BSUAOP Executive Board Meeting Minutes

DATE: DECEMBER 11, 2017
LOCATION: ALBERTSONS LIBRARY ROOM 109A

| CALL TO ORDER | The meeting was called to order at 2:35 |
| ROLL CALL | Present: Shelly Doty, Lisa DeRosier, Pam Robbins, Ramona Martin, Ellie Pierce, Michele Kelly
Excused: Shannon Eddins, Rob Pangaro, Katy Lightfield
Absent: |
Quorum Established: Yes: X No: |
| NOTE TAKER | Michele Kelly |
| THIS YEAR’S THEME | Taking the World by Storm |
| ABBREVIATIONS | AOP - Association of Office Professionals (Also BSUAOP)
PDD - Professional Development Day
IAEOP - Idaho Association of Educational Office Professionals
NAEOP - National Association of Educational Office Professionals |
| WEBSITE | http://orgs.boisestate.edu/bsuaop/ |

AGENDA TOPICS

| APPROVAL OF MINUTES | November minutes have been approved |
| FINANCES UPDATE | Katy provided us with the invoice from Event Services for the Holiday Auction. The vote to pay the invoice was later approved via email (on December 12). The vote to donate 10% of the proceeds ($352.19) to the Goodwill Fund was also approved. Our current account balance will be, pending the above payments, $5525.59 |
| HOLIDAY AUCTION | It was discussed that we may want to explore options with regard to location, scheduled time, and food provided for this event next year. Having the event in MBEB was suggested. Also suggested was that we move the time frame to run from 11am to 12:30 and promote it as "Life is Short; Eat Dessert First!" and only offer coffee and dessert with a mandatory entrance fee of $5. If held in MBEB and cost could be contained at $200 - campus catering would not be needed. Even if event were held in SUB next year, we would like to explore the dessert only/mandatory entrance fee option. Additionally if we were to get a gift card of sometype donated, the entrance fee could be a chance to win the gift card at the conclusion of the event. |
| ACTION ITEM FOR ROB: | Please see if Friday April 6 would work for us to have PDD at MBEB
Confirm with Dr Kustra that employees will be excused from work with supervisor approval.
To what extent does HR want to support the event? A set amount? everyone's lunch? |
| PROFESSIONAL DEVELOPMENT DAY | Ramona is needing these things along with her agenda set so that she can submit to NAEOP for PSP credit. |
| | Ramona will be sharing a PDD spreadsheet that we can add information to and monitor her progress and what she may need help with. |

Comment [1]: Add Michele?
Comment [2]: Haha...oops
Comment [3]: was this a throwback from last meeting? Or was this the discussion after I left?
Comment [4]: after you left
Ramona presented her ideas: Main overall theme - “Be the best you can be”. She would like break out sessions to follow 3 main ideas.
1. 21st century technology (virtual office)
2. emotional intelligence (conflict management)
3. acceptance (diversity and inclusion)
The proposed schedule is 8:00-8:15 welcome
8:30-9:30 session one
9:45-10:45 session two
11:00 noon session three
noon to one lunch
1:15-2:15 session four
2:30-3:30 session five
3:45-4:30 wrap up and discussion

Suggested speakers: Melissa Wintrow, Tasha Souza
Shelly is looking into Library IPAD usage for the day
Ellie will see if Tamara Martinez-Anderson would like to participate

Michele did discuss with Leslie Black and Danya Lusk that YES we can certainly invite other higher ed institutions to participate, but that in the past there has not been much interest. Danya did say that there is a State of Idaho AOP we might want to invite as well.

<table>
<thead>
<tr>
<th><strong>ADJOURN &amp; NEXT MEETING</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting adjourned at 3:35pm. Next meeting tentatively scheduled for TUESDAY January 9th at 2:30. Monday is the first day of classes so January’s meeting will be held on Tuesday. Pam/Lisa were looking into the education building. If not available Shelly offered the Library to us.</td>
</tr>
</tbody>
</table>

**Comment [5]:** There were some from the local school district (their local organization folded) that I think would like to be invited. I’ll see if I can find that info.