

2013

NEOPA Executive Board Minutes - April 2013

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NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION

Executive Board Meeting Minutes

Thursday, April 18, 2013 – Approved June 8, 2013

Southeast Community College Continuing Education Center, Lincoln, NE

The April 18, 2013 Executive Board Meeting of the Nebraska Educational Office Professionals Association was called to order by President Elect Gretchen Walker at 1:09 p.m.

Roll Call:

Board Members Present – Gretchen Walker, Denise Fisher, Cathy Robertson, Joan Wilkins, Mary Guest, Diane Wasser, Carol Bom, Dena Hare, Carol Reed

Board Members Absent – Joyce Trevett, Deanna McCoy, Kathy Bennetch, Susann Wenzl, Suzanne Penn

Presidential Advisor Absent – Lisa Morehouse

Quorum was established.

APPROVAL OF MINUTES

The January 12, 2013 minutes were presented for approval. Motion was made by Joan Wilkins to approve the minutes as presented. Motion was seconded by Carol Bom and carried unanimously.

The March 2, 2013 minutes were presented for approval. Motion was made by Diane Wasser to approve the minutes as presented. Motion was seconded by Carol Bom and carried unanimously.

TREASURER’S REPORT

The Treasurer’s report was presented. It was noted that \$1000 needs to be transferred to the general checking account for the Student Scholarship.

The report will be filed for audit.

COMMUNICATIONS/ANNOUNCEMENTS

No report.

ELECTED OFFICER REPORTS

PRESIDENT – JOYCE TREVETT, CEOE

Absent. Report attached.

PRESIDENT ELECT/MEMBERSHIP CHAIR – GRETCHEN WALKER, CEOE

Report attached. Gretchen has all but two Director positions filled for her 2013-2014 Board. The board list was distributed and the Board was asked to provide names of potential Directors to Gretchen.

VICE PRESIDENT – DENISE FISHER, CEOE

Report attached. The Nebraska Council of School Administrators (NCSA) Administrators’ Days will be held in July. NEOPA will have a table at the event on July 31 to promote our association. Gretchen encouraged the Board to attend to assist with manpower.

Angela Johnston has done a great job in getting promotional items selected for us. We will order pens and notepads with the NEOPA name and website, and will use them at the NCSA Administrators’ Day table.

The 2014 Spring Conference will be held at Southeast Community College Continuing Education Center. Possible dates are April 10-11 or April 17-18. The Board preferred April 10-11 as the other option was Good Friday. The theme of the conference will be "What's the Return on Your Investment?" and will be hosted by NDE Bridge.

NEOPA's 50th Anniversary will be in 2014. The Board recommended that the NEOPA Past Presidents be asked to plan an event to honor the anniversary. The event would be in conjunction with the Spring Conference.

WEOPA has agreed to host the 2014 Fall Workshop. LPSAOP will host the 2015 Spring Conference in conjunction with Central Area. NEOPA Past Presidents will host the 2015 Fall Workshop.

Registrants for tomorrow's conference totals 57. No sessions had to be cancelled. There was one speaker change but the topic remained the same.

UNOPA is hosting the 2013 Fall workshop. Attendees from the conference tomorrow will be surveyed regarding topics presented and possible future topics. Mary Guest and Cathy Robertson will take that input into consideration when determining the fall speaker schedule. More information will be available at the June Board meeting.

The NEOPA brochure will need to be updated to include our new Mission Statement.

MOTION: Denise Fisher moved to revise the NEOPA brochure to replace the mission statement from the Bylaws with the new mission statement developed through Strategic Planning and print 500 copies. Seconded by Carol Bom. Motion passed.

NEOPA polo shirts are ready for sale. The cost is \$20. Denise will promote at tomorrow's conference at the general meeting and will have a table with shirts for sale or order.

SECRETARY – CATHY ROBERTSON, CEOE

Report attached. An electronic motion was held on March 20, 2013.

MOTION: Denise Fisher moved to donate \$25 towards the Central Area Professional Development Day basket. Seconded by Carol Bom. Motion passed with ten affirmative responses and no votes against.

TREASURER – DEANNA MCCOY

Absent. No additional report.

PAST PRESIDENT/FIELD SERVICE – KATHY BENNETCH, CEOE

Absent. Report attached.

The motion Kathy proposed to help OPS with strategic planning was postponed until the next Board meeting so that Kathy could be in attendance and provide more information. Gretchen Walker or Cathy Robertson will check the NEOPA mailbox to see if we have received the confirmation of NAEOP receipt of the Louise Henderson Nelson submission.

The recommendation by Kathy to move the Louise Henderson Nelson submission to Historian was discussed. It was a consensus that the duty stay with the Past President at this time. However, collaboration with the Finance/Record Director (who acts as Historian) was suggested.

PRESIDENTIAL ADVISOR – LISA MOREHOUSE, CEOE

Absent. No report.

DIRECTOR REPORTS

AWARDS AND SCHOLARSHIPS – JOAN WILKINS

Report attached. At the suggestion from a 2012 Professional Growth Award recipient, Joan asked the Board if recipients could be allowed two years to use the funds. The member had a medical situation that did not allow them to use the funds. The Board has voted for future drawings that the member would have to be present at the Spring Conference to receive the award. The new process for drawing should eliminate this concern.

Office Professional of the Year and Administrator of the Year submissions to NAEOP were made jointly with UNOPA. NEOPA did not have any Administrator of the Year nominees this year. Our recipient of the Office Professional of the Year, Gretchen Walker, was not eligible to apply as she is a NAEOP Board member.

Our Student Scholarship winner and her mother will attend the luncheon tomorrow.

The question of pre-nominations for the Office Professional of the Year was discussed. It was recommended that we use the same process for Office Professional of the Year and Administrator of the Year. The deadline will be August 31 for submission for either award and no pre-nomination will be required. It was also suggested the change be promoted on the website and sent electronically to members.

BYLAWS – MARY GUEST, CEOE

Report attached. The Teller Report from the most recent Bylaw vote was distributed. All items passed. Only two paper ballots were sent for this vote.

FINANCE/RECORDS – DIANE WASSER, CEOE

A copy of the proposed budget was distributed. The committee wanted a simplified budget with fewer line items.

MOTION: Diane Wasser moved to approve the budget as presented. Seconded by Cathy Robertson. Motion passed.

INFORMATION TECHNOLOGY – SUSANN WENZL:

Absent. Diane Wasser reported that the website is done and is ready to have content added by the committee. The goal is to be up and running by July 1. The test website is em.unopa.unl.edu. There are several outstanding bills for website creation to be submitted, but there should not be any further billing.

NEWSLETTER – SUZANNE PENN, CEOE

Absent. Report attached. Gretchen Walker is looking for NEON editor for next year.

NOMINATING – CAROL BOM, CEOE

Report attached. On the vote for 2013-2014 officers, 48% of the membership voted.

PSP – DENA HARE, CEOE

Report attached. Dena needs help with the NAEOP conference as she won't be there to sell pins, get flags, reserve seating or coordinate group picture/attire. Denise Fisher, Carol Bom and Mary Guest volunteered to fill in at conference.

A list of conference attendees was distributed. Additions were made to the list.

Three members attained PSP this year but are not attending the conference tomorrow. We will have PSP recognition at the Fall workshop. There were four members who attained PSP last year who have not been recognized. Dena will order acrylics for all seven and plan for recognition in the fall.

WAYS AND MEANS – CAROL REED, CEOE

Report attached.

UNFINISHED BUSINESS

MEMBERS SCHOLARSHIP – LISA MOREHOUSE

Absent. Cathy Robertson presented the Member Scholarship Application and Guidelines for review. The name will be tweaked to include ‘for NAEOP Conference Attendance.’”

MOTION: Cathy Robertson moved to approve the Member Scholarship for NAEOP Conference Attendance application and guidelines as presented. Mary Guest seconded the motion. The motion passed.

Dena Hare will announce the scholarship at the membership meeting tomorrow and will ask Joyce Trevett to send information out to the full membership electronically.

NEW BUSINESS

ADVISORY COUNCIL ITEMS – MARY GUEST

Four items were presented for the Board to consider submitting to the NAEOP Advisory Council. Carol Bom presented two additional items for consideration. Carol Bom suggested that it would be in our best interest to get the delegates together at conference before the Advisory Council meeting to make sure everyone understands the items and the rationale for change.

MOTION: Dena Hare moved to approve the six items to be presented to the NAEOP Advisory Council. Denise Fisher seconded the motion. The motion passed.

LANYARDS – MARY GUEST

Mary suggested that NEOPA purchase lanyards to use at our conferences. A rough estimated cost is \$1.50-\$2.00 each plus a \$40 set-up fee.

MOTION: Mary Guest moved to purchase 200 NEOPA lanyards – blue with white print. Carol Bom seconded the motion. The motion passed.

The next Board meeting will be held on June 8, time and place to be determined.

The meeting adjourned at 4:07 p.m.

Submitted: Cathy Robertson, Recording Secretary
Gretchen Walker, President Elect