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NEOPA Executive Board Minutes - August 2008

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**Nebraska Educational Office Professionals Association
Board Minutes**

August 23, 2008

Nebraska Educational Telecommunications Building

The Key to Success is You

I. CALL TO ORDER – WELCOME

President Becky Hastings called the meeting to order at 9:07 a.m. and the Pledge of Allegiance was said.

II. ROLL CALL

Members present:

Becky Hastings	Joyce Trevett	Suzanne Penn	Carol Bom, CEOE
Cheryl Wood	Peg Johnson	Susan Bell, CEOE	
Judy Anderson	Karen Jackson	Donna Straight	
Linda Teach, CEOE	Julie Kleager, CEOE	Barbara Homer	
Christine Cary, CEOE	Cindy Franzen	Linda Luedtke, CEOE	

Members absent:

Carol Reed	Carol Packard, CEOE
Peg Aldridge, CEOE	Debbie Doolittle, CEOE

A quorum was established.

III. APPROVAL OF MINUTES

Minutes were approved as corrected.

IV. TREASURER'S REPORT

Treasurer Linda Teach stated she was still waiting on some bills from last year, specifically those incurred for the national conference. A copy of the treasurer's report is attached.

V. PRESIDENT'S REPORT

President Becky Hastings reported receiving a card from Carol Wusk, UNOPA, thanking NEOPA for the PSP banquet gift and reception. She reviewed the national awards won by the Nebraska affiliates and members, and reported that the First Timers event and PSP Banquet hosted by NEOPA at national were a huge success due in part by the hard work of our NAEOP Liaison, Julie Kleager. Next year's national conference will be in Minneapolis, MN in July of 2009.

VI. PRESIDENT-ELECT/MEMBERSHIP'S REPORT

President Hastings read Carol Reed's report in her absence. She reported a total membership of 150: 124 renewed active members, 12 new members, and 14 honorary members. Her detailed written report is attached.

VII. VICE PRESIDENT/MEETING COORDINATOR'S REPORT

Vice President Cheryl Wood reported on a conference cancellation statement suggested by Carol Bom, "Written requests for refunds, less a \$25 processing fee, must be received no later than *(date)*. After *(date)*, no refunds will be issued, but participant substitution may be made." She has received inquiries from both the Lincoln Hampton Inn and the Scott Conference Center as possible sites for the 2009 NEOPA Workshop. Chris Cary sent her information on a proposal from C-Vent, which is an event management, Web survey, and email marketing company. Cheryl also reported that Mary Guest, UNOPA, has been working with SCC on the 2009 Spring Conference and the dates have been changed to April 16-17, 2009. A detailed report is attached.

VII. RECORDING SECRETARY'S REPORT

Recording Secretary Judy Anderson reminded officers to submit their written reports in advance of the board meetings.

IX. PAST PRESIDENT/FIELD SERVICE REPORT

Past President Christine Cary distributed officer certificates to her previous year's board and a graph illustrating PSP Education Credit, which is attached.

X. DIRECTOR REPORTS

Only directors with reports are listed.

- Awards: Joyce Trevett introduced herself as replacing Deb Daehnke, who had to step down due to health concerns. The committee is now accepting applications for the Educational Administrator of the Year. The deadline is August 31, 2008 and applications are available on the NEOPA Web site. Joyce's detailed report is attached.
- Bylaws: Peg Johnson reported on the request for clarification of PSP credit in relation to NEOPA membership in the current year and clarification on the "two-year staggered terms" statement in the duties of the Information/Technology Committee. Discussion followed. She also brought up a few wording changes in both the Bylaws and the Standing Rules. A 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 more user-friendly. She is still waiting on funding to become available for the secure Web site through CIT.
- NAEOP Liaison: Julie Kleager reported that the National Conference was a great success with 49 NEOPA attendees—the most ever. The commissioned artwork of a very large and colorful sun was phenomenal and added a lot of character to the conference. There was discussion on donating the artwork to a school, possibly a Hispanic school or to SCC. It was hoped we could make the presentation a big public relations event.
- NEON: Cindy Franzen reported a 40% return on the survey they had sent out to members asking their preference on printed or electronic newsletters. The majority chose electronic, but both preferences will be honored.
- Nominating: Susan Bell reported she was gathering information and trying to fill her committee.
- Ways & Means: Barb Homer reported that they are looking for new and different fund-raising companies to work with this year.
- Presidential Adviser: Carol Bom reported on a good Web site to visit called chapterleaders.com.

XI. UNFINISHED BUSINESS

It was decided to not have a board meeting at the Fall Workshop and that the January retreat will be teleconference with Wayne to save them a trip in possible bad weather.

XII. NEW BUSINESS

A request to increase the budget for the NAEOP Liaison was tabled until January. The next meeting will be the January retreat, date to be determined. There was a short discussion on Fall Workshop speakers.

XIII. ADJOURNMENT

Meeting was adjourned at 11:17 a.m.

Judy Anderson
Recording Secretary

Becky Hastings
President