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## NEOPA Executive Board Minutes - August 2006

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**Nebraska Educational Office Professionals Association  
2006-2007 Executive Board Meeting  
Saturday, August 5, 2006  
Lincoln Public Schools District Office, Lincoln**

**CALL TO ORDER/PLEDGE OF ALLEGIANCE**

Meeting was called to order by President Carol Bom at 9:00 AM. The Pledge of Allegiance was recited.

**ROLL CALL**

The following members were present:

Carol Bom, CEOE	Judy Anderson
Christine Cary, CEOE	Jean Harrison, CEOE
Peg Aldridge, CEOE	Debbie Hendricks, CEOE
Linda Teach, CEOE	Carol Reed
Jorena Larsen	Phyllis Rabe, CEOE
Lois Brown	Nancy Harter, CEOE
Mary Guest, CEOE	Beth Krohn
Becky Hastings	Jean Danley
Karen Jackson	Lisa Morehouse, CEOE

The following members were absent:

Deb Ryan, CEOE	Julie Kleager, CEOE
Amy Chandler	

A quorum was established.

**APPROVAL OF MINUTES**

*A motion was made by Judy Anderson and seconded by Beth Krohn to approve the minutes of the June 24, 2006 Executive Board meeting as written. Motion carried.*

President Carol inquired of the wishes of the Board regarding reports at Board meetings. It was the consensus of the members present to utilize the same method previously utilized with each member bringing her report (21 copies) to the board meeting.

**TREASURER'S REPORT**

Board members were provided with a copy of the final year end report. Jorena reported that as of July 1, 2006 the checking account had a balance of \$1,446.85. The beginning balance for 2005-2006 was \$2,393.14, 2005-2006 receipts were \$8,494.19 and disbursements were \$9,440.48. The Certificate of Deposit balance as of July 1, 2006 is \$5,182.57. The operating savings balance is \$2,744.20 and the scholarship savings is \$2,176.82.

There were no questions and the report was placed on file for audit.

## **COMMUNICATIONS/ANNOUNCEMENTS**

President Carol read a thank you note from Lola Young, CEOE, thanking NEOPA for the corsage provided her as the incoming Central Area Director at the installation banquet at the National Conference. Gail Rosenthal of Columbus Public Schools also thanked NEOPA for the scholarship awarded her at the Spring Conference. Both notes will be published in the next issue of the NEON.

## **REPORTS FROM DIRECTORS**

### **Audit:** (Lois Brown)

Lois reported that Melissa Johnson will be the third member of the 2006-2007 Audit Committee. Accounting firms are being contacted for estimates for conducting the five year review.

Lois inquired if there was a need for a CPA to conduct the five year review or whether a qualified accountant would be adequate. The expense of a CPA for an organization of the size of NEOPA could run over \$500. Discussion followed and the consensus of the board was to utilize a qualified outside source who has an accounting degree or bookkeeping experience. The final selection will be left to the committee.

### **Awards:** (Mary Guest)

The four Professional Growth Awards were presented at the NEOPA Spring Conference: Nicholette Smith (\$100), Cindy Tyrell (\$75), Sandy Riggs (\$50), and LaVay Rinehart (\$50). They will have until July 31, 2007 to use their awards.

Mary reported she had received several inquiries regarding the NEOPA Administrator of the Year Award. Guidelines and nomination forms are available on the NEOPA website. Submission deadline is August 31, 2006. The award will be presented at the October Fall Workshop in Wayne.

The NEOPA Educational Office Professional Award will also be presented at the Fall Workshop. The application forms have been revised to more closely follow the NAEOP forms. Areas revised include 1) criteria, 2) changes to the application form (community activities/personal contributions, removal of the requirement for copies of certificates, transcripts, or enrollment letters), and 3) development of a personnel rating form. There were no changes to the nomination form. The changes will allow the recipient to be better prepared to enter the NAEOP competition. Consensus of the board was that the changes were good ones.

President Carol asked members to encourage more applications for the Administrator of the Year Award.

### **Bylaws:** (Becky Hastings)

Becky announced her committee members: Gretchen Walker, UNOPA; Kitten Slezak, OEOPA, and Carol Stephens, WEOPA.

The committee recommended changing Standing Rule #10 to reflect the name change for the Administrator of the Year. *A motion was made by Becky Hastings, seconded by Jorena Larson, to approve the proposed revision in Standing Rule #10 to reflect the change in the name of the Administrator of the Year to "NEOPA Educational Administrator of the Year". Motion carried.*

The committee also recommended a change to the Duties of Committees, B. Awards Committee. *A motion was made by Chris Cary and seconded by Judy Anderson to approve the proposed change in*

*Duties of Committees as written with the exception of changing the section "to be recognized at the Annual meeting" to "recognized at the Fall Workshop".*

Discussion followed. A motion was made by Mary Guest, seconded by Judy Anderson, to amend the motion on the section "the winner of the NEOPA Educational Office Professional of the Year Award..." to read "the winner of the NEOPA Educational Office Professional of the Year Award and the NEOPA Educational Administrator of the Year Award will each receive a plaque, \$100, and a one-year NEOPA membership in recognition of the award". The motion as amended carried (see attachment A for complete motion).

The committee also recommended a change to Article VII, Section 3 of the Bylaws. The section refers to procedure following a vacancy of the offices of President and President-elect. Upon review of the proposed change and further discussion, the consensus was to recommend that the committee do more research on the proposal and that the committee contact National for their recommendation. Action on the proposed change was tabled.

President Carol reminded board members that each Board member should review Bylaws and Duties of Committees.

The committee also proposed adding a Standing Rule 11 to provide guidance on courtesies extended to an elected or appointed member of NEOPA who is installed at the National Conference. Discussion followed. The consensus was for Becky to confer with Julie Kleager (NAEOP Liaison) and rewrite the duties of the NAEOP Liaison to incorporate the proposed courtesies. The proposed revised duties for the NAEOP Liaison will be moved to unfinished business at the next board meeting.

It was also clarified that the term of the NAEOP Liaison ends after the National Conference.

**Field Service:** (Deb Ryan)

Deb was unable to attend the board meeting but provided a report to members. She is seeking committee members and plans several road trips. There are new NEOPA members in Milford, McCook, and North Platte.

**Finance:** (Amy Chandler)

No report was provided as Amy was unable to attend.

**Information Technology:** (Karen Jackson)

Marilyn Sailors, LPSAOP, will be the official photographer; Karen continues to look for members for the committee.

The committee plans to develop an area on the website for potential members to join a mailing list to receive information on upcoming workshops, conferences, reminders, deadlines, and special events. This list would be a separate list from the NEOPA member mailing list.

Information on the Fall Workshop will soon be up as well as information on the Spring Conference.

Karen has been conferring with the DEAL Lab in the CIT department of UN-Lincoln to develop a secure area for members only (ex. FAQ's, discussion forums, file sharing, image sharing) and to provide capabilities to register/pay online for memberships, workshops, and conferences. While a secure member page may be available within the year, paying for membership online is a very complicated area and this project may have to be put on the "back burner" until all answers are in from UN-Lincoln folks.

A survey area is also being investigated. An example would be one seeking a member's three greatest challenges at work. Results could be utilized by workshop and conference committees.

The NEOPA website was awarded second place in competition at the National Conference.

**Meetings:** (Peg Aldridge)

Work continues on the 2007 Spring Conference. The committee is also recruiting groups to host the 2007 Fall Workshop and the 2008 Spring Conference. Committee members include Diane Wasser, CEOE, and Sandy Watmore, CEOE.

Peg, who also serves as the NEOPA Historian, discussed guidelines for materials that are archived at the State Historical Society, i.e., no staples or holes, paperclips, colored paper. Items archived include minutes, all membership lists, final reports (may need to include all reports into final), reports from each meeting. Peg will send more complete information on these guidelines to board members; this information should be added to each committee's guidelines.

Lisa Morehouse also informed the board members that event insurance for workshops and conferences may be needed in the future.

A brief discussion followed on ways to lighten the work load of event coordinators. This included the possibility of hosting the Spring Conference in the same location for several years. The committee will consider suggestions of the members.

**Membership:** (Christine Cary)

A written report included the following highlights:

1. Current committee members include Connie Paxton and Carol Wusk.
2. Current membership is at 104 and membership packets were sent August 5<sup>th</sup> (welcome, membership card, and key ring for a new NEOPA member or a NEOPA member pin for first time renewals.
3. Renewal reminders will be sent via e-mail or postcard where needed.
4. Work with Publicity Committee to promote membership.

Chris asked that more brochures be made available to directors for promotion purposes. A short discussion followed on possible changes to the brochure, the membership year, and use of a secure area on the website by the committee.

**NAEOP Liaison:** (Julie Kleager)

Julie was unable to attend the board meeting.

**Newsletter (NEON):** (Judy Anderson)

The next issue of the NEON will be out soon. Results of the review at the National Conference have just been received and Judy will try to implement some of the suggestions. She is considering a possible change of the cover design.

A copy of the ad placed in the program for the Administrator's Day Conference was distributed to the members.

**Nominating:** (Jean Harrison)

Jean has started to fill her committee. Copies of the guidelines for each officer are being collected. Officers were asked to send their guidelines to her.

**Professional Standards Program:** (Debbie Hendricks)

Debbie reported that Lola Young and Jeanne Anne Kardell have agreed to be on this committee.

Recertification forms and guidelines are being sent from the National Office.

**Publicity:** (Carol Reed & Phyllis Rabe)

A copy of the news release on the National Conference was distributed to members. Courtesy cards will be sent and members were asked to e-mail Phyllis with any illness, surgeries, and births. E-mails will also be sent to the list serve.

**Scholarship:** (Nancy Harter)

A written report included the following highlights:

1. Current committee member includes Donna Straight, LPSAOP.
2. Scholarship information will be in the 2006-2007 Omaha Public Schools Scholarship Handbook.
3. Scholarship information will be sent to guidance counselors of at least 105 schools.

Nancy inquired if the scholarship would remain at \$1000 for 2006-2007. Consensus was that there would be no change in the amount at this time.

A short discussion on the January 2<sup>nd</sup> deadline followed. Consensus was that this date would not change.

Nancy will work to revamp the application form to follow similar guidelines as the National form. This will enable the NEOPA scholarship winner to complete the National application easily.

Judges for the scholarship will need to be outside of NEOPA.

**Ways & Means:** (Beth Krohn & Jean Danley)

Beth and Jean would like to see more committee members with at least one from each of the local affiliates.

They are also asking for any suggestions for potential projects. They are considering having an auction again with 50/50 raffles for smaller fundraisers.

**UNFINISHED BUSINESS**

**Service Project:** Blood drive

Final numbers will be available in September for the summer Blood Drive Project.

A short discussion followed on possible future projects. Habitat for Humanity was suggested as a future project. Members were reminded that "serving our members" is part of the service project.

**Fall Workshop:**

The Fall Workshop registration form and information sheet was reviewed by members. Suggestions will be utilized in the final version.

The Board Meeting will be on Thursday at 4:00 PM. Linda will arrange for a meeting room.

**NEW BUSINESS**

**Jackie Evans Memorial Garden**

Information on the garden was distributed. Discussion followed on whether NEOPA should purchase at least one brick. This request was tabled until the October meeting.

**National Conference**

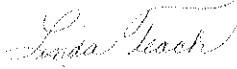
The 2007 National Conference will be in Seattle; the 2008 conference will be in Denver. Co-chairs of the Denver conference will be contacting NEOPA in the near future. NEOPA will probably be responsible for one-two portions of the conference.

**National Office-Wichita**

Carol inquired as to the possibility of a road trip to Wichita, site of the National NAEOP Office. She will do some further research on trip details and e-mail members. If arrangements can be made, a road trip may be possible sometime this fall.

**ADJOURNMENT**

Meeting adjourned at 11:58 AM.



Linda Teach  
Secretary



Carol Bom  
2006-2007 President



**Nebraska Educational Office Professionals Association  
January 12 and 13, 2007  
Southeast Community College, Room 304, Lincoln, NE**

Diane Siefkes, Project Coordinator, SCC Community welcomed the Board Members to Southeast Community College.

**I. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

The meeting was called to order by President Carol Bom, CEOE, at 1:35 p.m. with the Pledge of Allegiance

**II. ROLL CALL**

The following members were present:

Carol Bom, CEOE  
Christine Cary, CEOE  
Peg Aldridge, CEOE  
Linda Teach, CEOE  
Jorena Larsen  
Deb Ryan, CEOE  
Lois Brown  
Mary Guest, CEOE  
Becky Hastings  
Amy Chandler

Karen Jackson  
Julie Kleager, CEOE  
Judy Anderson  
Jean Harrison, CEOE  
Debbie Hendricks, CEOE  
Carol Reed  
Phyllis Rabe, CEOE  
Nancy Harter, CEOE  
Beth Krohn  
Jean Danley

The following member was absent:  
Lisa Morehouse, CEOE.

A quorum was established.

**III. APPROVAL OF MINUTES**

Members were asked to review the minutes previously distributed by Linda Teach, CEOE, via email.

*There being no additions, corrections, or changes, a motion was made by Chris Cary and seconded by Beth Krohn to approve the minutes of the October 12<sup>th</sup>, 2006, Executive Board meeting held in Wayne, NE. Motion carried.*

**IV. TREASURER'S REPORT**

Jorena Larsen reported that as of January 12, 2007 the checking account has a balance of \$1708.08. Receipts since the last report were \$992.03 and disbursements were \$1686.63 (includes scholarship payment). The Certificate of Deposit balance as of July 1, 2006 is \$5,182.57. The operating savings balance is \$2,772.03 and the scholarship savings is \$2,178.19



There being no questions, the report will be placed on file for audit.

## **V. BOARD REPORTS SUMMARY**

Members were asked to review the Board Reports Summary previously sent out electronically as well as additional reports provided at today's meeting. See Appendix A for complete reports.

## **VI. ORAL REPORTS FROM DIRECTORS** (alpha order)

President Carol asked each director to comment on their report as needed.

### **Membership:** (Christine Cary, CEOE)

Chris proposed several motions.

- #1 *Chris Cary moved to purchase post-it flag packs or a similar office-related gift, imprinted with the NEOPA logo, to be distributed to the members during Administrative Professionals Week, at a cost not to exceed \$550 for gifts and postage. This would be the second effort by the committee to honor current members. Chris shared sample packs with the members noting that they are quite popular at her worksite. The approximate cost per pack is \$3.80. The motion died due to lack of a second.*

Discussion followed. First year members have been given a key chain. Second year members have been given a membership pin. It was noted that new pins will need to be ordered and there will be a new set-up fee since the association name has changed.

- #2 *Deb Ryan moved seconded by Peg Aldridge, that NEOPA purchase new membership pins, 7/8 inch in size, to give to all members for Administrative Professional Week and to give to the Membership Director to distribute to all new members. Motion passed. At least 300 would need to be purchased.*

- #3 *Chris Cary moved, seconded by Becky Hastings, to accept the proposed honorary membership nomination form and to award one honorary membership this year. Since this action was approved at the last meeting, this motion was not needed and it was withdrawn.*

### **Past President/Field Service:** (Deb Ryan, CEOE)

The committee will be putting together some information that will be available to anyone assisting with presentations throughout the state.

Deb also noted that she will need originals for the Louise Henderson Nelson award to send in.

Reports for the Meeting Coordination and Bylaws Committee will be discussed later.

### **NAEOP Liaison:** (Julie Kleager, CEOE)

The flyer for the Seattle 2007 Conference was distributed. It will also be sent out via e-mail. Pictures from the 2006 Dallas conference were distributed.

### **Newsletter (NEON):** (Judy Anderson)

The Winter Issue of the NEON is copy ready and will be sent to the printer on Tuesday.

**Nominating:** (Jean Harrison, CEOE)

All four positions are open so far. Candidates at this point in time include:

Becky Hastings-President Elect  
Peg Aldridge-Vice President  
Mary Guest and Judy Anderson-Secretary  
Linda Teach-Treasurer

**Professional Standards (PSP):** (Debbie Hendricks, CEOE)

Members needing to recertify for their PSP certification were sent notices. There has been a good response so far on recertification. Forms are available on the NEOPA web site.

**Publicity:** (Carol Reed and Phyllis Rabe, CEOE)

Since the last report, cards have been sent to ten members (sympathy, get well, and thinking of you). Members were reminded to let Carol or Phyllis know when cards need to be sent.

The committee is updating the brochure as well as developing a letter to be sent to administrators at various Nebraska higher education institutions.

Discussion occurred on the printing of the brochures. The original printing was for 1500 brochures. Members were provided with the cost estimate for various options. The Publicity budget is \$1000 for the year.

**Ways & Means:** (Beth Krohn and Jean Danley)

The flyer requesting silent auction items was distributed and reviewed.

**Information Technology:** (Karen Jackson)

The cost estimate for various options had just been received and was shared with members. It was noted that the "secure" site option is quite expensive. Karen will discuss the estimates further with UNL officials.

Karen distributed tips for "clearing web browser memory cache" as a security measure.

**Finance:** (Amy Chandler)

The proposed 2007-08 budget was distributed. Discussion items included:

- Cost of mailing may go up,
- Each of the directors should recruit one new member (will help increase budget),
- May need to add another Ways & Means activity

Jean Harrison offered to investigate the possibility of obtaining matching funds through Modern Woodman of America. Funds are available for one-time projects; these might include pins for membership, donations for the Fall Workshop project (Haven House this past fall).

*#4 Peg Aldridge moved, seconded by Phyllis Rabe, to approve the proposed budget. Motion carried.*

Meeting was recessed at 3:30 PM to allow members to check in at Chase Suites. Break for check in.

Meeting reconvened at 4:10 PM.

## **VII. NEW BUSINESS**

### **2007 Spring Conference** (Peg Aldridge, CEOE)

Arrangements for the 2007 Spring Conference are nearing completion. Bios, a complete agenda, and Thursday night activities will be published in the NEON. Other registration materials will be available soon.

Details discussed include:

- The social will be at the Chase with Amy Chandler as chair. Members will pay at the door.
- Registration will be completed through Southeast Community College. NEOPA members will be able to register on February 1<sup>st</sup> (\$65 for members, \$75 for non-members; price includes the catered banquet).
- The last date for registration is March 9<sup>th</sup> and registration will be limited due to facility size. Members were encouraged to register early as the SCC Bulletin is distributed to 1800 potential students.
- Members can register online or via phone using a credit card. Groups which desire payment by their institution/employer will need a "letter of authorization" from the institution. A voucher or PO will not be accepted.

Note: Other New Business items were moved to the evening agenda.

## **VIII. UNFINISHED BUSINESS**

### **Central Area Banner**

Debbie Hendricks reported that the banner will be flag style (no tabs) at a cost of \$122 or less. It will fit a podium, similar to the one for NEOPA.

Discussion followed on design. There may be a need to consider change in design if states are re-aligned.

*#5 Debbie Hendricks moved, seconded by Peg Aldridge, to approve the expenditure of approximately \$100 for a Central Area banner to be made and given to Lola Young for use by Central area in time for February Conference. Motion carried.*

### **North Platte Association – Sandhills EOPA**

Carol Bom and Peg Aldridge drove to North Platte on October 24<sup>th</sup> to met with SEOPA members and participate in their monthly meeting. Their President is Sheila Furley. Sheila has joined NEOPA and we will work to continue communicating with them.

### **Fall Workshop Report**

Materials and reports from the workshop have just been received. They will be reviewed and placed on file. Initial reports indicated a profit of \$228.62 with the check coming from WEOPA next week.

### **2008 NAEOP Conference** (Deb Ryan)

NEOPA will be helping with the Denver conference. More details will be available at the next meeting.

NEOPA will be in charge of hospitality suite one day. Snack type food and a Nebraska theme will be utilized. There will be no door prizes. It has been suggested the First Timers Briefing be scheduled earlier. US maps with pins of the various states will be given to first timers. Deb would appreciate any ideas be sent to her.

Discussion also followed on the PSP banquet. Members were asked to share ideas. It was mentioned that escorts would be nice. More committee members will be needed and there will be a meeting before the Central Area conference.

### **Bylaws Review** (Becky Hastings)

The committee has reviewed the Bylaws and would like to address topics found under Article VII, Section 3; Standing Rule 9; and others. The Board will be looking at some proposed major changes and feedback would be appreciated. Final proposals will be sent out with the ballots.

Members viewed a PowerPoint presentation by Becky.

The meeting was recessed at 5:35 PM for dinner. Meeting was reconvened at 6:15 PM with Diane Siefkes and a discussion of facilities for the Spring Conference.

The discussion on the Bylaws presentation continued with suggested changes and initial approval of various proposals. It was noted that any changes to the Bylaws may affect the 2007-2008 proposed budget. Adjustments will be made as needed.

The committee will e-mail board members the final copy of suggested changes.

*#6 Judy Anderson moved, seconded by Deb Ryan, to approve the proposals as amended. Motion carried.* The committee will try to have the final draft out to Board members the last week in January.

See Appendix B for proposals.

## **VII. NEW BUSINESS** (con't.)

### **Honorary Membership**

President Carol proposed that NEOPA consider awarding Linda Sockwell, CEOE, keynote speaker for the Spring Conference an honorary membership to NEOPA.

*#7 Beth Krohn moved, seconded by Julie Kleager, to award Linda Sockwell, CEOE, and keynote speaker for the Spring Conference an honorary NEOPA membership.* Debbie Hendricks suggested that we award this honorary presentation to Linda after her conference presentation. *Motion carried.*

### **Committee Guidelines/Timelines**

President Carol asked members to take time to review the committee guidelines and timelines for their committee; to re-write them as needed, and to send electronic copies to Carol by March 1<sup>st</sup>. These will then be placed on a flash drive as well as in a notebook in hardcopy format. The electronic version should be in Word or RTF format.

### **Archiving Board Materials** (Peg Aldridge, CEOE)

Reports will sent to the Historical Society. Peg would really like final reports to be signed and dated, to be a summary of what happened throughout the year, not stapled, bent, and on acid free paper, if possible. Peg will e-mail Carol a complete set of archiving guidelines.

### **Sourcebook for NEOPA** (Peg Aldridge, CEOE)

Peg shared the idea of a sourcebook as a compilation of information about the organization to include short synopsis, list of directors, committees. It will be compiled in both hardcopy and electronic formats. A short discussion followed on what would be contained in the book.

Board meeting recessed at 7:15 until Saturday morning.

The Board Meeting reconvened at 8:30 AM. Members not present were Lisa Morehouse, Carol Reed, and Peg Aldridge.

### Vision Building

President Carol shared a Future of NEOPA PowerPoint presentation with board members. She challenged board members to consider developing a plan for the future that might include a branding slogan, developing regions within NEOPA, associating with other educational associations such as NCSA, developing various NEOPA PowerPoint presentations for use by members. Various members and committees reviewed the book titled Millennium Membership by Mark Levin (published by the American Society of Association Executives, ISBN 0-88034-163-7) and are working to implement ideas into their committee work. A web survey to collect branding slogans will be designed shortly.

President Carol also referred to the Chapter Leaders Link by D'Amour. She also asked board members to review committee goals and directions. Chris Cary plans to use "Take the Lead" as her slogan for her president's theme next year.

President Carol also asked for possible presentation ideas that could be "taken on the road". Some topics and possible presenters include:

- Lisa Morehouse: developing leaders;
- Chris Cary: packing for business, briefings;
- Judy Anderson: presentation techniques
- Julie Kleager: working smarter, not harder;
- Carol Bom: building/forming associations, effective mentoring;
- Lila Comer: TBD
- Lola Young: writing a winning nomination;
- Debbie Hendricks: TBD;
- Sandra Watmore: excel in ways you might not know;
- Peg Aldridge: collection techniques/maintaining organizational history

Carol asked that other ideas and names be sent to her.

### Other

1. Standing Rule #5  
President Carol asked members to review this Standing Rule. Discussion followed on expenses incurred by presenters promoting NEOPA Field Service activities such as membership and workshops. It was suggested that a new standing rule be written to address reimbursement of expenses incurred by presenters for Field Service at the discretion of the Board. There may be a need to develop a request form as well. This new standing rule will be added to the March agenda.
2. Letterhead (standardized format)  
A short discussion on development of a standardized letterhead format occurred. Linda Teach offered to investigate the possibility of a WSC graphic design group providing some ideas based on brochure information and current materials utilized. Results will be discussed at the March board meeting.
3. NEOPA Website PowerPoint Presentation  
Karen Jackson shared the presentation with members. There was a discussion on various slides and several suggestions were made.

It was also suggested that another presentation be developed for use with Educational Administrators.

4. D'Amour Ideas from the [damour@chapterleaders.com](mailto:damour@chapterleaders.com) web site  
President Carol asked board members to take the survey found on the website before January 30<sup>th</sup>. NEOPA may receive some materials.
5. Central Area Conference  
There is a link on our website to information on the Central Area Conference February 23-24<sup>th</sup>, 2007 in Olathe, KS. NEOPA will need to provide a basket; members are also asked to bring a gift (@ \$5 value) for the Friday Open House.
6. Member Recognition  
Chris Cary asked that the board revisit the membership recognition proposals especially recognition of members for 15 years (or more) of continuous membership. Such members could be recognized in the NEON as the charter members will be in the Spring issue.  
  
*#8 Chris Cary moved, seconded by Jean Harrison, NEOPA allocate up to \$100 for long term member recognition. Motion carried.*
7. Seattle  
Those desiring Seattle pins will need to see Julie Kleager.
8. March meeting  
NEOPA members will need to use the SCC form to register for the Spring Conference. President Carol asked for agenda items. The following will be included: membership recognition, annual scholarship, PSP recognition, bylaws and standing rule revisions, 2008 NAEOP Annual Conference in Denver, professional growth awards.

The next board meeting will be Thursday, March 29<sup>th</sup>, 2:00 PM. Linda Sockwell, CEOE, will possibly be in attendance.

Meeting adjourned 10:40 AM.

Respectfully submitted,

Linda Teach  
2006-2007 Secretary

Carol Bom  
2006-2007 President

