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NEOPA General Meeting Minutes- April 2005

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

**Friday, April 1, 2005
Cornhusker Hotel, Lincoln, NE**

I. CALL TO ORDER / PLEDGE OF ALLEGIANCE

Meeting was called to order by President Jeanne Ann Kardell, CEOE at 10:45 a.m.

II. ROLL CALL

Quorum was established.

38 Lincoln Public Schools Association of Office Professionals
4 Omaha Educational Office Personnel Association
22 University of Nebraska Office Personnel Association
6 Wayne Educational Office Professionals Association
4 Members with no affiliation
10 Guests

* * * * *

These numbers (included in their association count) are broken down:

7 NEOPA Past Presidents
5 Retirees

III. APPROVAL OF MINUTES – Julie Kleager, CEOE, LPSAOP

A motion was made by Pam Lindholm and seconded by Lisa Morehouse to approve the October 22, 2004 minutes as printed. Motion carried.

IV. TREASURER REPORT – Judy Rastede

Judy reported that the scholarship money has been sent.

Profit from the current ways & means projects will be split between the scholarship account and checking account.

Balance as of March 28, 2005:

Checking:	\$2,055.25
Savings:	\$5,074.36
Operating Savings:	\$3,579.95
Scholarship Savings:	\$ 549.97

The report was filed for audit.

V. COMMITTEE REPORTS

a. Audit – Lynn DeShon, CEOE, UNOPA

Lynn reported that the 2003/2004 records are accurate and in order. The 2004/2005 records will be audited by the new audit chairman.

b. Awards – Lisa Morehouse, CEOE, LPSAOP

A membership scholarship will be awarded at the General Business Meeting. This will be the fourth year for this scholarship, which encourages and rewards membership to promote attendance at the state, central area, or national conference.

Scholarship winners drawn were:

\$100 Carrie Ball, LPSAOP

\$ 75 Nancy Summers, LPSAOP

\$ 50 Virginia Backstrom, WEOPA

\$ 50 Lorraine Moon, UNOPA

The 2004-2005 Educational Professional of the Year is Sandy Watmore, CEOE, UNOPA. She was recognized at the Fall Conference. She will be our candidate for the NAEOP Olive T. Ritchie Educational Office Professional of the Year award. The Board approved a \$100 stipend to be given to Sandy in recognition of her award.

Lisa encourages everyone to read the criteria for nominating someone for this award, which can be found in the NEON.

c. Bylaws – Kathy Janda, CEOE, LPSAOP

Proposed changes to the bylaws are as follows:

Article 1, Section 3: “The fiscal year of the Association shall be July 1 through June 30 of the following year.” Reasoning: dates would coincide with the closing of the Treasurer’s books each year.

Standing Rule #1 would also need to be changed to reflect the fiscal year bylaws change.

Pat Lundahl moved that the fiscal year of the Association shall be July 1 through June 30 of the following year. Carol Packard seconded the motion. Motion carried.

The duties of the Information/Technology Committee is to read:

“The Information/Technology Committee shall maintain and continue to develop the NEOPA Web page, power point presentation and a database for list serve of members and the executive board. The committee shall consist of the director as the Webmaster and two other committee members. **They shall serve on 2-year staggered terms. The President-Elect, who is responsible for membership, is an ex-officio member.**”

d. Field Service – Dianne Dickey, CEOE, LPSAOP

Dianne stated that she has not received any requests for field service.

She sent emails and membership forms to non-NEOPA members, who attended the Fall Conference in Wayne, to encourage them to join our association. She reported that Carol Marsh has renewed her membership. Dianne then followed up with an invitation to attend the NEOPA Central Area Conference.

e. Finance – Jane Rumbaugh, CEOE, OEOPA

The proposed 2005/2006 NEOPA budget was approved by the Board at their retreat in early January. The proposed budget was presented at the Spring 2005 General Meeting of the membership.

Jane thanked her committee, which consisted of Sandy Hansen, OEOPA, and Judy Rastede, current treasurer.

- f. Information Technology – LaRita Lang, CEOE, UNOPA
 LaRita reminded everyone that the length of the information technology committee term was changed to a 2-year staggered term.
 Carol Bom was thanked for her work on the website. The application for the NAEOP Website award was submitted by the March 15th deadline.
 The listserv is updated as new member information is received.
 If anyone is interested in being the third member of this committee, please contact her.
- g. Meetings Coordinating – Jenn Keller, CEOE, WEOPA

 UNOPA has agreed to host the 2006 Spring Conference. More details to follow.
 The Fall meeting will be a workshop, and the Spring meeting to be a conference. The 2005/2006 Board will host.
- h. Membership – Deb Ryan, CEOE, LPSAOP
 Deb announced that we have thirty (30) new members. The total NEOPA membership as of March 28, 2005 is 173. The membership list has been updated to reflect this increase.
 On the last day of the conference, a free membership will be drawn from the list of the thirty new members.
- i. NAEOP Liaison – Lola Young, CEOE, UNOPA
 Twenty-five NEOPA members from Nebraska are planning on attending the National Conference held in Tucson this summer. Sower pins are still available for purchase, as well as the “I Love Nebraska” pins.
- j. Newsletter – Carol Bom, CEOE, UNOPA
 Deadline for the summer NEON is May 1, 2005.
 The spring issue of the NEON was mailed in late February.
 Carol thanked Deb Ryan and Peg Aldridge for their help in producing the last issue of the NEON, which will be entered for national competition.
- k. Nominating – Dee Oltman, CEOE, LPSAOP
 Dee reported that 145 ballots were mailed and 103 responses were returned. That is a 70% return result.
 Dee Oltman introduced the newly elected officers:
 President-Elect: * Carol Bom, CEOE
 Vice President: * Pam Lindholm
 Secretary: * Linda Luedtke, CEOE
 Treasurer: * Jorena Larsen, CEOE
- l. Professional Standards Program – Jeanne Andelt, CEOE, UNOPA
 Seventeen (17) NEOPA members received their Professional Standards Program certification and/or their Certified Educational Office Employee designation during the period of May 15, 2004 and January 15, 2005.
 Next PSP deadline is May 15, 2005

Jeanne announced the new PSP recipients and their designation:

<i>Carol</i> Bom, CEOE	Christine Cary, CEOE
Beckey Carstens	Jane Eltiste, CEOE
Vicki Grimes	Jean Harrison, CEOE
Geri Mostek	Nancy Harter, CEOE
Jennifer Keller, CEOE	Linda Luedtke, CEOE
Jeannette Pearley	Jean Pyle, CEOE
Janet Skoog, CEOE	Nancy Summers, CEOE
Jodi Vank, CEOE	Jeanne Wenz, CEOE
Carol Wusk, CEOE	

m. Publicity – Judy Anderson, UNOPA

No report

n. Scholarship – Edie Schleiger, CEOE, UNOPA

Edie announced that the NEOPA Scholarship winner is Brittany Wekesser and she will be attending the General Meeting luncheon to accept the scholarship. Five applications were received for consideration.

o. Ways and Means – Sue Gilleland

Barb Homer gave the report in Sue's absence.

The weekend get-away raffle winner is Kitten Slezak. Recipe books are for sale, along with the State Basket Raffle and Silent Auction.

VI. UNFINISHED BUSINESS

President Kardell presented Peg Aldridge & Lisa Morehouse with a token of our appreciation for their hard work on the Central Area Conference.

VII. NEW BUSINESS

- a. A Fall 2005 NEOPA Workshop invitation will be sent to the membership.
- b. NAEOP Spring 2005 Institute is being held in Minneapolis, MN on April 6-9, 2005.
- c. NAEOP Conference will be in Tucson, AZ – July 11-15, 2005

VIII. ADJOURNMENT

Deb Ryan moved and Amy Chandler seconded that the meeting be adjourned. Motion carried.

11:25 a.m..

Respectfully submitted,

Julie Kleager, CEOE
Secretary

Jeanne Anne Kardell, CEOE
2004 / 2005 President