

MINNESOTA ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

August 30, 2017 / Meeting of the Board / Cannon Falls, MN

ATTENDEES: Deb Brown, Marcia Schultz, Lori Hanson, Carol Skyhawk, Sharon Griffiths.

There was not a quorum present; but the following were discussed. Action items (identified below) will be voted on via email from President Deb Brown.

Meeting was called to order by President Deb Brown at 12:25 p.m.

ACTION ITEM: Approval of Minutes of April 21, 2017

A copy of the minutes was included in the packet. There was no discussion on this item.

ACTION ITEM: Approval of 2017 Conference Budget

Lori Hanson reviewed the details of the budget, noting that it is a tight budget but is based on past budgets.

The attendees recessed at 12:52 p.m. for lunch

The meeting resumed at 1:20 p.m.

ACTION ITEM: Approval of the 2017-2017 MAEOP Budget

A copy of the budget was included in the packet. There was no discussion on this item.

MEMBERSHIP: 6 retired, 16 honorary, 24 new, 8 life, 60 retired/life, 60 renewal = 174 total

GENERAL CONSENT ITEM:

The Treasurer's Reports of April 21, 2017 and August 29, 2017 were reviewed and will be filed for audit.

AGENDA ITEMS:

- a. Lori Hanson presented information regarding the 2018 MAEOP Conference at PIER B Resort in Duluth, October 3, 4, 5.
- b. Lori Hanson and Marcia Schultz are working on a plan for the South Area workshop.
- c. Central Area, PSP workshop in St. Francis that Kara Merrifield and Kristi Stearns presented.
- d. 8 PSP certificates have been earned
- e. Deb reviewed items from NAEOP Conference: professional dress, good workshops, met new friends, looking forward to future conferences.
- f. Newsletter: every board member should be writing an article on BACK to SCHOOL for the first edition. Send to Kim Cheney
- g. CONFERENCE DISCUSSION
 - a. Try to get to St. Cloud so that Board can meet earlier than dinner – we need to put the packets together, and provide coverage for the Registration Desk.
 - b. ALL Board members should bring an item for the welcome bags (one for each bag NOT one item) ☺ -- try to bring an item that YOU would want to find in a welcome bag.
 - c. Donation – Gift Bag (see item above)
 - d. PSP Certificates . . . Kristi will print all the certificates for conference attendees

- e. Deb will be putting together the conference brochure and will be reminding all Board members that we need to prepare an article
- f. If any of the board members can provide techie equipment, it will save a ton of money. Let Lori Hanson know: LCD projectors, wireless mic, flipcharts/pens, etc.
- g. Deb thinks she has the name tags, Sharon has lanyards.
- h. New member ribbons and Board member ribbons are coming from Diane Vosen (new Board member)
- i. Installation information – to be coming from Carol Schmitz.
- j. Update on 2017-18 Board members – we did not talk about anyone!!!!

The meeting ended at 2:34 p.m.

Sharon J. Griffiths, CEOE
Recorder