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NEOPA Executive Board Minutes - January 2005

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2004-2005
NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS
ASSOCIATION

*Executive Board Meeting Agenda
Friday & Saturday, January 7 & 8, 2005*

Meeting to follow dinner Friday evening and continue Saturday morning 9:00 - noon

- I. Call to Order/Pledge of Allegiance
- II. Roll Call (Establish Quorum) – Julie Kleager, CEOE, LPSAOP
- II. Communications/Announcements
- III. Approval of Minutes – Julie Kleager, CEOE, LPSAOP
- IV. Treasurer’s Report – Judy Rastede
- V. Spring Central Area Conference report/discussion – Lisa Morehouse/Peg Aldridge
- IV. Committee Reports
 - a. Audit – Lynn DeShon, CEOE, UNOPA
 1. fiscal year July 1 – June 30
 - b. Awards – Lisa Morehouse, CEOE, LPSAOP
 - c. Bylaws – Kathy Janda, CEOE, LPSAOP
 - d. Field Service – Dianne Dickey, CEOE, LPSAOP
 - e. Finance – Jane Rumbaugh, CEOE, OEOA
 1. budget
 - f. Information Technology – LaRita Lang, CEOE, UNOPA
 1. length of term
 2. suggest names of possible committee members
 - g. Meetings Coordinating – Jenn Keller, CEOE, WEOPA
 - h. Membership – Deb Ryan, CEOE, LPSAOP
 - i. NAEOP Liaison – Lola Young, CEOE, UNOPA
 - j. Newsletter – Carol Bom, CEOE, UNOPA
 1. deadline for Spring NEON – Febr 1, 2005
 2. which issue submitted to National
 - k. Nominating – Dee Oltman, CEOE, LPSAOP
 - l. Professional Standards Program – Jeanne Andelt, CEOE, UNOPA
 - m. Publicity – Judy Anderson, UNOPA
 - n. Scholarship – Edie Schleiger, CEOE, UNOPA
 - o. Ways and Means – Sue Gilleland
- V. Unfinished Business
 - a. Fall Conference 2004 Income statement
- VII. New Business
- VIII. Adjournment

NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION

Executive Board Retreat – Jeanne Ann Kardell’s home – Wayne, NE.

January 7, 8, 2005

I. President Jeanne Ann Kardell called the meeting to order at 8:30 p.m. on Friday, January 7, 2005. The Pledge of Allegiance was recited.

II. Roll Call

Present:

Jeanne Ann Kardell, CEOE, WEOPA
Jenn Keller, CEOE, WEOPA
Judy Rastede
Kathy Janda, CEOE, LPSAOP
Dee Oltman, CEOE, LPSAOP

Deb Ryan, CEOE, LPSAOP
Julie Kleager, CEOE, LPSAOP
Lisa Morehouse, CEOE, LPSAOP
Carol Bom, CEOE, UNOPA
Judy Anderson, UNOPA

Also in attendance:

Peg Aldridge, CEOE, LPSAOP

Absent:

Dianne Dickey, CEOE, LPSAOP
Jane Rumbaugh, CEOE, OEOPA
Lola Young, CEOE, UNOPA
Edie Schleiger, CEOE, UNOPA

Lynn DeShon, CEOE, UNOPA
LaRita Lang, CEOE, UNOPA
Jeanne Andelt, CEOE, UNOPA
Sue Gilleland

Quorum was established.

III. Communications / Announcements

Everyone was reminded to keep Dianne Dickey in their thoughts as her father passed away last week.

IV. Secretary’s Report - Julie Kleager, CEOE

A motion was made by Deb Ryan and seconded by Kathy Janda to approve the minutes as corrected. Motion carried.

V. Treasurer’s Report - Judy Rastede

The report presented is from the time period of July 1, 2004 to January 8, 2005. Report was reviewed by those present and will be placed on file for audit.

VI. Spring Central Area Conference Report - Lisa Morehouse, CEOE and Peg Aldridge, CEOE

Conference is to be held March 31, April 1 - 2, 2005 at the Cornhusker Marriott Hotel in Lincoln, NE. The core committee has been meeting regularly. Lisa announced that Randy Morgan, a nationally known speaker, will be our keynote speaker. A few years ago, he was the featured speaker at the National Association of Educational Office Professional’s annual conference and is highly recommended.

The proposed schedule of events is as follows:

March 31st: NEOPA Board meeting / Social at 7 p.m.
April 1st: Two speakers
Lunch
NEOPA General Meeting
Installation Banquet
April 2nd: Keynote speaker
Lunch
Central Area Speaker Forum

The conference budget was presented. Discussion was held on the breakdown of the \$14,542.55 budget. Sponsor letters are being sent to local businesses in hopes of securing additional donations.

Information packets about the conference will be sent to the six central area state presidents for them to distribute to their local associations. This will be done to create excitement about the conference and encourage attendance. Brochures are being developed to be included in the packet. Information will also be available on the NEOPA website.

Dee Oltman moved that NEOPA cover the expenses of printing and mailing the NEOPA Central Area Conference brochure. Deb Ryan seconded the motion. Motion carried.

*** Meeting suspended until tomorrow morning -**

*** Meeting reconvened, 9:45 a.m., Saturday, January 8, 2005**

VII. Committee Reports

Audit - Lynn DeShon, CEOE

Discussion was held on the dates of the "budget" year. It was tabled until the Bylaws report.

Awards - Lisa Morehouse, CEOE

As the NEOPA recipient of the Office Professional of the Year award, Sandy Watmore's name will be submitted for the NAEOP's Olive T. Richie Award.

Four member scholarships will be awarded at the Spring Conference.

Bylaws - Kathy Janda, CEOE

Discussion continued on the pros and cons of the dates of the fiscal year.

Dee Oltman moved that the fiscal year should be changed to be July 1 to June 30 of the following year. Deb Ryan seconded. Motion carried.

As this change would be a bylaws change, the motion will be forwarded to the Bylaws Committee for their review.

Field Service - Dianne Dickey, CEOE

No report

Finance - JaneRumbaugh, CEOE

Judy Rastede presented the 2005/2006 budget.

Judy Anderson moved to accept the proposed budget as corrected. Lisa Morehouse seconded the motion. Motion carried.

Information Technology - LaRita Lang, CEOE

Discussion was held on the length of the time commitment of this committee.

Carol Bom moved that we change the length of the term of the Information Technology Committee to a two-year staggered term. Deb Ryan seconded the motion. Motion carried.

Meetings Coordinating - Jenn Keller, CEOE

Jenn is still trying to secure a host/chair for the Fall Conference of 2005.

She will contact the Past Presidents & Frolicker's Associations to see if they would host a one-day workshop for the fall of '05.

A suggestion of having a workshop in a central location of the state might be a good idea.

Membership - Deb Ryan, CEOE

Current membership is 160 members - 109 renewed; 20 new active; 11 retired active; 4 retired; 2 associates; 14 honorary. Sixteen members from the 2003/2004 membership have not renewed their membership. As board members, we are reminded to encourage fellow employees to join. NEOPA membership brochure needs to be updated.

NAEOP Liaison - Lola Young, CEOE

No report

Newsletter (NEON) - Carol Bom, CEOE

The deadline for the Spring issue of the NEON is February 1, 2005. Board biographies still to be highlighted are Jeanne Andelt, Judy Anderson, Lynn DeShon, and LaRita Lang.

170 copies of the winter issue of the NEON were printed and mailed for a cost of approximately \$260.

Nominating - Dee Oltman, CEOE

Nominating committee is scheduled to meet January 11, 2005 to discuss contacting members for the 2005-06 slate of officers. Offices on the ballot this year will include President-elect, Vice President, Secretary, & Treasurer (2 year term). A full slate of officers will be emailed to President Kardell and the Board for their review and then ballots will be ready for mailing by February 11, 2005. Ballots must be out 30 days before the Spring General Meeting on April 1, 2005. Ballots will be requested to be returned by March 1, 2005.

Professional Standards Program - Jeanne Andelt, CEOE

No report

Publicity - Judy Anderson, CEOE

An article will be submitted to the Neighborhood Extra about Sandy Watmore being awarded the Office Professional of the Year.

Scholarship - Edie Schleiger, CEOE

No report

Ways and Means - Sue Gilleland

We were reminded to promote the selling of the "Weekend Get-a-way Weekend" raffle tickets. We are to turn dollars and stubs into Barb Homer.

VIII. Unfinished Business

Jeanne Ann is in the process of finalizing the 2004 income statement from the Fall Conference held in Wayne, NE. It will be presented at the next board meeting - March 31, 2005.

IV. New Business

It was suggested that possibly the presidents of the NEOPA affiliates be invited to the conference board meetings so they would feel involved and be encouraged to share NEOPA information with their association. This suggestion was favorably received.

X. Adjournment

Lisa Morehouse moved and Carol Bom seconded to adjourn the meeting. Motion carried.

12:05 p.m.

Respectfully submitted,

Julie Kleager, CEOE
Secretary

Jeanne Ann Kardell, CEOE
2004 / 2005 President

Neopa/retreat/jan05/kleager