

2012

NEOPA Executive Board Minutes - August 2012

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NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION

Executive Board Meeting Minutes

Saturday, August 25, 2012

Fremont Public Library, Fremont, NE

The August 24, 2012 Executive Board Meeting of the Nebraska Educational Office Professionals Association was called to order by President Joyce Trevett at 10:00 a.m.

Roll Call:

Board Members Present – Joyce Trevett, Kathy Bennetch, Suzanne Penn, Joan Wilkins, Dena Hare, Diane Wasser, Gretchen Walker, Carol Bom, Denise Fisher, Deanna McCoy, Mary Guest

Presidential Advisor Present – Lisa Morehouse

Board Members Absent – Carol Reed, Cathy Robertson, Susann Wenzl

Quorum was established.

President Trevett began the meeting with a teambuilding exercise.

APPROVAL OF MINUTES

The June 9, 2012 minutes were presented for approval. Motion was made by Carol Bom to approve the June 9, 2012 minutes as presented. Motion was seconded and carried unanimously.

TREASURER'S REPORT

Deanna McCoy presented the Treasurer's report. Deanna reported she is able to gain online access to the checking account only, and she is not getting the other statements. Cathy Robertson regularly checks the NEOPA mailbox. Gretchen Walker will also have a key to the box. It was suggested when mail is retrieved from the mailbox Joyce should be emailed a list of items that were collected and to whom they were disbursed. There were no questions on the Treasurer's report and it will be filed for audit.

Question was raised in follow up to the previous approval of purchasing a brick at the National Association of Educational Office Professionals (NAEOP) Memorial Garden and donation to NAEOP field service. President Trevett stated she had the paperwork today to be processed for these items.

COMMUNICATIONS/ANNOUNCEMENTS

President Trevett shared thank you notes received from Roger Breed and Lola Young.

ELECTED OFFICER REPORTS

PRESIDENT – JOYCE TREVETT

The 2011-2012 Annual Report was distributed to board members on August 24, and will be discussed later in this meeting.

PRESIDENT ELECT/MEMBERSHIP CHAIR – GRETCHEN WALKER

Report is attached. Membership list as of 8/24/12 was distributed. At the end of the 2012 fiscal year, NEOPA had a total membership of 191 – 163 active, 16 honorary, 10 retired, 2 associate. Gretchen distributed a list of members who are interested in serving on committees.

Board members were reminded that they must renew their membership to retain their positions on the board. They were also encouraged to join NAEOP.

VICE PRESIDENT/MEETINGS COORDINATOR – DENISE FISHER

Updated report is attached. Denise will promote the NEOPA Fall Workshop and E-Series to community colleges within the state in addition to the organizations/people listed in her report. Denise will inform the 2012 Fall Workshop Planning Committee to have tables available for membership/PSP and Ways and Means. Denise encouraged board members to send her information of local associations have items to be publicized.

Regarding the 2013 NAEOP Annual Conference, Denise stated she has a friend who works in Mike Johanns' office who can help with tours of the Capital, White House, etc. for Nebraska members. Denise will work with Dena Hare (PSP Chair) to determine the interest of the members and make arrangements.

SECRETARY – CATHY ROBERTSON

Report attached.

PAST PRESIDENT/FIELD SERVICE – KATHY BENNETCH

Kathy made the following report:

- Kathy will visit all associations affiliated with NEOPA
- She is willing to go other places also to promote NEOPA – Carol Bom suggested having a board meeting in Columbus combined with a “meet and greet” for those in the area who may be interested in NEOPA. It was also suggested to include former members in Columbus with the email surveying the membership in preparation for the strategic planning session in October.
- Will begin working on the Louise Henderson Nelson award – please remember to provide Kathy information on any items that would support the award packet.

DIRECTOR REPORTS

AWARDS AND SCHOLARSHIPS – JOAN WILKINS

Report attached. Joan stated the item regarding the Scholarship budget having a shortfall last year should be stricken as it is incorrect. Joan reported the 2011-2012 NEOPA scholarship recipient has not yet registered for classes, and Joan will follow up with her. In preparation for distribution of the scholarship information, it was suggested Joan contact Donna Hoffman at the State Department of Education as she can provide an electronic list of high school counselors. It was also recommended to distribute the scholarship information to parochial schools, if contact information is available. The motion included in Joan's report was withdrawn.

BYLAWS – MARY GUEST

Report attached.

FINANCE/RECORDS – DIANE WASSER

Report attached. The 2011-2012 Audit Report was submitted to President Trevett and Kathy Bennetch. As the board members did not have the opportunity to read the report, discussion was not continued at this time. Question was raised as to when an external audit should be completed as it is not clear in the records available. Deanna McCoy stated the external audit should be performed now – the end of the 2011-2012 year. She also has additional materials that she will provide to Diane.

Question was raised to whether the external audit should include just the past one year, or the past five years, as it was felt the Bylaws are ambiguous in this regard. Diane recommended an external audit of the past five years should be done at this time because there are no written audit reports that have been provided to her for the last several years. Recommendation was made by Mary Guest, Bylaws Director, that Diane obtain some estimates on performing external audits for one year as well as five years. This

information will help the Bylaws Committee in making their recommendation on the wording regarding the external audit.

INFORMATION TECHNOLOGY – SUSANN WENZL

Report attached. The NEOPA website information has been submitted to UNL Department of Ed Media for conversion. This was accomplished two months behind schedule, and has been further delayed because of the timing of the fall semester beginning at UNL. Diane Wasser reported it is not possible to access some of the current website files because they are locked. Diane will work with Susann to obtain an estimated date of when the NEOPA website will be available for the committee to update information on it. It may also be necessary to create a temporary page to provide current information. Susann will update President Trevett.

NEWSLETTER – SUZANNE PENN

Report attached. Suzanne stated she still needs contact information for a liaison from each affiliate.

NOMINATING – CAROL BOM

Report attached. One correction to her report is that Kathy Bennetch is automatically a member of her committee as Past President.

PSP – DENA HARE

No report.

WAYS AND MEANS – CAROL REED

No report.

UNFINISHED BUSINESS

STRATEGIC PLAN – MARY GUEST

Mary outlined the timeline that has been developed to engage members leading up to the strategic planning session to be held at the 2012 Fall Workshop facilitated by Jolene Palmer (State Department of Education). The timeline is as follows:

- First email has been sent to members asking for their response to three questions (how is NEOPA meeting their needs, what have they gained from their membership, and what can NEOPA provide). Responses are due back by August 31.
- Responses will be compiled and a survey will be created to send out to members the week of September 10. Members will be asked to vote for their top three responses to each question.
- Results will be given to Jolene to help guide the discussion in October.
- Weekly emails will be sent to the members on Tuesdays – Bridges to Success – leading up to the strategic planning session.

Board members were reminded that the strategic planning process will be guided by the membership, all aspects will be voted on by the members. The results may not be what we envision, but we will follow the democratic process to ensure we are going in the direction dictated to us by the members. It is important to encourage all members to respond and provide their input.

MEMBERS SCHOLARSHIP – LISA MOREHOUSE

Lisa reported the committee will meet one more time to finalize the proposal and it will be presented at the October board meeting.

Leadership E-Series – Carol Bom, Denise Fisher, Mary Guest, Lisa Morehouse

Report attached. Mary reported the series has been approved by NAEOP for 30 hours of education credit, and inservice hours will also be applied for. Six people have completed the application process for the series, and additional inquires from other members. Another recruitment email will be sent out after September 1. The series is limited to 20 participants. Board members were also encouraged to take part in the series.

DIGITAL COMMONS – KATHY BENNETCH

Kathy reported she is in the process of forming her committee, and a timeline and guidelines will be developed.

LOLA YOUNG EVENT – LISA MOREHOUSE

This group has not yet met. Lisa will follow up with Cathy Robertson and Barbara Homer and will have something during the business meeting at the 2012 Fall Workshop.

DIRECTOR GUIDELINES/TIMELINES – KATHY BENNETCH, CAROL BOM, LISA MOREHOUSE, GRETCHEN WALKER

Lisa reported the committee will look at these after the Fall Workshop.

NEW BUSINESS

ANNUAL REPORT

Discussion was held regarding the Annual Report. The following items were decided:

- The Bylaws Committee was directed to add the annual report to the duties of the President.
- The membership list should be included in the report. Members' names, CEOE designation, and local association should be included.
- The annual report should include a report from each elected officer and every committee director. Reports should have bulleted points of pertinent information, including recommendations for the next year.
- The annual report should be used in the strategic planning process.
- President Trevett will distribute the 2011-2012 Annual Report to all members.

LOUISE HENDERSON NELSON AWARD APPLICATION

Kathy Bennetch reported that NEOPA seems to be lacking in community service items. Recommendation was made to include an opportunity for community service with workshops/conferences in the future. Question was raised as to how "service" is defined – is it service to members or community service? Lisa Morehouse will ask for clarification from the NAEOP board as to how they perceive "service". Mary Guest stated UNOPA asks its members to form "UNOPA" teams when they take part in community service, and then provide some documentation – such as pictures, article for UNOPA Notes, etc.

The next board meeting will be on Thursday, October 4, 2012, at 1:00 p.m. at Southeast Community College (south 68th Street) in room 401.

Motion was made by Denise Fisher to adjourn the meeting. Motion was seconded and carried unanimously. Meeting adjourned at 1:20 p.m.

Submitted: Mary Guest for Cathy Robertson, Recording Secretary
Joyce Trevett, President