**BSUAOP Executive Board Meeting Minutes**

**DATE:** FEBRUARY 26, 2013  
**FINAL**

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<th>CALL TO ORDER</th>
<th>The meeting was called to order at 12:12 p.m. by President Delaney</th>
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| ROLL CALL     | Present: Sue Antonich, Karen Baker, Leslie Black, Rene’ Delaney, Danya Lusk, Twyla Perkins, Debbie Porter, Suzan Raney, Lois Santillanes  
Proxies: n/a  
Quorum Established: Yes: Y  
No:  
Absent: N/A |
| NOTE TAKER    | Twyla Perkins |

### AGENDA TOPICS

#### APPROVAL OF MINUTES

Suzan motioned for approval of the January 2012 minutes, with revisions suggested. Danya seconded the motion, all approved and the motion carried.

#### COMMUNICATION FROM OFFICERS

- **President:** Rene’ Delaney - no update
- **Vice President:** Suzan Raney – Women’s History Monologues is scheduled for March 19. Suzan spoke with Pat, one of the presenters, and she is very excited to be celebrating Women’s History Month.
- **Secretary:** Twyla Perkins - will update and provide the final version of January meeting minutes for Sue to post to the BSUAOP website. Twyla will revise the agenda to designate future meetings to be held in the Rec. Ctr. for the remainder of the spring semester, cancel the BSUAOP Board Meeting scheduled in the SUB for the remainder of spring and update her BSUAOP Executive Board distribution list, to include Lois Santillanes.
- **Treasurer:** Sue Antonich – provided the February financial statement with proposals to move funding to support scholarships. Suzan and Leslie will put in for scholarships. The President and past President are awarded travel and others are funded through scholarships, with a March 15 deadline for the April 12-13 event and anticipated costs of $385 /pp. Sue motioned to move funds as proposed on the February financial statement. Leslie seconded the motion, all approved and the motion carried. Sue motioned to move $2K from scholarship to travel, leaving $2,904 to support scholarships for IAEOP and NAEOP. Leslie seconded the motion and recommended to move more later, if necessary. All approved and the motion carried. Jamie will call for committee member volunteers. Suzan Raney reported that PALS (Past Association Leaders of BSUAOP) has not affiliated with NAEOP for the current year. There was discussion about whether or not PALS should associate with NAEOP and it was determined that they should so that Boise State has a 2nd delegate at the annual conference. Sue Antonich will complete the paperwork and request payment to affiliate PALS with NAEOP.
- **Advisor:** Jerri Mizrahi - absent

#### MEMBER REPRESENTATIVES

- **A-F & Emeriti:** Karen Baker – had several people attend and enjoy the February Brownbag presentation of “Procrastination – Eat That Frog”. Karen received a compliment from a new employee for being so informative regarding upcoming events, etc.
- **G-L:** Debbie Porter – no update
- **M-Z:** Danya Lusk – February Brownbag was well attended with great responses.

#### REPORTS OF STANDING COMMITTEES

- **Membership:** Danya Lusk - will send letters to those who did not renew
- **Scholarships & Awards:** Jamie Sheppard – call for BSUAOP scholarships to attend the IAEOP Conference in April and the NAEOP annual meeting/institute in July. Suzan reported that the IAEOP Scholarship and Awards Nominations Committee were made up of herself, Debbie Zarkos from Ada County AEOP and Karen Piper from Midvale School District. Suzan reported the 2013 IAEOP Office Professional of the year will be awarded to Leslie Black. Congratulations Leslie!
- **Nominations:** Sue Antonich – will write an article for Shelly
- **PSP:** Lois Santillanas – will work with Rene’ to pursue her PSP certification. Lois announced she has been nominated as President Elect for the NAEOP Retirees group. Lois mentioned the Idaho board membership should engage in discussions to draw in retired members.
**Way & Means:** Debbie and Suzan will talk with Marsha regarding the toner recycling project, to gather more information and Leslie will draft an article for the UPDATE, inclusive of drop-box locations. Marsha was going to draft an article and Leslie will finalize it for the Keynoter. ACE representative, Debbie Porter, reported that Leslie Knight spoke with Breck Skinner regarding a fundraiser for abused children, as an example for an ACE event. It was also stated that it is still not good to have competition between different organizations on campus. BSUAOP needs to advertise the toner recycling project better. The list of recyclable items is on the Ways and Means site, but needs to be advertised. Do not recycle refurbished office max cartridges. The same company also accepts phones other items for recycling. Signs need to be printed for labeling boxes to clearly identify them as a BSUAOP project.

**ACE Representative:** Debbie Porter and Rene' Delaney have raffle tickets and confirmed there would be at least two quilts in addition to other raffle items at the Chili feed. Cost is $5 for meal, $6 for meal and one raffle ticket, $2 per raffle ticket or $10 for six raffle tickets. ACE is trying something new this year, will have to-go cups for purchase ($5) at the Chili feed.

**Keynoter Editor:** Shelly Doty – is requesting BSUAOP historical documents for the library archives. What’s the publication frequency preference, month/year, various combinations? Please send digitized articles to Shelly.

**Web Page:** Twyla has scanned the BSUAOP Agenda and Minutes binder for archival to the new GoogleSite she is working on, which will be requested to be posted to the website.

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

**Holiday Auction:** Fall event, no update.

**Bosses Breakfast:** Suzan will investigate game options with Andy Giacomazzi, such as the Professional Game Presentation, Co-Worker’s Feud, Password Family Feud based on actual student surveys or Family Feud, Bronco Style. Academic Technologies may be able to come up with something using multi-media or having audience participation using clickers? Suzan will investigate with Stan Smith and Lois offered to assist.

**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 membership notification notes above

**NEW BUSINESS**

- **BSUAOP Brownbag:** March 19 from 11:30 AM to 1:00 PM in the Trueblood Rm /SUB for the Women’s History Month (WHM) – Monologues. “Off the Record: Untold Stories of Women, Science and Technology” will be presented by Heidi Reeder, Lynn Lubamesky, Leslie Madsen-Brooks, Janelle Brown and SUB for Patricia Pyke. Lynn Lubamersky may present her research on Marie Curie.
- Leslie suggested we start advertising sooner to plant seeds. Needs a blurb on the web and suggested a teaser for initial advertisement. Publicize “Save the Date” with a catchy title and links. Suzan will check with Pat Pike for a blurb to advertise the WHM event.
- Cala Sieleff, Assistant Director of fitness programs at the Rec. Center, will present on a Wednesday in April. Topic suggestions include Fitness for...old people, youth challenged, your second wind.
- Our next meeting is during Spring Break, should we pull it in a week? The majority of us will remain on campus during Spring Break.

**ADJOURN**

Meeting adjourned at 1:10 PM.