

2012

## NEOPA Executive Board Minutes - April 2012

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**NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION**

**Executive Board meeting Minutes**

Thursday, April 12, 2012

First United Methodist Church, Wayne, NE

The April 12, 2012 Executive Board Meeting of the Nebraska Educational Office Professionals Association was called to order by President Kathy Bennetch at 2:07 p.m.

**Roll Call:**

**Present:**

Susan Ahlberg  
Susan Bell  
Kathy Bennetch  
Carol Bom  
Debbie Doolittle  
Mary Guest  
Deanna McCoy  
Lisa Morehouse  
Cathy Robertson  
Joyce Trevett  
Gretchen Walker

**Absent:**

Mari Greer  
Nancy Harter  
Debbie Hendricks  
Barbara Homer  
Donna Straight  
Diane Wasser

A quorum was established.

**Approval of Minutes:**

The March 20, 2012 minutes of the 2011-12 Executive Board were presented for approval. The minutes were approved as corrected.

**Treasurer's Report:**

The April 12, 2012 Treasurer's Report was presented for approval. Deanna corrected an error in the NAEOP Liaison where an old expense was carried forward. Officer expenses were moved to the officer category. Ways and Means categories were separated out for Lola Young fundraising and Professional Development fundraising.

A question was raised regarding the scholarship savings account. Should we transfer \$1000 to checking? It was determined the original motion did not specify a funding vehicle. The funds will remain in savings.

The Treasurer's report, as corrected, will be presented to the General Membership tomorrow and filed for audit.

Kathy Bennetch has receipts from Sandy Lineberry for expenses incurred for Lola Young's installation.

Deanna McCoy has established access to our checking account via on-line banking. Initially we will have a free three-month trial. After that time, the cost will be \$2 per month to have both paper and electronic statements. By continuing paper statements, we will have an audit trail.

**Correspondence:**

Kathy read a note of thanks from NDE Bridge member, Sue Gilleland, on our correspondence after the passing of her mother. NEOPA also received a note of thanks from Roger Breed, 2012 NEOPA Administrator of the Year. Dr. Breed thanked NEOPA for the recognition as Administrator of the Year, and will be donating his \$100 award stipend to NDE Bridge for professional growth programming.

**ELECTED OFFICER REPORTS:**

**President – Kathy Bennetch:**

Kathy reported we conducted electronic voting to award Allie Faye Matthews an honorary NEOPA membership. The motion was submitted to the Board on March 28 and approved unanimously a week later. The honorary membership will be presented at the April Conference.

*Motion: Lisa Morehouse moved we present Allie Faye Matthews, CEOE, 2011-2012 NAEOP President, with an honorary membership to NEOPA. Carol Bom seconded the motion. The motion passed.*

On March 27, Kathy attended an OEOPA meeting with OEOPA President, Kitty Slezak. Although it was a small group and hard decisions are in front of them, Kathy was invited back in the fall. It is Kathy's goal to attend meetings of all associations next year to offer our assistance.

Annual Reports are due May 1<sup>st</sup>. Carol Bom will assist Kathy in preparation of the Annual Report. Guidelines should be reviewed to be sure they are current.

Strategic Planning has started in many ways – e-Series, website evaluation, etc. We will need to have a strategic planning focus. A breakout session at the fall workshop was suggested as well as beginning discussion at the transition board meeting in June. An article on Strategic Planning from LinkedIn Today was distributed.

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

Membership information:

162	Active
10	Retired
12	Honorary
4	Associate
<u>2</u>	<u>Lifetime</u>
190	TOTAL

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:**

There was not a nominee for Vice President for 2012-2013 on the ballot. A handout outlining the local associations hosting workshops and conferences through spring 2015 was distributed. All workshops and conferences have host associations with the exception of fall 2014 workshop. Much of the groundwork has been set. An open spot for Vice President will require appointment by the President and approval of the Executive Board. Gretchen will explain the position in more detail at the General Membership meeting tomorrow in hopes of getting members who would be interested in the appointment.

Lisa Morehouse noted that NAEOP and Central Area are in early discussion on perhaps changing when conferences are held.

**Secretary – Cathy Robertson:**

No Report.

**Treasurer – Deanna McCoy:**

Nothing additional to report.

**Past President/Field Service – Diane Wasser:**

Absent. No Report.

## **DIRECTOR REPORTS:**

### **Awards – Mari Greer:**

Absent. A written report was distributed.

Applications for the NAEOP Administrator of the Year and Office Professional of the Year were mailed on March 14, 2012. Nominations for the 2012-2013 NEOPA Office Professional of the Year are due to the Awards Director by May 1, 2012. The drawing for the four NEOPA Professional Growth Awards will be held tomorrow.

### **Bylaws – Mary Guest:**

Mary will distribute a handout to the Board via e-mail outlining the Bylaw changes that were approved at the March Board meeting. Joyce expressed a concern that she is having difficulty filling the Scholarship/Award Director position as people think the job is too large. The Board encouraged committee assistance.

### **Finance/Records – Debbie Hendricks:**

Absent. Copies of the proposed budget were provided for the conference packets. The budget will be presented for approval tomorrow.

### **Information Technology – Debbie Doolittle:**

Debbie is working to update the NEOPA website with the assistance of Suzanne ~~Wenzel~~ Wenzl. Recent additions include the Spring NEON, photos, recent PSP recipients and the newly elected officers.

### **NAEOP Liaison – Susan Bell:**

State pins for the 2012 national conference are available. The cost is \$1.75 each. Susan thanked Diane Wasser for her assistance.

In the past, the Board has donated \$25 annually to the NAEOP Foundation. With Lola Young's installation as National President, the amount this year was discussed.

*Motion: Susan Bell moved we donate \$100 in Lola Young's name to the Foundation of the National NAEOP Association. The motion was seconded by Debbie Doolittle. The motion was amended by Lisa Morehouse and seconded by Gretchen Walker to state 'Field Service' instead of 'the Foundation'. The amendment passed.*

*The motion as amended is: Susan Bell moved we donate \$100 in Lola Young's name to Field Service of the National NAEOP Association. The motion passed as amended.*

Susan needs to get a list of those attending national conference so she can communicate details for the conference.

### **Newsletter – Carol Bom:**

The spring issue of the NEON has been distributed. The winter issue of the NEON ~~will be~~ was submitted to NAEOP for competition at national conference. The fourth issue this year will be the President's Annual Report.

### **Nominating – Barbara Homer:**

Absent. Barbara will be in attendance at the conference tomorrow to report. During the ballot process, ~~twelve~~ ten members were written in as candidates for various offices. Per the Bylaws, none of the write-in candidates were contacted prior to the vote and thus are not eligible to be considered.

### **Professional Standards Committee – Lisa Morehouse:**

The number of PSP submissions has dropped. There were two new PSP certifications between September and January. Recertifications are also low, but expect a huge group for the May recertification

deadline. Members receive a reminder postcard from NAEOP four weeks prior to the recertification deadline.

Lisa will check to see if anyone from NEOPA will be honored at national conference.

**Publicity – Nancy Harter:**

Absent. Joyce Trevett distributed the new NEOPA membership brochure. The brochure was last updated in 2007. The cost for 400 brochures will be under \$300. A brochure will be put in each conference packet for tomorrow.

Nancy Harter will ~~check~~ monitor the NEOPA e-mail listed on the brochure.

**Scholarship – Suzy Ahlberg:**

The committee received forty-five applications. Thank-you letters have been sent to all qualified applicants. Letters were also sent to all ineligible applicants indicating the reason for disqualification.

Shyanne Thompson is the 2011-2012 recipient of the NEOPA Scholarship. Shyanne and her sister, Jessica, will attend the conference luncheon tomorrow. The presentation of the scholarship award will be made during the general membership meeting.

**Ways and Means – Donna Straight:**

Absent. Cathy Robertson reported fundraising with Premier Designs Jewelry was conducted this spring. A silent auction of pieces of jewelry will be held tomorrow. A watch will be raffled at Central Area. In addition, a 50-50 drawing will also be held tomorrow. All fundraising proceeds will now be allocated to professional growth for members as we have raised in excess of \$1,000.

**Unfinished Business:**

**Web Ad Hoc Committee – Carol Bom**

Carol distributed the results of the survey sent to the membership regarding the NEOPA website. Twenty three members responded. The ‘most looked up’ items were the calendar of events, contact information, forms/logos, and conference/workshop information. A handout was distributed outlining the committee’s report of web hosts options for our website. Options include continuing at UNL, Vistaprint, Microsoft Office 365, Total Choice Hosting, Binary.net and Information Analytics.

*Motion: Carol Bom moved that NEOPA utilize LifeRay content management system at UNL to convert the current NEOPA website and for NEOPA website maintenance. The motion was seconded by Cathy Robertson. Lisa Morehouse called the question. The motion passed.*

The issue of how much funding we want to commit to the conversion was raised.

*Motion: Carol Bom moved that NEOPA does not exceed \$2000 for the NEOPA website conversion. The motion was seconded by Gretchen Walker. The motion passed.*

**Guidelines for Members Scholarships – Lisa Morehouse**

A packet detailing the member scholarship, guidelines, application and reimbursement request was distributed for the Board to review. Please provide your input to Lisa at your earliest opportunity.

**Leadership Series – Carol Bom and Mary Guest**

Mary Guest presented the plan to use the fall workshop and spring conference to provide the hours needed for the series. Work on curriculum will be done in June and will be presented at the June Board meeting. The program will be designed so members will receive 30 hours of educational credit in two years if they attend all of the sessions. Members will be able to ‘join’ the series at any time.

**Paperweights – Mary Guest**

There are twenty-two paperweights available for sale at \$10 each. If there is more demand, additional paperweights can be ordered with a minimum of 10 or 12.

Kathy Bennetch suggested that we look at having more items available for our members with the NEOPA logo. The 2012-2013 Board may consider having the Marketing Ad Hoc committee work on items.

**New Business:**

**Gift for Lola Young**

Kathy Bennetch will work with UNOPA on a reception honoring Lola Young. A date will be determined.

Protocol of the type and amount for a gift was discussed.

*Motion: Gretchen Walker moved to allocate funds from NEOPA not to exceed \$500 for a gift for Lola as incoming NAEOP President in the form of a gift card and a logo etched clock. The motion was seconded by Susie Ahlberg. The motion passed.*

**Next Meeting – Kathy Bennetch**

The next NEOPA Board meeting will be held on June 9th. The time and location of the full day, joint board meeting will be announced at a later time.

**Adjournment**

The meeting was adjourned at 4:45 p.m. by Kathy Bennetch, President.

Submitted: Cathy Robertson, Recording Secretary  
Kathy Bennetch, President

Approved as corrected – June 9, 2012