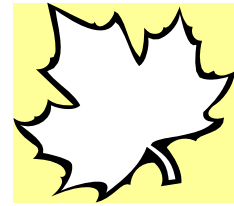


**VAEOP Board Meeting
Saturday, May 17, 2008
Dianne Jaquith's House
Chittenden, VT**



PRESENT: Cheri Goldrick, President; Brenda Blodgett, Vice President; Glory Martin, Secretary; Karen Aubrey, Treasurer; Robin Hunt, Region II Chair; Dianne Jaquith, Advisor; Sally Bushey, History Committee

ABSENT: Dianne Marcotte, Region I Chair; Cally Schober, Region III Chair; Penny Randall, Region V Chair; Wendy Gilbert, Immediate Past President; and Carol Lewis, History Committee

CALL TO ORDER

President Cheri Goldrick called the meeting to order at 9:27 a.m.

MINUTES (Glory)

Changes were reviewed.

Motion was made by Brenda to accept the minutes as presented. Motion was seconded by Karen. No discussion was made. Minutes accepted by unanimous vote.

TREASURERS REPORT (Karen)

Karen reported that there are seven outstanding purchase orders. It was noted that \$500 was taken off the Sheraton bill.

Current balances: (as of May 17, 2008)

Checking:	\$ 298.97
Money Market:	\$8,413.30
TOTAL:	\$8,712.27
Outstanding PO's (7)	\$ 660.00

Motion was made by Robin to approve the treasurer's report, pending audit. Motion seconded by Brenda. No discussion was made. Motion approved by unanimous vote.

COMMUNICATIONS (Cheri)

- A letter was received from the Addison County Humane Society for the donations received.
- Field Service form has been sent in.
- Cheri will remind Cally of Community Service Project for August meeting.
- Cheri announced that Sharon Daggett Manner, Executive Director of NAEOP, will stepping down from her position. VAEOP board will send a Vermont gift to her.

ADMINISTRATOR OF THE YEAR (Penny)

Noelle Vitt, Head of Schools (Superintendent) of Rivendell Interstate School District was announced as the Administrator of the Year at the VAEOP Spring Conference.

ANNUAL CONFERENCE (Brenda)

Brenda reported that the conference is coming together well. Workshops include topics on Reflexology, Crisis Preparedness, Digital Art into Printed Materials, Internet Ethics and Safety, and Record Management. Jocelyn Stohl will be the keynote speaker. Food will be catered by the school.

APPLE AWARDS (Glory)

There have been ten applications received. They have yet to be reviewed by a committee.

EVALUATORS (Dianne Jaquith)

Dianne has letters to be sent to invite evaluators to conference.

FINANCE (Karen)

Karen announced that Rhonda Gilman and Jeannie Macleod have agreed to be part of the finance committee.

Karen asked about a Federal ID number (tax exempt) for VAEOP. It doesn't seem that we have one or have ever applied for one. What is our non-profit status?

Time frame for proposed budget: Committee should have a proposed budget by the August meeting.

HISTORY (Sally)

Sally and Carol are still going through lots of old items. They are working on putting together trivia facts to put in the packets about the history of VAEOP. They are looking for lists of Past Presidents and past Apple Award recipients.

MARION T. WOOD (Dianne J.)

Review of Marion T. Woods Scholarship application. Following changes were made:

- changed wording from "keyboarding" to "word processing"
- leave out "submission of three copies of application"
- add "clubs" to extracurricular list
- leave out list of business courses
- take out list of other scholarships received
- add "Please state the household annual income _____"
- add to the title "In Memory of Marion T. Woods"
- add bio of Marion Woods

Dianne will revise and send out to the Board within a week to review.

MEMBERSHIP (Brenda)

Current membership total is 117 members. (Up from 95 in March)

NEWSLETTER (Glory)

Next newsletter is scheduled to go out by the end of June. Items to include Board Bios, Fall Conference information, Marion T. Woods winner, and Administrator of the Year.

PSP (Brenda)

Nothing more to report at this time.

SPRING CONFERENCE (Cheri)

Cheri reviewed the evaluations received. Overall, they were good evaluations.

WEBSITE (Brenda)

Brenda reported that it was time to renew next year's fee.

HANDBOOK (Cheri)

Cheri said she would work with Wendy on updating the handbooks.

WORKSTUDIES

The Board shared their work study results with each other.

MINI WORKSHOP

Next Mini Workshop is scheduled for June 3 from 3:30-4:30 p.m. at St. Johnsbury School.

Motion was made by Brenda to adjourn the meeting. Motion was seconded by Robin. Meeting was adjourned at 12:10 PM.

Respectfully submitted,

Glory Martin

Secretary