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NEOPA Executive Board Minutes- January 2000

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NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION

Executive Board Meeting
Saturday, January 15, 2000 - 9:30 a.m.
Lincoln High School, Counseling Center
2229 J Street, Lincoln, Nebraska

I. CALL TO ORDER

President Christina Wiles called the meeting to order at 9:32 a.m. A quorum was established.

II. ROLL CALL

The following board members were present:

Christina Wiles, President
Marlene Einsel, President Elect & Membership Chair
Glenda Maury, Vice President
Debbie Hendricks, Secretary
Marcia Rowley, Treasurer
Lola Young, Immediate Past President & Field Service Chair
Vira Brooks, Bylaws Director
LaRita Lang, Awards Director
Lisa Smith, Finance Director
Lynne Smolnik, Nominations Director
Carol Tucker, Professional Standards Director
Marcella Shotwell, Publicity Director
Peg Aldridge, Ways & Means Director
Peg Kirby, NEON Editor
Sandy Lineberry, NAEOP Liaison

The following board members were absent:

Judy Rastede, Audit Director
Lisa Morehouse, Scholarship Director

III. APPROVAL OF MINUTES

With there being no corrections, the minutes of the October 15, 1999 Board Meeting were approved via consensus.

IV. COMMUNICATIONS/ANNOUNCEMENTS

Marcella Shotwell reported that she received an address change for Nelsine Scofield (413 N 5th Street, Beatrice NE 68310).

President Wiles reported that she receives the Kansas Association newsletter. She asked that several copies of the *NEON* be taken to the Central Area Professional Development Day, so presidents in the Central Area states can have a copy.

V. TREASURER'S REPORT

President Wiles distributed a copy of the treasurer's report from June 25, 1999. This should aid board members in having a complete financial picture of the year.

Marcia Rowley presented the treasurer's report (dated 1/10/00). Current balances are: checking account - $5,866.51, savings account - $4,338.41, and scholarship account - $1,000.80. Marcia reported that the scholarship has not been paid yet because the recipient has not documented higher education attendance. President Wiles will contact Lisa Morehouse and ask her to check with the scholarship recipient as to her status and make payment if possible.

Peg Aldridge moved that we limit the checking account balance to approximately $2,000 and look into moving the excess checking balance over that amount into a passbook interest-bearing account which will be reviewed each Spring. Seconded by Lola Young, motion passed.

VI. COMMITTEE REPORTS

Audit - No report

Awards - LaRita Lang reported that she received no nominees for the Professional of the Year Award. There was discussion regarding changing the award criteria so non-board members could be nominated and/or apply for this award. Sandy Lineberry moved that the Awards Committee review the award guidelines, and, taking this Board's discussion into account, report back with revised guidelines in April 2000. Seconded by Lisa Smith, motion passed.

Bylaws - Vira still needs a list of select officers' duties. If you haven't given that information to Vira, please do so as soon as possible.

Field Service - Lola Young reported that she has received no requests for information.

Finance - Lisa Smith presented a draft proposal for the 2000-2001 budget, prompting extensive discussion about increasing our membership and conference participation. General consensus is that we want to avoid increasing membership dues. Marlene Einsel will explore the possibility of having our Fall 2000 Conference on a Friday, instead of on a Saturday. Heavy advertising is needed, in addition to needing local presidents to encourage the enrichment opportunities provided by NEOPA. We should also have a flyer about our organization and the upcoming conference in the packet given to administrators at their orientation day in Kearney.

Lisa will make the corrections we suggested to the proposed budget and present a final proposal in April.

Meetings Coordinator - Glenda Maury reported that the next three meetings are planned.

Membership - Marlene Einsel distributed the current membership list, and reported that we have 83 members, including 10 new members, 7 honorary, 9 active retired, 6 retired, and one associate.

NAEOP Liaison - Sandy Lineberry reported that the recent *NES* had the schedule for the summer conference in it. There is lots to do in Kentucky, and the conference format is similar to conferences before 1999. Sandy is researching pins. Marlene encouraged people to consider serving on a National Committee, as she has found it to be an enlightening experience.

NEON - Peg Kirby reported that she is seeking proof-readers to assist in production of the *Neon*. Debbie Hendricks, Sandy Lineberry, Lisa Smith and President Wiles volunteered to assist. If you see needed corrections in the Winter issue, please let Peg know as soon as possible. She will make corrections, and make sure that the issue submitted to National for Awards is clean and in the mail by March 1st. February 18th is the deadline for the next *NEON* issue, and there will be a membership list in it.

Nominating - Lynne Smolnik reported that the Nominating Committee has been hard at work, and, after discussion, submitted the following list of candidates for office:

President-elect	-	Vira Brooks
Vice President	-	LaRita Lang and Glenda Maury
Treasurer	-	Peg Aldridge and Peg Kirby
Secretary	-	Sandra Hansen

Lynne moved that the Board accept the proposed ballot, along with additional candidates as may agree to run before the ballots are mailed out. Seconded by Vira Brooks, motion passed.

Professional Standards Program - Carol Tucker reported that she has not been made aware of any PSP applications being turned in. President Wiles reported that five applications from Lincoln Public Schools are being sent in to NAEOP.

Publicity -Marcella Shotwell reported that she has sent eight courtesy cards. She will be sending press releases to the Norfolk-area media regarding the conference in April. The *Neighborhood Extra* did a nice article on the auction done by the Lincoln Public Schools Association. It was recommended that Marcella check into advertising on Omaha Public Schools radio station and Time Warner Cable about the upcoming Central Area Professional Development Day.

Scholarship - President Wiles reported for Lisa Morehouse that ten scholarship applications were picked up. Four applications were returned, with two being disqualified (one was received past the deadline, and one was incomplete). It was suggested that we publicize the monetary award amount on the application.

Ways & Means - Peg Aldridge reported that at the Fall Conference, the silent auction raised $82.00 and the 50/50 drawing raised $30.00. Raffle tickets are ready and will be mailed the week of January 17th (Board members should take them today). Prizes for the raffle are: $150 cash, two tickets to a Nebraska Football game, a Longaberger "Jellybean" basket, two tickets to the Lincoln Community Playhouse, and two tickets to the Omaha Community Playhouse production of "My Fair Lady."

There was discussion about enclosing a self-addressed stamped envelope with the raffle tickets, but final agreement was that it would not be cost-effective. Members, retired active members, and associate members are sent raffle tickets to sell. Peg Aldridge will check into the state requirements for having a raffle, and make appropriate changes to comply.

It was general consensus that Directors should keep reports in their possession for five years.

VII. UNFINISHED BUSINESS

1999 Fall Conference - President Wiles reported that Jane Rumbaugh had given her a brief summarization of the conference. Overall, comments were positive, and $374 in profit was received. President Wiles reported that one conference registrant was unable to attend at the last minute because her father had a heart attack. Although refunds are not normally given, it was agreed that the registrant would be allowed to apply the paid fee to the next conference instead.

Duties of Office - President Wiles asked that Vira get to her the list of officer duties by year's end.

Central Area Professional Development Day - President Wiles reported that Department of Education is doing the treat bags. Logistics discussed included: 1) registration packets must include certificate (which Sandy Lineberry will run), schedule of day's activities, evaluation sheet, membership list, nametag, and receipt, 2) some kind of "special" nametags for hosts from Nebraska, 3) Chris will purchase the $25 Nebraska gift for the silent auction, 4) Chris will secure 50/50 raffle tickets, and silent auction bid sheets, and 5) Chris will act as master of ceremonies throughout the day's events.

VIII. NEW BUSINESS

Nebraska Flag - President Wiles displayed the Nebraska flag that she received from the National Office. Since purchasing a set of state flags (for continuity in size and style), the

National Office no longer has need of this one. There was discussion regarding how this flag could best be put to use. It was decided that discussion would continue when we had access to view the Nebraska flag that we use, and could decide which one to keep.

Treasury Money for Member Benefits - Since there is a substantial amount of money in the treasury, the possibility of using part of those monies for select members to attend conferences was discussed. It would be difficult to do this if the intention was to make conference attendance a possibility for active members when it might be a financial hardship for the individual. If a drawing was held at the Fall Conference, the lucky recipient could choose to attend the Central Area Professional Day, the Spring Conference or the National Conference with a portion of their registration fee being paid via the state treasury.

Carol Tucker moved that the Awards Director chair a committee of volunteers whose purpose is to present a proposal at the April Executive Board meeting with guidelines for an awards drawing in which the recipient will receive a portion of their registration fees to attend an upcoming program/conference. Motion was seconded by Sandy Lineberry, passed.

Next Meeting - The Spring Conference will be April 8, 2000 at the Northeast Research and Extension Center, Lifelong Learning Center in Norfolk, Nebraska. The Friday (April 7) social will probably be at the Lifelong Learning Center also, and pizza will be brought in. Tentative social plans are to do some kind of a craft project. Hotel reservations should be made by March 17th.

The next Executive Board meeting will be on April 7th prior to the conference social. Further information will be sent out.

IX. ADJOURNMENT

The meeting was adjourned at 12:45 p.m.

Debbie Hendricks
Secretary

Christina Wiles
President