

USMAOP Board 2023-2024 Kickoff and Planning Meeting

August 11, 2023

10:00 a.m. to 12:00 p.m.

McLemore Hall, Room 128

- I. Welcome
- II. Call to Order and Roll Call
- III. Adoption of Agenda
- IV. Inspiration

Something I found unique when I was a brand new member of AOP was that every meeting had the "Inspiration" item on the agenda. That was something I hadn't really seen before in meetings with other organizations. Then I saw where this was consistent at even the state and national levels, too. I love that we make it part of our official business to inspire and uplift one another. Since we have a lot to cover today and I'm sure we will have a lot of inspiration throughout our meeting today, I'm going to keep this short and simple with a quote that I love. When we were at the NAEOR conference in July, one of the attendees gave me a key chain with this quote on it and I just loved it so much:

"May you be proud of the work you do, the person you are, and the difference you make."

I hope each of you knows how much you are appreciated and who you are and what you do every day truly makes a difference in the lives of others.

I also decided for this year's inspiration at our general meetings, I want to use the book *The Four Agreements*. I have provided you all with your own copy, so you can read more in depth. I plan to use one of the agreements for our inspiration for each of the four general meetings.

- V. Getting to Know You

I loved getting to know more about each of you at our meeting!

- VI. Mission, Vision, and Values

Examples:

University <https://www.usm.edu/proud/>

CBED <https://www.usm.edu/business/about.php>

SoL <https://www.usm.edu/leadership/aboutis.php>

We decided to adopt the tagline CPR...

Community Service. Professional Development. Relationship Building.

When people read this, they will clearly understand what we do.

ACTION ITEM: Brainstorm more about our AOP mission, vision, and values

VII. Committee Review and Goal Setting

Aliaisons – Cindy Walker (will continue to serve, but if someone is willing to step up and chair this committee then Cindy will be happy to step down)

Members (7 members – according to bylaws):

Goals:

- o Actively recruit nominations for the Office Professional of the Year and Administrator of the Year (and select a winner)
- o Plan out timelines for recruitment, selection, presentation, and submission to state and national awards

Budget – Cindy Walker

Members (4 members – according to bylaws):

Goals:

- o Recruit members for the budget committee
- o Plan out the budget (build budget)

Community Service – Jennifer Lewis (need co chair or to reassign)

Members (# as needed):

Goals:

- o Focus on one or two community service projects per semester. Let's focus on maximum impact on these, rather than quantity of events.

Gulf Coast – Vacant (has been Mary and/or Joyce in the past)

Members (2 members – according to bylaws):

Goals:

- o Appoint a new chair

Hospitality – Chiquila Dolison

Members (# as needed):

Goals:

- o Create (or activate) a form to collect members' news
- o Consider doing something for birthdays?

In Service – Genea Washam

Members (# as needed):

Goals:

- o Host at least two professional development workshops per month

Membership – Mary Maner

Members (# as needed):

Goals:

- o Two membership drives (one in person at Ha «esburg and Gulf Park campuses, personalized postcards)
 - Homecoming door decoration contest, winning team (teams of up to 10 people) gets a pizza party
 - Check into the cost of postcards to send to all students •• •

PSP Advisory – Cory Williams

Members (5 members – according to bylaws):

Goals:

- Continue to help process PSP certificate applications

Publicity – Cory Williams and Jennifer Lewis (Historian)

Members (# as needed):

Goals:

- Need to find new committee chairperson
- Revamp AOP website
- Post at least once per week on social media
- Communicate upcoming events with Kelsey F. chairperson

Membership drives
Anything else?

Varies

Create a shared calendar in Outlook. Once we have these set, we can also post them on our website, which I think will be really helpful for our members.

X. Open Discussion

Other notes:

Review by laws

XI. Adjournment

RECAP OF ACTION ITEMS