University of Nebraska - Lincoln
DigitalCommons@University of Nebraska - Lincoln

NEOPA Minutes

NEOPA-Nebraska Educational Office Professionals Association

3-2011

# NEOPA Executive Board Minutes- March 2011

Follow this and additional works at: http://digitalcommons.unl.edu/neopaminutes

"NEOPA Executive Board Minutes- March 2011" (2011). *NEOPA Minutes*. Paper 60.
http://digitalcommons.unl.edu/neopaminutes/60

This Article is brought to you for free and open access by the NEOPA-Nebraska Educational Office Professionals Association at DigitalCommons@University of Nebraska - Lincoln. It has been accepted for inclusion in NEOPA Minutes by an authorized administrator of DigitalCommons@University of Nebraska - Lincoln.

NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION
EXECUTIVE BOARD MEETING MINUTES
Saturday, March 5, 2011
Forestry Building, UNL East Campus

The March 5, 2011 Executive Board Meeting of the Nebraska Educational Office Professionals Association was called to order by President Diane Wasser at 10:40 AM.

**Roll Call:**

| **Present** | **Absent** |
|---|---|
| Kathy Bennetch | Debbie Doolittle |
| Donna Boone | Judy Rastede |
| Amy Chandler | Carol Reed |
| Mary Guest | Donna Straight |
| Debbie Hendricks | Lola Young |
| Sandy Lineberry | |
| Deanna McCoy | |
| Rhonda Meyer | |
| Lisa Morehouse | |
| Jane Schneider | |
| Gretchen Walker | |
| Diane Wasser | |

A quorum was established.

Minutes of the October 21, 2010 Executive Board Meeting of the Nebraska Educational Office Professionals Association were approved as corrected.

**Elected Officer Reports:**

President, Diane Wasser

Diane asked Mary Guest to provide a parliamentary procedure activity at the beginning of the meeting so that we could practice during the meeting. Mary said that the most important thing to observe is protecting the democratic process by giving all members the right to speak and all members the right to vote. Members were given a pin wheel to hold up when they needed to speak and then lay it down when finished. Mary asked Diane to be the moderator and she was asked to call on those who wanted to speak and see that those who had not yet spoken got their chance.

The Central Area meeting scheduled for 3/31–4/1 has been cancelled.

**Fall 2010 Workshop**

Carol Bom submitted a final report from the workshop and Diane let the board know that we received a small profit.

President-elect, Kathy Bennetch, reported the NEOPA membership:

| | |
|---|---|
| Active | 148 |
| Associate | 3 |
| Retired | 12 |
| Honorary | 12 |
| Total | 175 |

Top Recruiter was Nancy Harter with a total of 5

Kathy reported that the Post Office closed the organization's post office box over the Christmas break as we had not paid our annual dues, but she had not received notice that it needed to be paid. The cost to re-open the box and renewal fee is $45, late fee is $15 and fee for another key is $6. After the box was re-opened, there were some membership applications that were processed.

Consensus is to have the President keep a key as well as the President-elect. Kathy was asked to update guidelines and send to the President and Treasurer to have on hand.

Vice President, Amy Chandler

**2011 Spring Conference** will be hosted by LPSAOP at Southeast Community College, April 28 & 29, 2011. The chairs are Lisa Morehouse, Carol Reed and Susan Bell.

**A motion was made by Lisa Morehouse to approve proposed budget for the 2011 NEOPA Spring Conference as presented, seconded by Donna Boone. Motion carried.**

**2011 Fall Workshop** will be hosted by NEOPA at Central Community College in Columbus, Nebraska. Amy presented the schedule and budget. The Workshop will be run the same way that those held at SCC are to make registration and the day run smoothly. After reviewing the budget, the board requested that Amy talk with the organizers and try to cut down the cost. Some suggestions were:

- Attendees pay own way on Thursday night
- Have drum line be free or provide a smaller donation
- Have fewer sessions
- Two items shouldn't be on the budget because they are already in another budget (Printing, advertising, postage; and complimentary meals)
- The proposal included attendance for 50 members; consensus of the board is that we should propose 30
- Amy might visit with Gretchen and Mary to discuss what has been done in the past
- Diane and Sandy offered to help Amy if she wants to go visit with the organizers in person or speak on the phone with them to discuss the cost. The board wants to be sure the organizers feel appreciated and they know that we really want to have the Workshop at that location.

**A motion was made by Donna Boone that the vote for the proposed budget and conference schedule for the 2011 NEOPA Fall Workshop be postponed until the April 2011 Board Meeting, seconded by Mary Guest. Motion carried.**

Secretary, Jane Schneider

Jane purchased a voice recorder to record board and general NEOPA meetings.

She asked the board if they could keep a set of all Officers and Directors guidelines and timelines in one place and offered to keep an electronic copy. Diane asked the board to update their guidelines and timelines and send them all to Jane and Diane. Diane suggested that the historian also keep a copy.

Treasurer, Rhonda Meyer

Copies of the itemized budget and summary were provided and members were asked if there were questions or comments.

After ordering the memorial brick for Becky Hastings, Rhonda received a pin and a letter noting when the memorial service would be. The letter will be scanned for the historian and the original letter and pin will be given to the family. The service will be held on the second Saturday in June at 10 AM in Antelope Park. Diane will send an email informing NEOPA members about the date and time and will ask Debbie Doolittle to put it on the Web site.

Rhonda has not yet seen guidelines written by NAEOP regarding the need to fill out a 990 form in regard to NEOPAs tax responsibilities. Lisa Morehouse said that NAEOP just finalized the guide for forming new associations which has the 990 information in it. She will get that to Rhonda.

A typo was corrected on one of the budget line descriptions and Rhonda provided some clarifications. Gretchen reminded Rhonda to provide a separate line item in regard to the 2010 NAEOP Conference fundraiser. Gretchen will get her the exact amount.

The budget was approved and filed for audit.

Past President, Carol Reed, absent. Diane reported that Carol is working on her final report for 2009-2010 to be presented at the April meeting.

**Director Reports:**

Awards, Gretchen Walker

Gretchen provided a report with a re-cap of awards given at the 2010 Fall Workshop. The Conference Guidelines (page 3, budget) and Award Directors guidelines will be corrected to both read:

Each of the following will receive <u>their meal</u> and <u>one guest meal</u>:

Office Professional of the Year and one guest (two comp meals) provided by Awards Committee. Administrator of the Year and one guest (two comp meals) provided by Awards Committee. Currently, Awards Director guidelines state "winner and 2 guests."

*NEOPA Professional Growth Awards* will be drawn and announced at the NEOPA Spring Conference on April 29, 2011. Letters will be sent out mid-March to the 2009-2010 recipients and they have until July 31, 2011 to use their funds. An article will be sent to the Spring NEON soliciting nominations for the 2011-2012 Educational Office Professional of the Year.

Bylaws, Mary Guest

**Item 1**

**<u>Article IV-Meetings, Section 5</u>.**

**Proposed change:** A minimum of ~~**two**~~ **three** meetings of the Executive Board shall be held during each fiscal year **in addition to the transition meeting that will be held prior to the new board taking office.** Special meetings of the Executive Board may be called at the discretion of the President.

**Item 2**

**<u>Article VI-Officers, Section 1</u>.**

**Proposed change:** The officers of the Association shall be President, President-elect, Vice President, Secretary, ~~**and**~~ Treasurer, **and immediate Past President**. All shall be Active members of the State and National Associations; shall be installed at the Annual Meeting; and shall assume office at the beginning of the fiscal year.

**Item 2A**
If item 2 is approved, **Section 6** would need to be added under **Article VII – Duties of Officers.**

**Proposed change: the immediate Past President shall serve as director of the Field Service Committee; and shall be responsible for submitted the Louise Henderson Nelson Award application to NAEOP.**

**Item 2B**
**If approved, the current Section 6, will need to be changed to "Section 7."**

**A motion was made by Mary Guest to accept the Bylaws revisions as presented to the Board on March 5, 2011 to be presented to the voting membership, seconded by Amy Chandler. Motion carried.**

Standing Rules, Mary Guest

**Item 1**
**Standing Rule #9**
**Proposed change:** Candidates for all elected positions shall have served at least one year on the NEOPA Board or as an elected officer, chair or ~~**committee member**~~ **or hold the same office** in their local association.

**Item 2**
**Sanding Rule #10**
**Proposed Change: NEOPA Educational Administrator of the Year Award**
This award is based on nominations received from the NEOPA membership. A panel of judges will select the candidate that best fits the criteria set forth by the National office. The winner of this award is recognized at our Fall Workshop. **The NEOPA Educational Administrator of the Year will then be NEOPA's nominee for the NAEOP Educational Administrator of the Year that is awarded every summer at the NAEOP conference.**

**Mary asked to withdraw #10 withdraw from the agenda to reword for clarification and bring back to the board in April.**

**A motion was made by Mary Guest to approve the revisions to the Standing Rules #9 as presented to the board on 3/5/11 to be voted on by the voting membership, seconded by Jane Schneider. Motion carried.**

Standing Rule #4 questions:

1) Is the treasurer actually purchasing the gavel guard? Diane said that Carol Reed purchased several last to save on cost so no more will be needed for a while.
2) Is the treasurer securing the gift? There was discussion about what the gift should actually be; consensus is to be consistent with cost and gift selection. Mary suggested giving to the President-elect to develop consistency guidelines and bring back to the April meeting. Diane suggested that possibly the logo for the President's theme could be engraved on the gift.

Miscellaneous "housekeeping" and grammatical issues: Mary suggested correcting minor grammatical issues in the bylaws and standing rules as a housekeeping measure; they were approved by consensus.

Finance/Records, Deanna McCoy

A proposed budget for 2011-12 was reviewed item by item. Deanna was asked to make adjustments, balance it and bring a report to the April board meeting.

Questions and suggestions about voting electronically or voting by mail arose and were referred to the bylaws committee for review and discussion.

Kathy Bennetch ~~requested~~ reported that the Finance/Records Committee handle the archiving. Diane asked everyone to put all items for this year on the flash drive given at last year's transition meeting. Deanna will scan all records for this year and will keep an electronic copy. The hard copies go to the historical society. Lisa Morehouse suggested purchasing a hard drive so that we can put what is on the flash drives onto as flash drives don't last forever.

IT, Debbie Doolittle, absent

Diane reported that Debbie worked to get the Web site up and running. She still needs photos from Jane Schneider, Rhonda Meyer, Deanna McCoy, Donna Straight, Donna Boone and Sandy Lineberry.

NAEOP Liaison, Donna Straight, absent

Diane asked that names of those going to the national conference email Donna Straight.

Newsletter, Susann Wenzl, absent

Susann needed to resign so Diane will write and put together the winter edition of the NEON, Sandy will act as editor. Diane asked if we could send the Fall NEON to the national competition or if we should send winter or spring editions. After discussion, consensus is to send the Fall NEON.

Nominating, Donna Boone

**A motion was made by Donna Boone to approve the proposed slate of officers for the 2011-2012 NEOPA Board pending confirmation of Nancy Harter to run for Vice President/Meeting Coordinator, seconded by Lisa Morehouse. Motion carried.**

**A motion was made by Donna Boone to have the Nominating Committee appointed as the Teller Committee, seconded by Jane Schneider. Motion carried.**

PSP, Debbie Hendricks

Debbie is ordering recognition awards for the past year PSP recipients.

Publicity, Judy Rastede, absent

Scholarship, Lola Young, absent

This year's scholarship winner is Jhany Alvarado out of 5 qualified applicants. She is from Grand Island, Nebraska.

Special Needs Scholarship, Sandy Lineberry

**A motion was made to submit the name of Jacob R. York from Aurora, Nebraska to NAEOP for the Special Needs Scholarship by Sandy Lineberry, seconded by Donna Boone. Motion carried.**

Ways and Means and Spring 2011 Conference Information, Lisa Morehouse

- Lisa will have a 50/50 for the Thursday networking session, Friday morning and afternoon sessions during the Spring Conference.
- Local associations are being asked to bring a basket for a raffle
- NEOPA Past Presidents would like to bring a basket; other organizations can do their own fundraising during the Conference only with permission of the board
- SCC Board room is available for NEOPA Board meeting from 1-5
- LPSAOP received a $500 donation by the Employees Federal Credit Union and will use it for the Spring Conference
- Agenda is in progress, Lisa is working on PSP points
- Business meeting is set for one hour, PSP presentation will be done at that time
- During the Flag ceremony the outgoing and coming in Presidents are needed to retire the colors
- Installation and President's reception will be held in the afternoon
- Certificates will be handed out after the reception
- Lodgings are available at the new Victorian Suites

**Unfinished Business:**

National Awards are due by April 15, 2011; Louise Henderson Nelson award is in progress.

A report from the April 2010 Spring Conference General Meeting will be available at the April 2011 Spring Conference General Meeting.

The Central Area Retreat will be held March 18-20 in Columbia Missouri; 7 people from Nebraska are attending.

**New Business:**

Lola Young is NAEOP President-elect and will become President in 2012 at the NAEOP Conference in California. She has asked for monetary support for her installation expenses. Mary said that in the board minutes a year ago there was discussion about NEOPA doing a special fundraiser in the event that a NEOPA member would become NAEOP President to help with expenses. Diane said that she will ask Lola provide a proposal of what is needed.

From the February 6, 2010 Board Meeting:

**New Business**

Deb Ryan asked the board to consider a fund raiser to help with the financial support for the reception at the NAEOP installation in the event a NEOPA member was to become NAEOP President. Discussion followed about fund raising to offset the expenses encountered by officers at their installation ceremony. A goal of $2,000 is expected to cover these expenses.

Rhonda asked about the cost of creating the gavel box, Lisa will ask her husband, Kevin to provide that for us before the April meeting.

The annual PSP tea will be held April 2, 2011.

President Diane Wasser adjourned the meeting at 2:40 PM.

Respectfully submitted by Jane Schneider, Secretary, and Diane Wasser, President