BSUAOP Executive Board Meeting Minutes

**DATE: AUGUST 14, 2017**

**LOCATION: COBE - MEC 301**

### CALL TO ORDER

The meeting was called to order at 2:30

### ROLL CALL

**Present:** Michele Kelly, Rob Pangaro, Ellie Pierce, Shannon Eddins, Lisa DeRosier, Shelly Doty, Ramona Martin  
**Excused:** Katy Lightfield, Pam Robbins  
**Absent:** Valerie Hayes  
**Quorum Established:** Yes: Y No:

### NOTE TAKER

Michele Kelly

### THIS YEAR’S THEME

TBD by President Pangaro

### ABBREVIATIONS

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>AOP</td>
<td>Association of Office Professionals (Also BSUAOP)</td>
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<tr>
<td>PDD</td>
<td>Professional Development Day</td>
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<tr>
<td>IAEOP</td>
<td>Idaho Association of Educational Office Professionals</td>
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<tr>
<td>NAEOP</td>
<td>National Association of Educational Office Professionals</td>
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### WEBSITE

http://orgs.boisestate.edu/bsuaop/

### AGENDA TOPICS

#### APPROVAL OF MINUTES

June minutes not yet available for approval. Lisa is working on them. July minutes have been approved.

#### FINANCES UPDATE

No discussion due to excused absence of Katy.

#### COMMITTEE LEADS

- Website - Ramona & Rob  
- Scholarships and Awards - Katy & Sue Antonich (she needs to be asked)  
- Nominations & Elections - Shelly  
- PSP Representative - [Lisa](mailto:lisad@yahoo.com)  
- Holiday Auction - Ellie  
- Keynoter Editor - Shelly  
- ACE Representative - Ramona  
- PSA Representative - Daniel Gold  
- Photographer - Anita Lasher (she needs to be asked)  
- Membership Committee Chair - Pam

#### BOSSES BREAKFAST

Ellie has meeting scheduled with Gary Logos about pricing. Shelly is taking the reigns for the Office Professional and Administrator of the year. Rob will work up a flyer and Michele will work up a 'blurb' by Sept 1 at the latest for Update and the Keynoter.

#### MEETING CALENDAR OVERLOOK

- 9/11/17 - Lisa - Education building  
- 10/09/17 - Shannon - Norco building  
- 11/13/17 - Shelly - Library  
- 12/11/17 - Rob - MBEB

#### PRESIDENT’S PICNIC

We will share a table with ACE and PSA. We will display our tri-fold and give away pens & pads, and will have membership forms.

#### NAEOP

Lisa thanked us all for giving her the opportunity to attend. She had a great time! The 2018 conference will be in Minnesota and the 2019 one will be in IDAHO!!! NAEOP Conference information is available at: [https://www.naeop.org/](https://www.naeop.org/)

Comment [1]: Will ask at Nationals for list of recipients?
| ADJOURN & NEXT MEETING | Meeting adjourned at 3:06 pm. Next meeting tentatively scheduled for September 11, 2017. |