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NEOPA Executive Board Minutes - June 2004

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**Nebraska Educational Office Professionals Association
Executive Board Transition Meeting
Saturday, June 26, 2004
Lincoln Public Schools District Office**

I. CALL TO ORDER / PLEDGE OF ALLEGIANCE

Meeting was called to order by out-going President Dianne Dickey at 9:47 a.m.

II. ROLL CALL

Quorum was established.

Present:	Dianne Dickey, CEOE	Jeanne Ann Kardell, CEOE
	LaRita Lang, CEOE	Julie Kleager, CEOE
	Lisa Morehouse, CEOE	Roxi Hiatt, CEOE
	Jane Rumbaugh, CEOE	Lola Young, CEOE
	Deb Ryan, CEOE	Dee Oltman, CEOE
	Carol Packard, CEOE	Edie Schleiger, CEOE
	Jenn Keller, CEOE	Peg Aldridge, CEOE

Absent:	Judy Rastede	Lynn DeShon, CEOE
	Diane Wasser, CEOE	Judy Anderson

III. MINUTES

The minutes were read as distributed. The following corrections were made:

1: Finance - Jane Rumbaugh, OEOPA

It was suggested *that* the Bylaws committee look at reviewing duties/responsibilities of this committee.

2: Indentation of "i." under Awards - Dianne Dickey, LPSAOP.

Lisa Morehouse moved to accept the minutes as corrected. LaRita Lang seconded; motion carried.

IV. TREASURER REPORT

The treasurer's report was not filed for audit.

Discussion was held on how much to transfer to the scholarship savings account.

Dee Oltman moved and Deb Ryan seconded to accept Option 2 of the proposal as follows:

<i>Income from Fall Conference Ways & Means</i>	\$	179.05
<i>Income from Spring Conference Ways & Means</i>	\$	1,276.00
<i>Less Ways & Means Expenses for fiscal year</i>	minus	184.98
<i>Total less expenses:</i>	\$	1,270.07
<i>1/2 of this amount to scholarship savings account:</i>	\$	635.03

V. GUIDELINES FOR HOSTING A STATE CONFERENCE - LaRita Lang, CEOE

The Board reviewed the proposed guidelines. Suggestions were given and corrections were made for the final revisions.

Deb Ryan moved and Edie Schleiger seconded to approve the guidelines as corrected. Motion carried.

VI. PROPOSED ASSOCIATE PROFESSIONAL DEGREE IN OFFICE ADMINISTRATION

Copies of the proposal, submitted by Chris Cary of UNOPA, were distributed. After reviewing the document, it was suggested that maybe the program could be an on-line or web-based learning program. *LaRita Lang moved and Dee Oltman seconded to endorse the Associate Professional Degree in Office Administration proposal presented by Chris Cary, UNOPA. Motion carried.*

VII. CONFERENCE WRAP-UP - Dee Oltman, LPSAOP and Judy Anderson, UNOPA, Co-Chairpersons
Dee Oltman thanked everyone for their part in the success of the conference. It was suggested that we pursue additional financial support for future conferences. Discussion followed.

Lola Young is emailing NAEOP conference attendees to inform them that there are t-shirts available to purchase. Dianne Dickey will email all NEOPA members to inform them as well. The price of the t-shirts is seven dollars for one / ten dollars for two.

President Dickey stated that she will be sending certificates to our three new honorary members; Ann Sawicki, E. Anne Bomar, and La Oeltjenburns. Thank You notes from past presidents were also read.

VIII. ARCHIVING GUIDELINES - Peg Aldridge, LPSAOP

Work on archiving our records at the Historical Society is being completed. Peg, however, will wrap-up some final additions. She has generously put information together for our association's history. She reminded everyone to include committee member's names on their final committee reports. We should include as much information as possible in our reports. Please remember that we should not staple, punch holes, etc. The final reports are to be sent to the President, Secretary, NEON editor, and Historian (Vice -President).

Peg has enjoyed her two years as ad hoc committee director and being involved in archiving our association's materials.

IX. OTHER REPORTS

Nominating - Dee Oltman, LPSAOP

Dee Oltman moved that the nominating director destroy the 2004/2005 election ballots. LaRita Lang seconded the motion. Motion carried.

NEON - Deb Ryan, LPSAOP

The last 2003/2004 edition of the NEON was distributed the first week of June. It was noted that a few changes to the newsletter were made this year. The March edition was submitted to NAEOP for consideration of the Rachel Maynard award for newsletters.

X. THANK YOU

Thanks were given to Dianne Dickey for her year of service as President to our association. She has been a true and faithful leader.

Break - 11:17 a.m.

Reconvene - 11:37 a.m. - Transition to new Board of Directors

I. CALL TO ORDER

President Jeanne Ann Kardell called the meeting back to order.

II. ROLL CALL

Quorum was established.

Present: Jeanne Ann Kardell, CEOE
Jenn Keller, CEOE
Dianne Dickey, CEOE

Deb Ryan, CEOE
Julie Kleager, CEOE
Lisa Morehouse, CEOE

Present, cont: Kathy Janda, CEOE
LaRita Lang, CEOE
Carol Bom, CEOE
Jeanne Andelt, CEOE
Sue Gilleland

Jane Rumbaugh, CEOE
Lola Young, CEOE
Dee Oltman, CEOE
Edie Schleiger, CEOE

Absent: Judy Rastede
Lynn DeShon, CEOE
Judy Anderson

III. APPROVE BOARD OF DIRECTORS

Jane Rumbaugh moved and Sue Gilleland seconded to approve the 2004/2005 Board of Directors as presented. Motion carried.

Jeanne Ann Kardell suggested that directors be encouraged to contact possible committee members that have not been previously involved in NEOPA.

IV. FALL CONFERENCE

The NEOPA fall conference hosted by the Wayne Educational Office Professionals Association will be held October 21 and 22, 2004 at the Student Center on Wayne State's campus in Wayne, Nebraska. The proposed budget was distributed.

V. CAPDD/SPRING CONFERENCE - MARCH 31, APRIL 1 - 2, 2005

Co-Chairs: Peg Aldridge, NEOPA / Lisa Morehouse, LPSAOP

* It will be held as a combined conference.

* PSP points will be given for each section of the conference that members will attend.

* The spring conference to be held in Lincoln, Nebraska at the Cornhusker Hotel. Other locations were investigated before deciding on the Lincoln location. A rate of \$79.99 per night has been set; 30 confirmed room reservations have been guaranteed.

* Theresa Cote, NAEOP Central Area Director has been informed of the dates, etc. Directors were encouraged to volunteer for committees.

* Commercial Federal has committed to contribute financially to the conference.

* A letter is being composed to send out to businesses for possible donations. Members are encouraged to let Lisa and Peg know of possible contacts.

* The conference schedule of events is being planned.

* Lola Young has given the co-chairs the name of a possible speaker.

VI. NAEOP CONFERENCE

- * Lola Young has the flags and will distribute them the night of the presentation of the state flags.
- * Contact Lola Young as some state pins are still available for sale.
- * The "At Home in Nebraska" basket - items are being collected by Dianne Dickey; Jeanne Ann Kardell is creating a patriotic fabric bag to hold the contents.
- * A twenty-five dollar (\$25.00) phone card will be purchased at Sam's Club to be donated at the conference.

VII. NEON DEADLINES

Director Carol Bom presented the following deadlines for the NEON:

August 1st for Fall Edition

November 1st for Winter Edition

February 1st for Spring Edition

May 1st for Summer Edition

Photos of the Directors will be taken at the August meeting.

VIII. NEXT MEETING

Friday, August 6, 2004

3:30 p.m.

Lincoln Public Schools District Office

IX. ADJOURNMENT

*Deb Ryan moved and Sue Gilleland seconded that the meeting be adjourned. Motion carried.
12:07 p.m.*

Respectfully submitted,

Julie Kleager, CEOE
Secretary

Dianne Dickey, CEOE
2003/2004 President

Jeanne Ann Kardell, CEOE
2004/2005 President