

SDAEOP

2015-2016 Board of Directors Meeting

11:00am (CDT) February 27, 2016

Pizza Ranch in Ft. Pierre, SD

Secretary Minutes

Charla Callahan, Secretary

**Call to Order:** Purpose of the meeting to conduct the immediate business of the association.

President Nancy Christopherson

Time: 11:04am (CDT) President Christopherson welcomes Board Members

No Pledge was done

<b>1. Roll Call:</b>	Secretary did roll call	Charla Callahan	Present
	President	Nancy Christopherson	Present
	Vice-President	Deb Luger	Present
	Treasurer	Sherry Lurz	Present
	Past-President	Amy Ramsey	Absent
	Area 1 Director	Lori Waldner	Absent
	Area 2 Director	Cyndy Weber	Absent
	Area 3 Director	Empty	
	Area 4 Director	Sharon Kerby	Absent
	Area 5 Director	Betty Sokol	Present
	Area 5 Director	Sarah Smyle	Present
	Newsletter/Website	Nancy Spoolman	Absent

A quorum was established to carry on with SDAEOP Board of Directors Meeting  
(6) members present and (5) members absent

- 2. **Approval of minutes:** from June 12, 2015 New Board Meeting at the Area 5 (Todd County) State Conference Valentine Neb. were reviewed  
Deb Luger made a motion to accept the minutes with corrections  
Betty Sokol seconded the motion - Motion carried with corrections to be made

**Corrections:** Time: 12:30pm  
 Sherri change to Sherry  
 Period at the end of OPTIMIST section  
 Deb Luger made a motion to adjourn  
 Sarah Smyle seconded  
 Adjourned at 1:00pm

**Approval of minutes:** from September 19, 2015 Board of Directors Business Meeting at Pizza Ranch, Ft Pierre, SD were reviewed

Betty Sokol made a motion to accept the minutes with corrections  
Sherry Lurz seconded the motion - Motion carried with corrections to be made

**Corrections:**  
 Sherry Lurz name needs to be changed from Sherri to Sherry  
 Treasurer spelling needs to be changed throughout the minutes  
 Note: Audit was discussed tabled to later in this meeting Old Business/Audit  
 Out Reach Program/Nancy Christopherson discussed later in meeting /Old Business/Public Relation  
 Field Service will be discussed later in meeting/Old Business/Field Service

3. **Financial Report:** Sherry Lurz

**Approval of Financial Report:**

Betty Sokol made a motion to accept the minutes

Charla Callahan seconded the motion

Motion carried with corrections to be made

**Corrections:** Add \$359.00 to regular account from the scholarship account  
(that amount was from basket income, was put in wrong account)  
Date should be 2015 or 2016  
(NOT 2019 or 2020)  
Callahan Travel Scholarship account will be changed to  
(SDAEOP Professional Development Scholarship)

Note: Sherry will get updated financial report out to the members with corrections/updates  
totals need to be corrected

correction on Lurz/Wenner \$24 not \$15 (14-15) (15-16) it has been corrected

TR is called the Callahan Travel Scholarship

Membership dues coming in slow not very fast

4. **Presentation any payment of Vouchers:**

Meal for today 2/27/2016 Pizza Ranch

Discussion on Field Service Money to NAEOP later in meeting

Mileage from board mtg None

5. **Committee and Area Directors Reports:**

**Budget:** Sherry Lurz - Betty Sokol to email an updated conference report not done yet for this meeting

**Nominations and Elections:** Amy Ramsey (absent)

Vice-President Sara Smyle possible tabled

Treasurer Sherry Lurz possible tabled

Area 2

Area 4

Area 6 Karen Speed possible tabled

It was discuss would like to see positions filled before conference

Some board members have asked other members

There were (2) thinking maybe from the board for Vice-President, Treasurer, will get back to board

Area 2 has NO members Cyndy Weber no interested at this time

Area 4 has Decline of members

Area 6 should be ok to replace

Discussions was held on why people don't want to step forward

newer generation – older members already did their time

Deb Luger has a flyer she is going to send out to everyone

Discussion in general was visited about concerns we all have on nominations

Contact the younger generation to get involved to get younger blood in the organization

**Constitution and Bylaws:** Deb Luger - was just updated (OK)

**Membership:** Peggy Greiner (absent)

Updated membership was emailed to the board prior to meeting

Peggy is keeping the membership updated

Letter will be sent out to membership that are not registered up to date

**Public Relations:** Sharon Kerby (absent)

**Professional Responsibilities/Growth:** Charla Callahan

Shared the SDAEOP Professional Development Scholarship

Will keep application as is, will revise and review before next meeting

It is in the newsletter, will review with members at conference

This account needs a new Title will discuss in New Business

PSP Account use that money for postage, mailing of information to area schools  
use for growth

Has Beens raffles etc used to go into this account for use of taking Educational classes to go back to school

Discussed the student scholarship money – Hasn't been used for years

Rename this account, leave a little cushion in the account

To have a discussion sometime at a later date under New Business

**Annual Conference (Area 6):** Sarah Smyle/Nancy Christopherson

Shared with the board about the upcoming SDAEOP Annual June Conference being held in Deadwood, SD June 8-9-10,2016 Cadillac Jack's Springhill Suites

Agenda, some messages, Sponsorship contacts thru visiting & letters, letter out to members

Discussed to put some of this information in drop box for future references

Picked up (2) sponsorships to donate for conference

**Newsletter:** Nancy Spoolman (absent)

Nancy Christopherson was going to contact Nancy Spoolman to see if she could assist her in the newsletter/website area - There was no Fall Newsletter because not much response

**Awards:** Pam Liebe (absent)

Revise the Student Scholarship Application

Was discussed regarding we have (4) applications for 2016

Reviewed them with questions Pam had addressed to Nancy

Moved to New Business Scholarship Area to finish discussion

**Past Board Members (Has Beens)** Betty Sokol

No report

6. **Old Business:**

**Audit:** Sherry Lurz

Last audit was 7/12/13 Val Graff, Betty Sokol, Charla Callahan

Audit needs to be done for the following years 13-14 14-15

Audit Committee needs to get together and do Audit

Nancy Christopherson/Sherri Lurz will see to it that it gets done

Possibly doing it at the March Conference Planning Meeting

**Public Relations Ideas:**

Memory Box activity was discussed that will occur at 2016 Conference

Field Project 2017 was discussed personal toiletries to be collected at 2016 & 2017 Conference

Out-Reach Program Nancy Christopherson dropped her idea Disaster Help

**Drop Box:**

Keep drop-box Start using it more

For corrections you need to remove document out of drop box, save as, make corrections, and put back in drop box

**Area Reports were missed above addressing that now**

Area 1	Lori Waldner	Madison Gals have had (2) workshops SRO Officer provided information on Some Safety issues/Security The Madison Hospital provided information on Diabetics We are planning on hosting more workshops within our school and hoping to invite Area 1 schools for a workshop of some type 2017 Conference working on that SDAEOP/North Central
Area 2	Cyndy Weber	Absent
Area 3	empty	
Area 4	Sharon Kerby	Absent
Area 5	Betty Sokol	nothing -- wants to get w/secretaries
Area 6	Sarah Smyle	2016 Conference Information

**Flash Drives:**

Vice President -- Deb Luger needs one Charla will snail mail one to her  
Use to put information into, they pass down to next person when your term is done

**Field Service:**

Discussion was held - How much to provide to NAEOP

**2015** \$500.00 will be mailed to NAEOP was never done in 2015

**2016** \$100.00 will be mailed to NAEOP to be used for mileage  
with stating that SDAEOP will pay for Registration/Lodging/Meals to NAEOP Rep attending 2016 conference

**State Basket for NAEOP Conference:**

Deb Luger made a motion to Budget a State Basket for NAEOP Conference as a yearly item  
Amount of (3) \$25 gift cards different places a total of \$75.00 2016 NAEOP Conference  
To be given to the SDAEOP Rep going to National Conference  
If the Reps going to conference would provide an item from SD and a display for the cards to take to conference to be placed at the NAEOP Conference State Basket Table.  
Sarah Smyle seconded the motion  
Motion was carried

**7. New Business:**

**2017 Conference**

June 7-8-9, 2017 - Ramkota Hotel - Sioux Falls, SD

SDAEOP Annual Conference/North Central Area Professional Development Days

Area 1 Milbank Peggy Greiner Chairman

with help of Mary Guest, North Central Area Professional Director, Neb. And Charla Callahan, SDAEOP board member

Send all 2017 Information as of now to the SDAEOP Board Members to review  
Communication about event will be coming to the members off and on  
Nancy Christopherson suggested for a Speaker/Workshop to contact a Melissa Johnson out of Sioux Falls,  
Oh My Cup Cake, Sx Falls. They had inquired about it but she was too expensive to travel that far, maybe being  
in Sx Falls the rate might be cheaper.

### **2016 Conference**

Deb Luger made a motion to approve the 2016 Conference Budget

Betty Sokol seconded the motion

Motion was carried with corrections to be made, updated and sent out

**Corrections:** Sherry will adjust the budget she was given

There was more expense then income

there is now some sponsorships/donations to help w/ conference

Will get to board by Email or Drop Box

Nancy Christopherson to email the Budget to the Board Members to have copy of it

T-Shirts were discussed

No White Elephant gifts will be done For 2016 Conference

Donation of Gift Cards from the Areas will be done for a Raffle Project

Things going well for conference Area 6 looking forward to hosting the SDAEOP Annual Conference in June of  
2016 at Deadwood

### **Awards: Administrator of the Year Award**

Discussion:

to eliminate the Administrator of the Year Award

to keep the Student Scholarship

to keep the Office Professional

to Promote the Office Professional more

Deb Luger made a motion to table this discussion until Conference June 2016 at the Board and General Session  
Meetings with members.

Charla Callahan seconded the motion

Motion tabled until June 2016 Conference meetings General Meeting New Business

### **Scholarships:**

How to get More income for scholarship income

Discussion was on the (4) applications that Committee has

Needs to be Business Related

Nancy to inform Pam Liebe probably not Law Related application, Out of State Application

The Student Scholarship needs to be updated, revised and corrected

Last time Scholarship was updated was in 2009

Update to current times

Committee should review this

Tabled to next meeting

### **Slate of Officers:**

Discussed earlier in this board meeting – Need to promote the nominations before Conference time

Need to get on ballot names of members that might be interested in the positions available that year so we don't have to have as much discussion as we have had in the past

**Bosses Week Proclamation:**

Delete off if we don't do the Administrator of the Year Award  
Proclamation of the Educational Office Professional Should be done Governor, Newsletter Promotion (Oct)  
Is this a Constitution/Bylaw item - Revise/reprint it in handbook

**Review of Reorganization of Areas:**

Discussion was made on this  
Something we need to review because of decline of membership  
Need to see what options we have once again  
Karen Speed reviewed it when she was SDAEOP President was the last intense review  
It was decided to form a Reorganization of Areas Committee with a Adhoc committee  
Betty Sokol suggested to have Deb Luger, West River; Charla Callahan, East River; and Betty Sokol ,Center Area to be head of that committee. Board agreed to that suggestion.  
Charla Callahan suggested we ask Karen Speed to also be on that committee, she will ask her to serve on that committee. That committee will have a meeting to get started planning and reviewing the options that are out there, also forming an AdHoc committee to help them if needed  
Tabled till Next meeting in June

**Membership Drive:**

Charla Callahan brought up on a discussion about a membership drive to promote new members to our organization. In the past several past members have helped create this program. There is information regarding this procedure. Charla will gather the information and email the board members to look at. To see if this would help SDAEOP Membership in Growing into the Future.

**Future Conferences:**

2016	Area 6	Deadwood	June 8-9-10, 2016
2017	Area 1	Sioux Falls	June 7-8-9, 2017

this one will be SDAEOP Annual Conference along with  
North Central Area Professional Development Days

**Other Business:**

Letterhead, Logo, Letters in the drop box folder with letter  
Anything that we could have consistent forms, logo, letterhead  
Sponsorship Letter  
Anything that we could use draft from  
Anybody can change what they needed  
Conference Chair Drop Box Folder - New Folder, New year, Put items in Drop Box  
NAEOP (3) letters to have a draft to go by  
Letter stating why you want to go to NAEOP so maybe the district would pay if you presented a letter

**Meeting Adjourned**

Sherry Lurz made a motion to adjourn the meeting  
Betty Sokol seconded the motion to adjourn the meeting  
Motion carried  
The SDAEOP Board Meeting on February 27, 2016 was adjourned at 1:49pm