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NEOPA General Meeting Minutes- April 2003

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**NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION
GENERAL MEETING MINUTES**

Friday, April 11, 2003
UNL – East Campus Union

The General meeting of the Nebraska Educational Office Professionals Association was called to order at 1:35 p.m. by President Lisa Morehouse.

ROLL CALL

34	Lincoln Public Schools Association of Office Professionals
6	Omaha Educational Office Personnel Association
40	University of Nebraska Office Personnel Association
9	Wayne Educational Office Professionals Association
5	Members with no affiliation
9	NEOPA Past Presidents (included with their association)
7	Retirees (included with their association)
4	Guests

APPROVAL OF MINUTES

A motion by Dee Oltman and seconded by Vira Brooks to approve the October 18, 2002, general meeting minutes as printed. Motion passed

COMMUNICATIONS/ANNOUNCEMENTS

Central Area was in Independence, MO, on Valentine's day this year. It was a great conference. Please reserve March 26-27, 2004 for next year's Central Area meetings.

TREASURERS REPORT

Checking: \$1,593.84
Savings: \$4,959.56
Operating Savings: \$3,535.63
Scholarship (CD): Closed
Scholarship Savings: \$1,395.69

Half of the Ways and Means profits were transferred from the checking account to the scholarship savings. Scholarship CD was closed. A check from the scholarship funds was written to Creighton for Patrick Wu our 2002 scholarship winner.

COMMITTEE REPORTS

Audit – Lynn DeShon – Audit committee has been selected and will perform the audit the end of May or the first of June.

Awards – Carol Packard – Reminder you can still nominate someone for Office Professional of the Year. Nominations are due by May 1st, and applications must be in by August 31. Lola Young will be our National nominee this year.

Those receiving membership scholarships at the Spring Conference this year are: \$50 to Phillis Rabe and Laura Biehl, \$75 to Kathy Janda, and \$100 to Sharon Fleer.

Bylaws - Dee Oltman - The proposed Bylaws change (Term of Treasurer) was unanimously approved with 65 ballots received. The following Standing Rules committee duties were changed as follows:

Publicity - added the following sentence: "The committee shall send acknowledgments of life events, i.e.: illness, birth, death, etc. to members/families and others as appropriate."

Audit - change last sentence to read: "The audit committee shall be composed of: the audit director, current treasurer, and one appointed member."

Dee Oltman presented the following Standing Rule change to the membership,

CURRENT:

Standing Rule 7. Members of the Awards Committee (including the Director) and elected officers shall not be eligible for an award sponsored by the Association. Judges for a NEOPA award should not be members of this Association.

PROPOSED CHANGE:

Standing Rule 7. All NEOPA members are eligible for any award sponsored by the Association. Judges for NEOPA awards shall not be associated with the Association.

A motion by Roxi Hiatt and seconded by Julie Kleager to accept Standing Rule change as presented. Motion carried

Field Service - Vira Brooks - No presentations were given this year but Vira gave several suggestions for next year.

Finance - Sandy Hansen - Judy Rastede reported in Sandy's place. The finance committee balanced budget at \$7020.00 for next year.

Meetings Coordinator - LaRita Lang - OEOPA will sponsor the Fall Conference and the NEOPA boards of 2002-03 and 2003-04 will sponsor the Spring Conference.

Membership Chair - Dianne Dickey - We currently have 141 members of which 25 are new members. President Lisa Morehouse won the recruiting award with six new members and Julie Kleager came in second. A certificate and free membership was given to President Morehouse. We have received 65 renewals for next year. Linda Teach won the free membership drawing for early renewal.

NAEOP Liaison - Lola Young - Everyone planning on attending National Conference was asked to please stand. Those who have received any level of PSP certification also stood to be recognized. Pins are for sale for the National Conference and sell for \$1.70 each. NEOPA has purchased flags for the flag ceremony and again this year we will wear red, white, and blue with the scarves that Joyce Graybill has made for us. Dianne Dickey and Deb Ryan will serve as advisory delegate and alternate delegate.

NEON - Deb Ryan - Next deadline is May 1, issue will go out in June. It will have year end reports but other articles are needed as well, such as articles from retirees, awards of any kind, or accomplishments either personally or professionally. Photos are always great.

Nominating – Jenn Keller – We received 72 ballots for 60 ½ % return. Our new elected officers are:

President-elect
Vice President
Secretary
Treasurer

Jeanne Ann Kardell
LaRita Lang
Julie Kleager
Judy Rastede

Professional Standards Program – Jeanne Andelt – Jeanne recognized the following NEOPA members for earning their PSP certifications in the past year:

Meeting the May 15, 2002 deadline

Jane A. Cutshall
Julianne Kleager
Arda A. Pounds
Phyllis Rabe
Nancy Summers
Cheryl Wood

Advanced I, Option I (LPS)
Advanced III, Option I, CEOE (LPS)
Bachelor Degree, Option II, CEOE (LPS)
Bachelor Degree, Option II, CEOE (LPS)
Associate Professional, Option I (LPS)
Advanced I, Option I (LPS)

Meeting the September 15, 2002 Deadline

Kathryn A. Arehart
Marlys Beuning
Sherry Lynn DeShon

Advanced III, Option I (LPS)
Associate Professional, Option I (LPS)
CEOE (UNOPA)

Meeting the January 15, 2003 Deadline

Kathryn A. Arehart
Susan L. Bell
Linda L. Kahler
B. Jane Lehmann

CEOE (LPS)
Advanced II, Option I (LPS)
Advanced III, Option I (LPS)
Advanced II, Option I (LPS)

Publicity – Judy Gubbels – No report

Scholarship – Jeanne Ann Kardell – Our \$1000 scholarship winner this year is Kristina Black. Kristina's application will be forwarded on to the national competition. Remember we have the Mona Smith member dependent scholarship and the Marion T. Wood member scholarship.

Ways & Means – Julie Kleager – They are busy selling 50/50 and the Honey Bunny Botique still has several items for sell. She will give a complete recap at the fall conference.

Information Technology: Diane Wasser – Hopefully many of you saw the Power Point Presentation we now have. Anyone wishing to use this to present to their local organization or for promotional purposes please let the board know. It will also be available for download on the web page: neopa.unl.edu

Archives: Peg Aldridge – Records from 1964 to 1983 are stored at Historical Association.

Marketing: Kathy Bennetch – Kathy recapped the last year of marketing and reviewed some of the goals that we have accomplished and then reminded us of goals that we have not yet completed. She challenged everyone to bring 10 people to fall conference.

NEW BUSINESS

President Morehouse thanked Pat Hust and Judy Anderson for the great job they did on the conference and presented them with a thank you gift.

OEOPA invited us to the Fall Conference on October 10-11, at the Omaha Public Schools Teachers Administration Center.

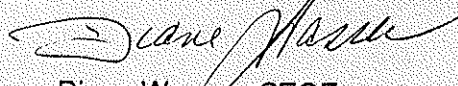
President Elect, Dianne Dickey presented President Lisa Morehouse with the president's gavel and plaque with a train on it.

President Lisa Morehouse then gave her final remarks.

ADJOURNMENT

Presidents Lisa Morehouse and Dianne Dickey adjourned the meeting together as they passed the gavel. Meeting adjourned at 2:45 P.M.

Respectfully Submitted,



Diane Wasser, CEOE
Secretary



Lisa Morehouse, CEOE
President