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NEOPA Executive Board Minutes - February 2009

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Nebraska Educational Office Professionals Association

Board Minutes

February 7, 2009

NET & Teleconference w/Wayne

The Key to Success is You

I. CALL TO ORDER – WELCOME

President Becky Hastings called the board meeting to order at 8:34 a.m., followed by the Pledge of Allegiance. This was our first teleconferencing meeting with board members in Wayne, NE.

II. ROLL CALL

Members present:

Becky Hastings	Christine Cary, CEOE	Cindy Franzen & Suzanne Penn
Carol Reed	Joyce Trevett	Susan Bell, CEOE
Cheryl Wood <i>CEOE</i>	Peg Johnson	Carol Packard, CEOE
Judy Anderson	Peg Aldridge, CEOE	Barbara Homer & Linda Luedtke, CEOE
Linda Teach, CEOE	Karen Jackson	Carol Bom, CEOE

Members absent:

Julie Kleager, CEOE	Debbie Doolittle, CEOE	Donna Straight
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A quorum was established.

III. APPROVAL OF MINUTES

Minutes from the August 23, 2008 board meeting were approved as read and the minutes from the October 17, 2008 board meeting were approved as printed.

IV. TREASURER'S REPORT

Treasurer Linda Teach reported that Julie Kleager had found more money left over from the activities at National. The auditing was completed and the sales tax report had been done. She was in the process of enrolling in online banking. She distributed a summary sheet, but was still working on finding a better system. A copy of the treasurer's report is attached.

V. COMMUNICATIONS & ANNOUNCEMENTS

President Becky Hastings announced that Cheryl Wood received her CEOE and that Lisa Morehouse just celebrated her 50th birthday.

VI. PRESIDENT'S REPORT

President Becky Hastings presented new forms for speaker contracts and quote requests created by Chris Cary. Chris also proposed a possible outreach project of volunteering for the Special Olympics will hold their national competition in Lincoln in the summer of 2010. Many events will be held on the University of Nebraska–Lincoln campus. More details and more discussion are planned for the April board meeting.

VII. PRESIDENT-ELECT/MEMBERSHIP'S REPORT

President-elect Carol Reed reported a total membership of 204, which is very good. She also noted that PSP counts are also up. Her detailed written report is attached.

VIII. VICE PRESIDENT/MEETING COORDINATOR'S REPORT

Vice President Cheryl Wood reported that Lisa Morehouse was chairing the committee to review and revise the Guidelines for Hosting a State Conference, and that it is NEOPA's turn to host the Central Area Conference in 2010. **Lisa Morehouse moved to combine the Central Area Professional Development Day with NEOPA's 2010 Spring Conference. It was seconded and carried.**

Diane Wasser reported on the upcoming events and handed out schedule for the 2009 Spring Conference in Lincoln. Kitty Slezak and Noretta Howard reported on the Fall Workshop to be held in Omaha at the

Doubletree Suites on 72nd Street, October 2, 2009. **Peg Aldridge moved to accept the proposed budget from OEOPA for the 2009 Fall Workshop. It was seconded and carried.** Full reports are attached.

IX. PAST PRESIDENT/FIELD SERVICE REPORT

Past President Christine Cary has been researching additional ways to earn PSP credit. NDC offers a Leadership Certificate Program series and she has received a proposal for a half-day training session at the Fall Workshop. Congratulations to OEOPA and NDEOPA for moving their affiliates ahead.

X. DIRECTOR REPORTS

Only directors with reports are listed.

- Finance: Peg Aldridge presented a proposed budget, which was discussed. **Peg Aldridge moved that the remaining \$537.55 left from the 2008 National Conference be placed in the 2010 National Conference funds. It was seconded and carried.**

Peg Aldridge moved that the financing for the combined 2010 NEOPA Spring Conference and Central Area Professional Development Day be run through NEOPA as a separate line item. It was seconded and carried.

Peg Aldridge moved that the conference chairs appoint a financial chair to handle all receipts and income for the committee and serve as liaison to the NEOPA treasurer. It was seconded and carried.

Archives: Peg reported that she needs information from conference chairs such as the final attendee list and a copy of the conference packet. She also needs all final reports from all directors at the end of the year for the archives.

- Bylaws: Peg Johnson reported on several bylaw changes and corrections that were discussed. A detailed report is attached.
- NEON: Suzanne Penn reported that they needed more people to submit news and articles—especially board bios, director reports, and affiliate news. The question on mailing the NEON to a home address was discussed as part of their membership.
- Nominating: Susan Bell reported receiving only one nomination. Ideas were discussed on how to encourage members to step up.
- Ways & Means: Linda Luedtke reported the cookbooks were in and selling great. Each affiliate has a liaison helping with the distribution. The books are paid for and showing a profit of \$3,900. A full report is attached. **Linda Luedtke moved to increase the amount of books ordered from 400-500. It was seconded and carried.**

Barb Homer moved to give Jennifer Ripp \$100 to show our appreciation for her help with re-typing all of the recipes into the required format for the NEOPA cookbook, in creating the recipe collection form, posters, and gift certificates, and driving to Kearney to pick up the books. By her offering to do these things, we saved over a month of production time, \$.39 a recipe, and \$212.80 in shipping and sales tax charges. It was seconded and carried.

- Meeting Guidelines: Lisa Morehouse reported on the process being used by the Conference Guidelines Revision Committee. A full report is attached.

PSP Report - Donald Packard, CEO - no signature from [unclear]

XI. NEW BUSINESS

Bylaw/Standing Rule #5 mileage: **Peg Aldridge moved to reimburse Kitty Slezak for mileage at \$.55 per mile for coming to Lincoln to report on the Fall Workshop. It was seconded and carried.**

CAPDD 2009 will be March 27-29, 2009, at Urbana, IL. **Carol Bom moved that NEOPA pay \$50 towards the contents of the basket for CAPDD. It was seconded and carried.** Lisa Morehouse will see to it the basket gets to CAPDD.

National Conference will be July 20-24, 2009, in Minnesota.

Lola Young, Central Area Director, may include fund-raising ideas in her CA update.

Next meeting: April 16, 2009, 2:00-5:00, at Southeast Community College.

XIII. ADJOURNMENT

Meeting was adjourned.

Judy Anderson
Recording Secretary

Becky Hastings
President