2014

NEOPA Executive Board Minutes - October 2014

Follow this and additional works at: http://digitalcommons.unl.edu/neopadocs


This Article is brought to you for free and open access by the NEOPA-Nebraska Educational Office Professionals Association at DigitalCommons@University of Nebraska - Lincoln. It has been accepted for inclusion in NEOPA Documents and Publications by an authorized administrator of DigitalCommons@University of Nebraska - Lincoln.
NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION
Executive Board Meeting
October 23, 2014, 3:00 – 5:00 p.m.
Wayne State College, Student Center, Bluestem Room

MINUTES

1. CALL TO ORDER
   President Guest called the meeting to order at 3:00 p.m.

2. ROLL CALL/INTRODUCTIONS
   PRESENT: Mary Guest, Denise Fisher, Cathy Robertson (via phone), Joan Wilkins, Linda Luedtke, Mari Greer (via phone), Diane Wasser, Carol Bom, Debbie Hendricks and Lisa Morehouse
   Guests: Jennifer Bahr, Nancy Harter, and Amy Windle
   Absent: Rhonda Meyer
   A quorum was established.

3. APPROVAL OF MINUTES:
   The August 16, 2014 meeting minutes were approved as corrected.
   • The word North was added before the word Central in the first line of the Vice President/Meetings Coordinator report.

4. TREASURER’S REPORT: LINDA LUEDKE
   The current treasurer’s report was discussed.

5. COMMUNICATIONS/ANNOUNCEMENTS
   We have received a thank you note from Betty Napolitano, 2014-2015 NAEOP President, for our contribution to NAEOP Field Service in honor of her installation.

6. OFFICER REPORTS
   PRESIDENT: MARY GUEST
   • Board members were encouraged to continue to recruit members to their committees.
   • The 2013-2014 Annual Report has been completed and emailed to all members. The report has also been posted to the website.
   • The Making strides for Cancer walk will be held on October 26th. Our NEOPA team has 16 members, 12 supporters. We have raised $485.00 to date.

   PRESIDENT-ELECT/MEMBERSHIP: DENISE FISHER
   No additional report.

   VICE PRESIDENT/MEETINGS COORDINATOR: CATHY ROBERTSON
   2014 Fall Workshop Update – Wayne.
   There are a good number of members that will be attending the fall workshop, please encourage every member to attend conferences.

   2015 Spring Conference/CAPDD – update/budget
   A tentative schedule was shared. There will be a sign-up sheet at the conference tomorrow for conference volunteers.
Motion by Denise Fisher, seconded by Diane Wasser:
To accept the NCA/NEOPA Spring conference proposed budget as presented.
Motion passed.

SECRETARY: JOAN WILKINS
A sympathy card was sent on behalf of NEOPA to Suzanne Penn on the death of her brother.

PAST PRESIDENT/FIELD SERVICE: JOYCE TREVETT
No report.

TRESURER: LINDA LUEDKE
No additional report.

7. COMMITTEE REPORTS

AWARDS & SCHOLARSHIPS: TAMI FRIEND
No additional report.

BYLAWS: RHONDA MEYER
Rhonda Meyer will be stepping down as Director of this committee.

FINANCE AND RECORDS: MARI GREER
The Finance Committee submitted a letter confirming the annual audit was successfully completed.

INFORMATION TECHNOLOGY: DIANE WASSER
Discussion involved the recent changes in the IT department at UNL and how this affects the NEOPA website.
Report attached.

NEWSLETTER: CAROL BOM
Report attached.

NOMINATING: TBA
President Guest asked each board member to nominate two people for board positions (President-Elect, Vice President, Secretary and Treasurer).

PSP: DEBBIE HENDRICKS
Report attached.

WAYS & MEANS: TBA
President Guest will give a Thirty-one bag to each local association president. These bags were earned at last year’s fundraiser. She will ask them to add items to the bag, however, if they are unable to contribute, the Thirty-one bag will be their contribution to the Spring Conference raffle.

Pasta Sale – Linda Luedtke distributed envelopes and order forms for the Fun Pasta fundraiser. Each local organization will be asked to distribute order forms within their local organization.

A bowling event is being planned for February in conjunction with the Membership committee as an outreach and networking opportunity.

NEOPA flash drives and cookbooks will be offered for sale at the Fall Conference.
8. AD HOC COMMITTEE: LISA MOREHOUSE
The proposed Board restructuring and the revised duties of Board Members/Committees were discussed.

9. UNFINISHED BUSINESS

10: NEW BUSINESS
The new logo will be presented to the members at the Fall Conference. We will recognize the designer and send the logo to the Marketing committee to define logo usage.

President Guest has been emailing “Soup” messages every other week. Our shared soup pot will start tomorrow. Wayne (WEOPA) will be first local affiliate to have it.

2014-2015 Board Meeting dates:
o  February 7, 2015; 9:30-4:00 p.m. (board meeting and strategic planning); Location: Lincoln. An invitation to all NEOPA members will be sent
o  April 23, 2015, 6:00-8:30 p.m., Location: Lincoln.

11. ADJOURN
Motion to adjourn by Joan Wilkins, seconded by Denise Fisher.

President Guest adjourned the meeting at 4:00 p.m.
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/11/14</td>
<td>Deposit Membership dues</td>
<td>$1,395</td>
</tr>
<tr>
<td>07/17/14</td>
<td>Deposit Membership dues</td>
<td>$320</td>
</tr>
<tr>
<td>07/18/14</td>
<td>Deposit Membership dues</td>
<td>$130</td>
</tr>
<tr>
<td>07/31/13</td>
<td>Interest</td>
<td>$0.08</td>
</tr>
<tr>
<td>08/15/14</td>
<td>Deposit Membership dues</td>
<td>$150</td>
</tr>
<tr>
<td>08/19/04</td>
<td>Interest</td>
<td>$0.07</td>
</tr>
<tr>
<td>09/09/14</td>
<td>Deposit Membership dues</td>
<td>$145</td>
</tr>
<tr>
<td>09/30/14</td>
<td>Interest</td>
<td>$0.05</td>
</tr>
<tr>
<td>10/01/14</td>
<td>Deposit Membership dues</td>
<td>$120</td>
</tr>
<tr>
<td>10/14/14</td>
<td>Transfer from savings for student scholarship (Debbie Hendricks)</td>
<td>$237</td>
</tr>
<tr>
<td>10/14/14</td>
<td>Transfer from savings for member scholarship (Debbie Hendricks)</td>
<td>$237</td>
</tr>
</tbody>
</table>

**Totals:** $2,997.00 $2,997.20

**Total Income:** $5,336.94

**Expenses:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/7/2014</td>
<td>NAOEP Field Service</td>
<td>$25.00</td>
</tr>
<tr>
<td>07/01/14</td>
<td>Mary Guest - Survey Monkey</td>
<td>$26.00</td>
</tr>
<tr>
<td>07/07/14</td>
<td>Statement Fee</td>
<td>$2.00</td>
</tr>
<tr>
<td>07/08/14</td>
<td>Debbie Hendricks - gift cards NAOEP baskets</td>
<td>$200</td>
</tr>
<tr>
<td>07/18/14</td>
<td>NDE Bridge (Pat Lundal conference fee returned)</td>
<td>$50.00</td>
</tr>
<tr>
<td>07/31/14</td>
<td>Transfer to Student Scholarship savings</td>
<td>$500</td>
</tr>
<tr>
<td>08/01/14</td>
<td>Mary Guest - post cards to advertise North Central Conf</td>
<td>$45.96</td>
</tr>
<tr>
<td>08/06/14</td>
<td>Mary Guest - Advisory Council Delegate NAOEP 2014</td>
<td>$500</td>
</tr>
<tr>
<td>8/13/2014</td>
<td>Debbie Hendricks - gift cards NAOEP baskets - $15.95</td>
<td>$88.14</td>
</tr>
<tr>
<td>8/4/2014</td>
<td>Amy Chandler Alternate Delegate NAOEP 2014</td>
<td>$250</td>
</tr>
<tr>
<td>8/4/2014</td>
<td>Marianna Greer NAOEP member scholarship</td>
<td>$237</td>
</tr>
<tr>
<td>8/14/2000</td>
<td>Grand Manse deposit Spring Conference</td>
<td>$437.50</td>
</tr>
<tr>
<td>9/3/2014</td>
<td>Ordered checks through bank</td>
<td>$30.00</td>
</tr>
<tr>
<td></td>
<td>Voided check</td>
<td>1539</td>
</tr>
<tr>
<td>9/9/2014</td>
<td>Mary Guest Survey Monkey</td>
<td>$26.00</td>
</tr>
<tr>
<td>9/9/2014</td>
<td>Nebraska Educational Media</td>
<td>$41.74</td>
</tr>
<tr>
<td>9/16/2014</td>
<td>Bursar UNK Austin Partridge scholarship</td>
<td>$500</td>
</tr>
</tbody>
</table>

**Total Expenses:** $2,963.34

**Ending Checking Account Balance - 8/13/14** $2,373.60
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Interest Checking Account</td>
<td></td>
<td></td>
<td></td>
<td>$2,339.74</td>
<td>$2,373.60</td>
</tr>
<tr>
<td>Money Market Savings - Professional Membership Scholarships</td>
<td></td>
<td></td>
<td></td>
<td>$3,122.20</td>
<td>$2,885.72</td>
</tr>
<tr>
<td>Classic Business - Student Scholarship Savings</td>
<td></td>
<td></td>
<td></td>
<td>$628.56</td>
<td>$628.66</td>
</tr>
<tr>
<td>Certificate of Deposit</td>
<td></td>
<td></td>
<td></td>
<td>$6,083.78</td>
<td>$6,087.61</td>
</tr>
</tbody>
</table>
NEBRASKA EDUCATIONAL OFFICE PROFESSIONAL ASSOCIATION
NEOPA Board meeting
October 23, 2014

TO: NEOPA Board
FROM: Mari Greer
COMMITTEE: Finance & Records
DATE: October 16, 2014

Current committee report
See the attached report regarding the audit of the Treasurer’s books for transactions dated July 1, 2013 to June 30, 2014.

Upcoming objectives and goals

Motions –
(This is a motion you know you will be making at the meeting)

"I move to: ____________________________________________

____________________________________________________

____________________________________________________

____________________________________________________

Motion Maker: ______________________________________

Seconded by: ________________________________________
To: NEOPA Board
From: Mari Greer
Director, Finance & Records committee
RE: Audit of NEOPA treasurer’s books
Date: October 16, 2014

On Wednesday, October 15, 2014 the audit of the treasurer’s books was completed by myself and Debbie Hendricks, with treasurer Linda Luedtke present. We audited transaction items dated July 1, 2013 to June 30, 2014.

When verifying the documentation for the main checking account, one disbursement item (approx. $20) was lacking the president’s signature, however, we understand this happened between the transition of Mary Guest assuming responsibilities during Gretchen Walker’s illness. Mary Guest is aware of this and will sign off on the item at the October, 2014 board meeting when she sees the treasurer.

We are also requesting the treasurer get a receipt or more documentation for an expense of $1,936.41 that was paid to the Windsor Stables for the 50th anniversary dinner. The treasurer wrote the check to the establishment the evening of the dinner, however, Windsor Stables didn’t provide a receipt or invoice. The planning committee did not provide any documentation/quote to the paperwork when they submitted the payment request.

Other than the two items mentioned above, everything else was in good order.
NEBRASKA EDUCATIONAL OFFICE PROFESSIONAL ASSOCIATION
NEOPA Board meeting
October 23, 2014

TO: Mary Guest, President
FROM: Denise Fisher
COMMITTEE NAME: Membership
COMMITTEE MEMBERS: Brenda Speiker, Holly Johnson, Melissa Folsum, Lindsey Deahn
DATE: October 8, 2014 – Revised 10/20/14

Current committee report:

Current Membership: 171
Active 129
New Members 8
Associate 3
Life 2
Retired 15
Honorary 14

Effort will be made to contact non-renewing members for one last reminder.

New member packets were sent to 7 new members. (sticky notes, pen, flash drive, pin)

An invitation to the fall conference in Wayne was sent to surrounding area school buildings.

The Membership Committee intends to meet for planning a membership drive activity.

Motions –
(This is a motion you know you will be making at the meeting)

"I move to: ____________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

Motion Maker: ____________________________________________

Seconded by: ____________________________________________
TO: Mary Guest  
FROM: Heather Richey  
COMMITTEE: Awards and Scholarship Committee  
DATE: 08/25/14

Current committee report

October 2014 Committee Report

The winner of the EOP Award is Barbara Homer.
The winner of the Administrator Award is Marjorie Kostelnik.

Heather updated language on the Student Scholarship as shorthand and bookkeeping are no longer offered. She also revised form to be submitted electronically and to not require official transcripts, but rather a copy. Diane sent emails to high schools early in the month via NDE ListServs. She will request NDE staff to send to ListServs. Staff include Donna Hoffman, Bonnie Sibert, and Bev Newton. Donna.Hoffman@nebraska.gov, Bonnie.Sibert@nebraska.gov, and Bev.Newton@nebraska.gov.

Heather was in contact with EdQuest to update Student Scholarship on their website and will forward copies of the EOP and Admin applications to the judges (if needed). Heather will direct order the plaques for the EOP and Admin. Suzanne will give winner of the EOP and Admin Awards an application form for the Olive T Ritchie Award as a part of her presentation ceremony planning. She will plan the presentation ceremony for EOP and Admin at Wayne Fall Workshop. She will be responsible for announcing and recognizing the winners at the general business meeting and contact the winner's family and local association President.

Upcoming objectives and goals

Long range goal of committee members to keep up with the spreadsheet of tasks to be completed. https://docs.google.com/a/education.ne.gov/spreadsheets/d/1WH1Fjb3YXZhOlfx4XpHCX6j01MqGtOXFKNJu1oq12Q/edit?usp=drive_web&gid=0
TO: Mary Guest  
FROM: Diane Wasser  
COMMITTEE NAME: Information Technologies  
COMMITTEE MEMBERS: Carol Bom, Barb Forsman, Victoria Green, Heather Richey  
DATE: October 17, 2014  

Current committee report  
As you may or may not know, the Ed Media department at UNL has been downsized considerably. This department is who we have been working with on our website and who also host the site. I have been in contact with both Ron Yoder, Associate Vice Chancellor for IANR and Bob Crisler, Director of Internet Media for UNL. I have received correspondence back from both of them. Here is the response from Bob Crisler which VC Yoder concurs with.

*Diane -
The NEOPA site is part of a group of sites we're studying. NEOPA is a Drupal 7 site, hosted on a server called 'em-drupal.unl.edu.' I can't respond directly in a way that commits us to any particular path at the moment. For now, nothing will change until we've had a chance to explore.
There is a team working through the site inventory. Please give us several weeks to propose next steps.
Thanks.
Bob Crisler

Upcoming objectives and goals
I will work with UNL to hopefully work on a solution to hosting our site and keeping our URL
Work with my committee for alternative solution if UNL does not work out.
Keep the Board posted on any new developments as I am made aware of them.
TO: Mary Guest, CEOE  
FROM: Carol Bom, CEOE  
COMMITTEE NAME: Newsletter Committee  
COMMITTEE MEMBERS: Debbie Doolittle; Lisa King; Kitten Slezak; Amy Windle  
DATE: October 20, 2014  

Current committee report  

We are making plans to publish a NEON issue by mid-November. The deadline for articles is October 31, 2014. We will include information about the fall workshop; spring conference; and affiliation news. We will include photos from the workshop and award winners. We’ll also include a section on SOUP.  

Upcoming objectives and goals  

We will continue to explore blogging as a means to interact with NEOPA members.
NEBRASKA EDUCATIONAL OFFICE PROFESSIONAL ASSOCIATION
NEOPA Board meeting
October 23, 2014

TO: NEOPA Board
FROM: Debbie Hendricks
COMMITTEE NAME: Professional Standards
COMMITTEE MEMBERS: Tami Friend (still looking for another committee member)
DATE: October 17, 2014

Current committee report

NEOPA will be presenting PSP recognitions at the Conference on October 24, 2014 to recipients who met the May 15 and September 15 deadlines:
- 2 – New PSP Recipients
- 2 – Recipients who have Upgraded Certificates
- 10 – Recertifiers

Two individuals will be presented with certificates for being recipients of the NEOPA member scholarship for NAEOP conference attendance. Barb Homer and Mari Greer both had their conference registration fee paid to attend the conference in Portland this last summer.

Upcoming objectives and goals
I would still like to find at least one or two people who would be willing to serve on the Professional Standards Committee. Preference would be given to somebody who has earned their PSP and/or somebody who will probably be attending the NAEOP conference in New York in the summer of 2015.
Additional Proposed Bylaws Changes:

**Article III – Membership**

Section 2.
A. **Active** membership, current with the payment of dues, shall be open to all office professionals currently employed (part-time or full-time) in an educational office. They shall be entitled to make motions and vote on all matters coming before the Association, may serve on committees, and may hold office. **Active** members receive the Association newsletter.

**Rationale:** We should make it clear that active members must be currently employed.

D. **Honorary** membership may be bestowed upon a person in recognition of outstanding service to the Association. The Board of Directors shall recommend candidates for Honorary membership. Candidates for Honorary membership should be forwarded to the current NEOPA President, who will present the candidate’s information to the Board of Directors. The Board of Directors will vote on awarding the Honorary membership. Honorary members shall be exempt from paying dues and shall have all the rights and privileges of Active members except those of making motion, voting, and holding office.

**Rationale:** More clearly defines the process.

Section 3. Full membership privileges in the Association shall terminate upon failure to pay dues by September 30 of the current fiscal year, upon resignation, or upon withdrawal from employment as an educational office personnel.

**Rationale:** housekeeping

**Article VI – Elected Officers**

Section 1. The Executive Committee shall consist of President, President-elect, Vice President, Secretary, Treasurer, and Immediate Past President. All shall be Active members of the State and National Associations; shall be installed at a general membership meeting, and shall assume office at the beginning of the fiscal year following election.

**Rationale:** Move reference to installation to Standing Rules. The bylaws of an association are the “rules” that govern it. The Standing Rules describe “the customs and practices” of the Association. Robert’s Rules clearly state an installation ceremony is a ceremony and it has no bearing on a person taking office.

**Article VII – Duties of Officers**

Section 1. The President shall preside at all meetings of the Association, the Executive Committee and the Board of Directors. The President shall call all special meetings, oversee the preparation of the Annual Report; and shall appoint Area Coordinators, with approval of the Executive Committee. The President shall be an ex-officio member of all committees, except the Nominating Committee.

**Rationale:** This duty has been moved to Secretary and Immediate Past President.

Section 3. The Vice President shall serve as Conference Coordinator and shall see that media outlets are given appropriate information.....

**Rationale:** Publicity has been added to an area coordinator.
Section 6. The Immediate Past President shall oversee outreach (working in conjunction with the NEOA Past Presidents Association); preparation of the Annual Report for the year they served as President of the Association; Bylaws; and submission of the Louise Henderson Nelson Award application to the National Association of Educational Office Professionals (NAEOP). The Immediate Past President shall serve as a member of the Nominating Committee.

**Rationale:** Add duty of Annual report to be consist with Article VII, section 4). Remove Louise Henderson Nelson award submission as it has been added as a duty of an area coordinator.

**Article VIII – Elections**
Section 3. For ease of transition, current officers shall be encouraged to mentor newly elected officers. Installation will be at the spring general membership meeting with duties commencing on July 1. The duties of the newly elected officers will commence at the beginning of the fiscal year following election.

**Rationale:** See rationale for Article VI, section 1.