

4-23-2010

NEOPA Executive Board Minutes - April 2010

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Nebraska Educational Office Professionals Association
Board Meeting
April 23, 2010
Holiday Inn, Downtown, Lincoln, NE

Carol Reed called the meeting to order at 9:03 AM.

The Pledge of Allegiance was said.

Present: Amy Chandler, Mary Guest, Sue Gilleland, Debbie Hendricks, Jean Harrison, Barbara Homer, Rhonda Meyer, Lisa Morehouse, Carol Reed, Deb Ryan, Gretchen Walker, and Diane Wasser.

Guests: Carol Bom, Phyllis Rabe and Lola Young.

Absent: Peg Aldridge, Kathy Bennetch, Debbie Doolittle, Marilyn Sailors and Cheryl Wood.

A quorum was established.

Approval of Minutes

The minutes from February 6, 2010 were reviewed. A motion was made by Amy Chandler "I move to approve the minutes as corrected." Seconded by Barbara Homer. Motion passed.

Treasurer's Report

The treasurer's report will be filed for audit.

We still need to receive \$120 from Omaha EOPA for hosting the workshop. There was \$80 from people without membership.

Communications/Announcements – No Report.

Officer Reports

President Carol Reed announced that Peg Aldridge can purchase flash drives from Amazon. A motion was made by Debbie Hendricks, "I move that the NEOPA Board purchase 4g USB flash drives for each board member to use in archiving their notebook information." Seconded by Diane Wasser. Motion passed. The board should be receiving them before the transition meeting.

A motion was made by Deb Ryan, "I move to make Pam Posey an honorary member of NEOPA." Seconded by Gretchen Walker. Motion passed.

A motion was made by Deb Ryan, "I move to make Angela Meyer, Executive Director of NAEOP, an honorary member of NEOPA." Seconded by Barbara Homer. Motion passed.

Membership – Diane Wasser

We have 193 members, 13 honorary and 1 lifetime. Two members passed away this year. We will continue to promote membership.

Vice President/Meetings Coordinator – Mary Guest

Parking for the CAPDD/NEOPA Spring Conference is free for those staying overnight at the Holiday Inn. Parking passes are available for those attending the conference to receive parking at \$3. If there is no attendant in the parking garage when a person leaves, then there is no charge for parking.

The Nebraska Department of Education Office Professionals Association (NDEOPA) will be hosting the 2010 Fall Workshop on Friday, October 22 at the Holiday Inn-Downtown, Lincoln, Nebraska.

The Lincoln Public Schools of Office Professionals (LPSAOP) will be hosting the 2011 Spring Conference.

Mary will be contacting representatives from the Sandhills Educational Office Professionals Association (SEOPA) to see if they would be willing to host the Fall 2011 Workshop with help from the NEOPA board.

The revision of the Guidelines for Hosting a Conference/Workshop has been completed.

Mary will revise the guidelines for the Vice President/Meetings Coordinator position.

Secretary – Sue Gilleland

No Report.

Past President/Field Service – Chris Cary reporting.

There were no registrations for the Leadership Development Course. If anyone has questions about receiving PSP Education Credit, contact Chris Cary.

Susann Wenzl did several trainings for Omaha Public Schools; she has also been asked to return.

Committee Reports:

Awards – Phyllis Rabe reporting

They are working on an article for the NEON to promote nominations for the NEOPA Educational Office Professional of the Year Award as well as Educational Administrator of the Year Award for the 2010-2011 year.

The deadline for nominations for the Office Professional of the Year is May 1, 2011.

Bylaws – Kathy Bennetch

The committee made some recommendations to the board. There were 112 ballots returned out of 177 sent out.

Finance – Peg Aldridge
No Report

Information Technology – Carol Reed

The Website fee at UNL will have to be incorporated into the NEOPA budget. It is already in proposed budget.

NAEOP Liaison – Deb Ryan

NEOPA will host the PSP Reception following the banquet on Wednesday at the NAEOP Annual Conference. The pins with the design of the Nebraska Sower will sell for \$1.40.

Newsletter – Barbara Homer

Due to unexpected illnesses and office workload responsibilities, the winter issue did not get mailed until the first week in February. Also, due to the unexpected death of one of our dear friends and past president of NEOPA, Becky Hastings, we wanted to include a special memorial and tribute to her.

A new section was included in the NEON: “Proud Moments/Spotlight on YOU” feature this year to give recognition to our members for a special talent, hobby or activity that has given them joy and that they are proud of. I was very pleased to get two responses. Judy Anderson’s passion for theatre and Lynn DeShon’s passion for quilting were highlighted.

The deadline for the final Spring issue for this year is April 30, 2010. We hope to get it out by the 1st or 2nd week of May.

Nominating – Gretchen Walker

The 2010-2011 Officers are:

President-Elect, Kathy Bennetch

Vice President - Amy Chandler

Secretary - Jane Schneider

Treasurer: Rhonda Meyer remains as Treasurer for the second year of her two-year term.

There were 112 ballots returned out of 177.

Kathy, Amy, and Jane received congratulation letters. The other nominees received letters with the results.

PSP – Deb Hendricks

There were six individuals from NEOPA who met the January 15, 2010, PSP deadline, and there were six individuals who qualified for recertification.

Publicity – Carol Reed reporting

Cards were sent to Susan Bell, Debbie Doolittle, and Dee Radek recognizing life events.

A press release was sent to the Nebraska newspapers regarding the 2009 Fall Workshop.

A press release was sent announcing Dr. Pat Rochemski as Nebraska Educational Administrator of the Year and Carol Bom as the Nebraska Educational Office Professional of the Year. A press release was also sent to Carol Bom's hometown newspaper.

Scholarship – Amy Chandler

Thirty-one applicants were received including three incomplete applications. The winner is Chaney Black, West Boyd High School, Spencer, Nebraska. The alternate is Kyleigh Parham, Elkhorn Valley High School, Tilden, Nebraska.

Ways & Means – Jean Harrison

No Report

Presidential Advisor/Meeting Guidelines – Lisa Morehouse

The guidelines for hosting a workshop are complete. Committee notebooks need to be updated no later than May before the transition meeting.

Unfinished Business

A motion was made by Diane Wasser, "I move to postpone the memorial for Becky Hastings." Seconded by Jean Harrison. Motion passed.

Mary Guest will provide Rhonda Meyer the information for purchasing a brick in Becky's memory at the Veteran's Memorial Garden located in Antelope Park. Rhonda will contact Becky's family regarding the wording to be inscribed on the brick.

New Business – Carol Bom

Carol presented the proposed budget for the fall conference. The cost will be \$77 per person, if we have 80 people attend, we will break even. The cost for non-members will be an additional \$15.

A motion was made by Phyllis Rabe, "I move to approve the budget for the Fall 2010 NEOPA Workshop Registration fee will be \$77 for members and an additional \$15 per person for non-members." Seconded by Amy Chandler. Motion passed.

Gretchen Walker and Mary Guest will be presented a \$30 gift card at the spring conference to thank them for all their hard work on the Spring Conference. Gifts of appreciation will be handled on a case-by-case basis.

The meeting was adjourned at 11:22 AM.

Submitted by,

Sue Gilleland
Secretary