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NEOPA General Meeting Minutes- October 1993

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**NEBRASKA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION
NEOPA FALL CONFERENCE
LINCOLN, NEBRASKA**

**GENERAL MEMBERSHIP MEETING
OCTOBER 2, 1993**

CALL TO ORDER

President Sandy Lineberry called the meeting to order at 12:28 p.m.

ROLL CALL

Roll call was answered by the following:

3	Retirees
7	Nebraska Department of Ed
1	Grand Island - Central Midland College
5	Lincoln Public Schools
1	Millard
10	Omaha Public Schools
12	University of Nebraska - Lincoln
3	University of Nebraska - Omaha
4	Wayne
2	Ainsworth
1	Gibbon Public School
2	McCook Public School
1	Tri County
2	Falls City
2	St. Paul
2	ESU #4

It was noted that 10 past presidents were present.

APPROVAL OF MINUTES

Minutes of the General Meeting held on May 22, 1993, at the University of Nebraska - Omaha, were printed and placed in packets. Since there were no corrections or additions Delores Wenz moved to approve the minutes as printed, seconded by Lola Young. Motion carried.

COMMUNICATIONS/CORRESPONDENCE

Sandy Lineberry, president, recognized Joyce Graybill who was honored in Tucson, AZ, as the 1993 Olive T. Ritchie NAEOP Educational Office Professional of the Year. Joyce presented a \$150 check to the Past President's Scholarship Fund in celebration of the honor she received. This gift will be presented to the first recipient of the Past President's Scholarship in the spring of 1994.

Correspondence included a thank you note from Joyce Graybill and letters from the following honorary members: Vivian Valentine, Wanza Davis, and Olive Ritchie.

An invitation to attend the Illinois Fall Conference on October 15, 16, and 17, 1993, in Peoria, IL, was received.

TREASURER'S REPORT

In the absence of Lynne Olson, treasurer, Sandy Lineberry, president, gave the treasurer's report. Checking account balance: \$988.67; money market savings balance: \$3,294.91; scholarship savings balance: \$2,474.11. The report will be filed for audit.

REPORTS OF COMMITTEES

The chair of each committee introduced their committee members to the membership.

AUDIT

Johnita Moody, chair for the 1992-93 audit committee, reported the treasurer's books were audited on August 4, 1993. They were found in order and turned over to the 93-94 treasurer. The audit committee suggested the money market account for scholarship show designation 'scholarship' on any accounting papers received from the bank or savings institution. A motion was made at the August 7 Executive Board meeting to accept this suggestion. President Lineberry reported this change has been implemented at Norwest Bank.

There was no report from Angie Ellis, 93-94 audit chair.

CONSTITUTION & BY-LAWS

Committee will be meeting and there are several changes that will be looked into.

EDUCATIONAL PROFESSIONAL EMPLOYEE OF THE YEAR

Pat Podjenski reported she has received one nominee for the 1994 NEOPA Professional of the Year Award. Three judges have been selected.

FIELD SERVICE

Committee will be meeting to formulate plans to contact several areas in the state that do not have a local association.

FINANCE

No report.

MEETINGS COORDINATING

Invitations were extended by members of the following associations for conferences:

Spring 1994 - Falls City, NE, Eva Stark, Conference Chair

Fall 1994 - Grand Island, NE, Diane Lassen, Conference Chair

Spring 1995 - Omaha Public Schools, Omaha, NE Mary White, President

Maggie Kahler moved to accept these conference locations, seconded by Linda Pence. Motion carried.

MEMBERSHIP

Kathy Svoboda reported we have gained 15 new members and have a total of 127. She sent a mass mailing of 381 letters to all educational office personnel within the state.

NAEOP COORDINATOR

Linda Pence congratulated members that were honored in Tucson: Joyce Graybill for her selection as the 1993 Olive T. Ritchie NAEOP Educational Office Professional of the Year; Jeanne Andelt, editor of the NEON, won first place for our state newsletter; Leanna Bounds was awarded her CEOE at the PSP Banquet.

NEWSLETTER

November 10 will be the deadline for the Winter Issue of the NEON. Jeanne Andelt, editor, asked local associations to send news articles to her. She would also like tips for information regarding our profession, health, and safety. If anyone in your local association has won any awards or honors, please send that information to Jeanne. The Winter Issue will be submitted to National for competition.

NOMINATING

Doris Merriman read a clever 'Talent Search' invitation urging members to respond to the opportunity to

serve as an elected officer by agreeing to have their name placed on the ballot.

PROFESSIONAL STANDARDS

Debbie Hendriks asked all those who have received a PSP rating to stand and be recognized. She encouraged all those who are interested in working toward their PSP to attend the mini-session following the business meeting.

PUBLICITY

Jeanne Ann Kardell was busy video taping during the conference. The equipment was provided by Dennis Adams, Forestry, Fisheries and Wildlife, UNL. The plan is to make a video to help in field service.

The Fall meeting was publicized in newspapers throughout the state. Jeanne Ann asked everyone to get news to her.

SCHOLARSHIP

Guidelines for the 1993-94 scholarship competition were published in the Fall NEON and mailed to local association presidents. Everyone needs to help by urging students to apply for the scholarships.

WAYS & MEANS

There will be a raffle at the Spring Conference. Items to be raffled are: a 20" color television (to be purchased later), a smoker/BB grill, a picnic package, and a fluorescent camping lantern. There was also a half & half drawing at the conference.

UNFINISHED BUSINESS

NEOPA Spring Conference will be at Falls City, April 16, 1994. Keynote speaker will be Liz Sexson, Burr Ridge, Illinois, National Recording Secretary.

Central Area Professional Development Day will be in Lincoln on February 4 & 5, 1994. Speakers will be Dr. Marion T. Wood, NAEOP Educational Consultant (a.m. presenter) and Martha Mettscher, NAEOP President-elect (p.m. presenter).

NEW BUSINESS

There was none.

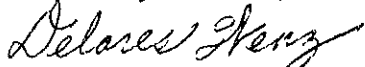
ANNOUNCEMENTS

Two NEOPA members were appointed to collect motion cards at close of meeting. There were drawings for centerpieces at each table.

MEETING ADJOURNMENT

The meeting was adjourned at 1:55 p.m.

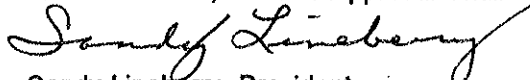
Respectfully submitted,



Delores Wenz, Acting Secretary



Michelle Sieber, Minutes Approval Chair



Sandy Lineberry, President