

4-2002

## NEOPA General Meeting Minutes- April 2002

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# NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION

## GENERAL MEETING MINUTES

Friday, April 12, 2002  
Wayne State College  
Wayne, Nebraska

The General Meeting of the Nebraska Educational Office Professionals Association was called to order at 11:15 a.m.

### ROLL CALL

32	Lincoln Public Schools Association of Office Professionals
7	Omaha Educational Office Personnel Association
11	University of Nebraska Office Personnel Association
19	Wayne Educational Office Professionals Association
1	Members with no affiliation
7	NEOPA Past Presidents (included with their association)
4	Retirees (included with their association)
4	Guests

### APPROVAL OF MINUTES

*A motion was made by Deb Ryan and seconded by Mary White to approve the October 26, 2001, minutes. Motion carried.*

### COMMUNICATIONS/ANNOUNCEMENTS – none

### TREASURER'S REPORT

Checking: \$2,957.11  
Operating Savings: \$3,500.61  
Savings (CD): \$4,855.57  
Scholarship: \$1,119.72

### COMMITTEE REPORTS

#### Audit – Judy Rastede

An external audit will be conducted and a report filed by next meeting.

#### Awards – Carol Packard

Carol introduced Sandy Lineberry. Sandy then presented the Educational Professional of the Year Award to Lola Young. Shaun Hesser, Lola's boss was present and said a few words. Debbie Hendricks and Diane Wasser also said a few words in support of Lola.

#### Bylaws – Dee Oltman

Dee informed everyone that the ballots were counted and the Bylaws now includes an Information Technology Committee.

*It was moved by Dee Oltman and seconded by Lisa Morehouse to change Standing Rule #3 to read as follows: "The newly installed President shall be the delegate to attend the Annual meeting of NAEOP. The newly installed President-elect shall be the alternate delegate to attend the Annual meeting of NAEOP. If the President and/or President-elect cannot attend the Executive Board will choose alternate/s by ballot. Conference expenses shall be reimbursed up to \$500 for the delegate and up to \$250 for the alternate delegate. Motion carried.*

*It was moved by Dee Oltman and seconded by Sandy Lineberry that the duties of the Audit Committee be changed to read as follows: The Audit Committee shall audit the account of the Association at the close of each fiscal year and shall submit its report to the Executive Board. There shall be an external audit every five years, starting in the year 2001-2002. This Committee shall be composed of two members (Audit Director and Treasurer). Motion carried.*

*It was moved by Dee Oltman and seconded by Diane Wasser that the duties of the newly formed Information Technology Committee read as follows: The Information/Technology Committee shall maintain and continue to develop the NEOPA Web page, power point presentation and a database for list serve of members and the executive board. The committee shall consist of the director, as Webmaster and two other committee members. They shall serve on a 3-year staggered term. The President-elect, who is responsible for membership is an ex-officio member. Motion carried.*

Field Service – absent – no report

Finance – Christina Wiles

*A motion was made by Christina Wiles and seconded by Lisa Morehouse to accept the budget as presented. Motion carried.*

Meetings Coordinator – Sandy Hansen

Thanked Wayne for everything – Fall conference will be sponsored by the 2001-02 Executive Board. Judy Rastede is the chair. Possibly in Kearney last of October .

Membership Chair – Lisa Morehouse

We have 120 members and nine honorary. Twenty-nine new members in association. Sandy Lineberry received a plaque and gift certificate for recruiting most new members.

NAEOP Liaison – Sandy Lineberry

Pins available for National -- National conference is July 22-26 in Greenville, S.C. Please look at the sheet to make sure your name is listed if you are going. Let Joyce Graybill or Sandy Lineberry know if you need a scarf.

NEON – Diane Wasser

Deadline for next issue is May 1<sup>st</sup>.

Nominating – Sandy Watmore

Sandy reported that we had an 82% return of voting ballots.

Professional Standards Program – Debbie Hendricks

NEOPA has 15 recipients for PSP this year. Eleven from Lincoln Public Schools and four from the University of Nebraska. Debbie presented each of them with a small token of congratulations. The recipients this year are:

Aleta K. Stone	Advanced III, Option I and CEOE (LPS)
Janet Wellman	Advanced III, Option I and CEOE (LPS)
Theresa A. Baustert	Advanced III, Option II and CEOE (LPS)
Phyllis C. Krotz	Bachelor Degree, Option II and CEOE (LPS)
Laura B. Biehl	Advanced III, Option II and CEOE (LPS)
Lanette Dunn	Advanced III, Option I and CEOE (LPS)
Deborah D. Mecom	Bachelor Degree, Option II and CEOE (LPS)
S. Lynn DeShon	Advanced III, Option I (UNL)
Linda Hansel	Master Degree, Option II and CEOE (UNL)
Patricia Marie Dvorak Hust	Master Degree, Option II and CEOE (UNL)
Patricia A. Liedle	Advanced III, Option I (UNL)
Carol Ann Reed	Associate Professional, Option I (LPS)
Edie Schleiger	Bachelor Degree, Option II and CEOE (UNL)
Janet Ann Wassenburg Usher	Bachelor Degree, Option II and CEOE (LPS)
Debbie Wilson	Advanced III, Option I and CEOE (LPS)

Publicity – Sandra Hansen

Sandy sent out one courtesy card and 157 press releases. She also has the scrapbooks on the back table for everyone to look at and if you can label the pictures, please do so.

Scholarship – Dianne Dickey

Dianne will present Patrick Wu the scholarship at the luncheon following the meeting. We had three applicants this year.

Ways & Means – Noretta Howard

We reached our goal this year. Pie sales totaled \$700 and there is a silent auction today and a 50/50.

**UNFINISHED BUSINESS**

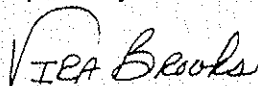
Marketing NEOPA – Lisa Morehouse reported for Kathy Bennetch about the retreat in January and the plans for the future.

Marcella Shotwell, Past President presented the Past President's Eva Sheaff Memorial scholarship to Judy Rastede. Judy received her Bachelors Degree and is now enrolling for a Masters degree.

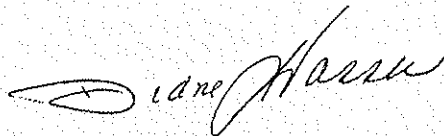
**ADJOURNMENT**

A motion was made by Julie Kleager and seconded by Mary White to adjourn the meeting. The meeting was adjourned at 12:20 p.m.

Respectfully Submitted,



Vira Brooks  
President



Diane Wasser  
Secretary