

USMAOP General Business Meeting
November 17, 2020

- I. Call to Order and Roll Call 12:03 p.m.
- II. Recognition of Guests or New Members
- III. Adoption of Agenda
 - a. Motion-Melissa Coker
 - b. Second-Cindy Walker

nt and Treasure-
by COE by November 20

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 - ii. Spending time with others.
 - iii. Give your Time to ease others loneliness.
- VI. Communications
 - a. None
 - b. Waiting on communication/invite for the Holiday Party.
- VII. Reports of Officers/Committee Chairs:
 - a. Officer Reports:
 - i. President (Valerie Craig)
 - 1. Board will need to meet about increasing due for 2021.
 - 2. MAEOP Conference last Friday (11/13/20).
 - ii. President Elect & In-Service (Katie Kitchens)-
 - 1. Written report detailing future schedule and illustrating which have not yet been confirmed. Valerie discussed the topics that are listed for the rest of the year.
 - 2. Katie is working on confirming dates for Lisa and Kate.
 - iii. Vice President & Membership (Mary Maner)- None
 - iv. Secretary & Hospitality (Jennifer Lewis)-
 - 1. Will send out all meeting notes to Valerie today.
 - v. Treasurer's (Budget) Report & Affiliations (Cindy Walker)
 - 1. Budget Report- Total Balance \$8,833.93
 - 2. Affiliations Report
 - a. Someone who has gone above and beyond.
 - b. Cindy has received an administrator, not an Office Professional.
 - c. December 15th is the deadline. Our deadline is usually May 15th.
 - vi. Immediate Past President's Report (Melissa Coker)
 - 1. No report
 - b. Committee Reports:

- i. Community Service (Jennifer Lewis)
 - 1. Toys for Tots
 - 2. Homemade for the (Thanksgiving) Holidays
- ii. Gulf Coast (Mary Maner)-none.
- iii.