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NEOPA Executive Board Minutes - March 2012

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**NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION
EXECUTIVE BOARD MEETING MINUTES**

Saturday, March 10, 2012
Ag Hall, University of Nebraska – East Campus

The March 10, 2012 Executive Board Meeting of the Nebraska Educational Office Professionals Association was called to order by President Kathy Bennetch at 9:37 a.m.

ROLL CALL:

Present:

Susie Ahlberg
Susan Bell
Kathy Bennetch
Carol Bom
Mary Guest
Nancy Harter
Debbie Hendricks
Barbara Homer
Deanna McCoy
Lisa Morehouse
Cathy Robertson
Joyce Trevett
Gretchen Walker
Diane Wasser

Absent:

Debbie Doolittle
Mari Greer
Donna Straight

A quorum was established.

Approval of Minutes:

The minutes of the February 11, 2012 Executive Board Meeting were presented for approval. Diane Wasser moved to approve the minutes as corrected. Lisa Morehouse seconded the motion. The minutes were approved as corrected.

Treasurer's Report:

The March 10, 2012 Treasurer's Report was presented for approval.

Budget adjustments were made to categories: General Fund Support Lola Young/National and Fundraising Lola Young @ National.

The question was raised by Debbie Hendricks if we can legitimately change the budget mid-year? It was determined yes, as it is a budget report.

Gretchen Walker requested the income categories of Fundraising Lola Young and National conference Prof Dev be shown under Ways and Means Income.

DeAnna added the budget codes for our use in reviewing the Treasurer's Report.

The Treasurer's report ~~was approved as corrected~~ will be filed for audit.

Communications:

Lisa Morehouse will pass around the 'pig' to collect change for the NAEOP Area fundraiser challenge.

ELECTED OFFICER REPORTS:

President - Kathy Bennetch:

No report

President Elect/Membership Chair - Joyce Trevett:

We received ~~1~~ **one** new renewal.

Membership information:

156	Current active members
10	Retired
12	Honorary
4	Associate
2	Lifetime

Kathy Bennetch asked that the membership list be sent electronically to the Board. The full list will be sent while any list available to the membership would be just basic information (name, school, phone, e-mail).

Vice President - Gretchen Walker:

The Spring 2012 conference in Wayne is going well. The deadline for registration is April 5, therefore no numbers are available yet on registrations. Arrangements are being made to pick up Allie Faye Matthews and transport her to Wayne.

The Fall 2012 workshop will be in Lincoln and hosted by the NEOPA Past Presidents. The date is October 4-5 and will be held at SECC Lincoln. Diane Dickey ~~is the conference chair.~~ and **Christine Cary are workshop co-chairs.** Carmen Schwab will be the keynote speaker

A host for the Spring 2013 conference is still needed.

Motion: Gretchen Walker moved that the NEOPA Board host the Spring 2013 NEOPA conference. Mary Guest seconded the motion. Discussion included a possible theme of "Where do we go?". Lisa Morehouse called the question. The motion passed.

The Fall 2013 workshop will be hosted by UNOPA. The Spring 2014 conference will be hosted by NDEOPA. Hosts are still needed for the Fall 2014 workshop and Spring 2015 conference.

Secretary - Cathy Robertson:

No Report.

Treasurer - Deanna McCoy:

Nothing additional to report.

Bylaws – Mary Guest:

The Bylaws Committee presented a recap of the items that were referred to them for review.

- Article IX, Section 1 – Committees and Appointments – It was suggested to reduce the number of standing committees by combining the Awards Committee and Scholarship Committee into one Committee: Awards and Scholarship~~/~~.

Currently reads: The Association shall have the following standing committees: Awards, Bylaws, Field Service, Finance & Records, Information/Technology, Meetings Coordinating, Membership, NAEOP Liaison, Newsletter, Nominating, Professional Standards, Publicity, Scholarship and Ways and Means.

Proposed: The Association shall have the following standing committees: Awards **and Scholarships**, Bylaws, Field Service, Finance & Records, Information/Technology, Meetings Coordinating, Membership, NAEOP Liaison, Newsletter, Nominating, Professional Standards, Publicity, ~~Scholarship~~ and Ways and Means.

Motion: Mary Guest moved to combine the Awards and Scholarship Committees to form one committee. The motion was seconded by Carol Bom. The motion passed.

- Article IX, Section 1 – Committees and Appointments – It was suggested to reduce the number of standing committees by deleting the Publicity Committee and dividing duties between the Vice President/Meetings Coordinator and the Secretary.

Currently reads: The Association shall have the following standing committees: Awards, Bylaws, Field Service, Finance & Records, Information/Technology, Meetings Coordinating, Membership, NAEOP Liaison, Newsletter, Nominating, Professional Standards, Publicity, Scholarship and Ways and Means.

Proposed: The Association shall have the following standing committees: Awards, Bylaws, Field Service, Finance & Records, Information/Technology, Meetings Coordinating, Membership, NAEOP Liaison, Newsletter, Nominating, Professional Standards, ~~Publicity~~, Scholarship and Ways and Means.

Motion: Mary Guest moved to delete the publicity Committee, and divide the duties between the Vice President/Meetings Coordinator and the Secretary. The motion was seconded by Susie Ahlberg. The motion passed.

- Article IX, Section 1 – Committees and Appointments – It was suggested to reduce the number of standing committees by deleting the NAEOP Liaison Committee and incorporating the duties in the Professional Standards Program Committee.

Currently reads: The Association shall have the following standing committees: Awards, Bylaws, Field Service, Finance & Records, Information/Technology, Meetings Coordinating, Membership, NAEOP Liaison, Newsletter, Nominating, Professional Standards, Publicity, Scholarship and Ways and Means.

Proposed: The Association shall have the following standing committees: Awards, Bylaws, Field Service, Finance & Records, Information/Technology, Meetings Coordinating, Membership, ~~NAEOP Liaison~~, Newsletter, Nominating, Professional Standards, Publicity, Scholarship and Ways and Means.

Motion: Mary Guest moved to delete the NAEOP Liaison Committee, and incorporate the duties in the Professional Standards Committee. The motion was seconded by Diane Wasser. The motion passed.

Mary Guest did not bring back to the Board the change to the Finance & Records Committee, having them keep track of membership records. There was never an intention of deleting the Membership Committee. Mary Guest will take this proposed change back to the Bylaws Committee.

The Bylaw Changes will be sent out to the membership for a vote via Survey Monkey. Justification on each will be shown. Kathy Bennetch noted that ~~2~~ two members had problems accessing Survey Monkey on a prior vote.

Past President/Field Service - Diane Wasser:

The submission of the Louise Henderson Nelson Award will not be submitted this year. The last time the submission was completed was 2007. There is a lot of information to get caught up. The goal is to get caught up through this year so all that is needed next year is to add the 2012-2013 information.

Diane suggested that this award submission be taken out of the Past President's duties as it is a lot of work after your year as president. Lisa Morehouse respectfully disagreed. If it is kept up, it should not be difficult to add each year. The award submission was put under the Past President as that person had the history and knowledge from the Board. Carol Bom added that the Past President would be familiar with the history and Board workings. Adding it to the Historian would be too much. Lisa Morehouse suggested that a line be added to the Awards Committee guidelines noting that the committee touch base with the Past President on the award submission.

UNFINISHED BUSINESS

Paperweights – Mary Guest:

Kathy Bennetch asked if paperweights had been ordered to sell to our members. Mary Guest did not have information to place an order; however she can get the order placed. Someone will need to transport the paperweights to the April conference.

Guidelines for Members Scholarship – Lisa Morehouse:

Lisa met with Mary Guest and presented a rough draft of guidelines for the Board to consider for awarding scholarships to members to attend the national conference.

Discussion included:

- Trying to encourage attendance for those who may not be able to attend without financial assistance.
- Pay up front so members don't have to come up with that funding.

- Requiring documentation of attendance at conference.
- What amount do we want to cover? It was consensus to pay for ~~3~~-three full registrations (not including Institute), with the Board covering any shortfall from current fundraising efforts.
- On request form, list other funding sources. Members would not be able to receive funds if they were receiving funds for their registration.

Kathy Bennetch asked that the group get together and have paperwork ready to send to the membership before the April meeting. The Board would need to vote before the April meeting. Susan Bell, Gretchen Walker, Lisa Morehouse, Diane Wasser and Carol Bom volunteered to help.

DIRECTOR REPORTS:

Awards -Mari Greer:

Absent. Mary Guest indicated NEOPA needed to prepare a letter of support for the Administrator and Office Professional of the Year submissions. The letter should be a joint letter for the local affiliate so both can receive credit on the Louise Henderson Nelson Award. The deadline for submission is March 15. Kathy Bennetch will work with Mari Greer and prepare the letter if needed. Gretchen Walker will provide a sample from a previous year.

Checks have been written for all award submissions.

Finance/Records – Debbie Hendricks:

Debbie distributed the 2012-2013 Proposed Budget.

Motion: Lisa Morehouse moved to approve the budget 2012-2013 as presented. Susan Bell seconded the motion. The motion passed.

The budget will be presented to the membership at the April conference.

Information Technology – Debbie Doolittle:

Absent. No Report.

NAEOP Liaison – Susan Bell:

Pins for National conference have been ordered. They are all gold in the shape of the state of Nebraska with a heart where Lincoln would be located. NEOPA is written across the state. The pins will cost \$1.75 and should be available at the Spring conference.

Susan will have Kathy Bennetch send an e-mail to the members to get a list of those who will be attending the national conference. Susan will be in communication with those attending.

Newsletter – Carol Bom:

The spring issue is almost ready and will be distributed to members the week of March 12 – 16. The committee has been very helpful in editing the NEON and local associations have been great in getting articles for inclusion.

The winter issue of the NEON will be submitted for national competition. The committee is in the process of reviewing for typos, etc. before the submission deadline.

Nominating – Barbara Homer:

The slate of elected candidates for the 2012-2013 Board was sent to the Executive Board on 3/2/12 for their approval. Nominees are: President Elect, Gretchen Walker, CEOE and Secretary, Cathy Robertson, CEOE.

Ballots were sent electronically to the membership on 3/6/12. Active and retired members are eligible to vote. Voting will conclude 3/28/12. Three paper ballots were mailed to those members without e-mail access. The results of the vote will be announced at the April meeting.

Professional Standards Committee – Lisa Morehouse

It is quiet now. Members are working on re-certifications. A full report with names will be available at the next Board meeting.

Publicity – Nancy Harter:

Three sympathy cards and two cards for illness/surgery were sent since the last Board meeting.

A proof of the new NEOPA brochure and rack card was distributed. Good feedback from the Board.

Suggestions/Discussion:

- Different pictures – we can use our own or buy pictures that are nicer/higher resolution. If we use our own pictures, they may not be high enough resolution.
- The cost for new members is free. The theory is to get them to join us and see what we have to offer.
- Will it be available at the April conference? Hopefully. Nancy needs to get new printing cost estimates. It was suggested to check with UNL Printing.
- Add cities and websites to all affiliates listed.

Nancy requested the Board review both proofs carefully and let her know if there are any corrections/changes that need to be made. Four hundred brochures will be printed and there should be enough for the affiliates to take some back to their local associations.

Scholarship – Susie Ahlberg:

The application for the Marion T. Wood award has been received back from the winner. The application will be mailed to NAEOP this week. The winner will attend the April conference along with her father.

It was suggested that we put the EducationQuest website on the scholarship letters to gather more support.

Ways and Means – Donna Straight:

Absent. Cathy Robertson reported that we are again working with the affiliates on a Premier Designs Jewelry fundraiser. The amounts raised won't be as much as fall however should be still worth the time. OEOPA held a raffle for one piece of jewelry and sent a check for \$62 for their proceeds. More of the profits will be donated to NEOPA than was done in the fall. At the April conference, we will have a jewelry silent auction on Friday. One piece of jewelry will be raffled at the Central Area conference. Cathy did not have any updated on 50-50 or baskets.

UNFINISHED BUSINESS:

Web Ad-Hoc Committee – Carol Bom:

We will conduct a survey with our members asking what they want from the website. Kathy Bennetch asked that we market the survey to our membership as we need to know what they are thinking and what they want from the website. The members need to know why we are asking the questions.

It was suggested to include a link to our website so they could actually look at the site before they answer the questions. Questions would include have they used the site, did they find what they were looking for, what do you look up, are you interested in a blog, would you like a ‘members only’ section, and what other information would you like to see. Maybe we could have links to the affiliates’ websites.

NEW BUSINESS:

Central Area:

Lisa Morehouse reported that only 12 people had registered so far. States will most likely be asked to donate a basket for raffle. Kansas, as host, will be conducting a state fundraiser.

The state Presidents and President-Elects will meet for a retreat prior to the workshop. Hopefully the tone will be set from the retreat to help us as an area and individual associations.

Digital Commons:

Two items were distributed: Guidelines for Historian and UNOPA Digital Commons guidelines. Kathy Bennetch explained what Digital Commons is and how it could be used. UNOPA is starting to place their archive materials on the UNL Digital Commons. It is run by UNL Libraries, is free and can be seen by anyone on the UNL Libraries website. UNL ranks second in the nation in their digital storage.

The question of future cost was raised. Kathy Bennetch said that question was raised and UNL couldn’t answer that question. At this time it is free.

For UNOPA - Once hard copies are scanned, the scanned files are stored on the Digital Commons and backed up on an external hard drive. There are two electronic locations. The hard copies can then be eliminated. In the future, we can send the electronic version of the items we want to save instead of the need to actually scan.

The question was raised as to what our back-up will be. Do we have a couple of years of hard copies, use a flash drive, etc? What is the long-term storage of our records? Digital Commons would be our long-term storage. It would make sense to have a notebook to pass on, a flash drive for the current year to be uploaded to an external hard drive, and then the external drive saved on Digital Commons. The ultimate goal is that there are two places for the information to be stored – on digital commons and on the external hard drive.

Kathy Bennetch asked if using Digital Commons is something NEOPA wants to pursue. The consensus was yes for Kathy to move forward. The Board would need to determine who has

access to add/change the information on the Digital Commons. ~~Also~~ They would need to approve the purchase of the external hard drive.

Transition Meeting:

It was suggested that both boards attend one meeting in June with all the notebooks exchanged, making it a more useful session. Perhaps at least a morning, if not a full day. We need ~~Need~~ to teach people to delegate and recruit committee members.

Perhaps we can offer ~~Offer~~ professional development credit so there is a benefit of being on the board. If we can get a presentation put together, we can request PSP credit for that time period.

We need to be good stewards of the organization and the time needed to devote to the organization.

Kathy will send out a Doodle poll asking for available dates in June to meet.

Annual reports are due May 1.

Wayne Conference

Joyce Trevett reported that they sent an e-mail to all departments letting them know about the conference and the benefit of the professional development. WEOPA has ~~4~~four new members from the e-mail. The dean of the college campus ~~College-Campus~~ in Sioux City wants to send her employees for professional growth.

The ESU in Wakefield put information in everyone's mailbox promoting the conference. WEOPA is trying ~~Trying~~ to reach out to local schools for professional development that is close by and at a low cost. Everyone who attended the Columbus workshop is being mailed information about this conference and inviting them to attend.

Joyce also shared her theme for next year will be 'Building Bridges to Success'.

The next scheduled NEOPA Board meeting will be held on Thursday, April 12 in Wayne, NE. Time will be 2:30 pm.

The meeting was adjourned at 12:20 p.m. by Kathy Bennetch, President.

Submitted: Cathy Robertson, Secretary
Kathy Bennetch, President

Approved as corrected, April 12, 2012 – Cathy Robertson, Secretary