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**NEOPA Minutes** 

NEOPA-Nebraska Educational Office Professionals
Association

1-2008

# NEOPA Executive Board Minutes - January 2008

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# AGENDA NEOPA Executive Board Retreat

Saturday, January 12, 2008 9:00 am – 3:00 pm

The Cornhusker 333 \$ 13 St, Lincoln, NE 68508 Room: Arbor 2

Phone number: 402-474-7474 or 402-310-6109

Bring your appointment calendar.

Morning Danish rolls, coffee, water, lunch, and afternoon snack will be provided.

Chair: Christine Cary, CEOE

9:00 am, Call to Order
Pledge of Allegiance
Roll Call
Minutes
Treasurer's Report

9:10 am, Team Building Activity

9:40 am, Tour of hotel

10:00 am, Introduction of Discussion Topic by Peg Aldridge, CEOE Topic: NEOPA Workshops and Conferences

10:20 am, Small Groups Discuss Topic

12:00 Break for Lunch

Menu: Smoked Turkey Pear Salad, Chicken Tortilla Soup, Dinner Roll, Sweets

1:00 pm, Small Groups Write Motions

1:50 pm, New Business
Discuss & Vote on Motions
Schedule Next Meeting
Distribute To-Go Snacks

3:00 pm, Adjournment

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

January 12, 2008 The Cornhusker Marriot Hotel

Take the Lead

#### I. CALL TO ORDER

President Christine Cary called the meeting to order at 9:05 a.m. The Pledge of Allegiance was said.

#### II. ROLL CALL

Members present:

Christine Cary, CEOE

Peg Johnson

Barbara Homer

Peg Aldridge, CEOE Judy Anderson

Julie Kleager, CEOE

Debbie Doolittle, CEOE

Edie Schleiger, MPA, CEOE Carol Reed

Linda Teach, CEOE

Members absent:

Becky Hastings

Donelle Moormeier

Nancy Harter, CEOE

Carol Bom C EO E

Karen Jackson

Amy Chandler

Kitten Slezak

Michelle Lemke, CEOE

A quorum was established.

#### III. APPROVAL OF MINUTES

Minutes were read aloud and approved as corrected.

#### IV. PRESIDENT'S REPORT

President Chris Cary reported that we had received our affiliation from NAEOP and that Ellen Weissinger will be doing another letter campaign to educational administrators. We discussed the possibility of wearing matching National Conference t-shirts to the Spring Conference social on April 10.

#### V. TREASURER'S REPORT

Treasurer Linda Teach again brought up the large balance in the checking account. The board approved transferring \$1,500 to the Operating Savings account.

### VI. TEAM BUILDING ACTIVITY

The group shared good points about each other followed by applause.

#### VII. TOUR OF THE FACILITIES

Vice President Peg Aldridge led a tour of The Cornhusker through the rooms we will be using for the Spring Conference in April.

### VIII. SMALL GROUP DISCUSSIONS

Peg Aldridge divided the board into three groups and gave each group a series of questions to discuss pertaining to NEOPA workshop and conference planning. Each group was to come up with motions to bring to the board.

#### IX. BOARD DISCUSSION AND VOTING ON MOTIONS PRESENTED

Motion 1: Edie Schleiger moved that spring conferences be held in Lincoln at the Southeast Community College Continuing Education Center and fall workshops be held in various locations around the state. Motion was seconded. Rationale: SCC provides many services, turns over a profit, is an educational facility, and is in close proximity to reasonably priced lodging. They can also provide videoconferencing to remote sites and they offer registration payment by credit card. This would best serve our highest attendees, which are the Lincoln members, while keeping the door open for distance members to host workshops. Motion carried.

Motion 2: Linda Teach moved that the Vice President/Meetings Coordinator would develop a rotation of local associations to host the Fall Workshop and Spring Conference with the possibility of splitting those responsibilities between several associations. Example: UNOPA doing the program, LPSAOP doing the banquet, WEOPA doing the social. Motion was seconded. Motion carried.

**Motion 3:** Linda Teach moved that individual members (those not belonging to a local organization) would be assigned to a local association for the purpose of assisting with conference assignments. Motion was seconded. **Motion carried.** 

**Motion 4:** Linda Teach moved that a minimum two-year rotation be developed and reviewed annually at the Summer Transition Meeting. Motion was seconded. **Motion carried.** 

Motion 5: Peg Aldridge moved to add a liability clause to conference registration forms. Motion was seconded. Motion carried.

#### X. ANNOUNCEMENTS

Lunch was enjoyed at the Terrace Grill.

The next meeting will be held at 3:00 p.m., Thursday, April 10, at The Cornhusker Hotel.

#### X. ADJOURNMENT

Meeting was adjourned at 2:00 p.m.

Judy Anderson Recording Secretary

Christine Cary, CEOE President