

8-2007

NEOPA Executive Board Minutes - August 2007

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AGENDA
NEOPA Executive Board Meeting

Saturday, August 4, 2007
9:30-11:00 am

Nebraska Education Telecommunications (NET)
1800 N 33 St
Lincoln, NE 68501
Meeting & Events Room, Main Floor
Phone number: 402-472-9333 or 402-310-6109

Park and enter on south side of building. Entrance is locked--if you're late, call to be let in.
Bring your appointment calendar and one written report for the secretary.
Breakfast rolls, coffee, water, and orange juice will be served.

9:30 am, Call to Order

Chair: President Christine Cary, CEOE

Pledge of Allegiance

Roll Call

Minutes

Officers' Reports

- President
- President-elect/Membership
- Vice President/Meetings Coordinating
- Secretary
- Treasurer
- Past President/Field Service

Directors' Reports

- Awards
- Bylaws
- Finance
- Information/Technology
- NAEOP Liaison
- Newsletter
- Nominating
- Professional Standards
- Publicity
- Scholarship
- Ways and Means

New Business

- Schedule next meeting
- From the floor

11:00 am, Adjournment

Be Prepared • Be Open To Others' Ideas • Be Decisive

**Nebraska Educational Office Professionals Association
Board Minutes**

August 4, 2007

Nebraska Educational Telecommunications Building

Take the Lead

I. CALL TO ORDER – WELCOME

President Christine Cary called the meeting to order at 9:00 a.m. and the Pledge of Allegiance was said. She then shared notes she had received from Jane Rumbaugh, recognizing a note of sympathy that she sent to Allie Matthews in Tucson, AZ; and a thank you note from Jack and Dottie Oliva for the watch NEOPA presented him with at the National Conference.

II. ROLL CALL

Members present:

Christine Cary, CEOE	Linda Teach, CEOE	Karen Jackson
Becky Hastings	Carol Bom, CEOE	Michelle Lemke, CEOE
Peg Aldridge, CEOE	Kitten Slezak	Nancy Harter, CEOE
Judy Anderson	Peg Johnson	Barbara Homer

Members absent:

Donelle Moormeier	Debbie Doolittle, CEOE
Julie Kleager, CEOE	Amy Chandler
Edie Schleiger, MPA, CEOE	Carol Reed

A quorum was established.

III. APPROVAL OF MINUTES

Minutes were approved as corrected.

IV. PRESIDENT'S REPORT

President Cary covered the details of the NAEOP Conference in Seattle, WA; including Nebraska attendance numbers, award winners, PSP recipients, and NEOPA members stepping up in leadership on the national level. Her detailed written report is attached.

V. PRESIDENT-ELECT/MEMBERSHIP'S REPORT

President-elect Becky Hastings reported on the progress of ordering new membership pins and brought a motion to the floor, which was seconded by Carol Bom. After discussion, Peg Aldridge amended the motion, which was then seconded by Kitty Slezak. The amended motion was voted on and passed as follows:

**I move that NEOPA purchase 300 membership pins from Awards Unlimited.
Payment for these pins will come from the Operating Savings Account.**

President-elect Hastings also reported that total membership was at 231 members and that membership letters and cards were mailed on August 3, 2007. Her detailed written report is attached.

VI. VICE PRESIDENT/MEETING COORDINATOR'S REPORT

Vice President Peg Aldridge reported that plans for both the Fall Workshop and the Spring Conference were progressing well. She advised that directors only need to have the records for the current year plus four years available to them and should archive anything older than that; which means sending the older files to her.

VII. RECORDING SECRETARY'S REPORT

Recording Secretary Judy Anderson reminded officers to submit their written reports.

VIII. TREASURER'S REPORT

Treasurer Linda Teach explained the new form she was using for the treasurer's report and went through the budget codes we were not familiar with. She discussed problems she was having with her local branch of Bank of the West getting the account changed over and Peg Aldridge offered to contact her friend, who set up the account originally, to help answer some questions. Linda also reported that the CD will come due in July and we only have ten days to change it if needed. This means a decision will have to be made at the June board meeting as to any changes needed. President Cary said she would put that on the agenda for June. There was also some confusion about our Federal ID number being a social security number and that our bank accounts were personal accounts and not business accounts, but Peg Aldridge will work with Linda on getting all of this straightened out with the bank. A copy of the treasurer's report is attached.

IX. PAST PRESIDENT/FIELD SERVICE REPORT

Past President Carol Bom listed her areas of emphasis this year would be higher education, ESUs, schools in northeastern Nebraska, and building partnerships between our local associations. She will be visiting with OEOPA about any assistance NEOPA could offer them, and is busy trying to start a local association at the Nebraska Department of Education. President Cary noted that Myra Patterson, national chair of the Higher Education Committee, challenged each state to open a new organization and we may be the first! Carol's detailed report is attached.

X. DIRECTOR REPORTS

Only directors with reports are listed.

- Awards: Kitty Slezak reported that she had not received any applications for the Educational Office Professional of the Year or the Educational Administrator of the Year and the deadline for both is August 31. Professional Growth Award winner, Cindy Tyrrel, was reimbursed her expenses for the 2007 NEOPA Spring Conference. Kitty's detailed report is attached.
- Information Technology: Karen Jackson reported that Marilyn Sailors will again serve as the official NEOPA photographer and that she is looking at new designs for the Web site and enhancing it to make it even user-friendlier. She is still waiting on funding to become available for the secure Web site through CIT.

- NEON: Michelle Lempe reported she is meeting with Judy Anderson, former NEON editor, after the meeting to get the books and chat about the NEON.
- Publicity: Barb Homer reported that she sent out two cards to members and was in the process of putting together articles and photos for press releases concerning the National Conference. Barb's detailed report is attached.

XI. UNFINISHED BUSINESS

None.

XII. NEW BUSINESS

The next meeting will be held October 11, 2007, 3:30-5:00 p.m. at Southeast Community College.

XIII. ADJOURNMENT

Meeting was adjourned at 11:12 a.m.

Judy Anderson
Recording Secretary

Christine Cary
President