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2009

2009-10 UNOPA Executive Board Minutes

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Minutes of the
UNOPA EXECUTIVE BOARD MEETING
Tuesday, June 2, 2009, 3:55-5:00 PM
Nebraska Union

President Peg Johnson called the meeting to order at 3:55 PM.

Roll Call was taken by Donna Boone, Recording Secretary.

Members Present: Kathy Bennetch, Donna Boone, Jan Edwards, Mari Greer, Mary Guest, Sarah Hansen, Debbie Hendricks, Peg Johnson, Mary Klucas, Cindy Knight, Donette Petersen, Cathy Robertson, Sharen Simmons, Marcy Tintera, Gretchen Walker, Diane Wasser, Beth Zager. A Quorum was present.

Members Absent: Belva Harris, Karen Jackson, Nelvie Lieneman

Ad-Hoc Members Present: Mary Guest

Being the transitional meeting of the 2009-2010 Board, there were no minutes to be read and approved.

President, Peg Johnson
Peg suggested the board meetings to be shortened and alternated every month to coincide with lunch breaks. The times requested are 3:30 PM – 5:00 PM or during lunch.

President Elect, Mari Greer
No report

Recording Secretary, Donna Boone
No report

Corresponding Secretary, Beth Zager
One (1) card was sent in May, 2009

Treasurer, Peg Johnson on behalf of Belva Harris
Treasurer's form was discussed. The template should be a comfortable style for Belva to work with as Treasurer.

STANDING COMMITTEE REPORTS

Awards, Gretchen Walker
2009-2010 is the first year the Floyd S. Oldt Awards for "Boss of the Year", Silver Pen and Outstanding Staff will be given at the November meeting. This was changed in order to attract more nominations and to give supervisors the chance to see UNOPA representatives from different areas of the University. Requests for nominations will go out earlier along with advertising through e-news.

Bradley Munn Professional Growth Fund, Mary Guest
Planning a fund raiser for the Fall.

Bylaws, Cindy Knight

It was brought to the floor in Article 4, Section 6, the Corresponding Secretary "shall assist, as needed, with registration and travel." The suggestion was made to delete this duty from the Corresponding Secretary. A review of positions and duties could show some would benefit from being streamlined.

Career Development Director, still to be decided
Peg mentioned again the importance of having this position filled.

Communication Technology, Karen Jackson
No report, absent

Employee Concerns, Deb Hendricks and Jan Edwards
No report

Hospitality Director, Donette Petersen
No report

Membership Director, Cathy Robertson
Renewals should be coming out in July. Membership is thinking of going "green" and sending membership cards electronically. You could print off your membership card if you prefer a physical one. Also will work with the Mentoring Director on the "Welcome New Employees" program.

Mentoring Director, Sarah Hansen
Wants to continue giving filled mugs to new office employees in the "Welcome New Employees" program. Will work with the Membership Director on this project.

Nominating Director, Mary Klucas
No report

Outreach Director, Marcy Tintera and Sharen Simmons
Many things are being discussed for the new year.

Program Director, Mari Greer
No report

UNOPA Notes Director, Diane Wasser
The first deadline for UNOPA Notes is August 15, 2009. This should allow the first issue to come out at the end of August. Deadlines for articles each month will be the Friday after the general meetings on Tuesday.

Ways and Means Director, Cathy Robertson reported for Nelvie Lienemann
Peg Johnson brought up the fact that the workers for the "Larry the Cable Guy" concert, being held on July 4, 2009, were the bare minimum needed. It was suggested an e-mail go out to ask, again, for vounteers.

AD-HOC COMMITTEE REPORTS

NEOPA/NAEOP Liaison, Mary Guest
No report

NEW BUSINESS

- **Peg Johnson** suggested name placards to be placed on its side when a person wants the floor. This visual would help give everyone a chance to speak.

- **Cindy Knight** suggested a better camera be bought for UNOPA. Corresponding Secretary is responsible for taking pictures at meetings and other events to be used in UNOPA Notes and in the yearly scrapbook. Sarah Hansen said she would assist Beth Zager in researching the best deal for the best camera.

- **Peg Johnson** asked that new budget requests be in by August.

Meeting adjourned at 4:45 PM

Donna L. Boone

Donna Boone
Recording Secretary

Corrected and approved 8/4/2009

DB

Minutes of the
UNOPA EXECUTIVE BOARD MEETING
Tuesday, August 4, 2009, 3:00-4:35 PM
Great Plains, 1155 Q St., Schorr Suite, 6th Floor

President Peg Johnson called the meeting to order at 3:15~~00~~ PM.

Roll Call was taken by Donna Boone, Recording Secretary.

Members Present: Donna Boone, Jan Edwards, Mari Greer, Mary Guest, Debbie Hendricks, Karen Jackson, Peg Johnson, Nelvie Lienemann, Donette Petersen, Sharen Simmons, Marcy Tintera, Gretchen Walker, Diane Wasser. A Quorum was present.

Members Absent: Kathy Bennetch, Sarah Hansen, Mary Klucas, Cindy Knight, Cathy Robertson, Beth Zager, Lola Young.

Ad-Hoc Members Present: Mary Guest

The minutes from the June 2, 2009 Board Meeting had been e-mailed to the board members prior to the meeting. The minutes were discussed and *approved as corrected by unanimous consent.*

President, Peg Johnson
No report

President Elect, Mari Greer
Reported on the schedule for the general business meetings for the year.

Recording Secretary, Donna Boone
Read e-mailed motions. 1. By e-mail, Sandy Lineberry made the following motion and it was seconded by Debbie Hendricks: "I would like to move that UNOPA purchase a bouquet of flowers, not to exceed $75.00, to send to Rose Frolik on her 100th birthday, June 25th." Motion passed unanimously. 2. By e-mail, Sandy Lineberry made the following motion and it was seconded by Debbie Hendricks: "I move UNOPA donate $35.00 to the Nebraska basket which will be raffled at the NAEOP National Conference in Minneapolis, MN in July." Motion passed unanimously. ~~See attached~~

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Corresponding Secretary, Peg Johnson on behalf of Beth Zager
Cards were sent to Cindy Knight and Carol Bossaler. Beth suggested working with the camera first before submitting a request to purchase a new one.

Treasurer, Belva Harris
No report. July and August report will be given at the next meeting.

STANDING COMMITTEE REPORTS

Awards, Gretchen Walker
Committee members are still needed. Guidelines for the awards were discussed. A press release for the Deans and Directors regarding the Floyd S. Oldt Awards was requested to encourage more nominations.

Bradley Munn Professional Growth Fund, Mary Guest

Tickets for a quilt donated by Debbie Hendricks and Lynn~~inda~~ DeS~~s~~hon will be sold. The price will be $1.00 for one (1) or six (6) for $5.00. Mary will bring payroll deduction forms to the next board meeting for anyone interested in donating to the fund.

Bylaws, Peg Johnson on behalf of Cindy Knight
Everyone was asked to read the by-laws and send any changes to Cindy. This will enable us to keep them updated.

Career Development Director, Your name could be here!

Career Development – PSP, Lola Young
No report, absent

Communication Technology, Karen Jackson
Working on the new website. Is expecting it to be up next week. Each committee will have a page and *Karen requested each committee to send info they want included on their page*. Tonda Humpress is helping with the photo gallery. Membership forms will be sent out with UNOPA Notes and photo release forms. Photo release forms should be submitted by guests and speakers also .

Employee Concerns, Deb Hendricks and Jan Edwards
No report, still organizing

Hospitality Director, Donette Petersen
Collecting donations from Lincoln businesses to use as door prizes.

Membership Director, Peg Johnson on behalf of Cathy Robertson
Working on renewal letters. Still considering membership cards being online. All members should sign a photo release for pictures that may be taken and printed in UNOPA Notes and on website. This is true for speakers also.

Mentoring Director, Sarah Hansen
No report, absent

Nominating Director, Mary Klucas
No report, absent

Outreach Director, Marcy Tintera and Sharen Simmons
No report

Program Director, Mari Greer
Speakers were mentioned during her President-Elect report.

UNOPA Notes Director, Diane Wasser
A draft of UNOPA Notes was handed out to board members to review. If there are any changes or corrections please have them into Diane as soon as possible.

Ways and Means Director, Nelvie Lienemann
A sign-up sheet was circulated for board members to be in charge of recruiting volunteers to man the parking lot during the football season. *A motion was made by Nelvie Lienemann to "Respectfully request that no children, under 16 years of age, help with the parking lot because of safety and liability issues to UNOPA Organization". Mary Guest seconded it. Discussion was held and motion passed unaminously.*

AD-HOC COMMITTEE REPORTS

NEOPA/NAEOP Liaison, Mary Guest
No report

NEW BUSINESS

- **Gretchen Walker / Mary Guest** discussed the CAPDD being held April 23-24, 2010. Flyers were passed around with vital information regarding the event. Peg will advertise this through an e-mail.

- **Mary Guest / Gretchen Walker** talked about NAEOP 2010 being held in Kansas City and the Central Area hosting. There will be a planning meeting held on Tuesday, August 11, 2009 at Lincoln Public School District Office on O Street in room W110.

- **Mary Guest** promoted the "Making Strides Against Breast Cancer" walk being held on Sunday, October 18, 2009. UNOPA will have a team.

- **Mary Guest** discussed the NEOPA Fall Workshop in October. There will be a social on Thursday, October 1, 2009, with the workshop being held on Friday, October 2, 2009.

- **Peg Johnson** discussed the board meeting dates and times. The next board meeting is scheduled for Wednesday, September 2, 2009 from 11:45 AM – 1:15 PM at the East Campus Union. Bring your lunch. December 1, 2009, Board Meeting will be held in the Schorr Suite, from 3:00 PM – 5:00 PM.

- **Peg Johnson** brought up the matter of retaining active members and acquiring new members. Ideas were requested on how to keep our membership active and growing.

- **Peg Johnson** brought up the need for a Career Development Director. There was an inquiry regarding the September Safety Workshop sponsored by the Chancellors office being accepted as a workshop since UNOPA is a partial sponsor also. But with the Chancellors office being the main sponsor this could not count as a workshop for UNOPA.

- **Peg Johnson** announced her charity for the year. The donations from the 50/50 raffle will be split between the winner and the Child Advocacy Center. A speaker for the center will speak at the UNOPA October general meeting. This is also an excellent opportunity to be involved with the "Backpack" Program. School supplies are donated to fill backpacks for children going back to school.

- Discussion was held regarding award recognition at the general meeting. This would help members be aware of fellow members who were recognized at the National Conference in July 2009.

OLD BUSINESS

- **Peg Johnson** reminded everyone that new budget requests need to be in by August.

Meeting adjourned at 4:35 PM.

Approved as corrected 9/10/09

Donna L. Boone DB

Donna Boone
Recording Secretary

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Minutes of the
UNOPA EXECUTIVE BOARD MEETING
Wednesday, September 2, 2009, 11:45 AM – 1:15 PM
East Campus Union, Cottonwood Room

President Peg Johnson called the meeting to order at 11:45 AM

Roll Call was taken by Donna Boone, Recording Secretary.

Members Present: Kathy Bennetch, Donna Boone, Mari Greer, Mary Guest, Sarah Hansen, Belva Harris, Debbie Hendricks, Karen Jackson, Peg Johnson, Mary Klucas, Cindy Knight, Nelvie Lienemann, Donette Petersen, Cathy Robertson, Sharen Simmons, Marcy Tintera, Gretchen Walker, Diane Wasser, Beth Zager. A Quorum was present.

Members Absent: Jan Edwards, Lola Young

Ad-Hoc Members Present: Mary Guest

Reports given:

President, Peg Johnson
No report

President Elect, Mari Greer
Sandy Lineberry will introduce Dr. Tom Osborne at General Meeting.

Recording Secretary, Donna Boone
No report

Corresponding Secretary, Beth Zager
No correspondence was sent out.

Treasurer, Belva Harris
Gave report for July and August. Stands as amended

STANDING COMMITTEE REPORTS

Awards, Gretchen Walker
Gave a report on the Floyd S. Oldt Boss of the Year Award. Added a new committee member, Paul Guern, from the Scholarship and Financial Aid Office. She would like to have two (2) more members on this committee.

Bradley Munn Professional Growth Fund, Mary Guest
Has the quilt donated by Debbie Hendricks and Lynn DeShon. Tickets will be sold at the General Meeting along with the tumblers.

Bylaws, Cindy Knight
Article 4, Section 6, the Corresponding Secretary "shall assist, as needed, with registration and travel" has still not been resolved. It was suggested that the NEOPA/NAEOP Liaison aide the corresponding secretary with this duty. Mary Guest and Beth Zager will work together on this.

Career Development Director, still to be decided

Career Development PSP, Lola Young (absent)
No report

Communication Technology, Karen Jackson
New website is up and running. Tonda Humpress and Cindy Knight are on the committee

Employee Concerns, Deb Hendricks and Jan Edwards
Still organizing and will have an announcement at the General Meeting for positions needing to be filled.

Hospitality Director, Donette Petersen
This year there is new pricing and new menus. Reasonable menu options were discussed.

Membership Director, Cathy Robertson
Working on having the membership cards be an attachment to receipt for membership. The list serve was discussed. Possible separate list for Associate members.

Mentoring Director, Sarah Hansen
Plans to begin handing out the UNOPA welcome cups to new employees again. Will work with Cathy Robertson on this project.

Nominating Director, Mary Klucas
No report

Outreach Director, Marcy Tintera and Sharen Simmons
No report

Program Director, Mari Greer
Gave report regarding upcoming meeting with University Association for Administrative Development (UAAD). It will be held on January 20, 2010 in the City Campus Union. Speaker, Paul Wesselman, will give a workshop after the meeting. Will check if we can receive PSP points for this event and if so, we may have to pay partially for the speaker. Discussion was held.

UNOPA Notes Director, Diane Wasser
Was asked to run the article about the violence protection workshop again. Also mention the parking lot, our fundraiser, again. Deadline is September 15 to have it out by the end of the month.

Ways and Means Director, Nelvie Lienemann
Sent guidelines to all the "directors" regarding the parking lot. First game is scheduled. Still need workers for all the other games. Discussion was held. Would like to have a list of those who work each game so the same ones aren't called on every time. A list of the members will be sent around to the board members.

AD-HOC COMMITTEE REPORTS

NEOPA/NAEOP Liaison, Mary Guest
No report.

NEW BUSINESS

- **Gretchen Walker, co-chair,** reported on the NEOPA Fall Workshop. More magnets are needed to hand out to the participants in the Central Area Professional Development Day (CAPDD).
- **Peg Johnson** discussed the board meeting dates, times and locations.
- Discussion was held about online registration for a two (2) hour PSP in service
- **Peg Johnson** led a discussion regarding the balance on the Treasurer's report. This was tabled until the next board meeting.
- Budget forms need to be handed in.
- Cathy Robertson was contacted by Linda Cunningham from University of Nebraska Medical Center (UNMC), inquiring about UNOPA and they are interested in beginning their own chapter.
- Mary Guest talked about the upcoming "Making Strides for Breast Cancer" Walk. She registered a team for UNOPA if anyone is interested in joining.
- Peg Johnson asked anyone who needed to talk at the general meeting to let her know so she could put them on the agenda.
- Donette Petersen has scarves for 50/50 participants before the general meeting, as long as they last. She also has a football as the door prize for the general meeting.
- It was also discussed to have sign-up sheets for parking volunteers at the general meeting.
- Meeting was adjourned at 1:10 PM

Donna L. Boone

Donna Boone
Recording Secretary

Corrected and approved 10/6/2009

DB

Minutes of the

UNOPA EXECUTIVE BOARD MEETING

Tuesday, October 06, 2009, 3:30 PM – 5:00 PM

Textron Building, South Meeting Room

President Peg Johnson called the meeting to order at 3:40 PM

Roll Call was taken by Donna Boone, Recording Secretary.

Members Present: Donna Boone, Mari Greer, Mary Guest, Belva Harris, Debbie Hendricks, Peg Johnson, Nelvie Lienemann, Donette Petersen, Cathy Robertson, Sharen Simmons, Marcy Tintera, Gretchen Walker, Beth Zager, Lola Young.

Members Absent: Kathy Bennetch, Jan Edwards, Sarah Hansen, Karen Jackson, Mary Klucas, Cindy Knight, Diane Wasser.

Ad-Hoc Members Present: Mary Guest

Reports given:

President, Peg Johnson
Will give report later in meeting

President Elect, Mari Greer
No report

Minutes were corrected. *Belva Harris moved the minutes be approved with corrections. Cathy Robertson seconded. Passed unanimously.*

Recording Secretary, Donna Boone
No report

Corresponding Secretary, Beth Zager
Three cards were sent this past month, two sympathy cards and one for surgery.
It is the time of year for the "Giving Tree" for Cedars Children's Home. It was mentioned UAAD usually sponsors a gift drive for Cedars during November and December. Discussion was held regarding whether we should coordinate with UAAD or choose a different charity. Beth Zager will research whether to work with UAAD or choose another charity.

Treasurer, Belva Harris
Treasurer's report will stand as corrected and approved. Corrected report will go out to general membership.

Standing Committee Reports:

Awards, Gretchen Walker
Her committee members are Paul Guern, Carol Wusk, Jane Schneider and Grace Li.

There have been extensive advertising efforts for the Awards Luncheon in November. Judges are still needed from the following areas:

1. Administrator
2. Manager/Supervisor
3. Office/Clerical
4. Service

Program was discussed along with possibility of special awards. Discussion was held regarding Boss of the Year nominations by people other than the personnel in their office. Consensus was own personnel should nominate boss in their office.

Bradley Munn Professional Growth Fund, Mary Guest
Mary handed out forms for payroll contributions to the Bradley Munn Fund. Raffle tickets for the quilt will be sold at the General Meeting and tumblers will be sold at the Boss' Luncheon in November.

Career Development, Lola Young
Lola is working with one individual for PSP certification. Those who sign up for the Violence Workshop will receive PSP points. Mary Guest, Gretchen Walker, Debbie Hendricks and Lola have been discussing possible speakers for UNOPA workshops. We are required to have 2 workshops per year according to our By-laws.

Communication Technology, Karen Jackson (absent)
Peg Johnson, for Karen, brought up discussion regarding the signed releases. *Recommendation was for Karen to find out from Communications the ruling on time-line for releases.*

Employee Concerns, C o-Director, Debbie Hendricks
All committees are filled except Child Care Advisory Board.

Hospitality, Donette Petersen
So far 40 have signed up for the October General Meeting. The deadline to RSVP is Thursday, October 8. There will be 6-8 door prizes given away.

Mentoring, Cathy Robertson
Cathy is still working on setting up mentoring. Marlene Crombie has the list serve. Memberships are still coming in to Cathy.

Nominating, Mary Klucas (absent)
No report

Outreach, Marcy Tintera & Sharen Simmons
Peg Johnson emailed Marcy regarding someone who expressed an interest in joining the Outreach Committee. Sharen or Marcy will be contacting the interested party.

Program, Mari Greer
Terry Wagner is the speaker for the October General Meeting.

UNOPA Notes, Diane Wasser (absent)
Peg Johnson, for Diane, reported that all items must be sent to Diane by October 15, to be included in the next newsletter.

Ways and Means, Nelvie Lienemann
Nelvie stated the need for crew leaders for the last couple of games, November 7 & 21. It was suggested to put out sign-up sheets at the October General Meeting.

AD-HOC Committee Reports:

NAEOP 2010 Fundraising, Mary Guest
There are two fundraising events to help fund the PSP Banquet and Hospitality Room at the 2010 NAEOP Conference in Kansas City, MO, next July.

1. Premiere Jewelry – All orders are due by November 23. There will be an Open House on December 5. More info later.
2. Tupperware – Books should be out for the October General Meeting on Tuesday, October 13.

All fundraising should be done by December 5.

New Business:

Proposed Budget 2009/2010, Peg Johnson
Discussion regarding proposed budget was held. Ad Hoc/Historian amount should be moved to past president under Misc. Expense in checking. Treasurer's report will go to the general membership.
Peg asked if anyone would care to attend any of the meetings of the Budget Reduction Committee? Anyone may attend if the meeting is not closed. Peg will send out the criteria to membership.
Gretchen Walker moved that the amended budget be approved. Donna Boone seconded. Passed unanimously.

Next Board Meeting will be on November 3, at the Hewitt Center, from 11:45 AM – 1:15 PM. Lunch may be purchased for $7.00 either cash or on your N-card.

Meeting was adjourned at 4:45 PM.

Donna Boone
Recording Secretary

As approved & corrected DB

Donna L. Boone

Minutes of the

UNOPA EXECUTIVE BOARD MEETING

Tuesday, November 3, 2009, 11:45 AM – 1:15 PM

Hewit Center (Room opens @ 11:30 AM)

President Peg Johnson called the meeting to order at 11:45 AM.

Roll Call was taken by Donna Boone, Recording Secretary.

Members Present: Kathy Bennetch, Donna Boone, Jan Edwards, Mari Greer, Mary Guest, Belva Harris, Debbie Hendricks, Karen Jackson, Peg Johnson, Mary Klucas, Cindy Knight, Nelvie Lienemann, Donette Petersen, Cathy Robertson, Sharen Simmons, Marcy Tintera, Gretchen Walker, Diane Wasser, Beth Zager, Lola Young.

Members Absent: Sarah Hansen

Ad-Hoc Members Present: Mary Guest

Reports given:

President, Peg Johnson
No report.

President Elect, Mari Greer
No report. Final numbers for the NEOPA Tupperware fundraiser are not in yet.

Corrections were made to the minutes and approved.

Recording Secretary, Donna Boone
Donna read an amended e-mail motion made by Diane Wasser on 10/09/09, "I amend my motion that instead of $100.00, we move $500.00 from the speaker line to cover the Albrecht program and $568.00 from savings to Career Development, making the total of $1,068.00 for the Career Development Budget". *Motion passed.*

Corresponding Secretary, Beth Zager
Two sympathy cards went out this past month. For our December General Meeting there will be a "Giving Tree". We are working with UAAD together on this charitable event. Cedars Home has turned in a Master List for gifts for teens and toys. Bright Lights prefers craft items for gifts. This will be noted in the UNOPA Notes. At the December meeting a rep from Cedars will come and give a brief talk.

Treasurer, Belva Harris
Treasurer's report will stand as approved. Report will go out to general membership.

Standing Committee Reports:

Awards, Gretchen Walker

This past month has been busy. There are 105, so far, signed up to attend the Awards luncheon in November. Discussion was held regarding the letters of recommendation turned in with nominations. Possibly the guidelines need to be fine tuned.

Bradley Munn Professional Growth Fund, Mary Guest
Had one (1) request for reimbursement of $55.00

By-laws, Cindy Knight
Spelling corrections were made and then By-laws were sent to Karen Jackson. Kathy Bennetch brought up the subject of what the By-laws say about electronic voting. It was decided a committee should look into what is or is not stated about electronic voting.

Career Development, Lola Young
There is one (1) application for PSP to be reviewed. The UNOPA Fall Workshop was discussed. It will be held on Wednesday, December 9, from 8:30 AM – 12:00 PM. The presentation on "Communication Skills for Everyone" will be given by Kate Rempfer and will be held on East Campus. PSP points have been requested.

Communication Technology, Karen Jackson
No report

Employee Concerns, C o-Director, Debbie Hendricks
Child Care Advisory Committee still needs a volunteer. Jan Edwards informed Debbie that Shelly Green was interested in filling that spot.

Hospitality, Donette Petersen
RSVP forms need to be sent in for the Awards Luncheon to be sure we have enough tables.

Membership, Cathy Robertson
Included in our membership are 19 honorary members and 9 new members.

Mentoring, Sarah Hansen (absent)
No report

Nominating, Mary Klucas
Some job duties will be changed.

Outreach, Marcy Tintera & Sharen Simmons
No report

Program, Mari Greer
No report

UNOPA Notes, Diane Wasser
The deadline for the next issue is November 15th. Planning to put an article about the Awards Luncheon in this issue.

Ways and Means, Nelvie Lienemann

Volunteers are needed for the November 7th game and the November 21st game. A discussion was held about getting help for the parking lot during the games.

New Business:

Peg Johnson

1. **Martin Luther King, Jr. Day**
   Peg gave an announcement regarding the Annual Martin Luther King, Jr. Day Breakfast. It will be held on January 15, 2010 and begins at 7:30 AM with breakfast starting at 7:00 AM. If anyone is interested, please contact Peg Johnson. The tickets are $15.00.
2. Peg asked anyone who had to speak at the meeting to please let her know so they could be added to the agenda.
3. The military will be recognized at the Awards Luncheon since it will be held around Veterans Day.

It was brought up to start a UNOPA Facebook page. After much discussion including who would keep it updated, *Belva Harris moved that a committee be formed to research the time and effort it would take to host a Facebook page. Cindy Knight seconded. Motion passed.* Committee will be determined.

Meeting was adjourned at 12:55 PM

Donna Boone
Recording Secretary

Minutes of the

UNOPA EXECUTIVE BOARD MEETING

Tuesday, December 1, 2009, 3:00 PM – 5:00 PM

Great Plains, 1155 Q St., Schorr Suites, 6th Floor

President Peg Johnson called the meeting to order at 3:05 PM

Roll Call was taken by Donna Boone, Recording Secretary.

Members Present: Kahty Bennetch, Donna Boone, Jan Edwards, Mari Greer, Mary Guest, Belva Harris, Debbie Hendricks, Peg Johnson Mary Klucas, Cindy Knight, Nelvie Lienemann, Donette Petersen Cathy Robertson, Marcy Tintera, Gretchen Walker, Diane Wasser and Beth Zager.

Members Absent: Sarah Hansen, Karen Jackson, Sharen Simmons and Lola Young

Ad-Hoc Members Present: Mary Guest

Reports given:

New Business:

Lorraine Moon, member support, attended the meeting in support of bestowing a lifetime Honorary UNOPA Membership to Roshan Pajnigar for her continued support of UNOPA. The discussion was lead by Kathy Bennetch. Belva Harris moved to nominate Roshan Pajnigar as an Honorary Member of UNOPA and present her with the lifetime membership at the January UAAD/UNOPA Joint Meeting on January 20, 2010. Diane Wasser seconded. Motion passed unanimously.

Diane Wasser moved we (UNOPA) purchase a bouquet of flowers, not to exceed $40.00, to present to Roshan at the January UAAD/UNOPA Meeting. Motion was seconded by Cindy Knight and passed unanimously.

President, Peg Johnson

No report

President Elect, Mari Greer

No report

After minutes were read, they were approved with corrections made.

Recording Secretary, Donna Boone

No report

Corresponding Secretary, Beth Zager

Two cards were sent this past month. Gifts for the "Giving Tree" need to be collected and turned in at the December meeting.

Treasurer, Belva Harris

Belva reported reimbursement from payroll on awards given. Treasurer's report will stand as corrected and approved. Corrected report will go out to general membership and filed for audit.

Standing Committee Reports:

Awards, Gretchen Walker
Eligibility for the Rose Frolik Award was discussed. Any UNOPA member who has been an active member for at least the last five years is eligible. (*Members of the Awards Committee, including the director, and UNOPA elected officers are ineligible. Individuals who have previously received this award are also ineligible.*) Nominees must meet all eligibility criteria to be considered. A nomination may be made by a UNOPA member, including self. In the event of a tie of total points given by the judges, the monetary award will be split among the winners. The award will be given at the April 13, 2010 General Meeting.

Bradley Munn Professional Growth Fund, Mary Guest
Along with the balance sheet, Mary announced $120.00 had been made on the Quilt Raffle so far.

Bylaws, Cindy Knight
The current bylaws, dated 04/14/2009, are on the website with a correction of spelling done. When future changes are made to the bylaws, it was suggested the date of the change be entered under the heading. This would be an easy reference for the reader as to when the latest change was made and assure the bylaws were up to date. There was a discussion of e-mail voting. A discussion was also held regarding on-line voting. An online search was done finding information in which you buy a service for on-line voting. Discussion was postponed until more research has been done on a voting process.

Career Development, Lola Young (absent)
Peg Johnson reported for Lola. Lola has met with another person regarding her PSP application and believes she will be submitting her paperwork by the January 15th deadline. There was a discussion regarding the fee for a workshop speaker, $150.00. At this time, 31 have signed up for the workshop planned for December 9, 2009.

Communication Technology, Karen Jackson (absent)
Peg Johnson reported for Karen. Discussion was held regarding past photos being posted. It was suggested to check with Meg Lauerman regarding the legality of posting past pictures without release forms. Setting up a Facebook site for UNOPA to post events was discussed. A concern is who will take care of site. Will people have to be UNOPA members to be able to enter site was a question brought up in discussion.

Employee Concerns, Co-Director, Debbie Hendricks
It was reported UNOPA still needed a representative to serve on the Smoking Task Force. Belva Harris volunteered.

Hospitality, Donette Petersen
Planning for the December General Meeting is going well. Still need the number of tables that will be needed.

Membership, Cathy Robertson
We have 155 members. Cathy will be checking for signed releases. Discussion was held concerning the past due fee when members wait to renew their membership due to a question that arose this past year. NEOPA has nothing in their policy regarding a late fee. NAEOP is a yearly membership from the date you join with no grace period. The Bylaws committee will review the policy for future reference.

Mentoring, Sarah Hansen (absent)
No report per Peg Johnson

Nominating, Mary Klucas
The time line given for nominations begins January 9, 2010.

Outreach, Marcy Tintera & Sharen Simmons
No report

Program, Mari Greer
Cedars representative will speak to us and have lunch at our December General Meeting. Musical guests will perform from 12:30 PM – 1:00 PM. Karen Randall and Judy Anderson will be the song leaders. Also, a Tupperware update: There will be a meeting this Friday and hopefully all orders will be brought to the General Meeting next Tuesday and handed out.

UNOPA Notes, Diane Wasser
All items need to be in by December 15, 2009, for this issue of UNOPA Notes.

Ways and Means, Nelvie Lienemann
No report

AD-HOC Committee Reports:

NAEOP/NAEOP Liaison, Mary Guest
Mary Guest, along with Beth Zager, looked into the duties of the NEOPA/NAEOP Liaison to determine if they could be incorporated into the duties of the Corresponding Secretary. Discussion was held regarding some options brought up to the board.

Old Business:
We have 8 people who will be attending the Martin Luther King Freedom Breakfast on Friday, January 15, 2010.

Next Board Meeting will be on January 5, 2010, at the Textron Building. The last Board Meeting, in May will be at the Hardin Bldg. with salad and pizza for lunch.

Meeting was adjourned at 4:30 PM.

Donna L. Boone

Donna Boone
Recording Secretary

DB

Corrected and approved 1/12/2010

Minutes of the
UNOPA EXECUTIVE BOARD MEETING
Tuesday, January 12, 2010, 3:30 PM – 5:00 PM
Textron Bldg, Far North Conference Room, 2nd Floor

President Peg Johnson called the meeting to order at 3:35 PM

Roll Call was taken by Donna Boone, Recording Secretary.

Members Present: Kathy Bennetch, Donna Boone, Mary Guest, Belva Harris, Debbie Hendricks, Peg Johnson, Cindy Knight, Cathy Robertson, Sharen Simmons, Marcy Tintera, Diane Wasser, Beth Zager. A Quorum was present.

Members Absent: Jan Edwards, Mari Greer, Sarah Hansen, Karen Jackson, Mary Klucas, Nelvie Lienemann, Donette Petersen, Gretchen Walker and Lola Young.

Ad-Hoc Members Present: Mary Guest

Reports given:

President, Peg Johnson
Peg announced our general meeting announcements and reports would follow an introduction by the University Association for Administrative Development (UAAD). A short discussion was held to determine where the flowers for Roshan Pajnigar should be delivered. These flowers are to be presented to Roshan, along with the certificate, to distinguish her as an honorary member of UNOPA. It was decided to have the flowers delivered directly to the Union. This would assure them being there for the meeting.

President Elect, Mari Greer (absent)

Corrections were made to the minutes and approved.

Recording Secretary, Donna Boone
No report

Corresponding Secretary, Beth Zager
Beth said two (2) cards were sent in November and three (3) in December. The numbers for the "Giving Tree" are as follows: 59 items collected for Cedars and 16 items collected for Bright Lights. For UNOPA members wanting a receipt for their donations UNOPA Notes will include the information from Cedars in the "Giving Tree" article.

Treasurer, Belva Harris
Belva brought up the subject of a CD our account has coming due on 1/19/2010. It is required to be renewed in ten (10) calendar days. ***Debbie Hendricks moved we renew the CD for six (6) months. Diane Wasser seconded. Motion passed unanimously.***
Signature authority was also discussed.
Treasurer's report will stand as corrected and approved.

STANDING COMMITTEE REPORTS

Awards, Gretchen Walker (absent)
Peg Johnson, President, reported for Gretchen and announced nominations for the Rose Frolik Award will be accepted until March 5, 2010. This award is only for UNOPA members who have been active for the last five (5) years. Please see the website for nomination procedure. Judges are still needed and we are looking for the following:

1. Personnel head from local industry or state agency
2. Local media personality
3. Humanitarian (i.e., clergy, judge)

Bradley Munn Professional Growth Fund, Mary Guest
Mary announced that since we did not get to give away our quilt at our December General Meeting due to the cancellation, we would, again, sell raffle tickets at our January joint meeting with UAAD and award the quilt.

Bylaws, Cindy Knight
Cindy handed out copies of proposed changes in the bylaws to the board members. A discussion was held regarding the President Emeritus. It was decided to table any decisions until the board members have had a chance to read and process proposed changes. This will be discussed at the February Board Meeting. Any changes voted in will be effective beginning the 2011 – 2012 year. Also brought up was the $3.00 late fee for dues. Possibly a grace period will be determined. This will be looked at a little more closely and compared to other organizations as to their guidelines.

Career Development PSP, Lola Young (absent)
Debbie Hendricks and Mary Guest reported for Lola. The UNOPA Fall Workshop which was cancelled due to weather has been rescheduled for Friday, February 19, 2010, from 1:30 PM – 4:30 PM in the Nebraska City Union. The presentation on "Communication Skills for Everyone" will be given by Kate Rempfer. Registration deadline is February 12, 2010.

Communication Technology, Karen Jackson (absent)
Peg Johnson reported for Karen and led a discussion regarding a letter received concerning compliance for the template used for our website. Peg recommended this matter be looked into for future discussion before any decision is made. The Facebook suggestion was discussed but no action was taken.

Employee Concerns, Debbie Hendricks and Jan Edwards (absent)
No report

Hospitality Director, Donette Petersen (absent)
No report

Membership Director, Cathy Robertson
No report

Mentoring Director, Sarah Hansen (absent)
No report

Nominating Director, Mary Klucas (absent)
No report

Outreach Director, Marcy Tintera and Sharen Simmons
No report

Program Director, Mari Greer (absent)
Donna Boone reported for Mari. Joyce Halvorsen from the Nebraska Community Blood Bank will be the speaker at the February General Meeting.

UNOPA Notes Director, Diane Wasser
The deadline for the next issue is January 15. Diane and committee are planning to put an article about the awards luncheon in this issue.

Ways and Means Director, Nelvie Lienemann (absent)
No report

AD-HOC COMMITTEE REPORTS

NEOPA/NAEOP Liaison, Mary Guest
No report.

Meeting was adjourned at 4:50 PM

Donna L. Boone

Corrected and approved 2/2/2010

Donna Boone
Recording Secretary

DB

Minutes of the
UNOPA EXECUTIVE BOARD MEETING
Tuesday, February 02, 2010, 3:30 PM – 5:00 PM
NETV Board Room, 1800 N 33rd St.

President, Peg Johnson, called the meeting to order at 3:37 PM

Roll Call was taken by Donna Boone, Recording Secretary.

Members Present: Kathy Bennetch, Donna Boone, Mari Greer, Mary Guest, Belva Harris, Debbie Hendricks, Peg Johnson, Mary Klucas, Cindy Knight, Nelvie Lienemann, Donette Petersen, Sharen Simmons, Marcy Tintera, Gretchen Walker, Diane Wasser and Beth Zager

Members Absent: Jan Edwards, Sarah Hansen, Karen Jackson, Cathy Robertson and Lola Young

Ad-Hoc Members Present: Mary Guest

Corrections were made to the minutes. ***Belva Harris moved to accept the minutes as corrected. Cindy Knight seconded.*** Minutes were approved as corrected.

Reports given:

President Elect: Mari Greer
No report

Recording Secretary: Donna Boone
No report

Corresponding Secretary: Beth Zager
Four (4) cards were sent out in January. Invitations are being put together for the Rose Frolik Award Meeting. Discussion was held regarding the proper procedure for contacting the invitees. It was decided, when possible, that e-mail was proper etiquette for invitations.

Treasurer: Belva Harris
Belva renewed the CD for 6 months as voted on at the January Board Meeting. Discussion was held concerning the amount earned for the parking lot this past football season. Belva will follow up with the proper contact regarding the amount. ***Cindy Knight moved to approve the Treasurer's report. Diane Wasser seconded. Motion passed unanimously. Report will be filed for audit.***

Standing Committee Reports:

Awards: Gretchen Walker
Gretchen reported progress is being made with the Rose Frolik Award nominations. Judges are still needed and several names were mentioned as possible judges. Gretchen will continue to add to the list of judges. Carol Wusk will be submitting an article on the Rose Frolik Award.

Bradley Munn Professional Growth Fund: Mary Guest
Mary announced for the month of December there was $71.50 in payroll deductions. One reimbursement application was received for the month of January. Currently our total in this fund is $4,710.18.

Bylaws: Cindy Knight
Cindy led a discussion of proposed changes to the bylaws and standing rules. The following were the proposed changes:

1. ***In "Duties of the Committee", under "Standing Committees", Cindy Knight moved to change the first sentence wording and delete the last sentence for Immediate Past President. It was seconded by Mary Klucas. Discussion was held and motion passed unanimously.***

2. ***In the first Standing Rule regarding the membership dues, Debbie Hendricks moved to change the wording of the third sentence so that it reads, "Renewing member dues are $9.00 if paid by September 30th. After September 30th, renewing member dues are $12.00." Delete the current third sentence. Diane Wasser seconded. Motion passed unanimously.***

Diane Wasser moved to approve Cindy's changes to the bylaws and that these changes are presented to the General Membership at the next meeting, February 9th, for their approval. Motion was seconded by Beth Zager. This motion passed unanimously.

In regards to the online voting, a discussion was held and it was determined it was not worth the time and effort to look into it any further. ***Mary Klucas moved not to proceed any further with electronic voting. Mary Guest seconded. The motion passed unanimously.***

Career Development: Lola Young (absent)
No report. It was mentioned that registration for the February 19th, workshop would be announced at the general meeting. Deadline to register is February 12th.

Communication Technology : Karen Jackson (absent)
Cindy Knight reported for Karen. A UNOPA Website Conversion Proposal was brought before the Board. The proposal received explaining compliance for our website stated the University of Nebraska-Lincoln (UNL) only supports the current template but not the one for the UNOPA website. Some discussion was held and Diane Wasser suggested this be postponed to be discussed at a later date.

Employee Concerns: Debbie Hendricks
No report

Hospitality: Donette Petersen
No Report

Membership: Cathy Robertson (absent)
With Cathy's absence, it was decided to postpone any discussion on the archived UNOPA photo gallery.

Mentoring: Sarah Hansen (absent)
No report

Nominating: Mary Klucas
The list of nominees submitted prior to the January 28th deadline was passed around.

Outreach: Marcy Tintera and Sharen Simmons
Marcy reported the committee will be brainstorming for the next couple of weeks for future meetings.

Program: Mari Greer
Joyce Halvorsen from the Nebraska Community Blood Bank will speak at our February 9th, general meeting. Diane Sullivan will give a short announcement about "ToastMasters" and an upcoming meeting open to anyone interested in attending.

UNOPA Notes: Diane Wasser
The UNOPA Notes is scheduled to go out this Friday, February 5th.

Ways and Means: Nelvie Lienemann
No report

Ad-Hoc Committee Report

NEOPA/NAEOP Liaison: Mary Guest
The flyers for the April Central Area Professional Development Day (CAPDD) Workshop will be posted. There are many chances for people to volunteer their time and assistance for this workshop. Volunteers are also needed for the National Conference being held in Kansas City, MO, from July 5-9, 2010.

New Business

Peg Johnson –
Peg asked that a Committee Guidelines/Timeline be updated.

It was announced that Dora Dill was collecting for Haiti.

Peg, along with Helen Fankhauser (UAAD President), was copied on an e-mail from John Fech to John Bender regarding UNOPA & UAAD as voting members of APC. Peg will do some further checking on this information.

Diane Wasser –
The pamphlets for the 4th Annual PSP Luncheon were passed out by Diane Wasser.

Kathy Bennetch –
Kathy brought up the point of UNOPA building a closer relationship with UAAD in regards to working together on presenting workshops, building membership between the two organizations, etc..There was a short discussion but no action was taken.

Meeting adjourned at 5:00 PM

Donna Boone
Recording Secretary

Minutes of the
UNOPA EXECUTIVE BOARD MEETING
Tuesday, March 2, 2010, 11:45am – 1:15pm
East Campus Union

President, Peg Johnson, called the meeting to order at 11:45am

Roll Call was taken by Donna Boone, Recording Secretary.

Members Present: Kathy Bennetch, Donna Boone, Mari Greer, Mary Guest, Belva Harris, Debbie Hendricks, Karen Jackson, Peg Johnson, Mary Klucas, Cindy Knight, Nelvie Lienemann, Donette Petersen, Cathy Robertson, Sharen Simmons, Marcy Tintera, Gretchen Walker, Diane Wasser, Lola Young and Beth Zager

Members Absent: Jan Edwards and Sarah Hansen

Ad-Hoc Members Present: Mary Guest

Corrections were made to the minutes. ***Gretchen Walker moved to accept the minutes as corrected. Mary Klucas seconded.*** Minutes were approved as corrected.

Reports given:

President Elect: Mari Greer
No report

Recording Secretary: Donna Boone
No report

Corresponding Secretary: Beth Zager
Two (2) cards were sent out in February, one sympathy and one congratulatory. Invitations went out to UNOPA past presidents and retirees.

Treasurer: Belva Harris
Treasurer's report was approved as presented. ***Report will be filed for audit.*** Discussion was held regarding the transfer of monies from the checking account into a separate fund. Several suggestions were made then it was suggested an Ad Hoc Committee be appointed to research where the extra money should be used. This report will be presented at the May General Meeting. Peg can send an e-mail, regarding this matter, to the general membership. ***Gretchen Walker moved to transfer $5,000.00 from the UNOPA General Fund to savings and earmark as "UNOPA General Fund". Cathy Robertson seconded. The motion carried unanimously.***

Special Discussion: Peg Johnson
Diane Wasser will be installed as the 2010-2011Nebraska Educational Office Professionals Association (NEOPA) President. It was suggested UNOPA present Diane with a gift between $25.00-50.00. ***Mary Klucas moved to spend up to $50.00 from UNOPA's general operating fund to purchase a gift for Dian***

Wasser to celebrate her installation as NEOPA President. Debbie Hendricks seconded. The motion passed unanimously.

Standing Committee Reports:

Awards: Gretchen Walker
Nominations have been slow coming in for the Rose Frolik Award. The deadline is March 5, 2010. Gretchen sent out reminders.

Bradley Munn Professional Growth Fund: Mary Guest
No report

Bylaws: Cindy Knight
Cindy is to present the bylaws changes to be made at the General Membership meeting on February 9, 2010 for their approval. ***Cindy Knight moved to change the standing rules regarding dues. Diane Wasser seconded.*** Please see attached wording.

Career Development: Lola Young
Lola reported the workshop went well. PSP is still taking applications.

Communication Technology : Karen Jackson
There was nothing new to report but the prior topic of the UNOPA website being compliant with the University was discussed. ***Cindy Knight moved to change our site to the new template and pay the $35.00/hour to have it done professionally. Mary Klucas seconded.*** Discussion was held on this motion. ***Belva Harris suggested we table this until we know more.*** Karen Jackson will research the maintenance fee and troubleshooting fee. It was also discussed UNOPA would be a good candidate for archiving.

Employee Concerns: Debbie Hendricks
No report

Hospitality: Donette Petersen
No report

Membership: Cathy Robertson
A discussion was held about what we want to do with the archived UNOPA photos. ***Belva Harris moved to transfer all archived UNOPA photos to the digital commons. Cathy Robertson seconded. Motion carried.*** Recruiting was also discussed. Membership is 152.

Mentoring: Sarah Hansen (absent)
No report

Nominating: Mary Klucas
Nominations were handed out.

Outreach: Marcy Tintera and Sharen Simmons
Marcy and Sharen met and were coming up with some new ideas.

Program: Mari Greer
Our speaker for the March General Meeting will present on the new arena being planned for Lincoln.

UNOPA Notes: Diane Wasser
The UNOPA Notes for February and March will be sent out together.

Ways and Means: Nelvie Lienemann
No report

Ad-Hoc Committee Report

NEOPA/NAEOP Liaison: Mary Guest
The flyers for the April Central Area Professional Development Day (CAPDD) Workshop will be posted. There are many chances for people to volunteer their time and assistance for this workshop. Volunteers are also needed for the National Conference being held in Kansas City, MO, from July 5-9, 2010.

New Business

Peg Johnson –
Peg asked that a Committee Guidelines/Timeline be updated and sent to her.
Also, Toastmasters is beginning a new charter on the City Campus. Peg asked if UNOPA would be willing to pay the $125.00 charter fee. ***Cindy Knight moved for UNOPA to sponsor Toastmasters on City Campus for the $125 set up fee. (I didn't get who seconded it).*** Discussion was held. It was suggested that UNOPA and UAAD split the fee. Peg said she would check on it.

Belva Harris –
Belva led a discussion on the Ad Hoc Committee for Smoking Policies. It was decided she would bring ballots to a UNOPA meeting to collect opinions on smoking.

Meeting adjourned at 1:12 PM

Donna Boone
Recording Secretary

Minutes of the
UNOPA Executive Board Meeting
Tuesday, April 6, 2010
Jackie Gaughan Multicultural Center
3:00 – 5:00 p.m.

President, Peg Johnson, called the meeting to order at 3:03pm.

Roll Call was taken by Beth Zager, Corresponding Secretary.

Members Present: Mary Guest, Belva Harris, Debbie Hendricks, Peg Johnson, Mary Klucas, Nelvie Lienemann, Donette Petersen, Cathy Robertson, Sharen Simmons, Marcy Tintera, Gretchen Walker, Diane Wasser, Lola Young, and Beth Zager

Members Absent: Kathy Bennetch, Donna Boone, Mari Greer, Sarah Hansen, and Karen Jackson

Ad-Hoc Members Present: Mary Guest

Corrections were made to the minutes from the March 2nd meeting. ***Diane Wasser moved to accept the minutes as corrected.*** Minutes were approved as corrected.

Reports given:

President Elect: Mari Greer (absent)
No report

Recording Secretary: Donna Boone (absent)
No report

Treasurer: Belva Harris
Two checks from the UNOPA checking account have not been cashed. The checks are from March and November of 2009. She asked that she be allowed to void the checks. ***Debbie Hendricks made a motion that Belva void the two checks which have been outstanding for an extended period of time and then that she re-issue the check to Donette Petersen. Nelvie Lienemann seconded. The motion carried.***
The treasurer's report was approved as corrected and will be presented to the general membership.

Corresponding Secretary: Beth Zager
Two cards were sent out in March, one sympathy card to Beth Krohn and one retirement card to Betty James.
We have 21 past presidents and two retirees planning to attend the April luncheon. Eight parking passes have been mailed out.

Standing Committee Reports:

Awards: Gretchen Walker
There are 7 Rose Frolik Award nominees. All of the nominees will have a table of support. The three judges and a photographer will also be in attendance.

Bradley Munn Professional Growth Fund: Mary Guest
Mary passed out a report that covered activity in the fund for January and February, 2010. The fund only receives $70 each month from payroll deductions. On average, the fund gives out $400 each year.

The Louise Henderson Nelson Award has been submitted. However, one area of the award relates to the help provided to the national office and that is one area where UNOPA could easily do more. ***Mary Guest moved that UNOPA contribute $25 to NAEOP Educational Foundation annually. Mary Klucas seconded. The motion passed.***
Mary Guest made a motion that UNOPA contribute $25 to the NAEOP Marion T. Wood Student Scholarship annually. Diane Wasser seconded. The motion passed.

Bylaws: Cindy Knight
The updated bylaws were posted online on March 17.

Career Development: Lola Young
No report

Communication Technology: Karen Jackson (absent)
Cindy Knight reported for Karen Jackson. Karen discovered that there will be a troubleshooting fee of $35 per hour for design or other help when it was UNOPA's error. If the problem is a template problem they will fix the problem at no charge.
Cindy had not been told if there would be a maintenance fee. She will ask Karen to look into maintenance fees.

Employee Concerns: Debbie Hendricks
No report

Hospitality: Donette Petersen
There are 108 reservations for the April general meeting and more are expected.

Membership: Cathy Robertson
No report

Mentoring: Sarah Hansen (absent)
No report

Nominating: Mary Klucas
The votes have been counted. Mary will notify those on the ballot of the results before the general meeting.

Outreach: Marcy Tintera and Sharen Simmons
Marcy and Sharen are still working on ideas.

Program: Mari Greer (absent)
Peg Johnson reported that Deb Stroh will speak about the 2010 Olympics and will bring an athlete with her.

UNOPA Notes: Diane Wasser
Diane expects to get the next issue out by the end of the month and gave a deadline of April 20 for article submissions.

Ways and Means: Nelvie Lienemann
UNOPA will be manning a parking lot for the Red and White spring game on April 17. We still need a couple more volunteers for the 11:00am to 1:00pm shift. An announcement will be made at the general meeting asking for volunteers.

Ad-Hoc Committee Report

NEOPA/NAEOP Liaison: Mary Guest
UNOPA is hosting the NEOPA Spring Conference. Debbi Hendricks still needs people to serve at the reception table. Donna Boone volunteered to help. There are 65 registered to attend the conference and 33 to attend the banquet.
The national conference committees are busy. We will have a UNOPA gathering on Tuesday evening of the conference. An announcement will be made at the general meeting asking people to contact Mary Guest if they plan to attend the national conference.

New Business: Peg Johnson
Board Meeting Luncheon
Our next board meeting will be over lunch at Hardin Hall. She asked if we want to order from Valentino's or bring our own lunches. It was decided that Peg would order pizza and salad and will tell the board how much we each need to pay.

Ad Hoc Committee for Funds
Cindy Knight has volunteered to chair the committee but we need a co-chair. Gretchen Walker will serve on the committee. A request for a co-chair will be made at the general meeting.

Community Service
Peg mentioned the Habitat for Humanity build opportunity that had been emailed out to the membership. There was some discussion about Habitat for Humanity.

Update from the Chancellor's Office
Peg's boss, William Nunez will be taking Susan Poser's position as Chief of Staff and Associate to the Chancellor. Buildings are already being destroyed on the state fairgrounds.

Old Business: Peg Johnson
Committee Guidelines/Timeline
Peg asked if we should consider thumb drives for the committees instead of books. After discussion, it was decided that our current method of books and cd's is more practical than thumb drives. Peg then passed out some old committee guidelines.

Digital Commons Archives
We decided at the previous meeting to move all archived UNOPA photos to the digital commons. Now we need a committee to work on this. It was suggested that we ask Karen Jackson to serve on the committee since she has access to the archived photos and the UNOPA website.

Meeting adjourned at 4:29pm.

Donna Boone
Recording Secretary

Minutes of the
UNOPA EXECUTIVE BOARD MEETING
Tuesday, May 4, 2010, 11:45 AM – 1:15 PM
Hardin Center, Room 901

President, Peg Johnson, called the meeting to order at 12:00 PM

Roll Call was taken by Donna Boone, Recording Secretary.

Members Present: Kathy Bennetch, Donna Boone, Mari Greer, Mary Guest, Belva Harris, Debbie Hendricks, Peg Johnson, Mary Klucas, Nelvie Lienemann, Cathy Robertson, Sharen Simmons, Marcy Tintera, Gretchen Walker, and Beth Zager

Members Absent: Jan Edwards, Sarah Hansen, Cindy Knight, Donette Petersen and Diane Wasser

Ad-Hoc Members Present: Mary Guest

Corrections were made to the minutes. ***Mary Klucas moved to accept the minutes as corrected. Belva Harris seconded.*** Minutes were approved as corrected.

President Elect: Mari Greer
No report

Recording Secretary: Donna Boone
No report

Corresponding Secretary: Beth Zager
Two (2) cards were sent out in April. Past President's Luncheon went well. Approximately 16-17 past presidents attended.

Treasurer: Belva Harris
Cathy Robertson moved to approve the Treasurer's report. Mary Klucas seconded. Motion passed unanimously. Report will be filed for audit.

Standing Committee Reports:

Awards: Gretchen Walker
Rose Frolik Awards went well.

Bradley Munn Professional Growth Fund: Mary Guest
Balance as of April 8, 2010, $5051.41

Bylaws: Cindy Knight
No report

Career Development: Lola Young
No report

Communication Technology : Karen Jackson
UNOPA info id currently housed on servers at IANR. Suggestion of using server downtown campus at no charge. Need to get website into most current template. This task would cost $35.00/hour for 9-10 hours work at the most. ***Mary Guest moved to update UNOPA's current website to the current University template and have this done by University Communications at the rate of $35.00/hour, estimated at 6-10 hours as soon as possible. Cathy Robertson seconded. Motion passed.***

Employee Concerns: Debbie Hendricks
No report

Hospitality: Donette Petersen (absent)

Membership: Cathy Robertson
UNOPA has 162 members

Mentoring: Sarah Hansen (absent)
No report

Nominating: Mary Klucas
No report.

Outreach: Marcy Tintera and Sharen Simmons
The annual social for UNOPA has been scheduled for Thursday, June 17, 2010, from 3:30 PM – 5:00 PM. It will be held at Uni Place and Judy Anderson will provide entertainment.

Program: Mari Greer
The Installation Program is planned. As a treat, there will be cookies and ice cream from the Dairy Store.

UNOPA Notes: Diane Wasser (absent)
Peg Johnson reported for Diane in her absence. Diane sent a Thank You card for the installation gift from UNOPA and our support.

Ways and Means: Nelvie Lienemann
134 parking tickets were sold for the 2010 Spring game.

Ad-Hoc Committee Report

NEOPA/NAEOP Liaison: Mary Guest
No report

New Business:

Mary Guest:
A proposal to bring in Kim Ratz for the UNOPA 2010 Fall Workshop was brought forward. Mr. Ratz normally charges $3000.00/day plus travel expenses. For UNOPA, he would come for $2000.00/day.

Discussion was held. ***Debbie Hendricks moved UNOPA commit up to $2,000.00 to bring Kim Ratz to campus for a full day workshop in the Fall 2010. Details to be worked out by the 2010-2011 Career Development Committee and brought back to the board for further approval. Mary Klucas seconded. Motion passed.***

Peg Johnson:
Update was given by Peg Johnson from the Chancellor's office.
Innovation Campus is moving forward
Interviewing for IANR – budget cuts will be worse next year.
A representative is needed from UNOPA for the Safe & Wellness workshop to be held in October. This info will be forwarded to Mari Greer.

Old Business:

Peg Johnson –
Peg reminded all board members to update and hand in their Committee Guidelines/Timelines.

Cindy Knight will chair an Ad Hoc committee for funds. Gretchen Walker and Belva Harris will serve on this committee.

Kathy Bennetch will chair an Ad Hoc committee for the Digital Commons.

Mary Klucas will move to destroy the ballots at the May General Meeting.

Meeting adjourned at 1:00 PM

Donna Boone
Recording Secretary

Minutes of the
UNOPA EXECUTIVE BOARD MEETING
Tuesday, June 8,2010, 3:00 PM – 4:00 PM
Jackie Gaughan Multicultural Center

President Peg Johnson called the meeting to order at 3:04 PM.

Roll Call was taken by Donna Boone, Recording Secretary.

Members Present: Donna Boone, Jan Edwards, Mari Greer, Mary Guest, Belva Harris, Debbie Hendricks, Peg Johnson, Mary Klucas, Cindy Knight, Nelvie Lienemann, Cathy Robertson, Sharen Simmons, Marcy Tintera, Diane Wasser, and Beth Zager. A Quorum was present.

Members Absent: Kathy Bennetch, Sara Hansen, Karen Jackson, Donette Petersen and Gretchen Walker.

Ad-Hoc Members Present: Mary Guest

Corrections were made to the minutes. ***Diane Wasser moved to accept the minutes with corrections. Cindy Knight seconded.*** Minutes were approved as corrected.

Treasurer's report was accepted with no corrections. ***Report will be filed for audit.***

President-elect: Mari Greer
No report

Recording Secretary: Donna Boone
No report

Corresponding Secretary: Beth Zager
Two (2) cards were sent out in May, one to Peg Johnson and one to Allen Waller for recent deaths in their families. Mary Guest requested a card be sent to Diane Carson for recent foot surgery.

STANDING COMMITTEE REPORTS

Bradley Munn Professional Growth Fund: Mary Guest
As of April 30, 2010, the Bradley Munn Professional Growth Fund has a balance of $5086.41. Approximately $800.00 was added throughout this past year.

Awards: Gretchen Walker (absent)
No report
Bylaws: Cindy Knight
Cindy brought before the board the item about deleting a Standing Committee because of duplication. After discussion was held it was decided to have this item voted on next year. Also brought to the board was the wording of the two (2) new Ad Hoc Committees formed. After discussion the following wording was voted on:

Ad Hoc Committee:

(These committees, along with any others, can be established at the discretion of the incoming Board).

A. **Finance Fund Committee shall develop proposals on ways to use a portion of UNOPA undesignated funds. The proposals would be presented to the Executive Board and UNOPA membership for their approval.**

B. **Digital Commons Committee shall work on moving archived UNOPA photos/documents to digital commons.**

Cindy Knight moved to accept the wording of the two (2) new Ad Hoc Committees. Mary Klucas seconded. Motion passed.

Career Development: Lola Young
No report

Communication Technology: Karen Jackson (absent)
No report

Employee Concerns: Debbie Hendricks
No report

Hospitality: Donette Petersen (absent)
No report

Membership: Cathy Robertson
No report

Mentoring: Sara Hansen (absent)
No report

Nominating: Mary Klucas
No report

Outreach: Marcy Tintera and Sharen Simmons
The June 17 Social is fast approaching. Please send in your registrations by the June 11, deadline. There are fourteen registrations so far.

Program: Mari Greer
No report

UNOPA Notes: Diane Wasser
The 2009-2010 final issue will go out by June 11.

Ways and Means: Nelvie Lienemann
No report

NEOPA/NAEOP Liaison: Mary Guest
On Tuesday evening, July 6, there will be a social for Nebraska attendees at the NAEOP Annual Conference in Kansas City, MO. Mary also wanted to thank Debbie Hendricks for being UNOPA's representative at the Advisory Council during the NAEOP Annual Conference.

Updates from the Chancellor's Office: Peg Johnson

- APC added voting rights for our representative in the fall. UNOPA will need a representative who will speak up at these meetings to assure the office/service employees are represented well.
- It was suggested UNOPA put together an advertisement to market UNOPA for membership growth.
- The Scarlet will be cutting back on issues. It will be printed monthly.
- Card access is being considered for all University buildings
- A new e-mail system is being considered for the University
- Debbie Hendricks, Cindy Knight, Mary Guest, Mari Greer and Peg Johnson attended a meeting with Dan Carpenter which highlighted bus issues. The bus schedule for Summer is every 20 minutes and for the Fall every 10 minutes. In the Fall, StarTran will be part of this schedule. Dan stated if there are any questions, concerns or problems to please contact him by e-mail. His e-mail is dcarpenter2@unl.edu.

Diane Wasser informed the Board she was invited to be in the U-Wide Benefits Focus group. If anyone should have any concerns about benefits, please pass them on to Diane as she will present them at the group meetings.

Peg Johnson announced Annual Reports needed to be turned in as soon as possible.

Meeting Adjourned at 3:50 PM

Donna Boone
Recording Secretary

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