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| KSDE AEOP Membership Meeting  Tamla Miller, President Janet Williams, Pres. Elect  Juanita Anderson, Secretary Charlotte Zeller, Treasurer  Tierney Kirtdoll, Immediate Past President | *Date:*  *Location:*  *Time:* | February 22, 2012  Board Room  2:00 – 3:00 pm |
| **The mission of the Association shall be to promote the professional growth of its members through information, recognition, service, and fellowship.** | | |
| 1. Increase and maintain membership    * Provide a mentor for new KSDE office Employees    * Recognize the dedication of members    * Utilize the expertise and professional experiences of members 2. Provide networking opportunities    * Conduct monthly association meetings    * Sponsor association fund-raising activities 3. Promote professional development opportunities    * Encourage attendance and participation in state, national and central area meetings    * Enhance leadership skills by serving as officers and committee members 4. Encourage service and recognition to the agency and the community    * Provide annual student scholarship    * Sponsor a community service project    * Participate in National Educational Bosses Week    * Participate in National Administrative Professionals Day | | |

*Members (present at meeting✓; absent at meeting left blank)*

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|  | Juanita Anderson | *✓* | Tamla Miller |  | ***Associate Members*** |
| *✓* | Pat Bone | *✓* | Amanda Noll |  | Dave Bowman |
| *✓* | Tammy Brown | *✓* | Seretha Potts |  |  |
| *✓* | Theresa Cote |  | Joyce Revely |  | Pam Coleman |
| *✓* | Victoria Hart | *✓* | Bev Smith |  | Kathy Gosa |
| *✓* | Tierney Kirtdoll | *✓* | Linda Wallis |  | Susan Helbert |
| *✓* | Gwen Kramer | *✓* | Sherry Webb |  | Dee Lewis |
| *✓* | Tammy Lutze | *✓* | Janet Williams |  | Donna Mathis |
| *✓* | Teresa Merrifield | *✓* | Dean Zajic |  | Brad Neuenswander |
|  |  | *✓* | Charlotte Zeller |  | Karen Watney |
| *President-Elect or Past President will serve as timekeeper; President will appoint one if neither is available.* | | | | | |
| Agenda Items | | Key Points Discussed | | | |
| 1. Call to order | | Meeting was called to order at 2:05p. | | | |
| 1. Roll call | | Silent roll call was taken with 17 members present. A quorum was present. | | | |
| 1. Announcements | | No announcements. | | | |
| 1. Approval of agenda | | The *Next Meeting* section should read: March 21, 2012. | | | |
| 1. Approval of minutes | | Please note the following changes to the January Membership Meeting minutes:   1. Call to order – change Maryfield to Merrifield 2. Reports of standing committees – change Monitor to Mentor   Theresa Cote moved that the amended minutes be approved, and Dean seconded it. All those present were in favor. | | | |
| 1. Treasurer’s report | | 167.70 was profited from the Chili Luncheon fundraiser. Balance is 1,897.28. The report will be filed for audit. | | | |
| 1. Reading of communications | | No communications. | | | |
| 1. Reports of standing committees  * Auditing * Mentor * Nominating * Professional Dev * Publicity * Recognition * Scholarship * Special Events | | Mentor—Theresa and Bev presented the draft of Mentor guidelines. Tierney moved that the intent of the guidelines be approved as the draft is revised, and Jan seconded it. All those present were in favor.  Nominating—Pat, Tamla, and Gwen will begin the nomination process the 1st week of March.  Professional Development—Charlotte expressed her gratitude to the work that has been done so far by the committee members. A draft copy of the scholarship guidelines was presented, and members can send questions/concerns to Charlotte, Theresa, Tierney, Juanita, Pat, or Victoria. The Baked Potato Bar fundraiser is scheduled on March 7, 2012 from 11:30-1:00. Members can donate an item to avoid paying 5.00.  Scholarship—Juanita and Sherry have contacted Kent Reed to send out listserv announcements. | | | |
| 1. Reports of Special Events Committees  * Ice cream social * Membership drive luncheon * Holiday luncheon * Soup/chili luncheon * Bosses’ recognition * Installation | |  | | | |
| 1. Unfinished business | |  | | | |
| 1. New business | |  | | | |
| 1. Other/networking/sharing | | Secret Pals is underway, and participants feel like it is going very well. | | | |

**Next Meeting:**

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| Date/Time/Location: | March 21, 2012/2:00 pm-3:00 pm/Board Room |
| Agenda Items: | Box Tops for Education |
| Tasks to be completed by next meeting: |  |