

10-2003

NEOPA Executive Board Minutes- October 2003

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NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION
Executive Board Meeting
Friday, October 10, 2003
Teacher Administrative Building - Omaha

I. President Dianne Dickey called the meeting to order at 1:50 p.m. The Pledge of Allegiance was recited.

II. Roll Call – Quorum established

Present:

| | |
|----------------|--------------------|
| Dianne Dickey | Jeanne Ann Kardell |
| Julie Kleager | Judy Rastede |
| Lisa Morehouse | Diane Wasser |
| Jane Rumbaugh | Dee Oltman |
| Judy Anderson | Edie Schleiger |
| Jenn Keller | Peg Aldridge |
| Carol Packard | Lynn DeShon |
| Lola Young | Deb Ryan |

Absent:

| | |
|-------------|------------|
| LaRita Lang | Roxi Hiatt |
| Carol Marsh | |

III. Minutes

After minor housekeeping duties of the minutes, a motion was made by Dee Oltman and seconded by Diane Wasser to approve the October 10, 2003, Executive Board meeting minutes as written. Motion carried.

IV. Treasurer's Report

| | | |
|-------------------------|--------------------------|-------------|
| Balance as of 10/03/03: | Checking Account..... | \$ 2,213.88 |
| | Savings (CD)..... | 5,001.39 |
| | Operating Savings..... | 3,544.54 |
| | Scholarship Savings..... | 1,751.18 |

Treasurer's Report was filed for audit.

Discussion was held on Article VII – Duties of Officers, Section 5, of the Bylaws as to when the audit committee should audit the books. Our fiscal year is July 1 to June 30. Suggestions will be forwarded to the Bylaws Committee for their review.

V. Communications / Announcements

A thank you note from Sharon Daggett Manner for our donation of \$25.00 to the Friends of the Foundation Fund honoring President Anne Bomar's installation was read.

VI. Committee Reports

Audit – Lynn DeShon, CEOE, UNOPA

Committee: Judy Rastede & Peg Aldridge

No Report

Awards – Carol Marsh, WEOPA

Carol has resigned her position due to family concerns.

Bylaws – Roxi Hiatt, CEOE, LPSAOP

At this time, no one has asked for any possible changes to the Bylaws or Standing Rules.

Field Service – Lisa Morehouse, CEOE, LPSAOP

Lisa Morehouse suggested that NEOPA extend a personal "invite" to the founders of NEOPA. We also should contact affiliates to promote continued support of NEOPA.

Finance – Jane Rumbaugh, CEOE, OEOPA:

Committee: Susan Bell (LPSAOP), Judy Rastede (treasurer)

An annual budget will be prepared and presented for approval.

Information Technology – Diane Wasser, CEOE, UNOPA:

Committee: LaRita Lang & Carol Bom

The Web Page has been updated with this year's information. Please inform Diane of any changes or corrections.

Diane listed several items that needed clarification concerning the list serve and paid memberships. After much discussion, it was determined to put a reminder in the spring & summer editions of the NEON for renewing of memberships. The membership deadline should also be listed on the membership form.

Meetings Coordinating – LaRita Lang, CEOE, UNOPA:

The NEOPA Board will host the Spring Conference in April 2004. Discussion was held on conference hosts for Fall 2004 and Spring 2005. Flyers will be distributed at the conference. If no response, a letter will go out to affiliates to see if they would be willing to host a conference.

A suggestion was made that a one-day workshop be held in the Fall.

The Board is to review the "Guidelines for Hosting a State Conference" and mail or email suggestions to LaRita; final copy is to be presented and approved at the Board retreat

The committee for reviewing the Guidelines consists of: Jeanne Ann Kardell, Sandy Lineberry, Judy Rastede, Dee Oltman, Sandy Watmore, Lisa Morehouse, and LaRita Lang.

Membership – Jeanne Ann Kardell, WEOPA:

NEOPA membership is 143.

The member who has recruited the most new members this year will be recognized at the Spring Conference.

NAEOP Liaison – Lola Young, CEOE, UNOPA:

Committee: Carol Bom, Debbie Hendricks, Nancy Summers

The committee met and decided that our association needed a unified look at the National Conference. They recommend attendees wear a navy blazer, a yellow top, white/navy/or yellow pants or skirt and pin holder that has been designed by Sandy Watmore. Orders will be taken for the pin holders (\$5.00) and will be delivered at the Spring Conference. A suggestion was made that profits be forwarded to the "pin" costs.

Affiliate certificate will be placed in the Archives.

NEON Newsletter – Deb Ryan, CEOE, LPSAOP:

Deb asked for bios to be sent to her that have not been included in the NEON. Any photos anybody has would be welcome. Articles from National Officers, Central Area Director, and affiliate presidents are also possibilities. The March edition of the NEON will be submitted for the Rachel Maynard award for newsletters.

Nominating – Dee Oltman, CEOE, LPSAOP:

Committee: Lisa Morehouse – others are being recruited

Members will be contacted in January to run for NEOPA offices for 2004/2005. A "Share your Light" article will be in the winter edition of the NEON.

Professional Standards Program – Carol Packard, CEOE, LPSAOP:

Committee: Kathy Janda & Nancy Summers

Kathy Janda completed the "PSP Training the Trainer" seminar at the National Conference and is now a trained consultant. She has trained both Carol Packard and Nancy Summers.

Three members achieved their PSP certification by the September 15, 2003 deadline.

Publicity – Judy Anderson, UNOPA:

One sympathy card and one card of congratulations have been sent.

Scholarship – Edie Schleiger, CEOE, UNOPA:
Applicants are being encouraged to apply.

A motion was made by Lisa Morehouse to allow the NEON chairman to attend a workshop of her choice with the President's approval. Jenn Keller seconded.

Discussion was held:

- 1) should offer be extended to all executive board members if they would like to attend a “furthering education seminar”
- 2) motion did not include a dollar amount
- 3) monies are not in budget to fund this motion
- 4) it's always a good thing to further our continuing educational process
- 5) professional development should be a personal issue
- 6) could possibly create new problems

It was determined that possibly a fund could be established for furthering educational development. The Board will informally discuss.

Because of the discussion held, Lisa Morehouse withdrew the motion.

Ways & Means – Jenn Keller, WEOPA:

The following Ways and Means projects will be at the Fall Conference tomorrow: split the pot, guess the weight of the cake, Husker Football raffle, board basket of home-made goodies, and an addendum to the NEOPA Really Cooks cookbook.

Raffle tickets for the ruby necklace will be distributed at the Fall General Meeting. No tickets will be sold at the conference; however, a packet of ten tickets will be distributed, along with a letter describing the necklace and the process of selling the raffle tickets. The tickets & letter will be mailed to those members not attending the conference. Part of the money raised by the raffle will go to offset the cost of the 40th Anniversary celebration.

VII. Ad Hoc Committee

Committee: Peg Aldridge & Pam Lindholm

We have been gathering information from 39 years of material stored at the Nebraska State Historical Society. We have completed the inventory of materials and are compiling a list of missing materials. The plan is to meet with several retired members to add to the history of NEOPA. The 40-year history should be ready for the Spring Conference and other files completed by June, 2004. A database is being designed.

VIII. Unfinished Business

a. Fall Conference – October 11, 2004

Kitty Buettner & Jane Rumbaugh announced the finishing touches for the conference. A wonderful conference has been planned. Over 50 attendees have pre-registered.

b. Board Retreat – January 15/16, 2004 – Mahoney State Park

- Archives
- Louise Henderson Nelson Award
- Budget
- 40th Anniversary Celebration

c. Central Area Meeting – March 25/26, 2004 – Schaumburg, Ill.

An email will be sent regarding the program, costs, location, etc.

d. Spring Conference / 40th Anniversary Celebration

Judy Anderson & Dee Oltman, Co-Chairs

Conference to be held at The Villager Courtyard and Gardens Hotel, 52nd & O Street, Lincoln, April 15-17, 2004. We are looking forward to another successful conference.

An information sheet for the conference was distributed. A discussion on the “theme” was held. Since the Board is sponsoring this conference, board members were encouraged to sign up for the committee they wish to serve on. Chairpersons are working on securing speakers.

IX. New Business

A picture of Board is to be taken at the Board Retreat.

X. Adjournment

Deb Ryan moved and Lola Young seconded that the meeting be adjourned.

Meeting adjourned at 4:50 p.m.

Respectfully submitted,

Julie Kleager, CEOE

Secretary

Dianne Dickey, CEOE

President