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NEOPA Executive Board Minutes- March 2006

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**Nebraska Educational Office Professionals Association
Executive Board Meeting
Thursday, March 30, 2006
Howard Johnson Motel, Lincoln**

CALL TO ORDER/PLEDGE OF ALLEGIANCE

Meeting was called to order by President Deb Ryan at 2:00 PM. The Pledge of Allegiance was recited.

ROLL CALL

The following members were present:

Deb Ryan, CEOE

Carol Bom, CEOE

Pam Lindholm

Jorena Larsen

Jeanne Ann Kardell, CEOE

Linda Teach

Dee Oltman, CEOE

Judy Rastede

Karen Jackson

Lola Young, CEOE

Judy Anderson

Barb Homer

Kathy Janda, CEOE

Christine Cary, CEOE

Virginia Backstrom

Lisa Morehouse, CEOE

The following members were absent:

Mary Guest, CEOE

Linda Luedtke, CEOE

A quorum was established.

APPROVAL OF MINUTES

It was noted that the wording of Standing Rule #9 referred to in the second paragraph of the nominating report should read: Candidates for President-elect shall be currently serving or have completed at least one term on the Executive Board as a committee director or held one of the following elected offices: Secretary, Treasurer, Vice President.

A motion was made by Lisa Morehouse and seconded by Kathy Janda to approve the minutes of the January 28, 2006 Executive Board meeting as corrected. Motion carried.

TREASURER'S REPORT

Jorena Larsen reported that as of February 28, 2006 the checking account has a balance of \$807.26. Receipts since the last report were \$1,141.03 and disbursements were \$644.72. The Certificate of Deposit balance as of December 31, 2005 is \$5,173.82. The operating savings balance is \$3,167.13 and the scholarship savings is \$888.16.

Page two of the report lists the receipts and disbursements since the January board meeting.

Judy Rastede noted that there are no bank charges, a change from previous statements. Judy Anderson also noted that there is only one billing for the postage for the NEON as the report only lists reconciled receipts and disbursements.

Highlights of the Treasurer's Report include:

1. The postage for the postcard mailing will be in next Treasurer's Report.

2. \$500 was transferred from the Operating Savings to the checking account.
3. The Scholarship Savings account also showed a \$500 payment for the first semester to the 2005-06 Scholarship recipient.
4. The report is always one month behind and reports only reconciled entries.
5. Monies will need to be transferred out of operating savings to cover checks for the Conference.

This report will be placed on file for audit.

REPORTS FROM DIRECTORS

Membership: (Carol Bom)

A written report included the following highlights:

1. The current membership is 190 with the following breakdown: 14 honorary, 157 active, 10 active retired, 6 retired, and 3 associate.
2. A letter will be sent to those affected by bylaw changes.
3. The quarterly membership list from national includes retirees.
4. Renewal notices will be sent in June.

The committee has begun development of a membership database. There are many benefits that will come from having an accurate database of information about our members.

NEOPA also welcomes 30 new members—many joined as a result of the brochure mailing. We may gain several more members from the conference as the prelist of conference attendees indicates several non-members. These non-members will be given membership forms to encourage them to join NEOPA.

A short discussion followed regarding the year of the membership (2005-06 or 2006-07) if someone does complete the form at the Spring Conference. It was noted that we are not allowed to pro-rate membership dues because of the Bylaws. Therefore, forms will be given only for new memberships at the conference. Reminders for renewals will be sent in July and these forms will give the membership year as 2006-07. If someone needs the 2005-06 membership to complete PSP forms, they can contact Carol.

If NEOPA would like members to be able to renew memberships on the anniversary date, The By-laws will need to be changed to reflect this.

The question was raised regarding the purchase of a laptop for NEOPA board members. There may be a possibility of one being provided as a gift to NEOPA.

Fall Conference: (Pam Lindholm)

The Fall Conference will feature a workshop format with Ranelle Maltas, one of the same presenters as last fall's workshop (Friday, October 13th, Wayne State College). "Excel Tips, Tricks and Questions" will be her focus. A workshop budget will be provided at the next Board meeting. Other details noted included a special speaker for the morning and the availability of laptop/desktop computers for the afternoon hands-on session. The workshop organizers will also need to know who uses Macs and those with special diet needs.

It was noted that the location of the 2007 Spring Conference has not been finalized and there is a need to get back on schedule with sites set at least a year ahead. The committee is working with OEOPA (Omaha) with NEOPA assisting and possibly having the conference at the ESU 3 with the hotel for overnight guests as the Kelly Inn.

Other sites were discussed (Columbus, Kearney, Norfolk, Scottsbluff, McCook, North Platte) and whether the organization should do more recruitment to move conferences to other sites. It was also suggested that NEOPA could put on a meeting just for the group in these other sites similar to Utah's traveling workshop.

Field Service: (Jeanne Ann Kardell)

A presentation will be made April 18th to WEOPA members by Chris Cary and Carol Bom. There are several WEOPA members working on their PSP certifications. There was a possibility of Columbus folks going to Wayne State College for a PSP in-service.

Audit: (Linda Teach)

Estimated costs for external audits have been obtained from a CPA firm and from an accounting service. These estimates vary from \$35 per hour to \$350 with final cost depending upon the depth of the audit.

A discussion followed on audit procedures and the need to protect membership. A short history of the audit procedures was provided.

It was noted that the duties of this committee have been updated. There will be more concerted effort made to utilize all of the committee members to get more accomplished rather than having most of the work fall on the director.

Side note: Barb Homer (Nominating Committee) will get list together of those interested in serving on a NEOPA committee.

Awards: (Lisa Morehouse reporter for Mary Guest)

Chris Cary has been named "Nebraska Educational Office Professional of the Year" and will be our candidate for the NAEOP Olive T. Ritchie Educational Office Professional of the Year award. There will be extra page in the NEON noting award categories and application forms.

The "NEOPA Professional Growth" award is a name change to eliminate confusion arising from the use of "member scholarship".

Members were reminded of the application dates for the "Administrator of the Year" award (on website by April 15th, application due August 31st, 2006). A draft of the guidelines and application form was provided. A discussion followed on plaques versus monetary awards for this award. Points of discussion included: what national does, pros and cons of a gift certificate in the education field, NEOPA standing rules, what NEOPA has done in the past (ex. Lola Young was given a monetary award of \$50). *It was moved and seconded (L. Morehouse, C. Cary) that NEOPA match the monetary amount given to the Nebraska Educational Office Professional of the Year for the Administrator of the Year award. Discussion followed. A motion was made (D. Oltman, J. Anderson) to amend the motion to increase the amount to \$100. Amendment carried; motion carried.* ?

There will be a statement on the NEOPA Educational Office Professional plaque similar to what is found in the Bylaws.

Bylaws: (Dee Oltman)

Ballots for proposed changes to the Bylaws and Standing Rules were sent via mail in February with a return of a little over 100 ballots. All proposed bylaw changes were approved by the necessary two-thirds vote; all Standing Rule changes were approved by the required majority vote.

It was noted that the Ballots reflected the use of "Educational" where appropriate. Dee asked that the board members review the "duties of Committees" before they are published on the web site.

Comments from board members included: Article III, Sec 2c should this read "may not be engaged"; can a candidate for President-elect be currently holding one elected office to qualify to run (Standing Rule 9), Louise Henderson Nelson should be the correct title of the award (Refer to the attachment to Standing Rules, Duties of Committees, B and D)

Finance: (Judy Rastede)

The proposed 2006-07 budget incorporated the suggestions provided at the January board meeting. It was noted that the operating savings account is not normally in budget. Discussion followed on the proposed budget. Items of discussion included plaques as a real expense, the proposed budget is

really a guideline and reimbursements need to reviewed as some are really "one-time expenses". A motion to approve the proposed budget (C. Cary, P. Lindholm) was made and the motion carried.

Information Technology: (Karen Jackson & Carol Bom)

The new web pages are up and operating. A membership application and reimbursement expense form (form-field ready) are available on the website and some new things have been added: photo galleries, the 2006 Spring Conference and links, and a "Welcome New Members" page.

NAEOP Liaison: (Lola Young)

There are 30-32 NEOPA members going to national conference in Dallas. A total of 225 pins were ordered; 230 were received and all have been spoken for. If anyone needs pins or pin holders, please contact Lola. Jeanne Andelt and Debbie Hendricks will be assisting Lola with her activities at the conference in Dallas.

Newsletter (NEON): (Judy Anderson)

The Spring 2006 NEON was submitted March 15th for the Rachel Maynard Award for Excellence in Communication. For this edition, the outside front and back covers were printed in color and a higher quality paper was used. Due to a slight misunderstanding with the printer, some of the upgrades cost more than originally estimated. However, thanks to the generosity of Judy's boss, Vi Schroeder, those extra costs (\$148.80) were covered and this higher quality NEON still only cost NEOPA the \$500 that was originally requested.

The next NEON deadline was to be May 1st. However, it was brought to the board's attention that a motion was passed in 1999 (copies of the motion were distributed) to only print three editions (Fall, Winter, Spring) with only an Annual Report to come out in the summer. This Annual Report would include final committee reports, a report on the Spring Conference (and pictures) as well as include a synopsis of each workshop and conference. A short discussion followed on the need for a final end-of-the-year report, the number of NEONS to be published each year, and the design of the competitive issue (Spring). Reports are to be submitted to the president by May 1st who will then compile the information and send it out electronically; there would be only one report on file. Hard copies would be sent to those who do not have e-mail.

Judy will revise the newsletter guidelines for 2006-2007, will distribute the Annual Report and three NEONS.

Side note: L. Morehouse will check on guidelines for the notebooks. Final reports are due May 1st; notebooks will be passed on at the transition meeting in June. Notebooks should include a calendar of events, guidelines, and duties for the committee.

Nominating: (Barb Homer)

NEOPA members elected the 2006-07 officers via mail ballot (President Elect-Chris Cary, Vice President-Peg Aldridge, Secretary-Linda Teach). There was a problem in getting the ballots prepared due to a late nomination. Discussion followed regarding the decision date to submit nominations, the possible need to discuss the deadline at another board meeting.

A motion was made (B. Homer, L. Young) to destroy the ballots before the annual meeting. Motion carried.

A motion was made (D. Oltman, P. Lindholm) to destroy the bylaw ballots after the annual meeting. Motion carried.

Ways & Means: (Lisa Morehouse)

Lisa gave a verbal report on the activity of the committee. Donations are still being received for the auction that will be held at the Spring Conference. The doors will open at 6:30 PM; with the live auction beginning at 7:30. Over 89 items have been received for the auction.

PSP: (Kathy Janda)

A presentation on PS has been made to UNOPA members. The committee sent three packets of information to members who have just joined NEOPA. Twenty-five orders for paperweights (from those who received their PSP prior to 2003) have been received. The cost of each paperweight is \$10. Each member paid \$5 and NEOPA paid the other half. There are eleven receiving PSP recognition at the annual meeting.

Publicity: (Chris Cary)

Chris thanked Barb Homer and her other committee members for all of the work they have done this year. Her written report provided a complete listing of the press releases and e-mails sent out. The committee also prepared postcards and the membership/recruitment brochure. A list of courtesy cards sent was also provided in the report.

Future ideas include: follow-up contacts to groups contacted this year, especially with publicity on the fall workshop; a list serve for the membership and other interested office professionals; using the increased budget monies to develop a stronger campaign plan possibly targeting the colleges and superintendents (this list really produced members this year). It was also suggested that there be a concerted effort to keep some carryover on the committee.

Scholarship: (Virginia Backstrom)

The 2006 NEOPA Student Scholarship winner, Laura Hays of Millard North High School, will attend the Friday evening banquet. She plans to double major in Art and Business at the UN-Omaha.

Scholarship information was sent to a selected number of schools to both the business instructors and counseling staff. Second half funds (\$500) for this year's recipient have been distributed.

It was noted that the scholarship information will be included in the Omaha Public Schools Scholarship Booklet for students.

OLD BUSINESS

Board Reports: Committee reports will be placed in the Spring Conference packets. Directors can just note "The _____ Committee Report can be found on page ____"; you can say more if want to. Deb would like a picture of Board.

Service Project: Please bring monies for the Phone Card for Troops Project to the Conference. Deb thanked Nancy Harter who was the special projects person and ad hoc chair of this committee. Nancy and Deb will check on what is the best way to purchase the cards depending on amount collected.

Spring Conference: There are no specifics on any special needs for the Conference. Board members may be needed tonight to assist where needed.

NEW BUSINESS

NAEOP Field Service Donation: *A motion was made (D. Oltman, C. Bom) to donate \$25 to the NAEOP Field Service. Motion carried.*

NAEOP President Donation: The invite from the South Carolina State President, Mary Hanna, to the banquet and congratulatory line and to send items in for album was shared with the board. It has been customary that NEOPA also provide some monetary support for the NAEOP Foundation. *It was moved and seconded (L. Young, J. Kardell) that NEOPA provide \$25 to the foundation in the name of the incoming President. Motion carried.*

Members attending the Central Area Conference include: Lola Young, Lisa Morehouse, Deb Ryan, Debbie Hendricks and Dianne Wasser.

OTHER BUSINESS

Deb provided an update on her sister's stem cell, bone marrow transplant. There will be a fundraiser and silent auction for her on Saturday.

Dates for the June meeting were suggested: 4, 10-15, 17 or 24. If any of these dates do not work well, please let Deb know.

ADJOURNMENT

Meeting adjourned at 4:20 PM.

Respectfully submitted,

Linda Teach
Secretary Pro Tem

Deb Ryan
2005-2006 President