



Missouri Association of Educational Office Professionals

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

2015 – 2016 NAEOP Report

April 13, 2016

MAEOP President and Executive Board,

There are 41 MAEOP members who also belong to the NAEOP organization. The state of Missouri has an additional 38 NAEOP members that doesn't belong to MAEOP. Membership forms are available online at NAEOP.org.

I am a member of my local association, OAAEOP, MAEOP, and NAEOP.

Respectfully Submitted,

Shelley Stokes
Shelley Stokes CEO
NAEOP chair



Missouri Association of Educational Office Professionals

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

April 16, 2016

Madam President, Executive Board, and guests,

I have made myself available as your MAEOP 2015-16 Parliamentarian and will continue to support you and your Board as needed.

I am a member of my OAAEOP, MAEOP and NAEOP.

Respectfully submitted,

A handwritten signature in cursive script that reads "Becky".

Becky Moses
2015-16 MAEOP
Parliamentarian



Missouri Association of Educational Office Professionals

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April 16, 2016

President Steele, Executive Board Members, MAEOP Members and guests:

As the 2015-16 PSP Chair, I am available to assist any member in obtaining their Professional Standard Program (PSP) designation as well as their Certified Educational Office Employee (CEOE) designation and to answer any questions you might have about the program.

One person has received their PSP certificate as of the January 15, 2016 deadline:
Rebekah Huntley – Associate Professional, Option I

One person has received their PSP and CEOE certificates as of the January 15, 2016 deadline:

Matthew Rorabaugh-Irwin – Bachelor Degree, Option II & CEOE

The next deadline to submit is May 15, 2016.

I have been contacted by two individuals who are preparing their application for the May 15th deadline. Please let me know if you would like more information or have questions about the program.

Respectfully submitted,

Susan Brooker

Susan Brooker, CEOE
2015-16 PSP Chair



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April 16, 2016

MAEOP President, Board Members, MAEOP Members and guests,

I would like to thank President Steele for allowing me to serve as Website Committee Chairman for the 2015-16 year. It has been a pleasure to update the website as needed with the help of my committee members Kristin Hernandez and Debi Othic.

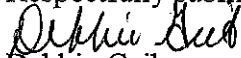
If you have pictures of conference, news from your local group or see any changes that need to be made please contact me to allow me to keep the website up-to-date as possible.

I was in attendance at the Fall 2015 Convention and am in attendance at this meeting.

Thank you again for the privilege to serve in this capacity.

I am a member of MAEOP, NAEOP and KAEOP.

Respectfully submitted,


Debbie Geib

2015-2016 Website Committee Chairman

March 28, 2015

Madame President, Executive Board, and Members and Guest;

The Screening National Office Professional and Administrator were nominated at the Spring MAEOP Conference.

Office Professional nominee Susan Brooker.

All paperwork was submitted on time.

Christy Serrage's nominee Dr. Stiepleman for Administrator was also submitted on time.

I am a member of DAEOP, MAEOP, and NAEOP

Thanks you for allowing me to serve in this position.

Respectfully,

Marie Freeman



Missouri Association of Educational Office Professionals

Department of Missouri State Teachers Association
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April 16, 2016

MAEOP Executive Board, Members and Friends,

North Central Area Professional Day 2016 is scheduled for April 22-23 in Rochester, MN. The location is the Apache Kahler Hotel, Room rate \$89.00 per nite. Registration fee is \$100 for members, \$80 for retirees. Friday is a special presentation for those working on PSP, and has a separate registration section and registration fee.

(May we have a show of hands for those planning to attend.) Unfortunately, scheduling prohibits Annette or I from attending this year, but we are confident a good time will be had by all.

Illinois, Indiana, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota and Wisconsin join together for a professional event. Make new friends, reacquaint with old friends and enjoy internetting with office professionals from our great Midwest.

The 2017 NCAPDD will be in Sioux Falls, SD, June 7, 8, 9. The 7th will start in the evening with a tour of a winery. Then, full days are planned for Thursday and Friday. This will be in conjunction with the South Dakota state conference. Details are still being fine-tuned and more information will be forthcoming.

Annette and I are members of National AEOP, Missouri AEOP, Independence AEOP, Cass County AEOP, & Northwest AEOP. (... and just about any other organizations that would have us.) Thank you for the opportunity to serve you in this capacity.

Respectfully submitted,

Annette Miller, CEOE

Iris Maxwell, CEOE

NCAPDD Liaisons

Annette Miller, CEOE
Iris Maxwell, CEOE



Missouri Association of Educational Office
Professionals

Affiliate of National Association of Educational Office Professionals

April 16, 2016

President Steele, Executive Board, MAEOP members, and guests:

"This Year Will Be a Wild Ride!" is the theme for the 66th MAEOP Spring Workshop, and what a ride it will be! We have 46 registered attendees, including 14 first timers, 10 Past MAEOP Presidents, one past NAEOP President, one NAEOP President, and one NAEOP President-Elect!

We hope you have enjoyed your time here in St. Louis and insist on you joining us again for the NAEOP Annual Conference right here in this very hotel this July!

Kim Brannon, CEO
Workshop Co-Chairman

Debbie Geib
Workshop Co-Chairman

44 in attendance
13 first timers

Thank you to St. Louis County for their monetary donation to support this Spring Workshop.

A HUGE thank you to Naomi Secoy for helping at the registration table, donating door prizes and auction items, and for her willingness to help in any way.



Missouri Association of Educational Office Professionals

Affiliate of National Association of Educational Office Professionals

April 14, 2016

President Steele, Executive Board, MAEOP members, and guests;

The idea of changing the MAEOP fiscal year to better align with an academic school year has been presented a few times in the past. I would like to again request you to consider changing the MAEOP fiscal year to align with the NAEOP fiscal year, which runs from August 1st to July 31st, and would also align with the academic school year. I would like to present you with a couple of the concerns that have been expressed in previous discussions along with some potential solutions.

Our current membership year is a bit confusing in that dues are payable November 15th, which allows you the member rate at the following Spring Workshop and Fall Convention. This causes a crossover from one school year to the next for membership benefits. To make a change, there would be one year of membership dues that would be "messed up" and could create a bit of confusion. A possible solution would be to have a "half-price" membership dues rate one year to cover the Spring conference rate, then return to the regular dues amount to cover Fall & Spring conference rate of each actual school year. For example, we all paid \$15 in November 2015 to have the member rate for 2016 Spring Workshop and 2016 Fall Convention. We could have a dues rate of \$7.50 payable in November 2016 to provide the member rate for 2017 Spring Workshop. The regular dues rate would return for August 2017 dues of \$15 for 2017 Fall Convention and 2018 Spring Workshop. It is doable and the half-price correction year is a viable solution.

Another issue is the Executive Board term and installation, which would be a more lengthy issue to resolve. The current by-laws require the new Executive Board to be installed at the Fall Convention and then to take office November 15th. A year of an "extended" Executive Board term could be an option for completing the change. For example, the elected board from the election of May 2017 (that would be the earliest potential change time since it wouldn't be able to take effect until a vote to change the by-laws was held-which would be after the next Executive Board is elected during the May 2016 election) would need to serve a year and a half to then have the next election in February of 2019, the Executive Board would then be installed at the 2019 Spring Workshop, and would then take office August 1, 2019.

To recap these processes, the membership issue could be resolved by August 2017 and the Executive Board issue could be resolved by August 2019, if the change to the by-laws was placed on the upcoming ballot with the election of the Executive Board. There are potentially other items that would need to be looked at, but these were the obvious ones that I wanted to present possible solutions for. As a frequent collector of Fall Convention registrations, I can assure you it is extremely confusing to new members who have to pay membership dues in the October to get the member rate for Fall Convention and then have to pay again November 15th to get the Spring Workshop member rate.

Thank you for your consideration of this issue.

Kim Brannon
MAEOP Past President (2013-14)



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April 14, 2016

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Annette and I are members of National AEOP, Missouri AEOP, Independence AEOP, Cass County AEOP, & Northwest AEOP. (... and just about any other organizations that would have us.) Thank you for the opportunity to serve you in this capacity.

Respectfully submitted,

Annette Miller, CEOE

Iris Maxwell, CEOE

NCAPDD Liaisons

Suzette Ryder
517 Van Horn Rd.
Hofts Summit, MO 65043
(573) 690-5048

February 9, 2016

Dear Nominating Committee,

I need to withdraw my name from the MAEOP Executive Board for the position of President-Elect as of May 19, 2016. It is with deep regret to leave the board at this point because I have truly enjoyed serving on this board for several years. May you be able to find a replacement soon!

Sincerely,

Suzette Ryder
President Elect, MAEOP



Missouri Association of Educational Office Professionals

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April 14, 2016

President Steele, Executive Board, and MAEOP members,

As you heard earlier in the meeting, Suzette Ryder intends to resign as president-elect as of May 19, 2016. The nominating committee has reviewed the by-laws and sought input from past presidents as well as the Parliamentarian regarding how this should be handled. Article VI, Section 3 of the by-laws states:

“In the event of a vacancy in the office of president-elect, the current nominating committee shall immediately nominate at least one candidate (5/2013) for the office of president-elect. Ballots bearing the name(s) of the candidate(s) shall be mailed or electronically sent to each active and retired member of the Association, such ballots shall be returned as directed by the nominating committee.”

Also relevant to the discussion of filling the remainder of the 2015-16 President-Elect term is that the “next in line” would be Vice-President Kristin Hernandez. Mrs. Hernandez is expecting her first baby in June, and had previously asked the nominating committee if she could remain as Vice-President for the 2016-17 term, which would move Marie Freeman up to President Elect for 2016-17. Mrs. Freeman also agreed to this move. Additionally, Pam Steele (2015-16 President) has volunteered to be President for a second term. However, since the by-laws state we have to elect a replacement for President-Elect, we don’t feel that Mrs. Steele or Mrs. Freeman can hold two positions for the 2015-16 year. Therefore, the nominating committee is asking the MAEOP Executive board and members to discuss this and make nominations to fulfill the 2015-16 President-Elect term. If needed, the ballot for the 2015-16 President-Elect can be sent out at the same time as the 2016-17 ballot in order to meet the guidelines set forth in the by-laws.

Additionally, the committee was approached by a Past President asking if they could run for a board seat which they did not previously hold. We would also ask that the Executive Board and members discuss whether a Past President should be allowed to run for and hold an office that they have not previously held.

For the 2016-17 MAEOP Executive Board, the nominating committee is pleased to present the following slate of qualified candidates:

President-Elect:	Marie Freeman (Waynesville)
Vice President:	Kristin Hernandez (Belton)
Recording Secretary:	Beth Smith (Independence) / Stefanie Purvis (Belton)

Corresponding Secretary: Linda Highley (Harrisonville) / Carol Parker (Springfield)

Treasurer: Lisa Shelton (Excelsior Springs)

Board Members: JoAnne Greenwell (Pattonville) / Helen Peavey (Macks Creek) /

[Vote for two (2)] Matthew Rorabaugh-Irwin (Independence) /

Robin Weaver (Parkway-Rockwood)

I want to thank the candidates for allowing their name to be placed on the ballot. By doing so, they have exhibited a willingness to take a leadership role in serving our association. As a member of MAEOP, you have the right, privilege, and responsibility to vote for the candidates of your choice.

Ballots will be issued electronically prior to May 1 and will be due no later than May 15, per the MAEOP By-Laws/Handbook. Only one ballot will be issued per member.

Thank you for allowing me to serve in this capacity. I would like to thank the members of the nominating committee: Jorene Brooks, CEOE; Iris Maxwell, CEOE, Annette Miller, CEOE; and Christy Serrage, CEOE; and also to Kristin Hernandez, CEOE, for being an advisory member.

Sincerely,

Susan Brooker

Susan Brooker, CEOE
2015-16 Nominating Committee Chair



Missouri Association of Educational Office Professionals

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April 14, 2016

President Pam Steele, CEOE, and Executive Board,

The 76th Annual MAEOP Fall Convention held in Branson on October 22-24, 2015, was a great success! District 3 enjoyed hosting the event and getting to see all of the members who were able to attend. We had a total of 39 registered attendees including 3 first timers, and 10 Past-Presidents.

Following is a summary of receipts and expenditures:

Receipts:

MAEOP, Advance	\$ 1,000.00
Registrations	3,982.00
Donations	200.00
Mask Sales	20.00
On-site Fundraisers	<u>180.00</u>
Total Receipts	\$ 5,382.00

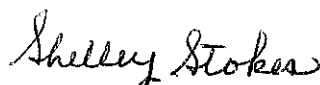
Expenses:

Camden Hotel & Convention Center	\$ 778.96
MAEOP, Repay Advance	1,000.00
Presenter Gifts	250.00
Great American Steak & Chicken House	774.50
Moon River Theater	666.67
Eye Masks	371.69
On-time Reward for Saturday	100.00
Snacks/Door Prizes/Decor	730.30
Checks printed	3.00
Dues Paid to MAEOP (non-member fee)	<u>90.00</u>
Total Expenses	\$ 4,765.12

We have remaining funds in the amount of \$616.88. As you can see from the list of expenses, we have returned the advance and have included an additional amount of \$500.00. We have kept the remaining excess funds in our checking account to be able to keep the account open for the next convention/workshop we host. We also chose to pay the non-member fees we collected to MAEOP to pay for the 2015-16 dues for the non-members who attended the convention and had not yet joined in hopes they will continue their membership on their own following this year.

Sincerely,


Janet Little, CAP
Convention Co-Chairperson


Shelley Stokes, CEOE
Convention Co-Chairperson