NEOPA General Meeting Minutes - October 2004
President Jeanne Ann Kardell called the General meeting of the Nebraska Educational Office Professionals Association to order. The Pledge of Allegiance was recited.

I. ROLL CALL

18 Lincoln Public Schools Association of Office Professionals
5 Omaha Educational Office Personnel Association
13 University of Nebraska Office Personnel Association
16 Wayne Educational Office Professionals Association
5 Members with no affiliations
5 Guests

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These numbers (included in their association count) are broken down:
7 NEOPA Past Presidents
4 Retirees

II. APPROVAL OF MINUTES

A motion was made by Lisa Morehouse and seconded by Pam Lindholm to approve the April 16, 2004, General meeting minutes as printed. Motion passed.

III. TREASURER'S REPORT

The report was presented by Treasurer, Judy Rastede. It was noted that when the second semester scholarship bill from UNL is received, money will be transferred from the scholarship savings account to the operating checking account.

Report was placed on file for audit.

IV. COMMUNICATION / ANNOUNCEMENTS

Joyce Graybill reminded the membership that $200 is available to the membership to go towards continuing education courses. Application for the Past President’s award has a deadline of March 1st.

V. COMMITTEE REPORTS

Audit - Lynn DeShon, CEOE, UNOPA
The NEOPA books, dated June 1, 2003 through May 30, 2004, were found to be in order and properly documented.

Awards - Lisa Morehouse, CEOE, LPSAOP
Lisa stated that she would like to see the “Boss of the Year” award re-established. She encouraged the membership to submit nominations.

Sandy Watmore was honored as the NEOPA Educational Professional of the Year. Her name will be forwarded as our entry for the Olive T. Ritchie Educational Office Professional of the Year award.

Bylaws - Kathy Janda, CEOE, LPSAOP
The date that the treasurer’s books are to be audited will be discussed at the Board Retreat in January, 2005.
Field Service - Dianne Dickey, CEOE, LPSAOP
Dianne stated that she is willing to provide in-service and programs to affiliate associations. To date, she has not received any visit requests from affiliates.

Finance - Jane Rumbaugh, CEOE, OEOPA
Committee will be preparing an annual budget for approval in early spring.

Information Technology - LaRita Lang, CEOE, UNOPA
The membership is reminded to visit the website as it has been updated.

Meetings Coordinating - Jenn Keller, CEOE, WEOPA
The NEOPA Spring Conference/CAPDD will be held at the Cornhusker Hotel, Lincoln, NE., March 31, April 1 & 2, 2005.

Membership - Deb Ryan, CEOE, LPSAOP
Deb encouraged the membership to go out and “reach for the future” and get more members. Current membership is 147: 102 renewed; 14 new; 11 retired active; 4 retired; 2 associate; 14 honorary. There are currently 85 NEOPA members with PSP certification.

NAEOP Liaison - Lola Young, CEOE, UNOPA
The national conference in 2005 is being held July 11-15 in Tucson, AZ. She encouraged members who will be attending the conference to contact her as she is ordering our state pin for the conference. Pins will be available for purchase at the Spring Conference in Lincoln.

Newsletter - Carol Bom, CEOE, UNOPA
185 copies of the fall issue of the NEON were printed and distributed. The newsletter was also sent to each incoming president of the local associations in hopes that they would also join NEOPA.

Nominating - Dee Oltman, CEOE, LPSAOP
The committee will begin searching for candidates for the 2005 - 2006 election of officers. Dee encouraged the membership to consider a position on the Board.

Professional Standards Program - Jeanne Andelt, CEOE, UNOPA
Four Nebraskans qualified for their PSP certification by the September 15, 2004 deadline:
   - Nancy Harter, LPSAOP, Advanced III, Option I
   - Nancy Summers, LPSAOP, Advanced III, Option I, CEOE
   - Jodi Lynn Vanek, LPSAOP, Advanced III, Option II, CEOE
   - Jeanne Wenz, LPSAOP, Advanced III, Option I, CEOE
The PSP recipients who have met the January 15, 2005 deadline will be recognized at the NEOPA Spring Conference.

Publicity - Judy Anderson, UNOPA
The membership was reminded to submit articles of interest about their organizations that they would like to have featured and publicized.

Scholarship - Edie Schleiger, CEOE, UNOPA
January 3rd is the entry deadline for the NEOPA student scholarship. Scholarship information has been distributed.
Ways & Means - Sue Gilleland
Two hundred dollars ($200) was collected from the “Death by Chocolate” fundraiser held at the Thursday evening social hour. Everyone was encouraged to participate in the silent auction, basket raffle, and count the candy corn. A “Weekend Getaway” (2 nights at the Cornhusker, dinner for two at Applebees, and two movie passes) raffle will be drawn at the Spring Conference. Cost of raffle is $3 per ticket or 4 tickets for $10. Members were encouraged to sell tickets.

VI. UNFINISHED BUSINESS

a. Fall Conference -
   Congratulations to Denise Mostek, Ann Milliken and WEOPA for hosting such a wonderful conference.

VII. NEW BUSINESS

a. Board Retreat -
   The Board will be meeting at Jeanne Ann Kardell’s home on January 7 & 8, 2005 in Wayne, Ne. for their winter retreat.

b. Spring Conference/CAPDD 2005
   Members of LPSAOP/NEOPA presented a skit to promote and invite the membership to attend the conference on March 31, April 1 - 2, 2005. Theme of the conference is “Taking Care of Business”.

c. NAEOP Conference
   The conference will be held in Tucson, AZ., July 11 - 15, 2005.

VIII. ADJOURNMENT

Jenn Keller moved and Judy Anderson seconded to adjourn the meeting. Motion carried. Adjourn 3:37 p.m.

Respectfully submitted,

Julie Kleager, CEOE  
Secretary  
Jeanne Ann Kardell, CEOE  
2004 / 2005 President