

South Dakota Educational of Office Professional
SDAEOP Board Meeting 2017-2018
Milbank, SD
June 6, 2018

1). **Call to Order**

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

2). **Roll Call and Establishment of Quorum**

Acting Vice President Jill Drolc, called roll to present a quorum. The following board members were present:

Co-Chair President: Nancy Christopherson - Present

Co-Chair President: Charla Callahan- Present

Co-Chair President: Karen Speed- Absent

Vice President: Jill Drolc - Present

Secretary: Becky Steen - Present

Treasurer: Sherry Lurz – Present

Membership: Peggy Greiner – Present

Awards: Pam Lebe – Present

Newsletter: Nancy Spoolman - Absent

Directors:

Area I Sharon Bogenreif & Sandi Haubris – Both Present

Area II Betty Sokol - Present

Area III None

3). **Approval of Previous Minutes**

Attachment A:

Minutes of Annual Business Meeting for February 17th, 2018

Action: Motion Nancy Christopherson
Seconded Betty Sokol
Carried Motion carried.

4) **Financial Report**

Sherry Lurz gave a brief break down of the 17-18 Budget. On the Green budget sheet under Scholarship- change to \$500 instead of # signs. Also under 16-17 void the \$25 check to the Officers as the check was given back to the Association.

Action: Motion Becky Steen
Seconded Nancy Christopherson
Carried Motion carried.

Proposed Budget - Sherry Lurz presented 18-19 Proposed Budget.

Betty Sokol shared some information she had collected on possible location and costs for the 18-19 Conference. She would collect more information to be shared at a later date.

Action: Motion Sandi Haubris
Seconded Betty Sokol
Carried Motion carried.

5) **Committee and Area Directors Reports**

Budget:

Sherry Lurz – All Budget reports are complete and in the Conference Packets.

Nominations and Elections:

Sherry has not had anyone come forth for nominations for Vice President or Treasurer. We will have to ask around before the meeting at conference. If unable to fill positions, we may have to talk about getting involved or dissolve. At this time, we need a Vice President for 18-19 who would then step in to President for the 19-20 year. Becky is staying as Secretary for 18-19 and then is willing to do Vice President 19-20 and President 20-21. We also need to fill Treasurer, and several Area positions.

Upcoming Elections for 2018-19

President: Jill Drolc
Vice President: _____
Treasurer: _____
Secretary: Becky Steen
Area I: Sharon Bogenreif 18-19 / _____
Area II: _____
Area III: _____

Membership: Peggy Greiner – 71 current paid members.
10 of them are new this year.
Area 1 – 27 Members
Area 2 – 11 Members
Area 3 – 33 Members
Last year 73 Members.

Public Relations: Sandi Haubris- Get Well Cards were sent out to Nancy Spoolman, Judy Smithers and Sympathy Cards to Jill Schmidt and Nancy Christopherson.

We posted a challenge in the Newsletter encouraging areas to reach out to other schools in their area to try to get new members. They were to make up Info packets /Welcome Baskets and deliver them. Sisseton reached out to 8 Secretaries. Milbank reached out to 4 schools. Both Sisseton and Milbank offered a coupon for Free Registration to attend the conference. Sisseton had three interested but so far they have not registered.

Professional Responsibilities/Growth: Charla Callahan- We are Trying! We will do it!

Annual Conference (Area I): Pam Leibe & Peggy Greiner presented a financial budget sheet for the 17-18 Conference and we happy to say they were under budget. They have turned in all vouchers and receipts. Will need checks for the speakers. They also have the approval for PSP. The hours need to be entered on the certificates. *7 hours.

Newsletter:

Nancy Spoolman - Absent

Area 1: Sharon Bogenreif – We have been busy working on Conference details. We met with the Sisseton gals once at Sodak Resort, once in Sisseton and once in Milbank. We worked on all the details and enjoyed supper together.

Area 2: Betty Sokol – Betty checked on Pins. They are spendy. She found the company we ordered from before and they can do them but they are \$2.44 each. There would be an inbound freight charge of \$125 and a design fee of \$80. So for 200 pins it would be \$693. The more pins we order the cheaper it would be. It takes 2 months to get them.

Betty has info on company for our Year pins she will share with Peggy.

Betty has been working on cost details for conference for next year. She collected info on Cedar Shores in Chamberlin and American Inn in Fort Pierre. Both were pretty spendy. So she looked again at Valentine NE as we had done in the past. This was a lot better pricing and they also had Cont. Breakfast. Will bring up again at General Meeting and see what the members think.

Area III: None

Awards:

Pam Liebe – None this year.

6) **Old Business**

Audit

Sherry Lurz – Due to some other issues it was not done In March. The Audit was done on April 9th by Sherry Lurz, Nancy Christopherson, and Karen Speed. It was completed Through Dec. 31st of 2017.

7) **New Business**

A. **Nominations** – Nominations from the floor or volunteers needed for:

President – Jill Drolc

Vice President

Secretary – Becky Steen

Treasurer –

Past President

Area 1: Sharon Bogenreif / need one for two yr term

Area 2: Need 1 for a 1 yr term and 1 for a 2 yr term

Area 3: Need 1 for a 1 yr term and 1 for a 2 yr term

B. Future Conferences

2018 NAEOP Conference, July 17-20 2018, Bloomington, MN – 6 are planning to attend. Charla C., Betty S., Deb U., Cindy W., Becky S., Jill S.

2019 SDAEOP Conference, Area II- June 5th – 7th, Pierre SD, or Valentine NE

2020 SDAEOP Conference Area III,

C. Name Plates are here. Still not able to find the gavel or banners.

8) Other Business

A. Betty Sokol- Nancy was going to, but was not able to come. So Betty is doing a short poem for “Has beens” and will give an invite to be active in has beens,

B. Pam Leibe asked if she could make a suggestion to change the policy on

Nominations for awards. Other organizations carry them over a second year. Sometimes we have great applications, but then when they don't get it, they don't apply again. Everyone thought this was a great idea and did not need to be voted on as the Scholarship committee can make this change.

9) Motion to Pay Bills

Vice President Jill asked if there was a motion to accept and pay any bills.

Action: Motion Betty Sokol

Second Nancy Christopherson

Carried: Motion Carried

10) Adjournment

The SDAEOP Annual Meeting on June 6, 2018 was adjourned at 4:27 p.m..

Action: Motion Sherry Lurz
Seconded Nancy Christopherson

Carried Motion carried._____