2014

NEOPA Executive Board Minutes - August 2014

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NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION

Board of Directors' Meeting
August 16, 2014, 9:30 a.m.
5905 O Street, Lincoln, Nebraska

MINUTES

1. **CALL TO ORDER:**
   President Mary Guest called the meeting to order at 9:33 a.m. on August 16, 2014.

2. **ROLL CALL:**
   PRESENT: Mary Guest, Denise Fisher, Cathy Robertson, Joan Wilkins, Linda Luedtke, Heather Richey, Mari Greer, Diane Wasser, Carol Bom, Debbie Hendricks and Lisa Morehouse.
   ABSENT: Rhonda Meyer

   A quorum was reached.

3. **APPROVAL OF MINUTES:**
   Minutes from the June 28, 2014 board meeting were approved by general consensus with the following capitalization corrections.

   Page 3: First paragraph inset: The P in the word presentation and H in Holiday were capitalized.

4. **TREASURER'S REPORT: Linda Luedtke**
   Linda distributed the first Treasurer's report for this current fiscal year.

5. **COMMUNICATIONS/ANNOUNCEMENTS: President Mary Guest**
   McKenzie Hahn has stepped down as Ways and Means Director.

6. **OFFICER REPORTS**
   **PRESIDENT: Mary Guest**

   Reminders: If you haven't already done so, please renew your membership. Make sure all of your committee members have renewed. Executive Board members are also required to belong to NAEOP.

   Annual committee reports for 2013-14 are overdue. If you have not already done so, please submit your reports to Joyce Trevett as soon as possible so she can create the NEOPA annual report. President Guest reminded Board members (that have not submitted an annual report) to add the essential and the non-essential duties of your committees for purposes of the revised structure of NEOPA.
In honor of Gretchen Walker, NEOPA will have a team walking in the Making for Cancer Walk. Heather Richey is the team leader. The walk is scheduled for Oct. 26, in Lincoln. A team website will be created, t-shirts will be designed and a social event may possibly be planned for after the walk. Links to our team page and to the Making Strides website will be added to the NEOPA website. If you are interested in helping out, walking, making a donation, or cheering us on, please email Heather.

PRESIDENT ELECT/MEMBERSHIP: Denise Fisher

NEOPA membership total as of July 28, 2014 is 123 with 2 new members.

VICE PRESIDENT/MEETINGS COORDINATOR: Cathy Robertson

Cathy distributed the proposed budget for the 2015 NEOPA Spring Conference/North Central Area Development Days.

- Motion by Cathy Robertson: That the proposed budget for the NEOPA Spring Conference/Central Area Professional Development Days. The conference will be held April 24-25, 2015.
  - This motion was withdrawn and delayed until October for more information and an amended budget.

The Fall 2015 workshop will be held in the Omaha area.

SECRETARY: Joan Wilkins

No additional report.

7. COMMITTEE REPORTS:

AWARDS AND SCHOLARSHIPS: Heather Richey

The committee recommended that the amount of the Student Scholarship be increased. 
Board Action: The scholarship will remain at $1,000 for this upcoming year.

BYLAWS: Rhonda Meyer (Absent)

No report

FINANCE AND RECORDS: Mari Greer

No report

INFORMATION TECHNOLOGY: Diane Wasser

The NEOPA website received a 2nd place State website award at the National Conference. 
As a reminder, the log-in and password are listed below:
User ID: Neopa
Password: Member_2013
A link to digital commons will be added to our website. It was suggested adding the duty of archiving to the Information Technology committee.

NEWSLETTER: Carol Bom

Adding a Twitter feed to the NEOPA website was discussed.

NOMINATING: TBA

PROFESSIONAL STANDARDS: Debbie Hendricks

NAEOP NATIONAL CONFERENCE: There was a recap of the recent NAEOP conference. NEOPA was well represented, with 19 members attending.

Motions made by NEOPA at the National Conference were read. Mary will email the members a list of this year’s motions.

WAYS AND MEANS: TBA

Mary will be working with WEOPA on fundraising ideas.

8. AD HOC COMMITTEE: Lisa Morehouse

Lisa will be holding an August town hall meeting in regard to Board restructuring and rewritten bylaws. Members are strongly encouraged to attend. There will be a vote on these important issues after the fall meeting in October.

What: NEOPA Town Hall meeting

When: Thursday, August 28, 5:15 p.m.

Where: LPS District Office – 5905 O Street, Conference Room 101 (off the main lobby)

9. UNFINISHED BUSINESS

- Bonding Treasurer: Linda Luedkte, NEOPA Treasurer, will not be bonded at this time.
- NEOPA Logo: The deadline for logo submissions was extended.

10. NEW BUSINESS

Strategic planning: In January 2015, we will begin the 3rd year of our 5 year strategic plan. A day-long meeting with Jolene Palmer is being planned to evaluate our progress and to decide the next steps.

“Soup”: Mary asked the board and is encouraging all NEOPA members to read the book "Soup". Written by the author of "The Energy Bus", "Soup" offers an inspirational business fable that explains the recipe you can use to create a winning culture and boost employee morale. There is also a study guide that can be downloaded for free.

Electronic Participation for Board/Committee meetings: The Board discussed ways of electronically bringing meetings to members.
Survey Monkey: Alternatives to using Survey Monkey for voting were discussed. There are a couple different programs through Google Docs that may be as effective as Survey Monkey, but at a lower cost. More research will be conducted on this topic.

50th Anniversary Flash Drives: The surplus flash drives will be sold at the Fall Conference.

Electronic Awards Submission: One of the motions that was proposed at the National Conference in July was to have the National Office accept Awards and Scholarships applications electronically. We will plan to have NEOPA awards submitted electronically in 2015.

For your calendar:

2014-2015 Board Meeting Dates:

- Next meeting will be held on Thursday, October 23, from 3:00 – 5:00 p.m. in the Bluestem room in the Student Center at Wayne State College in Wayne, NE.
- The last Town Hall meeting is scheduled to immediately following the Board meeting, on October 23, at 5:00pm in the Bluestem room in the Student Center at Wayne State College in Wayne, NE.
- The first Board meeting in 2015 will be held on February 7th, 2015 at 9:00 a.m. Location will be announced.

11. ADJOURN

President Guest adjourned the meeting at 12:01 p.m.
TO:    FROM:    Mary Guest, President and Members of the NEOPA Board
COMMITTEE:    Denise Fisher
DATE:    Membership – Melissa Folsum, Brenda Spiker, Holly Johnson, Lindsey Deahn
         July 28, 2014

Current committee report
As of July 28, 2014, our membership consists of 128 members. Membership cards were emailed to
those members. Toward the middle to late August, reminders will be sent to those who have not
renewed.

The Committee met on July 23 to get to know each other and brainstorm ideas for increasing
membership. President Mary Guest also joined us.

We are planning on a membership drive activity in February, which will likely be a bowling event.

An effort to target the Wayne area education offices will be made for the October conference hosted by
the Wayne Educational Office Professionals Association.

Other networking, fundraising, and membership drive discussions were also discussed.

Upcoming objectives and goals
- Continue focus on recruiting members of all ages
- Develop a consistent “Sales program” to use in recruiting
- Update NEOPA brochure to bring it current with our purpose and strategic planning

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: 07/22/14

Current committee report
August 2014 Committee Report

This year's Awards and Scholarship Committee members are Diane Carson (UNOPAL Christine Cary (NEOPA Past Presidents/FROLIKers and UNOPAL Barbara Homer (UNOPAL Suzanne Penn (WEOPAL and Heather Richey (NDE BRIDGE).

Committee members will touch base with nominee(s) of the Educational Professional of the Year (EOP) and the Educational Administrator of the Year (Admin) to be sure nomination and application forms will be complete by August 31st deadline.

Barb will work on the student scholarship as she is being nominated for the EOP. Diane will work with her to send out letters to high schools and contact last year's scholarship winner and make sure the first installment was received.

Recommended dollar amount for the student scholarship is to increase if possible. Committee members realize that tuition and fees have shot up over the years and if we can afford to we would like to raise the award amount. What does the board think is an appropriate increase? Currently, the amount is two $500.00 installments.

Heather will be 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).

Christine will secure judges if needed for the EOP and Admin awards. She will also send congratulations letters to the winners and coordinate their lunch numbers with Suzanne.

Suzanne will work on planning the ceremony for the EOP and Admin awards as she is working with WEOPA already. Upcoming objectives and goals

Order plaques for the EOP and Admin.

Work on October goals to give winner of the EOP and Admin Awards an application form for the OliveT Ritchie Award.

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/1WH1FjB3yXZ0fK4XpHcX65jp1MqGTOXFKNUulog120/edit?usp=drive_web&gid=0
Current committee report
I have secured some members for my committee:
  Debbie Doolittle (LPSAOP);
  Lisa King (UNOPA);
  Kitten Szczepanek (OEOPA); and
  Amy Windle (LPSAOP).
I plan to recruit some more members. These are chosen from the list of those interested in sharing their specific talents in the editing/proofreading/graphic design area.

Upcoming objectives and goals:
Two short-term goals:
- Communicate in a timely fashion with NEOPA members via Twitter; a blog; and email blasts of information.
- Use the blog and Twitter as a recruiting tool within the State of Nebraska to increase name recognition of NEOPA within the administrators, service units and staff of educational entities.

One long-range goal:
Communicate with NEOPA members via e-mail blasts; NEOPA website; NEOPA blog; and Twitter.
Discontinue the paper and electronic copies of the newsletter.

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"I move to: ________________________________

______________________________

______________________________

Motion Maker: _______________________

Seconded by: _______________________
NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION

TO: 

FROM: Debbie Hendricks

COMMITTEE: PSP/NAEOP Liaison

DATE: August 7, 2014

Current committee report

Final Committee Report for 2013-14 was submitted to Joyce Trevett. That report included activities completed at the NAOEP 2014 Annual Conference.

Committee Members: Tami Friend has agreed to serve on this committee. I am working on securing one or two other committee members. As committee members are being recruited, they are being told exactly what the committee does and being asked to take on a specific responsibility. This is in line with NAOEP’s proposed restructuring plan.

Upcoming Objectives and Goals:

Committee Goals:
1. Continued Annual Recognition of PSP Recipients, with the presentation of Plexiglas paperweights and certificates
2. Publicity and coordination of the NAOEP Member Scholarship for NAOEP Conference attendance. (Review application for need for revision.)
3. Continued Coordination of NAOEP activities/recognition at NAOEP Annual Conference

Year Long Goal:
1. Revise the committee responsibilities and timeline, incorporating individual responsibilities, for easier dissemination of work load.

Questions for the Board:
1. In 2013-14, PSP Recognition was done at both the Fall and Spring Meetings. It was done this way primarily because no recognition was done in 2012-13 or 2011-2012. Prior to 2011-12, the PSP Recognition was usually done at the Spring Meeting. What is the Board’s preference for a recognition schedule?
2. Debrief 2014 NAEOP Annual Conference

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______________________________

Motion Maker: ________________________

Seconded by: ________________________
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COMMITTEE: PSP/NAOP Liaison
DATE: August 7, 2014

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Motion Maker: _________________________

Seconded by: _________________________