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NEOPA Minutes

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2012

## NEOPA General Meeting Minutes - April 2012

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NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION  
GENERAL MEETING MINUTES  
Friday, April 13, 2012  
First United Methodist Church, Wayne, NE

The April 13, 2012 General Meeting of the Nebraska Educational Office Professionals Association was called to order by President, Kathy Bennetch at 11:10 a.m.

**Roll Call:**

<b>Local Association</b>	<b>Attendance</b>
Nebraska Department of Education (NDE Bridge)	1
Lincoln Public Schools (LPSAOP)	17
NEOPA Past Presidents	10
Omaha Public Schools (OEOPA)	3
University of Nebraska (UNOPA)	9
Wayne State College (WEOPA)	14
<i>FROLIKers</i> (UNOPA Past Presidents)	6
Members with No Local Affiliation	4
Guests	1

A quorum was established.

**Minutes – Cathy Robertson:**

The minutes of the October 20, 2011 general membership meeting were presented via written report.

***Motion: Lisa Morehouse moved the minutes be approved as corrected. Deb Ryan seconded the motion. The motion passed.***

**Communications/Announcements:**

We received two pieces of correspondence:

- Sue Gilleland, NDE Bridge, sent a thank-you note for cards and thoughts on the passing of her mother.
- Dr. Roger Breed sent a thank-you note for his award as 2012 NEOPA Administrator of the Year. The proceeds of his award stipend will be donated to the NDE Bridge professional growth programming.

**ELECTED OFFICER REPORTS:**

**President – Kathy Bennetch:**

Kathy Bennetch presented Allie Faye Matthews, CEOE, 2011-2012 NAEOP President, with an honorary membership to NEOPA along with a NEOPA paperweight and NEOPA state pin.

Kathy Bennetch recently visited the OEOPA meeting and learned more about their association. Kathy's goal is to attend local meetings of all the associations and encouraged us all to do the same.

Annual Reports are due May 1.

**President-elect/Membership – Joyce Trevett:**

Membership information:

163	Active
10	Retired
12	Honorary
4	Associate
<u>2</u>	<u>Lifetime</u>
191	TOTAL

**Vice President/Meetings Coordinator – Gretchen Walker:**

This one-year position is still vacant for the 2012-2013 year. Gretchen Walker detailed the duties. Any interested members should see Gretchen or Kathy Bennetch. A replacement will be appointed by the President and approved by the Executive Board.

Gretchen thanked WEOPA members for all their work on the conference.

Those in attendance who are not NAEOP members were provided with a NAEOP membership flyer. A free NAEOP membership will be donated by Allie Faye Matthews and Pat Fleming. Lola Young will donate \$10 toward a membership.

The Fall 2012 Workshop will be held on October 5 at Southeast Community College, Lincoln, NE. The NEOPA Past Presidents are hosting the conference. The theme is “Powers for Success”. Dianne Dickey and her committee passed out tools as a reminder to save the date.

**Secretary – Cathy Robertson:**

No report

**Treasurer’s Report – DeAnna McCoy:**

The Treasurer’s Report was presented via written report. The report will be filed for audit.

**Past President/Field Service – Diane Wasser (absent):**

Kathy Bennetch reported they will try to get out to local associations and other parts of the state to promote NEOPA.

**DIRECTOR REPORTS:**

**Awards – Mari Greer (absent):**

Kathy Bennetch reported the NEOPA Educational Office Professional of the Year and the Administrator of the Year have been submitted to NAEOP for national competition. The deadline for submitting nominations for the 2012-2013 Educational Office Professional of the Year is May 1, 2012.

Four NEOPA members were presented a professional growth award to use by July 31, 2013. All NEOPA members who have not received this award in the past three years were eligible for the drawing. The award can be used for any future local, state or national conference or workshop. Winners were:

- \$100 Rosemary Eastwood, LPSAOP
- \$75 Sheila King, LPSAOP
- \$50 Robin Clipper-Fishbein, LPSAOP
- \$50 Candy Johnson, LPSAOP

**Bylaws – Mary Guest:**

Mary Guest distributed a handout with the most recent Bylaw changes. The information will be sent out to the membership via e-mail. Members can look forward to restructuring with the early steps being taken with these Bylaw changes. More information will be available this summer. Your input is requested as we move forward.

**Finance & Records – Debbie Hendricks (absent):**

Kathy Bennetch presented the 2012-2013 proposed budget in Debbie's absence. The budget is a guideline. Additional questions should be directed to Kathy Bennetch or Deanna McCoy.

***Motion: Peg Aldridge moved to accept the proposed 2012-2013 budget as presented. Susie Ahlberg seconded the motion. The motion passed.***

Sandy Lineberry raised the question as to where the roughly \$2,000 profit made from the 2010 National Conference is noted. It was noted as a line item in Savings in October 2011. More research will be done to determine the disposition at the time.

**Information Technology – Debbie Doolittle:**

No Report.

**NAEOP Liaison – Susan Bell:**

Members who will be attending the NAEOP national conference should let Susan know. The new state pins are available now. Susan thanked Diane Wasser for her assistance with the pin design.

Kathy Bennetch reminded members that NAEOP now has a lay-away plan to cover costs of attending national conference.

**NEON Newsletter – Carol Bom:**

Three issues of the NEON were sent electronically. If members did not have e-mail access, a hard copy was mailed. Carol thanked her committee and those members who submitted articles throughout the year. The winter issue of the NEON will be submitted to NAEOP for national competition.

**Nomination – Barbara Homer:**

Barbara detailed the nomination, ballot and voting process. The position of Treasurer is a two-year position and was not voted on this year.

A total of 153 ballots were sent to members. Responses were received by 83 members. The position of Vice President/Meetings Coordinator did not have a candidate. There were ten write-ins; however none of the write-ins were contacted prior to being listed on the ballots. Therefore, per the Bylaws, none of the write-ins could be counted. Members interested in the Vice President position should contact Kathy Bennetch.

Results of the election are:

President Elect	Gretchen Walker
Secretary	Cathy Robertson

Barbara introduced the 2012-2013 Executive Board.

***Motion: Barbara Homer moved to destroy the 2012-2013 ballots. Carol Bom seconded the motion. The motion passed.***

**PSP – Lisa Morehouse:**

Lisa explained the PSP and CEOE programs as accredited programs that are nationally recognized. The programs are designed to help you personally. This year two members have achieved their PSP and three members have recertified. There are a number of members who will be eligible to recertify in May.

**Publicity – Nancy Harter (absent):**

The new NEOPA membership brochure is included in the conference packets. Members are encouraged to share the brochures with their administrators and co-workers. Nancy Harter will monitor the new NEOPA e-mail address.

**Scholarship – Susie Ahlberg:**

Applications for the Marion T. Wood Scholarship totaled forty-five. The 2011-2012 winner is Shyanne Marie Thompson from Minden High School. Shyanne will graduate in May and has been accepted to Southeast Community College-Lincoln, University of Nebraska-Lincoln, and Chadron State College. Susie and Kathy Bennetch presented Shyanne with a certificate for her \$1000 scholarship. Shyanne thanked NEOPA for the award. She plans to attend Southeast Community College majoring in Accounting and is excited to start her college studies.

**Ways and Means – Donna Straight (absent):**

Drawing for the 50-50 will be held right before installation. The silent auction will close at that time also.

**Web Ad Hoc Committee – Carol Bom:**

The committee looked into how to update our website, who should host it, and what type of server. The membership was surveyed to determine their likes, dislikes, and usage. Carol reported the Board approved that we will continue to use the current UNL host for our website. Enhancements by the host will allow for any member to assist with the website as there will no longer be specific software required to create or update on the website.

**NEW BUSINESS:****Membership Scholarship – Lisa Morehouse**

A program is being developed to award three national conference registrations to members who need assistance with conference expenses. The guidelines will be sent out to the membership electronically. The program was created based on member requests.

**Area Competition for NAEOP – Lisa Morehouse**

The NAEOP Southwest Area has issued a challenge to all other "areas" of our national association. The challenge is to see which "AREA" can collect the most "change". If our area raises the largest amount, we get to split the total of ALL monies collected. Central Area will get 50% and 50% will go to 2012 NAEOP conference expenses. Lisa passed the piggy bank for donations.

Central Area Conference will be held in Olathe, Kansas. Registrations are still being accepted.

**E-Series – Carol Bom**

The E-Series is a membership investment program for NEOPA members. Allie Faye Matthews spoke this morning about what will make you successful – that's what the E-Series can do for you. A card with six questions was distributed. The E-Series will be unveiled at the Fall 2012 workshop. Curriculum will be set over the summer. Members will be able to earn 30 hours of educational credit over 2 years.

Announcements:

NEOPA paperweights are available for \$10.

A reception for Lola Young will be held before the July national conference. More details will follow.

The next scheduled NEOPA General Membership meeting will be held on Friday, October 5 in Lincoln, NE. The meeting was adjourned at 12:12 p.m. by Kathy Bennetch, President.

Submitted: Cathy Robertson, Secretary  
Kathy Bennetch, President