

**AFP OF CENTRAL OKLAHOMA
ANNUAL BUSINESS MEETING MINUTES
NOVEMBER 16, 2017**

The meeting was called to order at 12:00 p.m. by President Darcie Henderson. The following officer/members were in attendance: Darcie Henderson, President; Laura Manwell, Vice President; Michelle Brooks, Treasurer; Janice Morgan, Secretary. The remaining attendees are shown on the attached attendance log.

President Henderson welcomed the members and as it was a business meeting, no guests were in attendance.

President Henderson began the discussion of election of officers to replace outgoing Officers: Vice President Laura Manwell and Treasurer Michelle Brooks. She thanked those two officers for their service and asked the group permission to gift them gift cards to show our appreciation. Janice Morgan then nominated Shannon Toney for Vice President to fulfill the one year term, and then assume the role of President when Darcie Henderson's term ends December 2018. She explained that even though Shannon was not present, the officers had exchanged emails with her prior to the meeting and Shannon agreed she would like to take on the role again. Jennifer Hamer enthusiastically seconded the nomination and President Darcie Henderson asked for all members to indicate their approval or dissent. The nomination was unanimously approved.

President Henderson then opened up nominations for Treasurer and asked Michelle Brooks if she would say a few words about the responsibilities and time commitment. Brooks mentioned that it didn't take a lot of time and was fun to be involved. She said the major portion of time spent was at the beginning of the year when memberships were being renewed all at the same time. She reiterated that if we set up Paypal on the website, much of the payment acceptance could be handled in an automated fashion. Some of the members discussed among themselves possible candidates and those mentioned declined nomination. President Henderson allowed time for all discussion to cease and then said that the Treasurer was required to be a corporate practitioner according to the bylaws. Therefore none of the officers who are all Bankers could fulfill the role even if willing. Tom Bubb from Paycom graciously volunteered to fulfill the role and all members approved him unanimously. Michelle then mentioned that the address on the membership form would stay the same.

President Henderson then said the current officers and the new officers would have a transition meeting in early January. This meeting would serve as training and communication for the outgoing officers to assist the new officers with their new roles and duties.

President Henderson polled the members for other business to come before the membership. There being none, the meeting was adjourned at 12:50 pm by President Henderson.

Respectfully Submitted:

Janice Morgan, Secretary