

University of Nebraska - Lincoln

DigitalCommons@University of Nebraska - Lincoln

NEOPA Minutes

NEOPA-Nebraska Educational Office
Professionals Association

2011

NEOPA Executive Board Minutes - August 2011

Follow this and additional works at: <https://digitalcommons.unl.edu/neopaminutes>



Part of the [Higher Education Administration Commons](#)

"NEOPA Executive Board Minutes - August 2011" (2011). *NEOPA Minutes*. 8.
<https://digitalcommons.unl.edu/neopaminutes/8>

This Article is brought to you for free and open access by the NEOPA-Nebraska Educational Office Professionals Association at DigitalCommons@University of Nebraska - Lincoln. It has been accepted for inclusion in NEOPA Minutes by an authorized administrator of DigitalCommons@University of Nebraska - Lincoln.

**NEBRAKSA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION
EXECUTIVE BOARD MEETING MINUTES**

Saturday, August 13, 2011
Hardin Hall, University of Nebraska – East Campus

The August 13, 2011 Executive Board Meeting of the Nebraska Educational Office Professionals Association was called to order by President Kathy Bennetch at 9:20 a.m.

ROLL CALL:

Present:

Kathy Bennetch
Carol Bom
Mari Greer
Mary Guest
Nancy Harter
Deanna McCoy (via phone)
Cathy Robertson
Joyce Trevett (via phone)
Gretchen Walker
Diane Wasser

Absent:

Susie Ahlberg
Susan Bell
Debbie Doolittle
Debbie Hendricks
Barbara Homer
Donna Straight

A quorum was established.

Approval of Minutes:

The minutes of the June 11, 2011 Executive Board (2011-12) Meeting were presented for approval. The minutes were approved as corrected.

The minutes of the June 11, 2011 Executive Board (2010-11) Transition Meeting will be presented to the Board for approval in October. The General Membership Meeting minutes will be presented to the membership at the October Conference in Columbus.

Treasurer's Report:

The August 11, 2011 Treasurer's Report was presented for approval. Deanna McCoy added the total balance for all accounts is \$21,130.37. Carol Bom asked about the item paid for Joyce Graybill's dues. The dues were paid to NEOPA in error. A refund check was sent to NEOPA Past President's affiliate for Joyce's dues. The report, as corrected, will be filed for audit.

Deanna will order a new rubber stamp to endorse checks. Deposits to the checking account are being sent to Lincoln to process. Bank of the West has provided forms to requested on-line access to our account. Deanna will complete the form so we can have timely access to the banking transactions/statements.

Check requests are being first sent to Kathy Bennetch for her signature. Kathy is scanning the request and forwarding it to Deanna for payment. Originals are being kept by Kathy at this time.

Communications:

We received a letter and check in the amount of \$100 from Lincoln Public Schools Association of Office Professionals (LPSAOP). The funds are to be used toward the fundraising for Lola Young's NAEOP Presidential expenses. Kathy Bennetch asked Deanna McCoy to add a line item in the budget for income and expenses related to Lola Young's Installation expenses.

ELECTED OFFICER REPORTS:

President - Kathy Bennetch:

Kathy is working with Diane Wasser to get the notebooks and flash drive. If any Board member has not yet received their notebook/flashdrive, please contact your predecessor to get both as soon as possible.

President Elect/Membership Chair - Joyce Trevett:

Membership information:

105 Renewals	
96	Active
7	Retired
1	Associate
1	Lifetime

Carol Bom asked if we were compiling information from the membership form when members indicate interest in Committees. Joyce is collecting that information and will get a listing to the Board in the near future.

Vice President - Gretchen Walker:

Fall conference will be held in October in Columbus. Gretchen distributed information from the Columbus Community College regarding the schedule and registration form.

- The committee is finalizing the speakers.
- The committee asked if the Board wanted a late fee or onsite registration cost to be higher. The consensus from the Board was yes for both a late fee and onsite registration.
- Parking will be available and a map will be provided to registrants.
- A cut-off date for the hotel reservations will be added.
- The hotel will have a room for the Board meeting on Thursday, October 20 to begin at 1:00 pm.
- The prior agreement for profit or loss was confirmed with the committee. Any profits would be split 50-50 between the committee and NEOPA. Any losses would be the sole responsibility of Central Community College.
- The question of advertising was discussed. The conference will be posted on the NEOPA website. The committee will promote the conference in the Columbus area. Gretchen Walker will clarify with the committee exactly what they will be doing for advertising. Kathy Bennetch asked that we contact the local Educational Service Units (ESUs) in the area. Carol Bom has information on the ESUs. We can go even further and contact schools directly to get the information on the conference to their employees. The Board would like to have a table promoting NEOPA and NAEOP membership at the conference.
- The schedule of events is very tight.

The Spring Conference will be hosted by Wayne State College and will be held on April 13, 2012. The NEOPA Executive Board will meet in the afternoon on April 12, 2012. Gretchen distributed the early plans and a budget for the conference. The committee has requested Field Service in getting NAEOP national president, Allie Faye Matthews, to present at the conference.

MOTION: Gretchen Walker moved to approve the proposed budget for the 2012 NEOPA Spring Conference. Diane Wasser seconded the motion. Motion passed.

The fall 2012 Conference will be hosted by the NEOPA Past Presidents. It will be held at Southeast Community College in Lincoln. Diane Dickey is the chairman. No theme has been set yet. Potential dates include October 12 or 13, 5 or 6, or 19 or 20. The consensus of the Board was to choose a date that works with the location and avoids a home UNL Football game. Mary Guest suggested we may want to consider a half-day registration to provide incentive for those members who can't get away for a full day conference.

Secretary - Cathy Robertson:

No Report.

Treasurer - Deanna McCoy:

Nothing additional to report.

Past President/Field Service - Diane Wasser:

No Report.

DIRECTOR REPORTS:

Awards -Mari Greer:

We received four nominations for the Educational Office Professional of the Year. The prior Director sent packets to each of the nominees. To date, none have been returned. Mari will follow up with each of the nominees.

We received one nomination for the Educational Administrator of the Year. The prior director sent a packet to the nominee. To date, the packet has not been returned. Mari will follow up with the nominee.

Both awards will be presented in October at the Columbus conference.

Bylaws -Mary Guest:

Mary distributed proposed Bylaw changes to allow us to vote electronically. We will mail out the proposed changes with the ballot. Approval by the membership is being requested this fall so that we are in place to use electronic voting in the spring.

Kathy Bennetch asked if there are guidelines on the Board using electronic voting. Mary Guest indicated our Bylaws would imply that we could use electronic voting as they apply to all voting.

Motion: Carol Bom moved that Mary Guest distribute the proposed Bylaws changes to NEOPA members as approved at the August 13 NEOPA Board Meeting. The motion was seconded by Gretchen Walker. Motion passed.

The ballot will be mailed to the membership.

Finance/Records – Debbie Hendricks:

Absent. No Report.

Information Technology – Debbie Doolittle:

Absent.

Carol Bom reported on the Information Technology Ad Hoc Committee. Carol will serve as chair of the committee. As a committee, they should have a clear mission and task. The NEOPA website needs updated. The webmaster has software and makes updates. The committee can only view and recommend updates, which limits what they can do.

We need to look at webhosting. The committee will look at the background of our website and how it was originally set up at UNL. The committee will also review the South Carolina website as they placed first at national conference. There are several other web hosting site options that will be investigated.

Carol's plan is the committee will take two months to research web hosts and costs. The committee will report to the Board at the October Board meeting. The goal is to have any committee member be able to access the website.

Diane Wasser would like to see us look at security of the committee setup to make changes to the website. It would be reasonable to have one person oversee the process and be a final approver.

Mary Guest asked if our members don't have the skills to maintain the site, have we looked at the cost for someone else to actually run the site. It is very costly. Initial set up can be \$35/hour, on-going maintenance can be \$15-\$20/hour, and training can be \$20/hour. Diane Wasser added that once our members are trained, it is easy to update the website.

NAEOP Liaison – Susan Bell:

Absent. No report.

Newsletter – Carol Bom:

Carol has set up a schedule for newsletter production:

- Issue 1 - September 12
- Issue 2 - December 5
- Issue 3 - March 11.

The guidelines for what we include in the NEON have been reviewed.

Goals for the year include:

- Produce a newsletter that is a useful tool for our members
- Utilize at least one member from each local association to be on the committee
- Keep the information in the newsletter timely for our members – stick to the deadlines and produce it on a schedule
- Work with the website editor to share information for posting in a timely manner
- Increase positive communication to our members

The newsletter deadlines are:

- Issue 1 – board information due by August 31
- Issue 2 – board reports due on November 18
- Issue 3 – board reports due on February 16

Carol will take photos of each of the Board members in attendance today after the meeting.

Nominating – Barbara Homer:

Absent. No Report.

Professional Standards Committee – TBA:

Kathy Bennetch reported we need a committee director.

Publicity – Nancy Harter:

Nancy discussed the new brochure for NEOPA. What do we want to have included? It was a consensus that it should include information on NEOPA with membership/recruiting focus.

Chris Cary designed the last brochure if we are interested in using the prior version as a starting point. Nancy will contact Chris for the template. The brochure will not be dated and will have updated styling.

Mary Guest suggested we look at the NAOEP website for possible membership information. Under the New Affiliates section, “Benefits of Belonging” would have pertinent information. “Guide to Organizing a Local Affiliate” would also be of use.

Scholarship – Susie Ahlberg:

Absent. No Report.

Ways and Means – Donna ~~Boone~~ Straight:

Absent. Kathy Bennetch reported that she would like to have a Ways and Means co-chair to work with Donna. We need to have ideas for fundraisers for the fall conference. Kathy suggested we work with Cathy Robertson to set up a Premier Designs Jewelry fundraiser. Cathy Robertson will work with Donna.

UNFINISHED BUSINESS:

Debbie Hendricks served as the Alternate Delegate for the 2011 NAEOP national conference.

The June Board meeting minutes from the final 2010-2011 Board meeting will need to be approved at the October Board meeting.

Mary Guest brought up Board communication. How do we get the information out sooner to the Board members? Kathy asked that if Board members bring a handout, they should send the handout to her so she can forward it to absent members.

Kathy Bennetch inquired about Skype for future Board meetings. Do members have access? UNL has licenses for Adobe Connect, which is similar to Skype.

Approved as Corrected 10-20-11

The next NEOPA Board meeting will be held on October 20 at 1p.m. in Columbus, NE.

The meeting was adjourned at 10:55 a.m. by Kathy Bennetch, President.

Submitted: Cathy Robertson, Secretary
Kathy Bennetch, President