

**Minnesota Association of Educational Office Professionals**

**Board of Directors Meeting Minutes (Draft)**

October 4, 2017 / Best Western Kelly Inn / St. Cloud, MN

**DIRECTORS PRESENT:** Deb Brown, Sharon Griffiths, Lori Hanson, Kathy Matejcek, Kara Merrifield, Laura Reisdorf, Carol Schmitz, Marcia Schultz, Lori Schumann, Carol Skyhawk, Kristi Sterns, Diane Vosen, Pam Wendt

**GUESTS:** Katie Klanderud, MSBA

**CALL TO ORDER**

President Brown called the meeting to order at 4:04 pm.

Updates on conference changes were discussed regarding social hour location, prize drawing location, pictures, and breakfast.

**APPROVAL OF AGENDA**

Motion by Schmitz to approve agenda, second by Hanson. Motion approved

**APPROVAL OF MINUTES**

Motion by Residorf, second by Skyhawk, to approve the notes (no quorum) from the August 30, 2017 board meeting. Motion approved.

**APPROVAL OF 2017 CONFERENCE BUDGET**

The preliminary conference budget was passed via email. This is the final budget. Motion by Wendt to approve the final 2017 Conference Budget, second by Schultz. Motion approved.

**APPROVAL OF THE 2017-2017 MAEOP BUDGET**

The preliminary organizational budget was passed via email. This is the final budget. Motion by Skyhaw to approve the final 2017-18 Budget, second by Hanson. Motion approved.

**COMMITTEE REPORTS**

**Membership:**

There are 74 renewals paid through October 31, 2017. All conference attendees have renewed. About 20 members not attending the conference will be sent renewal notices. Matejcek and Griffiths will update the list of Honorary members.

**GENERAL CONSENT ITEMS**

**Treasurer's Report:**

Only \$210 has been deposited since August, with conference checks yet to be deposited. Payments to Horace Mann for member life insurance are now up-to-date and on schedule.

**AGENDA ITEMS**

**MAEOP Board Openings:**

Vosen has agreed to be Secretary and Communications/Website. Griffiths has agreed to be Historian and Retiree Liaison. The newsletter, public relations, and president-elect positions are still vacant. A voice vote from the membership at the annual business meeting will suffice if someone agrees to fulfill a vacant position by the meeting.

**NAEOP:**

The NAEOP conference will be July 17-20 in Bloomington. Griffiths is co-chairing Registration, and MAEOP is responsible for this area

**MSBA Leadership Conference:**

Katie Klanderud from the Minnesota School Boards Association reported that MAEOP is being provided a booth at the conference. The MAEOP board will meet at 2 pm on Thursday of the conference.

Officers Workshops will be held again in February. MSBA needs staff who work with boards to volunteer to be a resource at the roundtables.

**2018 MAEOP State Conference:**

An email will be sent to request a spring board meeting in Duluth for strategic planning.

**2019 MAEOP State Conference:**

Location and dates for 2019 need to be decided. The previous conference at Arrowwood Alexandria was well attended and brought in revenue. Hanson and Vosen will check on some venues.

**South Area Directors Update:**

No report was provided.

**Central Area Directors Update:**

This area hosted a PSP workshop last spring at St. Francis. Two people who attended submitted paperwork and received their CAEOP designation.

**Action On Past Presidents Treasurer Account:**

This account currently only needs 1 check annually for NAEOP dues. Motion by Griffiths to move this account to the regular MAEOP account but track funds separately; second by Hanson. Motion approved.

**Fate of MAEOP:**

There was discussion on the governance process if no one offers to be president-elect. It was believed the by-laws would need amending to allow for a co-presidency.

**OTHER**

President-Elect Schmitz will set up a meeting hopefully before year end.

**AJOURNMENT**

Motion by Wendt to adjourn the meeting; second by Skyhawk. Meeting adjourned at 5:03 pm.

Diane Vosen,  
Secretary