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2005-06 UNOPA Program Flyers

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The Holiday Season...

A time for reflection,
A time for good cheer,
A time for UNOPA,
A special time of year!

Please join us for the annual UNOPA holiday happening

Tuesday, December 13, 2005

11:45 PM

City Campus Union

Entertainment

"Bach to Bluegrass" with David Fowler and Carolyn Johnson**

Menu

Pot Roast Stew
Corn Bread Muffins
Pumpkin Pie
Cost: \$6.35



Please return your reservation form no later than December 6th

Name _____ Phone # _____

Department _____

Guest: _____

The menu sounds heavenly. Enclosed is my check for \$6.35

I will bring my lunch.

Send reservation form to: Carol Nau, 700 North 16th St., City Campus 0444
Questions - contact Carol at 472-3107

**The Nebraska Humanities Council (NHC) provides major funding for this program. The NHC receives support from the National Endowment for the Humanities, the Nebraska State Legislature and the Nebraska Cultural Endowment, and private donations.



January 10, 2006
 Joint meeting of UAAD and UNOPA



Guest Speaker:

James B. Milliken

President of the University of Nebraska



Tuesday, January 10, 2006
 11:45 a.m. - 1 p.m.

UNIVERSITY OF
Nebraska
 Lincoln

East Campus Union, Great Plains Room

Soup and Sandwich Buffet lunch – please prepay.

Make-your-own-sandwich buffet with assorted meats and cheese, breads and condiments.

Also served with soup-of-the-day and cookies.

For more information, see the UAAD or UNOPA websites

<http://uaad.unl.edu> or <http://www.unl.edu/unopa>

Raffle item: **Gary Fisher bicycle (value \$499)**

Tickets \$1.00 each available at the door. Raffle to benefit People's City Mission.

Look for UNOPA's **Boutique**. Sales to benefit Camp COHOLO

The University of Nebraska-Lincoln does not discriminate based on gender, age, disability, race, color, religion, marital status, veteran's status, national or ethnic origin, or sexual orientation.

*Sent UAAD cost# to
 Carla 12/13
 when Bill goes to
 Jupyter's he
 just needs to give to
 her contact*

Name _____ Phone _____

Campus Address _____ Campus Zip _____

_____ Enclosed is \$5.75 to pay for my lunch at the joint UAAD/UNOPA January 10 program.

_____ I will be attending the January 10 program but plan to bring my lunch.

Make your check payable to UAAD. Return this form by **January 4, 2006** to

Linda Ratcliffe, UAAD Program Chair
 1155 Q Street (0214)

Phone: 472-3965 E-mail: lratcliffe1@unl.edu




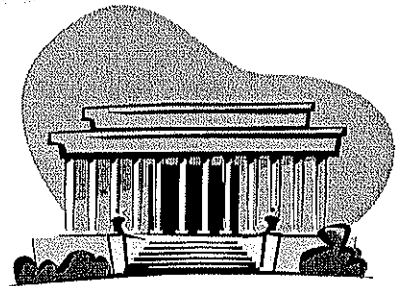
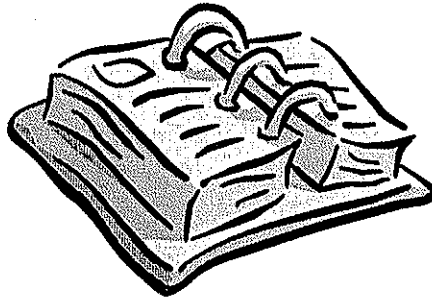
UNOPA General Meeting

February 14, 2006

11:45 a.m.

Abel North Study Lounge

<p>Floyd S. Oldt</p> <p>Silver Pen and Outstanding Staff Award Presentations</p>		<p>Menu</p> <p>Pizza and Salad Buffet Mixed green salad w/dressing Assorted Valentino's pizzas Breadsticks Brownies Coffee or Tea</p> <p>\$5.95</p>
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Please return reservation form and check—made payable to UNOPA

By Monday, February 6th

Return form to: Mari Greer, 308 ADM, 0433 - Phone 472-3554

Name _____

Department _____ Phone _____

Guest Name _____

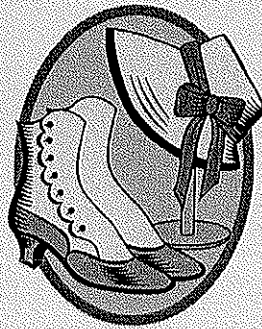
Department _____ Phone _____

_____ I have enclosed \$5.95 for the Pizza and Salad Buffet

_____ I will be attending the UNOPA meeting and plan to bring my lunch

*UNOPA General Meeting
March 14, 2006 11:45 a.m.
East Campus Union*

*Speaker:
Carolyn Ducey
Curator with the College of Textiles,
Clothing and Design*



*Menu:
Baked Potato Bar w/assorted toppings
Dinner roll, Cookies, Beverage
\$5.75*

Yes I will attend the UNOPA General meeting on March 14th at the East Campus Union!

Name: _____ Guest: _____

Department: _____ Phone: _____

I am attending, enclosed is \$5.75 for the Potato Bar (checks to UNOPA)

I am attending and bringing my own lunch.

Return Reservation by **March 8th** to: Karen Randall, 313 AGH, 0705

NEOPA Annual Spring Conference

March 31, 2006

Registration starts at 7:30 a.m.

University of Nebraska East Campus Union

37th & Holdredge

Lincoln, NE



Daffodils, Daisies & Dandelions

Registration: (includes Continental Breakfast, Lunch and Breaks)

NEOPA Members _____ \$35.00

Non-members (includes NEOPA membership) _____ \$50.00

Please Choose from the following Briefings:

Briefing A - Diane Sullivan -- "Gain through Or-gain-ization" _____ N/C

Briefing B - Diane Rolfsmeyer -- Financial Planning For the Future _____ N/C

Please Choose from the following Briefings:

Briefing C - Kathy Fife -- "Dress to Impress" _____ N/C

Briefing D - Chris Cary -- "Have Suitcase, Will Travel" _____ N/C

Banquet (Friday evening) _____ \$20.00

Your choice of: (All served with Tossed Salad, Dinner Roll, Ice Tea or Coffee)

___ Butterfly Shrimp with baked potato, sour cream, cocktail sauce & lemon

___ Broiled Chicken Breast with rice pilaf

___ Top Sirloin Steak with baked potato, sour cream & onion ring

Thursday Night Social (Hors d'oeuvres) (March 30 from 6:30-9:30 p.m.) _____ \$ 5.00

Total Registration Remitted \$ _____

Parking Permit Needed (Car pooling is recommended) _____ Yes _____ No

Registration Deadline March 15th.

Please send registration to:

Diane Wasser, CEOE

UNL-Ag Economics Dept.,

314 FYH

Lincoln, NE 68583-0922

For more information contact either Sandy Watmore:w/472-1066, h/797-3001, swatmore@unl.edu or
Diane Wasser: w/472-6251. h/797-2254, dwasser@unl.edu



Feel overworked?
Need pampering?
Need recognition?
Need fun?
Need food?

If so plan to attend the April
UNOPA meeting.

Tuesday, April 11
11:45 AM
East Campus Union

Program: Recognition of UNOPA Past Presidents
Presentation of the Rose Frolik Award
Guest Speaker – Patty Shorney, Red Hat Society

Menu: Croissant Club Sandwich
(ham, turkey, bacon, American cheese, lettuce, tomato)
Pasta Salad - Relish - Dessert
Cost: \$6.25

RESERVATION FORM – RETURN NO LATER THAN APRIL 4



Name _____ Phone _____

Guest(s) _____

Department _____

_____ Lunch. Enclosed is \$6.25 (make checks payable to UNOPA)

_____ No lunch. I'll bring my own.

Return Form to: Pat DeStefano - 303 Biochemistry Hall - 0746 472-8726

UNOPA Installation of Officers

May 9, 2006 at 11:45 a.m.

Kauffman Center

630 N. 14 St.



Entertainment by pianist April Teets

MENU: Grilled chicken breast buffet including rice pilaf, California vegetables, mixed green salad, dinner roll, and assorted tea bar cookies
Price: \$6.75

Reservation form- Please return no later than May 3

Name _____ **Phone** _____

Guest _____

Department _____

___ **I'm buying lunch. Enclosed is \$6.75 (Make checks to payable to UNOPA)**

___ **I'm bringing my own lunch.**

Please return form to : Cathy Leazer, 1901 Y St. 0605

Phone# 472-4879

Speaker / Program Overview

Morning Keynote Speaker: “Mellow Yellow” – Vicki Highstreet will kick off our conference with a lively presentation about recognizing, understanding, and embracing the similarities and differences of our diverse members. Like daffodils, tulips, and dandelions...our members are alike in many ways while at the same time, they are all so very different. Each member brings something unique to NEOPA and their membership and these iniquities are what make every member of this association so valuable. In turn every member gains differently from their membership, from each event, and all acquaintances. Vicki is employed at UNL as the Assistant Director of Campus Recreation. She is active in many civic organizations and recently served as President of the University Sertoma Club.

Morning Briefings - A or B (choose one):

- Briefing A: **“Gain through Or-gain-ization”** – If you are organized, you find you’ve ‘gained’ in many ways. **Diane Sullivan** will share some tricks to organizing your spaced (at home and at work) so you can ‘gain’ not only time or space but also a sense of control of your life! Diane lives in Springfield, Nebraska, is an employee at UNL in the INTSORMIL Department, is an active member of UNOPA, is a loving wife & mother, and has developed her skills of organization so well, she has created another career as creator and owner of “The Organization Station.”
- Briefing B: **“Don’t Let Weeds of Poor Planning Overtake your Financial Future”** – Certified Financial Planner, **Diane Rolfsmeyer**, will be sharing insight about investing and planning for a Solvent Financial Future! Diane’s business, Diane E Rolfsmeyer CFP, offers financial planning and helps individuals with their financial needs. Diane is from Lincoln and is excited about meeting the office professionals at our conference.

Membership Luncheon (included with your Conference Registration fee): “Resolve to Involve” – Membership recruitment is only one of the ways we can increase our membership. The other way is RETENTION. One of the ways to keep the good members we have is to get them involved. All of the levels of Office Professional Organizations offer a variety of projects and activities that allow everyone to find something they will enjoy and can best utilize their individual strengths. A variety of NEOPA members, will be sharing information about what is being done at the local, state, and national levels. Enjoy a nice luncheon while learning about what projects are under way and how you can become more involved!

Afternoon Briefings – C or D (choose one):

- Briefing C – **“Dress to Impress”** – **Kathy Fife** is owner and operator of Kathy Fife’s House, a charming boutique in Blair, Nebraska. She will be sharing tricks about what you can add, subtract, modify and recycle from your closet to create new and interesting outfits that will be appropriate for work, travel, and various other occasions. She will be showing some wardrobe stretching techniques and ideas about what to add to your existing closet that will more than double the use of some of your existing clothes. Her presentation will excite everyone to visit her dress boutique Blair but as she physically displays some of her fun, interesting and creative costuming techniques.
- Briefing D – **“Have Suitcase, Will Travel”** - **Chris Cary** can travel to most conferences with only one or two suitcases and she is always well dressed and ready for all functions. How does she do it? Chris is going to be sharing some of her clothing preparation and packing secrets. Those who attend will learn how to carry less but still have everything they need just in time for summer travel. Chris is a 3-D member (member of local, state, and national organizations), a full time employee in the Graduate Studies Department at UNL, a wife and mother, and Nebraska’s current Educational Office Professional of the Year.

Afternoon Keynote Speaker: “How’s Your Laugh Life!” – **Patt Harper**, a motivational humorist, trainer, and author, will not only teach you about laughter, but she will have you laughing aloud with her. She will show you how humor can help you work more effectively, think on your feet, create bonds in the workplace, and enhance your life in the process. To use humor (the ability to find the “funny” in every situation life hands us) positively at work, people must take themselves lightly while taking their jobs seriously. Patt will give you plenty of practical ideas about how to put more fun and humor in your life and the motivation to use them. She is a Certified Laughter Leader through the World Laughter Tour organization, an active member of the Association for Applied & Therapeutic Humor, the American Society for Training & Development and Toastmasters International and has worked with businesses and associations across the United States and Canada since 1996. Patt currently is the president, vice president and janitor of “HaHa Productions.”

- **Business Meeting** – **President Ryan** will conduct the business meeting. All NEOPA members attending the conference will want to attend. The meeting will include reports from various board members and officers. Any resolutions will require your vote.