

4-1996

NEOPA General Meeting Minutes- April 1996

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NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION

Spring Conference - Lincoln, Nebraska

Wayne State College

Wayne, Nebraska

General Membership Meeting

April 13, 1996

I. CALL TO ORDER

President Linda Pence called the meeting to order. A quorum was established.

II. ROLL CALL

Roll call was answered by the following affiliates and representatives stating where and when they have their regular meetings:

- 4 Lincoln Public Schools Association of Office Professionals
- 3 Nebraska Department of Education Office Professionals
- 8 Omaha Educational Office Personnel
- 6 University of Nebraska Office Personnel Association
- 5 UNO-Educational Office Professionals Association
- 16 Wayne Educational Office Professionals Association

- 1 Gibbon Public Schools
- 1 Humphrey Public School
- 1 Milford Educational Service Unit
- 1 Milford Elementary School
- 1 Milford High School
- 1 Millard Public Schools
- 2 Norfolk Senior High School

It was noted there were seven NEOPA past presidents in attendance.

III. APPROVAL OF MINUTES

With no additions or corrections to the October 28, 1995 minutes, they stand approved as distributed in the conference packets and printed in the Winter NEON.

IV. COMMUNICATIONS/ANNOUNCEMENTS

None

V. TREASURER'S REPORT

Lynne Smolnik, Treasurer, reported the following balances as of April 13, 1996:

Checking Account	\$2,712.97
Money Market Savings	\$3,628.58
Scholarship Savings	\$1,429.03

Both of the savings accounts are in certificate of deposit accounts at Commercial Federal earning 5.8% interest. The Treasurer's report will be filed for audit.

VI. COMMITTEE REPORTS

AUDIT

No report.

CONSTITUTION & BYLAWS

No report.

FIELD SERVICE

Sandy Lineberry reported she has made contact with three different organizations that might be interested in affiliating with NEOPA. The University of Nebraska at Kearney has employees that belong to a personnel association. Although not all those members would be eligible for NEOPA, those working in an office environment would. Sandy and Linda Pence also met with representatives from Ralston School District about a possible affiliation. Sandy has maintained communication with the Raymond School District representatives who attended the fall conference. They remain a potential affiliate.

FINANCE

Chris Wiles made the motion we accept the following 1996-97 Proposed Budget:

<u>Income</u>	<u>1995-96</u>	<u>1996-97</u>
Memberships	\$2,000.00	\$2,000.00
Ways & Means	1,175.00	1,075.00
Miscellaneous	<u>150.00</u>	<u>150.00</u>
Totals	\$3,325.00	\$3,225.00

<u>Expenditures</u>	<u>1995-96</u>	<u>1996-97</u>
NAEOP Affiliation	\$ 40.00	\$ 40.00
NAEOP Professional of the Year	15.00	15.00
Publicity	15.00	50.00
Membership Promotion	300.00	250.00
Newsletter	1,200.00	1,200.00
NAEOPA Delegate to NAEOP Annual Meeting	500.00	500.00
Election	15.00	25.00
Officer/Committee Expense	570.00	550.00
Field Service	50.00	25.00
M.T. Wood Scholarship	20.00	20.00
Ways & Means	300.00	300.00
Miscellaneous	<u>300.00</u>	<u>250.00</u>
Totals	\$3,325.00	\$3,225.00

Lola Young seconded the motion. There was discussion regarding some of the recommended changes. A major variable expense is the publication and mailing of the NEON. If the editor receives financial support from his/her school district, that cost is sometimes reduced, but we cannot always count on that happening. The motion passed.

MEETINGS COORDINATING

Linda Primm reported she has contacted 11 Associations about hosting a conference. The Fall 1996 Conference will be hosted by the Department of Education. The Spring 1997 Conference will be hosted by UNO. Sandhills is considering Fall of 1997 or Spring of 1998. Past Presidents will also be discussing hosting a conference.

MEMBERSHIP

Marvil Summerfield reported there are currently 132 active members, 14 retirees, seven honorary members, two lifetime members, and one associate member. Of the 132 active members, 43 are new members.

NAEOP COORDINATOR

Doris Merriman gave an enthusiastic report encouraging us all to attend the conference in Seattle this summer. The NAEOP Committee is excited about the "Nebraska, Where the Tall Corn Grows" logo emblem and the accompanying pin. She encouraged us to stop by the table to order the logo items. Pins must be ordered by May 1st to guarantee delivery in time for the Seattle Conference.

Doris shared the membership challenges that we are currently involved with between Iowa and Kansas. She reported that the Executive Board recommends we not continue our challenge with these two states for 1996-97, but recommended we be open to accepting a challenge by a new challenger of equal membership potential. Final decision will be decided by the conference attendees.

NEWSLETTER

Lola Young reported May 6 is the deadline for the next issue of the NEON. Everybody is welcome to contribute to the newsletter. The Winter issue was submitted to the National Association for consideration for the Rachel Maynard Award for excellence.

NOMINATING

Susan Harris reported 13 individuals were asked to run for an elected office, six accepted. Fifty-five countable ballots were returned, which represents approximately 33% of the membership. Elected Officers for 1996-97 will be:

President	Marvil Summerfield
President-Elect	Linda Primm
Vice President	Chris Wiles
Secretary	Glenda Maury
Treasurer	Sandy Watmore

PROFESSIONAL STANDARDS

In Lisa Smith's absence, Linda Pence presented certificates to the following recipients of PSP Awards in 1995-96:

Sandy Lineberry
Lola Young
Phyllis Schnapel
Linda Pence

Linda reminded all members that May 15, 1996 is the next deadline for submission of material. Please remember members must have one year of NAEOP membership before they can apply for PSP recognition.

PUBLICITY

Glenda Maury reported the Wayne Association assumed responsibility for advertising this conference.

SCHOLARSHIP

In Pat Podjenski's absence, Linda Pence announced that Ameer Snyder from Burke High School is the 1996 Scholarship recipient. Her name was submitted for the National competition. Abby Sapp from Lincoln High School was the 1996 alternate. Ameer was invited to attend this meeting but the distance prevented her from coming.

WAYS & MEANS

Susan Harris reported Ways & Means has raised about \$800 in profit this year from all fundraising. Selling the pie certificates raised about \$200.

EDUCATIONAL PROFESSIONAL EMPLOYEE OF THE YEAR

Jeanne Ann Kardell reported there were three nominees for the 1995-96 Professional of the Year. The recipient, who is active in her local, state and national association was announced as Sheila Perry. Jeanne Ann presented Sheila with a plaque.

VII. UNFINISHED BUSINESS

Fall Conference 1996

On behalf of the State Department of Education Office Professional Association, Niki Smith invited us all to the October 19, 1996 conference in Lincoln at the Harvester Motel. Further information will be printed in the NEON.

Spring Conference 1997

On behalf of the University of Nebraska-Omaha Association, Tallajean Bishop invited us to attend the Spring 1997 Conference. The conference will be held in the Peter Keiwitt Conference Center, and the dates will be announced.

VIII. NEW BUSINESS

Past Presidents Scholarship

On behalf of the Past Presidents, Glenna Brott announced Sheila Perry as the 1995-96 recipient of the Eva Sheaff Memorial Scholarship. Sheila is continuing her education at Doane College.

Recommended Bylaw Change

Joyce Graybill, representing the Past Presidents Association recommended the following change be made to the NEOPA Constitution and Bylaws:

Change Section 2 to read:

Membership shall be of four categories: active, active retired, honorary, ~~retired~~, and associate.

Eliminate the retired category and change to active retired.

Change Section 5 to read:

Retired members may maintain their affiliation for paying annual dues. Registration fee for Annual Spring Meeting and Fall Workshops shall be the member fee. Retired members shall have all the privileges of active members except those of holding office, ~~making motions, and voting.~~

It was also recommended the active retired fee be the same as active (\$15 at the present time). The rationale for this recommendation being that the NEON cannot be provided to retired members at the present cost of \$5. This change would be determined by the NEOPA Board in conjunction with the annual budget proposal.

Linda announced this recommendation would be forwarded to the 1996-97 Constitution and Bylaws Committee.

11:44 a.m. Break for lunch

Installation of Officers

The meeting reconvened after lunch with the installation of new officers ceremony. Past President Sandy Lineberry was the installing officer.

The following officers were installed as the 1996-97 NEOPA Executive Board:

Marvil Summerfield	-	President
Linda Primm	-	President-elect
Chris Wiles	-	Vice President
Sandy Watmore	-	Treasurer
Glenda Maury	-	Secretary

Linda Pence thanked NEOPA and gave her closing remarks.

Sandy presented Linda with the Past Presidents plaque. Marvil presented Linda with the Past Presidents pin, and Linda presented Marvil with the president's gavel.

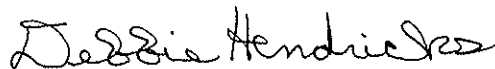
Marvil announced her theme for the year is ACCOMPLISHMENT, and she is aiming for us all to gain accomplishment in both professional and personal challenges. The 1996-97 NEOPA Board will consist of the following committee Chairs:

Audit	-	Jeanne Andelt
Constitution and Bylaws	-	Harry Swartzfeger
Educational Professional	-	Sheila Perry
Field Service	-	Linda Pence
Finance	-	Lynne Smolnik
Membership	-	Linda Primm
Nominating	-	Marlene Einsel
Professional Standards	-	C. Jane Rumbaugh
Publicity	-	Lola Young
Ways & Means	-	Judy Rastede

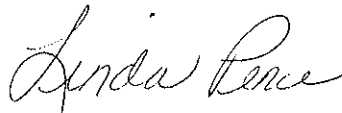
IX. ADJOURNMENT

With special thanks to Wayne Educational Office Professionals Association for all the work they went to in coordinating this conference, the meeting was adjourned.

Submitted by,

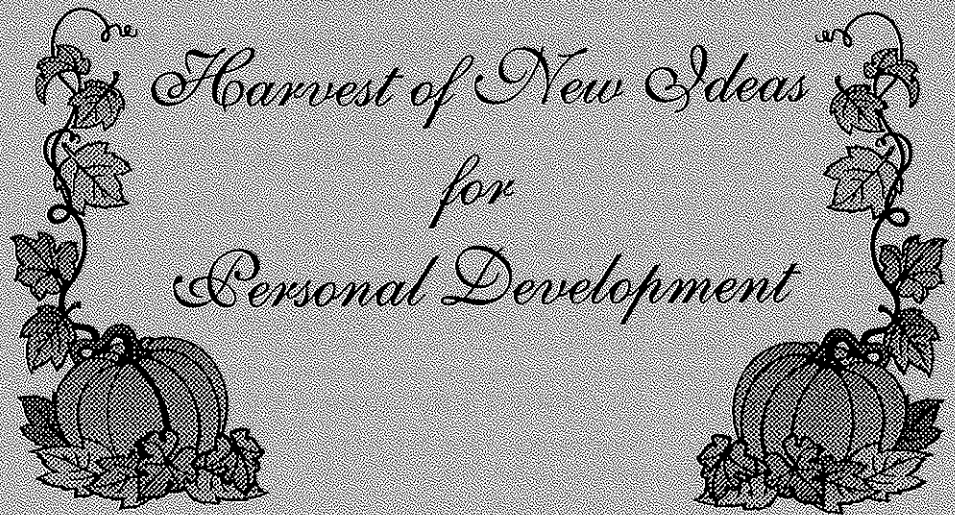


Debbie Hendricks
Secretary



Linda Pence
President

NEBRASKA EDUCATIONAL OFFICE
PROFESSIONALS ASSOCIATION



*Harvest of New Ideas
for
Personal Development*

Annual Fall Meeting
Saturday, October 19, 1996
Harvester Motel
Lincoln, Nebraska

Hosted by the:
Department of Education Office Professionals
(DEOP)