

South Dakota Education of Office Professional
 2016-17 SDAEOP Fall Board Meeting
 October 1, 2016 Perkins, Fort Pierre, SS

1) Call to Order

President Deb Luger called the SDAEOP Board Meeting to order at 10:59am at Perkins Restaurant, Fort Pierre, SD. The purpose of the meeting to conduct the immediate business of the association.

2) Welcome by President Deb Luger

3) Roll Call and Establishment of Quorum, Secretary Charla Callahan called roll to present a quorum

President	Deb Luger	present
Vice President	Sarah Smyle	present
Secretary	Charla Callahan	present
Treasurer	Sherry Lurz	Absent
Past President	Nancy Christopherson	present

Directors

Area 1	Lori Waldner	absent
Area 2	Cyndy Weber	present
Area 3	No Director	absent
Area 4	Becky Steen	present
Area 5	Betty Sokol	present
Area 6	Nicole Valentine	present

Others

Newsletter	Nancy Spoolman	present
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4) **Approval of previous minutes** June 8-9-10, 2016 SDAEOP Annual Conference

- a. Betty Sokol read **June 8, 2016 minutes, minutes will need to be reviewed and corrections to be made** during the next winter board meeting.
- b. **June 9 & 10, 2016** minutes were reviewed names and dates need corrected.
- c. **February 27, 2016** minutes recheck names and update. Todd County 2015 Conference needs rechecked with Sherry to see updated and corrected. Check drop box treasurer report done by Sherry Lurz.
- d. **\$10.00 Plaque** not on treasurer report, make corrections.
- e. **June 8, 2016 minutes** sponsorship correction discussed by Nancy Christopherson needs to be corrected to \$1125.00 collected for sponsorship. Sponsorship money used for speakers and sound system for the 2016 SDAEOP Conference.
- f. **Corrections** need to be made for June minutes are as follows: dates June 9, 2016 and June 10, 2016 for meeting dates. June 8, 2016 is correct.

Action	Motion	Nancy Christopherson	to approve minutes with corrections will be made
	Second	Sarah Smyle	
	Carried		

5) Approval of Treasurer Report

Treasurer Sherry Lurz absent from meeting
Betty Sokol carried out the treasurer duties for the meeting

It was stated treasurer report needs to be recheck with Sherry and to be approved at winter SDAEOP board meeting. Budget and drop box discussed during this report also.

Action Motion No motion to approve treasurer report

Voucher presented from Charla Callahan for reimbursement from 2016 NAEOP Conference for \$360.35 for gas and valet parking. That amount taken out of the president fund for NAEOP. The Voucher for meal today of \$109.57, paid to Perkins. There were no vouchers turned in for mileage to attend meeting.

Action Motion Charla Callahan
Seconded Cyndy Weber
Carried

6) Committee/Area Directors Review

Budget	Sherry Lurz	absent	nothing	Balance of \$6,669.65
Nomination Elections	Nancy Christopherson			
Annual Conference	Charla Callahan		committee mtg. Oct 15, 2016, Milbank 9:30am	
Constitution/Bylaws	Sarah Smyle		nothing	
Audit Committee	Sherry Lurz	absent	December Audit	
Awards Committee	Pam Liebe	absent	nothing	
Membership	Peggy Greiner	absent	nothing	
Newsletter/Website	Nancy Spoolman		visited about both	

7) Old Business

Sponsorship letters send out for speakers etc. for SDAEOP Annual Conferences. The Milbank October 15, 2016, meeting at 9:30am, for the 2017 Conference Committee Meeting. Need to recheck the membership with Peggy Greiner for updates and a current list. Need to check into the State Secretary emails for a State List Serve of Office Professionals. The Save the Date Cards send out regarding 2017 Conference in Sioux Falls, SD. Charla needs to go forward with her scholarship information to the members.

8) Newsletter Nancy Spoolman

Good Job to the editor Nancy from the board members. The website and newsletter need a profile picture of the 2016-17 SDAEOP Board.

9) NAEOP Student Scholarship Award

Charla Callahan spoke about the award. SD was the winner, visited also about a memorial service at NAEOP Conference, someone from SD acknowledged.

Recess Business Meeting for Lunch at 12:11pm

Reconvene Business Meeting at 1:28pm

10) Old Business

The 2016 Annual Conference was discussed there was lots of great review about the conference. Deb Luger reported on the survey from the conference. Breakout sessions and roundtable mentioned and there is a need at our state conference. Motivation needs to be in the workshops. Use the whole group setting do not break out into sessions. Need to have quality topics for our workshops. Stated the door prizes and trivia questions well liked.

Discussion on public relations in Area 3, 4 and other areas. Discussion regarding upcoming conferences both SDAEOP and NAEOP.

NAEOP Affiliation date is now due December 31st, check needs to be into NAEOP Office before that date to be able to participate at the national conference.

11) New Business

“Three” items board will focus/work on/report the success at the June Conference

- #1 Membership
 - reorganization
 - recruit
 - review areas of South Dakota for membership
 - Involvement with administration conferences

- #2 Activity of member’s
 - newsletter
 - communication line
 - involvement of board and members
 - welcome

- #3 Revise the Office Professional Award Form

Next SDAEOP Board Meeting
February 25, 2017 Pierre, SD
March 4, 2017 Pierre, SD Alternate date
11:00am central Time Place TBA later

SDAEOP Board Meeting adjourned at 2:35pm

Action	Motion	Cyndy Weber
	Second	Nancy Christopherson
	Carried	