15	Auction Items made out to MAEOP			\$ 64.00	\$ 1,616.18
116	10/23/15	OAAEOP paid for auction item		\$ 64.00		\$ 1,552.18
	10/27/15	Deposit of promotion items	X		\$ 527.00	\$ 2,079.18
	10/27/15	Deposit of Donation from Independence District L#4	X		\$ 600.00	\$ 2,679.18
117	10/23/15	Suzette Ryder postage V#17 L#43	X	\$25.80		\$ 2,653.38
118	10/23/15	Pam Steele Reim V#18 L#11	X	\$50.00		\$ 2,603.38
119	10/23/15	Pam Steele Pres. Gift V#19 L#29	X	\$40.00		\$ 2,563.38
120	11/9/15	Iris Maxwell V#20 L16	X	\$330.00		\$ 2,233.38
	11/9/15	Deposit of membership (26 x \$15) L#1	X		\$ 390.00	\$ 2,623.38
121	12/15/15	NAEOP Affiliation Dues	X	\$ 44.70		\$ 2,578.68
122	12/15/15	NAEOP dues Pam Steele V#1 Line #23	X	\$50		\$ 2,528.68
123	2/2/16	MAEOP Spring Conf V#2 L#38	X	\$1,000.00		\$ 1,528.68
	2/6/16	Affiliation Dues (7x \$10)	X		\$ 70.00	\$ 1,598.68
	2/6/16	Deposit Merchindice	X		\$ 110.00	\$ 1,708.68
	2/6/16	Deposit Membership (13 x \$15)	X		\$ 195.00	\$ 1,903.68
124	2/9/16	NAEOP Office Proff Susan Brooker V#4 L#24	X	\$20.00		\$ 1,883.68
	2/15/16	Deposit Fall Conf and \$500	X		\$ 1,500.00	\$ 3,383.68
	2/18/16	NAEOP Admin of the year app V#5 L27	X	\$20.00		\$ 3,363.68
	2/22/16	Deposit Membership (31 x \$15)	X		\$ 465.00	\$ 3,828.68
125	2/22/16	Allied Insurance V#3 L25	X	\$ 144.00		\$ 3,684.68
	2/28/16	Deposit Affiliation Dues (1x10)	X		\$ 10.00	\$ 3,694.68
	2/28/16	Deposit Membership Dues (15 x \$15)			\$ 225.00	\$ 3,919.68
	3/4/16	Deposit Membership Dues (14 x \$15)			\$ 210.00	\$ 4,129.68
	4/1/16	Deposit Affiliation Dues (2x\$10)			\$ 20.00	\$ 4,149.68
	4/6/16	Deposit Affiliation Dues (1x\$10)			\$ 10.00	\$ 4,159.68