2012

NEOPA General Meeting Minutes - October 2012

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The October 5, 2012 General Meeting of the Nebraska Educational Office Professionals Association was called to order by President Joyce Trevett at 12:02 p.m.

**Roll Call:**

<table>
<thead>
<tr>
<th>Local Association</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nebraska Department of Education (NDE Bridge)</td>
<td>5</td>
</tr>
<tr>
<td>Lincoln Public Schools (LPSAOP)</td>
<td>17</td>
</tr>
<tr>
<td>NEOPA Past Presidents</td>
<td>8</td>
</tr>
<tr>
<td>Omaha Public Schools (OEOPA)</td>
<td>3</td>
</tr>
<tr>
<td>University of Nebraska (UNOPA)</td>
<td>14</td>
</tr>
<tr>
<td>Wayne State College (WEOPA)</td>
<td>4</td>
</tr>
<tr>
<td><em>FROLIKers</em> (UNOPA Past Presidents)</td>
<td>8</td>
</tr>
<tr>
<td>Members with No Local Affiliation</td>
<td>1</td>
</tr>
<tr>
<td>Guests</td>
<td>2</td>
</tr>
</tbody>
</table>

A quorum (10% of membership) was established.

**Minutes – Cathy Robertson:**
The minutes of the April 13, 2012 general membership meeting were presented via written report.

**Motion:** Lola Young moved the minutes be approved as corrected. Phyllis Rabe seconded the motion. The motion passed.

**Treasurer’s Report – DeAnna McCoy:**
The Treasurer’s Report was presented via written report. The report will be filed for audit.

**Communications/Announcements:**
We received two pieces of correspondence:
- Lola Young sent a thank-you note for the gifts she received from NEOPA for her installation as NAEOP National President.
- Dr. Roger Breed sent a thank-you note for the gifts he received from NEOPA for his 2012 NEOPA Administrator of the Year award.

**ELECTED OFFICER REPORTS:**

**President – Joyce Trevett:**
The paperwork for Affiliation with NAEOP has been filed.

The first semester payment to Southeast Community College has been sent for the benefit of Shyanne Thompson, our NEOPA scholarship winner.

NEOPA purchased a brick in the NAEOP Memorial Garden in honor of Dr. Roger Breed, 2012 NAEOP Administrator of the year.

Joyce will communicate with NEOPA members via e-mail.

The NEOPA Board will host the Spring 2013 Conference. Co-chairs are Diane Wasser and Mary Guest.
President-elect/Membership – Gretchen Walker:
Membership information:

- Active: 148
- Retired: 12
- Honorary: 16
- Associate: 2
- TOTAL: 178

NEOPA brochures are available to promote the association to co-workers and supervisors.

Members were encouraged to serve on a NEOPA committee.

Vice President/Meetings Coordinator – Denise Fisher:
Today’s workshop is hosted by the NEOPA past presidents with Diane Dianne Dickey and Chris Cary as co-chairs. Denise thanked the committee for a great job. The e-Series kicks off today as part of the workshop. The e-Series is designed to engage members and provide them with an opportunity to receive credit toward their PSP professional growth designation.

The Spring 2013 Conference will be held April 19 at the Southeast Community College Continuing Education Center in Lincoln and is hosted by the NEOPA Board. Diane Wasser and Mary Guest are co-chairs.

The Fall 2013 Conference will be held in Lincoln and will be hosted by UNOPA. Mary Guest and Cathy Robertson are co-chairs.

Denise will be in touch with other local affiliates to host future workshops.

Publicity and Marketing are also part of Denise’s office. She hopes to improve our presence across the state and reach out to Administrators. If you are interested in serving on this committee, see Denise.

Secretary – Cathy Robertson:
If you are interested in helping proof-read minutes, see Cathy.

Treasurer’s Report – DeAnna McCoy:
No additional report.

Past President/Field Service – Kathy Bennetch:
Kathy plans to visit all local affiliates to find out how NEOPA can help. If you have ideas of communities who don’t currently have a NEOPA local affiliate, contact Kathy.

Presidential Advisor – Lisa Morehouse (absent):
No report.

DIRECTOR REPORTS:

Awards – Joan Wilkins:
Information on the NEOPA Student Scholarship was sent to 233 high school guidance and business educators across the state.

The 2013 NEOPA Office Professional of the Year was presented to Gretchen Walker, UNOPA. Gretchen will receive a $100 check, a plaque, certificate and a one-year membership to NEOPA. Gretchen thanked NEOPA for the opportunity it provided her for growth through the association. Gretchen also thanked her co-worker, Linda Ratcliffe, for nominating her, and those who have traveled with and mentored her.
through her years of involvement. The $100 check will be turned back to NEOPA to use for member scholarships.

Bylaws – Mary Guest:
Mary invited members to look at the Bylaws and see it as a living document to reflect the association. If you see something that needs to be addressed, contact Mary. The Bylaws committee is always looking for members and will meet soon so they can prepare any revisions for a spring vote.

Finance & Records – Diane Wasser:
The committee will be working on the budget for next year which we will approve in the spring. If you are interested in assisting, contact Diane. This serves as the record for NEOPA providing history for the association.

Information Technology – Susann Wenzl (absent):
No Report.

NEON Newsletter – Suzanne Penn:
The newsletter committee is looking for members from each of our affiliates and would like news articles from each affiliate. Suzanne thanked everyone for their patience with the first issue of the NEON which is posted on the NEOPA temporary website. The next deadline is November 16.

Nomination – Carol Bom:
Carol encouraged members to read the articles in the NEON, including one on serving on committees. If you have one hour a month, a committee could use your help.

PSP/NAEOP Liaison – Dena Hare:
The 2013 NAEOP Conference will be held in July 2013 in Alexandria, VA. See Dena for more information.

Ways and Means – Carol Reed:
The fundraiser is selling Fun Pasta. See Carol or her committee for order information. We will draw for the 50-50 at the end of the workshop. A silent auction will be held at the Spring Conference. Proceeds of our fundraisers go to fund our student scholarship.

UNFINISHED BUSINESS:
None

NEW BUSINESS:
Carol Bom announced the NEOPA Past President’s scholarship which covers tuition or books. The deadline to apply is January 15. Information will be posted on the NEOPA website.

The next scheduled NEOPA General Membership meeting will be held on Friday, April 19 in Lincoln, NE. The meeting was adjourned at 12:39 p.m. by Joyce Trevett, President.

Submitted: Cathy Robertson, Secretary
Joyce Trevett, President