# BSUAOP Executive Board Meeting Minutes

**DATE:** May 13, 2019  
**LOCATION:** Library 109A

## CALL TO ORDER
The meeting was called to order at 3:02

## ROLL CALL
**Present:** Ramona Martin, Shelly Doty, Kim Shively, Michele Kelly, Cynda LeDuc, Audrey Williams, Ellie Pierce, Annette Welburn  
**Excused:** Lisa DeRosier  
**Absent:**  
**Quorum Established:** Yes: ☒ No:

## NOTE TAKER
Cynda LeDuc

## THIS YEAR’S THEME
Weathering the Storms Together

## 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
Approved via google doc.

### FINANCES UPDATE
Link to report:  
[https://docs.google.com/spreadsheets/d/1ibJuKvKF7T8d33F0mZkdgQcMBvSs5eS6RUTi08NWOks/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1ibJuKvKF7T8d33F0mZkdgQcMBvSs5eS6RUTi08NWOks/edit?usp=sharing)

$2,784 in revenue and about $1,200 in expenses are not included in balances. Also not included are the president-elect charges for NAEOP.

Our year-end balance should be around $9,500. This is a bit larger than normal but we didn’t have as much in conference travel expenses this year.

### BOSSES BREAKFAST
October 4, 2019 - The date is set and the SUB reserved. Andy G. wants to change up the game. We will start meeting with him soon.

### HOLIDAY AUCTION
November 15, 2019 - The date is set and the SUB reserved. This is a payday.

### PROFESSIONAL DEVELOPMENT DAY
Professional Development Day Wrap-up and discussion.  
Reviews of each session were discussed based on assessment from attendees. We had almost half of the attendees complete the survey. Our overall score from all responses was 4.26 out of 5.

Changes to consider for next year:  
Sign in and Out sheet. Receive your certificate at the end.  
Sign in at each session.  
End at 4:30.  
Based on content some sessions might be 60 minutes, some might be 75 minutes.

Cynda will draft a letter for Ramona to review and send out to the deans as a thank you for sending your employee and keep us in mind
next year with great reviews from the survey included as examples as well as the value compared to traveling conferences.

**Membership**

Do we need any supplies? We’ll count it all and assess for needs.

**Benefits Fair**

We need to remember the benefits fair next year! We had an empty table there this year.

**Annual General Meeting**

Shelly will send out a calendar invite to all members. [Sent 5/13/2019]
The time for the board is 11-2 (to set up and clean up), while the luncheon is from 11:30-1. The deadline to RSVP for the luncheon will be the 29th and a reminder will go out on the 28th. We have water leftovers from other events. Ramona will check with Coke for donations. Ramona will run the meeting, introduce the nominees for the upcoming election (not all come to the meeting) and give an update on Bosses Breakfast. Everyone gives a brief update on the committee they are part of, a “how things went for the year.” Michele will talk about the budget, Shelly will present on Professional Development Day and the Keynoter, Ellie will do the Holiday Auction. Also the IAEOP Person of the Year award.

**Nominations & Elections**

Shelly will send a reminder on Monday, the 20th, about nominations and will verify with nominees if they wish to run for the position.

**ACE Update**

May 21 is the annual ACE meeting and nominations are out now.

**IAEOP Update**

Ramona is the treasurer and Shelly is member rep for Area V. Audrey is Area III.

**NAEOP**

NAEOP Conference information is available at: https://www.naeop.org/

We need volunteers to host the hospitality room. Please fill in at https://docs.google.com/spreadsheets/d/1WeCiUk7UFL0dW2-ZYiRScOG-ZjQreTnCT16m9uXYQP4/edit?usp=sharing.

We’ll announce the NAEOP information at the general meeting and then send a reminder with the new election year results email going out sometime between June 21 and 28.

Kathy Buck is renting the Room 503 room which has an accessible bathroom for guest use.

Ramona has a P-card for purchasing the supplies.

Cynda will arrange a spreadsheet of potential donors to call or visit in mid-June. Any/all businesses but especially on Chinden including all wineries and breweries.

What about scooters or green bikes?

We can use the libraries plotter printer for posters of donor list and other Boise State information.

Ellie will contact the City of Boise about flyers/advertising material and the Chamber of Commerce for Idaho magazines and the Owyhee Candy company for possible spud bite donations. *Chamber of Commerce says someone else has already requested brochures. But*
<table>
<thead>
<tr>
<th>Adjourn &amp; Next Meeting</th>
<th>Meeting adjourned at 4:01pm. The next meeting is our annual General Luncheon on Thursday, June 6th from 11:30-1:00, Library 201C.</th>
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she is sending me one anyway. I will update after I review it.
5/20/19