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NEOPA Minutes

NEOPA-Nebraska Educational Office Professionals Association

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NEOPA General Meeting Minutes- October 2005

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Nebraska Educational Office Professionals Association
General Meeting Minutes
Saturday, October 15, 2005
Educational Service Unit #3
6949 South 110th St.
Omaha, NE 68128

CALL TO ORDER/PLEDGE OF ALLEGIANCE
President Deb Ryan called meeting to order at 12:25 PM. The Pledge of Allegiance was recited.

ROLL CALL
23 Lincoln Public Schools Association of Office Professionals
3 Omaha Educational Office Personnel Association
10 University of Nebraska Office Personnel Association
5 Wayne Educational Office Professionals Association
********** **********

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

A quorum was established.

APPROVAL OF MINUTES – Linda Luedtke, CEOE, UNOPA
A motion was made by Lisa Morehouse and seconded by Diane Wasser to approve the minutes of the April 1, 2005 General Meeting minutes as corrected. Motion carried.

TREASURER'S REPORT –Jorena Larson, LPSAOP
Jorena reported that as of October 13, 2005 the checking account has a balance of $1,654.77. Receipts since the last report were $1,080.47 and disbursements were $1,818.84. The Certificate of Deposit balance as of June 30, 2005 is $5,138.80. The operating savings balance is $3,618.66 and the scholarship savings is $1,293.55. This report will be placed on file for audit.

REPORTS FROM DIRECTORS

Membership - Carol Bom, CEOE, NE Department of Education
Carol reported a total of 164 members: 132 active members, 10 active retired members, 3 associate members, 5 retired members, and 14 honorary members. Since the April conference, we have gained 10 new members. They are: Melinda Brannan, Jean Danley, Mari Greer, Karen Jackson, Connie Johnson, Peg Johnson, Melissa Johnson, Cindy Knight, Nicholette Smith, and Ruth Ulrich.

Carol has formed a membership committee to help recruit, retain and refresh membership this year. They plan to put membership information into a database. They are also giving key chains that NEOPA members have made and sending postcards to all members to make them feel like they are a part of the organization. All new members will receive a phone call from the committee welcoming them to NEOPA and thanking them for joining.

Meeting Coordinator - Pam Lindholm, LPSAOP
Pam reported there were 47 members registered for today's NEOPA Fall Workshop and 43 people signed in. Since workshop certificates had an error on them, new certificates will be printed and given to attendees.

Field Service - Jeanne Ann Kardell, CEOE, WEOPA
Jeanne Ann is working this year to encourage membership in NEOPA and NAEOP. She will promote the association and professionalism of educational office professionals through the use of the PSP program.

Audit - Linda Tech, WEOPA
Linda audited the NEOPA books for the fiscal year (July 1, 2004 – June 30 2005). The disbursements and receipts were examined and, with the exception of one carry-forward discrepancy, the accounts were found accurate and in order.

Awards - Mary Guest, UNOPA
The winner of this year's NEOPA Education Office Professional of the Year was Chris Cary, CEOE, UNOPA. Chris was recognized with an engraved plaque and a $100 stipend. She then thanked her nominator Carol Bom and NEOPA members for their support. Chris will now be eligible for the NAEOP Olive T. Ritchie Educational Office Professional of the Year award.

Bylaws - Dee Oltman, CEOE, LPSAOP
This committee will review the NEOPA Bylaws and Standing Rules and welcomed any suggestions for changes.

Information Technology - Carol Bom, CEOE, NE Dept. of Education
Carol and her committee, have been updating the list serve email list, the PowerPoint presentation and maintaining NEOPA's website. Karen Jackson has been developing some changes in our web site look and it will be unveiled soon after the workshop. Roberta and Shelly are working on photo galleries and gathering new information to add to the site.

NAEOP Liaison - Lola Young, CEOE, UNOPA
Lola would like to know the names of those planning to attend the NAEOP conference in Dallas, Texas July 17 -21, 2006. She will be ordering pins to exchange would like those going to national to email her with their pin orders. This year's pin is in the shape of Nebraska, with a red background and a green tree, and "Home of Arbor Day" written on it. Cost is $1.60 each. She will make pin holders for anyone going that does not have one.

Nominating - Barbara Homer, UNOPA
Barbara reported that her committee would be meeting in late November, early December to decide on a calling plan to recruit individuals to run for an elective office for next year. She encouraged members to start thinking about how they can help the organization by running for an office or helping on a committee.

PSP - Kathy Janda, CEOE, LPSAOP
Kathy gave a short presentation on PSP and explained the requirements. A copy of the PSP PowerPoint presentation was included in the workshop packets. Two members qualified for their PSP by the September 15th deadline. They are Michelle Lemke (LPSAOP) receiving her Bachelor Degree, Option II & CEOE, and Angela Rushman (LPSAOP) also receiving her Bachelor Degree, Option II, & CEOE. They will receive the acrylic Nebraska paperweight with their names and PSP level engraved.

Publicity - Chris Cary, CEOE, UNOPA
Chris reported that a new membership brochure was being printed. A direct mail campaign to members will consist of a new brochure and letter from Carol Bom, President-elect and Membership Director. The purpose of the campaign is to introduce the new brochure and persuade members to recruit new members.

Scholarship - Virginia Backstrom, WEOPA
Virginia Backstrom is the new Scholarship director after Jenn Keller left Wayne State University. She will have the scholarship application in the Winter NEON and the information will be put on the website. Information will be mailed to schools but since her mailing list is not complete, she wants members to forward her names of eligible students so she can send them an application.

Ways and Means - Lisa Morehouse, CEOE, LPSAOP
Lisa reported that the only fundraiser at this workshop would be 50/50 drawings, one in the morning and one in the afternoon. Tickets will be $1each or 6 for $5. The main fundraiser will be held at the Spring Conference. There will be a live auction and the opportunity to bid on some items in a silent auction at the Thursday night social. She will be working with local affiliates to help obtain items and/or cash for donations for the auction. She needs committee members.

OLD BUSINESS
The blood drive was a success with 40 blood donations in NEOPA's name.

The YWCA Job Outfitters clothing drive has been a huge success with a large amount of clothing donated. Several members helped unload a truck full of donations. Channel 8 was there and interviewed Deb Ryan and will have a special report on NEOPA's efforts.

NEW BUSINESS
The Central Area Conference will be held in Indianapolis, IN, April 20-22, 2006.

The NAEOP National Conference will be held in Dallas, TX, July 17-21, 2006.

The national office is asking if Central Area would be willing to host a national conference in July 2009. This would be a big commitment but it would be Nebraska and five other states involved, so Nebraska would not be doing all the work. Some locations suggested were Kansas City and St. Louis as they would have more attractions and major airports nearby.

The national office has collected $2000 to benefit members who were affected by the hurricanes in the south this past fall. The state office in California donated $1000 and President Ryan issued a challenge to other states to donate also.

Jorena Larsen moved that NEOPA give $250 for disaster relief to the national office. Chris Cary seconded. Motion carried.

President Ryan explained a proposed change to the language for PSP recertification that would include the words "active participation" at any level, local, state and/or national effective January 1, 2008. This would mean that members would need to stay involved in the different organization levels to be recertified. She asked members to send their comments on this issue to her and she will then forward them by December 15th to Sibyl Hoover, PSP National Committee Chairman. The PSP Governing Board will make a recommendation to the NAEOP Board after collecting feedback from the general membership.

UNOPA PRESENTATION OF SPRING CONFERENCE
Sandy Watmore and Diane Wasser, co-chairs for the NEOPA Spring Conference, informed the workshop attendees of UNOPA's plans for hosting the spring conference. The theme will be Daffodils, Daisies and Dandelions to symbolize similarities and individuality in workers. Members are similar in their dedication to their local, state and national associations as well as their jobs but each is unique and gains different benefits from these organizations. The conference will start Thursday evening, March 30, 2006, at the Howard Johnson Hotel, at 5250 Cornhusker Hwy in Lincoln with a social time, a live auction and a silent auction. This evening will be the fund raising portion of the conference. On Friday, March 31, 2006, the conference will convene with speakers and briefings (two in the morning and two in the afternoon).

ADJOURNMENT
Pam Lindholm moved that the meeting be adjourned and Julie Kleager seconded. Meeting adjourned at 1:28 pm.

Respectively Submitted,

Linda Luedtke, CEOE
Secretary

Deb Ryan CEOE
2005-2006 President