**Association of Office Professionals Board Retreat**

Held at 4:00 PM, August 22nd, 2012 at Steve Shaw’s residence

**In Attendance:**

Ross Jefferys – Co-president

Steve Shaw – Co-president

Laura Frye – President-elect

Elizabeth Thomas – Secretary

Shelly Signs – Member-at-Large

Laurie LeRiche –Nominations & Elections committee chair

Leah Quinlivan – Website coordinator

Charlene Wilkinson – VP for Professional Development

**General announcements**

Lisa Shepard resigned as Vice President for Membership.

Cindy Alexis was unable to attend, but she sent the board updates via email regarding upcoming business to consider including signing up for table time at University Day.

**Web Site**

Steve Shaw is following up with Laurie LeRiche about a possible person who could work on the web site.

**Ideas for Next Year**

The board discussed the idea of having a “year-end celebration” for the end of the fiscal academic year in 2013.

We discussed possible membership collaborations – Mid-Willamette SHRM (Society for Human Resource Management) was mentioned as one possibility.

Board discussed charging $5 for non-members to visit an AOP meeting or luncheon and having the events still free to membership.

**Dues Increase**

The proposed dues increase for AOP was brought to the board. It was decided we would proposes increase to $20 in dues, which would go out to the membership to be voted on. The increase in dues is to meet the needs of our bylaws-stated requirement to fund the AOP scholarship. The dues increase would keep the scholarship fund solvent, preventing the need to take money out of the general fund for the scholarship. The proposed dues increase to the membership will include wording explaining that the board justification. A subcommittee will present wording for the dues increase to go out to the membership – goal deadline would be by the October meeting.

**Upcoming Events**

Vineyard tour and wine tasting – date to be announced

AOP board meetings – first Tuesday of every month

AOP Potluck, September 11th in Strand Agriculture 111

Laura Frye will email the board regarding food.

University Days table – September 17th

Cindy Alexis reserved the table. Steve Shaw will be the point person to set up times to be at the table.

AOP luncheon – guest Rick Spinrad to speak on NOA and what it means to OSU and the town of Newport. We will invite PFLA.

**AOP membership – Potential for Scholarship Funds?**

The board is hoping that central administration will continue to send out a strong message that being involved in AOP has value. The board wondered if there were possible professional development scholarship funds for classified members that could fund AOP membership. We thought a scholarship fund like that might be administered through Human Resources. Shelly Signs will find out if there is a fund and report back. If not AOP will look into seeing if one can be created.

**Finance Committee (Steve Shaw)**

Audit reports are not available yet, but they hopefully will be ready by the October meeting. We have a few new possibilities for finance chair, Leah Quinlivan or Yanli Zhang. At the next meeting we should have sorted out who is appointed to the position.

**Secretary report (Laura Frye/Elizabeth Thomas)**

Past secretary Laura Frye presented the May 1, 2012 and June 5, 2012 AOP board meeting minutes. Elizabeth Thomas motioned that the May 2012 minutes be accepted; Dustin Helvie seconded. The motion passed, all in favor. Elizabeth Thomas motioned that the June 2012 minutes be accepted; Dustin Helvie seconded. The motion passed, all in favor.

**Treasurer report (Ross Jefferys / Roseanne Hooven)**

Past treasurer Ross Jefferys was waiting on the fiscal year-end to be able to complete the final finance report. Roseanne Hooven was late but was welcomed into the office in her absence.

**Vice President for Membership (Lisa Shepard)**

Lisa Shepard was late to the meeting—reported later in the board meeting.

**President-elect (Laura Frye)**

Laura has nothing to report yet, but she has the secretary book ready to change hands.

**Co-Presidents’ Report (Ross Jefferys/Steve Shaw)**

Next year’s AOP board retreat will take place on August 22nd, 2012 at 4 PM at the Shaw residence in Albany. It will be a potluck. Steve Shaw will send out directions to the board.

**Past president (Cindy Alexis – absent)** – No report

**Awards and Recognitions committee (Dustin Helvie)**

Dustin Helvie is the new Awards and Recognitions Committee chair.

**Finance Committee (Steve Shaw)**

The Finance Committee is working on the audit for the fiscal year that should be available after year-end. Hopefully there will be something to report at the next meeting.

**Newsletter and Publicity Committee (vacant)** – No report

**Nominations and Elections (Laurie LeRiche)**

At the beginning of the board meeting, this position was vacant, but since Laurie was interested in AOP involvement the board convinced her to take on the Nominations and Elections committee.

**Scholarship Committee (Carrie Duranceau – absent)** – no report

**Ways and Means Committee (Beverly Pugh)**

Laura made a motion to activate the Ways and Means committee. Dustin Helvie seconded the motion. The motion passed all in favor.

**Members-at-Large (Laura Collins, Shelly Signs)**

Both Laura Collins and Shelly Signs were present with nothing to report.

**New Business**

**University Days**

* Bring ideas for University Days to the board retreat for the display board. The board is currently located at University Housing and Dining Services and will be at the board retreat on August 22nd.
* We will need AOP board members to work at the AOP table at University Day in shifts. University Day coverage is on September 18 from 12:00 PM – 2:00 PM with set up beforehand. Discussion about the day not being ideal for payroll. Steve Shaw can be there.

**Web Site and Shared Drive**

* We have space on a university shared drive
* Does somebody know Drupal and how to set up a new web site
* Laura Frye and Shelly Signs (possibly with Cindy Alexis) plan on meeting in August to set up the next web site.
* Laurie LeRiche thinks that she might know somehow who would be a good candidate for News and Publicity

**Membership**

Laurie LeRiche proposes that we should focus on a substantial campaign to increase membership with active soliciting, maybe getting business managers and human resources involved. She suggested we maybe should do some sort of poll about what would excited members and what kind of training that they would be interested in that they think is missing.

**Vice President for Membership (Lisa Shepard)**

Lisa Shepard arrived and was introduced. We already have three to four members for next year. The board was encouraged to send dues to Lisa for the upcoming year.

**Promotional Photos**

Steve Shaw is willing to take photos at University Days for the new web site and our Facebook page. He also hopes to take photos for the new monthly merit awards.

**New Title for the Newsletter and Publicity Committee**

Last meeting we discussed changing the title of the Newsletter and Publicity committee to “Outreach and Communications.” Laura says that the new title would cover a lot of different things and made a motion to change the name to Outreach and Communications. Dustin Helvie seconded. The motion passed, all in favor.

**Faculty and Staff Art Show in January 2013**

Consider participating in the January 2013 Faculty and Staff Art Show. Shelly says the show continues to want to showcase even more talent.

**Upcoming meetings:**

AOP board retreat and potluck, Wed., August 22nd at 4:00 PM at the Shaw residence

September board meeting, Tuesday, September 4th at 12:00 in 128 Kidder