

2014

## NEOPA General Meeting Minutes - October 2014

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**NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION**  
**General Membership Meeting**  
**October 24, 2014, 12:30 p.m.**  
**Wayne State College, Student Center**

**MINUTES:**

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1. **CALL TO ORDER** Mary Guest  
 President Mary Guest called the meeting to order at 12:45 p.m.

2. **ROLL CALL** Joan Wilkins

<b>Local Association</b>	<b>Attendance</b>
Nebraska Department of Education (NDE Bridge)	2
Lincoln Public Schools (LPSAOP)	6
NEOPA Past Presidents	10
Omaha Public Schools (OEOPA)	3
University of Nebraska – Lincoln (UNOPA)	8
Wayne State College (WEOPA)	8
<i>FROLIKers</i> (UNOPA Past Presidents)	5
Members with No Local Association	1
Total	35

A quorum (10% of membership) was established.

3. **APPROVAL OF MINUTES** – April 11, 2014 General Meeting Mary Guest  
 The April 11, 2014 General Meeting minutes were approved by consensus.

4. **TREASURER’S REPORT** Linda Luedtke  
 The Treasurer’s report was approved and filed for audit.

5. **COMMUNICATIONS/ANNOUNCEMENTS** Mary Guest  
 Thank you Wayne for hosting the Fall 2014 conference.

6. **OFFICER REPORTS**

***PRESIDENT: MARY GUEST***

The Making strides for Cancer walk will be held on October 26<sup>th</sup>. Our NEOPA team has 16 members. \$485 has been raised so far, however, donations are still being accepted. Links are on our website, or contact Heather Ritchey if you need more information.

Drawing for The “pink pizzazz” raffle, displayed at the conference, will be on November 1<sup>st</sup>.

**PRESIDENT ELECT/MEMBERSHIP: DENISE FISHER**

A copy of the membership roster was included in the conference packet. We continue to accept membership dues. Non-renewing members will be deleted from the membership rolls after October 31.

**VICE PRESIDENT/MEETINGS COORDINATOR: CATHY ROBERTSON  
PRESENTED BY NANCY HARTER**

Spring conference update: LPSAOP will be hosting the NEOPA Spring Conference/North Central Area Professional Development Day. The conference will be held in Lincoln at the Grand Manse and at Holiday Inn. All 9 states in the North Central Area will be invited.

There will be many opportunities to volunteer. A sign-up sheet detailing some of the areas where volunteer help will be needed was made available.

**TREASURER: LINDA LUEDTKE**

No Additional Report

**7. COMMITTEE REPORTS**

**AWARDS/SCHOLARSHIPS: TAMI FRIEND/SUZANNE PENN  
PRESENTED BY: SUZANNE PENN**

**NEOPA EDUCATIONAL OFFICE PROFESSIONAL OF THE YEAR:**

The NEOPA Office Professional of the Year Award was presented to Barb Homer.

Barb is an Office Specialist in the School of Criminology and Criminal Justice at UNL and has earned her PSP Advanced 1 Option 1. Barb received a plaque, a \$250 stipend and a free one-year membership to NEOPA.

**NEOPA EDUCATIONAL ADMINISTRATOR OF THE YEAR:** Presented by Suzanne Penn

Dr. Marjorie Kostelnik, Dean of the College of Education and Human Sciences at the University of Nebraska was chosen as the recipient of the NEOPA Educational Administrator of the Year award. Dr. Kostelnik was unable to attend the conference. Her award was accepted on her behalf by Jane Schneider. Dr. Kostelnik will receive a plaque, a \$250 stipend and a free one-year membership to NEOPA.

**BYLAWS: RHONDA MEYER**

**PRESENTED BY: LISA MOREHOUSE**

There have been 3 town hall meetings to discuss the proposed bylaw changes. The proposed by-laws will be posted in two different documents on the website, one document showing the mark-up of the proposed Bylaws revisions; and one document that has the changes incorporated. These documents will be on the website for 30 days after which the by-laws revisions will be voted on.

**FINANCE AND RECORDS: MARI GREER**

No report.

**INFORMATION TECHNOLOGY: DIANE WASSER**

No report.

**NEWSLETTER: CAROL BOM**

The Deadline for submitting articles for the newsletter is Nov 1<sup>st</sup>.

**NOMINATING: TBA**

No report

**PSP: DEBBIE HENDRICKS****PSP RECOGNITIONS PRESENTED:**

PSP Certificates earned May 15, 2014

Barbara Homer	Advanced I, Option I
Nancy Myers	Advanced III, Option I & CEOE

PSP Certificates earned September 15, 2014

Amy Chandler	Advanced II, Option I
Heather Richey	Bachelor Degree, Option II & CEOE

Re-certifications earned May 15, 2014

Carol Bom	Advanced III, Option 1
Linda Luedtke	Advanced III, Option I
Jane Moorhouse	Bachelor degree, Option II
Suzanne Penn	Bachelor Degree, Option II
Carol Reed	Advanced III, Option I
Joyce Trevett	Bachelor Degree, Option II

Re-certifications earned September 15, 2014

Jaime Cunningham	Bachelor Degree, Option II
Nancy Harter	Advanced III, Option I
Margaret Proffitt	Advanced III, Option I
Nancy Summers	Advanced III, Option II

**WAYS AND MEANS: TBA, JENNIFER BAHR CO-DIRECTOR**

A pasta selling fundraiser has begun. This easy-to-sell product nets NEOPA 40% of the profit. All monies raised will go to Scholarships and to the NCA/NEOPA Professional Development Day and Spring Conference. If you would like more information, or if you have questions, call Linda Luedtke. Pasta sales will continue until Dec. 5<sup>th</sup>.

**8. AD HOC COMMITTEE: LISA MOREHOUSE**

Lisa discussed the proposed Board restructuring. A draft document of the restructuring is attached.

**9. NEW BUSINESS**

- The new NEOPA logo was announced. The logo will be given to an ad hoc committee for refinement.
- President Guest discussed the book "Soup" by Jon Gordon. The book provides a "recipe" for building relationships and fostering success within our organization. A shared pot will be passed to each local organizations, to fill with what they can contribute to the soup (NEOPA).

*From President Guest: I hope you are all taking the opportunity to read Jon Gordon's book, Soup, or at least following along with my shortened version. What I particularly like about his message is the focus of building relationships. Jon says that "we need to get back to basics and remember that it is the relationship that is the ingredient and foundation for great families, great teams, an great organizations...We must invest in each other and in building relationships." The shared soup pot is a demonstration of all of the members of all organizations to work together for a common cause. The soup pot represents NEOPA – the organization; and the ingredients that are donated represent you, the members, with a variety of talents. Each member brings their unique talents to the organization, just as it takes unique ingredients to make great soup. Thank you to WEOPA for getting the soup pot started. Watch for the soup pot to come to your organization this year. The soup pot and all ingredients will be raffled off at the NCA/NEOPA Professional Development Day and Spring Conference in April. I hope that this provides an activity that starts to build relationships between members and associations.*

**10. NAEOP AWARD RECOGNITIONS:** President Mary Guest

At the National Conference in July, OEOPA received a 3rd place newsletter award. President Guest presented the award to LaSon Stapleton, OEOPA President. NEOPA received 2nd place for the Louise Henderson Nelson Award (for State associations). Joyce Trevett compiled the award packet on behalf of NEOPA, and President Guest presented the award to Joyce.

**11. ADJOURNMENT:**

A motion to adjourn was made by Carol Bom, seconded by Amy Windle.  
President Guest adjourned the meeting at 1:35 p.m.

NEOPA Board Structure

Draft 10/20/14

**President**

**Executive Committee:**

**President-Elect**

- Membership
- Recruit for officers
- Election process

**Vice President**

- Conference Coordinator

**Secretary**

- Maintain current position descriptions
- Annual Report
- Minutes

**Treasurer**

- Deposit funds/pay bills
- Process membership payments
- Create budget
- Arrange for audit

**Immediate Past President**

- Outreach
- Bylaws
- Annual Report
- Election Process

**Area Coordinators**

**Leadership**

- Professional Growth Award
- Conference Attendance Scholarship
- Professional Standards Program

**Mentoring**

- Mentor program
- Membership

**Networking**

- Outreach
- Student scholarship
- Social media/communications
- Website

**Recognition**

- Awards (EOP and Administrator)
- Louise Henderson Nelson Award
- Publicity

**Fellowship**

- Association activities at annual conference
- Fundraising