NEOPA Executive Board Minutes - February 2015

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1. **CALL TO ORDER**

The February 7, 2015 Executive Board Meeting of the Nebraska Educational Office Professionals Association was called to order by President Mary Guest at 9:35 a.m.

2. **ROLL CALL**

Board Members present: Mary Guest, Denise Fisher, Joan Wilkins, Linda Luedtke, Mari Greer, Carol Bom, Debbie Hendricks, Jennifer Bahr, and Lisa Morehouse. A quorum was established.

Board Members absent: Tami Friend, Cathy Robertson, Diane Wasser

Guests: Susie Ahlberg, Amy Windle

3. **APPROVAL OF MINUTES**

The minutes of the October, 2014 Executive Board meeting were approved as presented by consensus.

4. **TREASURER’S REPORT**

The January 30, 2015 Treasurer’s Report was reviewed and will be filed for audit.

5. **COMMUNICATIONS/ANNOUNCEMENTS**

Susie Ahlberg and Amy Windle presented a report on the 2015 NEOPA Spring Conference/North Central Area Professional Development Days. This event will be held on April 24-25th in Lincoln. Registration information has been sent to all NEOPA members.

Plans to use the soup pot as the Nebraska basket raffle fundraiser were discussed.

There will be a Pot Luck social event at Arnold’s Tavern in Havelock (Lincoln) on February 11th, from 6-8:00pm. Sloppy Joes will be provided. Please bring a dish to share. RSVP to Denise Fisher at Denise.fisher@nebraska.gov.

6. **OFFICER REPORTS**

**PRESIDENT: MARY GUEST**

STEPPIN’ FOR GRETCHEN- Making Strides Against Breast Cancer Walk final report.

- T-shirt sales profit: $135
- Pink Pizazz raffle: $310
- NEOPA donation: $100
- Online donations: $635

Total raised for Making Strides: $1,180

_The purpose of NEOPA is to provide professional development and support to educational office professionals._
The purpose of NEOPA is to provide professional development and support to educational office professionals.
NEWSLETTER: CAROL BOM
Report is attached.

NOMINATING: REPORTED BY DENISE FISHER
The following officer nominations were presented to the Board.

President Elect – Amy Windle (LPSAOP)
Vice President – Joan Wilkins, Central Community College
Treasurer – Debbie Hendricks (UNOPA)
Secretary – Lora Sypal (NDE BRIDGE)

*A motion was made by Denise Fisher to accept these nominations and was seconded by Linda Luedtke. The motion was voted on and passed unanimously.*

PSP: DEBBIE HENDRICKS
The Board discussed PSP recognition at the Spring Conference, and the need to keep the business meeting short.

WAYS AND MEANS: JENNIFER BAHR
Report is attached.

AD HOC COMMITTEE: DENISE FISHER, JOAN WILKINS
LOGO USAGE: A copy of the new logo letterhead design was distributed and is used as the background for this document. In addition, a second version, shown here, will be used for other publications.

9. UNFINISHED BUSINESS

10. NEW BUSINESS
The next board meeting will be held on April 23rd at 3:00pm. All members are encouraged to attend.

11. ADJOURN
The meeting was adjourned at 12:30 p.m.

The purpose of NEOPA is to provide professional development and support to educational office professionals.
### NEOPA Treasurer's Report -- Jan 31, 2015

**Balance**

$ 2,339.74

<table>
<thead>
<tr>
<th>Date</th>
<th>Income</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/11/14</td>
<td>Deposit</td>
<td>$1,395.00</td>
</tr>
<tr>
<td></td>
<td>Membership dues</td>
<td></td>
</tr>
<tr>
<td>7/17/14</td>
<td>Deposit</td>
<td>$320.00</td>
</tr>
<tr>
<td></td>
<td>Membership dues</td>
<td></td>
</tr>
<tr>
<td>7/28/14</td>
<td>Deposit</td>
<td>$130.00</td>
</tr>
<tr>
<td></td>
<td>Membership dues</td>
<td></td>
</tr>
<tr>
<td>7/31/13</td>
<td>Interest</td>
<td>$0.08</td>
</tr>
<tr>
<td>8/25/14</td>
<td>Deposit</td>
<td>$150.00</td>
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<tr>
<td></td>
<td>Membership dues</td>
<td></td>
</tr>
<tr>
<td>8/29/04</td>
<td>Interest</td>
<td>$0.07</td>
</tr>
<tr>
<td>9/9/14</td>
<td>Deposit</td>
<td>$145.00</td>
</tr>
<tr>
<td></td>
<td>Membership dues</td>
<td></td>
</tr>
<tr>
<td>9/30/14</td>
<td>Interest</td>
<td>$0.05</td>
</tr>
<tr>
<td>10/2/14</td>
<td>Deposit</td>
<td>$120.00</td>
</tr>
<tr>
<td></td>
<td>Membership dues</td>
<td></td>
</tr>
<tr>
<td>10/14/04</td>
<td>Deposit</td>
<td>$500.00</td>
</tr>
<tr>
<td>10/14/14</td>
<td>Deposit</td>
<td>$237.00</td>
</tr>
<tr>
<td></td>
<td>Transfer from savings for student scholarship</td>
<td></td>
</tr>
<tr>
<td>10/23/14</td>
<td>Deposit</td>
<td>$60.00</td>
</tr>
<tr>
<td></td>
<td>Membership dues</td>
<td></td>
</tr>
<tr>
<td>10/23/14</td>
<td>Deposit</td>
<td>$484.00</td>
</tr>
<tr>
<td></td>
<td>T-Shirt sales</td>
<td></td>
</tr>
<tr>
<td>10/27/14</td>
<td>Deposit</td>
<td>$64.00</td>
</tr>
<tr>
<td>Fall Workshop 50/50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/27/14</td>
<td>Deposit</td>
<td>$65.00</td>
</tr>
<tr>
<td>Fall Workshop Silent Auction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/27/14</td>
<td>Deposit</td>
<td>$161.00</td>
</tr>
<tr>
<td>Fall Workshop Big Red Basket/Cookbooks/Flash Drives</td>
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</tr>
<tr>
<td>10/27/14</td>
<td>Deposit</td>
<td>$1,545.00</td>
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<tr>
<td>Fall Workshop Registrations</td>
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<td></td>
</tr>
<tr>
<td>10/31/14</td>
<td>Interest</td>
<td>$0.06</td>
</tr>
<tr>
<td>11/3/14</td>
<td>Deposit</td>
<td>$415.00</td>
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<tr>
<td>Fall Workshop Registrations</td>
<td></td>
<td></td>
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<tr>
<td>11/10/14</td>
<td>Deposit</td>
<td>$15.00</td>
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<td></td>
<td>Membership dues</td>
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<tr>
<td>11/10/14</td>
<td>Deposit</td>
<td>$250.00</td>
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<tr>
<td>Pink Pizza Raffle for Cancer Walk</td>
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<td></td>
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<tr>
<td>11/13/14</td>
<td>Deposit</td>
<td>$15.00</td>
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<td></td>
<td>Membership dues</td>
<td></td>
</tr>
<tr>
<td>11/30/14</td>
<td>Interest</td>
<td>$0.05</td>
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<tr>
<td>12/3/14</td>
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<td>$40.00</td>
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<td>Membership dues</td>
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</tr>
<tr>
<td>12/5/14</td>
<td>Deposit</td>
<td>$134.00</td>
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<tr>
<td>Pasta order from Columbus</td>
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<tr>
<td>12/10/14</td>
<td>Deposit</td>
<td>$578.00</td>
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<tr>
<td>Pasta order from UPS</td>
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<tr>
<td>12/10/14</td>
<td>Deposit</td>
<td>$25.00</td>
</tr>
<tr>
<td>Pasta donation from Diane Dickey</td>
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<td></td>
</tr>
<tr>
<td>Date</td>
<td>Description</td>
<td>Amount</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>12/31/14</td>
<td>Interest</td>
<td>$ 0.02</td>
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<td>1/26/15</td>
<td>Deposit</td>
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<tr>
<td></td>
<td>Membership dues</td>
<td>$ 30.00</td>
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<tr>
<td>1/30/15</td>
<td>Deposit</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Transfer from saving for student scholarship</td>
<td>$ 500.00</td>
</tr>
<tr>
<td>1/30/15</td>
<td>Deposit</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Transfer from savings for member scholarship (Barb Homer)</td>
<td>$ 237.00</td>
</tr>
<tr>
<td></td>
<td>Totals</td>
<td>$ 7,615.00</td>
</tr>
<tr>
<td></td>
<td>Total Income</td>
<td>$ 9,955.07</td>
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<tr>
<td></td>
<td>Total Expenses</td>
<td>$ 7,553.60</td>
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**Expenses:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/7/14</td>
<td>NAEOP Field Service</td>
<td></td>
</tr>
<tr>
<td>7/1/14</td>
<td>Mary Guest - Survey Monkey</td>
<td></td>
</tr>
<tr>
<td>7/7/14</td>
<td>Statement Fee</td>
<td></td>
</tr>
<tr>
<td>7/8/14</td>
<td>Debbie Hendricks - gift cards NAEOP baskets</td>
<td></td>
</tr>
<tr>
<td>7/15/14</td>
<td>NDE Bridge (Pat Lundal conf fee returned)</td>
<td></td>
</tr>
<tr>
<td>7/31/14</td>
<td>Transfer to Student Scholarship savings</td>
<td></td>
</tr>
<tr>
<td>8/1/14</td>
<td>Mary Guest - post cards to advertise North Central Conf</td>
<td></td>
</tr>
<tr>
<td>8/5/14</td>
<td>Mary Guest - Advisory Council Delegate NAEOP 2014</td>
<td></td>
</tr>
<tr>
<td>8/13/14</td>
<td>Debbie Hendricks - gift cards NAEOP baskets - $16.95</td>
<td></td>
</tr>
<tr>
<td>8/14/14</td>
<td>photo sitting fee - $20, reception - $32.24, flowers - $19.95</td>
<td></td>
</tr>
<tr>
<td>8/4/14</td>
<td>Amy Chandler Alternate Delegate NAEOP 2014</td>
<td></td>
</tr>
<tr>
<td>8/4/14</td>
<td>Marliana Greer NEOF member scholarship</td>
<td></td>
</tr>
<tr>
<td>8/14/00</td>
<td>Grand Manse deposit Spring Conference</td>
<td></td>
</tr>
<tr>
<td>9/3/14</td>
<td>ordered checks through bank</td>
<td></td>
</tr>
<tr>
<td></td>
<td>voided check</td>
<td></td>
</tr>
<tr>
<td>9/9/14</td>
<td>Mary Guest Survey Monkey</td>
<td></td>
</tr>
<tr>
<td>9/9/14</td>
<td>Nebraska Educational Media</td>
<td></td>
</tr>
<tr>
<td>9/16/14</td>
<td>Bursar UNK Austin Partridge scholarship</td>
<td></td>
</tr>
<tr>
<td>10/24/14</td>
<td>Speaker Wayne Workshop Jenny Herrick</td>
<td></td>
</tr>
<tr>
<td>10/24/14</td>
<td>Speaker Wayne Workshop John Dunning</td>
<td></td>
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<tr>
<td>10/24/14</td>
<td>Speaker Wayne Workshop Jason Mrny</td>
<td></td>
</tr>
<tr>
<td>10/24/14</td>
<td>Office Professional Award Barbara Homer</td>
<td></td>
</tr>
<tr>
<td>10/24/14</td>
<td>Boss of the Year Award Marjorie Kostelnik</td>
<td></td>
</tr>
<tr>
<td>10/24/14</td>
<td>Mary Guest - Survey Monkey</td>
<td></td>
</tr>
<tr>
<td>10/24/14</td>
<td>Denise Fisher - Postage</td>
<td></td>
</tr>
<tr>
<td>10/24/14</td>
<td>Barbara Homer - NEOF member scholarship</td>
<td></td>
</tr>
<tr>
<td>11/8/14</td>
<td>Fall Workshop - Chartwells food for meetings</td>
<td></td>
</tr>
<tr>
<td>11/8/14</td>
<td>Eclipse Inc. - T-shirts for Cancer Walk</td>
<td></td>
</tr>
<tr>
<td>11/8/14</td>
<td>Awards Unlimited - PSP Nebraska shaped awards</td>
<td></td>
</tr>
<tr>
<td>11/8/14</td>
<td>Awards Unlimited - Office Prof &amp; Boss of Yr plaques</td>
<td></td>
</tr>
<tr>
<td>11/8/14</td>
<td>NAEOP affiliation fee</td>
<td></td>
</tr>
<tr>
<td>11/8/14</td>
<td>Nebraska Educational Media</td>
<td></td>
</tr>
<tr>
<td>11/12/14</td>
<td>Making Strides Cancer Walk</td>
<td></td>
</tr>
<tr>
<td>12/5/14</td>
<td>Linda Luedike reimbursement for pasta payment by credit card</td>
<td></td>
</tr>
<tr>
<td>12/11/14</td>
<td>Fun Pasta electronic payment</td>
<td></td>
</tr>
<tr>
<td>12/13/14</td>
<td>Fall Workshop - WEOPA printing, snacks, decorating supplies</td>
<td></td>
</tr>
<tr>
<td>1/8/15</td>
<td>Mary Guest - Survey Monkey</td>
<td></td>
</tr>
<tr>
<td>1/29/15</td>
<td>Bursar UNK Austin Partridge scholarship</td>
<td></td>
</tr>
</tbody>
</table>

**Ending Checking Account Balance as of Jan 31, 2015**

$ 2,401.47
### Business Interest Checking Account

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance as of July 1, 2014</td>
<td>$2,339.74</td>
</tr>
<tr>
<td>Receipts (July 1, 2014 - Jan 31, 2015)</td>
<td>$7,615.00</td>
</tr>
<tr>
<td>Interest (July 1, 2014 - Dec 31, 2014)</td>
<td>$0.33</td>
</tr>
<tr>
<td>Disbursements (July 1, 2014 - Jan 31, 2015)</td>
<td>$7,553.60</td>
</tr>
<tr>
<td>Balance as of Jan 31, 2015</td>
<td>$2,401.47</td>
</tr>
</tbody>
</table>

### Money Market Savings - Professional Membership Scholarships

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance as of July 1, 2014</td>
<td>$3,122.20</td>
</tr>
<tr>
<td>Professional Membership Scholarships</td>
<td></td>
</tr>
<tr>
<td>Receipts (July 1, 2014 - Jan 31, 2015)</td>
<td></td>
</tr>
<tr>
<td>Interest (July 1, 2014 - Dec 31, 2014)</td>
<td>$0.64</td>
</tr>
<tr>
<td>Disbursements (Oct 14, 2014) xfered to chkg for member scholarship</td>
<td>-$237.00</td>
</tr>
<tr>
<td>Disbursements (Jan 30, 2015) xfered to chkg for member scholarship</td>
<td>-$237.00</td>
</tr>
<tr>
<td>Balance as of Jan 31, 2015</td>
<td>$2,648.84</td>
</tr>
</tbody>
</table>

### Classic Business - Student Scholarship Savings

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance as of July 1, 2014</td>
<td>$628.56</td>
</tr>
<tr>
<td>Receipts (July 7, 2014) xfered from checking for student scholarship</td>
<td>$500.00</td>
</tr>
<tr>
<td>Interest (July 1, 2014 - Dec 31, 2014)</td>
<td>$0.17</td>
</tr>
<tr>
<td>Disbursements (Oct 14, 2014) xfered to chkg for Fall sem scholarship</td>
<td>-$500.00</td>
</tr>
<tr>
<td>Disbursements (Jan 30, 2015) xfered to chkg for Spring sem scholarship</td>
<td>-$500.00</td>
</tr>
<tr>
<td>Balance as of Jan 31, 2015</td>
<td>$128.73</td>
</tr>
</tbody>
</table>

### Certificate of Deposit

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance as of July 7, 2014</td>
<td>$6,083.78</td>
</tr>
<tr>
<td>Interest (July 7, 2014 - Dec 31, 2014)</td>
<td>$3.83</td>
</tr>
<tr>
<td>Renewed on July 7, 2015 (not available until July 2015)</td>
<td></td>
</tr>
<tr>
<td>Balance as of Jan 31, 2015</td>
<td>$6,087.61</td>
</tr>
</tbody>
</table>
TO: Mary Guest, President
FROM: Denise Fisher, President-Elect
COMMITTEE NAME: Membership
COMMITTEE MEMBERS: 
DATE: February 1, 2015

Current committee report

There are currently 132 active members; 10 new; 15 honorary; 17 retired, 2 associate, and 2 lifetime members for a total of 178 members.

Upcoming objectives and goals

A membership event is scheduled for February 11 at Arnold’s Tavern.

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

"I move to: ________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Motion Maker: ________________________________

Seconded by: ________________________________
TO: President Mary Guest  
FROM: Joan Wilkins  
COMMITTEE NAME: Secretary  
COMMITTEE MEMBERS: Julie Erickson, Debbie Hendricks  
DATE: January 26, 2015  

Current committee report  
Draft minutes for the October Executive Board meeting and for the October Member's meeting were submitted to President Guest and to Diane Wasser.  

A sympathy card was sent on behalf of NEOPA to Lori Gormley.  

It was recently brought to my attention by President Guest that some of the meeting minutes posted on the website in 2014 did not have board reports and treasurer's reports attached. These missing reports were sent to Diane Wasser to upload and attach to the appropriate meeting minutes.  

I have accepted the nomination to run for NEOPA Vice-President.  

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: Tami Friend  
COMMITTEE NAME: Scholarship and Awards  
COMMITTEE MEMBERS: Barb Homer, Diane Carson, Cary Christine, Suzanne Penn  
DATE: 1/28/15

Current committee report
We are currently working on securing judges to review and score the scholarship applications that were received. We have received 16 scholarship applications and are currently reviewing for required paperwork.

Upcoming objectives and goals
• Get the scholarship applications sent to judges
• Update scholarship form for future years using input from questions received this year
• Update scholarship rubik for scoring
• Remind recent award winners of national competition

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: Diane Wasser
COMMITTEE NAME: Information Technologies
COMMITTEE MEMBERS: Carol Bom, Barb Forsman, Victoria Green, Heather Ritchie
DATE: February 3, 2015

Current committee report
The UNL Information Technology Services has agreed to continue hosting the website for us at a charge of $5.00 / month if our site remains at under 5 GB. If our site would increase in size to 5 or more, they would charge us $7.50/ month. Any changes, problems or requests that are specific to our site they will charge us $$$ an hour. They have given me two different amounts either 60 or 65. I am hoping by the time this meeting is taking place we will have a contract in hand ready for signatures. I have also requested that we be billed at a quarterly or biannual rate to make it easier to manage and also not lock us into a whole year if we decided to cancel them hosting.

I have loaded the new logo on the “Membership” page for everyone to see what it will look like on our site. Please let me know if color changes are needed.

Motions –

Motion Maker: ________________________________

Seconded by: ________________________________
Information Technology Web Hosting Service/Support

Under this agreement, a unit contracts with Information Technology Services (ITS) to supply web hosting service/support. The unit will designate an individual on their staff to serve as the Departmental Contact who will be the single point of contact for Information Services and to whom questions and concerns should be directed. The Departmental Contact name and email address is: Diane Wasser, dwasser1@unl.edu

This letter outlines the understanding between Applications Development & Support within Information Technology Services and the Nebraska Education Office Professionals Association concerning the purchase of ongoing web hosting from Applications Development & Support for the website neopa.unl.edu.

The services provided under this agreement are for a single site and include:

- **SSL Certificate**
  - upon request

- **Web Environment**
  - Standard cPanel server (includes but not limited to the list below)
    - **PHP**
      - latest stable version
    - **PEAR**
      - modules can be installed and configured
      - versions must be maintained by site admin
    - **MySQL**
      - Administration Tool - MyPHPAdmin
      - All functions of MySQL are available to the site
      - latest stable version
    - **SFTP**
      - on and off campus access
      - account management
    - **Ruby on Rails**
    - **PERL**
    - **CGI**
    - **Logs**
      - Awstats
      - Webalizer
      - Access / Error log
    - **Cronjobs**
      - can be setup by communicating with the support team to set the job up.
    - **SSH/Shell Access**
      - on campus only
    - **File Manager**
      - Manage folder and files
      - Manages permissions of files and folders
    - **Additional modules** can be installed (Inquire to the Cpanel support team) examples are listed below
      - Word press
      - Joomla

- **Backup and disaster recovery services**
  - Virtual servers with requisite system administration for a current and secure environment are utilized with snapshots saved offsite.
  - Daily backups of website and database files are the responsibility of the unit.
• Tools are provided to create site and database backups.

• **Changes/Problems/Request**
  o Email to all communications to cpanel@unl.edu.
  o These services will be provided during normal business hours Monday through Friday. In the event of an emergency Enterprise Information Solutions will make best effort to respond outside of normal hours. A contact phone number will be provided to the Departmental Contact for use in these emergency situations. However, no guarantees are made regarding the availability of emergency support staff outside of normal business hours.
  o Best efforts will be made to respond to client requests/problem reports within a 24hr period during normal business hours Monday through Friday.
  o Any changes to the server configuration, files, network, etc.: system downtime, reboots, restoration of files/snapshots; etc. will be communicated to the client as soon as possible.
  o If the server resources (memory, disk space, processor speed, network through-put, etc.) of the server proves to be inadequate for efficient delivery of content to the client, additional resources will be added to the server after an email request by the customer within a normal work day.

• Changes/problems/requests specific to the customer will be provided at the standard hourly rate, currently $____/hr.
  o Reports of critical problems will be acknowledged via email or phone within a 4 hour period during normal business hours Monday through Friday.
    ▪ An estimated time-frame for resolution will be promptly provided once the cause of the problem has been determined.

Any additional services requested by the unit including (but not limited to): adding, deleting, upgrading server software or hardware, etc. will be billed at the standard hourly rate (currently $____/hr) in addition to the regular web hosting monthly charge.

If either party desires to terminate this agreement, it must give the other party at least 90 days written notice of such intent. Information Services will provide at least 90 days’ notice before changing any provisions of this agreement.

Note: ITS standard service rates are adjusted annually in accordance with UNL Service Center guidelines.

**Monthly Charges (select starting site size)**

- **Small Single Site 2.5GB** $5.00
- **Single site 5GB** $7.50

**Extra space**

5GB x $6.00  

**Total Monthly Cost** $5.00

**Cost object for billing**

__________________________________________  ______________________________
Name:  
Title:  

**Director of Academic Technologies**  
& Application Solutions  

**Date**  

**Date**
TO: NEOPA Board of Directors  
FROM: Carol Bom, CEOE  
COMMITTEE NAME: Newsletter Committee  
COMMITTEE MEMBERS: Debbie Doolittle (LPSAOP), Lisa King (UNOPA), Kitten Sleza (OEOPA), Amy Windle (LPSAOP)  
DATE: February 7, 2015

**Current committee report**

We produced our first issue of the NEON in mid-November. This issue was sent electronically to all NEOPA members. Two copies were mailed to NEOPA members who do not have email addresses. We have set our schedule for the remainder of the year.

Spring newsletter deadline: May 1. Due out May 13.  
I have notified the committee that we also assist with the preparation of the Annual Report.

Upcoming objectives and goals:

Continue to inform the members about NEOPA events.  
I am also exploring other means of communicating electronically with members. This includes a look at MailChimp, a free email service, and Constant Comment, a paid service. I believe there are other means available to us as an organization to communicate quickly and effectively with our members.

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

"I move to: ___________________________________________________________  
_______________________________________________________________________  
____________________________________________________________________________  
____________________________________________________________________________

Motion Maker: ____________________________

Seconded by: ____________________________

TO: Mary Guest, President
FROM: Denise Fisher
COMMITTEE NAME: Nominations
COMMITTEE MEMBERS:
DATE: February 3, 2015

Current committee report

Four Board members, and two NEOPA members, submitted names for nominations to the 2015-16 Officer Ballot. 18 people were nominated.

President Elect – Amy Windle (LPSAOP)
Vice President – Joan Wilkins, Central Community College
Treasurer – Debbie Hendricks (UNOPA)
Secretary – Lora Sypal (NDE BRIDGE)

Upcoming objectives and goals

Motions –

"I move to approve the slate of officers for the 2015-16 ballot."

Motion Maker: Denise Fisher

Seconded by: Linda Luedke
TO: Mary Guest, President
FROM: Jennifer Bahr, Ways and Means
COMMITTEE NAME: Membership
COMMITTEE MEMBERS:
DATE: February 7, 2015

Current committee report
Pasta sales - online sales $668 - brochure total $571 - total sales $1239 -- online profit $267.2 - brochure profit $228.40 - total profit $495.60

Upcoming objectives and goals
Bowling event - working with Denise Fisher - planning an event to gather NEOPA members together - no date set yet.
Spring Conference - I’ll be working with Peggy Clagett and Kathy Bennetch - NEOPA State Basket Raffle - 31 Bag Raffle - 50/50 raffle - Free Registration Raffle - and Fundraising Raffle.

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

"I move to: ____________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Motion Maker: ________________________________
Seconded by: ________________________________
STANDING RULES

Standing Rules can be adopted by a majority vote at any Association meeting. No standing rule or other resolution can be adopted if it is in conflict with the Bylaws. Standing Rules should contain only those rules that are subject to the will of the majority at any meeting and those rules that it may want to change at any time, without having to give prior notice.

1. The dues for each fiscal year, July 1 through June 30, shall be determined upon adoption of a budget for the next fiscal year at a general membership meeting. Current annual dues are: Active members ($15.00), Associate members ($15.00), and Retired members ($10.00). PSP point coincides with paid membership.

2. Registration fees for the spring and fall conference shall be set at a rate to cover the estimated expense. Any monies in excess of expenses shall be sent directly to the Treasurer of the Association within sixty days. All income and expenses will be handled under the direction of the NEOPA Treasurer.

Rationale: To align with the revised Bylaws.

3. The newly installed President shall be the delegate to attend the Annual Meeting of NAEOP. The newly installed President-elect shall be the alternate delegate to attend the Annual meeting of NAEOP. If the newly installed President and/or President-elect cannot attend, the Board of Directors will choose alternates by ballot. Conference expenses shall be reimbursed up to $500.00 for the delegate, based on need and NEOPA's financial status. and up to $250.00 for the alternate delegate. If the Alternate Delegate is not required to fill in as Delegate, they will receive reimbursement as stated above for the Delegate, the Alternate Delegate will attend Advisory Council as an observer and The delegate will write an article for the NEON reflecting on the Advisory Council process.

Rationale: With NEOPA's current financial situation, we need to look at ways to cut spending while still providing support, as much as possible, for the delegate.

4. The incoming president, on behalf of the association, will present a gavel guard and chain to the retiring president at the Spring general membership meeting. The incoming president shall be responsible for securing a plaque for the retiring president.

Installation of officers will be held during a general membership meeting and designed by the incoming president. The incoming president will obtain and present the outgoing president with a gavel guard, chain and plaque.

Rationale: Adds the installation ceremony into the Standing Rules after being moved from the bylaws.

5. Board of Directors members will not be reimbursed for mileage to attend Association related meetings. Mileage incurred by presenter(s) for field service may be reimbursed at the discretion of the Board of Directors.

6. Job descriptions for each Executive Committee officer and Committee Director, Area Coordinator will be maintained by the Secretary and routinely reviewed by the Board of Directors.

Rationale: To align with the revised Bylaws.

7. All NEOPA members are eligible for any award sponsored by the Association. Judges for NEOPA awards shall not be members of the Association.

8. A listing of the Duties of the Executive Committee, Board of Directors, and Area Coordinators shall be
included as an attachment to the Bylaws and Standing Rules. The Board of Directors shall update duties of the Area Coordinators, as needed.

Rationale: the wording is incorrect – the Executive Committee and the Area Coordinators comprise the Board of Directors.

9. Candidates for all elected positions shall have served at least one year on the NEOPA Board or as an elected officer, director, or hold the same office in their local association.

10. The following are awards and scholarships given by NEOPA:
    - NEOPA Professional Growth Award
    - NEOPA Educational Office Professional of the Year Award
    - NEOPA Educational Administrator of the Year Award
    - NEOPA Student Scholarship
    - NEOPA Member Scholarship for NAEOP Conference Attendance

11. A complimentary NEOPA membership pin is given with every new membership. The pin will be sent to each new member along with their membership card.
    
    Rationale: Membership cards are now emailed.

12. Regular meeting rules apply to any telephone or electronic meeting. Proper notice of the meeting must be given; a quorum is established through a roll call; each member must be given an opportunity to express their views (state name before speaking) and to listen to the views of others; votes are taken by roll call, general consent, written ballot, or by electronic means.

13. Elections and Bylaws changes may be conducted via electronic voting methods. With approval of the board, the Nominating Director may select the electronic voting method (i.e. Survey Monkey, BallotBin, etc.) to be used. Voting will remain anonymous and the program used will not track voters by name. Regular voting guidelines will apply to electronic voting.

14. There will be at least a one year period of time between a NEOPA member serving as NEOPA Treasurer and NEOPA Finance & Records Committee Director.

15. In the absence of the Recording Secretary, a member of the board will be appointed to take minutes.

Duties of Officers and Area Coordinators

2/7/15

Elected Officers

1. President will oversee the activities of the Executive Committee and Area Coordinators.

2. President-Elect will coordinate the activities of:
   - Membership
   - Recruitment of elected officers and area coordinators
   - Election process

3. Vice President will coordinate the conferences on behalf of NEOPA, working with all local associations in the planning and implementation.

4. Secretary will be responsible for:
   - Maintaining current position descriptions for elected officers and area coordinators
   - Assisting the immediate past president in the compilation of the Annual Report
   - Recording and distributing minutes for general meetings and board meetings

5. Treasurer will be responsible for:
   - Depositing funds/paying bills
   - Processing membership payments
   - Creating the annual budget
   - Arranging for annual internal audit and external audit every 5th year

6. The Immediate Past President will be responsible for:
   - Outreach/field service in conjunction with the Past Presidents Association
   - Updating and revising Bylaws
   - Compiling the Annual Report with the assistance of the NEOPA secretary

Area Coordinators

7. Leadership Area Coordinator will coordinate the following activities:
   - Awarding the Professional Growth Awards
   - Administering the Member Conference Attendance Scholarship
   - Promoting the Professional Standards Program (PSP), assisting members in the PSP application process, and recognizing the NEOPA PSP recipients
8. Mentoring Area Coordinator will coordinate the following:
   - Develop and facilitate a NEOPA Mentor Program
   - Assist the President-Elect with membership processes

9. Networking Area Coordinator will coordinate the following activities:
   - Assisting the Immediate Past President with Outreach/Field Service
   - Awarding of the Student Scholarship
   - Social media/communications/website

10. Recognition – Area Coordinator will coordinate the following activities:
    - Awards – Educational Office Professional and Administrator
    - Louise Henderson Nelson Award
    - Publicity

11. Fellowship – Area Coordinator will coordinate the following activities:
    - Association activities at NAEOP annual conference
    - NEOPA fundraising