2012

NEOPA Annual Report 2012-2013

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President’s Report

The 2012-13 NEOPA board was installed at the Spring Conference held in Wayne, Nebraska, on April 13, 2012. I introduced my theme for the year as being “Building Bridges to Success”. It was my goal to increase communication and to bring an overall awareness of the benefits of being a member of NEOPA to members and non-members alike.

The first board meeting was held in Fremont, Nebraska in August, 2012. At this meeting the goals and agendas for the year were set. We also made the first steps towards the Strategic Planning process that the organization would be working through in the upcoming year - a year of updates and changes.

My first official duty as President was to purchase a brick, in the NAEOP Memorial Garden, to honor Dr. Roger Breed, the 2011-12 NEOPA Administrator of the Year and the NAEOP Administrator of the Year. A letter was sent to Dr. Breed informing him of NEOPA's purchase, in his honor.

The 2012-13 NEOPA Board then began the task of making some necessary changes through a process called Strategic Planning. We started by posing a set of questions to the membership. Upon receiving those responses, we enlisted the help and guidance of Jolene Palmer, from the Department of Education, to tally and collate the information. At the Fall Workshop, the members were shown the tabulated data and were asked more questions to further refine the data, while working with Jolene. Those responses were tabulated into a list of attributes that we, as an organization, have and need, have but don’t need, or don’t have but do need.

The NEOPA Board, facilitated again by Jolene Palmer, spent two full-day Saturdays working through those lists, defining, refining, and re-defining who we are as an organization, what our mission/purpose should be and where our focus should be on the implementation of the necessary changes. It took a lot of thoughtful discussion, soul searching and forward thinking to hash out that new direction we were seeking and then formulate a plan to get there. The new purpose statement for NEOPA was set as follows: “The purpose of NEOPA is to provide professional development and support to educational office professionals.” Our five principles were established as:

- Fellowship
- Mentoring
- Networking
- Leadership
- Recognition

In a continuing effort to provide opportunities for professional development for our members, an Ad Hoc Committee comprised of Mary Guest, CEOE; Denise Fisher, CEOE; Carol Bom, CEOE; and Lisa Morehouse, CEOE; developed a series of classes on leadership - dubbed the E-Series. Specifically designed for NEOPA members, the E-series proved to be a meaningful experience...
for members and an opportunity to earn 30 hours of education credit, which was of particular benefit to participants working on attaining their PSP certification and CEOE distinction. As one of the participants of the E-series, I found the sessions to be well put together and very informative. Hopefully, this type of educational opportunity can be repeated in the future for our members.

At the 2013 Spring Conference, the Thursday evening’s “Networking Activity” was devoted to sharing the results of our strategic planning efforts thus far. Plans were then made for a “branding party” in June as part of our strategic planning process. We also decided that we needed to “market” NEOPA in a more visible way. Items purchased to help us do this included: Pens, Notepads, and Lanyards, all bearing the NEOPA acronym.

Another aspect of the revamping process was the updating of our NEOPA website. The Information/Technology Committee began the process in August and worked with the website designers at UNL to bring a “new & improved” look to our website and a special “members only” page. What we thought would be a quick fix turned out to be a lengthy process that didn’t get “rolled out” until the start of the next term of officers. We are still soliciting ideas for an update to our NEOPA logo, so if you have any thoughts or ideas, contact Gretchen Walker, CEOE, 2013-14 NEOPA President.

The final changes were made to the NEOPA Professional Scholarship. This scholarship will provide financial aid to NEOPA members to attend the National Educational Office Professional Association conference each year. We had three members fill out applications for this scholarship. One member was awarded the scholarship to attend the conference in Alexandria, Virginia this year.

The NEOPA Educational Office Professional Employee of the Year award was awarded to Gretchen Walker this year. Gretchen’s dedication and hard work exemplifies the characteristics this award was established to recognize. Congratulations to Gretchen!!

The NEOPA Student scholarship for 2012-13 was awarded to Shyanne Thompson. Shyanne is attending Southeast Community College, studying Business Administration.

Twenty members of NEOPA attended the NAOEP Annual Conference and Institute in Alexandria, Virginia this summer. NEOPA was awarded second place for the Louise Henderson-Nelson Award and third place for the Rachel Maynard Excellence in Communication Award for The NEON, NEOPA’s state newsletter. Lisa Morehouse and Lola Young were also recognized for their recruitment efforts. Several NEOPA members were also elected to national committees, congratulations to all.

I would like to extend my thanks to the 2012-13 NEOPA Board of Directors for a successful year. It was a pleasure to work with so many dedicated and outstanding individuals and to the members of NEOPA for allowing me to be your President.

Respectfully submitted,

Joyce

Joyce Trevett, CEOE
NEOPA President
2012-13
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.
This year as the NEOPA Field Service Director I wanted to visit each affiliate. I didn’t meet this goal. However, I did get to the Omaha Educational Office Professionals Association (OEOPA) for the second time in February. OEOPA is struggling with declining membership and as Field Service Director my goal was to make sure their board realized NEOPA and I personally are offering our support to help them move forward. We will continue helping the OEOPA Board and the members develop their strategic plan and determine what the current members want from their association.

I also attended an NDE Bridge spring meeting and enjoyed the opportunity to lean how our affiliates run their meetings and again let them know NEOPA is here for them. I still plan on visiting our other affiliates, maybe not as the Field Service Director anymore, but as an interested member who wants to learn more from each of you.

Another role as Field Service Director was gathering five years of records together and submitting our application for the NAEOP Louise Henderson Nelson Award. This was a challenge but with the help of Diane Wasser, we did get our packet in the mail before the application deadline, by one day. Whew! Now we wait until the NAEOP Conference in July to learn if our efforts were successful.

From the criteria process I made several recommendations to the NEOPA board regarding events we need to highlight as an association and items we need to properly record so we can provide the correct documents for the application. This year, we had a couple of committee assignments I could not record because we didn’t have the proof necessary for the points for them. Also, I have some recommendations to make to NAEOP regarding the application process.

After having going through this application process, I’m even more aware of how engaged our NEOPA members are both locally and nationally in NAEOP and I look forward to the July national conference to see NEOPA being honored again, hopefully by bring home the Louise Henderson Nelson Award!

Next year Joyce Trevett will be our NEOPA Past President and Field Service Director. She has asked me to be on her committee. So, I will continue my goal of visiting each affiliate and offering support.

Kathy Bennetch, NEOPA Past President 2012-13
Committee Members:
  Angela Johnston (LPSAOP – resigned 4/2013),
  Carol Bom, CEOE (NDE Bridge),
  Gretchen Walker, CEOE (UNOPA),
  Kelly Kenny (WEOPA - inactive)

June 2012
  Attend transition meeting of the Board

August 2012
  Attend Board meeting in Fremont

September 2012
  An email to K-12 superintendents and principals was sent
  announcing the October Fall workshop.

October 2012
  There were 47 participants for the Fall Workshop “Tools for
  Success” hosted by UNOPA at Southeast Community College
  on October 4-6, 2012. This was the roll out of the E-Series
  education credit program. There were 23 participants. The
  program consists of four full day sessions and participants
  will receive 30 hours of education credits to apply toward PSP
  certification.

  An article co-authored with Mary Guest was submitted to the
  NEON regarding the creation and purpose of the E-Series
  program.

  NEOPA member Lola Young was elected President of the National
  Association of Educational Office Professionals. An ad
  announcing NAEOP Presidency of Lola Young was placed in
  the Lincoln Journal Star.

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Office’s Reports

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January 2013
E-Series participants requested an accelerated calendar for completion of the E-Series. A special meeting for the second session of E-Series was held January 26, 2013, at UNL.

March 2013
A special strategic planning retreat was called by President Trevett.
Authored a second article, for the NEON, on “Being an Active Member.”

April 2013
There were 56 participants for the April 18-19 Spring Conference hosted by the NEOPA Board and held at Southeast Community College. The conference theme was “It’s All About You!” and included installation of newly elected officers. Strategic Planning efforts continued as well as the third session of the E-Series.

The Board approved $600 for purposes of branding and advertising NEOPA focusing on strategic planning results. Funds to be used for polo shirts, notepads, etc., promoting NEOPA and the new mission statement Providing Professional Development, Supporting Educational Office Professionals

Polo Shirts were ordered and available for the Spring Conference. The shirts will sell for $20.00 each.

Discussed and planned a presentation booth at Nebraska Administrators’ Days – July 31, 2013, in Kearney, Nebraska. The plan is to have a table for promotion of NEOPA statewide to K-12 educators (superintendents, principals, ESUs, etc.) We will have pens and notepads to give-away for purposes of getting the NEOPA name out into the public school arena.

Work began to update the NEOPA brochure to include our purpose statement and for publicity purposes.

Other
Hosts for workshops and conferences are lined up through 2015.
Officer’s Reports

NEOPA Membership Committee
Annual Report 2012-2013
Gretchen Walker, CEOE, President-elect

Committee Members:
Carol Bom, CEOE (NDE Bridge),
Carol Reed, CEOE (LPSAOP)

Purpose of the 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: 6/10/13

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>active</td>
<td>162</td>
<td></td>
<td></td>
</tr>
<tr>
<td>associate</td>
<td>2</td>
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</tr>
<tr>
<td>retired</td>
<td>12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>honorary</td>
<td>16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>total</td>
<td>192</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

There were 20 new members in 2012-13:

Jennifer Bahr LPSAOP Angela Johnston LPSAOP
Jeanne Bonnett UNOPA Sara Laney LPSAOP
Diane Carson UNOPA Alycia Libolt UNOPA
Alicia Chapelle LPSAOP Amy Newburn LPSAOP
Edy Clark NDE Bridge Tracy Rohde LPSAOP
Tami Friend LPSAOP Lori Safford LPSAOP
Caroline Helget NDE Bridge Diane Sullivan UNOPA
Jay Jacox LPSAOP Sharon Ullman LPSAOP
Raquel Jensen LPSAOP Angela Upah LPSAOP
Mary Klucas UNOPA Amy Windel LPSAOP

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Officer’s Reports

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Committee Activities:

The committee had one formal face-to-face meeting in the fall of 2012 and communicated via email.

The committee discussed many ideas on how to enrich our current members’ experience as well as make new members feel welcome to our association. Activities included:

* sending electronic birthday cards to all – from your friends at NEOPA
* sent a non-renewal listing to all affiliate presidents asking them if they knew the status of the member. Most responded the member has actually left education, retired, or would not be renewing.
* staffed a Membership table at the Fall workshop
* worked to keep the NEOPA listserv updated
* encouraged members to join the national organization.

Suggestions for 2013-2014:

* I would encourage the new Membership Director to continue to look at ways to engage members – pursue the “40 under 40 campaign” or target the school administrators to pay for office professionals memberships (as suggested during a strategic planning session).
* I would suggest continuing the Birthday Wishes program.
* I would suggest researching the records and providing a small recognition for years of membership (i.e. 5 yr, 10 yr, 15 yr, etc.) – the current committee did not have time to complete this project.
* We need to make sure we reach out to recently retired members – by sending them membership forms, placing them on committees, etc. There are 15 people from LPS retiring this year (10 of them are current NEOPA members).
Officer’s Reports

2012-13 Annual Report—Treasurer

As of June 6, 2013

Deanna McCoy, Treasurer

Current committee report

- At the time I signed the Bank Account Signature card, I actually only signed for the checking account, and I am sure that the others at that time, also only have signature authority for the checking account. The letter authorizing the new Treasurer has all the accounts listed, so I want everyone aware that there are four accounts and each will have a signature card.

- Each of these bank accounts has a different Federal Identification numbers. I signed up for the on-line banking so that I could get the bank statements faster; however, since each account has a different federal identification number, I could only access the checking account—probably based on the signature authority also. The authorization letter also has the Federal Identification number tying all accounts to the one number.

- When I went to the IRS web-site to process the 990EZ, I found that our Federal Identification number was invalid. I had to apply for a new Federal Identification number. I have the new number and that is the one that I have ready to give the bank, so that all accounts will have the same number.

Upcoming objectives and goals

- I plan to have all the financials ready for the audit in a timely manner—not later than July 10th.

NEOPA Secretary

2012-13 Annual Report

Cathy Robertson, Secretary

I attended and took minutes of the Executive Board meetings of the association on the following dates:

- June 9, 2012
- October 4, 2012
- January 12, 2013
- March 8, 2013
- April 18, 2013
- June 8, 2013 (plan to attend)

I was unable to attend the Executive Board meeting on August 25, 2012. Mary Guest took minutes of that meeting.

I attended and took minutes of the General Membership meetings of the association on the following dates:

- October 5, 2012
- April 19, 2013

Cards were sent to 12 members throughout the year offering encouragement (get well, sympathy, thinking of you).

Budget – Income/Expense:

- Cards – $11.93

Committee Members: Barbara Homer (UNOPA), Susan Bell (LPSAOP)
### Officer’s Reports

#### NEOPA Treasurer’s Report
June 8, 2013 Board Meeting
ACCOUNT SUMMARY

**Checking Account**

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<tr>
<th>Description</th>
<th>Amount</th>
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<td>Beginning Balance @ 7/1/2012</td>
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<tr>
<td>Receipts (July 1, 2012 - May 31, 2013)</td>
<td>$6,806.93</td>
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<tr>
<td>Disbursements (July 1, 2012 - May 31, 2013)</td>
<td>$11,317.54</td>
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<tr>
<td>Balance as of May 31, 2013</td>
<td>$1,907.99</td>
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**Operating Savings**

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<tr>
<th>Description</th>
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<tbody>
<tr>
<td>Regular Operating Savings</td>
<td>$3,375.25</td>
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<tr>
<td>Professional Membership Scholarships</td>
<td>$2,550.00</td>
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<td>Beginning Balance @ 7/1/2012</td>
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<td>Receipts (July 1, 2012 - May 31, 2013)</td>
<td>$3.05</td>
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<tr>
<td>Balance as of May 31, 2013</td>
<td>$5,928.30</td>
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**Student Scholarship Savings**

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<tr>
<td>Beginning Balance @ 7/1/2012</td>
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<tr>
<td>Receipts (July 1, 2012 - May 31, 2013)</td>
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<tr>
<td>Interest (July 1, 2012 - May 31, 2013)</td>
<td>$0.09</td>
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<td>Balance as of May 31, 2013</td>
<td>$1,028.15</td>
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**Certificate of Deposit**

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<th>Description</th>
<th>Amount</th>
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<tr>
<td>Beginning Balance @ 7/1/2012</td>
<td>$8,035.88</td>
</tr>
<tr>
<td>Interest (July 1, 2012 - May 31, 2013)</td>
<td>$27.66</td>
</tr>
<tr>
<td>Balance as of May 31, 2013</td>
<td>$8,063.52</td>
</tr>
</tbody>
</table>

**TOTAL OF ALL ACCOUNTS**

- **$15,587.96**
The initial year of the combined Awards and Scholarship committee was a learning experience. Thank you to the board members for their unfailing patience and kindness in answering my questions.

I contacted the Professional Growth Award winners from 2011-2012 in July to remind them that the deadline for submitting reimbursement forms was July 31. Only one of the four was able to use the stipend.

The first installment of the Student Scholarship payment was sent for the 2012-2013 scholarship winner, Shyanne Thompson, to Southeast Community College in the fall. The second half of the scholarship money was sent to SECC in February. I spoke to Shyanne in February. It was great to hear that she is doing well and moving forward to meet her educational goals.

In September, Gretchen Walker was named the 2012-2013 NEOPA Office Professional of the Year. Although we were unable to keep her award a secret from Gretchen because she was serving as NEOPA President Elect, it was an honor to present the award to her at the Fall Conference. Because Gretchen serves on the NAEOP board, we were unable to send in her application for the National Educational Office award. In her place, an application was submitted for Mary Guest, the 2011-2012 NEOPA Office Professional of the Year.

There was not a NEOPA Educational Administrator of the Year.

Approximately 350 letters were sent in September to Nebraska High School Counselors and Business Instructors regarding the NEOPA Student Scholarship. The Student Scholarship application was posted on the EducationQuest website. Deadline for scholarship applications was January 15. This year we received 24 applications, 20 of which met the criteria for the scholarship and were given to three judges. The judges were:

Beth Przymus, Associate Dean of Students,
Central Community College- Columbus
Wendy Wells, Learning Support Services,
Central Community College- Columbus.
Francis Steinbrook, Columbus High School instructor, Ret.

(continued on page 12)
Our scholarship winner for 2013-2014 is Jessica Dolan. Jessica will graduate from Minden High in May. A member of the National Honors Society, Jessica is also an Academic All-State Cross County Athlete. She plans to attend UNL where she will pursue a double major – Advertising and Graphic Design. An application for Jessica for the National Olive T. Richie Scholarship was sent before the March 15 deadline.

Letters were sent out to all scholarship applicants. The letters sent to the applicants that did not meet scholarship criteria explained why their scholarship was disqualified, in hopes that it would be used as a learning experience.

Thank you letters were sent to the judges. Krista Stueckrath, from Osmond, was the Student Scholarship runner up.

Jessica and her mom attended the luncheon at the Spring Conference. It was great to introduce her to the members.

In addition to our Student Scholarship, an application was submitted for the National Special Needs Scholarship for Jordan Honas. Jordan is from Hampton. He graduated from Aurora High School in May.

At the Spring Conference, Professional Growth Awards were given to:

- Jane Schneider $100.00
- Nicole Kubik $75.00
- Margaret Proffitt $75.00
- Marcella Shotwell $75.00

They were each sent a letter explaining the requirements for reimbursement and a reimbursement form.

New guidelines allowed the stipend for the first winner of the Professional Growth award to be increased to $100, the second award to $75.00 and the third and fourth stayed at $50.

Unfortunately, at the Spring Conference, I was under the understanding that the 2nd, 3rd and 4th award had also increased to $75.00. I didn’t realize my mistake until after letters were sent to the award winners. The Professional Growth award is limited to members attending the Spring Conference.
Guidelines have been changed for the submission of nominations and applications for the NEOPA Educational Office Professional of the year. Nominations and applications for the award will be due August 31, which is the same date that the NEOPA Administrator of the Year nominations and applications are due. The stipend given to each award winner has been increased to $250.00.

Jane Rumbaugh served on the Awards and Scholarships committee. We met three times, once in August to meet each other and to go over timelines, once in September to mail the guidance counselor and business instructor letters, and once in January to go over scholarship applications. I would like to thank Jane for her kindness, assistance, advice, and encouragement.

Student Scholarship guidelines and the application form for 2014-15 have been sent to Susann Wenzel to be uploaded to the NEOPA website.

**Financial Statement**

**Awards (Expenditures)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 2012</td>
<td>$61.36</td>
<td>Awards Unlimited: Plaque for Gretchen Walker, 2012-13 NEOPA Office Professional of the Year</td>
</tr>
<tr>
<td>Oct. 2012</td>
<td>$100.00</td>
<td>Stipend for Gretchen Walker</td>
</tr>
<tr>
<td>Oct. 2012</td>
<td>$12.00</td>
<td>Real Reimbursement for lunches at the Fall Conference for Gretchen Walker</td>
</tr>
<tr>
<td>May 2012</td>
<td>$50.00</td>
<td>Reimbursement of Spring Conference Registration for Candy Johnson, 2012 Professional Growth Award Winner</td>
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**Total:** $223.36

**Scholarships (Expenditures)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>Sept 2012</td>
<td>$151.35</td>
<td>Scholarship Mailings to Guidance Counselors and Business Instructors</td>
</tr>
<tr>
<td>Sept 2012</td>
<td>$500.00</td>
<td>First Installment Scholarship money to Southeast Community College (for...</td>
</tr>
</tbody>
</table>

(continued on page 14)
Shyanne Thompson, 2012-13 Student Scholarship winner)

February 2013 $500.00 Second Installment Scholarship money to Southeast Community College (for Shyanne Thompson, 2012-13 Student Scholarship winner)

Total: 1151.35

I have accepted the position of the Awards & Scholarship committee director for a second year.

My goals this year include having three committee members, including myself.

In addition, I will encourage members to nominate people for the two awards, NEOPA Office Professional of the Year, and the Administrator of the Year. In addition, I will be more aggressive in encouraging high school guidance counselors to inform and assist students to apply for the NEOPA Student Scholarship.

I am looking forward to moving into the future with NEOPA.

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
Committee Members:

Susie Ahlberg, LPSAOP  
Carol Bom, NDE Bridge  
Denise Fisher, NDE Bridge  
Kate Rauscher, OEOPA  
Carol Stephens, WEOPA  
Lora Sypal, NDE Bridge

Expenses: None

The Bylaws Committee conducted all business by email. Proposed changes to the Bylaws, Standing Rules, and Duties of Committees were presented to the Board in January, 2013. The board approved all items submitted. Following the board meeting, the proposed changes were sent to the membership via email. There are two members who do not have email access, so the proposed changes were sent to them via US mail. I recommended to the board that the practice be adopted of sending proposed changes to the membership at least 30 days prior to the commencement of voting. The board was supportive of this process and also felt that it more closely followed the intent of notice as outlined in the Bylaws. To simply put proposed Bylaws changes on the ballot and allow the members 30 days to vote did not give the members the opportunity to review the changes and voice questions or concerns.

The proposed changes were included on the ballot with the election of officers. Please refer to the ballot for details of the changes. The ballot was created on Survey Monkey and distributed to the membership via email. Two paper ballots were mailed to the members who did not have access to email. All proposed changes were approved.

All items referred to the Bylaws Committee were addressed.
2012-1013 Annual Report
Finance and Records Committee
Diane Wasser, Director

Committee Members: Debbie Hendricks, Jeanne Bonnett, Gretchen Walker

The committee met several times to work on the budget for 2013-14. It was decided to recommend that the treasurer do away with the coding of all the entries since our Association is small and records need not be so complex.

Barbara L’Heureux has agreed to do the audit for the last five years. The committee director did not receive the papers required until the August 2013 board meeting. The records will be going to Barbara in September in hopes that an audit will be completed by the October Board meeting.

The budget was presented at the Annual Meeting in April and was passed. The approved budget is made a part of this report.

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<th>Budget Line</th>
<th>Breakdown 2013-2014</th>
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<tr>
<td>Bank Interest (Checking only)</td>
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<tr>
<td>State Workshop/Conference</td>
<td>10,000.00</td>
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<tr>
<td>Dues (estimate 175 members)</td>
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<tr>
<td>Way &amp; Means</td>
<td>1,850.00</td>
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<tr>
<td>General Fund (50/50 &amp; Baskets)</td>
<td>350.00</td>
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<tr>
<td>Membership Scholarship</td>
<td>500.00</td>
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<tr>
<td>Student Scholarship</td>
<td>1,000.00</td>
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<tr>
<td>NAEOP Liaison Income</td>
<td>300.00</td>
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<tr>
<td></td>
<td>14,778.00</td>
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<tr>
<td>Expenses</td>
<td></td>
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<tr>
<td>President -- Retreat</td>
<td>300.00 850.00</td>
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<tr>
<td>Affiliation Dues</td>
<td>50.00</td>
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<tr>
<td>National Conference</td>
<td>500.00</td>
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<td>Vice President/Meeting Coordinator</td>
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<tr>
<td>Treasurer</td>
<td>20.00</td>
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<td>Secretary (includes post box rental)</td>
<td>70.00</td>
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<tr>
<td>President Elect/Membership</td>
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<tr>
<td>Post Pres gavel &amp; Plaque</td>
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<td>National Conference</td>
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<tr>
<td>Post President/Field Service</td>
<td>Henderson Award 20.00</td>
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<td>Awards</td>
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<td>Student Scholarship</td>
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<td>Prof. Devel. Awards</td>
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TO: Joyce Trevett, CEOE, NEOPA President

FROM: Susann Wenzl, CEOE, Committee Director

MEMBERS: Carol Bom, CEOE, (NDE Bridge);
Diane Wasser, CEOE, (UNOPA);
Debbie Dolittle, CEOE, (LPSAOP)

Final Committee report:

- I used the information from a previous survey to help determine what information should be included on the new NEOPA Website.
- I brainstormed with my committee members to further refine what was needed to be included on the website.
- I developed a mock-up of the website.
- My committee members reviewed the mock-up.
- The mock-up was presented to the rest of the board at the fall meeting.
- Suggestions we documented during the meeting.
- Suggested changes were made to the mock-up.
- Website mock-up was submitted to Anita Schape of UNL to begin the process of coding the website.
- Coded website was presented at winter meeting.
- Suggestions were documented at the meeting.
- Suggestions were passed on to Anita Schape and website changes were made.
- Photographs were taken by NDE photographer for use on website.
- Photographs were submitted to Anita Schape for uploading to the site.
- Content was added to the website.
- Final website was completed with the collaboration of Anita Schape and Diane Wasser.
It was my pleasure to serve as NEOPA’s NEON editor for the 2012-13 year. My committee members included: Carol Bom, CEOE, NDE Bridge; Barbara Homer, UNOPA; Gretchen Walker, CEOE, UNOPA; Rhonda Meyer, CEOE, LPSAOP; Tammy Meier, WEOPA.

I began the year by sharing deadlines with the NEOPA Board and soliciting the local association presidents for a correspondent from their association to share news, photos, and articles of interest to be printed in the newsletter.

Many of the items submitted for publication, in each issue, were focused on President Trevett’s theme of “Building Bridges to Success.” Of particular importance and emphasis was the strategic planning process that began in great earnest at the January 2013 Board Meeting and Board Retreat.

Board members were asked to provide a photo and biographical information for the “Meet Your Board of Directors” pages and I had 75% compliance between the three issues. Members and Board Members readily shared photos of the different events hosted by NEOPA for inclusion in the NEON.

Our fall issue of the NEON was distributed to the membership on September 26, 2012. The winter issue was distributed to the membership on January 30, 2013. Our spring issue was distributed on March 27, 2013.

The fall issue of the NEON was submitted to NAEOP for the Rachel Maynard Award for Excellence in Communication Newsletter/Magazine contest. A request for a check for the $20 application fee was honored and the check, completed application form and accompanying issue was mailed on March 10, 2013 in time for the March 15 deadline. All guidelines were followed as set forth by NAEOP.

All issues were distributed to the membership by electronic means except for a handful of individuals without e-mail addresses. Those
individuals received a printed copy through regular post office mail, otherwise known as snail-mail. My supervisor, in support of my position as Newsletter Director, covered the printing cost of all three issues that were mailed and cost of the postage for the fall issue to be mailed. I submitted a reimbursement request for $7.92 in postage for the winter issue’s mailing and I covered the cost of the postage for the spring issue mailing, so this position had very little expenses for the year!

As part of my duties, I will help the NEOPA President format and prepare the NEOPA Annual Report. It will be completed and distributed to the appropriate personnel before the 2013 Fall Workshop Board Meeting.

Thank you for the honor and privilege of serving NEOPA as the Newsletter Director for the second time. Thank you also to my committee members for their article and photo submissions and for their fantastic editing skills. Last, but not least, thank you to everyone who encouraged and supported me along the way; I couldn’t have done this without any of you.

As a post-script: The NEON received the 3rd place recognition for the Rachel Maynard Award for Excellence in Communication - Newsletter State – Category 1 (300 members or less). It was an honor to accept the award at the 2013 NAEOP Annual Conference and Institute in Alexandria, VA!

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
Final Committee report:

- I recruited members from many of our local associations to assist in the nomination process.
- I wrote three articles in total for the NEON
  - One article for the fall was about committees and the importance of their work/benefits
  - One article for the fall was about beginning to think about running for an office
  - One article for the winter was about the nomination process
  - I submitted a biography and photo of myself for the NEON
- My committee and I strategized on a plan for the fall workshop and what we could do throughout the year to increase interest in running for office
- Our committee put together calling ideas to help when we called members
- We divided the membership list up between us and called an even number of members
- Our committee updated our guidelines and calendar
- I attended all board meetings called by the President
- I updated the historical records with officer information
- I attended the NEOPA Fall workshop and encouraged members to consider running for an office or to serve on the board of directors
- I attended the NEOPA spring conference and reported the results of our election  
  (continued on page 21)
Director’s Reports

(continued from page 20)

- Successful candidates included: Mary Guest, CEOE (UNOPA) President-elect; Cathy Robertson, CEOE, (UNOPA) Vice President; Denise Fisher, CEOE, Secretary and Linda Luedtke, CEOE, Treasurer. 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). We worked with Mary Guest, Bylaws chairman, to develop the ballot/Bylaws voting. Mary sent two paper ballots to members without email addresses.
- 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.

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
Director’s Reports

NEOPA - PSP Final Report
June 1, 2013
Dena Hare, Director

Committee Members: Lisa Morehouse, CEOE
Jeanne Andelt, CEOE

PSP
Nine NEOPA members received their PSP certification or upgrade between May 15, 2012 and May 15, 2013. They are as follows:

- Eastwood, Rosemary
  Bachelor Degree, Option II & CEOE

- Fasnacht, Vicki
  Advanced III, Option I & CEOE

- Russell, Wendy
  Bachelor Degree, Option II & CEOE

- Slezak, Kitten
  Basic, Option I

- Cornell, Shannon
  Bachelor Degree, Option II & CEOE

- Guest, Mary M.
  Bachelor Degree, Option II

- Loth, Kimberly
  Bachelor Degree, Option II & CEOE

- Matthiessen, Lori
  Advanced II, Option I

- Upah, Angela F
  Bachelor Degree, Option II & CEOE

The 2011-12 & 2012-13 PSP recipients were not recognized at the NEOPA Spring Conference as is custom. To rectify this oversight, the recognition will be done at the 2013 NEOPA Fall Workshop or the 2014 Spring Conference. We will present each recipient with a clear acrylic paperweight. Each paperweight,

(continued on page 23)
the shape of Nebraska, is engraved with NEOPA, the PSP level earned, the date and the recipient’s name. This has been a custom since approximately 2003.

There were seven NEOPA members who recertified between May 15, 2012 and May 15, 2013. They are as follows:

Susan L. Bell, CEOE  Advanced III, Option I
Linda Klimm  Advanced I, Option I
Catherine Robertson, CEOE  Bachelor Degree, Option II
Kathryn M. Schroeder  Advanced III, Option I
Susan C. Ahlberg, CEOE  Advanced III, Option I
Linda Kahler, CEOE  Advanced III, Option I
Donna Straight  Advanced II, Option I

A special note of thanks goes to Jeanne Andelt, who continues to be the master data keeper of NEOPA PSP lists.

**NAEOP National Conference Liaison**

Twenty NEOPA members have said they will be attending the National Conference and Institute in Alexandria, VA in July. As I am unable to attend, Carol Bom & Mary Guest have volunteered to help with the following responsibilities at the National Conference:

- have state pins available for those that may need extra
- be responsible for the flags, Nebraska signs, reserving seats for the general sessions
- arrangement for the group picture
- order corsages for installation banquet
- PSP afterglow

The Nebraska Educational Office Professionals Association (NEOPA) has allocated funds to support the professional development of its members through the disbursement of professional development scholarships on an annual basis. These funds are to be used to financially assist members who are attending the annual conference of the National Association of Educational Office Professionals (NAEOP). Mary Guest was this year’s NEOPA Professional Development Scholarship recipient. The application and guidelines are on the NEOPA website for anyone interested in applying for next year’s conference.
Our fund raising effort was very successful!! A big thank you to everyone who bought and sold pasta! This was an awesome, and easy way to earn the money needed to fund our scholarship, the pasta product sells itself!

Our pasta sales total was $2,544. The breakdown was $1,124 in brochure sales, and $1,420 in on-line sales. Our profit was $1,017.60!! I’m so pleased that we were able to reach our goal with only one big fundraiser! I also sold the 3 packages of pasta that were sent for our kick-off display, for another $22.50, bringing our total for this fundraiser to $1,040.10.

At our Fall Workshop our 50/50 netted $83.00, and our basket raffle raised another $242. Our fundraising efforts, so far this year, has come to a total of $1,365.10!

For our Spring Conference, Jean Harrison set up a "Tastefully Simple" products table, with samples, and we received 10% of sales generated. We sold $520 in products, so NEOPA earned $52. Jean also donated a basket of products, valued at $50. We sold $143 in raffle tickets for the basket. Mary Klucas, from UNOPA, won the basket. We also did our 50/50 drawing, selling $186 in tickets. Heather Richey, from NDE Bridge won that drawing and received $93. NEOPA also netted $93.

The total dollars earned this year, for Ways & Means, came to $1,653.10.

Committee Members: Amy Chandler, Phyllis Rabe, Marilyn Sailors, Jean Harrison