

2012

## NEOPA Executive Board Minutes - October 2012

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**NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION**

**Executive Board Meeting Minutes**

Thursday, October 4, 2012

Southeast Community College, Lincoln, NE

The October 4, 2012 Executive Board Meeting of the Nebraska Educational Office Professionals Association was called to order by President Joyce Trevett at 1:14 p.m.

**Roll Call:**

**Board Members Present** – Joyce Trevett, Gretchen Walker, Denise Fisher, Cathy Robertson, Deanna McCoy, Kathy Bennetch, Mary Guest, Diane Wasser, Suzanne Penn, Carol Bom, Dena Hare, Carol Reed

**Board Members Absent** – Joan Wilkins, Susann Wenzl

**Presidential Advisor Absent** – Lisa Morehouse

Quorum was established.

**APPROVAL OF MINUTES**

The August 25, 2012 minutes were presented for approval. Motion was made by Carol Bom to approve the minutes as presented. Motion was seconded and carried unanimously.

**TREASURER’S REPORT**

Deanna McCoy presented the Treasurer’s report. The report will be filed for audit.

**COMMUNICATIONS/ANNOUNCEMENTS**

No report.

**ELECTED OFFICER REPORTS**

**PRESIDENT – JOYCE TREVETT, CEOE**

Report is attached.

**PRESIDENT ELECT/MEMBERSHIP CHAIR – GRETCHEN WALKER, CEOE**

Report is attached. Membership list as of 10/4/12 was distributed. NEOPA has a total membership of 178 – 148 active, 16 honorary, 12 retired, 2 associate.

**VICE PRESIDENT/MEETINGS COORDINATOR – DENISE FISHER, CEOE**

Report is attached.

A revised budget for the Spring 2013 conference was presented as the speaker and registration costs are lower. A draft of the conference schedule was also presented. Southeast Community College suggested we send out a survey asking members what they would like to see in breakout sessions after we receive the evaluations from this week’s conference.

A proposed budget was distributed for the Fall 2013 workshop to be hosted by UNOPA and held at Southeast Community College.

***MOTION: Mary Guest moved to approve the budget as presented for the 2013 NEOPA Fall Workshop hosted by UNOPA. Denise Fisher seconded the motion. Motion passed.***

**SECRETARY – CATHY ROBERTSON, CEOE**

Report attached.

The Board voted electronically on September 24 on the following motion:

***MOTION: Suzanne Penn moved to accept & utilize the temporary website developed by Susann Wenzl, for NEOPA postings, until the new “official” website is completed and available. Cathy Robertson seconded the motion. Motion passed with twelve affirmative votes, no opposing votes and one no response.***

The question of whether we should post Board and General Membership Meeting minutes on the NEOPA website was raised. It has not been our policy in recent years to post the minutes or meeting agendas.

***MOTION: Denise Fisher moved to post the agenda for the Board meetings and General Membership meetings 10 days prior to the meeting date and to post the draft minutes of the Board and General meeting minutes 30 days after the meeting date. Diane Wasser seconded the motion. Motion passed.***

**TREASURER – DEANNA MCCOY**

No additional report.

**PAST PRESIDENT/FIELD SERVICE – KATHY BENNETCH, CEOE**

Kathy will be visiting affiliates. Dates are set for NDEBridge and Omaha Public Schools. Anyone is welcome to accompany Kathy, however she will try to keep the group from NEOPA small. The focus is to see what they are doing, let them know we are here for them, and determine how we can help them.

**PRESIDENTIAL ADVISOR – LISA MOREHOUSE, CEOE**

Absent. No report.

**DIRECTOR REPORTS**

**AWARDS AND SCHOLARSHIPS – JOAN WILKINS**

Report attached.

**BYLAWS – MARY GUEST, CEOE**

Report attached. The committee has one new member – Kate Rausher from Omaha Public Schools.

**FINANCE/RECORDS – DIANE WASSER, CEOE**

No report. Jeanne Bonnett and Debbie Hendricks are on the committee.

**INFORMATION TECHNOLOGY – SUSANN WENZL**

Absent. Carol Bom reported for Susann.

The committee is working with UNL on the new website template. It will most likely be the end of the calendar year before the new website is up. UNL will set the template and then the committee can add our unique information.

**NEWSLETTER – SUZANNE PENN, CEOE**

Report attached. In addition, issues with members not being able to get the NEON to print have been resolved.

**NOMINATING – CAROL BOM, CEOE**

Report attached. The motion as part of the report was withdrawn as honorary members don't have voting privileges.

**PSP – DENA HARE, CEOE**

Report attached.

**WAYS AND MEANS – CAROL REED, CEOE**

Report attached. NEOPA will receive profit of 40% of the retail cost on the pasta fundraiser. Packets were available from the committee.

The committee asked the Board about a silent auction to be held at the Spring conference. The consensus was that the committee should coordinate the silent auction.

Mary Guest will get the NEOPA paperweights to the committee to sell throughout the year.

**UNFINISHED BUSINESS**

**STRATEGIC PLAN – MARY GUEST**

Responses regarding the strategic plan were received from approximately 30 members. Jolene Palmer will address the workshop on Friday using the responses of met and unmet needs.

**MEMBERS SCHOLARSHIP – LISA MOREHOUSE**

Absent. Gretchen Walker reported that Lisa will work on the scholarship guidelines with the committee after the fall workshop.

**LEADERSHIP E-SERIES – CAROL BOM, DENISE FISHER, MARY GUEST, LISA MOREHOUSE**

Report attached. Seventeen members are signed up for the E-Series as part of tomorrow's workshop.

**DIGITAL COMMONS – KATHY BENNETCH**

Report attached. Committee members are needed.

Report from Committee meeting of September 5, 2012 is attached. We should look only at 'critical' things to keep in the archiving process. The committee will develop a procedure, in phases, on how to proceed.

**LOLA YOUNG EVENT – LISA MOREHOUSE**

Absent. No report.

Deanna McCoy reported that there are a few donations received by NEOPA that were designated to go directly to Lola Young to cover expenses. Kathy Bennetch will work with Deanna to verify the amounts and get a check sent to Lola.

**DIRECTOR GUIDELINES/TIMELINES – KATHY BENNETCH, CAROL BOM, LISA MOREHOUSE, GRETCHEN WALKER**

Carol Bom reported the committee has not yet met. The last Guidelines/Timelines were done in 2003. A copy of the 2003 Guidelines/Timelines will be sent to the Board for their review and input.

**NEW BUSINESS**

**TUESDAY E-MAIL – MARY GUEST**

Mary has sent an e-mail out on Tuesdays that is designed to engage members to think of strategic planning. The response to the e-mails has been good. Feedback from the responses and the strategic planning portion of the Fall workshop will be sent to members.

After the Fall workshop, Board members will be asked to send Joyce Trevett a short synopsis of their office which will be sent periodically to the membership.

**NAEOP REIMBURSEMENT REQUEST – KATHY BENNETCH**

A request was made to NAEOP by Sandy Lineberry to reimburse NEOPA for expenses incurred during Lola Young's installation. Deanna McCoy will review the amount NEOPA has already reimbursed for expenses related to the installation. NEOPA had approved payment of installation expenses up to \$1500. However, not all the available funds had been used. Joyce Trevett will contact NAEOP and let them know we will not accept the requested reimbursement.

**COMMITTEES – CAROL BOM**

Carol expressed concern that we aren't getting members to serve on committees and commit to put their name on the ballot for an elected office. Joyce Trevett will promote service on committees at the workshop tomorrow. As a Board, we need to emphasize that in many cases committee work can be done electronically and break down the time commitment so members know the job isn't overwhelming.

The next Board meeting will be held on January 12 in Columbus, NE.

The meeting adjourned at 3:45 p.m.

Submitted: Cathy Robertson, Recording Secretary  
Joyce Trevett, President