

University of Nebraska - Lincoln

DigitalCommons@University of Nebraska - Lincoln

NEOPA Minutes

NEOPA-Nebraska Educational Office
Professionals Association

2012

NEOPA Executive Board Minutes - February 2012

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



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

"NEOPA Executive Board Minutes - February 2012" (2012). *NEOPA Minutes*. 5.
<https://digitalcommons.unl.edu/neopaminutes/5>

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, February 11, 2012
Ag Hall, University of Nebraska – East Campus

The February 11, 2012 Executive Board Meeting of the Nebraska Educational Office Professionals Association was called to order by President Kathy Bennetch at 9:31 a.m.

ROLL CALL:

Present:

Susie Ahlberg
Susan Bell
Kathy Bennetch
Carol Bom
Mary Guest
Nancy Harter
Debbie Hendricks
Barbara Homer
Deanna McCoy
Lisa Morehouse
Cathy Robertson
Joyce Trevett
Gretchen Walker

Absent:

Debbie Doolittle
Mari Greer
Donna Straight
Diane Wasser

A quorum was established.

Approval of Minutes:

The minutes of the October 20, 2011 Executive Board Meeting were presented for approval. Lisa Morehouse moved to approve the minutes as corrected. Gretchen Walker seconded the motion. The minutes were approved as corrected.

Mary Guest raised the question of the newsletter having more information on board members. There was no resolution at the last Board meeting. The subject will be brought up under the Web Ad Hoc committee report.

Treasurer's Report:

The February 11, 2012 Treasurer's Report was presented for approval.

Cathy Robertson asked about how the fall fundraising amounts were being recorded. After discussion, it was a consensus that there should be several adjustments:

Income:	Ways and Means	Budget \$2000	Actual \$0
	Fundraising Lola Young/National	Budget \$0	Actual \$1000
	Fundraising National Conf Prof Dev	Budget \$0	Actual \$564
	Fundraising Lola Young Installation	Budget \$0	Actual \$500
Expense:	Fundraising Lola Young/National	Budget \$1000	Actual \$1000

The Board reviewed the two motions previously made so everyone understood how fundraising would be allocated. Initially, \$1000 will be transferred from general funds to Fundraising for Lola Young's Installation. Fundraising efforts in 2011-2012 will be split 50-50 between Fundraising for Lola Young's installation and Professional Development for members attending the 2012 National Conference. Any fundraising in 2011-2012 in excess of \$1000 will be allocated to Professional Development for members attending the 2012 National Conference.

The Treasurer's report was approved as corrected.

Deanna McCoy asked for clarification on the Conference baskets. The baskets had been listed as Conference Competition on the budget. They should instead be listed as NAEOP Liaison – 2 as income and 2 as expense.

Newsletter – Carol Bom:

The winter issue of the NEON was distributed to members in December, 2011. The deadline for the next issue is today. The committee has been helpful in editing the NEON and local associations have been good about submitting articles. The winter issue of the NEON will be submitted for NAEOP competition.

Web Ad Hoc Committee - Carol Bom:

The committee does not have a specific recommendation for the Board regarding the NEOPA website. The committee feels that we need to ask the membership what they want from their website. What do they want to see, what tools do they want, what information do they want available, etc. It was suggested that we develop a survey and send it out on Survey Monkey.

Discussion followed with these topics:

- UNL may be charging in the future for web services, although not too soon.
- Other affiliates are having the same difficulties having their members being able to keep up with their website.
- A suggestion was made to look into having NEOPA and affiliates enter a joint venture on their websites. If not possible, at least share information gathered.
- Microsoft Office Suite is used by South Carolina. The cost is minimal. However, Carol likes the UNL system as it's secure and has been around a while.

The committee hopes that they are able to wrap up the website changes by the end of the year. It is unreasonable for the Board to think that a member should maintain the website alone.

Lisa Morehouse passed the piggy bank. NAEOP is having a competition between the Areas to see who can raise the most money by National Conference. The area raising the most money will get to keep 50% of the money.

Bylaws – Mary Guest:

The Bylaws Committee presented a recap of the items that were referred to them for review.

- Standing Rule #10 – It was suggested to make the wording consistent for the ~~NEOA~~ NEOPA Educational Office Professional and NEOPA Educational Administrator. The proposed

change is to combine the two paragraphs describing the Educational Office Professional and the Administrator awards to read:

NEOPA Educational Office Professional of the Year Awards and NEOPA Educational Administrator of the Year

These awards are based on nominations received from the NEOPA membership. A panel of judges will select the candidates that best fit the criteria set forth by the National office. The recipients of these awards are recognized at the NEOPA Fall workshop, and will have the opportunity to be forwarded to NAEOP for consideration for the Olive T. Ritchie Educational Office Professional of the Year and the Administrator of the Year awards. For purposes of nomination for the NAEOP award, nominees will be co-sponsored by both the local and state associations.

Motion: Mary Guest moved to combine the descriptions of the NEOPA Educational Office Professional of the Year and NEOPA Educational Administrator of the Year Awards into one paragraph in Standing Rule #10. A provision is also added to allow both the local ~~and national association~~ and NEOPA to co-sponsor the nominee(s). The motion was seconded by Cathy Robertson. The motion passed.

- Standing Rule #4 – It was suggested to define the gift for the outgoing president.

Motion: Mary Guest moved the wording be changed to Standing Rule #4 to read: The incoming president, on behalf of the association, will present a gavel guard and chain to the retiring president at the Annual Meeting. The incoming president shall be responsible for securing a plaque for the retiring president. The motion was seconded by Cathy Robertson. The motion passed.

- Article X, Amendments, Section 3– It was suggested to clarify voting procedures for Amendments. Items to be addressed include how amendments should be presented to the membership, and clarify approval by two-thirds majority of the returned ballots or two-thirds majority of membership.

Motion: Mary Guest moved to amend the wording to Article X – Amendments, Section 3 to read: Two-thirds of the returned written and/or electronic ballots in favor of proposed amendments shall be required for adoption. The motion was seconded by Cathy Robertson. The motion passed.

- Standing Rule #3 – It was suggested to clarify the procedure for selecting alternate delegates to the NAEOP Annual Conference if the NEOPA President and/or Vice President are not attending. The Bylaws Committee recommended no action be taken on Standing Rule #3. The Board took no additional action.
- Add a Standing Rule to address who accepts the awards at the NAEOP Conference. The committee recommended the guidelines and duties of the President and President-Elect be addressed to cover this concern. The Board took no additional action.

- Add a standing rule that stipulates all NEOPA committee members must be current NEOPA members. The committee took no action as the Committee Directors should be responsible to verify NEOPA membership for their committee members. The Board took no additional action.
- Review the committee structure of the NEOPA board with the intent to reduce the numbers of committee chairs needed. The committee recommended:
 - To incorporate the duties of the NAEOP Liaison and the Professional Standards Program Committee.
 - To incorporate the duties of the publicity Committee to the Vice President/Meetings Coordinator and Secretary.
 - To combine the Awards and Scholarship Committees.
 - To move the responsibility of the membership database and processing membership renewals and new membership to the Finance and Records Committee.

In addition, the committee recommends the Board involve NEOPA members to develop a Vision/Mission statement.

The Board discussed these proposals at length. The Committee Directors of the committees to be combined were in general approval of the changes. Any changes would be effective for the 2012-2013 year. The committees would be reduced from 17 to 13. A consensus of the Board was that the Bylaws Committee should proceed with preparing the wording of the new Committees and bring the wording to the Board.

It was suggested that we could also look at combining the NEON and Information Technology. The Bylaws committee will start with what they recommended for combining the committees and look at the vision/strategic plan with the next level of the membership input.

Leadership E-Series:

Kathy Bennetch asked that we move to a New Business item as Carol Bom and Mary Guest need to leave the meeting early.

Mary Guest presented the 'E-Series: A Savings Plan for Membership' to the Board for consideration. Mary has worked with Carol Bom, ~~and~~ Lisa Morehouse, and Denise Fisher to prepare the series.

The E-Series involves a series of workshops to be held over two years for a total of 30 clock hours. The hours would be approved for education hours. The Series would be free to and open only to NEOPA members. The hope is that there will be minimal cost to the program. However, the Series committee anticipates it may cost \$2000 over the two years. Speakers will hopefully be obtained through UNL, NDE, UNO, etc at no cost. Members would be asked to help supply any snacks/food. Rooms can be obtained free at UNL, city libraries, etc.

Carol Bom added the Series is patterned after the NDE Leadership Academy and that the plans for the Series are very preliminary. The Series could be incorporated with our spring or fall

workshops. NEOPA members would be able to receive credit toward their PSP certification/re-certification.

Mary Guest indicated that members would need to attend the entire Series to get the 30 hours of education credit. An option is to piggyback it with the fall or spring workshops. Lisa Morehouse shared that Kansas has a similar program that is done along with their fall/spring workshops for 7-1/2 hours. Mary Guest added that we could actually conduct the program as our conferences for two years as an option.

Questions from the Board:

- Concerns about piggy-backing onto the conferences as members already have enough trouble making time to attend the conferences.
- There will always be reasons members can't attend the conferences. We need to be proactive so we give them reasons to attend. Give them the programming and let them make their choice.
- This is still in the planning stages. We may need to work with those who want to participate in the Series and work around their schedules.
- Webinars were suggested as an option. It would need to be limited to members only.
- This would be a great tool to recruit new members. The Series shows we are giving back to the members at no cost.
- We could market it like the Institutes at national conference. It may need to be on Saturdays.
- It's nice to be free; however it might get more of a commitment if there was some monetary requirement.
- The Series may be a start to the mission statement we are looking to develop.

Motion: Gretchen Walker moved that NEOPA commit \$2,000 over a 2-year period to support the E-Series proposal which has been presented. Debbie Hendricks seconded the motion. After discussion, the motion passed.

Communications:

We received the following:

- Card from Allie Faye Matthews (NAEOP) as a thank-you for making a donation to NAEOP Field Service.
- Correspondence from Dee Radek (LPSAOP) as a thank-you for the replacement of a conference certificate lost in the LPS fire.
- E-mail from Sandy Lineberry (UNOPA) commending the Board for keeping conference registration fees lower and hope they stay that way.

ELECTED OFFICER REPORTS:

President - Kathy Bennetch:

Kathy indicated her report is covered in the newsletter. Roger Breed (NDE) was presented his NEOPA Boss of the Year award. Kathy presented paperweights to LPSAOP members as a gesture of support in light of the LPS district office fire.

President Elect/Membership Chair - Joyce Trevett:

Membership information:

155	Current active members
11	Retired
12	Honorary
4	Associate
1	Lifetime

Vice President - Gretchen Walker:

The final report from the 2011 Fall Conference was presented. Profit was \$68.65. The arrangement with the Columbus committee was to split profits 50-50. However due to the small amount of the profit, it was decided that we would not go back to the Columbus committee to ask for our portion of the profits. The evaluations obtained were reviewed by the committee.

The Fall 2012 Conference will be hosted by NEOPA Past Presidents. The topic will be *Tools for Success* and will be held on October 5. A budget update and additional budget items were presented. The question was raised as to why the committee is requesting to pay for Lola Young's conference registration fee. It was noted that the committee is not responsible to budget for a Field service contribution. Kathy Bennetch reminded the Board that we have not yet approved specific budget items for the conference. It was suggested that the Committee approach the UNL Credit Union for a donation as the LPS Credit Union has committed to a donation.

Gretchen will contact the committee with several questions:

- Unless the committee is getting a speaker from Field Service, they don't need to budget for the donation to Field Service
- Ask for clarification regarding Lola's registration
- Suggest that they ask the UNL Credit Union for a donation

The Spring 2012 conference in Wayne is going well. Gretchen suggested that if you need a hotel room, you should make those arrangements as soon as possible as there is also a rugby tournament in Wayne.

Gretchen is working on hosts for future conferences. A list of past conference hosts was distributed as well as a list of how many conferences each affiliate has hosted. For spring 2013- Omaha has declined, Sandhills has read Gretchen's e-mail but not yet responded, and Judy/Deanna declined. UNOPA is considering Fall 2013. NDEOPA may look at Spring 2014. Two affiliates have declined Fall ~~2012~~ 2014. In Spring 2015, Nebraska will host Central Area conference. Gretchen is considering asking LPSAOP to host.

Membership – Joyce Trevett:

Kathy Bennetch returned to the membership area. Debbie Hendricks asked how we get a list of the members especially to pursue committee members. It was suggested that every member should have access to a full list of membership with office information. Kathy will have Joyce send her the list to forward to the membership.

Secretary - Cathy Robertson:

No Report.

Treasurer - Deanna McCoy:

Nothing additional to report.

Past President/Field Service - Diane Wasser:

Absent. Kathy Bennetch reported that Diane is not able to do any Field Service now.

DIRECTOR REPORTS:

Awards -Mari Greer:

Absent. No report.

Deanne asked if she needs to write checks to NAEOP for awards. Kathy indicated that she will give Deanne copies of the awards and the two checks that need written: one for National Administrator of the Year and one for the Olive T Ritchie Office Professional of the Year.

The question was raised as to whether or not we will be submitting a nomination for the Louise Henderson Award. Kathy Bennetch will follow-up with Diane Wasser.

Motion: Carol Bom moved that if the NEOPA Administrator of the year wins the NAEOP Administrator of the Year Award that NEOPA pay airfare and one night hotel stay for his/her stay at the annual NAEOP conference. After discussion about setting a precedent and the fact that administrators make much more than office professionals, the question was called by Lisa Morehouse. The motion failed.

Finance/Records – Debbie Hendricks:

Debbie distributed the 2012-2013 Proposed Budget. The Board suggested a number of adjustments to the proposal, including clarification of line-items for Special Projects, Board Retreat and Telecommunication. The Board was reminded that we will need to adjust the Budget if we combine committees.

Nothing has been done yet on Records as Debbie does not yet have access to all of the information.

Information Technology – Debbie Doolittle:

Susann Wenzl has agreed to be a member of the committee. Susann has Dreamweaver and is very familiar with it. The website has been updated with this year's Award winners for Administrator and Office Professional of the Year. The winter issue of the *NEON* has been added to the newsletter page. New members have been added to the new member page. The photo gallery needs to be updated. Susann will assist Debbie with adding current photos and deleting older photos. Debbie is working on getting the Spring conference information link in place. The calendar of events pages have been updated with upcoming events. The committee has requested the **PSPS PSP** director provide a list of those members who have attained their PSP this year.

NAEOP Liaison – Susan Bell:

Susan submitted an article for the winter *NEON* advertising the Arkansas Institute, the central Area meeting and the national conference. Susan also submitted an article for the spring *NEON* about the national conference in July. Susan will coordinate a champagne toast at national conference to celebrate those who have attained their PSP. Non-alcoholic beverages will also be available. Once the *NES Connector* comes out with conference details, Susan will collect names of those who will attend national conference.

Susan asked about the pins for national conference. Diane Wasser indicated she would assist Susan with the pins. It was determined that we should pursue producing a pin with heart on it to commemorate Lola serving as president. The pins should be ready at the April conference to distribute and solicit purchases by those who won't be attending national conference.

Newsletter – Carol Bom:

The newsletter deadline is today. Please e-mail to Carol Bom.

Nominating – Barbara Homer:

The committee has obtained the membership list and has contacted each of the members to see if they are interested in running for an office. At this point, there has only been one member who stepped up to be placed on the ballot as President-elect. Several members indicated they would be interested in serving on committees. Barbara will pass those names on to Joyce Trevett to contact for her board.

The ballots for Bylaws and election of officers will be combined. The election of officers officially closes 15 days prior to the annual meeting or March 29. A ballot for the election will be sent regardless of the number of nominees as the ability for write-ins must be available. Both Bylaws and election of officers must be sent via a secure method and cannot be sent via the listserv.

Motion: Lisa Morehouse moved to use Survey Monkey to conduct the 2012-2013 elections. Gretchen Walker seconded the motion. The motion passed.

The question of whether Lifetime members are eligible to vote was raised. Mary Guest reminded the Board that there is not technically a category for lifetime members. Lifetime members should be considered active members.

Professional Standards Committee – Lisa Morehouse

No report. Lisa reported she is getting calls when members don't receive a certificate for events they attend. It is sufficient to get a letter of documentation from the present or the group sponsoring the event.

Information on Central Area will be coming out next week. The *NES Connector* will be coming out soon with the national conference information.

Publicity – Nancy Harter:

The committee met in December to discuss developing a new NEOPA brochure. The content, layout, design and what they wanted to see or not see was discussed. Other states' brochures were reviewed and branding was discussed. Susann Wenzel (NDEOPA) prepared a mock-up of the brochure and developed a rack card. After several small adjustments, Susann was to be here today with samples. However, Susann was not able to attend. Nancy will ask Susann to e-mail her both items and will e-mail them to the Board. The plan is to have the brochures ready at the spring conference.

Three sympathy cards were sent since the last Board meeting. Nancy requested that she doesn't always get information from the affiliates. Please contact her if you know of members who need to receive a card.

A press release will be sent out regarding Lola's installation and other members being installed on the National Board. UNL Communications will also prepare a news release regarding Lola's installation.

Scholarship – Susie Ahlberg:

The committee received 45 applications. Thirteen were disqualified as they didn't provide the required information. Susie and her committee judged the remaining 32 applications. The winning candidate received high scores from all three judges. Shyanne Marie Thompson, from Minden, is the ~~winter~~ winner. Shyanne will graduate from Minden High School in May and has been accepted at Southeast Community College-Lincoln, UNL and Chadron State College.

A letter will be sent to the winner with thank-you letters sent to the other applicants. Board approval is not needed on the committee's selection. Joyce Trevett requested that we ask Shyanne notify us of her college choice so we can send a check directly to the institution. In addition, Joyce requested a matrix of the judges' scores in case we need to go to our second choice if Shyanne doesn't attend college this fall.

A reminder was made that we need to review our committee guidelines to make sure we reach out to other members to serve on our committees.

Susie could not find the Marion T. Wood award on the NAEOP website. Lisa Morehouse directed her to the 'members only' site. Deanne will need to write a check for the award submission.

Shyanne will be invited to the spring conference luncheon to accept her award.

Ways and Means – Donna Straight:

Absent. Cathy Robertson reported that we will again be fundraising with Premier Designs Jewelry. A portion of the profit will be donated to NEOPA. Based on feedback from the fall, we will have a silent auction on Friday of the spring conference. In addition, Omaha is raffling one

item to benefit NEOPA's fundraising. LPS, UNL, NDE and Wayne are being contacted to have members participate in catalog sales.

Donna will be contacted regarding plans for conference baskets and the 50-50 at the spring conference.

Lisa Morehouse asked if she could again bring the 'pig' to collect money for national conference. Absolutely.

UNFINISHED BUSINESS:

Kathy Bennetch asked if someone was working on guidelines for the fundraising money that will be available for members who will attend national conference. Lisa Morehouse is working on this.

One more paperweight is needed for an LPS member. Kathy Bennetch asked if the Board was interested in having items to market to members such as the paperweights, desk items, etc. Other states do have a small collection of items for members to buy throughout the year. It was determined that the Board would create a paperweight to have available to sell to members and have a couple dozen available at the spring conference.

NEW BUSINESS:

Digital Commons:

Kathy Bennetch expressed a concern that flash drives don't always work. She suggested a small committee to work on archiving records one year at a time. We can use the UNL Library system at no charge. The UNL system is rated 2nd in the national for digital records. NEOPA records through 2009 are at the Nebraska State Historical Society.

Concerns expressed were looking at any other alternatives and having membership lists public.

Kathy Bennetch would like to establish an Ad-Hoc committee.

Board Meeting Frequency:

Lisa Morehouse raised the question as to having more Board meetings throughout the year. The few meetings we have are getting too long and items at the end of the meeting deserve the same attention as those at the beginning of the meeting. After discussion, Kathy Bennetch will look at options for a Board meeting in March and send an e-mail to members for date options.

The next scheduled NEOPA Board meeting will be held on April 12 at 1p.m. in Wayne, NE.

The meeting was adjourned at 1:01 p.m. by Kathy Bennetch, President.

Submitted: Cathy Robertson, Secretary
Kathy Bennetch, President