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# NEOPA Executive Board Minutes- April 2000

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# NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION

Executive Board Meeting
Friday, April 7, 2000 - 5:00 p.m.
Northeast Research and Extension Center
Lifelong Learning Center - Norfolk, Nebraska

## I. CALL TO ORDER

President Christina Wiles called the meeting to order at 5:10 p.m. A quorum was established.

## II. ROLL CALL

The following board members were present:

Christina Wiles, President
Marlene Einsel, President Elect & Membership Chair
Debbie Hendricks, Secretary
Marcia Rowley, Treasurer
Lola Young, Immediate Past President & Field Service Chair
Judy Rastede, Audit Director
Vira Brooks, Bylaws Director
LaRita Lang, Awards Director
Lynne Smolnik, Nominations Director
Marcella Shotwell, Publicity Director
Peg Aldridge, Ways & Means Director
Sandy Lineberry, NAEOP Liaison

The following guests were present:

Pam Lindholm, Lincoln
Audrey Schardt, Lincoln
Phyllis Schnepel, Omaha
Marvil Summerfield, Omaha

The following board members were absent:

Glenda Maury, Vice President & Meetings Coordinator
Lisa Smith, Finance Director
Carol Tucker, Professional Standards Director
Lisa Morehouse, Scholarship Director
Peg Kirby, NEON Editor

## III. APPROVAL OF MINUTES

Peg Aldridge moved that the minutes of the January 15, 2000 Board Meeting be approved, seconded by Vira Brooks, passed.

## IV. COMMUNICATIONS/ANNOUNCEMENTS

President Wiles reported that she received a request for more information on Sister Marie Michelletto from Indiana attendees who attended the Central Area Professional Development Day. That request was given to Marlene Einsel who will respond to them.

President Wiles reported that she received notice that Don Ash, Marilyn Ash's husband, passed away recently. Don was the person who assisted the Central Area when we purchased the flags for the National Office.

President Wiles shared a request she had received from Butch Bender wanting historical facts about NEOPA for inclusion in a briefing she is doing at the National Conference this summer.

She also received a letter from NAEOP recruiting workers willing to staff the NAEOP membership table at the National Conference. Sandy Lineberry will mention this request in her report to the General Membership.

## V. TREASURER'S REPORT

Marcia Rowley presented the Treasurer's Report, dated April 6, 2000. Current balances are:

| | | |
|---|---|---|
| Checking | - | $2,822.41 |
| Savings (CD) | - | 4,382.86 |
| Operating Savings | - | 3,300.00 |
| Scholarship | - | 1,010.93 |

The treasurer's report has been filed for audit.

## VI. COMMITTEE REPORTS

**Spring 2000 Conference** - Sandy Lineberry reported that there are 30 people registered.

**Audit** - No report

**Awards** - As requested at the January board meeting, LaRita Lang presented suggested recommendations/guidelines on reimbursement for NEOPA members attending a program/conference. There was extensive discussion regarding the guidelines, and it was a general consensus that the Awards Committee should review the guidelines further and bring back revised guidelines to the board for further discussion in August. When/If the guidelines are accepted, they would be a part of the standing rules, and they may be voted on at a membership meeting.

In response to a question at an earlier meeting, President Wiles confirmed that only elected board members are ineligible for the Professional of the Year Award. Board members appointed, but not elected are eligible. This change was made in the By-laws, and never got corrected in the Awards Committee records.

**Bylaws** - Vira reported that there was no action taken the By-laws Committee this year.

**Field Service** - Lola Young reported that she received no requests for information this year.

**Finance** - Although not present, Lisa Smith sent the proposed 2000-2001 budget. Sandy Lineberry moved to accept the proposed budget, seconded by LaRita Lang, motion passed.

**Meetings Coordinator** - President Wiles reported for Glenda Maury that meetings are scheduled through Spring 2001.

**Membership** - Marlene Einsel distributed the current membership list, and reported that we have 90 members, including 15 new members, 7 honorary, 8 active retired, 5 retired, one associate, and two life members.

**NAEOP Liaison** - Sandy Lineberry indicated that her report was in the NEON.

**NEON** - President Wiles reported for Peg Kirby that the winter issue was proofed and sent to National via certified mail in time for competition.

**Nominating** - Lynne Smolnik reported that 65% of the ballots were returned. Results are:

| | | |
|---|---|---|
| President-elect | - | Vira Brooks |
| Vice President | - | Glenda Maury |
| Secretary | - | Sandra Hansen |
| Treasurer | - | Peg Aldridge |

Marlene Einsel moved that the ballots be destroyed, seconded by Lola Young, passed.

**Professional Standards Program** - President Wiles reported that Carol Tucker sent gifts for the PSP recipients. Vira Brooks agreed to do that presentation.

**Publicity** - Marcella Shotwell notified over 25 newsletter editors about the Spring Conference. Judy Rastede reported that it was in the Norfolk newspaper, and that Northeast Community College did further publicity.

Two courtesy cards have been sent since the last meeting.

**Scholarship** - President Wiles, reporting for Lisa Morehouse, informed us that Alena Pearson from Millard North High School is our scholarship recipient. She and her parents will be here for the luncheon Saturday.

**Ways & Means** - Peg Aldridge reported that 60% of the raffle tickets were returned, bringing in $585 to date. The drawing will be at the Conference on Saturday.

## VII. UNFINISHED BUSINESS

**Central Area Professional Development Day 2000** - President Wiles indicated that most of the evaluations received were favorable, with the hotel receiving negative remarks. Marlene Einsel received a letter of apology from the hotel's regional office, along with claims that they were reviewing our bill. There was general consensus that a report documenting the conference (numbers, finances, speakers, etc.) should be kept in the President's notebook with a copy forwarded to the Central Area Director, Karen Pulaski.

**Nebraska Flag** - President Wiles displayed the flag we received back from the National Office, since they no longer have use for it. The Board decided to keep the flag from National for our use and seek an organization who may have need of the one for which we have no use.

## VIII. NEW BUSINESS

**Fundraising - Affiliates or Members** - President Wiles questioned if there is a policy, or if there should be a policy regarding fundraising at our meetings. After discussion, it was decided that our tradition is to let anybody try to raise funds who is associated with our organization. Further action will not be taken unless it becomes an issue.

**Fall Conference 2000** - Marvil Summerfield reported that the Fall Conference will be October 13 - 14, 2000 at the Settle Inn at 109th and Dodge (Old Mill Area), Omaha, Nebraska. The theme will be "Humor -- A Lifesaver." There was discussion regarding using treasury dollars to reduce the $22.50 registration fee. The proposed budget has been set at $1,163.00. Debbie Hendricks moved that the proposed budget be accepted, seconded by Vira Brooks, passed.

President Wiles confirmed that future conference hosts will be asked to host a conference on a Friday, instead of on a Saturday.

**Miscellaneous** - Lola Young reminded the Board that the Awards Committee was renamed from "Educational Professional of the Year Committee" to include the Boss of the Year Award within the last couple years. At that time, the committee's budget was also increased to include this added responsibility. The Awards Committee needs to incorporate this change in their records.

The next meeting will be August 12th in Omaha at the College of Pharmacy, on the UNMC campus. President-elect Marlene Einsel will send out further information closer to the meeting date.

## IX. ADJOURNMENT

The meeting was adjourned at 7:20 p.m.

Debbie Hendricks
Secretary

Christina Wiles
President