

10-2004

NEOPA Executive Board Minutes - October 2004

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2004-2005
NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS
ASSOCIATION

Executive Board Meeting Agenda
Thursday, October 21, 2004

- I. *Call to Order/Pledge of Allegiance*
- II. *Roll Call (Establish Quorum) – Julie Kleager, CEOE, LPSAOP*
- III. *Approval of Minutes – Julie Kleager, CEOE, LPSAOP*
- IV. *Treasurer’s Report – Judy Rastede*
- V. *Communications/Announcements*
- VI. *Committee Reports*
 - a. *Audit – Lynn DeShon, CEOE, UNOPA*
 - b. *Awards – Lisa Morehouse, CEOE, LPSAOP*
 - c. *Bylaws – Kathy Janda, CEOE, LPSAOP*
 - d. *Field Service – Dianne Dickey, CEOE, LPSAOP*
 - e. *Finance – Jane Rumbaugh, CEOE, OEOPA*
 - f. *Information Technology – LaRita Lang, CEOE, UNOPA*
 - 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*
 - 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*
- VII. *Unfinished Business*
 - a. *Fall Conference 2004*
 - b. *Spring Conference/CAPDD 2005 March 31- Apr. 2 NEOPA conf.*
 - c. *Board Retreat – January 7-8, 2005*

Jeanne Ann’s home
222 Emerald Dr., Wayne
- VIII. *New Business*
- IX. *Adjournment*

NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION

Executive Board Meeting

Thursday, October 21, 2004

Wayne State – Wayne Nebraska

I. President Jeanne Ann Kardell called the meeting to order at 2:40 p.m. The Pledge of Allegiance was recited

II. Roll Call

Present:

Jeanne Ann Kardell, CEOE (WEOPA)
Jenn Keller, CEOE (WEOPA)
Judy Rastede
Lynn DeShon, CEOE (UNOPA)
Kathy Janda, CEOE (LPSAOP)
Lola Young, CEOE (UNOPA)
Dee Oltman, CEOE (LPSAOP)
Sue Gilleland

Deb Ryan, CEOE (LPSAOP)
Julie Kleager, CEOE (LPSAOP)
Dianne Dickey, CEOE (LPSAOP)
Lisa Morehouse, CEOE (LPSAOP)
Jane Rumbaugh, CEOE (OEOPA)
Carol Bom, CEOE (UNOPA)
Judy Anderson, (UNOPA)

Absent:

LaRita Lang, CEOE (UNOPA)
Edie Schleiger, CEOE (UNOPA)

Jeanne Andelt, CEOE, (UNOPA)

III. Secretary's Report

A motion was made by Lisa Morehouse and seconded by Lola Young to approve the minutes of the August 6, 2004 meeting. Motion carried.

IV. Treasurer's Report

The report was presented by Treasurer, Judy Rastede. She noted that when the second semester bill from UNL is received, \$1,000 will be transferred from the scholarship savings account to the checking account. Report was placed on file for audit.

V. Communication / Announcements

A thank you card was received from Ann Sawicki for the donation of a phone card to be used by military personnel.

A scholarship information letter was also received from the Past President Association.

The UNOPA affiliate sent a letter to see whether or not affiliates can request tables for selling outside raffle tickets. Consensus was that NEOPA Bylaws or Standing Rules would determine each request that is received.

VI. Committee Reports

Audit - Lynn DeShon, CEOE

The NEOPA books, dated June 1, 2003 through May 30, 2004, were found to be in order and properly documented.

Awards - Lisa Morehouse, CEOE

The NEOPA Office Professional of the Year will be presented at the General Meeting, October 22, 2004. Lisa is working on the Boss of the Year award. As it is now, both the local affiliates and NEOPA can submit names. Through discussion, it was suggested that formal guidelines be written. The deadline for submission of a name is March 15, 2005.

Bylaws - Kathy Janda, CEOE

Committee: Roxi Hiatt and Sharon Hitzeman

The date the treasurer's books are to be audited will be discussed at the Retreat in January.

Field Service - Dianne Dickey, CEOE

She has not received any visit requests from affiliates. Dianne will follow up with non-affiliates attending the Fall Conference and invite them to join NEOPA. Discussing possible options for gaining new members/affiliates with the past presidents and at the Board Retreat were presented as possible ideas.

Finance - Jane Rumbaugh, CEOE

Committee - Sandy Hansen and Judy Rastede

Committee will be preparing an annual budget for approval in early spring.

Information Technology - LaRita Lang, CEOE

No Report

Meetings Coordinator - Jenn Keller, CEOE

The Spring Conference will be held at the Cornhusker Hotel, Lincoln, March 31, April 1 & 2.

Membership - Deb Ryan, CEOE

As of October 20, 2004, current membership is 147.

(102 renewed; 14 new; 11 retired active; 4 retired; 2 associate; 14 honorary)

There are currently 85 current members with PSP certification.

The Board is being challenged with recruiting new members. The board member with the most new members will be awarded a basket crafted by Deb.

NAEOP Liaison - Lola Young, CEOE

A picture of the proposed pin to be given away at the 2005 NAEOP Conference was distributed.

The pin features the "sower" from the top of the state Capital. The cost will depend upon the quantity ordered and could range in price from \$1.75 to \$1.25 each.

Lisa Morehouse moved that NEOPA buy 400 pins to be given to attendees at the spring Central Area / NAEOP Conference. The remainder not used will be sold to attendees to the 2005 NAEOP Conference. Carol Bom seconded the motion. Motion carried.

Newsletter (NEON), Carol Bom, CEOE

Committee: Judy Anderson, Barb Carley and Betty Tutt

185 copies of the fall issue of the NEON was printed and distributed. Copies of the newsletter was sent to designated affiliates for distribution to their members. Copies of the newsletter was sent to each incoming president of the local associations in hopes that they would also join NEOPA. Plans are to continue throughout the year.

Updated registration & information forms for the fall conference were sent to each affiliate Web master.

Nominating - Dee Oltman, CEOE

Committee: Dianne Dickey

This committee will begin searching for candidates for the four elected positions for the 2005 - 2006 term. They are as follows: President-elect, Vice President, Treasurer, and Secretary.

The Board was encouraged to recommend any NEOPA members that might be interested in putting their name on the ballot.

An article will be included in the winter NEON encouraging members to become an officer of NEOPA.

Professional Standards Program - Jeanne Andelt, CEOE

The next deadline for submitting PSP applications to NAEOP is January 15, 2005.

Four Nebraskans qualified for their PSP certification at the September 15, 2004 deadline:

Nancy Harter, LPSAOP, Advanced III, Option I

Nancy Summers, LPSAOP, Advanced III, Option I, CEOE

Jodi Lynn Vanek, LPSAOP, Advanced III, Option II, CEOE

Jeanne Wenz, LPSAOP, Advanced III, Option I, CEOE

All NEOPA members who receive their certification during the time period of May 15, 2004 through January 15, 2005, will be honored at the NEOPA Spring Conference.

Publicity - Judy Anderson

A reminder was given to the Board to give her any names of members needing to be remembered.

Scholarship - Edie Schleiger, CEOE

January 3rd is the entry deadline for NEOPA scholarship. Scholarship information has been sent out.

Ways & Means - Sue Gilleland

Committee: Kathy Bennetch, Pat Hust, Audrey Schardt, and Barb Homer.

"Death by Chocolate" fundraiser to be held at the Thursday night social hour; fee of \$2.00 to support the scholarship fund. A silent auction, basket raffle, count the candy corn will be held at the General Meeting. A "Weekend Getaway" (2 nights at the Cornhusker, dinner for two at Applebees, and 2 movie passes) raffle will be drawn at the Spring Conference. Cost of raffle is \$3 per ticket or 4 tickets for \$10.

VII. Unfinished Business

a. Fall Conference 2004

66 have registered to attend tomorrow's (Oct. 22) meeting.

b. Spring Conference/CAPDD 2005

March 31, April 1 & 2, 2005 - Cornhusker Hotel, Lincoln, Nebraska

Board meeting to be held on March 31;

Hosted by NEOPA and LPSAOP

Letters are being sent out for vendor sponsors. LPS Human Resources are considering sponsoring a national speaker.

c. Board Retreat

January 7 - 8, 2005

Jeanne Ann Kardell's home

222 Emerald Dr., Wayne, NE

VIII. New Business

None

IX. Adjournment

Deb Ryan moved and Sue Gilleland seconded to adjourn the meeting. Motion carried. Adjourn at 4:10 p.m.

Respectfully submitted,

Julie Kleager, CEOE
Secretary

Jeanne Ann Kardell, CEOE
2004 / 2005 President