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2014

NEOPA Executive Board Minutes - April 2014

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Nebraska Educational Office Professionals Association

Executive Board Meeting Minutes

Thursday, April 10, 2014 – Approved June 28, 2014

Southeast Community College, Lincoln, Nebraska

1. Call to Order

President Gretchen Walker called the meeting to order at 1:10 p.m.

2. Roll Call

Board Members present: Gretchen Walker, Mary Guest, Denise Fisher, Cathy Robertson, Rhonda Meyer, Diane Wasser, Carol Bom, Debbie Hendricks, Joyce Trevett., Sue Gilleland, Joan Wilkins

Board Member absent: Linda Luedtke

Others present: Lola Young, Presidential Advisor

3. Approval of the Minutes

Motion by Carol Bom second by Diane Wasser: To approve the Minutes of the February 8, 2014, meeting. The motion passed.

4. Treasurer's Report

The Treasurer's Report was reviewed and approved for audit.

5. Communications/Announcements –None

6. Officer Reports

President's Report

No report.

President Elect Report

Report included in Meeting Packet.

Vice President Report

In addition to the report in the meeting packet, Cathy Robertson discussed a need for a process to confirm NEOPA membership with conference registrants.

Secretary's Report

Report included in Meeting Packet.

Treasurer's Report

No report.

Past President/Field Service

No report.

Presidential Advisor

No report.

7. Committee Reports

Awards/Scholarships

Report included in Meeting Packet.

Bylaws

Rhonda Meyer reported that the proposed revisions to the Bylaws have been sent to members and town hall meetings will be scheduled and completed at the fall conference in Wayne in October.

Finance and Budget

Linda Luedtke was absent. Committee Member, Mary Guest, asked the Board to review and approve the budget for 2014-15.

Motion by Cathy Robertson, second by Joan Wilkins: To approve the budget for 2014-15. The motion passed.

Information Technology and Newsletter

Diane Wasser received no articles for the newsletter and extended the deadline to May 1, 2014.

Nominating

Report included in Meeting Packet.

Motion by Carol Bom, second by Diane Wasser: To bestow the rank of honorary membership upon Pat Lundahl, CEOE, on behalf of the Nebraska Educational Office Professionals Association (NEOPA) effective beginning with the 2014-15 membership year. The certificate will be presented at the NEOPA 50th Anniversary banquet on April 10, 2014. The motion passed.

Professional Standards/NAEOP Liaison

In addition to the report included in the Meeting Packet, Debbie Hendricks discussed organizing a reception for members installed on the National Board if no PSP recipients attend the national conference in Portland.

Ways and Means

Report included in Meeting Packet.

8. Ad Hoc Committees

NAEOP 2017

President Walker reported that all local affiliates have discussed hosting the 2017 NAEOP conference and she is expecting written letters of support.

9. Unfinished Business

Bonding Treasurer

Item held over to the June meeting.

NEOPA Centerpieces Inventory

Following discussion, the centerpieces will be collected by Diane Wasser, Debbie Hendricks and Gretchen Walker. The items will be posted on the Members Only Page of the NEOPA website as items for sale. Items not sold will be sold at a garage sale. All proceeds will go to NEOPA.

NEOPA Logo

President Walker discussed the status of the NEOPA logo. Several members offered suggestions for developing a new logo. Proposals will be collected and re-visited at the June Board meeting.

2017 Promotional NAEOP/NEOPA PowerPoint

The PowerPoint is on the NEOPA website. Questions should be directed to Diane Wasser.

NEOPA Bylaw revisions and town hall meetings

Mary Guest and Rhonda Meyer reported that draft bylaws and restructuring proposals were delivered to the NEOPA membership. Town hall meetings will be scheduled and will conclude at the fall conference in Wayne in October. The first town hall meeting is scheduled for April 11, 2014, at 5:00 p.m. at Southeast Community College following the conclusion of the spring conference.

10. New Business

NEOPA Social Media Plan

Mary Guest asked that Diane Wasser be authorized to contact EdMedia at UNL in order to begin development of a blog for the NEOPA website. Board members will be asked to vote electronically to support moving forward with the blog prior to the June 2014 meeting.

Central Area professional Development Day 2015

President Walker discussed the efforts to develop a new name for the merging Central Area states with North Central states.

Mary Guest, Rhonda Meyer, Cathy Robertson and Susie Ahlberg will review Central Area guidelines for handling fundraising when the Central Area Professional Development Day and state Spring Conferences were planned in tandem.

NAEOP Announcement

President Walker announced that Debbie Geib from Missouri has been hired to replace Angela Meyer at NAEOP.

Electronic Motion Read into Minutes

An electronic vote was sent by President Walker on February 12, 2014. Responses were requested by February 17.

Motion by Denise Fisher, second by Cathy Robertson: That upon receiving clarification, the use of Thirty-One for a NEOPA fundraising effort was approved by consensus of the Board. There were 10 responses and 1 no response.

NAEOP Advisory Council Items

Following discussion, the Board will develop proposed Advisory Council items for consideration at the National Conference in July 2015. The following items will be drafted:

- To submit state newsletters and all awards submitted electronically (Diane Wasser)
- To match the amounts of the Special Needs Scholarship to the amounts of other scholarships (Mary Guest)
- To increase Affiliate dues to help the NAEOP general fund since membership is declining. This would also assist with funding NAEOP awards and eliminating the award fee. (Carol Bom)
- To establish the same association requirements for certification and recertification of PSP. (Mary Guest, Debbie Hendricks)

President Walker adjourned the meeting at 3:10 p.m.