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NEOPA Executive Board Minutes - April 2008

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**Nebraska Educational Office Professionals Association
Minutes from the Board Retreat**

April 10, 2008

The Cornhusker Marriot Hotel

Take the Lead

I. CALL TO ORDER

President Christine Cary called the meeting to order at 3:05 p.m. The Pledge of Allegiance was said.

II. ROLL CALL

Members present:

Christine Cary, CEOE
Becky Hastings
Peg Aldridge, CEOE
Judy Anderson
Linda Teach, CEOE

Carol Bom, CEOE
Kitten Slezak
Peg Johnson
Karen Jackson
Julie Kleager, CEOE

Edie Schleiger, MPA, CEOE
Barbara Homer
Debbie Doolittle, CEOE
Carol Reed

Members absent:

Donelle Moormeier
Michelle Lemke, CEOE

Nancy Harter, CEOE
Amy Chandler

A quorum was established.

III. APPROVAL OF MINUTES

Minutes were read aloud and filed as corrected.

IV. PRESIDENT'S REPORT

President Chris Cary read a letter written by her director, Ellen Weissinger, that went out to 1,400 educational administrators. She also reported that Debbie Hendricks represented her at the president's meeting at the Central Area Conference and she read the report she submitted in behalf of NEOPA. A card was passed around for everyone to sign for Butch Bender, former NAEOP president and NEOPA associate member, who had a stroke. Chris mentioned that her travel dates to National Conference would be July 6-12 and invited anyone to join her. She also reported that OEOPA is working with staff development people to start up a recruitment drive. She visited an LPS meeting and a UNOPA meeting where past presidents were recognized and NEOPA member Jeanne Andelt was awarded the prestigious Rose Frolik Award. She also is attending a C-Vent workshop to look into on-line conference registration for using credit cards and negotiating sites and lodging. The annual gift for the national president was discussed and the following motion was made:

Carol Bom moved to donate \$25 to the NAEOP Foundation and \$25 to National President Linda Tribble's charity, Oak Grove Baptist Church Relay for Life Team. Seconded by Julie Kleager. Carried.

V. PRESIDENT-ELECT'S REPORT

President-elect Becky Hastings led a discussion on the NEON director possibilities. There was a question on if someone outside of Lincoln could hold the position due to the printing and mailing qualifications. It was pretty much agreed that in this day of technology it would be possible. She

shared details of the installation banquet and announced that the transition meeting will be held June 7, 2008 at Nebraska Educational Television (ETV), 9:00-11:30. The full report is attached.

VI. TREASURER'S REPORT

Treasurer Linda Teach led a discussion on the new budget and individual line items, which led to the following motion:

Julie Kleager moved to approve the budget proposed by the Finance Committee. Seconded by Becky Hastings. Carried.

The full report is attached.

VII. VICE PRESIDENT'S REPORT

Vice President Peggy Aldridge reported on the updating of the current Workshop/Conference Guidelines and brought forward the following motion:

Peggy Aldridge moved that an Ad Hoc Committee be established for one year to evaluate and update the current Workshop/Conference Guidelines. Members of the committee would be the current Meetings Coordinator as chair, the newly elected Meetings Coordinator, and one to three members from each of the local associations. Seconded by Becky Hastings. Carried

After an all-morning work session at the January Board Retreat, the board decided to adopt a rotation schedule of local associations hosting the Workshops and Conferences. Peggy prepared the following rotating schedule:

- Fall Workshop 2008 – WEOPA
- Spring Conference 2009 – UNOPA
- Fall Workshop 2009 – OEOPA
- Spring Conference 2010 – LPSAOP
- Fall Workshop 2010 – SEOPA
- Spring Conference 2011 – NEOPA Board

To date, WEOPA, UNOPA, and LPSAOP have agreed to this schedule.

Also decided at the January Board Retreat was that the Spring Conference would be held at Southeast Community College Continuing Education Center for the next three years. This was due to the excellent facility with close lodging, the ease in registering with the use of credit cards, and the assistance in acquiring speakers. Peggy contacted SCC and set up the following dates for the next three Spring Conferences: April 16-17, 2009; April 15-16, 2010; and April 14-15, 2011. UNOPA requested that they be allowed to select the site and date for the 2009 Spring Conference, but the board agreed on the following motion:

Peg Aldridge moved that we follow the Board decision from the January Retreat to hold the 2009 Spring Conference at SCC, but allow UNOPA to work with SCC to select the date. Seconded by Barb Homer. Carried.

The full report is attached.

VIII. MEMBERSHIP REPORT

Becky Hastings reported the following membership numbers as of April 8, 2008:

- Active – 217
- Retired – 14
- Honorary – 14
- TOTAL – 245**

Thirty-one members from last year have not renewed. She sent out reminder letters and e-mails (twice) to all of them. The full report is attached.

IX. LIAISON'S REPORT

Julie Kleager reported that 51 NEOPA active members, three retirees, and two associate members are planning on attending the National Conference in Broomfield, CO July 7-12, 2008. The pins, which are a corncob design, are available for \$1.00 each. Blue and gold ribbon pin holders will also be distributed to those who ordered one. She encouraged the liaisons from the local associations to join her committee, as she will need assistance at conference for the PSP "After Glow" Reception. She also noted that the official Nebraska attire of blue and gold would be worn on Tuesday, which is the Flag Ceremony Day. That is also the day they hope to take the group picture. The full report is attached.

X. NOMINATING COMMITTEE'S REPORT

Edie Schleiger reported that they received 125 ballots with no illegal votes. The results of the voting were:

President-elect – Carol Reed
Vice President – Cheryl Wood
Secretary – Judy Anderson

XI. PUBLICITY COMMITTEE'S REPORT

Barb Homer reported that press releases were sent out announcing the NEOPA Office Professional of the Year and NEOPA Educational Administrator of the Year award winners. She also designed and sent out postcard invitations to the Spring Conference. They were sent to the administrators/directors from the Fall07 Campaign address list. To save cost on postage, the committee typed up labels for the UNO and UNMC administrators/directors and sent them by campus courier mail. The following courtesy cards were sent out:

<u>Sympathy</u>	<u>Get Well</u>	<u>Thinking of You</u>	<u>Congratulations</u>
Sharon Fleer	Marilyn Sailors	Amy Chandler	Jeanne Andelt
Karen Jackson	Kathy Bennetch		
Carol Packard			
Jane Rumbaugh			
Lola Young			
Amy Chandler			

The full report is attached.

X. SCHOLARSHIP COMMITTEE REPORT

Debbie Doolittle reported that they received 13 scholarship applications. Troy Becker from Creighton Community High School was the winner and Lisa Smith, also from Creighton Community High School, was selected as the alternate. Judges were Professor Richard Fleming, UNL; Dr Leslie Lukin, ESU #18 Director; and Kevin Johnston, LPS. The full report is attached.

X. WAYS & MEANS COMMITTEE REPORT

Carol Reed reported they had 70 live auction items and 36 silent auction items ready for the conference. Businesses, as well as many of our members, donated items. It was originally planned to run the silent auction into Friday's conference, but the board suggested it would be better if everything were finalized Thursday night. The full report is attached.

X. FIELD SERVICE COMMITTEE REPORT

Past President Carol Bom reported that she participated in an I-Chat conference with potential NEOPA members in the Grand Island/Kearney area. The committee also compiled information for the NAEOP Marketing Committee regarding publications in Nebraska. Carol also submitted

the application for the Louise Henderson Nelson Award to NAEOP by the March 15, 2008 deadline. On March 25, 2008, she and President Cary visited an OEOPA meeting in Omaha and discussed a recruiting campaign. Carol has been working with the Nebraska Department of Education to form a new affiliation. In May, they will be holding their first meeting where they will elect officers, approve bylaws, and set up committees. A May installation is planned. The full report is attached.

X. AWARDS COMMITTEE REPORT

Kitty Slezak reported that applications for both Z B Mayo, NEOPA's Educational Administrator of the Year, and Deb Ryan, NEOPA's Educational Office Professional of the Year, were submitted to the national competition. The drawing at the conference for the Professional Growth Awards was explained.

X. NEW BUSINESS

Becky Hastings presented a possible agenda item to be discussed at the 2008 Advisory Council Meeting at the National Conference in Broomfield, CO. She needed a vote by the board in order to submit the request.

Becky Hastings moved that we propose that each association be allowed to have an electronic signature of its current president included on the electronic form. Seconded by Debbie Doolittle. Carried.

A copy of the proposal is attached.

X. ADJOURNMENT

Meeting was adjourned at 5:45 p.m.

Judy Anderson
Recording Secretary

Christine Cary, CEOE
President