2013

NEOPA Annual Report 2013 - 2014

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As we put together the 2013-2014 Annual Report, there is a noticeable piece missing – the message from our President, Gretchen Walker. The reports from each committee director contained in the following pages summarize the activities of NEOPA for the past year.

Gretchen was a tireless leader even when she was facing her own personal battle with cancer and weekly chemotherapy treatments. She didn’t often talk about her cancer, nor did she tell us how serious it was. We all expected Gretchen to win the battle because of her “can do” attitude. A few months ago, I was looking back through articles that Gretchen had written for various newsletters. One article in the 2013 November/December Higher Educational Council newsletter particularly struck a chord with me. In retrospect, I believe this was Gretchen’s message to all of us. It was her way of sharing what she was going through. I think it is appropriate to share her message again with all of you now.

Leadership

The final test of a leader is that he leaves behind him in other men the conviction and the will to carry on.

Walter Lippmann 1889-1974
New York Herald Tribune 14 April, 1945
President’s Report (continued)

The following article was written by Gretchen Walker during her term as NAEOP Higher Education Council Chair and first printed in the 2013 Nov/Dec Higher Education Council newsletter.

Book Review

Jane Schwartzberg cringes when she hears someone say that a terrible accident or frightening medical diagnosis made them realize what’s most important in life.

“In some ways, I do wish everyone could experience a taste of terminal, if that’s what it takes to make them appreciate the intangible gifts we receive not just during the holidays, but all year,” says Schwartzberg, co-author with Marcy Toikoff Levy of "Naked Jane Bares All," www.nakedjanebaresall.com, a new book that shares Jane’s story with candor and humor.

“But I wish they'd known all along, and I hate the thought of goodness coming at the expense of so much suffering.”

Schwartzberg says she was clear about what’s most important before she was diagnosed with stage four incurable breast cancer. As a mother, wife, daughter, sister, aunt and friend, she knew all that really matters is how much love we give and receive.

The holidays are a wonderful opportunity for people to remember that and to focus on who they love. But, too often, they become a source of anxiety, stress, and tension. Financial concerns, having too much to do, and missing loved ones were among the top causes of holiday stress, according to a recent Mental Health America survey.

“Although I won't attribute any revelations or what's most important in life to my illness, I can say that there are a few things that I am trying to do better since getting sick,” Schwartzberg says.

“The holidays are a great time to cultivate a spirit of gratitude and to re-focus on the things that are most meaningful.”

For Schwartzberg, those include:

Showing up. If you’re worried about yesterday or always planning for tomorrow, you’re missing the present moment and any wonderful experiences it may hold.

“Although my clock ticks louder than others, I know we are all here for a short time,” Schwartzberg says. “I am determined to find joy in every single day. It may come from the simplest of things: a view from my window, a great conversation or a hot cup of coffee. But I know I need to be always present and available, with an open mind and open heart, to experience any of it.”

Riding her love train. We all have people in our lives who care about us, and it’s important to let them know how much we appreciate them. Schwartzberg’s “love train” is a metaphor for all of the people she chooses to share her life with. “They are rooting me on and giving my family and me love and support,” she says. “I try to be as meticulous and thoughtful as I possibly can be with those on board, and that means making sure they know how much I love and value them.”

Knowing my place in the world. There is a Jewish teaching that says everyone should carry with them two pieces of paper, each in a separate pocket. One paper should say, “I am but dust and ashes.” The other, “The world was created for me.”

“I constantly remind myself that both statements are true,” Schwartzberg says. “I am capable of incredible things to improve the world, and I am just a tiny speck in the universe. Powerlessness and humility can, and do, exist for me side by side.”

As the holidays approach, keep in mind that the best gift you can give—or receive—is love.

Jane Schwartzberg, 45, is the co-author of the newly released book, “Naked Jane Bares All,” the many-layered story—told with humor and candor—of how she learned to embrace life when she was down for the count. Jane is a financial services executive and founder and former CEO of a start-up technology company.
## 2013-14 Board of Directors

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### WAYS & MEANS COMMITTEE
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Email:  

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Director’s Reports

NEOPA Field Service
2013-14 Final Report
Joyce Trevett, CEOE, Director

Committee Members: Carol Bom, CEOE, Kathy Bennetch, CEOE, and Kitten Slezak

Attended and participated in NEOPA board meetings.

Compiled and completed the Louise Henderson Nelson Award. It was submitted to the National office for competition and subsequently NEOPA was award second place for the second year in a row.

No motions were made regarding the field service committee.

NEOPA Secretary
2013-14
Annual Report
Denise Fisher, CEOE, Secretary

Committee Members: Debe Dockhorn (NDE BRIDGE) and Caroline Helget (NDE BRIDGE). A different member attending the meetings was also asked to review the minutes.

Draft minutes of all meetings were completed within two weeks of the scheduled meetings. Draft minutes were posted on the Members Only section of the NEOPA website.

Once final minutes were approved, they were posted on the Members Only section.

Cards were sent to members throughout the year offering encouragement (get well, sympathy, thinking of you).

No funds were used.

Association Websites:

NEOPA
http://neopa.unl.edu

LPSAOP
http://wp.lps.org/lpsaop/

UNOPA
http://unopa.unl.edu

NAEOP
http://naeop.org

NDE Bridge
http://insidende.education.ne.gov/ndeopa/ndeopa%20index.html

2013-14 Local Association Presidents

LPSAOP
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NEOPA Past Presidents
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FROLIKers Past Presidents
Association
Mari Greer
mgreer1@unl.edu
My report will consist of the summaries of the Fall 2013 Workshop and the Spring 2014 Conference and their respective budgets.

**NEOPA 2013 Fall Workshop Report**
**October 17-18, 2013**
“Charting a New Course with NEOPA”
**Co-Chairs:** Mary Guest and Cathy Robertson

*The purpose of NEOPA is to provide professional development and support to educational office employees.*

**Networking Event**
**October 17, 2013**

A networking event was held on October 17, 2013, at Dino’s Eastside Grille in Lincoln, Nebraska, with 19 NEOPA members present. This event was organized and hosted by Debbie Hendricks and Diane Wasser.

**2013 Fall Workshop**
**October 18, 2013**

Registrants for the conference included 50 members and 2 nonmembers. The conference was approved by NAEOP for 8½ in-service hours. E-Series sessions were included in the conference for either 8½ in-service hours or 8½ hours toward education credit.

Speakers included:
Jolene Palmer, NDE, “Leader, drifter, or sinker: What are you?”
Brent Gaswick, NDE, “If Change Were Only Easy”
Todd Kelley and Ken Broman, UNL, “Retirement Planning with a Purpose”
Jan Deeds, UNL, “Taking the Mystery out of Mentoring”
Ranelle Maltas, UNL, “PowerPoint Tips and Tricks”
Kelli Britten, SCC, “Networking Made Simple”
Heath Tuttle and Brad Severa, UNL, “Social Media in the Workplace”
Jolene Palmer, NDE, NEOPA Strategic Planning

E-Series:
Jan Deeds, UNL, “Taking the Mystery out of Mentoring”
Jolene Palmer, NDE, “Networking Made Simple”
Jolene Palmer, NDE, “Destination Leadership – Coming Full Circle with the E-Series”

Fundraising efforts were led by Sue Gilleland including a 50/50 drawing, silent auction and baskets. Profits from the fundraising go to support the NEOPA Student Scholarship.

(continued on page 6)
Director’s Reports

(continued from page 5)

Financial Report

The cost of the conference was $55 for members and $70 for non-members. There was an additional $10 charge for the Thursday evening event. The net profit for the conference was $491.58.

SCC Financial Report:

Income:
54 members @ $55 $2970.00
2 nonmembers @ $70 $140.00
TOTAL INCOME $3,110.00

Expenses:
Food $979.80
Kelli Britton $275.00
Tuition (SCC Administrative charge) $210.00

TOTAL SCC EXPENSES $1,464.80

Balance due to NEOPA $1,645.20

NEOPA Expenses

Dino’s $338.62

Instructors:
Jolene Palmer $300.00
Brent Gaswick $150.00
Jan Deeds $150.00
Ranelle Maltas $150.00
Todd Kelley (co-presenter) $75.00
Ken Broman (co-presenter) $75.00
Heath Tuttle (co-presenter) $75.00
Brad Severa (co-presenter) $75.00
Total $1,388.62

Income
3 guest lunches @ $15/each $45.00
Thursday networking 19 x $10 $190.00
From SCC $1,645.20

Net profit for NEOPA $491.58

Final Report

NEOPA Spring Conference
“Turning the Page: What Will Your Next Chapter Be?”
SCC Continuing Education Center
Lincoln, NE
April 10-11, 2014

Twenty people attended the Nebraska Capitol Tour arranged by Denise Fisher, CEOE and Debe Dockhorn. Members were invited to tour the capitol together prior to the evening networking activity.

The Thursday evening networking activity was held at Windsor Stables located at 1024 L St in Lincoln, NE. The event was held to celebrate the 50th Anniversary of NEOPA. The evening began with a social hour where attendees were able to visit with their colleagues. The social hour was then followed by an evening of fine dining catered by Green Gateau Restaurant.

The 2014 NEOPA Spring Workshop was hosted by NDE BRIDGE with Heather Richey serving as chairwoman. The planning committee also included Carol Bom, CEOE; Debe Dockhorn; Denise Fisher, CEOE; Holly Johnson; Lindsay Ickes; Kristina Peters; and Lora Sypal.

(continued on page 7)
The workshop was held at the Southeast Community College (SCC) Continuing Education Center at 301 South 68 Street Place in Lincoln, NE. Diane Siefkes, Training Consultant, represented SCC.

The workshop started with a continental breakfast. The opening began at 8:15 AM with the Pledge of Allegiance, followed by welcome and announcements presented by conference chairwoman and emcee Heather Richey.

The theme selected for the conference was “Turning the Page: What Will Your Next Chapter Be?” Heather Richey welcomed attendees and introduced the keynote speaker, Dr. Matthew Blomstedt, Nebraska Department of Education Commissioner. His presentation was on “Advocacy, Leadership, and Growth” and provided examples of how these three subjects intersect in our own lives as well as in all aspects of education across Nebraska. He also shared his vision for the Department of Education.

His session was followed by a series of “Short Stories” by Mike Adams, Vice-chairperson of the Nebraska Early Childhood Interagency Coordinating Council (ECICC); Bob Feuer, 2011 Nebraska Teacher of the Year; and Mary Guest, CEOE and President Elect of NEOPA.

First the audience heard from Mike Adams about how being on the ECICC has allowed him to advocate for children. Second the audience heard from Bob Feurer about how to be a leader for students. Last the audience heard Mary Guest, CEOE speak about growth experience she had when she went back to school to earn her Bachelor’s degree in Leadership in 2012 all the while maintaining a home, helping her children, and working.

Following the Short Stories was Kristina Peters, eLearning Specialist and School Library Liaison for the Nebraska Department of Education. Kristina Peters presented a total of three sessions focusing on advocacy, leadership, and growth. Her first session addressed advocacy, building our own brand, and social media. Later in the day she spoke on leadership, transparency, growth, and copyright.

A luncheon of pasta, salad, breadsticks, and desert was provided. The luncheon was followed by the NEOPA business meeting and presentation of NEOPA scholarship award to Austin Partridge. An installation of the new NEOPA officers also took place. Later in the afternoon Mary Guest was honored with a reception that included cookies and pop purchased by UNOPA for her installation as the new President of NEOPA.

Attendees were able to select from three breakout session choices at three separate times throughout the day. The schedule follows below.

Ways and Means had three fund raisers -- raffles for baskets donated by affiliates, 50/50, and a Thirty-One tote bag sale. Season Epp graciously coordinated the Thirty-One sale for the Ways and Means Committee. The Thirty-One sale brought in $287.25 in revenue and $190.00 worth of free product to be used at future conferences, etc. by NEOPA. Ways and Means was also able to purchase an additional 13 items at half price for future use. Basket sales brought in approximately $300.00 in revenue.
Director’s Reports

(continued from page 7)

The planning committee recycled the lanyards and plastic nametag holders used at previous workshops and collected them at the end of the day to use them again at the next conference. It is recommended that in following years the lanyards not be attached to the plastic nametag holders on the registration table because it clogs up the table. Rather it would be preferable for attendees to pick up the lanyards separately. At the close of the day the registration committee assisted in handing out PSP certificates to attendees as they left.

New this conference was everyone having their individual schedules for the day printed on card stock. By doing this it helped immensely with the flow of the conference. Also, new was the creation of a paperless cloud storage area where the presentations of speakers could be accessed by the attendees. This helped lessen the printing fees associated with the conference. However, notepaper was added to the packets so that individuals could take notes throughout the day.

A seating chart was created for the luncheon, business meeting, and Kristina Peters’ remaining two afternoon sessions. The seating chart placed speakers next to the individuals that introduced them. The morning sessions taking place in the auditorium were general seating except the front row was reserved for speakers and those giving speaker introductions.

Submitted by,
Heather Richey, Workshop Chairwoman and Emcee
May 5, 2014

Proposed Budget for 2014 NEOPA Spring Conference

Revenue:
Registration
60 members @ $50 $3,000
10 non-members @ $65 $650
50 Thursday evening social @ $5 $250
Total Revenue: $3,900.00

Expenses:
Thursday Evening Social $250
Speakers $1,500
Facilities $600
Food ($18/person)* $1,260
Printing $100
Installation $30
50 year celebration $50
Miscellaneous:
Decorations $35
Favors and Supplies $25
Gift Bags $50
*includes breakfast, lunch, and break
Total Expenses: $3,900.00
Profit: $0.00

(continued on page 9)
Director’s Reports

(continued from page 8)

Actual Income/Expense for the 2014 NEOPA Spring Conference

Income:
Registrations: 58 members @ $50.00 = $2900, 4 non-members @ $65.00 = $260
Total: $3160

$3160 - $1790.35 (SCC Expenses) = $1369.95 to be paid to NEOPA by SCC

Expenses:
Speaker fees: $1,125.00

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<th>Report of Speaker fees:</th>
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</tr>
<tr>
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</tr>
<tr>
<td>Matt Blomstedt</td>
<td>$50.00</td>
<td>Gift Card Amazon</td>
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<tr>
<td>Jay Sears</td>
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<td>Sheila Kepler</td>
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Total Speaker Fees $1,125.00
April 11, 2014

(Brian Halstead returned his Gift Card)

Honoree Guest (Pat Lundal): $50.00 to NDE BRIDGE
SCC Tuition (62 x $2 x 6 hours): $744
Food SCC for Workshop: $796.35

UNOPA Cookies Separate Charge to be paid by UNOPA
Diane Siefkes at SCC confirmed that payment has been received as of 04/28/14.
Director’s Reports

NEOPA Membership Committee
Annual Report 2013-2014
Mary Guest, CEOE, President-Elect

Committee Members:
Jennifer Bahr (LPSAOP)
Carol Stephens (WEOPA)
Nancy Harter, CEOE (LPSAOP)
Jane Schneider, CEOE (UNOPA)
Lora Sypal (NDE Bridge)
Suzanne Penn, CEOE (WEOPA)

Purpose of Committee:
The President-elect shall serve as the Director of the Membership Committee, which shall promote increasing Association and national membership, and determine the eligibility of members to vote. The Director shall receive all dues, issue membership receipts when requested, and furnish the Newsletter Director and Secretary with a current membership listing for publication prior to the end of the fiscal year.

Current Membership: 6/28/14
Total members: 192
Voting members: 176

Honorary: 14
Associate: 2
Free: 1 administrator of the year
Retired: 15
New members this year: 24 (21 did not renew – some retired, some left employment)

Committee Activities:
This committee corresponded via email. All new NEOPA members were sent personal notes, membership pins, NEOPA pens and sticky notes, and contact information for board members. The listserv was kept up to date. A list of non-renewing members was sent to each local association president asking them if they knew the status of the member. Most were retiring and some left employment. A list of members’ talents was compiled and shared with the board.

Suggestions for 2014-2015 Membership Director:
• Continue to look at ways to engage members
• As the strategic planning moves into the marketing phase, help to develop ways to reach out to educational employees across the state.
The E-Series Plan was designed to EMPOWER individual members by discovering their own skills and talents. With the discovery of their own skills and talents, participants learned to ENGAGE with other members to work together for the best results in our pursuits. With those results, participants were encouraged to EXPLORE personal and group commitment to the organization by offering opportunities to serve, lead and participate in NEOPA. Putting this all together allows us to be ENERGIZED to find new and effective ways to initiate change to keep NEOPA current and providing benefits to EVERY member.

The E-Series professional development program was developed for the purpose of providing concentrated education hours for members seeking the endorsement of the Professional Standards Program. Additional goals were to develop members for leadership roles, provide an opportunity to build relationships in a purposeful community, and to encourage participants to recognize their own strengths in relation to their participation in NEOPA.

The original program was approved for 31.5 hours of education, or 1 education unit. We originally planned the sessions to take place over two years. However, after the first session, the participants asked to complete the series in one year. This was accomplished by adding additional sessions.

The program covered four areas: Empower, Engage, Explore and Energize. A copy of the program flyer and the final schedule with topics and speakers are attached. The NEOPA Board approved a budget of $2,000 to support the E-Series. We incurred $1,479 in expenses and received $417 in income to help defray the cost of materials; leaving a balance of $938.00.

With 19 participants, the first session was held on October 4-5, 2012, in conjunction with the NEOPA Fall Workshop. The program was completed in October 2013 at the NEOPA Fall workshop with six participants completing the series for education credit, four participants completed the series for in-service credit, and eight participants took part in some sessions for in-service credit but were unable to complete the series.

Participants were surveyed following each session with a good response rate and positive support for the program, topics and speakers.
A final survey was sent at the completion of the series with the purpose to guide future offerings; however, only three responses were received. The following questions were asked:

- What did you expect to gain from the E-Series?
- What did you gain from the E-Series?
- What aspect of leadership would you add?
- What did not “fit” with the sessions offered?
- Would you participate in new sessions? If so, what topics would be of interest to you?
- Did you take this because it was for education credits or to learn about leadership?
- Are you interested in helping with future E-Series sessions?

It was disappointing to not receive more input at the end of the series. Because the participants took part in the general session evaluations at a high rate, it is unclear why the response was so poor to the final evaluation.

**Recommendations:**
We are very pleased with the experience of offering the E-Series and feel a step was made toward fulfilling NEOPA’s mission statement of providing professional development and support for educational office professionals. In future offerings, we suggest including more recognition of the participants and to be deliberate in grooming members for more leadership or involvement in NEOPA.

We feel it is extremely important to continue offering intentional programming for NEOPA members and to provide the opportunity to earn educational credits, and we recommend the NEOPA board create ways to accomplish this. We recommend NEOPA provide programming at the Fall and Spring conferences that can be combined for 15 education credits, or one-half education unit per year.

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**Nebraska Educational Office Professionals Association (NEOPA) Purpose Statement**

“The purpose of NEOPA is to provide professional development and support to educational office professionals.”

Our five principles are: Fellowship, Mentoring, Networking, Leadership, Recognition

Revised and adopted by the NEOPA Board of Directors on March 2, 2013.
Director’s Reports

Awards & Scholarship Committee
Final Report 2013-2014
Joan Wilkins, Director

COMMITTEE MEMBERS:
Diane Carson
Julie Erickson
Jane Rumbaugh

AWARDS:
Our committee received 2 nomination and application forms for the NEOPA Educational Office Administrator of the Year award. The winner of this award was Dr. Candice Batton. Nominated by Barb Homer, Dr. Batton is the Director of the multi-campus School of Criminology and Criminal Justice, she is also an Associate Instructor, and Administrative Fellow for Academic and Student Affairs. The award was presented to Dr. Candace Batton at the Fall Workshop luncheon. In addition to the $250 stipend, Dr. Batton received a plaque and a free 1-year membership to NEOPA. This award qualified Dr. Batton to apply for the NAEOP Educational Administrator of the Year award. Her nomination was submitted before the April 15th deadline, however, she was not chosen for the National award.

Unfortunately, there were no nominations or applications for the NEOPA Educational Office Professional of the Year award. Please consider nominating a NEOPA member this year. Nominations and Applications are due by August 31st. The winner will receive $250, a plaque, and a free one-year membership to NEOPA.

At the Spring Conference the following NEOPA members won Personal Development awards.

Tricia Parker-Siemers          $100.00
Jeanette Pearly                $  75.00
Barb Homer                     $  50.00
Carol Thompson                 $  50.00

The Personal Development awards are intended to help encourage our members and to reward them with some monetary help to attend an association conference. In order to secure their award money, the winners were instructed to do the following:
Attend the conference of their choice – State, Central Area or National Conference. Winners must attend a conference and submit a reimbursement request by **July 31, 2015**.

(continued on page 14)
Director’s Reports

(continued from page 13)

SCHOLARSHIPS

Information letters were sent to approximately 250 Guidance Counselors and Business Educators regarding our Student Scholarship in September. The letters sent to the Guidance Counselors included a scholarship application form. The application for this scholarship was posted on the NEOPA website on the EducationQuest website.

Student Scholarship application deadline was January 15. There were 23 applicants. The qualified 15 applications were given to three judges.

The three judges were:

<table>
<thead>
<tr>
<th>Anne Hubbell</th>
<th>Jan Zieg</th>
<th>Amanda Prokasky</th>
</tr>
</thead>
<tbody>
<tr>
<td>LPSDO Box 61</td>
<td>10276 Fowler Ave</td>
<td>1435 A Street</td>
</tr>
<tr>
<td>5905 O Street</td>
<td>Omaha, NE 68134</td>
<td>Lincoln, NE 68502</td>
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<tr>
<td>Lincoln, NE 68510</td>
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</table>

The NEOPA Student Scholarship winner for 2013-2014 is Austin Partridge. Austin graduated in May from Northwest High School in Grand Island and will be attending UNK in the fall. He plans to major in Accounting.

An application was submitted on behalf of Austin to the NAEOP Marion T. Wood Scholarship. We were informed in May that Austin won this $1,000 National tuition scholarship!

Austin and his mom were our guests at the Spring Conference luncheon and were introduced to the members.

Expenses:

The Awards & Scholarship committee has worked diligently to assure all awards and scholarship applications were judged fairly and results are collected in a timely manner. Committee members, Jane Rumbaugh, Diane Carson, and Julie Erickson, (the A-team!) are to be commended for the great job they have done this year. Thank you to all three for volunteering and for working so hard to serve NEOPA in this capacity.

(continued on page 15)
Director’s Reports

(continued from page 14)

SCHOLARSHIPS

<table>
<thead>
<tr>
<th>Institution</th>
<th>Type</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wal Mart</td>
<td>Envelopes</td>
<td>$3.47</td>
<td>I had a lot of envelopes left over from last year's mailing;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>I only needed to buy one box this year.</td>
</tr>
<tr>
<td>Walgreens</td>
<td>Envelopes</td>
<td>$5.99</td>
<td>Padded envelopes for Committee mailing.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Postage for committee mailings: I sent scholarship applications, envelopes, and labels to two of my committee members for their portion of mailing.</td>
</tr>
<tr>
<td>US Post Office</td>
<td>Mailing</td>
<td>$18.36</td>
<td>Postage for Scholarship letters and applications</td>
</tr>
<tr>
<td>HyVee</td>
<td>Mailing</td>
<td>$46.00</td>
<td>Postage for Scholarship letters and applications</td>
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<td></td>
<td></td>
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<td>Postage for Scholarship letters and applications</td>
</tr>
<tr>
<td>Central Community</td>
<td>Printing</td>
<td>$22.00</td>
<td>Printing</td>
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<tr>
<td>College-Columbus</td>
<td>Scholarship award-</td>
<td>$22.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jessica Dolan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNL</td>
<td>Application fee</td>
<td>$1000.00</td>
<td>Application fees for the Marion T. Wood scholarship and the Administrator of the Year award.</td>
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<tr>
<td>NAEOP</td>
<td>Application fee</td>
<td>$20.00</td>
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</tr>
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</table>

AWARDS

<table>
<thead>
<tr>
<th>Institution</th>
<th>Award Type</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Candace Batton</td>
<td>Stipend</td>
<td>$250.00</td>
<td>Professional Administrator of the Year stipend</td>
</tr>
<tr>
<td>Awards Unlimited</td>
<td>Application</td>
<td>$57.89</td>
<td>Professional Administrator of the Year plaque</td>
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<tr>
<td></td>
<td>Fee</td>
<td>$20.00</td>
<td>NAEOP Administrator of the Year award.</td>
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</tbody>
</table>

Summary Comments:

The success of Awards and Scholarship committee depends on NEOPA members. This committee is vital to the organization, as it works to fulfill one of our basic tenants, Recognition. It is disappointing when we cannot award the NEOPA Office Professional of the Year or the NEOPA Office Administrator of the Year because no applications were submitted. Please consider nominating someone deserving in your office. The process is simple and the forms can be found on the website and I’m sure anyone could use the $250 stipend!

I encourage all NEOPA members to volunteer to join committees. Your part does not have to be all-encompassing, but it is vital to the organization. Find a committee that interests you and volunteer!
## Director’s Reports


**Linda Luedtke, CEOE, Treasurer**

**NEOPA Year End Total Income and Expenses for 2013-2014**

**Proposed Budget 2014-2015**

(continued on page 17)
### Director’s Reports

(continued from page 16)

#### NEOPA Year End Total Income and Expenses for 2013-2014
#### Proposed Budget 2014-2015

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
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</thead>
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<tr>
<td>President</td>
<td>850.00</td>
<td>1,175.37</td>
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<td>Retreat</td>
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<td>Affiliation Dues w/National</td>
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<tr>
<td>Vice President/Meeting Coordinator</td>
<td>300.00</td>
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<td>Post-it Notes</td>
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<td>Promotional Pens</td>
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<td>Treasurer (statement fees &amp; postage)</td>
<td>20.00</td>
<td>43.85</td>
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<td>Secretary (includes post box rental)</td>
<td>70.00</td>
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<td>President Elect/Membership</td>
<td>300.00</td>
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<td>Past President gavel &amp; plaque</td>
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<td>National Conference</td>
<td>250.00</td>
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<td>NEOPA brochures</td>
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<td>Postage/mailing supplies -</td>
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<td>Gretchen’s flowers</td>
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<td>Past President/Field Service (L Henderson)</td>
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<td>Student Scholarship</td>
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<td>Prof. Growth Awards</td>
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<td>Membership Scholarship</td>
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<td>Stipends NEOPA Office Prof &amp; Adm of Year</td>
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<td>Year plaque</td>
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<td>Storage Fees ($10 a month)</td>
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<td>NAEOP Competition</td>
<td>20.00</td>
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</tbody>
</table>

(continued on page 18)
## Director’s Reports

(continued from page 17)

### NEOPA Year End Total Income and Expenses for 2013-2014

**Proposed Budget 2014-2015**

<table>
<thead>
<tr>
<th>Description</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>Notes</th>
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<td>Newsletter</td>
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<td>application fee</td>
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<td>Nominations</td>
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<td>Professional Standards</td>
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<td>699.75</td>
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<td>NAEOP Liaison</td>
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<td>4 corsages, photo sitting fee 2013</td>
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<td>NAEOP Donations</td>
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<td>Scholarship &amp; foundation</td>
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<td>NAEOP Conference Basket</td>
<td>70.00</td>
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<td>209 NAEOP 2013</td>
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<td>NEB Pins for national</td>
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<td>50.00</td>
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<td>PSP Plaques</td>
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<td>168.53</td>
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<td>3 yrs of PSP plaques</td>
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<td>2014 PSP awardees</td>
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<td>Ways &amp; Means (supplies)</td>
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<td>NEOPA basket for spring 2014 conf.</td>
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<td>Village Inn Pie Cards</td>
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<td>Lora Sypal - Thirty One Purchases to Sell</td>
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<td>Special Projects/Ad Hoc Committee</td>
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<td>10000.00</td>
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<td>50th Anniversary</td>
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<td>3670.98</td>
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<tr>
<td>Dinner at Windsor Stables for 76 meals</td>
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<td>1936.41</td>
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<td>Cupcakes from HyVee</td>
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<td>64.87</td>
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<tr>
<td>Diane Dickey - Printing of Invitation postcards</td>
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<td>235.76</td>
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<tr>
<td>UNL Printing - 50th anniversary historical booklets</td>
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<td>143.25</td>
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<td>Awards Unlimited - 185 flash drives for keepsakes</td>
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<td>1290.69</td>
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<td></td>
<td>14,778.00</td>
<td>14076.33</td>
<td>15427.00</td>
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</tbody>
</table>
We debuted the website this year with a new look complete with a “Members Only” sign in. The website has all information available to the general public with dates and events scheduled, etc. The "Members Only" is a portal only members can access with the login and password provided to them upon membership. This page includes minutes from both board and general meetings, and a list of NEOPA Members. The NEON is also available on this page, along with a link to the Digital Commons where our history is stored.

This year we entered our website, with its new look, in the National Website Awards competition. We received second place for the site, which was quite a benchmark for us this year. We will be looking into adding other exciting links to the website in the near future. Some features that have been discussed include: a blog, twitter, and Facebook links.

I will remain the site manager for the coming year, and will be working closely with Carol Bom to bring our members even more information and opportunities.

Small Differences

“We must not, in trying to think about how we can make a big difference, ignore the small daily differences we can make which, over time, add up to big differences that we often cannot foresee.”

Marian Wright Edelman
Director’s Reports

2013-14 Annual Report
NEON - Newsletter Committee
Diane Wasser, CEOE, Editor

COMMITTEE MEMBERS:
Barb Homer,
Kitten Slezak,
with assistance from Denise Fisher, CEOE

We had three issues of the NEON, volume 50 issues 1-3, and two different designs this year. Many thanks go out to my committee members for the excellent job of proofing. Each edition we had reports from the affiliates, news from the President, and a few feature articles.

We tried to keep the newsletter filled with important information that could be used in the coming months. Delivery of the newsletter was by email only, which seemed to work very well. We had one retired member who we sent a hard copy to. This year was the first year we could submit the competition newsletter by electronic means. Unfortunately, we were not in the top three to receive an award, but we did make every effort to submit a quality newsletter for National Competition.

Last year’s newsletters can be found in the "Members Only" section on the website and will be moving to the digital commons area soon.

I enjoyed designing the newsletter and appreciate having a great committee to proof it. I hope everyone got at least something to take away from the information provided. Thank you for allowing me be the editor of the NEON.

“Work and play are words used to describe the same thing under differing conditions.”
Mark Twain
Giving Time

“You must give some time to your fellow men. Even if it’s a little thing, do something for others—something for which you get no pay but the privilege of doing it.”

Albert Schweitzer
COMMITTEE MEMBERS:
Joyce Trevett, CEOE, (WEOPA)
Christine Cary, CEOE (NEOPA PP)
Debe Dockhorn, (NDE BRIDGE)
Patricia Liedle, CEOE, (UNOPA).

Final Nominating Committee report:
I recruited members from many of our local associations to assist in the nomination process.
I submitted NEON articles
I submitted an article for the winter issue was titled “WIIFM... Looking for Reward?”
I submitted a spring issue article regarding the newly elected officers
Our committee updated our guidelines and calendar
I attended all board meetings called by the President except for the fall when I was out of town
I updated the historical records with officer information
I attended the NEOPA spring conference and reported the results of our election.
Successful candidates included: Denise Fisher, CEOE (NDE BRIDGE) President-elect; Cathy Robertson, CEOE, (UNOPA) Vice President; and Joan Wilkins, Secretary. We had only one candidate put their name on the ballot for each office.
The ballot was sent electronically via Survey Monkey to 171 NEOPA members (161 Active and 10 Retired). Gretchen Walker sent out the Survey Monkey. We mailed two ballots to Retirees and received two bounce-back emails and mailed those members ballots as well.

Teller's report:
President-elect: 108 voted; 7 skipped; 2 write-in candidates
Vice President: 112 voted; 3 skipped; 1 write-in candidate
Secretary: 107 voted; 8 skipped; 1 write-in candidate
Tagline vote:
Where Colleagues Learn Together: 20 votes (17.54 %)
Your Success-Our Support: 13 votes (11.4 %)
Growing Together, Empowering Each Other: 81 votes (71.05 %)

(continued on page 23)
Director’s Reports

(continued from page 22)

We also included a vote for NEOPA’s tagline with the Survey Monkey ballot. Special thanks to Mary Guest and Gretchen Walker for their assistance with our recruitment process and ballot processes.

Objectives and goals:
To keep members informed about the duties of officers and the benefits of serving NEOPA.
To encourage members to nominate themselves and their colleagues.
To be honest with members about the duties of officers; the time commitment involved, and to represent NEOPA professionally and with integrity.
To present a full slate of officers for the offices available for nomination.

Stepping Out of Our Ruts

“The truth is that our finest moments are most likely to occur when we are feeling deeply uncomfortable, unhappy, or unfulfilled. For it is only in such moments, propelled by our discomfort, that we are likely to step out of our ruts and start searching for different ways or truer answers.”

M. Scott Peck
Director’s Reports

NEOPA - PSP Final Report
July 31, 2014
Debbie Hendricks, CEOE, Director

Committee Members:
Dena Hare
Suzanne Penn, CEOE

Professional Standards Program
Since NEOPA had not recognized PSP recipients since the Spring 2011 Conference, 60 individuals received recognition at the October 18th Fall Meeting (individual names are listed on the annual reports from the last two years):

Twelve New PSP recipients received the Nebraska shaped Plexiglas paperweights engraved with their name, level of PSP earned and the date of original award.

Two PSP recipients upgraded their PSP level, and received a paper certificate.

The 46 PSP recipients who recertified received a paper certificate.

At the April 11, 2014 Spring Conference, seven individuals received the Nebraska shaped plexiglas paperweight for earning their first PSP:

Amy Windle
  Bachelor Degree, Option II
  Sep 15, 2013
Antonette Benzing
  Bachelor Degree, Option II & CEOE
  Jan 15, 2014
Jodi Cale
  Advanced III, Option II & CEOE
  Jan 15, 2014
Alicia Chapelle
  Bachelor degree, Option II & CEOE
  Jan 15, 2014
Melissa Folsom
  Master Degree, Option II & CEOE
  Jan 15, 2014
Tami Friend
  Bachelor Degree, Option II & CEOE
  Jan 15, 2014
Jane Schneider
  Advanced III, Option I & CEOE
  Jan 15, 2014

One individual received a paper certificate for upgrading their PSP level:

Kitten Slezak
  Associate Professional, Option I
  Jan 15, 2014
  (Upgrade from Basic, earned last year)

Eight individuals received a paper certificate for recertifying their PSP level:

Lori Gormley, CEOE
  Advanced III, Option I
  Sep 15, 2013
Nicole Kubik, CEOE
  Bachelor Degree, Option II
  Sep 15, 2013
Linda Hendrix, CEOE
  Advanced III, Option I
  Jan 15, 2014
Harriett Jane Jay, CEOE
  Advanced III, Option I
  Jan 15, 2014

(continued on page 25)
Individuals not in attendance at the meeting were sent their award either through their association or via the U.S. Postal Service.

**NAEOP National Conference Liaison**

For the 2013 Annual NAEOP Conference in Alexandria, Virginia, in lieu of a “basket” NEOPA contributed gift cards attractively arranged in a red, white and blue arrangement for NAEOP’s Special Projects Room. NEOPA also invited our local affiliates to contribute to NEOPA’s gift. Corsages were presented to NEOPA members being installed on the National Board, Carol Bom and Lola Young. The NEOPA Liaison also worked with local association representatives to confirm that their PSP recipients received a corsage for the PSP recognition. If there was not another local association representative in attendance, NEOPA presented those PSP recipients with a corsage.

There were two individuals who applied for the 2013 Member Scholarship for Conference Attendance. One application was disqualified as all application requirements were not met. Mary Guest was awarded the scholarship, and received a check for her conference registration after she submitted a report on the conference. Mary also received a certificate of scholarship award at the October 18, 2013 Fall Meeting.

Seventeen NEOPA members attended the 2014 NAEOP Annual Conference in Portland, Oregon, two were first-timers. NEOPA’s contribution to the Special Projects Room was again gift cards, arranged in a Thirty-One Cosmetic Bag. WEOPA, LPSAOP and UNOPA contributed to the NEOPA “basket.” A corsage was presented to Carol Bom for her installation on the National Board. The NAEOP Liaison also:

* provided state pins to those individuals wanting them
* on behalf of NEOPA and in honor of Betty Napolitano being installed as NAEOP President, sent a check for $25 to the Field Service Program
* arranged for a state picture to be taken
* reserved seats for the Nebraska delegation
* provided individual flags for the flag ceremony
* hosted a reception after the PSP banquet in honor of PSP recipients and National officers

Two individuals applied for the 2014 Member Scholarship for Conference Attendance. Mari Greer and Barb Homer both met all application requirements and were awarded the scholarship to cover their basic registration fee at the NAEOP Conference. As of the date of this report, Mari has submitted the required report, and a check has been requested for her. Mari will receive a certificate of scholarship at the Fall 2014 Meeting. The same will hold true for Barb Homer if she submits the conference report by the deadline date of September 1, 2014.
Director’s Reports

Ways & Means Committee
2013-14 Annual Report
Sue Gilleland, CEOE, Director

COMMITTEE MEMBERS:
Lora Sypal
Linda Kamble, CEOE
Sara Laney
Victoria Green
Missy Jochum

CURRENT COMMITTEE REPORT:
For the fall conference we made:
$255.00 – Basket sales
$ 91.00 – 50/50
$ 25.00 – Tastefully Simple
$382.50 – Pie sales
$753.50 Total
$20.00 Donation
$773.50 Total

For the spring conference we made:
$101.00 – 50/50
$293.00 – Baskets
$287.25 – 31
$681.25 Total

$1454.75 Grand Total

As a committee, we made the decision not to have a silent auction. This worked out since there wasn’t much time between sessions and not being in the same room. A lot of time would have been involved in collecting, pricing and making sheets for each item; displaying each item; and, at the end of the conference, announcing the winners, collecting the funds, and tallying the sales.

Thank you for giving me the opportunity to chair this committee. My committee was great! Thank you for those who volunteered to help at the conferences when we needed extra help.