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NEOPA Executive Board Minutes - March 2007

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Nebraska Educational Office Professionals Association
Board Minutes
March 29, 2007
Southeast Community College, Lincoln, NE, Room 405

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order by President Carol Bom, CEOE, at 2:10 p.m. with the Pledge of Allegiance

II. ROLL CALL

All board members were present:

Carol Bom, CEOE
Christine Cary, CEOE
Peg Aldridge, CEOE
Linda Teach, CEOE
Jorena Larsen
Deb Ryan, CEOE
Lois Brown
Mary Guest, CEOE
Becky Hastings
Amy Chandler
Karen Jackson

Julie Kleager, CEOE
Judy Anderson
Jean Harrison, CEOE
Debbie Hendricks, CEOE
Carol Reed
Phyllis Rabe, CEOE
Nancy Harter, CEOE
Beth Krohn
Jean Danley
Lisa Morehouse, CEOE.

A quorum was established.

III. APPROVAL OF MINUTES

Members were asked to review the minutes previously distributed by Linda Teach, CEOE, via email.

There being no additions, corrections, or changes, a motion was made by Deb Ryan and seconded by Amy Chandler to approve the minutes of the January 12-13, 2007, Executive Board meeting held in Lincoln, NE. Motion carried.

IV. TREASURER'S REPORT

The Treasurer's Report, prepared by Jorena Larsen, was reviewed. Debbie Hendricks questioned if a check had been sent to Fast Signs. Questioned check had been sent. Treasurer's Report was filed for audit.

V. BOARD REPORTS SUMMARY

Board members had been asked to review copies of the Board Reports Summary (see Appendix A) sent electronically.

Becky Hastings noted that of the 173 members, 134 voted on the bylaw proposals with 107 voting to approve all the changes

A motion was made by Becky Hastings and seconded by Chris Cary to destroy the ballots. Motion carried.

VI. UNFINISHED BUSINESS

Membership Pins (Christine Cary, CEOE)

Chris reported that a three week turn around time was not possible after approval of the pin design. She then shared several designs, magnet or pin back. Approval of the purchase of pins for all members had been received at the January 2007 meeting.

Comments on the various designs included: not engraved, can read better, not as "classy, professional" looking as compared to old one, traditional vs. contemporary, the different colors. Consensus favored the "UNOPA" style. Pins can be purchased through Awards Unlimited. There was also a short discussion of developing a standing rule where all new members would receive a pin.

Modern Woodman of America (Jean Harrison, CEOE)

Jean reported that requests to Modern Woodman of America for fund raiser assistance had been reviewed and approved for this calendar year but NEOPA could possibly be approved for next year. Jean will e-mail Carol the details of the request procedures.

Branding NEOPA (Carol Bom, CEOE)

President Carol shared a handout listing themes (see Appendix B) submitted for branding NEOPA. Discussion followed on possibilities. Several other possibilities were added to the listing: Your Professional Connection, Education & Professionalism: A Winning Combination, NEOPA =s Professionalism.

Carol asked that board members share the list with members for comments.

NEOPA Letterhead (Linda Teach, CEOE)

Linda reported she will send out designs when the class members complete the project in the next week or two.

Standing Rule #5 (Becky Hastings)

Becky referred Board members to the hand out (see Appendix C) stating the proposed change regarding reimbursement for mileage to attend Association related meetings. A discussion followed on the amount to be allowed for field service trips (hotel, mileage, per diem, not exceed set budget amount, address mileage only as referred to standing rule, at discretion of the Board). The motion by Becky to approve the change to Standing Rule #5 was not seconded. The change can be presented at the general meeting on Friday.

Peg Adridge moved that the proposed changes to Standing Rule #5 with the Board be presented at the Spring 2007 (March 30) general meeting for approval. Motion seconded by Deb Ryan. Motion was approved.

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Denver 2008 Conference Update (Deb Ryan, CEOE)

Deb has a meeting next month in Denver to discuss sponsors, fundraisers, a fundraiser by NEOPA for NAEOP. She will have more specifics after this meeting.

NEOPA will assist with the PSP banquet, first timers, as well as one day with the hospitality suite. NEOPA could possibly use the Woodman option to raise funds.

VII. NEW BUSINESS

Election Results (Jean Harrison, CEOE)

Jean reported that 134 ballots out of 173 possible were received. Three were received after the postmarked deadline.

The election results for 2007-2008 are: Christine Cary, CEOE (UNOPA), President; Becky Hastings (UNOPA), President Elect; Peg Aldridge, CEOE (LPSAOP), Vice President; Judy Anderson (UNOPA), Secretary; Linda Teach, CEOE (WEOPA), Treasurer.

Jean moved to destroy the 2007-2008 elected officer ballots in their entirety. Motion seconded by Beth Krohn. Motion was approved.

Duties of Committees (Becky Hastings)

Becky asked members to refer to the hand out "Duties of Committees" (see Appendix D). Lois Brown suggested that a sentence be added before final sentence referring to the Historian: "This committee shall act as the association's historian." It was also noted that the wording for the last sentence should read "at least one appointed member".

Peg Aldridge will continue the archivist part of the work (compiling the records). Once this project is complete, an archivist will not be needed.

It was moved by Phyllis Rabe, seconded by Lois Brown, to accept the proposed combination of the audit and finance committees into a Finance and Records Committee with the duties as amended in the proposal. Motion carried.

Advisory Council Proposal (Mary Guest, CEOE)

Note: Chris Cary is the NEOPA delegate to National; Becky Hastings is the alternate.

Mary asked members to refer to handout "Proposed Revision to the NAEOP Professional Standards Program Book" (see Appendix E) advocating that "the person verifying the points and signing the application must have obtained PSP certification. If there is also an application to be signed for CEOE, the signer must have obtained their CEOE".

Discussion followed. Members were asked to send comments for the rationale to Mary (mguest2@unl.edu). The final version will be submitted to the Board before going to NAEOP

NAEOP Foundation Donation (Julie Kleager, CEOE)

Julie needs Nebraska quarters, approximately 100, for use by members and at the National Conference.

Julie Kleager moved, seconded by Lisa Morehouse, to donate \$25.00 to the NAEOP National Foundation in honor of incoming National President, Linda Sockwell, CEOE. The Donation is to be sent to the appropriate designee with a certificate to display at the gift table during the National Conference. Motion was approved.

VII. OTHER

- Lola Young noted the Central Area Conference is scheduled for Central Missouri, possibly Columbia, March 27-29 or April 10-12, 2008. NEOPA will not schedule our conference at that time (FYI: Easter is March 23, 2008).
- Chris Cary and Carol Bom shared the registration form for the Educational Office Personnel Conference April 10, 2007 in Kearney. They will have a table at this state conference.
- Lois Brown provided the board with cost estimates for the 5-year review—around \$45-50/ hour, estimated time of 6 hours. She will pursue other quotes.
- *Chris Cary moved, seconded by Lisa Morehouse, to establish a new standing rule that a complementary NEOPA membership pin be given with every new membership. The pin will be sent to each new member along with their membership card. Motion was approved.*
- Lisa Morehouse inquired if any board member had any experience with the Lincoln Visitor's Bureau. The Bureau will negotiate with hotels and provide other assistance such as "freebies", name tags, etc. for conferences in the Lincoln area.
- Jean Harrison was given a special thank you for the flags that she donated to take to the National Conference.
- The NEOPA Executive Board Transition Meeting is scheduled for Saturday, June 30, 2007, 9:30-11:30 AM, Nebraska Education Telecommunications (NET) Building, 1800 N 33 St, Lincoln, Meetings & Events Room, Main Floor. Outgoing board members will be excused around 10:30 AM.

Agenda will include: job descriptions (each board member will need an updated one), updated notebooks (if a board member will not be there, she will need to give hers to Carol Bom).
- Conference Details:
 - Dinner at 6:30 PM, Chase,
 - New attendees (24 nonmembers or first timers) will have alphabet blocks on their name tags,
 - A picture of the board will be taken at 10:30.
- The updated NEOPA brochures were distributed.

Meeting adjourned 4:00 PM.

Respectfully submitted,

Linda Teach
2006-2007 Secretary

Carol Bom
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