

4-2009

NEOPA Executive Board Minutes - April 2009

Follow this and additional works at: <http://digitalcommons.unl.edu/neopaminutes>

"NEOPA Executive Board Minutes - April 2009" (2009). *NEOPA Minutes*. 88.
<http://digitalcommons.unl.edu/neopaminutes/88>

This Article is brought to you for free and open access by the NEOPA-Nebraska Educational Office Professionals Association at DigitalCommons@University of Nebraska - Lincoln. It has been accepted for inclusion in NEOPA Minutes by an authorized administrator of DigitalCommons@University of Nebraska - Lincoln.

**Nebraska Educational Office Professionals Association
Board Minutes**

April 16, 2009

Southeast Community College

The Key to Success is You

I. CALL TO ORDER – WELCOME

President Becky Hastings called the board meeting to order at 2:10 p.m., followed by the Pledge of Allegiance.

II. ROLL CALL

Members present:

Becky Hastings	Christine Cary, CEOE	Suzanne Penn
Carol Reed	Joyce Trevett	Donna Straight
Cheryl Wood	Peg Johnson	Barbara Homer
Judy Anderson	Peg Aldridge, CEOE	Carol Bom, CEOE
Linda Teach, CEOE	Karen Jackson	Lisa Morehouse, CEOE

Members absent:

Julie Kleager, CEOE	Cindy Franzen	Susan Bell, CEOE
Carol Packard, CEOE	Debbie Doolittle, CEOE	Linda Luedtke, CEOE

A quorum was established.

III. APPROVAL OF MINUTES

Minutes from the February 7, 2009 board meeting were approved as corrected.

IV. TREASURER'S REPORT

Treasurer Linda Teach shared a new budget format showing the actual amounts spent against the budget amounts. She found NEOPA did not qualify for online banking as a nonprofit. There may be discussion at national conference on more uniform accounting and treasurer information that would help all the state organizations. A copy of the treasurer's report is attached.

V. COMMUNICATIONS & ANNOUNCEMENTS

President Becky Hastings announced that Carri Ball, newly elected and installed recording secretary, had to resign. After much discussion, it was decided that our bylaws didn't cover this exact situation and, therefore, we would default to Robert's Rules of Order and follow this process:

1. Announce the resignation to the membership attending the spring conference during the opening session to give them time to think of possible nominations.
2. Ask for nominations from the floor during the board meeting.
3. Election will be done by secret ballot.

Lisa Morehouse voiced concern that not all nominees had submitted bios for the elections.

VI. PRESIDENT'S REPORT

President Becky Hastings reminded the board of the May 1st deadline for nominating someone for the NEOPA Educational Office Professional of the Year Award. There are currently two candidates in the running.

After four years, Karen Jackson is not continuing with the Information Technology Committee and there was concern on finding people who knew Web design or who worked in the same design programs.

President Hastings had received the NAEOP Packet and asked for items to submit to the Advisory Council for national. Carol Bom mentioned getting more resources from national concerning taxes and starting new affiliates.

Chris Cary moved to donate \$25 to the NAEOP Foundation in honor of the new president Pam Posey. Barb Homer seconded and it was carried.

It is noted that the National Special Olympics event will be held in Lincoln, NE, July 2010.

VII. PRESIDENT-ELECT/MEMBERSHIP'S REPORT

President-elect Carol Reed reported a total membership of 205.

VIII. VICE PRESIDENT/MEETING COORDINATOR'S REPORT

Vice President Cheryl Wood attended a C-vent Webinar on Event Management Solutions for Associations and was impressed with all they had to offer: registration, badges, certificates, list management, tracking for budgets, surveys, evaluations, etc. The cost is based on membership, i.e., \$1500 per 350 registrations. President Hastings appointed an ad hoc committee to look into it: Cheryl Wood (chair), Chris Cary, Lisa Morehouse, and Mary Guest (as the upcoming vice president).

She also reported that there were 106 registrations for the spring conference and 40 for the Thursday night social.

IX. PAST PRESIDENT/FIELD SERVICE REPORT

Past President Christine Cary reported she had completed the application for national's Louise Henderson Nelson Award, which recognizes outstanding associations. We placed second last year and are setting our sights on first place this year.

She also reported that speakers had been lined up for the Fall Workshop in Omaha and that "save the date" postcards will be sent to Omaha area office professionals, all Nebraska superintendents, as well as the NEOPA membership.

The PSP Education Course in Leadership will kickoff at the Fall Workshop and will be offered at a discounted price to NEOPA members during the next academic year (09-10).

Her next project is a podcast about NEOPA's professional development program. Her full report is attached.

X. DIRECTOR REPORTS

Only directors with reports are listed.

- **Bylaws:** Peg Johnson brought two bylaw changes to the board. The first change on PSP credit will be voted on at the general meeting during the Spring Conference. The second was merely a change in wording and did not require a vote. A detailed report is attached.
- **Finance:** **Peg Aldridge moved to approve the proposed budget as presented. Seconded by Linda Teach. Carried.**
- **NAEOP/NEOPA Liaison:** President Hastings read Julie Kleager's report in her absence. She encouraged people to attend the 2009 NAEOP Conference and Institute and to contact Carol Bom, Deb Ryan, Lisa Morehouse, or Lola Young if they had any questions. The Nebraska pins should be available at the Spring Conference. Her detailed report is attached.
- **PSP:** President Hastings read Carol Packard's report in her absence. It stated that 15 members received their PSP certification or upgrade between May 15, 2008 and January 15, 2009. Her detailed report, which includes the list of names, is attached.
- **Ways & Means:** Barb Homer reported a \$1,600 profit from the cookbook project. **Peg Aldridge moved to present the 2009 Spring Conference speakers with a NEOPA cookbook. It was seconded by Carol Reed and carried.**

- Meeting Guidelines: Lisa Morehouse reported on the progress of the Conference Guidelines Revision Committee.

XI. UNFINISHED BUSINESS

Kitty Slezak and Judy Cunningham, from OEOPA, reported on the progress of plans for the Fall Workshop, Bridging Opportunities for Office Professionals, on October 2, 2009.

XII. NEW BUSINESS

Mary Guest and Gretchen Walker, from UNOPA, reported on the progress of plans for the 2010 combination NEOPA Spring Conference/Central Area Professional Development Day held in Lincoln on April 23-24. The Holiday Inn Downtown was chosen as the site with \$89 room rates. They are hoping the registration fee will be \$60-\$65. It was noted that the hosting was switched from LPSAOP to UNOPA.

National Conference will be July 20-24, 2009, in Minnesota. Since President Hastings is not able to attend, President-elect Reed will attend as the delegate to the Advisory Council. Cheryl Wood was elected to attend as the alternate.

National Conference 2010 will be July 4-10 at the Westin Crown Center in Kansas City.

Next meeting: Transition meeting, June 13, 2009, at the LPS District Office.

XIII. ADJOURNMENT

Meeting was adjourned at 5:55 p.m.

Judy Anderson
Recording Secretary

Becky Hastings
President