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NEOPA Executive Board Minutes - June 2006

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**Nebraska Educational Office Professionals Association
2006-2007 Executive Board Meeting
Saturday, June 24, 2006
Lincoln Public School District Office, Lincoln**

CALL TO ORDER

Meeting was called to order by President Carol Bom at 10:40 AM.

ROLL CALL

The following members were present:

Carol Bom, CEOE	Amy Chandler
Christine Cary, CEOE	Julie Kleager, CEOE
Peg Aldridge, CEOE	Judy Anderson
Linda Teach, CEOE	Debbie Hendricks, CEOE
Jorena Larsen	Phyllis Rabe, CEOE
Deb Ryan, CEOE	Nancy Harter, CEOE
Lois Brown	Beth Krohn
Mary Guest, CEOE	Jean Danley
Becky Hastings	Lisa Morehouse, CEOE

The following members were absent:

Jean Harrison, CEOE
Karen Jackson
Carol Reed

Guest included:

Virginia Backstrom
Barb Homer
Kathy Janda, CEOE
Jeanne Ann Kardell, CEOE
Linda Luedtke, CEOE
Dee Oltman, CEOE
Lola Young, CEOE

A quorum was established.

Incoming and Outgoing Board of Directors Meeting

Each incoming and outgoing board member was introduced and each provided a few personal notes about family, job position, and interests. The 2005-2006 outgoing board members participated in the first portion of the meeting.

President Carol noted the order of items on the published agenda would be adjusted as needed to accommodate members and presenters.

AGENDA

1) Administrator Days, Wednesday--Friday, August 2-4

President Carol noted that the annual Administrator Days Conference will be in Kearney in August. She inquired as to the wishes of the board regarding any NEOPA advertising as part of the NEOPA Marketing Plan. NEOPA could be an exhibitor, a conference sponsor (\$400-\$600), or place an ad in the conference brochure (\$150). Discussion followed.

It was moved and seconded (Judy Anderson, Chris Cary) that NEOPA place a half page ad (\$150) in the 2006 Administrator Days program brochure. Discussion followed. Motion carried.

A general discussion on the conference and other advertising possibilities followed. It was suggested that NEOPA investigate the possibility of a "face-to-face" option for 2007 and the need to make hotel reservations early.

2) 2006-2007 Budget

Jorena Larsen noted that one of the Certificates of Deposit (CD) has matured and the product would no longer be available under the same conditions. She requested recommendations for reinvestment of the monies.

It was moved and seconded (Chris Cary, Deb Ryan) that NEOPA purchase a 12 month CD from the Bank of the West at the rate on the date of purchase to replace the CD that has matured. Discussion followed. Motion carried.

New Business

1) 2006 Fall Workshop

Jeanne Ann Kardell, WEOPA President, distributed the proposed budget for the Fall Workshop and provided a brief explanation of each item. Items of interest: \$30 workshop fee for members, \$45 for non-members with the new membership option available for the nonmembers; Excel (hands on laptops will be available) and Rape Assault Defense (RAD) presentations and demonstrations; and an optional one hour additional presentation on identity theft. The workshop will conclude by 4:30 PM. PSP credit will be available. Registration forms and a complete agenda will be published in the next NEON.

Jeanne Ann also distributed a flyer on The Haven House (www.havenhousefsc.com) and provided a brief description of this organization that provides assistance to women and children over a five county region in Northeast Nebraska and its affiliation with the Nebraska Coalition. She asked NEOPA to support this group as a service project for the Fall Workshop in a similar fashion as the Job Outfitters project last year. A special service project for a hosting city could become a part of the fall workshops. Possible donation items for the Haven House include: backpacks, calculators, flash cards, pencil cases, monetary donations, and office supplies.

It was moved and seconded (Deb Ryan, Amy Chandler) to approve the proposed budget for 2006 Fall Workshop. Motion carried.

2) Sharing of Notebooks and Information

President Carol thanked the outgoing board. She encouraged incoming board members to feel free to call on the outgoing board if there were questions. She opened the floor for any comments from board members.

Folders for incoming board members were distributed. After a review of the directory, several changes were noted by board members: Jean Danley's summer e-mail address is jdandley@alltel.com; Beth Krohn's home telephone number is 326-8240; Linda Teach has received her CEOE; phone numbers for Mary Guest are 613- 2430 (home) and 472-3755 (work).

The outgoing board members met with the corresponding incoming member to share position information and notebooks.

The meeting was recessed for lunch at 11:30 provided by "The Blend". President Carol reconvened the meeting at 12:05.

3) 2006-2007 Board of Directors Agenda

a. Outreach Plan

President Carol shared her vision for the 2006-2007 NEOPA year noting a) 2005-2006 was a great year, b) publicity increased in 2005-2006 especially with the new brochure, 3) the desire to

continue to increase membership and publicity as NEOPA has much to offer office professionals. She would like to concentrate on publicity during 2006-2007 targeting Educational Service Units and reconnecting to former units such as the Sandhills Educational Office Professional Association (SEOPA).

To keep members informed she plans to initiate a "news gram" to be sent to the membership list serve. This is an exciting time to be a part of NEOPA and we need to make all office professionals aware of this.

Due to her new job, Deb Ryan will need help with field service; therefore, she plans to utilize a committee format to reach out to office professionals. President Carol would also like to utilize retired members more. She noted that the key to commitment is involvement and will work to teach NEOPA members how to be future board members.

b. Service Projects

Joyce Halvorsen, Public Relations Director of the Lancaster County Community Blood Bank, was introduced by Nancy Harter. President Carol would like to continue this service project. Joyce provided a brief overview of the donor program and distributed brochures. It takes only about an hour to give the "gift from the heart" and members were encouraged to participate in this effort.

Board members also viewed the video "Jackson's Story".

Signs will be made for the Lincoln area blood drives and distributed via e-mail. Sharon Fleer will be the Project Coordinator for the Wayne area. "Count me in" sheets will also be available for members to assure their donation is credited to NEOPA.

c. 2007 Spring Conference

Peg Aldridge distributed her June report on the 2007 Spring Conference. The conference will be organized by a non-associated group and Peg will serve in an ex-officio capacity on the committee. Coordinators are pursuing a teleconferencing option of which there are three formats available at ESU #3 (I-side cameras, polycom, and closed classroom). The closed classroom is the ideal set-up and teleconferencing costs are determined by the amount of time needed for set up. Teleconferencing would allow NEOPA to broadcast more to out-state locations.

The possibility of PSP credit will be checked out. Peg will submit the agenda to National. There will need to be one facilitator per site.

d. Miscellaneous Folder Contents

President Carol reviewed with board members items in the folders. These included 1) Tips, 2) Reimbursements and form (on the web site), 3) 2006-2007 budget, 4) Committee member possibilities, 5) guidelines for conferences, 6) motion maker, 7) calendar and the major deadlines. Carol would like to try to personally proof all documents before they are sent out. She also encouraged directors to have their committees formed by the August meeting and to use the committee format as a method to get new members involved.

Note: Directors were asked to review all of these items for the August meeting.

e. Board Meetings

Each board meeting will last 2 – 2 ½ hours. Carol inquired as to possible dates and locations for the August meeting—4th, 5th, or 7th. A discussion followed and the consensus was to have the meeting on the 5th in Lincoln. Carol will check into the possibility of the meeting being held at the Nebraska Department of Education (NDE) building or the Lincoln Public School District Office. Meeting will begin at 9:00.

f. Other

Jeanne Ann Kardell was the winner of the T-shirt from Lincoln Community Blood Bank.

ADJOURNMENT

There was no other business. Meeting adjourned at 2:00 PM.

Linda Teach
Secretary

Carol Bom
2006-2007 President

Next Meeting: 9:00 A.M., August 5th, Lincoln, Site TBD