

1988

## 1988-89 UNOPA Annual Report

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**UNOPA**



**NOTES**

# ANNUAL REPORT

UNIVERSITY OF NEBRASKA OFFICE PERSONNEL ASSOCIATION

(UNOPA)

**1988-89**

## 1988-89 Officers and Directors

Jan Harris, President  
Sue Drammeh, President-elect &  
Program Director  
Shirley Howell, Recording Secretary  
Debra Ruthsatz, Corresponding Secretary  
Mary Buell, Awards  
Kathy Ryan, Employee Concerns

Louise Berner/Nancy Savery, Hospitality  
Carolyn Espenschade, Membership  
Linda Olson, Newsletter  
Judy Otteman, Nominating  
Sandy Lineberry, Professional Growth  
JoVan Patten, Publicity  
Lorraine Moon, Salary Issues

Esther Sorensen, Ways & Means



UNIVERSITY OF NEBRASKA OFFICE PERSONNEL ASSOCIATION- LINCOLN, NEBRASKA

## **PRESIDENT'S MESSAGE**

*Jan Harris*

This has been a very exciting year. UNOPA has become a much more visible component in the University community and is increasingly asked to give input into decisions and policies affecting that community. Some highlights of the year are listed below.

- UNOPA's president was invited to attend Chancellor Massengale's Deans and Directors meetings.
- The method of approving the minutes for both Board and general meetings was clarified. If there are no additions or corrections the minutes are approved as printed.
- UNOPA participated in the first ever C-line Mentoring Program Women.
- The option of using the shuttle, offered by the Hospitality Committee, was greatly appreciated by the membership for transportation to the Bosses Luncheon and the May President's Meeting at the Wick Center.
- Our first Awards Committee capped their year by creating the ROSE FROLIK award - with nominations open to UNOPA members only.
- The newly established Salary Committee Director, Lorraine Moon, testified at the Legislative Appropriations Committee hearings.

Overall, I believe that we have achieved excellent results with our goal of networking for the year. We have added new departments to UNOPA and new members to our Board of Directors. We have provided our members with some information about their organization and university which will make their daily life a little easier. We have laid a strong foundation upon which new members may build.

## **RECORDING SECRETARY - *Shirley Howell***

The past year as recording secretary has been a great challenge for me and has given me a great deal of insight to what really happens on the board. Being a part of the board gave me contact with many new people and a chance to grow professionally.

Additionally, I was excited to serve as the UNOPA representative to the National Association of Educational Office Personnel (NAEOP) conference this year in San Francisco, California.

There were many highlights this year, but the President's Kudo Award remains in my mind a great deal. People need to be

reminded when they do an outstanding job, as well as when they make a mistake.

Another highlight was when Chancellor Massengale joined us at the March Board Meeting to discuss the budget, salary increases, insurance benefits and changes in the retirement system.

Other high points of the past year were:

- Bringing member approval of the minutes into concurrence with Roberts Rules of Order. From this time on the minutes will be approved as printed unless there are corrections.

At my suggestion the board elected to keep the minutes, for five years before being placed in the University archives. Materials were collected from board members and placed in the archives in 308 Love Library. Contact Joe Svoboda if you wish to look at or use any of the materials.

I prepared a finalized copy of the directors and committee members for the President's use at the President's Meeting.

## **CORRESPONDING SECRETARY -**

*Debra Ruthsatz*

As Corresponding Secretary, I sent two baby, ten get well, and four sympathy cards.

Unfortunately, this year communication between NEOPA and the association editors has been very limited. We were informed in advance of the deadline date only once. Otherwise, reports were submitted by our own efforts to determine when they were due.

Twenty-five Past-presidents were invited to the April 11 Recognition Luncheon. I was unable to locate two: Luella Diekhoff and Darlene Lowenstein. Sixteen were in attendance: Rose Frolik, Ruth Nuss, Jan Wacker, Doris Lesoing, Carma Lea McPheron, Nelsine Scofield, Loah Bennett, Jan Shinstock, Alice Torwirt, Helen Busboom, Linda Arnold, Lorraine Moon, Kathy Martin, Mary Buell, Jan Wassenberg, and Jan Harris. The Past-presidents were presented ribbons commemorating their year of office. These ribbons may be worn each year and help the membership identify our Past-presidents. Feedback was very positive and they were so appreciative of the ribbon and luncheon.

Four retirees were invited to the luncheon and three were in attendance. They were: Ruth Abbott, Donna Ripley, and Leolla Bullock. They received ribbons commemorating their date of retirement. These members should also wear their ribbons each year to assist us in identifying our retirees.

Ribbons were sent to those Past-presidents and retirees who were unable to attend.

I have enjoyed my year as Corresponding Secretary. It was very rewarding to honor the Past-Presidents and retirees in such a

professional manner. We, as an organization, owe them a debt of gratitude for their perseverance and dedication.

**.. Silver Pen Award ..**

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**AWARDS COMMITTEE -**

*Mary Buell*

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**.. Boss of the Year Award ..**

The Boss of the Year Award was presented by Vice Chancellor Griesen to Bill Cords, Personnel Officer, Cooperative Extension Service, at the annual Bosses Luncheon held on March 14, 1989. The other nominees for the 1989 Boss of the Year Award were:

Allen Blezek	Tony Schkade
Ronald Joekel	Dale Vanderholm
Roy Loudon	Jerry Williams
Ted Pfeifer	Doug Zatechka

Judges were provided from the membership of the American Business Women's Association, Horizon Chapter.

Comments:

introduce the nominee and the nominator and have them come forward to be recognized and receive a framed certificate.

Give better credit to the nominator of the winner of the Boss of the Year Award. This should have been done by the individual presenting the award.

Recognize past Boss of the Year winners.

**.. Rose Frolik Award ..**

The Rose Frolik Award was created to honor our founder - Rose Frolik. Therefore the awardee must have traits similar to our founder. Each year UNOPA will be honored to have Rose present the award. The 1989 Rose Frolik Award was presented by UNOPA's founder Rose Frolik to Janet Wagner, Summer Sessions, at the April 11 luncheon meeting. Other nominees for this award were:

Shelley Everett	Joyce Peters
Kathy Martin	Kathy Ryan

The winner was given a check for \$150.00 and an engraved plaque. The plaque was made at Awards Unlimited.

Judges were:

Kathy Blythe - KFOR Radio  
Julie Bringelson - St. Marks Church  
Andy Russell - Interim Personnel Director  
- State of Nebraska

The Silver Pen Award was presented by Vice Chancellor Ferguson to Rosanna Johnson at the UNOPA luncheon meeting on May 12. Rosanna received a check for \$300, a silver pen, a framed certificate, and a year's membership in UNOPA. Other nominees were:

Joyce Anderson	Dorothy McEwen
Loah Bennett	Cathy Miller
Caroline Blum	Peg Quinn
Pam Bruestle	Darlene Richards
Rachelle Everett	Sharon Rorie
Janice Harris	Kathy Ryan
Constance Husa	Sharon Selvage
Rosanna Johnson	LouEllen Semmen
Kathleen Kane	Helen Sexton
Phyllis King	Bonnie Ward
Vicky Kobes	Marilyn Weidner
Patricia Lehecka	Norma Weaver
	Lola Young

Judging was done by the University Association for Administrative Development (UAAD). Individuals serving on the committee were as follows.

Clyde Burkholder, Maintenance  
Elaine Cave, Business Service (Chairperson)  
Charlie Strey, Student Affairs  
Diane Stevens, Academic Affairs  
Elroy Frank, Ag Communications

One comment from the judging team was to make #4 in the criteria on the nomination form a lot stronger.

I enjoyed being a part of the Awards Committee. It has allowed me to keep in touch with UNOPA's activities.

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**EMPLOYEE CONCERNS COMMITTEE -**

*Kathy Ryan*

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The employee Concerns Committee is responsible for the follow-up on issues undertaken by UNOPA and to report back to the membership on results/comments/actions. As you can see from this report it has been a very busy year.

Promotion/Transfer Policy - In August, Bruce Currin asked UNOPA's input to update the Promotion/Transfer policy. Many committee meetings later and after considerable discussion with Roshan Pajnigar, Employment Manager, the final draft was mailed to 2,300 C-line personnel in March 1989.

Mammogram/Pap Smear Statement - Dr. D. Wheeler (Chemistry Professor expressed his concern early in September that reimbursement for yearly mammograms for women over 40 should be available through Mutual of Omaha coverage. The

membership supported his efforts and voted to send a position statement to Chancellor Massengale to voice our concern. In the meantime, the University-wide Fringe Benefits Committee approved an insurance package that includes one physical exam every two years with Mutual of Omaha and a mammogram/pap smear exam could be included. Bruce Currin, in a letter dated February 28, 1989, stated, "Our understanding of this coverage would mean, therefore, UNOPA's interest in providing coverage of mammograms has been taken care of to the extent possible." Presently awaiting legislative action is the mammography bill (LB 559) sponsored by Sens. Jim McFarland and Stan Schellpeper requiring health insurance to cover biennial screening by low-dose mammography for presence of breast cancer.

**Drug-Free Workplace Policy** - The last part of February, Herbert Howe (Interim Associate to the Chancellor) requested our assistance to comply with the On-Hundredth Congress Drug-Free Workplace Act. Through that act, certain requirements are placed on all organizations which receive funds through grants or contracts from the Federal government. UNOPA had a voice in the development of that policy which does apply to all employees of the University, whether full or part-time; whether student, faculty, or staff.

**...Parking Advisory Committee Report** - Norma Weaver

This is the end of my three year stint on the Parking Advisory Committee and I am going to miss it. I hope our representative next year enjoys it as much as I have. Now, just a few highlights.

There are about six groups which this committee needs to serve, they are as follows.

students	faculty
staff	visitors
departmental needs	vendors serving UNL

All have their own special needs and inside of each group are special needs. Just consider one group - students. This group includes residence hall, off-campus, sorority/fraternity, and handicapped students. Pick any one issue in connection with parking on this campus and try to look at it from each of these groups. The parking advisory committee tries to make decisions which will aid all groups on campus, or at the very least, not penalize any one group.

This year this committee has been working on a five-year plan. The parking office in connection with this committee has been working on becoming computerized.

A survey was taken this year randomly across campus. Some of the information sought by this survey was:

- what are the problems caused by people parking in incorrect areas and how extensive is it?
- would you be willing to pay as much as \$20/month for reserved parking or for using a parking facility is one were to be built.
- how should the university enforce parking regulations.

Results from just the last question were:

- 439 - ticketing
- 276 - towing
- 406 - gated lots
- 205 - supervised lots
- 9 - some other method

Could you pick the best way to serve all six groups (i.e, students, staff, faculty, visitors, vendors, departments)? Would it be the way you personally like the best?

One suggestion for each of you is: READ your parking rules and regulations brochure when you get your new parking permit. The rules have changed over the years and will continue to change in the future. Not knowing the rules when you have the opportunity is no defense when you get a ticket for parking incorrectly.

Thank you for allowing me to serve as your representative for the past three years. I have been able to get answers (maybe not the one you wanted to hear) for a few people during this time. Please use your representative if you have a question regarding parking facilities on campus.

**...PARKING APPEALS** - Diane Cihal

This committee met every two weeks during the school year and once a month during the summer. The committee is composed of four faculty and staff members and students from ASUN. The purpose of this committee is to vote on every parking ticket that is appealed. When the vote is taken the majority rules.

**...POLICE ADVISORY COMMITTEE** - DaLene Wiess

This committee met for the first time in November 1988 and has had a total of ten meetings.

The main focus has been potential recommendations concerning restructuring or reorganizing the Police/Parking Division (if, indeed it is needed). This discussion has arisen due to the announced summer of 1989 retirement of Chief G. Gade. Another focus area has been to evaluate presentations by several of the departments reporting directly to Vice Chancellor Goebel. These departments include: Police/parking Division; Personnel Management, Risk and Insurance; Environmental Health and Safety and Business Management Services.

This committee has been heavily involved in seeking a competent, qualified consultant(s) to visit with us, who could shed light on exactly how a police department or public safety department functions. The committee's efforts will continue throughout the summer and on into next year.

**...CAMPUS SAFETY COMMITTEE** - Linda L. Maser

The Campus Safety Committee meets several times during the academic year to discuss safety concerns and make recommendations to the Vice Chancellor for Business and

Finance. (No formal recommendations were made this year.)

A sampling of topics discussed this year follows.

- Use of 3-Wheel Vehicles at UNL Farms: Following an accident injury, Mr. Earle Brown (Director, Environmental Health & safety) recommended that departments not purchase any more 3-wheel vehicles and that all personnel now using such vehicles be instructed in the dangers involved (i.e., overturn) and their safe operation. (There is currently a safety policy in place at the ARDC in Mead which includes disciplinary action to be taken if safety rules are not followed.) The Consumer Product Safety Commission has now banned the further manufacture of these vehicles.

- Use of Seat Belts in UNL Vehicles: Background: In a memo (dated 3/15/85) to all university personnel, President Ronald Roskens "strongly recommended": all personnel to "utilize seat belts while driving or riding in a motor vehicle on University business."

Recently, Mr. Carl Finn (Risk Manager, Central Administration) met with the university's campus business officers to discuss making a formal recommendation to President Roskens to require mandatory use of seat belts. The business officers recommended having all safety committees/officers (as a group) make this formal request. Mr. Finn will present this recommendation at the Campus Safety Symposium in May. (Another issue which the Campus Safety Committee suggested for further discussion at the symposium was now to enforce such a policy.)

- Workers' Compensation: Recent statistics indicate that the frequency of claims (at UNL) has declined over the years; however, the cost of claims (medical/indemnity) has risen. Even so, at the end of the period now being studied, Mr. Finn feels that a final analysis will show a substantial saving over last year. In January, three workshops were held (one at each campus) to help managers find ways to control factors which might lead to employee accidents.

- Water Contamination at the ARDC, Mead: As most of us are already aware, the Army Corps of Engineers has been sampling oils and water at the ARDC for contamination from the toxic chemicals which were used when making munitions (at what was once the Nebraska Ordnance Plant. They will continue to work on this project to take care of the problem and clean up the contaminated areas. The Army will hold a meeting at Mead for the general public in May, 1989.

Luncheon meeting reservations were sent directly to Nancy or myself rather than the treasurer. This seemed to work out very well. Reservations were collected, tallied and the count made on Friday preceding the Tuesday meeting. During the weekend the following information was entered on computer disk so that name tags and attendance lists could be printed on Monday: names, titles, membership/guest, luncheon/brown bag. We eventually dispensed checking off names as people came through the doors.

It was assumed that if name tags were picked up they were in attendance and the attendance list was adjusted accordingly.

Last minute requests for lunches still pose a problem and may never be eliminated.

These can usually be accommodated if they are kept at a minimum, but can cause major problems at a large function such as the UAAD/UNOPA luncheon.

The Christmas meeting at the Wick Center was a delight. We had a very good turnout and our membership was very generous with their gifts for the Friendship Home.

For the Bosses' Luncheon, name tags were again prepared by University Information. A seating chart was prepared with name tags and tables numbered to facilitate seating groups together which requested it. Name tags were returned prior to the meeting. However, unless there is a specific reason for doing so, I believe it would facilitate matters and serve as a check on actual attendance if tags were picked up as usual the day of the meeting.

This year a new service was implemented. E-Z Ride, a shuttle service offered by the Campus Police department was used for transportation to two meetings on City Campus (Bosses Luncheon and Presidents Meeting). Parking for East Campus members was available at Jacobs Oil with stops at Nebraska Hall and the 501 Building. Generally people were of the opinion that this was a terrific service, however, the cost will need to be build into the budget in future years.

I want to add a special "thank you" to Dr. Ron Joekel, my boss, who generously consented for our department (Education Administration) to furnish the name tags and encouraged and supported my participation and active involvement in the UNOPA organization. The experience of serving on this committee and with the Board of Directors has indeed been very worthwhile. I thank you for the opportunity.

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## HOSPITALITY - Louise Berner

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I want to acknowledge the input, suggestions and hard work of the Hospitality Committee members during this past year.. Nancy Savery selected the committee members and served as its chair for the majority of the year. When she was unable to continue, I was asked to chair the committee for the remaining two months. Committee members were: Ethel Beetley, Pam Bruestle, Dora Dill, Ruby Meradith, and Jane Moyer.

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## MEMBERSHIP - Carolyn Espenschade

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During the 1988-89 year, 210 women joined UNOPA, 39 of whom were new members.

Women who were members during the 1987-88 year were sent "It's not too late" letters in October. One-third of these returned completed applications, the other two-thirds were followed up by phone calls from this committee. Of this latter group, one-half were no longer with the university and the remaining were either too busy or just did not want to join this year. We did not receive

any negative comments about UNOPA.

This year we worked on revising the UNOPA brochure. As of this writing, it is at the printers.

Much appreciation is given to the members of my committee. Joyce Kimmen sent letters to new UNL employees from a list provided by personnel. Sheila Perry updated and prepared mailing labels as requested. Arlene Whiteley, Joyce Kimmen and Sandy Jorgensen helped with calling members who had not renewed their membership. This personal contact helped greatly.

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## NEWSLETTER - *Linda Olson*

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This year, our committee worked on two ways to utilize the organization's newsletter "UNOPA NOTES." We sent the members both regular issues, and several "UNOPA NOTES HOTLINES." The Hotlines were not as long as the regular issues, usually only one page, contained only one or two articles, and were used to provide members with information on important situations and issues as they occurred. Our committee's goal was to develop a quick method to get information out to members. Working with the UNOPA NOTES newsletter was a very interesting experience, and educational - putting out a newsletter or a hotline is more difficult than it seems. It gives us a great respect for persons working with the printed page. Our committee members were Kathy Waldman, Jo Ann Noonan.

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## NOMINATING - *Judy Otteman*

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The nomination packet (cover letter, nomination form, description of officers' duties and a complete membership listing) was sent out February 13 to the general membership. The deadline for return was February 27.

Candidates were announced at the March Board and General meetings. The candidates were as follows.

President-elect:	Linda Mason, Sheila Perry
Recording Secretary:	Jo Dierking, Ronda Vietz
Treasurer:	Ruth Bohmont, Linda Pence, Esther Sorensen
Corresponding Secretary	Ann Harding, Sandy Lineberry, Retha Smith

One hundred twenty-four ballots were returned by the March 31 deadline. The newly elected officers were announced at the April general meeting and are as follows.

President	Sue Drammeh
President-elect	Sheila Perry
Recording Secretary	Jo Dierking
Treasurer	Esther Sorensen
Corresponding Secretary	Sandy Lineberry

A cover letter and description of the committee duties were sent

to the general membership with a deadline of June 1 for return to the new president.

All of our committee members, Beverly Martin and Michelle Miller have enjoyed working with the 1988-89 UNOPA Board of Directors.

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## PROFESSIONAL GROWTH - *Sandy Lineberry*

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The purpose of this committee is to aid UNOPA members in growing professionally. We are responsible for organizing and implementing at least one association sponsored workshop per year and to provide information/assistance about the NAEOP Professional Standards program.

A survey was mailed to the membership in August, 1988, to get their input on workshop/topics for the year. "Leadership/Supervisory Skills and "Coping With Change" seemed to be the workshop topics member wanted presented. We complied with their wishes by presenting the following workshops in the 1988-89 year.

**FALL WORKSHOP:** "Handling Changes in a Constantly Changing World" was held on November 14, 1988. Dan Wheeler, Coordinator for Professional & Organizational Development at IANR, presented the workshop on both East and City Campuses. The workshop addressed finding ways to understand the change and transition process. It provided an opportunity for members to develop a plan to address an important change in their life. Attendees: City Campus: 41; East Campus: 47. The workshop was free to UNOPA members and open to nonUNOPA members for a fee of \$6. The workshop received a very favorable evaluation.

**SPRING WORKSHOP:** "Sharpening Your Leadership Skills" was held May 18, 1989, in the Regency Room, Nebraska City Union. Dr. LaVerne Rudell, Head of the Nebraska Wesleyan University Business Administration/Economics Department presented the workshop. The workshop covered types of leaders, decision making steps, strategies for efficient time use, and effective communication. The fee for members was \$5. and nonmembers \$6. Attendance: 50 (44 members, 6 nonmembers).

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## PROFESSIONAL STANDARDS PROGRAM (PSP)

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The Professional Standards Program (PSP) is a voluntary program established by the National Association of Educational Office Personnel (NAEOP) to encourage educational office personnel to grow professionally. Continuing education is essential to allow for the rapidly changing conditions in the profession and in the field of education.

PSP is one of the few ways clerical workers at UNL have of certifying or documenting their progress in professional growth. In our profession, there are few opportunities to receive recognition for clerical work. UNL does not offer any monetary stipend to PSP certificate holders, but it is still important that we recognize professional growth.

On Wednesday, February 22, 1989, a two-hour mini-workshop

was held in the East Union. Virginia Storm, NEOPA Professional Growth Chair, conducted the meeting. A question and answer session followed her presentation. Twenty-seven members registered for the workshop and twelve attended.

There are quite a few member working toward certification, but are lacking in educational requirements. There needs to be continual follow up on these members from year to year to offer encouragement and support.

A survey was sent to members in April to get an accurate count of members working on their PSP certificates. Response was good and 17 members requested more information.

We did have one PSP recipient during the 88-89 year. Kathy Ryan received her Associate Professional Certificate and will be honored at the NAEOP convention in Wichita, KS, this summer. A plaque was presented to Kathy at the UNOPA May general meeting. Norma Wever has received her Advanced III certification, but notification came too late for her to receive her plaque at the May meeting. She will also be recognized at the NAEOP meeting in Wichita.

Reflecting back on the past year, I can only say it has been an enjoyable one. My one regret is that this is a one year appointment instead of two. There is so much more I could do if given more time.

Committee members Cathy Miller (Subcommittee Chair), Marcy Tintera, Carol Bossaller, Lorna Pleasant, Ronda Vietz, Jeanette Theer (PSP Subcommittee Chair), Jeannine Moore, worked hard and their efforts were appreciated. It has been a rewarding year for everyone serving on this committee.

#### FOUNDATION FUNDS

There were no requests for foundation funds this year.

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#### **PROGRAM COMMITTEE - Sue Drammeh**

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This committee met several times during the summer to work on the schedule of programs. We had a completed schedule by August 15, that included menus and program confirmations.

We tried something new this year using department speakers and committee members introduced their own speakers. This gave our committee members an opportunity to learn how to make introductions to a large group.

We did use money budgeted to this committee this year to pay our Bosses Luncheon speaker for mileage.

The members for the 1988-89 year were: Judy Yeck, Judith Evers, Jo Van Patten, Alice Torwirt, Jeanette Fisher, LaRita Lang, Mary Ann Holland, Jean Willis, Linda Arnold.

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#### **PUBLICITY COMMITTEE - Jo Van Patten**

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In the fall this committee met each month to prepare and label reservation forms to the membership. In the spring each committee member was responsible for a task, such as applying labels, scrapbook and collage.

My committee members were outstanding and the experience of acting as Chair of this committee was an interesting experience. Committee members for 1988-89 were as follows. Rhonda Devier, Lois Mueller, JoAnne Rice and Nancy Paegler.

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#### **SALARY ISSUES - Lorraine Moon**

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The year 1988-89 is the first year following the establishment of a formal salary issues committee. The committee met in the fall to discuss possible activities, fund raising and ways to support the Faculty Senate and the UNL lobbyist in their efforts to obtain salary increases for all employees at the University of Nebraska-Lincoln.

Additionally, the Chair met with Jim Lewis from the Faculty Senate to discuss ways in which UNOPA could be supportive in university community efforts. Contributions toward the salary of the lobbyist was one definite need. Other ideas centered around taking a senator to lunch and letter writing.

Efforts were concentrated around collecting money and letter writing. A total of \$200 was collected from the UNOPA membership and presented to the Faculty Senate for payment to the lobbyist. This total was the equivalent of approximately \$1.00/ member. Those who wrote letters reported receiving replies from the senators.

Another highlight for this committee was the preparation of a presentation to the Legislative Appropriations Committee. After several meetings with Tom Krepel (Director of University Relations) the presentation was ready for presentation. Note: All presentations given in behalf of the University are to be approved by the Chancellor's office.

The committee members were as follows: Linda Arnold, Joanne Dierking, LaRita Lang, Pat Smith, Marlene Starr and Janet Wagner. This Chairman would like to thank her committee, Jan Harris for sharing her expertise from the prior year, Linda Olson for helping us through the UNOPA HOTLINE, and all members who took the time to write those letters.

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#### **WAYS AND MEANS - Esther Sorensen**

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This committee met early in the fall to select our money making projects. The first effort was for a Harris Lab patch test. Only 14 of a possible 150 members participated. These 14 members checked in at the Atrium center several days/week to have their patches tested. Several members who were not eligible to participate in the patch test volunteered to serve as drivers. This



eased the need for parking spaces for participating members. UNOPA received \$40.00/member who completed this project. This project netted over \$500.

The second project was a Christmas raffle. Solicitations were made and 12 prizes were offered. Tickets were ordered from Printing and Duplicating. This effort generated our largest deposit to the treasury.

Gift sets of UNOPA note pads, a pencil and UNOPA pin or charm were on sale at most meetings for \$3.