

SDAEOP 2018 Annual Business Meeting

South Dakota Association of Educational Office Professionals

Milbank High School, Milbank SD

Thursday, June 7th, 2018

1). **Call to Order**

The SDAEOP Board Meeting was called to order by Past President Nancy Christopherson at 4:00pm. at the Super 8 Motel in Milbank, SD. The purpose of the meeting to conduct the immediate business of the association.

Nancy spoke briefly about the restructuring of the Board due to the absence of a President (Deb Luger) and Vice President (Sarah Smiley). Jill Drolc has stepped in for the 17-18 year as Vice President with Charla Callahan, Nancy Christopherson, and Karen Speed as Co-Chair Presidents. Jill is willing to be the 18-19 President and will be dissolving the Co-Chair positions at the General Business Meeting. Nancy and members gave a round of applause and thank you to Jill for stepping up and keeping SDAEOP going!

Nancy gave a special shout out for Thank you's to Pam Leibe for her outstanding work on Scholarships/ Awards, traveling and presenting the awards, and to Peggy Greiner for all her hard work and dedication to keeping up the membership records for all these years.

Welcome

A. Introduction of Officers and Board Members

At this time Jill took over conducting the rest of the meeting.

B. Credentials Report (Peggy Greiner and Pam Leibe, Conference Chairs)

34 Members Registered 32 Members Attending

0 Guests 2 New Member

C. Welcome and Introduction of New Member - Brenda Whetham, Belle Fourche, SD, Laure Waldner, Brookings, SD

2) Minutes – Attachment A

A. Approval of Annual Business Meeting June 7-9th, 2017

*Charla Callahan found spelling error in 3B. Change Ne to NO. Amended.

Action: Motion Deb Uvstad

Second Cindy Weber

Carried: Motion Carried

3) Treasurer's Report – Sherry Lurz

A. Financial Statement – SDAEOP Budget and Funds are all doing well. We are sitting well with finances. Our Conferences have been self-supporting. Last years Conference shows a profit. The check to the Officers from last years Conference was given back to the Association and will be put back in to the account and removed from the financial statement.

Action: Motion: Krystal Rogers

Second: Diane Aus

Carried: Motion Carried

B. Budget Expenditures Sherry Lurz – Proposed budget for next year was based on 60 members. This is just a proposed estimate. Previous years under Board of Directors we have had meals and lodging expenses for those attending. Now with the meetings being held in Pierre a central location for everyone. We haven't had anyone use these funds in sometime. Most everyone comes and goes back the same day. It had been \$350 for this but it was adjusted to \$250 for this year. Postage is what we use for membership and mailings. Other sections are estimates of what we may need to use for conference.

Action: Motion Krystal Rogers

Second: Peggy Greiner

Carried: Motion Carried

4) Committee Report for 2018-19

Budget – Sherry Lurz *see details above in Treasurer's Report

Nominations and Elections – **Sherry Lurz** shared this did not get appointed to a committee. So Sherry had sent out e-mails and text messages to members looking for volunteers. She did not get anyone to volunteer. At this time we have a need to fill the following positions for 18-19:

Vice President: _____

Treasure _____

Area 1 Directors 1 Sharon Bogenreif ____ 2 _____

Area 2 Directors 1 _____ 2 _____

I have learned you can beg and twist arms, but if someone doesn't want to do it, they won't. So by asking for volunteers that is the best way to fill positions. Some of the Board Members have visited and if we don't get anyone to volunteer now then the Board can continue by appointing members to positions in order to take us through to the next conference. But we would need to seriously visit about the possibility of dissolving at the annual meeting next year. With that being said we need to work really hard to find ways to bring in new members this year.

Sherry Lurz asked: Does anyone else have anything to add or share about this?

Nancy Christopherson shared: It really doesn't take as much time as you think. Board Members meet twice a year in Pierre, in February and September and then we have this meeting at the annual Conference. A lot of this we do through e-mails, so the meetings don't take long. Area Directors we ask that you do something with members in your area to promote and try to bring in new members. A gathering to get to know each other and socialize.

Sherry Lurz: I have been a member almost 20 years and I hate to see it dissolve as many members in the Douglas area are the founding fathers of this association. And I am sure there are other long time members in other areas that feel the same way. This is my fun mini vacation and I hate to see it end. But lots of us are getting close to retirement and it's time for others to take their turn.

Becky Steen: I have only been here 5 years, my third year I stepped up as an Area Director. I only completed one year of that two-year position as the next year we needed a Secretary. Now this year they are looking again for me to move up. I would really like to do my second year as Secretary because now I know what I am doing. When I look around at the familiar faces of members I met my first year, I see members that have all taken their turn in these position's and many of them several times for several years. It is time for them to sit back and enjoy what they have built and be mentors to new Board members. I would like to continue to be Secretary for 18-19 and then I am willing to step up as Vice Pres. 19-20 and President 20-21. But we are still in need of volunteers. I love this Association and I hate to see it dissolve. I don't know the answer or what else we can try to fix our membership problems or to get more people interested. Yes Lives are Busy! We all have a lot on our plates with work, family, and health. I have four kids and three are very sports active boys. February is a busy month for my family so I was not able to attend the February meeting. Because of technology and team work, I was still able to be involved before the meeting was held and after to learn what was done. So please volunteer, you can do this. If you have any suggestions, we would love to hear them.

Sherry Lurz – At this time I would like to ask one more time if there are any nominations, elections or volunteers? Please let us know now or I will have to make a motion to continue as we are. If anyone wants to think about it, you can always get a hold of the President and let her know which position you are interested in. Please seriously consider it. If we can't get members willing to be involved, we will have to visit again about "Getting Involved or Dissolve".

Jill Drolc – Thank you guys for sharing. I really stepped out of my box last year agreeing to step in as Vice President and then when Sarah moved I said "Oh my goodness" when they asked me to step in as President. I received a lot of help and encouragement. It has been a good year with the help of Charla, Nancy, and Karen. I think I have been with this association for 23 years and it is just a really great organization. To come get together every year to hear motivational speakers, the networking and getting to know others from across the state of SD that know our same job. So please step out of your box. We can do this! I hate to see us dissolve.

***A member** asked if there is a mass e-mail list of school districts? She mentioned some districts allow staff to use a professional day to go to other schools for networking, training and Professional Development opportunities. This may be a way members could reach out and network or get others interested in SDAEOP.

Sherry responded -Yes- Peggy's Membership list has e-mail addresses for all members. Nancy Spoolman has comprised a list as she sends out the newsletters. Sherry will take Peggy's list and send out to all members in an e-mail.

Does anyone have a list of all the School Districts in the State?

***A member**- It is really important to have Administration backing you. Some Districts support their staff encouraging them to attend and help with cost of membership, and attending Conferences. Others do not and that may be an issue with willingness to join.

Becky shared there are forms and previously made letters available to help members ask their Administration for support. If you are interested in this, let her know.

Becky plans to attend the Principal's Annual Conference to promote SDAEOP this year. Possibly in Sioux Falls this time.

Membership – Peggy Greiner reported. Current members: 71 (10 are New)

Area 1 – 27 members

Area 2 – 11 members

Area 3 – 22 members

Last year we had 73 Members

Public Relations – Sandi Haubris reported.

Get well cards were sent out to Judy Smithers and Nancy Spoolman. Sympathy cards to Jill Schmidt and Nancy Christopherson.

A challenge was put in the Newsletter to encourage each Area to reach out to other School Districts with information on SDAEOP and try to get new members.

Welcome/SDAEOP Info baskets were delivered trying to get more members in Area 1. Sisseton reached out to 8 Secretaries. Milbank reached out to 3. We also gave out a coupon for FREE registration to attend this years Conference (except for meals). We had some that showed interest but did not commit or attend.

Professional Responsibilities/Growth – Charla Callahan- Nothing at this time.

Annual Conference – Peggy Greiner / Pam Leibe – 32 members in attendance and
this year conference is \$200 under budget and self-supporting.

Newsletter – Nancy Spoolman – Absent and greatly missed!

Area 1 – Sharon Bogenreif- Basicly preparing for the Conference is what we have been working on this year. We are excited to have some new members. We hope you are all enjoying yourself here. We understand for some of you it was lots of miles to attend, but please remember we have traveled lots of miles to yours too.

Area 2 – Betty Sokol –We really haven't gathered and done much this year but I did gather some information on possible places for Conference for next year. The three are Chamberlain at Cedar Shore, Ramkota or Americ Inn in Pierre and Valentine in Nebraska as we had done a few years back.

Cedar shore Pierre -Large meeting rooms are very expensive. \$150 per day, then \$125 for the Board Meeting rooms. Hotel rooms are \$99.95. Looking at the hotel meal costs those between \$11.95 -\$15.95 for lunch/supper and there isn't anywhere for us to go out to eat so we would be stuck eating there at those costs. Breakfast buffet was 7.95-11.95. We would have to charge very high on the registration to be able to cover that.

Ramkota in Pierre would be \$100 a day for large meeting room, \$50 a day for the Board Meeting Room. Lunch Buffet would be \$12 and the Banquet meals would be between \$15.10 – \$21.10.

AmericInn in Pierre – Rooms are \$93 a night. They do have breakfast available there. But didn't get a price on meeting rooms.

In checking with Valentine at ??????? Lodge. If we booked 20-25 rooms, they would not charge us for the meeting rooms. Rooms are \$90-95 a night and there wasn't a limit on the number of people in a room.

It is up to the Association to decide but Valentine NE is the cheapest place to go. Just let me know which direction to plan to go.

I did some researching on the cost of ordering the SD pins we have had in the past for members to exchange at the National Conference. The pins are \$2.44 a piece but then there is also a set up and shipping charge, so 200 pins would cost us \$ 600+. Last night at the Board Meeting it was decided that that was to expensive. I will check with National Emblem where we get our Awards Association pins.

Area 3 – None

5) Report of Board of Directors

The Board of Directors met September 23rd, 2017 and February 17th 2018 to make appointments, review the budget/finances, review/approve the conference schedule and conduct any other business of the association. Minutes of those meetings are in your packets for your information.

6) Old Business

A. Audit Results – Sherry Lurz

Nancy Christopherson, Karen Speed and I met on April 9th, 2017 in Sturgis, SD. They went over the budget/ finances and everything matched and was good. They have completed an Audit thru December 31st of 2017.

7) New Business

A. Nominations –President Jill asked if there were any nominations or volunteer members willing to step up for any of the following positions:

President – Jill Drolc

***Vice President** – _____

Secretary – Becky Steen

***Treasurer** – _____

Past President- Advisor Committee

***Area 1 - # 1 (1yr)** Sharon Bogenreif / **# 2 (2yr)** Deb Moberg -volunteered

***Area 2 - # 1 (1yr)** _____ / **# 2 (2yr)** Beth Hogan- volunteered

***Area 3 - # 1 (1yr)** Nancy Christopherson – volunteered

/ # 2 (2yr) _____

Thank you to those who stepped up and volunteered. At this time we still have four positions open. If you decide you are interested please let a Board member know before the banquet tonight, so that we can include you in the Installation Banquet.

B. Future Conferences

1. 2018 NAEOP- July 17-20th, 2018 Bloomington MN – We have 7 members registered to attend. Betty Sokol, Charla Challahan, Becky Steen, Deb Uvlstad, Cindy Weber, Jill Schmidt.
2. 2019 SDAEOP Conference, Area 2, in Pierre SD or Valentine NE
3. 2020 SDAEOP Conference Area 3

C. Other Business - Sherry Lurz -We need to get members to do a Audit Committee and a Nominations Committee for 18-19. We usually ask for two members to serve on these committees at this meeting according to the bylaws.

Pres. Jill asked: Do we have two people that would be willing to volunteer to be on Nominations Committee? No one volunteered.

Jill asked -How about for the Audit Committee?

Nancy Christopherson suggested we wait to set up a Audit committee until we see where the person taking the Treasurer position is from. Rather than having members volunteer and then be a distance from the Treasurer.

8.) Adjournment: President Jill asked for a motion to recess until tomorrow.

Action: Motion: Deb Moberg

Second: Deb. Uvstad

Carried: Motion Carried – Meeting Adjourned at:

Annual Business Meeting – Continued on Friday, June 8th, 2018

Call to Order- President Jill Drolc reconvened the meeting at 11:35 a.m. on Friday, June 8th at the Milbank High School, in Milbank SD.

9.) Reminder of any Old / New Business

A. Pres. Jill asked to dissolve the Advisory Team and thanked Charla Callahan, Nancy Christopherson, and Karen Speed for all their help and guidance.

B. Certificates/Pins – Peggy Greiner presented years of service pins/ certificates.

5 Year Members – Kelsey Perry, Becky Steen, Laurie Waldner, Mary Jo Bogner, Kelly Wilson

15 Year Members – Krystal Rogers & Peggy Greiner

20 Year Members – Charla Callahan & Deb James

25 Year Members – Beth Hogan & Deb Moberg

30 Year Member – Linda Anderson

C. 50/50 Drawing Results- Total Raised \$126 – Winner of half the pot was Nancy Christopherson.

D. Raffle Baskets/Gift Cards – Total raised was \$223.

9.) Adjournment: Action to end the Annual Business Meeting.

Action: Motion: Deb Moberg

Second: Deb UvIstad

Carried: Motion Carried – Meeting closed at 11:50