

Reports of Standing Committees



Missouri Association of Educational Office Professionals

Affiliate of National Association of Educational Office Professionals

October 22, 2016

Madame President, Executive Board, Members and Guests,

As auditing chair I have made myself available to President Steele and will perform my duties as outlined in the bylaws. My committee members are: Shelley Stokes, Retried Springfield and Barbara Covert, Halfway.

The 2014-15 Auditing committee was unable to fulfill their duty so the 2015-16 committee performed the audit with Janet Little CAP MAEOP Auditing Chair Carol Parker filling in for Barbara Covert. We have found the books to be in order. There was a number that was transposed but the books balanced.

I am a member of MAEOP, NAEOP and OAAEOP.

Respectfully Submitted
Janet Little CAP
Audit Chair



October 22, 2016

Madame President, Executive Board, MAEOP members and guest;

The Budget Committee met and reviewed the budget.

**I, Marie Freeman, and Carol Parker thank you for the opportunity to
serve in this capacity.**

Respectfully submitted,

Marie Freeman

Budget Committee Chair



Missouri Association of Educational Office Professionals

Affiliate of National Association of Educational Office Professionals

October 20, 2016

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

At the 2016 Spring Workshop, members discussed the possibility of making significant changes to the organization's process and bylaws. Nothing has been voted on or decided. A couple of weeks ago, we sent out a survey to all members to get feedback about the proposed changes. All responses were collected on Oct. 19. The survey responses remained completely anonymous and members were only allowed to take the survey one time.

Proposed changes were as follows:

1. Allowing past-presidents the opportunity to be nominated to a board position they have not filled previously, as long as no new members are nominated for the same position.

- **Rational** – Because it can be challenging to fill officer positions, this would give past-presidents the option to fill a position they have not previously held. They would not be able to be nominated if a new member (to the board) is currently running for the same position, to allow them the opportunity.

** allow any position, not just those previously held*

2. Change the MAEOP membership year from (current) November 15-November 14 to (proposed) August 1-July 31.

- **Rational** – The current membership year is confusing to many, especially new members unaware of the reasoning behind the current year. This would better align with school district's school years, while still allowing members full membership benefits for all conferences.

3. Change MAEOP officer terms from (current) 1 year to (proposed) 2 years.

- **Rational** – Currently, officers' terms are 1 year. By extending it to 2 years, officers would have time to get familiar with the job and continue, instead of leaving that office. Officers would be more experienced, resulting in less mistakes and familiarity of officers among members.

- Installation end of spring*
- Do away w/ Pres Elect and combine secretaries*

If these changes are put into place, even one, the bylaws and handbook will need a complete overhaul. Because of this possibility, we have created a Bylaws/Handbook Revision Committee to help look through the bylaws and handbook and update as necessary.

These members include: *Kim Brannon*, Halfway; *Susan Brooker*, Harrisonville; *Debbie Geib*, NAEOP; *JoAnn Greenwell*, Independence; *Linda Sockwell*, NAEOP, as an advisor; and myself.

18 June 1954

Dear Mr. [Name]

I have received your letter of the 15th and am sorry to hear that you are having trouble with the [subject]. I will try to help you in any way I can.

Sincerely,
[Name]

Very truly yours,
[Name]

Enclosed are the [subject] and [subject].

This committee met before the Executive Board meeting and discussed the following:

* look at updating MAEOP Mission Statement

I would like to thank Jorene Brooks, CEOE, and Donna Talley for agreeing to serve on the Bylaws/Handbook Committee for the 2015-16 year.

I am a member of CCAEOP, MAEOP and NAEOP.

Respectfully submitted,

Kristin Hernandez

Kristin Hernandez
2015-2016 By-Laws/Handbook Committee Chair
2016-2017 Bylaws/Handbook Revision Committee Chair



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October 22, 2016

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

As Membership Chairperson of MAEOP, I have performed all duties as outlined in the by-laws.

The current 2015-16 membership is as follows:

New – 23

Retirees – 13

Renewal – 65

Total Members in 15-16 - 101

I am currently collecting memberships for the 2016-17 MAEOP year and have membership forms for those who would like to renew at this 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 Membership Chairperson



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October 22, 2016

President Steele, Executive Board members, and MAEOP members,

The electronic ballots for the 2016-17 MAEOP Executive Board election were sent to all active members. Two requests were received for paper ballots, and those were sent as requested and returned with a postmark no later than May 15. There were 59 ballots returned electronically with 2 paper ballots for a total of 61.

Officers elected to the 2016-17 MAEOP Executive Board are:

President:	Pam Steele
President-Elect:	Marie Freeman
Vice President:	Kristin Hernandez
Recording Secretary:	Beth Smith
Corresponding Secretary:	Carol Parker
Treasurer:	Lisa Shelton
Board Member:	JoAnn Greenwell
Board Member:	Matthew Rorabaugh-Irwin

On behalf on the nominating committee, I would like to thank all of the members who allowed their names to be placed on the ballot. Our association is very fortunate to have such a great selection of qualified individuals willing to take on a leadership role.

Sincerely,

Susan Brooker

Susan Brooker, CEOE
2015-16 Nominating Committee Chair

Nominating Committee Members:

Jorene Brooks, CEOE
Iris Maxwell, CEOE
Annette Miller, CEOE
Christy Serrage, CEOE

Healthcare Wufoo Online Forms

Upgrade SusanBrooker

Market Research Mobile Intelligence

+ Create Survey

My Surveys

Examples

Survey Services

Plans & Pricing

Events

Surveys as a team. Get results faster with Team Collaboration features. View pricing →

2016-17 MAEOP Election Ballot

Summary Design Survey Collect Responses Analyze Results

Export All Share All

No rules applied

Rules allow you to FILTER, COMPARE and SHOW results to see trends and patterns. [Learn more >](#)

Question Summaries

PAGE 1: Duplicate ballots will not be issued. Ballot must be completed by May 15, 2016 to be counted.

Q1

Customize Export

2015-16 President-Elect This election is necessary due to the resignation of Suzette Ryder, current President-Elect. The person elected will fill the position of President-Elect until the end of the 2015-16 term. Also, please refer to the election of President for the 2016-17 term below.

Answered: 59 Skipped: 0

No shared data

Sharing allows you to share your survey results with others. You can share all data, a saved view, or a single question summary. [Learn more >](#)

Share All

Marie Freeman



Write in candidate

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

Answer Choices

Marie Freeman

Write in candidate

Total

Responses

100.00%

Responses 0.00%

59 + 0 = 61

0

59

Q2

Customize Export

2016-17 President For the same reason as above, it is necessary to elect a President for 2016-17 due to the resignation of Suzette Ryder. Pam Steele is the current 2015-16 President.

Answered: 59 Skipped: 0

Pam Steele



Write in candidate

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

Answer Choices

▼ Pam Steele

▼ Write in candidate

Total

▼ Responses

100.00%

Responses 6.00%

▼

59 + 0 = 59

0

59

Q3

Customize

Export

2016-17 President-Elect

Answered: 59 Skipped: 0

Marie Freeman



Write in candidate

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

Answer Choices

▼ Marie Freeman

▼ Write in candidate

Total

▼ Responses

100.00%

Responses 6.00%

▼

59 + 0 = 59

0

59

Q4

Customize

Export

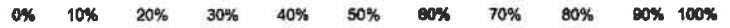
2016-17 Vice-President

Answered: 59 Skipped: 0

Kristin Hernandez



Write in candidate



Answer Choices

- ▼ Kristin Hernandez
- ▼ Write in candidate

Responses

100.00%

0.00%

59 + 0 = 61

0

59

Total

Q5

Customize

Export

2016-17 Recording Secretary

Answered: 59 Skipped: 0

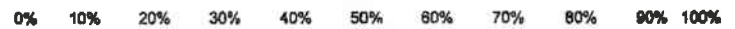
Stefani Purvis



Beth Smith



Write in candidate



Answer Choices

- ▼ Stefani Purvis
- ▼ Beth Smith
- ▼ Write in candidate

Responses

44.07%

55.93%

0.00%

26

33 + 0 = 33

0

59

Total

Q6

Customize

Export

2016-17 Corresponding Secretary

Answered: 59 Skipped: 0

Linda Highley



Carol Parker



Write in candidate

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

Answer Choices

Responses

Linda Highley

37.29%

22 + 1 = 23

Carol Parker

62.71%

37 + 1 = 38

Write in candidate

Responses

0.00%

0

Total

59

Q7

Customize

Export

2016-17 Treasurer

Answered: 59 Skipped: 0

Lisa Shelton



Write in candidate

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

Answer Choices

Responses

Lisa Shelton

100.00%

59 + 2 = 61

Write in candidate

Responses

0.00%

0

Total

59

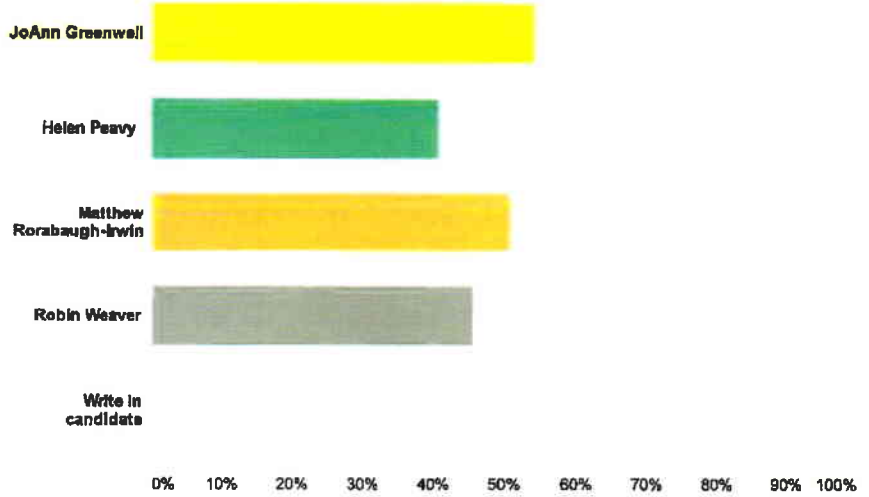
Q8

Customize

Export

2016-17 Board Members (vote for 2)

Answered: 59 Skipped: 0



Answer Choices	Responses	
JoAnn Greenwell	54.24%	32 + 1 = 33
Helen Peavy	40.68%	24 + 1 = 25
Matthew Rorabaugh-Irwin	50.85%	30 = 30
Robin Weaver	45.76%	27 + 2 = 29
Write in candidate	0.00%	0

Total Respondents: 59

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Julian Brecker, Chair
Annette Miller
Eric Maxwell

Jorene Brooks - absent
Christy Serrage - absent