

1992

1992-93 UNOPA Hospitality Committee

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UNOPA HOSPITALITY COMMITTEE
FINAL REPORT, 1992-93
Sandy Watmore, Chair

Linda Gersib was the Director during the Committee's planning stages and most of the 92-93' year. I took over as Director in April, 1993 when Linda left the University and Nebraska. This report was written from my experiences as Director during the last 3 meetings, Linda Gersib's notes, and my knowledge of the Hospitality Committee from a committee member's perspective (during the last two years).

All achievements by the Hospitality Committee were due to the hard work and dedication of the following UNOPA members: Jeanne Andelt (Forestry, Fisheries, & Wildlife), Leslie Brooks (Agronomy), Linda Gersib (formerly Forestry, Fisheries, & Wildlife), Margaret Goodman (Health & Human Performance), Lee Johnson (Veterinary & Biomedical Sciences), Nelvie Lieneman (Ag Research Division), Kim Robbins (Health Center), Jan Schaal (Harper Food Service), Michelle Strickler (Center for Sustainable Ag Systems), and Ruth Ulmer (Animal Science). Linda asked each committee member to sign up for specific tasks at a Committee meeting before the first regular meeting. It is with their combined help that we furnished name tags to all members attending each meeting and sat at the door to distribute the tags, provided place cards for the head table, arranged for the set up of the room (with consideration of the special needs for each meeting), hung the UNOPA banner on the lectern at each meeting, and furnished special treats and centerpieces/door prizes for some of the meetings.

General Procedure: After receiving a notice of the meeting dates, planned menu, and scheduled speakers from the Program Committee, the Hospitality Committee made plans to provide a hospitable atmosphere for each meeting. Special emphasis was placed on the Bosses Luncheon in November, the special December luncheon at the Rock & Roll Runza meeting room, and the May meeting which was installation of new officers. The reservations were printed by the Publicity Committee with the Chair of the Hospitality Committee's name and address on them for return. A computerized list of all attending (with indicators for brown-baggers, purchased luncheons, and guests) was kept as the reservations were received. This list was used by the person preparing the name tags. I attempted to get the place card blocks and the banner to who ever on the Committee had signed up as responsible for the head table place cards (usually someone from the same campus as the meeting was to be held). Arrangements were made with some of the committee members to distribute any special favors and decorations to the meeting before most members arrived. I collected information from the Board about the necessary set-up for the meeting to assure any Committee's special needs were addressed and the President gave me the head table count and set-up plan. On the Friday before the meeting by 4:00 pm the counts were called to the appropriate contact at the scheduled meeting location. My contacts were Bev @2-8098 for a meal count at the City Union, Nancy Pittman @2-8167 for the set-up at the City Union, and Carol @2-1776 for both the meal count and the set-up at the East Union. (The December meeting was at the Rock & Roll Runza and I do not have the information on who our contact was for that meeting.) After the meeting, I stayed a few minutes to pickup the banner, the head table place cards, and any other left-over paperwork. Later that week I made 3 copies of the attendance list and; sent one copy to the Membership Chair so letters could be sent to guests, perspective, etc.; wrapped the

second copy around the checks (after confirming receipt of a check or cash by all those who ordered a prepared lunch) and sent them the Treasurer; and kept the third copy in the Hospitality Committee's notebook for future reference.

The UNOPA Express was discontinued after the September meeting by a vote of the Executive Board because the increased expense would require a \$2.50 per person fee which would result in decreased usage. Car pooling was discussed as a possible alternative. The Publicity Committee and the Hospitality Committee worked together to be sure all reservations were out and returned in time to get counts turned in and the set ups arranged. Linda sent letters to each Committee member who had signed up to make place cards, sit at the name card table, and/or do any other special task before each meeting. I chose instead to make a phone call to the member as a reminder of the task assigned. Either method works as a reminder; the letter is more concrete & the call is more personal. Attendance at each meeting was:

September:	123 Members	8 Guests
October:	123 Members	18 Guests
November:	139 Members	101 Guests/Bosses
December:	64 Members	8 Guests
January:	Joint UAAD/UNOPA Meeting (No Information Available)	
February:	87 Members	13 Guests
March:	101 Members	15 Guests
April:	107 Members	34 Guests
May:	80 Members	15 Guests

The Hospitality Committee kept very busy this year and it has been a very satisfying experience to chair this great group of UNOPA members. Each one showed a commitment to UNOPA and helped make the year successful!

Suggestions for incoming Hospitality Director:

In addition to the three meetings where we tried to do something special, you might consider doing something extra for the Awards Recognition/Past President's & Retiree's Recognition meeting (which was held in April this year). Since this meeting is set up as a "recognition" meeting, the Hospitality Committee could add to the special atmosphere.

Set a time frame to get the checks and attendance information to the Treasurer and the attendance list to the Membership Chair in a timely manner after each meeting. The Treasurer needs the checks to get her deposit completed and the Membership Chair needs the attendance lists as soon after the meeting as possible in order to get letters out to the guests, etc.

Submitted by Sandy Watmore
Hospitality Chair '92-'93