

2013

NEOPA Executive Board Minutes - January 2013

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NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION

Executive Board Meeting Minutes

Saturday, January 12, 2013

HyVee, 84th & Holdrege Streets, Lincoln, NE

The January 12, 2013 Executive Board Meeting of the Nebraska Educational Office Professionals Association was called to order by President Joyce Trevett at 8:16 a.m.

Joyce Trevett thanked the board for the best wishes and condolences with the passing of her father and her recent surgery.

Roll Call:

Board Members Present – Joyce Trevett, Gretchen Walker, Denise Fisher, Cathy Robertson, Deanna McCoy, Kathy Bennetch, Joan Wilkins, Mary Guest, Susann Wenzl, Suzanne Penn, Carol Bom, Dena Hare, Carol Reed

Board Members Absent – Diane Wasser

Presidential Advisor Present – Lisa Morehouse

Guests Present: Peg Aldridge

Quorum was established.

INFORMATION TECHNOLOGY – SUSANN WENZL:

The test site for the new NEOPA website is up and the coding is done. We are ready for content and photos. Testing will continue. The committee will provide all content. Joyce Trevett asked that information on the Spring Conference be put on the website.

DIGITAL COMMONS – KATHY BENNETCH

A report from the Ad Hoc committee was distributed. The time frame presented was discussed. It was suggested that we refer to the Historian as the Finance/Records Committee Chair so as not to confuse the members.

MOTION: Kathy Bennetch moved to accept the Digital Commons Ad Hoc Committee recommendations as presented. Peg Aldridge seconded the motion. The motion passed.

APPROVAL OF MINUTES

The October 4, 2012 minutes were presented for approval. Motion was made by Kathy Bennetch to approve the minutes as presented. Motion was seconded by Suzanne Penn and carried unanimously.

TREASURER’S REPORT

Deanna McCoy presented the Treasurer’s report. The 10/4/12 expense for \$13.43 was clarified as e-Series expense. Kathy Bennetch asked about the amount spent on the UNL Ed Media website. We have already spent \$670.10 with outstanding bills of \$736.96. The website redesign was budgeted at \$2000. Expense vouchers need to be completed for the outstanding bills.

The report will be filed for audit.

COMMUNICATIONS/ANNOUNCEMENTS

No report.

ELECTED OFFICER REPORTS

PRESIDENT – JOYCE TREVETT, CEOE

Report attached.

PRESIDENT ELECT/MEMBERSHIP CHAIR – GRETCHEN WALKER, CEOE

Report is attached. Membership list was distributed. NEOPA has a total membership of 186 – 156 active, 16 honorary, 12 retired, 2 associate. We have 15 new members this year.

SECRETARY – CATHY ROBERTSON, CEOE

Report attached.

PAST PRESIDENT/FIELD SERVICE – KATHY BENNETCH, CEOE

Report attached. The November meeting at OPS has been cancelled. The October meeting at NDE was cancelled. Kathy plans to visit OPS on February 26 or March 26. The visit to NDE is scheduled for January 17.

The deadline to submit the Louise Henderson Nelson award is March 15.

TREASURER – DEANNA MCCOY

No additional report. We need to contact the IRS to discuss our tax identification number as the bank is taking withholding out of our interest.

PRESIDENTIAL ADVISOR – LISA MOREHOUSE, CEOE

Lisa complimented Joyce Trevett on the great job she is doing. Joyce and Gretchen Walker are working together so that there is a good transfer of information.

DIRECTOR REPORTS

AWARDS AND SCHOLARSHIPS – JOAN WILKINS

Report attached. We have been hindered in scholarship applications due to our website transition. Only four applications have been received to date with the deadline of January 15. In an effort to promote the scholarship further, it was suggested that Education Quest will send e-mails to high school counselors. NDE also has access to a high school counselor mailing list.

The question of whether local affiliates could submit individual NAEOP Administrator of the Year and NAEOP Office Professional of the Year applications was raised. This year NEOPA will not submit an Office Professional of the Year as our recipient, Gretchen Walker, is ineligible as a National Board member. After discussion, we concluded that local affiliates could submit their own applications for both NAEOP awards. If the local affiliate co-sponsors the application with NEOPA, both groups would be able to count the submission on their Louise Henderson Nelson submission. UNOPA will submit applications for both award this year and will ask NEOPA to co-sponsor both awards.

VICE PRESIDENT – DENISE FISHER, CEOE

Report attached. A draft of the Spring Conference schedule was distributed. We received 45 responses from a recent survey of members asking about topics of interest.

The conference hosts for 2014 will be:

Spring 2014 – NDE

Fall 2014 – TBD

BYLAWS – MARY GUEST, CEOE

Report attached. In the future, it is acceptable to make a main motion with the consequential amendments where we won't have to vote on each separate section.

MOTION #1: Mary Guest moved to strike the portion of the Duties of the Secretary as indicated above. Seconded by Denise Fisher. Motion passed.

MOTION #2: Mary Guest moved to add the following statement to Standing Rule #3: If the Alternate Delegate is not required to fill in as Delegate, the Alternate Delegate will attend Advisory Council as an observer and will write an article for the NEON reflecting on the Advisory Council process. Seconded by Cathy Robertson. Motion passed.

MOTION #3: Mary Guest moved to add the following standing rule: There will be at least a one year period of time between a NEOPA member serving as NEOPA Treasurer and NEOPA Finance and Records Committee Chair. Seconded by Cathy Robertson. Motion passed.

MOTION #4: Mary Guest moved to add the following standing rule: In the absence of the Recording Secretary, a member of the board will be appointed to take minutes. Seconded by Cathy Robertson. Motion passed.

MOTION #5: Mary Guest moved to add the following duty to the President's duties: "...shall maintain current job descriptions for Each Executive Board officer and committee director;...) Seconded by Cathy Robertson. Motion passed.

MOTION #6: Mary Guest moved to add the following duty to the President's duties: "...shall prepare the Annual Report of the Association to be distributed to members by September 1 following the end of her term;..." Seconded by Joan Wilkins. Motion passed.

MOTION #7: Mary Guest moved to change the number of past presidents allowed on the NEOPA board from two to three. Seconded by Cathy Robertson. Motion passed.

MOTION #8: Mary Guest moved to change that the winners of the professional growth awards are chosen from those in attendance at the NEOPA Spring State Conference. Seconded by Carol Bom. Motion passed.

MOTION #9: Mary Guest moved to increase the amount of the stipend for the recipients of the NEOPA Educational Office Professional of the Year and the NEOPA Educational Administrator of the Year Award to \$250. Seconded by Carol Bom. Motion passed.

Mary suggested that we provide our members 30 days' notice before voting to allow them input before the ballots are sent. The committee guidelines will be reviewed to include this change.

FINANCE/RECORDS – DIANE WASSER, CEOE

Absent. Gretchen Walker reported that the committee is working on the 2013-2014 budget and will send information to the Board so we may vote at our next meeting.

NEWSLETTER – SUZANNE PENN, CEOE

Report attached.

NOMINATING – CAROL BOM, CEOE

Report attached. Carol encouraged members to self-nominate or nominate others. Documents are being prepared for the committee to use when contacting members and to send to members soliciting nominations.

PSP – DENA HARE, CEOE

No report.

WAYS AND MEANS – CAROL REED, CEOE

Report attached. Members sold \$2544 during our Fun Pasta sale. NEOPA's portion of the profit is \$1040.10. The 50-50 at the Fall Workshop raised \$83 and the basket raffle raised \$242 for a total of \$1365.10 during the fall fundraisers.

At the Spring Conference, the 50-50 and a Silent Auction will be held. It was suggested that board members and local affiliates be asked to contribute items for the auction.

UNFINISHED BUSINESS

MEMBERS SCHOLARSHIP – LISA MOREHOUSE

The application and guidelines have been created and were previously sent to the Board for input. Questions were brought up and changes were made. Lisa is trying to send us the revised format so we can review and be ready to implement at the Spring Conference.

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

Carol Bom reported she had sent the 2003 version of the guidelines to the board but only received three responses. Please respond to Carol. The goal of the revision will be to make the format easier and more user-friendly.

NEW BUSINESS

NOMINATIONS AND ELECTIONS AT NAEOP – LISA MOREHOUSE

Lisa reported that NEOPA had two extremely qualified members running for a NAEOP office and was pleased to announce that Carol Bom had been elected NAEOP Secretary/Treasurer.

The next Board meeting will be held on April 18 at 1:00 pm at Southeast Community College Continuing Education Center, Lincoln, NE.

The meeting adjourned at 10:04 a.m.

Submitted: Cathy Robertson, Recording Secretary
Joyce Trevett, President