2013

NEOPA General Meeting Minutes - April 2013

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The April 19, 2013 General Meeting of the Nebraska Educational Office Professionals Association was called to order by President Joyce Trevett at 10:55 a.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>10</td>
</tr>
<tr>
<td>Lincoln Public Schools (LPSAOP)</td>
<td>22</td>
</tr>
<tr>
<td>NEOPA Past Presidents</td>
<td>7</td>
</tr>
<tr>
<td>Omaha Public Schools (OEOPA)</td>
<td>3</td>
</tr>
<tr>
<td>University of Nebraska (UNOPA)</td>
<td>15</td>
</tr>
<tr>
<td>Wayne State College (WEOPA)</td>
<td>2</td>
</tr>
<tr>
<td>FROLIKers (UNOPA Past Presidents)</td>
<td>8</td>
</tr>
<tr>
<td>Members with No Local Affiliation</td>
<td>2</td>
</tr>
<tr>
<td>Guests</td>
<td>2</td>
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A quorum (10% of membership) was established.

Minutes – Cathy Robertson:
The minutes of the October 5, 2012 general membership meeting were presented via written report.

Motion: Carol Bom moved the minutes be approved as corrected. Dena Hare 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:
Joyce Trevett announced there are three opportunities to earn points toward PSP certification/recertification/upgrade:

- NAEOP National Conference – Alexandria, VA – July 2013
- NAEOP Institute – Salt Lake City, UT – October 2013
- NEOPA Fall Workshop – Lincoln, NE – October 18, 2013

Elected Officer Reports:
President – Joyce Trevett:
No report.

President-elect/Membership – Gretchen Walker:
Membership information:

<p>| | | | |</p>
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<tbody>
<tr>
<td>161</td>
<td>Active</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Retired</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Honorary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Associate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>191</td>
<td>TOTAL</td>
<td></td>
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</table>
Members are needed to chair two NEOPA committees in the new year: Finance/Records and Newsletter. See Gretchen if you are interested.

**Vice President/Meetings Coordinator – Denise Fisher:**
The Fall 2013 workshop will be hosted by UNOPA on October 18. The Spring 2014 conference will be hosted by NDE Bridge on April 11. Both will be held at Southeast Community College Continuing Education Center.

New NEOPA polo shirts are available for purchase. The cost is $20. See Denise if you are interested.

**Secretary – Cathy Robertson:**
No Report.

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

**Past President/Field Service – Kathy Bennetch:**
Absent. No report.

**Presidential Advisor – Lisa Morehouse:**
Absent. No report.

**DIRECTOR REPORTS:**

**Awards – Joan Wilkins:**
Four Professional Growth Awards were drawn from the membership list. Winners are:
- Jane Schneider (UNOPA) $100
- Margaret Proffitt (LPSAOP) $75
- Nicole Kubik (LPSAOP) $50
- Marcella Shotwell (Retired) $50

The award can be used to attend a state, regional or national workshop or conference.

The winner of the NEOPA Office Professional of the Year from the fall is submitted in March for the NAEOP Educational Office Professional Award competition. Gretchen Walker received the award this year but is unable to compete in the NAEOP competition as she is on the NAEOP Board. NEOPA co-sponsored with UNOPA to submit Mary Guest as our candidate in the NAEOP competition.

Members are encouraged to submit applications for both the Office Professional of the Year and the Administrator of the Year award. The deadline for submission is August 31. No pre-nomination is required for either award.

Our Student Scholarship winner and her mother will attend our luncheon today. We received 24 applications for this year’s scholarship.

We submitted a student’s name this year for the NAEOP Students with Special Needs Scholarship.

**Bylaws – Mary Guest:**
The proposed Bylaw and Standing rule changes were all approved by vote of the membership. The Bylaws will be updated and sent to members electronically. Going forward, information regarding Bylaw changes will be sent to members thirty days prior to voting. Members would then have an opportunity to review and ask questions before they are asked to vote.
Finance & Records – Diane Wasser:
The proposed budget was distributed.

**MOTION:** Diane Wasser moved to accept the proposed budget as presented. Mary Klucas seconded the motion. The motion passed.

Information Technology – Susann Wenzl:
Absent. No Report.

NEON Newsletter – Suzanne Penn:
The committee published three successful issues. Suzanne thanked everyone who submitted articles and those who volunteered to proofread. Members are encouraged to continue to share their local affiliate activities by submitting articles.

Nomination – Carol Bom:
A ballot to vote on our new officers was sent to eligible members. Of those who received ballots, 48% voted. Carol thanked her committee for their assistance.

The vote confirmed our new officers for 2013-2014:
- President Elect: Mary Guest
- Vice President: Cathy Robertson
- Secretary: Denise Fisher
- Treasurer: Linda Luedtke

**MOTION:** Carol Bom moved to destroy the mailed ballot we received and to delete the Survey Monkey results regarding the voting for our elected officers and our Bylaws voting. Denise Fisher seconded the motion. The motion passed.

PSP/NAEOP Liaison – Dena Hare:
NEOPA has created a scholarship to assist up to three members who will attend a NAEOP conference. Members can receive up to $325 toward their conference registration. Dena has the applications, which will also be sent to the membership electronically.

The NAEOP Conference will be held in July 2013 in Alexandria, VA. See Dena for more information and to purchase state pins.

Ways and Means – Carol Reed:
This year’s Ways and Means projects have netted to organization $1365.10 so far.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Fun Pasta</td>
<td>$1040.10</td>
</tr>
<tr>
<td>50-50 from fall</td>
<td>$ 83.00</td>
</tr>
<tr>
<td>Baskets from fall</td>
<td>$ 242.00</td>
</tr>
</tbody>
</table>

Today will have two fundraisers: A *Tastefully Simple* basket donated by Jean Harrison, and the 50-50 drawing. Jean Harrison will also donate 10% of her profits from sales today.

**UNFINISHED BUSINESS:**
None

**NEW BUSINESS:**
Cathy Robertson reported the Fall 2013 workshop will be hosted by UNOPA and held at Southeast Community College Continuing Education Center on October 18. Members attending today's conference will be surveyed for their feedback on today's topics and suggestions for future session topics.

Denise Fisher reported the 50th Anniversary of NEOPA is April 2014. NDE Bridge is hosting the Spring 2014 Conference. The NEOPA Past Presidents will work with NDE Bridge to host a function at that same time to celebrate NEOPA's anniversary.

Gretchen Walker explained the Strategic Planning the NEOPA Board has undertaken this year. The Board surveyed all members and met to review the responses. A new Purpose Statement has been developed from our member's survey input and was unveiled last night at the Social. The next step in the Strategic Planning is to develop a new NEOPA logo and catch phrase. Cathy Robertson announced that a "Branding Party" will be held on June 7th (Friday evening) in Lincoln to explore the possibilities for our new logo and catch phrase. Anyone interested in serving on the Branding Committee should contact Cathy. More information on where and when the party will be held will be sent to members electronically.

The next scheduled NEOPA General Membership meeting will be held on Friday, October 18 in Lincoln, NE. The meeting was adjourned at 11:38 p.m. by Joyce Trevett, President.

Submitted: Cathy Robertson, Secretary
Joyce Trevett, President