

USMAOPBoard20232024Kickoff and Planning Meeting

August 11, 2023

10:00a.m. to 12:00p.m.

McLemore Hall, Room 128

- I. Welcome
- II. Call to Order and Roll Call
- III. Adoption of Agenda
- IV. Inspiration

Something I found unique when I was a brand new member of AOP was that every meeting had the "Inspiration" item on the agenda. That was something

VII. Committee Review and Goal Setting

Aliaisons – Cindy Walker (will continue to serve, but if someone is willing to step up and chair this committee then Cindy will be happy to step down)

Members (7 members according to bylaws):

Goals:

- o Actively recruit nominations for the Office Professional of the Year and Administrator of the Year (and select a winner)
- o Plan out timelines for recruitment, selection, presentation, and submission to state and national awards

Budget – Cindy Walker

Members (4 members – according to bylaws):

Goals:

- o Recruit members for the budget committee
- o Plan out the budget (build budget)

Community Service – Jennifer Lewis (need co chair or to reassign)

Members (# as needed):

Goals:

- o Focus on one or two community service projects per semester. Let's focus on maximum impact on these, rather than quantity of events.

Gulf Coast – Vacant (has been Mary and/or Joyce in the past)

Members (2 members – according to bylaws):

Goals:

- o Appoint a new chair

Hospitality – Chiquila Dolison

Members (# as needed):

Goals:

- o Create (or activate) a form to collect members' news
- o Consider doing something for birthdays?

In Service – Genea Washam

Members (# as needed):

Goals:

- o Host at least two professional development workshops per month

Membership – Mary Maner

Members (# as needed):

Goals:

- o Two membership drives (one in person at Hattiesburg and Gulf Shores - personalized, tr)

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PSP Advisory – Cory Williams

Members (5 members – according to bylaws):

Goals:

- Continue to help process PSP certificate applications

Publicity – Cory Williams and Jennifer Lewis (Historian)

Members (# as needed):

Goals:

- Need to find new committee chairperson
- Revamp AOP website
- Post at least once per week on social media
- Communicate upcoming events with Kelsey F. chairperson

Membership drives
Anything else?

Varies

Create a shared calendar in Outlook. Once we have these set, we can also post them on our website, which I think will be really helpful for our members.

X. Open Discussion

Other notes:

Review by laws

XI. Adjournment

RECAP OF ACTION ITEMS