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2007

2007-08 UNOPA General Meeting Minutes

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UNOPA General Membership Meeting Minutes
Tuesday, November 13, 2007
East Campus Union

President-Elect, Mary Guest introduced Nicholas Reynolds, who gave musical entertainment with a piano arrangement before the meeting.

Bosses, nominees and guests were introduced and recognized.

President, Gretchen Walker called the meeting to order at 12:10 pm.
Gretchen informed the members:

* 2007-2008 Proposed Budget was voted on and passed.
* New UNOPA brochures will be printed
* November 14 "There's Wild Life out there
* November 16 deadline for UNOPA Notes
* UNOPA Notes will not be mailed out; they will be posted on the website. - **CORRECTION**

"UNOPA General Membership Meeting Minutes will not be included in UNOPA Notes, but will be posted on the UNOPA website."

The minutes from the October 9, 2007 General Membership meeting were distributed by Jan Kohler.
Minutes stand – approved as written.

Treasurer: Peg Johnson presented the treasurer's report dated October 1, 2007.
The beginning checking balance as of October 1, 2007 was $3,923.00, and the ending balance was $4,510.90.
The cost object balance was $(832.53). The total fund available in these two accounts was $3,678.37.
The CD balance was $3,201.75, with a maturity date of November 16, 2007.

Corresponding Secretary: Helen Sexton announced to pick a star on the Christmas Giving Tree for the Cedars children, and to bring items to the next meeting December 11, 2007.

Standing Committee Reports:

Bradley Munn Professional Growth: Donelle Moormeier reported there was one request for reimbursement.

Career Development: Betty Jacobs reminded UNOPA members, Dr Colleen Jones will be the Spring Workshop speaker on February 28, 2008 at East Campus Union.

Mentoring: Jan Edwards reported 46 attended the Mini-Workshop on Retirement. The next one will be Kathy Prochaska-Cue, "Pay Down Debt" A Plan to help you control of your Finances, on Tuesday, November 27 at City Campus and Thursday, November 29 at East Campus.

Hospitality: Cindy Knight and Dora Dill drew for the 50/50; this year's 50/50 recipients are City Impact and Habitat for Humanity. Mari Greer was the winner and received $48.00.
Ed Forde received the door prize of an autumn wreath. A lucky person at each table received the table decoration.

Mary Guest introduced guest speaker, Dean Giacomo Oliva, Hixon-Lied College of Fine and Performing Arts, recipient of the 2007 National Association of Educational Office Professionals Administrator of the Year Award.

Lorraine Moon presented Edie Schleiger with an upgrade bar for her UNOPA PSP Plaque in recognition of achieving her PSP Masters Certificate.

Awards: Diane Wasser read excerpts from the four nominations for the 2007 Annual Boss of the Year award.

Richard Hoffman, 2006 Boss of the Year, announced the winner to be Dean Marjorie Kostelnik, College of Education and Human Sciences.

Gretchen Walker adjourned the meeting at 12:50 pm.

Jan Kohler
Recording Secretary

UNOPA General Membership Meeting Minutes
Wednesday, January 16, 2008
Champions Club

Combined UAAD/UNOPA Meeting

President, Gretchen Walker called the meeting to order at 12:00 pm.

The minutes from the November 13, 2007 General Membership meeting were distributed by Jan Kohler. [December meeting was canceled] Minutes stand approved as written.

The Treasurers report will be given in February.

Standing Committee Reports:

Awards:
The nominations deadline has been extended to January 23, for the 2007-2008 Floyd S. Oldt Outstanding Staff Award and the Floyd S. Oldt Silver Pen Awards.

Career Development:
The 2008 Spring Workshop will be held on February 28 at the Nebraska East Union. Fliers were provided on the tables.

There will be a PSP informational meeting on January 23 at noon in the Alexander Building.

Mentoring:
The UNOPA Mentoring Workshop, Wills & Trusts, will be presented by UNL Law Professor William Lyons on January 22 at the Nebraska Union and January 24 at the Nebraska East Union.

Nominating:
Marlene Pyatt reported the officers' description of duties and nominating forms for the 2008-2009 UNOPA Officers have been sent out. Nominations are due by January 31 to Donette Petersen.

Announcements:
The NEOPA Spring Conference is scheduled for April 10-11 at the Cornhusker Hotel.

UNOPA is starting the second team for the N-Lighten Nebraska; anyone interested can contact Gretchen Walker for more information.

Hospitality: Cindy Knight drew for the 50/50; this year's 50/50 recipients are City Impact and Habitat for Humanity, with $26.00 going to the charity and $25.00 to the winner.

Gretchen Walker adjourned the meeting at 12:10 pm.

Presentation was given by Jim King and Kathy Notter on "Leadership Styles"

Jan Kohler
Recording Secretary

UNOPA General Membership Meeting Minutes
Tuesday, February 12, 2008
City Campus Union

Program: Mary Guest introduced the guitarist, Bryan Becker, who provided musical entertainment.

President: Gretchen Walker welcomed everyone and called the meeting to order at 12:15 pm.
January 2008 general meeting minutes were approved as written.

***Announcements**
-New website address is now: UNOPA.unl.edu
-UNL Marketing class – Gretchen Walker and Linda Ratcliffe met with the Marketing Class last Monday. The focus of their marketing campaign will be on recruiting members, retaining members, and recognition of members. The final presentations will be given Monday, March 24 at 1:30 p.m.
-N-lighten Nebraska – UNOPA has 2 teams signed up and plan to walk to Denver.
-Registration for the NEOPA Spring Conference, to be held April 10 & 11at the Cornhusker Hotel, is due by April 1.
-UNOPA's 45th anniversary will be celebrated at the April General Membership meeting.

Officer Reports:
Treasurer: Peg Johnson
The beginning checking balance as of January 1, 2008 was $10,149.65, and the ending balance was $10,188.82.
The cost object balance was $(2,862.71). The total fund available in these two accounts was $7,326.11.
The CD balance was $3,393.31.

Standing Committee Reports:
Bradley Munn Professional Growth: Donelle Moormeier
Donelle Moormeier reported she has received three applications for reimbursement.

Bylaws: Mary Guest
Copies of the Proposed Bylaws Revisions were distributed, reviewed and no discussion on the item changes. Ballots will be sent out to all voting members. (Attachment 1)

Career Development: Betty Jacobs
The Spring Workshop, "Let's Talk Business," will be held on February 28 from 1-4 pm at the Nebraska East Union. Dr. M. Colleen Jones will be the speaker.

Mentoring: Jan Edwards
February mini-workshops will be held on February 19 at Nebraska Union and February 21 at the Nebraska East Union. Marilyn Baalhorn will be the speaker, and her topic will be: "Heart Attacks and Strokes-Signs and Symptoms-Men & Women."

Nominating: Donette Petersen/Marlene Pyatt
Marlene reported there is at least one person on the ballot for each of the offices at this time.

UNOPA Notes: Tonda Humphress/Deb Rosenau
Tonda made a request for articles, with a deadline of February 15, for the UNOPA newsletter. This issue will be entered in the NAEOP Rachel Maynard Communication Award competition.

Hospitality: Cindy Knight/Dora Dill
Cindy announced, $34.00 went to Rhonda Zugmier for the 50/50 drawing with $34.00 also going to charity. Table decorations of a wax heart were given to one person at each table. Christopher Kelly received the door prize.

Awards: Diane Wasser
Diane read the nominations for Floyd S. Oldt Silver Pen awards. Deb Underhill & Linda Thelen were this year's recipients. Diane read the nominations for Floyd S. Oldt Outstanding Staff award. Barbara Homer was the award recipient.

Photos were taken after the meeting.

The meeting was adjourned by Gretchen Walker at 12:45 pm.

Jan Kohler

Recording Secretary

UNOPA General Membership Meeting Minutes
Tuesday, March 11, 2008
City Campus Union

President: Gretchen Walker welcomed everyone and called the meeting to order at 12:05 pm.
February 12, 2008 general meeting minutes were approved as written.

***Announcements:**
-All bylaw changes were approved and the changes will be made to the electronic version as well as posted on the UNOPA Website.
-UNL Marketing class presentations March 31 at 2:00 pm. The presentations may be taped for later viewing.
-Professional Development opportunities

–NAEOP Central Area spring workshop, "Professionalism is Cooking in Missouri," March 27-29, in Columbia, Missouri. Contact Lola Young, Central Area director for further details.

–The Nebraska Educational Office Professional Association (NEOPA) will be hosting their spring conference, "April Showers Bring ...A Rainbow of Opportunities," on April 10 & 11 at the Cornhusker Hotel. The speaker bios and registration information can be found on the NEOPA website. Registration deadline is April 1.

–The NAEOP North Central Area is hosting "Gems for Growth – All That Glitters," in Bloomington, Minnesota on April 18-20. Deadline to register is March 31.

–The Illinois Association of Educational Office Professionals is also hosting a conference on April 18-20 entitled, "Together Everyone Achieves More." Deadline to register is March 26.

–UAAD will be hosting a "free" professional development program, "What's Up with Wellness?" Wednesday, March 19 from 1 to 4 pm at City Campus Union. Registration deadline is March 14.

-UNOPA will be celebrating their 45th anniversary at the April General Meeting.
-PSP certificates for attending the general meeting were available on the front table.
-Gretchen read a Thank You card from Linda ~~Thelan~~ {Spelling correction} THELEN, the Silver Pin Award recipient.
-Marie Dvorak, the past UNOPA treasurer, is retiring from UNL. A reception open house will be held on April 3, 2008 11:30 am-1:30 pm at the Nebraska Union.
-Mary Guest received the Regents Kudos Award.

UNL promotional items presentation, Ken Reining, Manager, Mail & Distribution, Promotional Sales, presented information on vendors and items available for conferences and workshops. Everyone received a sample packet and a table was set up to view other items available for purchase.

Officer Reports:
Treasurer: Peg Johnson
The beginning checking balance as of February 1, 2008 was $10,188.82, and the ending balance was $10,576.03.
The cost object {added} ENDING balance was $(5,774.55). The total fund available in these two accounts was $4,801.48.
The CD balance was $3,393.31. Copies of the report were available on the hall table

Standing Committee Reports:
Mentoring: Jan Edwards
Jan announced there will not be a workshop for the month of March. A Wellness workshop with Angie Frederick is scheduled for April 22 at City Campus Union and April 24 at East Campus Union.

Nominating: Donette Petersen/Marlene Pyatt
Marlene presented the slate of officers {added below} and solicited nominations from the floor for 2008-2009 ballot. The ballots will be sent out next week and will be due back by April 2.

2008 – 2009 UNOPA Nominations

President-Elect:
Peg Johnson and Mari Greer

Recording Secretary:
Beth Zager and Tonda Humphress

Corresponding Secretary:
Diane Wasser, Cindy Knight, Marcy Tintera

Treasurer:
Yunling "Grace" Li, Julie Brebner and Sarah Hansen

UNOPA Notes: Tonda Humphress/Deb Rosenau
Tonda and Deb solicited articles for next newsletter, the 45th anniversary issue.

Hospitality: Cindy Knight/Dora Dill
Cindy announced that $55.00 was collected for the 50/50 drawing with $27.50 going to charity, and $27.50 going to Judith Yeck. Table decorations were given to one person at each table.

Program: Mary Guest
Mary introduced the speaker, Jan Hoegh, Assessment Coordinator with Statewide Assessment from Nebraska Department of Education.

The meeting was adjourned by Gretchen Walker at 1:00 pm.

Jan Kohler

Recording Secretary

UNOPA General Membership Meeting Minutes
Tuesday, April 8, 2008; 11:45 am – 1:00 pm
Nebraska East Union

Prior to and during lunch, Lincoln Christian High School Singing Group provided musical entertainment until 12:15 pm.
Martha Young made their introduction prior to meeting.

President: Gretchen Walker welcomed everyone and called the meeting to order at 12:15 pm.
March 11, 2008 General Meeting minutes were presented. Copies of the report were available on the hall table.
Correction and additions: correct spelling of "Thelen", add "ending" to the cost object balance entry, and add the list of the officers nominated for 2008-2009. *Motion was made by Diane Wasser to approve the amended minutes. Motion was seconded by Jan Wassenberg and passed unanimously.*

Announcements:
–Bradley Munn Professional Growth Fund deadline is April 15.
–Mentoring Wellness workshop with Angie Frederick date has changed for City Campus Union to April 29 and will be on East Campus Union April 24.
–UNOPA Notes deadline is April 11.
–National Join Hands Day on May 3 still needs volunteers to help stuff "college survival kits".
–NEOPA conference "April Showers bring a Rainbow of Opportunities" is April 10 and 11 at Cornhusker Hotel.
–NAEOP National conference deadline is May 15

Officer Reports:
Treasurer: Peg Johnson
Checking account balance on March 1, 2008 was $10,576.03. With $384.89 in deposits and expenditures of ($223.01), our checking account balance on March 31, 2008 was $10,737.91.
The cost center balance on March 1, 2008 was ($5,774.55). With $145.50 in deposits and expenditures of ($1,371.74), our cost center balance on March 31, 2008 was ($7,000.79). The overview balance equals the checking and cost center ending balances for a combined total of $3,737.12.
The CD balance is $3,393.31. Transfers between committees totaled $28.
Copies of the report were available on the hall table.

Standing Committee Reports:
Nominating: Donette Petersen/Marlene Pyatt
Donette Petersen and Marlene Pyatt announced the results of the 2008-2009 UNOPA officers' election:
President-Elect, Peg Johnson
Recording Secretary, Tonda Humphress
Corresponding Secretary, Cindy Knight
Treasurer, Yunling "Grace" Li
2008-2009 President is Mary Guest.

Hospitality: Cindy Knight/Dora Dill
Cindy Knight and Dora Dill announced that $82.00 was collected for the 50/50 drawing with $41.00 going to charity, and $41.00 going to Carol Bom. Basket table decorations were given away to one lucky winner at each table. Names were drawn for the door prizes, Tricia Liedle received the fruit basket and Tonda Humphress received a small basket.

Recognition of Past Presidents and Retirees: Helen Sexton
Helen read the list of names with the years and had the individuals stand to be recognized.
A group photo was taken afterward.

Award: Diane Wasser
Sandy Lineberry read nominations for Diane Wasser, who lost her voice. The nominees for Rose Frolik Award were Jeanne Andelt, Marlene Pyatt and Carol Wusk, each candidate came up front to be recognized. Sandy Lineberry presented the award to Jeanne Andelt. Sandy announced that Rose Frolik will be 99 years young in June.

Adjournment of general meeting by President Gretchen Walker at 12:50 pm.

UNOPA 45th Anniversary PowerPoint was started for viewing while the cake was being serviced to the guests by the past presidents.

Jan Kohler

Recording Secretary

UNOPA General Membership Meeting Minutes
Tuesday, May 13, 2008; 11:45 – 1:00 pm
Nebraska East Union

Welcome and Call to Order:
President: Gretchen Walker welcomed everyone and called the meeting to order at 12:01pm. April General Meeting minutes were approved as presented. Copies of the minutes were available on the hall table. Recognition was given to several guests including charter member, Ruth Rosenberg.

Annoucements:
- UNOPA will be hosting the NEOPA Spring 2009 Workshop at Southeast Community College either March 26-27, 2009 or April 2-3, 2009.
- Linda Sockwell, NAEOP President, declared next week, May 18-24, 2008, as National Educational Bosses' Week
- UNOPA Notes deadline is May 16, 2008

Officer Reports:
Treasurer: Peg Johnson
Checking account balance on April 1, 2008 was $10,737.91. With income of $386.25 and $250.51 in expenses, our checking account balance was $10,873.65 as of April 30th. The cost center balance on April 1, 2008 was ($7,000.79). April expenditures totaled $1,392.23 leaving the cost center with a ($5,608.56). Our combined ending balance is $5,265.09. Our transfers totaled $196.00 between the various committees.
The CD balance is $3,393.31.
Copies of the report were available on the hall table.

Standing Committee Reports:
Nominating: Donette Petersen and Marlene Pyatt
Donette made a motion asking permission to destroy the ballots. Diane Wasser seconded the nominating committee motion and it was approved unanimously.

Hospitality: Cindy Knight and Dora Dill
Cindy Knight and Dora Dill announced that $73.00 was collected for the 50/50 drawing with $36.50 going to charity and $36.50 going to Tina Ahrens. Table decorations were given away to one lucky winner at each table. The door prize went to Yunling (Grace) Li.

UNOPA Notes: Deb Rosenau
Deb thanked everyone for their contributions to the UNOPA Notes this past year. In addition, she reminded everyone the deadline date for the next issue is May 16, 2008

Outreach: Linda Luedtke and Barb Homer
They asked everyone to check out their flyer for the upcoming UNOPA summer social, June 5, 2008 from 3 – 7pm.

Gretchen thanked the current board of directors and gave her remarks as outgoing President. Those 2007-2008 Board Members that were present came forward to be recognized and presented with a certificate along with the certificates to award to each of their committee members.

Installation of Officers:

Lola Young officiated. She read the duties of each office and led each new officer in their oath of office.

The 2008-2009 UNOPA Officers are:

Treasurer: Yunling "Grace" Li
Corresponding Secretary: Cindy Knight, CEOE
Recording Secretary: Tonda Humphress (Diane Wasser graciously filled in for Tonda)
President-elect: Peg Johnson
President: Mary Guest, CEOE

Soon to be President, Mary Guest shared her ideas of what is important to move UNOPA forward noting that each person participates in their own way. Her slogan for the coming year is "Make a Ripple, Make a Wave."

After delivering her "Presidential Address", Mary recognized next year's board of directors by having them come forward.

Together, Gretchen Walker and Mary Guest adjourned the meeting at 12:51.

Peg Johnson
Treasurer