

2014

NEOPA Executive Board Minutes - January 2014

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Nebraska Educational Office Professionals Association
Executive Board Meeting Minutes
Saturday, January 11, 2014
Staybridge Suites, Lincoln, Nebraska
Approved February 8, 2014

1. Call to Order

The January 11, 2014, Executive Board Meeting of the Nebraska Educational Office Professionals Association was called to order by President Gretchen Walker at 8:00 a.m.

2. Roll Call

Board Members present: Gretchen Walker, Mary Guest, Denise Fisher, Linda Luedtke, Joan Wilkins, Rhonda Meyer, Diane Wasser, Carol Bom, Debbie Hendricks, Sue Gilleland

Board Members absent: Cathy Robertson, Joyce Trevett

Others present: Lola Young (Presidential Advisor), Cindy Leitt, Lisa Morehouse

3. Approval of the Minutes

Motion by Carol Bom, second by Rhonda Meyer: To approve the minutes of the October 17, 2013, with the following corrections:

- 2. *Roll Call*, Dianne Dickey and Suzanne Penn were present as guests.
- 3. *Approval of Minutes*, Page 3 correction should read NEOPA will be replaced with NAEOP.
- 9. *Unfinished Business*, 2014 Spring Conference and 50th Anniversary, correct spelling of Dianne Dickey's name

The motion passed.

4. Treasurer's Report

With a change of the date of the report to January 2014, the Treasurer's Report will be filed for audit.

5. Communications/Announcements

None

6. Officer Reports

- President's Report. President Walker announced the date and location of the Central Area conference to be March 28, 2014, in Urbana, Illinois. As more information is received, President Walker will share it with members. Carol Bom, Lola Young and President Walker will be attending the NAEOP Board of Directors meeting in Las Vegas, Nevada, in January.
- President-Elect Report. Mary Guest provided membership information to the Board. Efforts were made to contact non-renewing members and Presidents of the local associations to follow-up on NEOPA memberships.
- Vice President/Meetings Coordinator. Cathy Robertson was absent. No additional report.
- Secretary. Denise Fisher reported that notes were sent to Deb Ryan and Cathy Robertson.
- Treasurer. Linda Luedtke had no additional report.
- Past President/Field Service. Joyce Trevett was absent. No additional report.
- Presidential Advisor. Lola Young had no additional report.

7. Committee Reports

- Awards/Scholarships. Joan Wilkins shared a thank you note from NEOPA Administrator of the Year, Dr. Candice Batton.
- Bylaws. Rhonda Meyer had no additional report.
- Finance/Records. Diane Wasser reported that the 2012-13 Audit was completed.
- Information Technology. Diane Wasser reported on the status of the NEOPA website and that she will gladly accept any photos appropriate for the website. The Winter issue of the NEON will be submitted to NAEOP. The next deadline for articles in NEON is March 1, with plans for posting on the web by March 15.
- Nominating. Carol Bom provided a report.
- PSP. Debbie Hendricks proposed two motions:

Motion by Debbie Hendricks, second by Linda Luedtke: To approve the PSP/NAEOP Liaison Committee to contact local affiliates seeking donations for the NEOPA basket that will be raffled off at the 2014 NAEOP Conference including the donations received. NEOPA will commit \$200.00 for this donation to NAEOP.

The motion passed.

Motion by Debbie Hendricks, second by Carol Bom: To approve the PSP/NAEOP Liaison Committee sending a check to NAEOP for \$25.00 in honor of the 2014-2015 NAEOP Presidential Installation. Instructions for the contribution will be sent as per outlined in information received from NAEOP.

The motion passed.

Discussion concerning the placement of this support in the annual budget was held. Carol Bom offered to investigate the amount of income from the raffle of baskets is generated by NAEOP.

- Ways & Means. Sue Gilleland provided an update of the fundraising efforts for the April 2014 meeting. After discussion, it was agreed that private and personal businesses will not be included at NEOPA conferences. Board members were reminded that the fundraising at NEOPA conferences are to fund the NEOPA scholarships. Following discussion of local affiliate basket raffles, the following motion was made:

Motion by Carol Bom, second by Diane Wasser: That NEOPA spends \$100.00 toward a NEOPA basket to be raffled at the NEOPA spring conference.

The motion passed.

8. Ad-Hoc Committees

- E-Series. Mary Guest provided a final report on the E-Series. Discussion followed concerning the need to continue these intentional education opportunities in support of attaining PSP certificates.
- NAEOP 2016. Gretchen Walker provided an update on the planning for a proposal to host the NAEOP 2016 annual conference in Lincoln. The Committee is preparing an informational PowerPoint to include in the application. The proposed date is July 9-15. Additional meetings will be scheduled.

9. Unfinished Business

- 2014 Spring Conference & 50th Anniversary Celebration. Carol Bom, Lisa Morehouse, and Diane Wasser provided information on the upcoming spring meeting and conference. The Past Presidents are planning a 50th Year Celebration to be held at the Green Gateau, in Lincoln. Following discussion of the banquet details and budget, the following motion was made:

Motion by Carol Bom, second by Mary Guest: To keep the cost of the NEOPA 50th Anniversary Banquet to \$15.00 for members attending the banquet on Thursday, April 10, 2014. We wish to keep the cost reasonable for any member wishing to attend this historic event. We estimate that the cost to NEOPA will be \$10.00-\$15.00 per attendee.

Motion to amend made by Denise Fisher, second by Diane Wasser: That NEOPA will provide the meal at no cost for members attending the banquet.

The motion to amend passed.

The motion passed as amended.

Motion by Debbie Hendricks, second by Diane Wasser: To approve the proposed budget for the NEOPA 50th Anniversary Celebration Dinner.

The motion passed.

- 2012-13 Audit report was presented earlier by Diane Wasser.
- PowerPoint presentation about NAEOP/NEOPA to present to local associations was placed on the February 8, 2014, Board meeting agenda
- NEOPA centerpieces discussion was placed on the February 8, 2014, Board meeting agenda

10. New Business

- President Walker surveyed the Board as to whether to continue the Post Office Box rental. It was agreed to continue having the P.O. Box.
- NEOPA Archive Storage was placed on the February 8, 2014, Board meeting agenda.
- 2013 Fall workshop final report and recap. Mary Guest reported an error was found in the accounting and that a final report will be presented at a later meeting.

5. Communications/Announcements (continued)

President Walker received and read a thank you note from Jolene Palmer.

There being no further business to come before the Board, President Walker adjourned the meeting at 10:03 p.m. The Board continued to meet for purposes of Strategic Planning.