

University of Nebraska - Lincoln

DigitalCommons@University of Nebraska - Lincoln

UNOPA Minutes

UNOPA-University of Nebraska Office
Professionals Association

2007

2007-08 UNOPA Executive Board Minutes

Follow this and additional works at: <https://digitalcommons.unl.edu/unopaminutes>



Part of the [Higher Education Administration Commons](#)

"2007-08 UNOPA Executive Board Minutes" (2007). *UNOPA Minutes*. 9.
<https://digitalcommons.unl.edu/unopaminutes/9>

This Article is brought to you for free and open access by the UNOPA-University of Nebraska Office Professionals Association at DigitalCommons@University of Nebraska - Lincoln. It has been accepted for inclusion in UNOPA Minutes by an authorized administrator of DigitalCommons@University of Nebraska - Lincoln.

**UNOPA Executive Board Meeting
Tuesday, June 5th, 2007
East Campus Union**

New 2007-2008 president Gretchen Walker called the meeting to order at 4:05 p.m.

Roll Call was taken by Jan Kohler, Recording Secretary.

Members Present: Gretchen Walker, Mary Guest, Jan Kohler, Helen Sexton, Peg Johnson, Doreen Wagenaar, Donelle Moormeier, Karen Jackson, Cynthia Knight, Dora Dill, Cathy Leazer, Karen Randall, Donette Petersen, Barb Homer, Betty Jacobs, Lorraine Moon, Tonda Humphress, Deb Rosenau

Members Absent: Kimberly Pappas, Jane Schneider, Marlene Pyatt, Linda Luedtke, Kathy Thompson

Ad-Hoc Members Present: Jan Edwards, Diane Wasser

Officer Reports:

President--Gretchen Walker

--The list of Officers and Directors was reviewed for accuracy.

--The list of General and Board meetings schedule was reviewed.

--Everyone received and reviewed the General Procedures, Monthly Expense Report, Committee Budget Request forms, UNOPA Bylaws and Standing Rules.

--**50/50 recipients for 2007-2008 and Community Service:** City Impact Fund and Habitat for Humanity

--**Summer Social:** Reservations due June 5.

--**Name Tags:** some additional name tags may be needed

--Rose Frolik will be 98 years old on June 25th. Last year, Sandy Lineberry coordinated getting birthday cards to Rose. Gretchen will check with Sandy to see if she will do that again this year.

--Gretchen was contacted about UNOPA providing a representative for the University Child Care Committee.

Gretchen referred this request to the Employee Concerns Committee co-chairs, Jane Schneider and Doreen Wagenaar.

President-Elect: Mary Guest. No report

Recording Secretary: Jan Kohler. No report

Corresponding Secretary: Helen Sexton. No report

Treasurer: Peg Johnson. no report

Standing Committee Reports

Being the first meeting for the board, only the following reports for the committees:

Communication Technology: Karen Jackson suggested everyone to review the website and refer any corrections

Professional Growth: Lorraine Moon suggested changing the name to Career Development, to distance it from the Bradley Munn Professional Growth Fund. She will submit a proposal to Gretchen with the proposed name change before the August Executive Board meeting. This will be a Bylaws change and must be voted on by all members on a written ballot.

UNOPA Notes: Tonda Humphress/Deb Rosenau brought up issues on email verses paper copy, publication schedule, and upgrade on software. Tonda will prepare a survey on preferred distribution and publication schedule.

Ad-Hoc -Mentoring: Jan Edwards will try to update UNOPA's Blackboard site.

Meeting adjourned by President Gretchen Walker at 5 p.m.

Jan Kohler
Recording Secretary

**UNOPA Executive Board Meeting
Tuesday, August 7th, 2007
East Campus Union**

President Gretchen Walker called the meeting to order at 3:00 p.m.

Roll Call was taken by Jan Kohler, Recording Secretary.

Members Present: Gretchen Walker, Mary Guest, Jan Kohler, Helen Sexton, Peg Johnson, Jane Schneider, Doreen Wagenaar, Donelle Moormeier, Karen Jackson, Cynthia Knight, Dora Dill, Cathy Leazer, Karen Randall, Donette Petersen, Lorraine Moon, Tonda Humphress, Deb Rosenau, Kathy Thompson.

Members Absent: Kimberly Pappas, Marlene Pyatt, Barbara Homer, Linda Luedtke, Betty Jacobs.

Ad-Hoc Members Present: Jan Edwards, Diane Wasser

Jan Kohler presented minutes from the June 5, 2007 [2007-2008] meeting. *Motion was made by Karen Randall to approve the minutes as presented. Motion was seconded by Donelle Moormeier and passed unanimously.*

Mary Guest presented the corrected minutes from the June 5, 2007 [2006-2007] meeting. *Motion was made by Donelle Moormeier to approve the minutes as presented. Motion was seconded by Kathy Leazer and passed unanimously.*

Corresponding Secretary: Helen Sexton. No report

Treasurer: Peg Johnson. Reported as of July 1, 2007: UNOPA Checkbook Balance \$3,344.52
CD \$3,201.75 with interest \$130.87 Balance \$3,332.62

Standing Committees:

Bradley Munn Professional Growth Fund: Donelle Moormeier. Looking for committee members. Received a letter back from Centerpointe thanking for last years contribution.

Communication Technology: Karen Jackson. Still needs one more committee member.

Employee Concerns: Jane Schneider/Doreen Wagenaar. Need a new child care committee member.

Hospitality: Cynthia Knight/Dora Dill. Still need 2 committee members from city campus.
September General Meeting set for East Campus Union & deli reserved.

Membership: Cathy Leazer/Karen Randall. Handed out UNOPA membership forms, labels were given to Tonda Humphress for mailing UNOPA Notes.

Nominating: Donette Petersen. No report.

Professional Growth: Lorraine Moon. Advised all her committee members will remain. Lorraine handed out proposal for changing the name to "Career Development". Lorraine will prepare and submit for By-Law change. *Motion was made by Doreen Wagenaar to change UNOPA Standing Committee Duties C. to read The Professional Growth Committee shall be responsible for organizing and implementing at least one FREE Association sponsored workshop per year. Motion was seconded by Donelle Moormeier and passed unanimously.*

Program: Mary Guest. Handed out the program schedule for 2007-08 General Meetings.

UNOPA Notes: Tonda Humphress/Deb Rosenau. Mailing planned for September. Request membership form be placed under forms and membership for easier access. It was agreed, UNOPA Notes will continue on a monthly basis.

Ways & Means: Kathy Thompson. No report.

AD-HOC Committees:

Mentoring: Jan Edwards. Handed out proposal to change committee status from Ad-Hoc to Standing. *Motion was made by Lorraine Moon to change Mentoring Ad-Hoc committee to a to Standing Committee. Motion was seconded by Donelle Moormeier and passed unanimously.* Lorraine Moon will write up proposal and submit to general membership at September meeting for By-Law change.

NEOPA/NAEOP Liaison: Diane Wasser. Reported on Seattle conference. Nebraska had a very good showing.

Unfinished Business: Gretchen Walker.

2007-2008 Budget: Board members are to submit their budgets to Gretchen as soon as possible.

2007-2008 Committees: Committee directors are to send Gretchen the list of their committee members. Also, let Gretchen know if you are still looking for committee members and she will send this out on the listserv.

50/50 & Community Service/City Impact programs: A representative from City Impact program will speak at the September general meeting.

NEOPA/NAEOP Liaison report -- Gretchen read excerpts from Chris Cary's report on the NAEOP Annual Conference

New Business: Gretchen Walker.

Thank you note from Dean Oliva was read

NAEOP Bricks/ Discussion was held regarding purchasing a brick for Rose Frolik.

Upcoming Events:

- 1) Big Scoop on UNL Career Services
- 2) Jewelry fundraiser sponsored by NEOPA to raise funds for the 2008 NAEOP Conference.
- 3) NEOPA Fall workshop will be held at SCC on October 12.

Doreen Wagenaar made a motion to adjourn, motion was seconded by Karen Randall at 4:40pm

()

Jan Kohler
Recording Secretary

UNOPA Executive Board Meeting
Tuesday, September 4, 2007
1700 Y Street

President Gretchen Walker called the meeting to order at 3:30p

Roll Call was taken by Jan Kohler.

Members Present: Gretchen Walker, Mary Guest, Jan Kohler, Peg Johnson, Donelle Moormeier, Cindy Knight, Karen Randall, Marlene Pyatt, Tonda Humphress, Deb Rosenau, Kathy Thompson,

Members Absent: Helen Sexton, Kimberly Pappas, Jane Schneider, Doreen Wagenaar, Karen Jackson, Dora Dill, Cathy Leazer, Donette Peterson, Barbara Homer, Linda Luedtke, Betty Jacobs, Lorraine Moon,

Ad-Hoc Members Present; Jan Edwards,

Ad-Hoc Members Absent: Diane Wasser

Minutes from the August 7th, 2007 meeting were presented. *Motion was made by Donnelle Moormeier to approve the minutes as amended. Motion was seconded by Kathy Thompson and passed unanimously.*

Treasurer, Peg Johnson

The Treasurer corrected the July ending balance from \$3,332.62 as reported to \$3,257.66 (checking \$3,296.11 and cost center (\$38.45).

Treasurer's report dated August 31, 2007 was presented. The beginning checking balance as of August 1, 2007 was \$3,296.11 and the ending balance was \$3,094.99. The cost center ending balance is (\$50.34). The total funds available in these two accounts was \$3,044.65. The CD balance was \$3201.75.

Corresponding Secretary, Helen Sexton

No report.

President Elect, Mary Guest

No report.

Awards, Kimberly Pappas

Not present, but needs committee members.

Employee Concerns, Jane Schneider/Doreen Wagenaar

No report.

Bradley Munn Professional Growth Fund, Donnelle Moormeier

Still needs 1 committee member by Oct 15th.

Communication Technology, Karen Jackson

No report.

Hospitality, Cindy Knight/Dora Dill

Cindy reported - 32 signed up for General meeting for Tuesday September 11th.

Membership, Cathy Leazer/Karen Randall
Karen reported - 56 renewed and 1 new member.

Nominating, Donette Petersen/Marlene Pyatt
No report.

Outreach, Barbara Homer/Linda Luedtke
No report.

Professional Growth, Betty Jacobs/Lorraine Moon
No report.

Program, Mary Guest
No report.

UNOPA Notes, Tonda Humphress/Deb Rosenau
Presented ideas for Notes, deadline is Sept 14th for articles.

Ways & Means, Kathy Thompson
Kathy reported - filled 171 parking spaces on Saturday, and still need volunteers for next Saturday.

Mentoring, Jan Edwards
Jan reported - Programs scheduled for the Brown Bag.

NEOPA/NAEOP Liaison, Diane Wasser
No report.

Unfinished Business, Gretchen Walker
ByLaws proposal presented, changes suggested for rewording proposal.
NAEOP Brick to be purchased for Rose Frolik -*Mary Guest made a motion to purchase a brick for the Jackie Evans Memorial Garden located at the NAEOP office in honor of Rose Frolik. Seconded by Cindy Knight and passed unanimously.*

New Business, Gretchen Walker

Meeting adjourned at 4:50p by Gretchen Walker

Jan Kohler,
Recording Secretary

UNOPA Executive Board Meeting

Tuesday October 2, 2007

East Campus Union

President Gretchen Walker called the meeting to order at 3:00 pm.

Roll Call was taken by Jan Kohler.

Members Present: Gretchen Walker, Mary Guest, Janice Kohler, Peg Johnson, Jane Schneider, Karen Jackson, Cindy Knight, Karen Randall, Jan Edwards, Diane Wasser.

Members Absent: Helen Sexton, Doreen Wagenaar, Donelle Moormeier, Dora Dill, Cathy Leazer, Donette Petersen, Marlene Pyatt, Barbara Homer, Linda Luedtke, Betty Jacobs, Lorraine Moon, Tonda Humphress, Deb Rosenau, Kathy Thompson.

Ad-Hoc Members Present: Diane Wasser.

Minutes from the September 4th 2007 meeting were presented. *Motion was made by Cindy Knight to approve pending possible correction on Treasurer's report.*

*Motion was seconded by Diane Wasser, and passed unanimously. **Peg Johnson - reported treasurer's report is okay.*

Treasurer, Peg Johnson,

Treasurer's report dated September 30, 2007, was presented. The beginning checking balance as of September 1, 2007 was \$3094.99, and the ending balance was \$3624.00. The cost object balance was \$ (240.93). The total fund available in these two accounts was \$3383.07. The CD balance was \$3201.75.

Corresponding Secretary, Helen Sexton,

2 Get-Well cards were sent to Judy Anderson, and a received a Thank You card from Dr. Dean Oliva.

President Elect, Mary Guest,

No Report.

Awards,

Kimberly Pappas requested to be removed as Awards Director. Diane Wasser has been appointed Awards Director 2007 - 2008.

Employee Concerns, Jane Schneider,

Reported she will visit all her committee members. In response to an e-mail received from a member, suggestion was made that all UNOPA board members should make an attempt to circulate and get to know as many members as possible at meetings and functions, so everyone feels more welcome.

Bradley Munn Professional Growth Fund,

No Report, but deadline for refunds is October 15th.

Communication Technology,

Karen Jackson reported the NEOPA Nebraska Educational Administrator of the Year Award will be presented to Z B Mayo, at the NEOPA Fall Workshop luncheon on Friday October 12th.

Hospitality, Cindy Knight, Next Tuesday, General UNOPA meeting with Dale Bacon – Ghost Story Teller at City Campus

Membership,

Karen Randall has received 95 renewals to date. Reminder: after October 31, membership fee goes up to \$12.00.

Nominating, No Report

Outreach, No Report

Professional Growth,

Gretchen reported for the committee on the results of the ballot – all approved.

Bylaws change – The Association shall have standing committees as follows: Awards, Bradley Munn Professional Growth Fund, **Bylaws, Career Development,** Communication Technology, Employee Concerns, Hospitality, Membership, **Mentoring,** Nominating, Outreach Program, UNOPA Notes, and Ways and Means.

The electronic version of the Bylaws will need to be updated.

Program,

Mary Guest advised she has been called for Jury Duty on October 9, so will not be at the General UNOPA meeting. Diane Wasser will introduce the speaker.

UNOPA Notes,

New UNOPA Notes is out, next deadline is October 12th.

Ways & Means,

Still need parking lot workers for the games. Discussion was held as to how to motivate members to volunteer for this fundraiser. A suggestion was made that next year; the Ways & Means Chair should have more committee members to help with recruiting volunteers.

Mentoring, Jan Edwards,

For the September brownbags, City Campus had 13, and East Campus had 14 in attendance for "Work shouldn't be a Pain in the neck" with Shannon Poppe. The speaker for the October brownbags will be Greg Clayton on October 25th and 30th.

NEOPA/NAEOP Liaison, Diane Wasser, No Report.

Unfinished Business, Gretchen Walker,

UNOPA Proposed Budget was distributed, Motion by Jan Edwards to approve the budget. Motion was seconded by Cindy Knight, and passed unanimously.

Discussion was held regarding possible future updates for the Bylaws. These will be addressed at a future meeting.

New Business, Gretchen Walker,

Reported on meeting with Deans/Directors from September 12th.

NEOPA Fall Workshop October 12th.

Safety Fair will be October 23rd at City Campus.

Meeting adjourned at 4:40 pm by Gretchen Walker.

Jan Kohler,
Recording Secretary

UNOPA Executive Board Meeting
Tuesday November 6, 2007
1700 Y

President Gretchen Walker called the meeting to order at 3:00 pm.

Roll Call was taken by Jan Kohler.

Members Present: Gretchen Walker, Mary Guest, Janice Kohler, Peg Johnson, Diane Wasser. Donelle Moormeier, Betty Jacobs, Karen Jackson, Jane Schneider, Doreen Wagenaar, Cathy Leazer, Karen Randall, Marlene Pyatt, Deb Rosenau, Kathy Thompson.

Members Absent: Helen Sexton, Lorraine Moon, Cindy Knight, Dora Dill, Jan Edwards, Donette Petersen, Barbara Homer, Linda Luedtke, Tonda Humphress,

Ad-Hoc Member Present: Diane Wasser.

Minutes from the October 2, 2007 meeting were presented.

Motion was made by Donelle Moormeier to approve the minutes.

Motion was seconded by Diane Wasser and passed unanimously.

Treasurer: Peg Johnson presented the treasurer's report dated October 1, 2007.

The beginning checking balance as of October 1, 2007 was \$3,923.00, and the ending balance was \$4,510.90.

The cost object balance was \$(832.53). The total fund available in these two accounts was \$3,678.37.

The CD balance was \$3,201.75.

Corresponding Secretary: No report

President Elect: Mary Guest presented the 26th Annual Bosses' Luncheon program for November 13 to be reviewed.

Awards: Diane Wasser reported she received four nominees for the Boss of the Year Award.

Bradley Munn Professional Growth Fund: Donelle Moormeier reported, she received one request for reimbursement. She does not have plans for a fundraiser at this point.

Bylaws: (no director assigned) Gretchen advised the electronic version of the Bylaws has been updated and sent to the board members for review. She requested the board members review the Bylaws, particularly the Standing Rules and Duties of the Committees. These will be discussed at the December meeting.

Career Development: Betty Jacobs advised, Dr. Colleen Jones is scheduled for the February 28, 2008 Spring Workshop at East Campus Union from 1:00 to 4:00 pm.

Communication Technology: Karen Jackson, No report.

Employee Concerns: Jane Schneider reported she met with Donna Boone, UNOPA representative on the University Child Care Committee. Information about the new child care center will be seen in the November issue of UNOPA notes. Jane and Doreen will be visiting with all Employee Concerns Committee representatives on university committees and will report on their activities. Jane Schneider and Doreen Wagenaar have written a draft proposal to present to Susan Poser for monetary recognition for certified UNOPA members. A meeting will be scheduled in the near future.

Hospitality: Gretchen reminded the board of the November 7 registration deadline for the November 13 General Meeting.

Membership: Cathy Leazer/Karen Randall handed out the UNOPA brochures for review. Revisions were made. *Cathy Leazer made a motion to print 750 brochures for \$625.18 with the revisions as noted. Motion was seconded by Jane Schneider and passed unanimously.*

Mentoring: No report.

Nominating: Marlene Pyatt reported a job opening in her department for an Accounts Payable clerk, if anyone is interested.

Outreach: No report.

Program: Mary Guest, No report.

UNOPA Notes: Deb Rosenau asked for suggestions on the UNOPA Notes. Because of the high cost of paper and printing, the General Meeting minutes will be posted on the Website instead of printed in full in the UNOPA Notes. A reminder will be included in UNOPA Notes to access them on the Website. A reminder to register for the General Meetings will be included in the UNOPA Notes, along with the web address to print the registration form.

Ways & Means: Kathy Thompson reported only 3 people are currently signed up for the last home game parking lot duty on November 10. There will be 8 home games next year. Suggestions and ideas were discussed for members to volunteer.

NEOPA/NAEOP Liaison: Diane Wasser advised anyone planning on going to the NAEOP Conference in Denver next summer should make their hotel reservations soon.

Unfinished Business: Gretchen Walker advised the general membership needs to vote on the 2007-2008 Budget. The budget has been approved by the Executive Board and will be presented to the general membership at the November 13 general meeting as a seconded motion from the board.

New Business: Gretchen Walker reported on:

Meeting with Deans/Directors, Nov 7 (meeting cancelled 11-5-07)

MLK Freedom Breakfast-UNOPA will purchase two \$20.00 sponsor tickets and send the Gretchen Walker, President and Mary Guest, President-elect to the Martin Luther King Freedom Breakfast, January 18, 2008.

Gretchen pointed out that the January joint UAAD/UNOPA meeting will be held at the Champions Club on January 13, 2008. The guest speakers will be Jim King and Kathy Notter.

Gretchen announced that Amy Struthers, Assistant Professor, Advertising, will be working with UNOPA in the spring semester to develop a new marketing plan and promotional ideas for UNOPA. These ideas will be presented to the general membership. A suggestion to supply promotion items (clothing, mugs, etc.) was received from a UNOPA member. The Executive Board decided to wait until the marketing presentations were presented.

Gretchen alerted the board of upcoming affiliate news. UAAD will be holding their monthly meeting on Wednesday, November 14, East Campus Union. The NEON was circulated and national conference award and meeting photographs were noted. The Central Area Professional Development Day will be March 27-28 in Columbia, Missouri.

A packet of materials from NAEOP arrived with our affiliation certificate. Forms include applications for: Marian T. Wood Student Scholarship, Louise Henderson Nelson Award, National Educational Administrator of the Year Award, Olive T. Richie Educational Office Professional of the Year Award, Web Site Award, and the Rachel Maynard Award for Excellence in Communication. Also included were a Networking Survey and PSP Survey.

Gretchen received a thank you from Angie Frederick, UNL Wellness Program. Angie had 700 people register for the Wellness program

Upcoming Events:

2nd Annual Staff Art Show being held November 5-16 in the Nebraska Union rotunda.

The next board meeting will be on December 6 at 1155 Q Street, 6th floor. Board members are asked to bring a snack and a "white elephant" gift.

Meeting adjourned at 4:45 pm by Gretchen Walker.

UNOPA Executive Board Meeting
Thursday, December 6, 2007
1155 Q - Hewit Place

President Gretchen Walker called the meeting to order at 3:00 pm.

Roll Call was taken by Gretchen Walker.

Members Present: Gretchen Walker, Mary Guest, Janice Kohler, Peg Johnson, Donelle Moormeier, Betty Jacobs, Lorraine Moon, Doreen Wagenaar, Cindy Knight, Jan Edwards, Donette Petersen, Marlene Pyatt, Tonda Humphress

Members Absent: Helen Sexton, Karen Jackson, Jane Schneider, Dora Dill, Cathy Leazer, Karen Randall, Barbara Homer, Linda Luedtke, Deb Rosenau, Kathy Thompson, - ADDED: Diane Wasser

Ad-Hoc Member Absent: Diane Wasser

Minutes from the November 6, 2007 meeting were presented. One correction: include Doreen Wagenaar in Employee Concerns report.

Motion was made by Donelle Moormeier to approve the minutes with correction.

Motion was seconded by Jan Edwards and passed unanimously.

President Elect: Mary Guest

No report.

Treasurer: Peg Johnson presented the treasurer's report dated November 30, 2007.

The beginning checking balance as of November 1, 2007 was \$4,510.90, and the ending balance was \$10,109.36.

The cost object balance was \$(2,378.86). The total fund available in these two accounts was \$7,730.50.

The CD balance was \$3,393.31.

Awards: Diane Wasser

No report.

Bradley Munn Professional Growth Fund: Donelle Moormeier

Donelle Moormeier reported reimbursement deadline is January 15.

Bylaws: Gretchen requested each board member review the Bylaws and revisions will be discussed at the January meeting. Please submit your suggested changes to Gretchen prior to the January meeting.

Career Development: Betty Jacobs, Lorraine Moon

Betty Jacobs advised she has verified pricing for notepads with the UNOPA logo, for use at workshops. Pricing was quoted for 50 sheet pad, ½ sheet size, at \$162.00 per 100 pads; this will be discussed more at the January meeting with more information as to how these will be funded. Betty also reported possibly Jan Shamburg could get some free pencils, and others could be solicited for handout freebies. Lorraine Moon reported that it may be possible to receive PSP credits for UNL workshops. Lorraine will obtain further clarification of NAEOP guidelines.

Communication Technology: Karen Jackson

No report

Employee Concerns: Jane Schneider, Doreen Wagenaar

Doreen Wagenaar reported the proposal for Monetary Recognition for Certified UNOPA Members will be discussed at the January meeting.

Hospitality: Dora Dill, Cindy Knight

The January meeting at the Champions Club will be January 16 with \$10.00 luncheon price. You may not bring a brown bag for this meeting. Reservations must be in by January 9 to Jennifer Gilmore.

Membership: Cathy Leazer, Karen Randall

No report. Gretchen stated that an envelope was returned to her that was addressed to a new employee containing only a brochure. Gretchen will speak with the membership directors to create a letter to be included with the brochure inviting them to join UNOPA.

Mentoring: Jan Edwards

Jan Edwards reported the biggest mini workshop attendance was Retirement, and the least attended was Pay Down Debt.

Nominating: Donette Petersen, Marlene Pyatt

Marlene Pyatt handed out Nominating Committee Timeline and Nomination information. A letter soliciting nominations and nomination forms will be mailed out early in January and the committee will make calls to follow up on any nominations.

Outreach: Barbara Homer, Linda Luedtke

~~No report~~ - ADDED by Barbara Homer: - regarding Summer Social - we are beginning to brainstorm. Linda and I hope to have some ideas to you in February or March for your approval. Also if there is anyone who would like to help on this committee, please let me know. My email address is bhomer@mail.unomaha.edu and phone number is 472-3677. To date we have Lynn DeShon and Carol Wusk on our committee.

Program: Mary Guest

No report

UNOPA Notes: Tonda Humphress, Deb Rosenau

No report

Ways & Means: Kathy Thompson

Kathy sent Gretchen her report. The total amount raised by working the parking lot this year was \$4,724.00. After adding up the number of hours each member worked at the parking lot, the amount earned per member hour worked was \$97.40.

NEOPA/NAEOP Liaison: Diane Wasser

No report

Unfinished Business: Gretchen Walker and Mary Guest will be attending the Martin Luther King Freedom Breakfast, January 18, 2008.

Board members exchanged "white elephant" gifts and enjoyed the snacks.

Meeting adjourned at 4:35 pm by Gretchen Walker.

Jan Kohler, Recording Secretary

UNOPA Executive Board Meeting
Thursday, January 3, 2008
1700 Y

President Gretchen Walker called the meeting to order at 3:00 pm.

Roll Call was taken by Jan Kohler.

Members Present: Gretchen Walker, Mary Guest, Janice Kohler, Helen Sexton, Peg Johnson, Diane Wasser, Donelle Moormeier, Betty Jacobs, Lorraine Moon, Jane Schneider, Doreen Wagenaar, Cindy Knight, Karen Randall, Jan Edwards, Donette Petersen, Tonda Humphress, Deb Rosenau

Members Absent: Karen Jackson, Dora Dill, Cathy Leazer, Marlene Pyatt, Barbara Homer, Linda Luedtke, Kathy Thompson

Ad-Hoc Member Present: Diane Wasser

Minutes from the December 6, 2007 meeting were presented. Two corrections: include Diane Wasser also on Members Absent and Ad-Hoc Absent, and insert Outreach report from Barbara Homer on Summer Social emailed to Gretchen Walker.

Motion was made by Jan Edwards to approve the minutes with corrections.

Motion was seconded by Lorraine Moon and passed unanimously.

President Elect: Mary Guest

No report.

Treasurer: Peg Johnson

Peg Johnson presented the treasurer's report dated December 31, 2007.

The beginning checking balance as of December 1, 2007 was \$10,109.36, and the ending balance was \$10,149.65.

The cost object balance was \$(2,939.21). The total fund available in these two accounts was \$7,210.44.

The CD balance was \$3,393.31.

Awards: Diane Wasser

Diane Wasser reported she has received one nomination for the Outstanding Staff/Silver Pen Award. She will send an Email to E-News requesting nominations be sent to her by January 11.

Bradley Munn Professional Growth Fund: Donelle Moormeier

Donelle Moormeier reported the next reimbursement deadline is January 15, and she has received 1 application. The annual report will be presented later.

Bylaws: Gretchen Walker

Several proposed changes to the Bylaws and Standing Rules were presented and discussed. The proposed Bylaws changes (Attachment 1) will be presented at the UNOPA General Membership meeting for discussion on February 12.

Bylaws changes approved by the Executive Board:

*Article III – Membership Section 2 (Proposed change)

Motion was made by Donelle Moormeier, seconded by Jan Edwards, and passed unanimously to approve the recommended change to Article III – Membership, Section 2.

*Article IV – Officers/Duties. Section 3. (President) (Proposed Change)

Motion was made by Jane Schneider, seconded by Diane Wasser, and passed unanimously to approve the recommended change to Article IV – Officers/Duties. Section 3. (President)

*Article IV – Officers/Duties. Section 3. (President) (Proposed Change)

Motion was made by Donelle Moormeier, seconded by Cindy Knight and passed unanimously to approve the recommended change to Article IV – Officers/Duties. Section 3. (President)

*Article IV – Officers/Duties. Section 5. (Recording Secretary) (Proposed Change)

Motion was made by Diane Wasser, seconded by Doreen Wagenaar, and passed unanimously to approve the recommended change to Article IV – Officers/Duties. Section 5. (Recording Secretary)

Standing Rules changes approved by the Executive Board (see Attachment 2):

*Standing Rule 6

Motion was made by Donelle Moormeier, seconded by Lorraine Moon and passed unanimously to approve the recommended addition to Standing Rule 6.

*Standing Rule 8

Motion was made by Donelle Moormeier, seconded by Helen Sexton and passed unanimously to approve the recommended change to Standing Rule 8.

*Standing Rule 9

Motion was made by Diane Wasser, seconded by Lorraine Moon and passed unanimously to approve the recommended change to Standing Rule 9.

Changes in the Duties of the Committees approved by the Executive Board (see Attachment 2):

*Duties of the Committees – Standing Committees D.

Motion was made by Donelle Moormeier, seconded by Doreen Wagenaar and passed unanimously to approve the recommended change to the Career Development Committee description of duties.

*Duties of the Committees – Standing Committees E.

Motion was made by Donelle Moormeier, seconded by Jane Schneider and passed unanimously to approve the recommended change to the Communication Technology Committee description of duties.

*Duties of the Committees – Standing Committees F.

Motion was made by Donelle Moormeier, seconded by Jane Schneider and passed unanimously to approve the recommended change to the Employee Concerns description of duties.

*Duties of the Committees – Standing Committees I.

Motion was made by Donette Petersen, seconded by Cynthia Knight and passed unanimously to approve the recommended change to the Mentoring Committee description of duties.

*Duties of the Committees – Standing Committees N.

Motion was made by Diane Wasser, seconded by Donelle Moormeier and passed unanimously to approve the recommended change to the Ways and Means Committee description of duties.

Career Development: Betty Jacobs, Lorraine Moon

-Betty Jacobs recapped the pricing for notepads with the UNOPA logo, for use at workshops. Pricing was quoted for 50 sheet pads, ½ sheet size, at \$162.00 per 100 pads; she will now check out pricing from some other vendors.

-Information will be distributed on the February 28 Spring Workshop in the near future.

-Lorraine Moon clarified that it is possible to receive PSP credits for UNL workshops, provided all documentation is included in the certificate or letter. Required documentation includes: 1) name/organization of presenter; 2) title of presentation; 3) your name; 4) date and hours of course/workshop; and 5) signature of presenter/instructor/sponsoring organization. If several UNOPA members will be attending the same workshop, contact Lorraine prior to the workshop and she will apply for PSP credit.

Communication Technology: Karen Jackson

No report

Employee Concerns: Jane Schneider, Doreen Wagenaar

Jane reported they looked at the old original proposal, "Proposal for Monetary Recognition of NAEOP Professional Standards Program at the University of Nebraska-Lincoln, February 1982;" incorporated some suggested changes to the new proposal; and presented the revised proposal to the board. Members were encouraged to Email Jane or Doreen with additional information or suggestions by January 15

Hospitality: Dora Dill, Cindy Knight

No Report

Membership: Cathy Leazer, Karen Randall

Karen reported she will create a letter to be included with the UNOPA brochure inviting new employees to join UNOPA.

Mentoring: Jan Edwards

Jan Edwards reported she is still working on scheduling the January meeting presenter.

Nominating: Donette Petersen, Marlene Pyatt

Donette will be sending out letters soliciting nominations for the UNOPA elected officers. Nominations will be due January 31.

Outreach: Barbara Homer, Linda Luedtke

No report

Program: Mary Guest

No report

UNOPA Notes: Tonda Humphress, Deb Rosenau

The winner of the December UNOPA Notes contest will receive a free lunch at the February UNOPA meeting.

Ways & Means: Kathy Thompson

No report

NEOPA/NAEOP Liaison: Diane Wasser

The upcoming March conference is in Missouri.

Unfinished Business:

General Meeting minutes—The UNOPA General Membership Meeting minutes will be posted on the UNOPA website.

New Business:

Website changes—It was suggested to request changing the UNOPA web address to: unopa.unl.edu. Gretchen will speak to Karen Jackson regarding this.

N-lighten Nebraska—Nebraska Sports Council is conducting a team wellness program for UNL employees. This will be a three month [February 1 – May 1] endeavor to encourage and develop healthy physical activity and eating habits. Contact 2-0738 or tgrosserode2@unl.edu for information, or go to <http://www.n-lightennebraska.com/corporate/UNL> and use special code "UNLNLN08.

Strategic Plan—UNL Strategic Plan or Strategic Compass is being reviewed, UNOPA is being asked to review the document. A forum was held at City Campus and another is scheduled for January 24 at East Campus Union.

Meeting adjourned at 5pm by Gretchen Walker.

Jan Kohler, Recording Secretary

UNOPA Executive Board Meeting
Thursday, February 7, 2008
East Campus Union

President Gretchen Walker called the meeting to order at 3:05 pm.

Roll Call was taken by Jan Kohler.

Members Present: Gretchen Walker, Mary Guest, Janice Kohler, Helen Sexton, Peg Johnson, Diane Wasser, Betty Jacobs, Lorraine Moon, Karen Jackson, Jane Schneider, Doreen Wagenaar, Cindy Knight, Donette Petersen, Tonda Humphress

Members Absent: Donelle Moormeier, Dora Dill, Cathy Leazer, Karen Randall, Jan Edwards, Marlene Pyatt, Barbara Homer, Linda Luedtke, Deb Rosenau, Kathy Thompson

Ad-Hoc Member Present: Diane Wasser

Minutes from the January 3, 2008 meeting were presented. *Motion was made by Mary Guest to approve the minutes. Motion was seconded by Tonda Humphress and passed unanimously.*

President Elect: Mary Guest
No report.

Corresponding Secretary: Helen Sexton

Cards sent out in January: Marie Dvorak – Get Well card, Karen Jackson – Sympathy for death of her father, Karen Randall – Thinking of You for illness of her grandmother, and Linda Thelen – Thinking of You for illness of her son.

Treasurer: Peg Johnson

Peg Johnson presented the December-January combined treasurer's report.

The beginning checking balance as of December 1, 2007 was \$10,109.36, and the ending balance was \$10,149.65.

The cost object balance was \$(2,939.21). The total fund available in these two accounts was \$7,210.44.

The beginning checking balance as of January 1, 2008 was \$10,149.65, and the ending balance was \$10,188.82.

The cost object balance was \$(2,862.71). The total fund available in these two accounts was \$7,326.11.

The CD balance was \$3,393.31.

Awards: Diane Wasser

Diane Wasser will make the programs for the Outstanding Staff/Silver Pen Awards.

Bradley Munn Professional Growth Fund: Donelle Moormeier

Gretchen reported Donelle has three applications for reimbursement.

Bylaws: Mary Guest

Copies of the Proposed Bylaws Revisions were distributed. The proposed Bylaws changes (Attachment 1) will be presented at the UNOPA General Membership meeting for discussion on February 12.

Career Development: Betty Jacobs, Lorraine Moon

Betty Jacobs reported she has received 3 estimates for notepads with the UNOPA logo, for use at workshops. Deb Green with UNL Printing Services advised they would match the a lower vendor pricing for ½ sheet white pads with Reflex/dark blue UNOPA logo seal, 500 pads for \$427.00. *Motion was made by Mary Guest to approve the purchase of 500 tablets with the UNOPA seal from UNL Printing Services. Motion was seconded by Doreen Wagenaar and passed unanimously.*

Betty also reported 19 member registrations have been received, so far, for the Spring Workshop on February 28 at East Campus Union.

Communication Technology: Karen Jackson

Karen reported the new UNOPA web address is: <http://UNOPA.unl.edu>.

Employee Concerns: Jane Schneider, Doreen Wagenaar

Jane distributed the new version "Proposal for Monetary Recognition for Certified UNOPA Members". The committee will meet with Susan Poser to discuss the proposal. Mary Guest suggested starting at \$100.00 and increasing by \$25.00 for a one time award with those obtaining their CEOE distinction receiving an additional –This item will be revisited later-

Hospitality: Dora Dill, Cindy Knight

Cindy reminded everyone of the Tuesday meeting at City Union.

Membership: Cathy Leazer, Karen Randall

No report.

Mentoring: Jan Edwards

~~No report.~~ AMENDED: Marilyn Baalhorn, the Health Aide Coordinator and Interim Dept. Head for Health Education at the University Health Center, will be presenting about Heart Attacks and Strokes on February 19th - City Union and February 21st - East Campus Union

Nominating: Donette Petersen, Marlene Pyatt

Donette will be sending out emails to the 2008-2009 nominees.

Outreach: Barbara Homer, Linda Luedtke

Barbara sent Gretchen her report, that her committee still needs 2 members.

Program: Mary Guest

No report

UNOPA Notes: Tonda Humphress, Deb Rosenau

Tonda requested articles and pictures be sent to her for UNOPA Notes before the deadline of February 15. This issue will be entered in the NAEOP Rachel Maynard Communication Award competition.

Ways & Means: Kathy Thompson

No report

NEOPA/NAEOP Liaison: Diane Wasser

The NEOPA Workshop and Banquet will be April 11. She requested freebies for the workshop.

Unfinished Business

MLK Freedom Breakfast – Gretchen Walker and Mary Guest attended on January 18.

N-lighten Nebraska – UNOPA has 14 people currently signed up, making up two teams.

January Meeting with Susan Poser – The Strategic Plan was changed from service to engagement.

New Business

Deans & Directors meeting-February 6 – Gretchen Walker was snowed in and unable to attend.

NAEOP Marian T. Wood and Mona Smith Scholarships – Information was received on the guidelines for NAEOP members.

NEOPA President's Installation & Gift – Diane will coordinate the reception for Becky Hastings' installation as NEOPA President. Diane will report back to the board on the cost. A gift will also be purchased.

UNOPA Marketing project – Gretchen Walker plans to meet with the Marketing class on Monday, February 11, 1:30 pm in Anderson Hall. Presentations will be given after spring break.

UNOPA 45th Anniversary – This year is the 45th Anniversary and will be celebrated at the April meeting.

Meeting adjourned at 4:45pm by Gretchen Walker.

Jan Kohler,

Recording Secretary

UNOPA Executive Board Meeting
Tuesday, March 4, 2008
1700 Y Street

President Gretchen Walker called the meeting to order at 3:00 pm.

Roll Call was taken by Jan Kohler.

Members Present: Gretchen Walker, Mary Guest, Janice Kohler, Helen Sexton, Diane Wasser, Betty Jacobs, Karen Jackson, Jane Schneider, Cindy Knight, Karen Randall, Jan Edwards, Donette Petersen, Tonda Humphress, Deb Rosenau

Members Absent: Peg Johnson, Donelle Moormeier, Lorraine Moon, Doreen Wagenaar, Dora Dill, Cathy Leazer, Marlene Pyatt, Barbara Homer, Linda Luedtke, Kathy Thompson

Ad-Hoc Member Present: Diane Wasser

Minutes from the February 7, 2008 meeting were presented. { Mentoring Committee report added: Marilyn Baalhorn, the Health Aide Coordinator and Interim Dept. Head for Health Education at the University Health Center, will be presenting about Heart Attacks and Strokes on February 19th - City Union and February 21st - East Campus Union. }

Motion was made by Diane Wasser to approve the amended minutes. Motion was seconded by Tonda Humphress and passed unanimously.

President Elect: Mary Guest

No report.

Corresponding Secretary: Helen Sexton

No report.

Treasurer: Peg Johnson

No report. – will be presented at March General meeting.

Awards: Diane Wasser

Rose Frolik Award deadline is March 7; no nominations have been turned in yet, but two are expected. Diane received thank you email notes from Barbara Homer and Deb Underhill for the Awards received in February.

Bradley Munn Professional Growth Fund: Donelle Moormeier

Gretchen reported deadline for reimbursement is April 15.

Bylaws: Mary Guest

Bylaw ballots totaled 79 responses – all changes approved. [Attachment #1]

Career Development: Betty Jacobs, Lorraine Moon

Betty Jacobs reported, 54 attended the Spring Workshop “Let’s talk Business” with Dr. M. Colleen Jones on February 28 at East Campus Union. She reported the UNOPA note pads were delivered in four boxes, it was discussed where they would be stored.

Communication Technology: Karen Jackson

Karen reported she had sent off the entry for the Web site Competition at National. The nomination materials for Dr. Z B Mayo, the NEOPA Educational Administrator of the Year, will be forwarded to Nationals for consideration as the National Educational Administrator of the Year Award. Karen is soliciting support letters from the local affiliates to submit with this nomination. Nominations need to be postmarked by March 15.

Employee Concerns: Jane Schneider, Doreen Wagenaar
No report.

Hospitality: Dora Dill, Cindy Knight
Gretchen reminded everyone of the Tuesday, March 11 meeting at City Union.

Membership: Cathy Leazer, Karen Randall
No report.

Mentoring: Jan Edwards
Jan reported having a great turn out for the Marilyn Baalhorn presentations. The next mini-workshop will be April 22 and 24, with Angie Fredrickson from the Recreation Center.

Nominating: Donette Petersen, Marlene Pyatt
Donette handed out the 2008-2009 nominations list. [Attachment #2]

Outreach: Barbara Homer, Linda Luedtke
Gretchen reported they are still looking for committee members. Pampering one's self with massages, etc. was given as a potential Summer Social theme. Other ideas include a tour of the new International Quilt Center or a tour of the State Historical Society. The Executive Board suggested a possible ice cream social with a behind the scenes tour of the Quilt Center. The committee is still open for other suggestions.

Program: Mary Guest
The UNOPA 45th Anniversary will be celebrated at the UNOPA April meeting. A PowerPoint presentation will be shown and a cake will be provided.

UNOPA Notes: Tonda Humphress, Deb Rosenau
Tonda requested articles and pictures be sent to her for UNOPA Notes before the deadline of March 14. The February issue will be entered in the NAEOP Rachel Maynard Communication Award competition. The colored version is on the web. Tonda and Deb are asking for pictures and articles for the 45th Anniversary issue.

Ways & Means: Kathy Thompson
No report

NEOPA/NAEOP Liaison: Diane Wasser
The NEOPA Spring Conference and Installation Banquet will be April 10 and 11.
NEOPA President's Installation- Diane will coordinate the reception for Becky Hastings' installation as President. Becky's mom will be making the sheet cake. A gift will also be purchased.

Unfinished Business

The deadline to register for the Central Area Conference in Columbia, Missouri is March 7.
UNOPA and UAAD presidents met on February 27 with Susan Poser. Items of interest included: the proposal to get rid of the UNL BigRed email accounts. Vendors from MSN (hotmail.com) and Google (gmail.com) have visited the campus and made their proposals. A new system will be implemented this spring. The Sheldon director should be in place by summer. The Sheldon Memorial Art Gallery will become the Sheldon Museum of Art effective March 7. Lied banners have approved and are now in place. You may start to upload podcasts to iTunes U, see Meg Lauerma if you are interested.

UNOPA Marketing project- A small focus group of current UNOPA members met on February 28 to discuss their ideas with the students. Final presentations will be made on Monday, March 24 at 1:30 p.m. It was suggested to tape their presentations to show to the general membership.

UNOPA 45th Anniversary- discussed above.

New Business

NEOPA Conference/workshops proposal- Schedule handout from Peg Aldridge distributed [Attachment #3]. The Executive Board suggested that UNOPA accept the offer to host the Spring 2009 NEOPA workshop but wanted clarification as to location and date change options.

Blackboard- The UNOPA Blackboard site will be closed due to lack of usage and information that can now be obtained on our website.

UNL promotional items presentation at March meeting- Rhonda Zugmeir contacted UNOPA for permission to have a presentation on the new UNL promotional items project. We will allow them time on the agenda and provide a table for display.

Meeting adjourned at 4:25 pm by Gretchen Walker.

Jan Kohler,

Recording Secretary

UNOPA Executive Board Meeting
Tuesday, April 1, 2008 3:00-5:00 p.m.
East Campus Union, Cottonwood Room, 3rd floor

President Gretchen Walker called the meeting to order at 3:00 pm.

Roll Call was taken by Jan Kohler.

Members Present: Gretchen Walker, Mary Guest, Janice Kohler, Helen Sexton, Peg Johnson, Diane Wasser, Donelle Moormeier, Karen Jackson, Doreen Wagenaar, Cindy Knight, Jan Edwards, Donette Petersen, Barbara Homer, Linda Luedtke, Tonda Humphress

Members Absent: Betty Jacobs, Lorraine Moon, Jane Schneider, Dora Dill, Cathy Leazer, Karen Randall, Marlene Pyatt, Deb Rosenau, Kathy Thompson

Ad-Hoc Member Present: Diane Wasser

Minutes from the March 4, 2008 meeting were presented. *Motion was made by Barbara Homer to approve the minutes. Motion was seconded by Karen Jackson and passed unanimously.*

President Elect: Mary Guest

Installation update – Mary advised Lola Young will officiate.

Corresponding Secretary: Helen Sexton

Program & Luncheon update – Helen reported, already has 17 past presidents confirmed, and the program draft was submitted for approval.

Treasurer: Peg Johnson

The beginning checking balance as of March 1, 2008 was \$10,576.03, and the ending balance was \$10,737.82.

The cost object balance was \$(7,000.79). The total fund available in these two accounts was \$3,737.12.

The CD balance was \$3,393.31.

Awards: Diane Wasser

The three nominees for Rose Frolik Award are Jeanne Andelt, Carol Wusk and Marlene Pyatt.

Bradley Munn Professional Growth Fund: Donelle Moormeier

Deadline for reimbursement is April 15.

Bylaws: Mary Guest

No report

Career Development: Betty Jacobs, Lorraine Moon

Gretchen reported for Lorraine Moon that Cathy Roberts (Women's Soccer) has transferred to UNL from LPS and will receive her Bachelor, Option I and CEOE at the National Conference. Cindy Knight will also be receiving her Bachelor and CEOE at the conference. Tricia Liedle received her CEOE but will be unable to attend the national conference.

Communication Technology: Karen Jackson

No report

Employee Concerns: Jane Schneider, Doreen Wagenaar

No report

Hospitality: Dora Dill, Cindy Knight

Cindy reminded everyone of the Tuesday meeting April 8.

Membership: Cathy Leazer, Karen Randall

No report.

Mentoring: Jan Edwards

The Mentoring workshop on Wellness scheduled for April 22 has been changed to April 29 at City Union and will be April 24 as scheduled at East Campus Union.

Nominating: Donette Petersen, Marlene Pyatt

Donette reported the ballots are due April 2, and will be counted on Friday.

Outreach: Barbara Homer, Linda Luedtke

Barbara and Linda submitted the 3 suggestions for the Summer Social: Pamper & Indulge Yourself at St Mark's Hall, Carson Theatre Tour, box lunch and movie or Picnic at Bethany Park.

The Carson Theatre Tour was the first choice, additional options and pricing will be checked out.

Program: Mary Guest

April meeting format was discussed, singers from Lincoln Christian High School, Awards, Past Presidents recognition, 45th Celebration and PowerPoint presentation. Minutes and all handouts will be on the registration table for this meeting.

UNOPA Notes: Tonda Humphress, Deb Rosenau

Tonda requested articles for the next UNOPA Notes issue.

Ways & Means: Kathy Thompson

No report

NEOPA/NAEOP Liaison: Diane Wasser

The NEOPA Workshop and Banquet will be April 11 at Cornhusker Hotel.

Central Area Conference was held last Saturday. UNOPA had four attend. The morning workshop was on taking notes, and two workshops in the afternoon were on Office Procedures and Ethics & Etiquette in the workplace.

Reception for Becky Hastings at NEOPA conference - Becky's mother was going to bake the cake, but has been ill. Deb Hendricks is looking for a cake baker; costs will be submitted to UNOPA, estimated to be under \$100.

Gretchen will be getting the gift for Becky.

So far 21 UNOPA members are registered to attend the July National Conference in Colorado. Please contact Diane Wasser with all the details of your trip so she can coordinate it with Julie Kleager from NEOPA. It was decided to have a reception just for UNOPA at the meetings this year.

Unfinished Business

UNOPA Marketing presentation was March 31, it was suggested need more human contact, get out and meet new members, give a fruit basket to departments, a press release for supervisors, a more colorful brochure and need to use the UNL template for the website.

UNOPA 45th Anniversary – discuss above.

New Business

Join Hands Day, May 1 – request help from UNOPA to stuff packets.

Nebraska Professional Woman's Day, May 1 – 8:30a to 3:30p at Holiday Inn downtown for \$89.00
Chancellor's funding for national conference.

Don Costello-Regent candidate request –Would like to make a presentation to the UNOPA membership. We have informed him that we would have to have a panel discussion with all candidates and felt time would not allow us to do so.

Final Committee list – Gretchen needs your final committee lists to prepare year end certificates.

Director final reports are due May 16.

Meeting adjourned at 4:35pm by Gretchen Walker.

Jan Kohler,

Recording Secretary

UNOPA Executive Board Meeting
Tuesday, May 6, 2008 3:00-5:00 p.m.
1700 Y Street

President Gretchen Walker called the meeting to order at 3:00 pm.

Roll Call was taken by Jan Kohler.

Members Present: Gretchen Walker, Mary Guest, Janice Kohler, Peg Johnson, Diane Wasser, Donelle Moormeier, Betty Jacobs, Karen Jackson, Cathy Leazer, Karen Randall, Donette Petersen, Marlene Pyatt, Tonda Humphress, Deb Rosenau

Members Absent: Helen Sexton, Lorraine Moon, Jane Schneider, Doreen Wagenaar, Cindy Knight, Dora Dill, Jan Edwards, Barbara Homer, Linda Luedtke, Kathy Thompson

Ad-Hoc Member Present: Diane Wasser

Minutes from the April 1, 2008 meeting were presented. *Motion was made by Donelle Moormeier to approve the minutes as written. Motion was seconded by Diane Wasser and passed unanimously.*

President Elect: Mary Guest

Installation update – All the Committees have directors assigned but Ways and Means.

NEOPA Spring 2009 conference – The Spring 2009 Conference will be held at the SECC location, but can't have it on the proposed April 16 - 17 date. Mary suggested the March 26 – 27 or April 2 – 3 dates, the board agreed on the March 26 – 27 dates.

Corresponding Secretary: Helen Sexton

Gretchen reported a card was sent to Doreen Wagenaar for knee surgery.

Treasurer: Peg Johnson

The beginning checking balance as of April 1, 2008 was \$10,737.91, and the ending balance was \$10,873.65.

The cost object balance was \$(5,608.56). The total fund available in these two accounts was \$5,265.09.

The CD balance was \$3,393.31.

2007-2008 UNOPA Budget was presented, and discussed. { Attachment 1 }

Awards: Diane Wasser

No report

Bradley Munn Professional Growth Fund: Donelle Moormeier

Donelle reported, no one requested money in April.

Bylaws: Mary Guest

No report

Career Development: Betty Jacobs, Lorraine Moon

No report

Communication Technology: Karen Jackson

No report

Employee Concerns: Jane Schneider, Doreen Wagenaar
No report

Hospitality: Dora Dill, Cindy Knight
No report

Membership: Cathy Leazer, Karen Randall
No report

Mentoring: Jan Edwards
No report

Nominating: Donette Petersen, Marlene Pyatt
Donette reported the ballots need to be shredded. This will require a motion at the general meeting.

Outreach: Barbara Homer, Linda Luedtke
Gretchen reported the UNOPA Summer Social at the Carson Theatre Tour is scheduled for Thursday June 5, fliers are on the website.

Program: Mary Guest
Mary reported the Installation will be the program.

UNOPA Notes: Tonda Humphress, Deb Rosenau
Tonda reminded everyone the deadline for submission is May 16.

Ways & Means: Kathy Thompson
No report

NEOPA/NAEOP Liaison: Diane Wasser
NEOPA Spring workshop report, the reception went very well and the bills for the reception have been submitted to Peg and paid.
National conference is coming up in July with the early registration deadline May 15th.

Unfinished Business

UNOPA Marketing project update – Gretchen will meet with some members who attended the presentation to discuss how the suggestions may be implemented.

New Business

Meeting with Susan Poser, April 30 – Gretchen and Mary attended. Susan noted that Beth Griffin, Chancellor's Secretary, will be retiring and a replacement will need to be hired. She would like to encourage members of UNOPA to apply for the position and noted the advertisement is on the HR website. The new student email provider is close to being finalized and will be announced by the end of the school year. The new director of the Sheldon has been hired and will start July 1. The new cell phone policy was noted and sent out to the university campus.

Final Committee list – Gretchen passed around the final committee list for review and additions.

Director final reports are due May 16.

Transition Board meeting, June 10 – Date changed but will be at the same location, 1155 Q Street, Schorr Suite on 6th floor.

Gretchen read a Thank You note from Becky Hastings for the NEOPA reception and gift.

Mary Guest suggested a donation be given to the NEOPA National Conference in Colorado; Karen Randall made a motion to donate \$100.00 to NEOPA to help defray costs of hosting events at the NAEOP Conference in July 2008. Motion was seconded by Diane Wasser and passed unanimously.

Meeting adjourned at 4:15pm by Gretchen Walker.

Jan Kohler,

Recording Secretary