BSUAOP Executive Board Meeting Minutes  
DATE: NOVEMBER 27, 2012  

<table>
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<th>CALL TO ORDER</th>
<th>The meeting was called to order at 12:04 p.m. by President Delaney</th>
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| ROLL CALL     | Present: Karen Baker, Rene’ Delaney, Danya Lusk, Twyla Perkins, Debbie Porter, Suzan Raney, Lois Santillanes  
Proxies: n/a  
Quorum Established: Yes: Y  
No:                                                           |
| NOTE TAKER    | Twyla Perkins                                                     |
| NOTE TAKER    |                                                                 |
| AGENDA TOPICS |                                                                 |
| APPROVAL OF MINUTES | Suzan motioned for approval of the Aug., Sept., and Oct. 2012 minutes. Debbie seconded the motion and all approved. Rene’ suggested having Leslie review the Oct. minutes, and with the changes she previously suggested, would be approved. Once approved, the Oct. minutes can be posted to the web. |
| COMMUNICATION FROM OFFICERS | President: Rene’ Delaney wrote a letter to the upset vendor from the Holiday Auction. Reminder that we will not be meeting in Dec.  
Vice President: Reggy cannot do a workshop in January. Jerri Mizrahi offered to present “Think this, not that”. A time management presentation was suggested and Suzan will ask Jerri. For February, a nutrition discussion with Loren and a fitness review with Kayla were discussed. Heidi Reeder can be available for a Wed. presentation. Should we avoid Tue. and Thurs. presentations? Suzan will request someone to give a presentation regarding the “Golden Gate Bridge”, possibly for the Women’s History presentation in March.  
Secretary: Twyla Perkins provided the final minutes for Sue to post to the BSUAOP website. Once Leslie reviews the changes made to the Oct. minutes, Twyla will provide for Sue to post.  
Treasurer: – absent  
Advisor: Jerri Mizrahi – absent |
| MEMBER REPRESENTATIVES | A-F & Emeriti - Karen Baker - no report  
G-L - Debbie Porter - no report  
M-Z - Danya Lusk - agreed to cover the S-Z membership notifications, as Tricia stepped down. Danya confirmed the brochures and letters have been sent. |
| REPORTS OF STANDING COMMITTEES | Membership: Danya Lusk – will update contacts on letterhead and brochures and post to Googledocs. Danya will also send letters to those who did not renew. Twyla motioned to approve with changes, Karen seconded the motion and all approved. The benefits of BSUAOP membership include networking, scholarships, camaraderie, book expenses, etc. Rene’ will add new employees to the contact member-rep spreadsheet.  
Scholarships & Awards: Jamie Sheppard – no report  
Nominations: Sue Antonich – no report  
PSP: Lois Santillanas – Lois has been nominated as President Elect for National Association of Retired Educational Office Professionals (NAREOP)  
Way & Means: Marsha Hale – no report  
ACE Representative: Debbie Porter – no report  
Keynoter Editor: Shelly Doty – made suggested changes, added a synopsis about BSUAOP and will include an update about the Holiday Auction. |
| REPORTS FROM SPECIAL COMMITTEES | Web Page – Request for Sue Antonich to add the Aug. and Sept. minutes to the AOP website. Lois suggested we scan the historical information from the archives and list the Office Professionals of the Year and the continued recognition of the |
Administrators of the Year on the web. Twyla will create a GoogleSite to retain the current and archived documents. An alternative was suggested to archive with the library. Twyla will scan the BSUAOP binder to post on the site. Western Trophy creates the plaques for BSUAOP. Nominations are made in the spring.

**Professional Development Day** – Fall event, no update.

**Holiday Auction** - It was suggested that items from the Alumni and Athletics auction not auctioned will be kept to BSUAOP for the following year. Thank you letters were sent to donors. The auction brought in $3,600-$4K.

**Bosses Breakfast** – Suzan recommended a game show theme - “Family Feud, Bronco Style”. Suzan says we can purchase a game for ~$300 for the game show set-up.

**Bylaws** – Leslie Black– no report

**Handbook Revision** – Leslie Black – no report

**Historian** – Vacant (need volunteers for the keeper of pictures and a picture taker)

**Librarian** – Vacant

### UNFINISHED BUSINESS

- ✓ Refer to **Holiday Auction** Debrief and thoughts noted above.

### NEW BUSINESS

- ✓ **BSUAOP Event Advertising** – need to get the word out! Suzan will send the "Procrastination – Eat that Frog" flyer to area reps. The area reps will send flyers to professional and classified staff, and Danya will send a request to have the event listed in the **Update**

### ADJOURN & NEXT MEETING

Suzan motioned to adjourn the meeting. Twyla moved to second the motion and all approved. The meeting was adjourned at 1:01 PM.