

2013

NEOPA Executive Board Minutes - June 2013

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NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION

Board Meeting Minutes

Saturday, June 8, 2013 – Approved August 24, 2013
6th Floor, Hewit Place, Lincoln, Nebraska

The first Board Meeting for the 2013-14 Nebraska Educational Office Professionals Association was called to order by President Gretchen Walker at 12:18 p.m. on June 8, 2013.

ROLL CALL:

Board Members Present: Gretchen Walker, Mary Guest, Cathy Robertson, Denise Fisher, Linda Luedtke, Joyce Trevett, Diane Wasser, Carol Bom, Debbie Hendricks

Presidential Advisor: Lola Young

Guest: Suzanne Penn

Board Members Absent: Joan Wilkins, Rhonda Meyer, Sue Gilleland

Quorum was established.

APPROVAL OF MINUTES

No report.

TREASURER'S REPORT

No report.

COMMUNICATIONS/ANNOUNCEMENTS

No report.

ELECTED OFFICER REPORTS

PRESIDENT – GRETCHEN WALKER, CEOE

Handouts (Attached): 2013-14 NEOPA Board of Directors; 2013-14 Committee Members; 2013-14 NEOPA Budget; Form for submitting Board reports to the President; May 2013(2) copy of NEOPA Bylaws

Gretchen reviewed the Board of Directors noting the vacancies. Jean Harrison Co-chair for Ways & Means has withdrawn her service. Discussion followed concerning vacant positions.

Gretchen reviewed the 2013-14 Committee List and urged Board members to continue seeking committee members. A note to include Publicity under the VP Meeting Coordinator was made. When members are added, Board members are to advise President Walker.

Gretchen reviewed the 2013-14 NEOPA Budget, noting the use as a guideline for the 2013-14 year. Committee Chairs are urged to review and submit guidelines for the committees to Carol Bom.

Gretchen asked that Board members follow the agenda item template for submitting items for board meetings.

Gretchen noted the current version of NEOPA Bylaws, identified as May 2013(2).

PRESIDENT ELECT/MEMBERSHIP CHAIR – MARY GUEST, CEOE

No report.

VICE PRESIDENT – CATHY ROBERTSON, CEOE

Plans for 2013 Fall Workshop are well underway. The Conference, hosted by UNOPA, is scheduled for October 17-18, 2013, at Southeast Community College in Lincoln, Nebraska.

Plans for the 2014 Spring Conference are forming. The Spring Conference is hosted by NDE BRIDGE and set for April 10-11, 2014, at Southeast Community College in Lincoln, Nebraska.

SECRETARY – DENISE FISHER, CEOE

No report.

TREASURER – LINDA LUEDTKE, CEOE

Linda plans to update the NEOPA form for expense reimbursement.

PAST PRESIDENT/FIELD SERVICE – JOYCE TREVETT, CEOE

Joyce plans to connect with all affiliates across the state, focusing on Omaha as well as Central and Western Nebraska. Kathy Bennetch and Carol Bom will serve on her Committee.

PRESIDENTIAL ADVISOR – LOLA YOUNG, CEOE

No report.

DIRECTOR REPORTS

AWARDS AND SCHOLARSHIPS – JOAN WILKINS

No report.

BYLAWS – RHONDA MEYER, CEOE

No report.

FINANCE/RECORDS – VACANT

No report.

INFORMATION TECHNOLOGY – DIANE WASSER, CEOE:

Diane updated the Board on the status of the NEOPA Website. A password will be provided for members for the Members Only portion of the website. Members not renewing their memberships by October 1 of each year will not have access to the Members Only option.

NEWSLETTER – VACANT

No report.

NOMINATING – CAROL BOM, CEOE

No report.

PSP – DEBBIE HENDRICKS, CEOE

Clarification of funds budgeted for NAEOP PSP/Liaison was discussed.

MOTION by Cathy Robertson, second by Diane Wasser: To allocate an additional \$200.00 for the Nebraska basket at the NAEOP 2013 conference for a total budget of \$270.00; and an additional \$50.00 to the NAEOP Liaison Budget Line for a total of \$150.00.

The motion passed.

WAYS AND MEANS – SUE GILLELAND, CEOE

No report.

AD HOC COMMITTEES

E-SERIES – MARY GUEST, CEOE

Mary noted the final session of the E-Series will be held during the 2013 Fall Workshop. The committee will meet and report a plan of action for the E-Series at the August Board meeting.

UNFINISHED BUSINESS

STRATEGIC PLANNING – CATHY ROBERTSON, CEOE

Cathy recapped the journey of the Strategic Planning efforts and reported on the Branding Party held June 6, 2013. The unofficial results of that session produced:

- Engaging . . . people
- Exploring . . . ideas
- Enriching . . . lives
- Empowering . . . professionals

Cathy will continue meeting with Jolene Palmer to establish our next steps.

NEW BUSINESS

MEETING LOCATION – GRETCHEN WALKER, CEOE

Gretchen discussed holding the August 24, 2013, and the February 8, 2014, Board meetings in Fremont. After discussion, it was agreed to hold the two board meetings at the Fremont Library beginning at 9:30 a.m.

2013 ADMINISTRATORS' DAYS

Gretchen noted that NEOPA will have a promotional table at the 2013 Administrators Days conference in Kearney on July 31, 2013. All Board members are welcome to help staff the table.

BOARD'S PERSONAL GOALS FOR 2013-14

Gretchen shared the Board's personal goals for the upcoming year.

AFFILIATE REACH OUT

Discussion followed concerning the development of educational materials for local affiliates on the benefits of membership in NEOPA and NAEOP. It was suggested to include it in the strategic planning.

BOARD MEMBER ACTIVITIES

Gretchen discussed the possibilities of scheduling optional, fun activities for the Board and/or Members such as Corky Canvas, quilting, book club, or a Ladies Escape.

BOARD POSITIONS

Carol Bom asked, for purposes of monitoring changes, that we review the changes NEOPA has made in Officer and Committee Duties at the August meeting.

The next Board meeting will be held on August 24, 2013, at the Fremont City Library in Fremont, Nebraska, beginning at 9:30 a.m.

The meeting adjourned at 1:45 p.m.

Submitted: Denise Fisher, Recording Secretary
Gretchen Walker, President