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## NEOPA Executive Board Minutes - June 2012

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**NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION**

**Executive Board Meeting Minutes**

Saturday, June 9, 2012

Fremont Public Library, Fremont, NE

The April 12, 2012 Executive Board Meeting of the Nebraska Educational Office Professionals Association was called to order by President Kathy Bennetch at 9:50 p.m.

**Roll Call:**

**2011-2012 Board**

**Present:**

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

**Absent:**

Debbie Doolittle  
Mari Greer  
Nancy Harter  
Donna Straight

**2012-2013 Board**

**Present:**

Kathy Bennetch  
Denise Fisher  
Mary Guest  
Deanna McCoy  
Suzanne Penn  
Carol Reed  
Cathy Robertson  
Joyce Trevett  
Gretchen Walker  
Diane Wasser  
Susann Wenzl  
Joan Wilkins

**Absent:**

N/A

A quorum for both boards was established.

**Approval of Minutes:**

The April 12, 2012 minutes, of the 2011-12 Executive Board, were presented for approval. The minutes were approved as corrected.

**Treasurer's Report:**

The April 12, 2012 Treasurer's Report was presented for approval.

Deanna corrected an error as Scholarship interest was omitted.

The question was raised as to whether Deanna could use Quicken 2005 to keep the books. The consensus was to use the format this year and work with her replacement for next year.

Do we have the 2012-2013 budget to be included in the Treasurer's Report? We have approved the budget. Deanna will get it added to the Treasurer's Report and sent it out to the Board. An outstanding check still remains from June 2011. The check was a payment for an award to Debbie Doolittle. Susan Bell will ask Debbie to contact Deanna.

The question from Sandy Lineberry regarding proceeds from the 2010 National Conference fundraising was addressed. The proceeds were placed in our operating savings account, and were to be designated as a line item. After discussion, the following motions were made:

***Motion: Mary Guest moved to designate the "2010 NAEOP Conference Savings" in the amount of \$2550 to be used for Professional members Scholarships. Carol Bom seconded the motion. The motion passed.***

***Motion: Diane Wasser moved to rename Scholarship Savings to Student Scholarship Savings. Mary Guest seconded the motion. The motion passed.***

***Motion: Diane Wasser moved to designate the Professional Members Scholarship as a separate line item under operating savings. Mary Guest seconded the motion.***

The Treasurer's report, as corrected, will be presented to the General Membership tomorrow and filed for audit.

#### **Communications/Announcements:**

Kathy Bennetch received the following notes:

- Thank-you note from Debbie Othic who received the NEOPA basket at Central Area.
- Thank you note from Lola Young for the fundraising efforts on her NAEOP presidential installation.
- Thank you note from Shyanne Thompson for the scholarship she received from NEOP for her college education.

#### **ELECTED OFFICER REPORTS:**

##### **President – Kathy Bennetch / Joyce Trevett:**

Kathy reported we conducted electronic voting twice since the last board meeting:

- Motion to appoint Denise Fisher as Vice President/Meetings Coordinator. 16 votes. Yes – 15, No Vote – 1. Motion passed.
- Motion to appoint Lola Young as NEOPA's alternative delegate to NAEOP Advisory Council. 14 Votes. Yes – 9, No – 4, Abstain – 1. Motion passed.

Roger Breed has been selected as NAEOP Administrator of the Year.

A handout on "Previous Question" was distributed. During discussion, if the 'question is called' we need to take a vote to agree or disagree to end the debate. The vote requires a two-thirds vote. Based on the vote, we would either return to discussion or end debate and vote.

Annual Reports are due now. Please include committee members, and CEOE designations, so that Kathy may prepare certificates of participation.

In 2003, guidelines and timetables were developed for all offices/committees. It is time to update the guidelines and timetables. We should all look our specific position to see what needs to be changed, being mindful of the Bylaws. Lisa Morehouse has an electronic copy of the 2003 guidelines. Google Docs was suggested as a way to share the guidelines. Kathy will set up access and distribute to the board. An Ad-Hoc committee was established with Lisa Morehouse, Carol Bom and Gretchen Walker volunteering to assist.

##### **President Elect/Membership Chair – Joyce Trevett / Gretchen Walker:**

Membership information:

164 Active

10	Retired
12	Honorary
4	Associate
<u>2</u>	<u>Lifetime</u>
192	TOTAL

The category of lifetime members was discussed as the Bylaws don't have a category for lifetime members. A new category would need to be created or those members moved to another category. Mary Guest will review to see if we can add lifetime members in Standing Rules.

**Vice President/Meetings Coordinator – Gretchen Walker / Denise Fisher:**

Wayne State College did a wonderful job hosting the spring conference. The feedback from attendees was very positive. The conference made a profit of \$896.44.

Details of the Fall 2012 workshop were distributed. A proposed conference budget for Spring 2013 was also distributed.

***Motion: Gretchen Walker moved to accept the 2013 NEOPA Spring conference budget as presented. Cathy Robertson seconded the motion. The motion passed.***

Two dates are under consideration for Fall 2013. The committee will work with Southeast Community College to determine the best date options.

Lisa Morehouse advised that Central Area is holding discussion on how they will do conferences in the future so that states aren't competing with Central Area and Institute. And so that members don't have to designate three separate weekends, perhaps back-to-back. One option has Central Area in March and state conferences in fall. Another option establishes a time for Central Area each year and let's states work around that time for their state conferences. In addition, scheduling of Institute would be considered. Nothing has been decided yet.

**Secretary – Cathy Robertson / Cathy Robertson:**

No Report.

**Treasurer – Deanna McCoy / Deanna McCoy:**

Nothing additional to report.

**Past President/Field Service – Diane Wasser / Kathy Bennetch:**

No Report.

**DIRECTOR REPORTS:**

**Awards and Scholarships – Mari Greer / Joan Wilkins:**

Absent. Nominations for the 2012-2013 NEOPA Office Professional of the Year were due to the Awards Director by May 1, 2012. Kathy Bennetch will contact Mari Greer so that transition to Joan Wilkins can occur quickly.

**Bylaws – Mary Guest / Mary Guest:**

The most current version of the Bylaws was distributed. We should all review the entire document.

The ballot for Bylaw and Standing Rules changes sent to the membership on May 7<sup>th</sup> was closed on June 7<sup>th</sup>. A report of the vote was distributed. All changes passed.

As a result of the approved Bylaws changes, there were additional recommended changes to the Bylaws and Duties of Committees.

*Motion #1: Mary Guest moved to combine the descriptions of the duties of the Awards and Scholarship Committees into one committee: Awards and Scholarships. Diane Wasser seconded the motion. The motion passed.*

*Motion #2: Mary Guest moved to delete the “Scholarship:” committee from the Duties of Committees document. Lisa Morehouse seconded the motion. The motion passed.*

*Motion #3: Mary Guest moved to incorporate the duty of sending acknowledgements of life events to members as appropriate to the description of the Secretary in Article VII – Duties of Officers, Section 4. Cathy Robertson seconded the motion. The motion passed.*

*Motion #4: Mary Guest moved to incorporate the duties of the Publicity Committee in the description of duties of the meetings Coordinator Committee as indicated above. Diane Wasser seconded the motion. The motion passed.*

*Motion #5: Mary Guest moved to delete the Publicity Committee from the Duties of Committees document. Cathy Robertson seconded the motion. The motion passed.*

*Motion #6: Mary Guest moved to incorporate the duties of the NAEOP Liaison Committee in the description of the Professional Standards Committee in the Duties of Committees document. Cathy Robertson seconded the motion. The motion passed.*

*Motion #7: Mary Guest moved to delete the NAEOP Liaison Committee from the Duties of Committees document. Gretchen Walker seconded the motion. The motion passed.*

A handout titled “Three Golden Rules for Discussion” (from Jurassic Parliament) was distributed. The board was reminded that everyone should have the opportunity to speak on a topic before anyone speaks a second time.

**Finance/Records – Debbie Hendricks / Diane Wasser:**

No report.

**Information Technology – Debbie Doolittle / Susann Wenzl:**

Debbie Doolittle – Absent

Susann presented a mock-up of a new website design. Consensus was good on the design. Any comments should be forwarded to Susann before June 15 when Susann meets with UNL to proceed with the website development. Prices go up in July so we need to move forward quickly. It will take UNL a month to develop the website. Once the website is ready, a two-hour training for the committee and any other interested members.

Discussion of a new logo will be addressed during strategic planning

**NAEOP Liaison – Susan Bell / moved into Professional Standards Committee:**

Susan will communicate NAEOP conference information to those attending via e-mail. State pins are available. A state basket will be put together with donations from those attending.

*Motion: Susan Bell moved that we contribute up to \$250 for Nebraska basket for NAEOP Conference for 2012. Lisa Morehouse seconded the motion. The motion passed.*

Susan requested a copy of the membership list so she can determine any honoraries who will attend the conference.

Dr. Roger Breed will receive the NAEOP Administrator of the Year award at the conference. Recognition by the state was discussed.

***Motion: Getchen Walker moved to purchase a \$50 brick in the NAEOP memorial garden in honor of Roger Breed, 2012 Administrator of the Year, a \$100 donation to NAEOP Field Service and a \$100 nursery gift card. Lisa Morehouse seconded the motion. The motion passed.***

Kathy Bennetch will coordinate the gift purchases, creation of a certificate for the brick and donation to Field Service, as well as the presentation at conference.

Denise Fisher invited everyone to an event on June 22<sup>nd</sup> at Brothers Bar in Lincoln to honor Dr. Breed.

The Board took a break from 12:30 pm – 12:44 pm.

Susan asked for input on when to present Lola Young with the clock and gift card we previously approved. It was agreed to present the clock to Lola at conference and to give her the gift card for luggage purchase ahead of the conference.

A reception to honor Lola Young's presidential installation was discussed. An ad-hoc committee was formed to work on the reception. Lisa Morehouse, Cathy Robertson and Barbara Homer volunteered to assist.

**Newsletter – Carol Bom / Suzanne Penn:**

Carol Bom distributed her annual report for the Newsletter. Once the website is updated, we should address ways to streamline the NEON.

**Nominating – Barbara Homer / TBA:**

No report.

**Professional Standards Committee – Lisa Morehouse / TBA:**

Numbers are down nationally and statewide. Three members certified at the last certification date.

We need to find a committee director. Lisa will assist that person.

**Publicity – Nancy Harter / duties split to VP/Membership and Secretary:**

**Absent. No report.**

**Scholarship – Suzie Ahlberg / duties moved into Awards and Scholarships:**

No report.

**Ways and Means – Donna Straight / Carol Reed:**

Absent. Cathy Robertson reported we made \$72 at Central Area from a raffle of a Premier Designs watch. Gretchen Walker won the watch.

**Unfinished Business:**

**Web Ad Hoc Committee – Carol Bom**

*Covered under Information Technology report.*

**Guidelines for Members Scholarships – Lisa Morehouse**

The guidelines need to be looked at again so that we are not rushing through to get them established. The goal is to be ready to market the scholarships in the fall.

Lisa also passed around the 'pig' to collect funds for Central Area.

**Leadership Series – Carol Bom, Mary Guest, Lisa Morehouse, Denise Fisher**

The committee is meeting weekly to get the curriculum set. Between Friday, October 5 and Saturday, October 6, there will be an opportunity for 7.5 hours of educational credit. In the future, all hours will be

included in the fall workshop and spring conference. Members will be able to earn 30 hours of educational credit over two years if they participate in the Series.

The cost of the program is still being finalized. NEOPA members will receive discounted rates on supplies. Non-members will pay the full price.

### **Digital Commons – Kathy Bennetch**

Kathy asked where we are with this project. The consensus from the March 10, 2012 Board meeting was to move forward.

***Motion: Lisa Morehouse moved to approve purchase of hard drive. Barbara Homer seconded the motion. The motion passed.***

Kathy will head up an Ad Hoc committee. Anyone interested should contact Kathy.

### **New Business:**

#### **NDE Bridge Reorganization – Carol Bom, Denise Fisher, Susann Wenzl:**

Denise Fisher described the process their organization went through as they reorganized and changed their name from NDEOPA to NDE Bridge. The correlation for NEOPA is that feedback was gathered from their members and input taken from the members to guide the change.

NEOPA will be included in a free advertisement NDE is placing in their Department of Education Administrative Days program.

#### **Strategic Planning Discussion – Kathy Bennetch:**

Strategic Planning will be a process that will need to involve everyone. We will start today by addressing three questions NDE Bridge used in their reorganization: what works well, what do we need to improve and are we meeting the needs of our membership. Large sheets of paper were placed on the wall and the Board provided individual input on the questions. This will be a basis to start the process with the membership in the fall.

#### **NAEOP Advisory Council Alternate Delegate Funding:**

Kathy Bennetch addressed the question of payment to the alternate delegate per the Bylaws. NEOPA has reimbursed both the Advisory Council delegate and alternate in past years. Only the delegate has a vote. The question was raised as to why it had been indicated funding would not be provided to the alternate this year. Kathy agreed that the alternate would be reimbursed if the alternate requested such. Carol Bom indicated the original reasoning for reimbursing some expenses for the alternate was to develop leaders in younger members by having them attend Advisory Council. It was suggested that the Bylaws committee review this section for any clarification on attendance at the meetings by the alternate before reimbursement would be made.

### **Next Meeting – Joyce Trevett**

The next NEOPA Board meeting will be held on August 11<sup>th</sup> at 9:45 am at the Fremont Public Library.

### **Announcements – Joyce Trevett**

Outgoing and incoming board members were asked to transition their information following the meeting. Flash drives should be backed up to the external hard drive before board members leave today.

### **Adjournment**

The meeting was adjourned at 2:28 p.m. by Joyce Trevett, President.

Submitted: Cathy Robertson, Recording Secretary  
Joyce Trevett, President