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NEOPA Executive Board Minutes - October 2011

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Approved as Corrected 2-11-2012

NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION

Executive Board meeting Minutes

Thursday, October 20, 2011

Central Community College – Columbus, NE

The October 20, 2011 Executive Board Meeting of the Nebraska Educational Office Professionals Association was called to order by President Kathy Bennetch at 1:08 p.m.

Roll Call:

Present:
Kathy Bennetch
Mari Greer
Mary Guest
Debbie Hendricks
Deanna McCoy
Lisa Morehouse
Joyce Trevett
Gretchen Walker
Diane Wasser

Participating via Phone:
Susan Ahlberg
Carol Bom

Absent:
Susan Bell
Debbie Doolittle
Nancy Harter
Barbara Homer
Cathy Robertson
Donna Straight

A quorum was established.

Approval of Minutes:
The June 11, 2011 minutes of the 2010-11 Executive Board were presented for approval. The minutes were approved as corrected.

The minutes of the August 13, 2011 Executive Board were presented for approval. The minutes were approved as corrected.

Treasurer's Report:
The October 20, 2011 Treasurer's Report was presented for approval. October 20 balances are: Checking Account - $6,928.17, Operating Savings - $5,922.04, Scholarship Savings - $1,626.84, and Certificate of Deposit - $6,003.26. Deanna verified that the check has been sent to pay for ~~Jhani's~~ Jhany Alvarado's scholarship (the 2010-11 recipient). The check for the Educational Office Professional of the Year has been written, but the name is not listed on the report since the award recipient hasn't been announced yet. The Treasurer's report, as corrected, will be filed for audit.

Correspondence:
Kathy read a note of thanks from NEOPA member Denise Fisher. Denise received her PSP at the 2011 NAEOP conference.

ELECTED OFFICER REPORTS:

President – Kathy Bennetch:
Kathy reported that several NEOPA members attended the LPSDO meeting earlier in October and presented NEOPA paperweights and replacement PSP awards to NEOPA members who had lost items in the district office fire. Lisa Morehouse thanked NEOPA for doing this recognition and said it was meaningful to LSPDO members.

President Elect/Membership Chair – Joyce Trevett:
Membership information:

133	Active
11	Retired
4	Associate
1	Lifetime

Kathy questioned if honorary members should be included in the affiliate report that is sent to NAEOP. She will pursue this further with the NAEOP office.

Vice President – Gretchen Walker:
Gretchen reported that the Spring 2012 conference will be hosted by WEOPA. The conference budget was approved by the Board last August. The conference, themed "Getting Your Professional Ducks in a Row," will be April 12-13, 2012 at the Journey Christian Church in Wayne, NE. NAEOP President Allie Faye Matthews, CEOE will be the keynote speaker.

The ~~Fall~~ 2012 Fall conference, will be hosted by NEOPA Past Presidents. It will be held October 4-5 at Southeast Community College in Lincoln. Gretchen presented the proposed budget.

MOTION: Diane Wasser moved that we accept the proposed budget for the 2012 Fall Conference hosted by NEOPA Past Presidents. Lisa Morehouse seconded the motion. Motion carried.

Secretary – Cathy Robertson:
Absent. No Report.

Treasurer – Deanna McCoy:
Nothing additional to report.

Past President/Field Service – Diane Wasser:
Diane Wasser reported that she was hoping to connect with some nonmembers at the conference in Columbus.

DIRECTOR REPORTS:

Awards – Mari Greer:
Four nominations were received for the NEOPA Educational Office Professional of the Year Award. Three of the nominees completed the necessary forms to apply for the award. The nominees are:

Denise Fisher (NDEOPA) - nominated by Elisabeth Reinkordt
Mary Guest (UNOPA) - nominated by Debbie Hendricks
Linda Kamble (NDEOPA) - nominated by Susann Wenzl

The award recipient will be announced at the conference on October 21. Judges for the Professional of the Year were Joette Deitering of BVH Architects, Kevin Johnston of Lincoln Public Schools, and Roshan Pajnigar of the University of Nebraska-Lincoln.

The Awards Committee received two nominations for the NEOPA Educational Administrator of the Year Award. However, one nomination did not meet the required conditions for eligibility, so was disqualified. ~~Therefore,~~ Dr. Roger Breed, Commissioner of Education for the State of Nebraska, was selected as the 2011 award recipient. Dr. Breed was nominated by Denise Fisher.

There was discussion about nobody from NDEOPA knowing that Dr. Breed was going to receive the award. Since nobody from NDEOPA will be at the conference, various other ways of recognizing Dr. Breed were discussed. It was decided that a small group of NEOPA members would work with NDEOPA and have a small recognition in his office sometime soon.

Bylaws – Mary Guest:
Mary reported that written ballots have gone out in the mail. The Bylaws Committee will now start reviewing guidelines to determine if they can be streamlined.

Finance/Records – Debbie Hendricks:
Kathy asked Debbie and Deanna to update the reimbursement/expense claim form. The form in use now does not state that original receipts are required for payment. Debbie will work with Deanna in updating the form.

Information Technology – Debbie Doolittle:
Kathy presented Debbie's report. The website has been updated with current information. All the pages have been updated with "Shaping the Future," the Board of Directors and the affiliates pages have been updated. The Fall NEON has been added to the newsletter page. The current membership form and the Fall Conference information are available on the website, and the calendar of events page has been updated. The Becky Hastings link has been removed from the website, and Debbie is working on taking the President's message page off the website, as it is in the newsletter.

The ad hoc committee is working with Debbie to improve the website. Debbie welcomes comments or suggestions to improve the website, and invites anybody wanting to work on the Information/Technology Committee to contact her.

NAEOP Liaison – Susan Bell:
Although Susan was not present, she sent a written report. Since NEOPA has 108 Golden Sower pins left from last year and a few pins of other designs, Susan was considering not purchasing anything new for 2012. NEOPA also has ribbons and laminated maps that we could sell to our members. Susan was seeking advice from the Board as to whether she should order new pins since Lola is being installed and we will undoubtedly have a larger group of participants attending. After discussion, the general consensus was that NEOPA needs a new pin with 2012 on it and a heart (which will be prominent in Lola's theme). Diane Wasser agreed to work with Susan and the NAEOP Liaison Committee to come up with some pin ideas.

Newsletter – Carol Bom:
Committee Members:

Deb Daehnke, CEOE, WEOPA	Jane Rumbaugh, OEOPA
Deb Ryan, CEOE, LPSAOP	Susann Wenzl, NDEOPA

One issue of the NEON has been produced. It was sent to members the week of September 21st. Ten copies were sent to honorary members without e-mail addresses and NEOPA members without an e-mail address. The newsletter was also sent for posting on the NEOPA website. Expenses so far have been $12.80.

Some Board members still need to submit their photos and complete the Baudville form filled out with information about them. Deb Daehnke will be trying to take some of those photos at the workshop.

Carol is working with contacts from the local associations to get more local association information in the winter issue. NEON Deadlines and production schedule is listed:

Issue 2 – Board reports due November 18, distributed to members on December 5
Issue 3 – Board reports due February 16, distributed to members on March 11

Carol indicated that a committee member asked if more complete Board information could be listed in the NEON. She asked if we could include home or cell phones, so it is easier to get in contact with Board members.

Nominating – Barb Homer:
Absent – No Report.

Professional Standards Committee – Lisa Morehouse:
Lisa just recently agreed to serve in this capacity. She has received the materials, and is getting familiar with it.

Publicity – Nancy Harter:
Nancy was not in attendance, but sent a report. She has done some research on producing a high-quality brochure and what costs we would be looking at. Although not a graphic designer, Larry Graham has done some business work for Chris Cary, is reasonably priced and utilizes a very good printer. He submitted an estimate for $370 for layout and printing 400 brochures, duplexed, color, tri-folded. Kathy Bennetch got an estimate from UNL's printing dept for $302, printing only.

Carol Bom thought that NDEOPA has a member who could assist Nancy in doing a brochure. Carol with check with that member and will get Nancy and the member together.

Nancy reported that she had promoted the Fall Conference via:

- LPSAOP's The Chronicle
- 14 ESU's across Nebraska
- 87 individuals via e-mail and U.S. mail
- E-mail and invitation to Missouri's AEOP board of directors (9), asking them to share with their membership

Columbus Conference representatives (Karen and Karin) have promoted the Fall Conference via:

- Columbus Area Chamber of Commerce – direct mail & member e-mail
- Chamber offices in smaller, surrounding communities
- Three local high schools and surrounding high schools
- Community Colleges in area (Columbus, Grand Island, Hastings)

- ESU #7
- Hoping for a front page article in local, daily newspaper
- News release to the 25 counties that Central Community College serves.

Nancy expressed concern that she had not yet received the Publicity Chair's materials. She re1cently found out that she was supposed to be sending greeting cards to members. We need a timelier turnover of materials.

Scholarship – Suzy Ahlberg:
Committee members are Phyllis Rabe and Kathy Schroeder, both from LPSAOP, Lincoln Southeast High School.

In August 2011, the first half ($500) of Jhany Alvarado's scholarship award (2011-2012 recipient) was sent to Central Community College after receiving her first semester class schedule. Upon receipt of her second semester's class schedule, the remaining amount of her award will be sent.

In mid September 2011, the NEOPA Scholarship Student Guidelines and Application form was updated to current year information and was sent to Debbie Doolittle to be posted on the NEOPA website. The form was designed so it could be typed online and printed out.

Also in September, the committee prepared and mailed scholarship information to 111 Nebraska Schools' Business Education Department Chairs and 121 Nebraska Schools' Guidance Counselors. Any wrong addresses were corrected.

There has been one inquiry on the NEOPA Scholarship pertaining to who can apply and if "Business" would include "Communications." The NEOPA Scholarship specifies the area of study must be Business and the scholarships are for students that are pursuing a Business type major. In previous years, applicants that did not have a "Business" major were not considered for the scholarship. On the application, "Office-related" refers to work positions that focus on office operations (i.e. Administrative Assistant, Office Managers, Secretaries, etc). The scholarship was designed to assist individuals going into the same professional work fields that NEOPA members are involved in.

The Scholarship Committee is discussing potential judges.

Ways and Means – Donna Straight:
Absent – Report presented by Joyce

Open houses were held in Wayne and Lincoln for the purchase of Premier Designs Jewelry. NEOPA will receive 25% of the profit of the sales. NEOPA will receive 10% of the profit from shows booked. Free jewelry received will be auctioned at the Thursday night event in Columbus and silent auctioned at the Conference on Friday. Special thanks to Cathy Robertson and Peg Aldridge for their work on this fund raiser.

Carol Reed, Phyllis Rabe and Barb Homer will coordinate the silent auction that will be held for donated baskets at Friday's conference, and a 50/50.

Unfinished Business:

Information Technology Ad Hoc Committee – Diane Wasser, Carol Bom
The Ad Hoc Committee gave a PowerPoint Presentation outlining what the goals are for a website, what we currently have, and what our options are for the future. There was considerable discussion regarding what we should do. It was recommended that the Ad Hoc Committee pursue further the moving of our website to MS Office 365, including consulting with a professional for advice, trying out a test copy, and discovery of advantages and disadvantages of changing. The general consensus was that the committee will come back to the Board with a final recommendation by December 15.

Donations to Lola Young's Fundraiser
It has been brought to the Board's attention that other groups and individuals have been donating to Lola Young's installation as NAEOP's President in 2012. These amounts are above and beyond the $1,500 NEOPA has committed.

New Business:
Central Area Professional Development Day – Lisa Morehouse

Approved as Corrected 2-11-2012

The CAPDD will be hosted by the Kansas Association and combined with their state conference April 26 – 28, 2012 in Olathe, Kansas. It will be held at the Holiday Inn at 101 W 151st Street. Rooms will be $75 per night, and the registration fee will probably be $70 - $75 per person. The theme is "Head to the Heartland."

Member Scholarships

A NEOPA member came to a Board member and asked if there was any financial assistance from the Association for members to attend professional development opportunities (like the Columbus Conference). The only assistance the association offers at this time is the scholarship "drawing" that is done each year. Guidelines need to be drawn up for the 2012 scholarships that we hope to offer so more members can attend the California conference where Lola Young is being installed as National President. If we came up with some good guidelines for professional development of on-going funds, we might replace our scholarship "drawing" with an application process. Lisa Morehouse agreed to chair a 2012 Ad Hoc Committee to write up 2012 fund usage guidelines. Members are being sought to serve on this committee.

Officer Notebooks since 2009 – Kathy Bennetch

A few years ago Peg Aldridge spear-headed a project to organize NEOPA's historical records at the Nebraska State Historical Society. Items we give to the Historical Society become their property. Since 2009 we have not taken items to the Historical Society and now we need to determine what we want to use for long-term storage if we are not going to use the Historical Society. Debbie Hendricks agreed to research further what we want to use for long-term storage. USB's are nice, but they sometimes quit working. A stand-alone hard drive is another option. Kathy will be seeking members to assist Debbie with this project.

Next Meeting – Kathy Bennetch

The next NEOPA Board meeting will be held in February 201~~3~~ 2. The date, time and location will be announced.

Adjournment

The meeting was adjourned at 3:48 p.m. by Kathy Bennetch, President.

Submitted: Debbie Hendricks, Finance/Records Committee Chair
Kathy Bennetch, President