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NEOPA Executive Board Minutes - April 2011

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NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION
EXECUTIVE BOARD MEETING MINUTES
Thursday, April 28, 2011
Southeast Community College

The April 28, 2011 Executive Board Meeting of the Nebraska Educational Office Professionals Association was called to order by President Diane Wasser at 2:15 PM.

Roll Call:

Present

Kathy Bennetch
Donna Boone
Debbie Doolittle
Mary Guest
Debbie Hendricks
Deanna McCoy
Rhonda Meyer
Lisa Morehouse
Jane Schneider
Donna Straight
Gretchen Walker
Diane Wasser

Absent

Amy Chandler
Sandy Lineberry
Judy Rastede

A quorum was established.

Minutes of the March 5, 2011 Executive Board Meeting of the Nebraska Educational Office Professionals Association were approved as corrected.

Elected Officer Reports:

President, Diane Wasser

1. Diane shared a thank you card from Amy Chandler.
2. Diane gave out certificates for Board Members and Committee Members.
3. As part of our parliamentary procedure lesson, Mary Guest informed us about the correct way to state and vote on main motions in meetings and provided a handout with a description of the lesson. Mary provided pinwheels to use when members needed to speak during the meeting.

President-elect, Kathy Bennetch, reported the NEOPA membership total is 179 (14 are new)

Active	153
Associate	3
Retired	11
Honorary	12

Kathy asked how to handle information for the three members that do not want their contact information published. Lisa Morehouse suggested that although we will keep track of membership information in Access, we do not publish the membership list at all and that we put on the membership form that emails are only to be used internally.

Vice President, Amy Chandler, absent-Spring and Fall Conferences discussed in her absence
2011 Spring Conference (April 28 & 29, 2011)

Lisa Morehouse reported that the spring conference hosted by LPSAOP at Southeast Community College is ready to go; there are 76 registrations. Lisa asked Diane Wasser and Kathy Bennetch to retire the colors before we adjourn before the reception.

2011 Fall Workshop (October 21, 2011)

Mary Guest, Kathy Bennetch and Diane Wasser visited the workshop coordinators in Columbus. Their discussion included changing the agenda a bit and they might possibly offer two instead of three breakout sessions. The coordinators are planning to recruit heavily from Central Community College area and feel they will have a good number of registrations. The profit will be split with NEOPA evenly and if there is a loss, they will absorb it. Southeast Community College charges a fee to hold the conference so this will be different. Diane suggested revising the guidelines for using a community college for workshops and conferences.

A motion was made by Lola Young to approve the agenda and budget for NEOPA's Fall Workshop at Central Community College in Columbus, Nebraska. Donna Boone seconded, motion carried.

Secretary, Jane Schneider

Purchased a recorder for the Secretary of NEOPA to use in recording meeting minutes.

Treasurer, Rhonda Meyer

The transfer has been made for the NAEOP Conference Funds, \$50 more is needed and Rhonda will amend her report as soon as she makes the new transfer.

Kathy Bennetch was reimbursed for PO Box fees.

A transfer will be done at the end of the fiscal year for the scholarship.

We need to keep \$300 in account before fees are assessed.

Past President, Carol Reed, no report

Director Reports:

Awards, Gretchen Walker

Professional Growth Award is ready to be presented at the conference on April. Gretchen found some discrepancies in looking at her notes for eligibility. She decided to research eligibility and learned that recipients for the past three years, honorary and associate members are not eligible. Retirees and all active members are eligible. The drawing will be held during the general business meeting.

Solicitations are out for Educational Professional nominations.

Bylaws, Mary Guest

The three items on the ballot were approved by the membership. Mary will update bylaws and get to Diane electronically.

Finance/Records, Deanna McCoy

A motion was made by Deanna McCoy to approve the proposed budget for 2011-2012. Lisa Morehouse seconded, motion carried.

Gretchen Walker suggested that we be prepared to answer questions at the General Business Meeting about budget information as projected. I.e., last year we funded for one conference and the next year we are budgeting for two.

IT, Debbie Doolittle

There was discussion about getting the website updated and there was a suggestion to get a committee together to assist Debbie, Diane will discuss it with Debbie before the General Meeting.

NAEOP Liaison, Donna Straight

There are 20 people going to NAEOP, pins will be available to purchase at the April 29 conference to take to the annual meeting.

Newsletter, Diane Wasser reported that the newsletter deadline is May 8 to be published by May 15.

She would like the annual reports in by May 30 in order to have the final report completed by July 30.

Nominating, Donna Boone

There were 163 ballots sent and received 89 votes. Election results are:

President-elect/Membership Committee, Joyce Trevett

Vice President/Meetings Coordinator, Gretchen Walker

Secretary, Cathy Robertson

Treasurer, Deanna McCoy

Donna Boone made a motion to destroy ballots for the 2011-2012 year election. Kathy Bennetch seconded, motion carried.

PSP, Debbie Hendricks

Debbie has 11 plexi-glass plates ready for the new recipients, one upgrade certificate and 9 re-certification certificates to be presented at the April 29 conference.

Publicity, Judy Rastede, absent

Judy sent cards to Chris Cary and Amy Chandler and has advertised the spring conference.

Scholarship, Lola Young

This year's scholarship winner is Jhany Alvarado out of 5 qualified applicants. She is from Grand Island, Nebraska.

Old Business:

Lisa Morehouse reported that the Central Area Retreat was an invigorating experience. Many local associations are hurting for membership. A survey will be sent out to see what members want to get out of their local in order to build membership.

A request came from NAEOP President-elect Lola Young to assist with installation expenses. The Board agreed to funding, the following motions were used to make the final decision.

A motion was made that NEOPA commit \$1,000 towards the installation of Lola Young's 2012 installation as NAEOP President. Fund Raiser(s) will be held and half of the funds raised (up to a maximum of \$1,500) will go to the installation, while the second half will be used for conference support for NEOPA members, details to be worked out in the 2010-11 year. This support for Lola does not extend to gifts for NAEOP Board members and/or staff members. Expenses will be paid upon submission of the receipt and approval from the NEOPA Board.

Original motion made by Debbie Hendricks, seconded by Kathy Bennetch.

Amended by Mary Guest and seconded by Carol Reed to raise initial support to \$1,000.

Second amendment made by Lisa Morehouse, and seconded by Jane Schneider to exclude gifts for NAEOP Board and staff.

Third amendment made by Debbie Hendricks and seconded by Donna Boone to require submission of receipts and approval by Board for individual expenses.

Motion carried.

New Business:

Mary Guest suggested updating our brochure. Judy Rastede will be asked to start on it as Publicity Chair and pass on to Nancy Harter as new Publicity Chair.

NEOPA has previously given a donation each year for NAEOP.

A motion was made by Gretchen Walker to donate \$25 to the Field Service Program in recognition of Allie Faye Matthews. Seconded by Jane Schneider, motion carried.

Lola suggested asking Allie to attend the 2012 spring conference. We would provide free registration, a place to stay, and meals. If we give a \$50 donation to Field Service Program, NAEOP will provide her airline ticket.

The NEOPA transition meeting will be June 11 at Noon, location TBA.

President Diane Wasser adjourned the meeting at 5:20 PM.

Respectfully submitted by Jane Schneider, Secretary, and Diane Wasser, President.