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## NEOPA Executive Board Minutes - October 2010

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NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION  
EXECUTIVE BOARD MEETING MINUTES  
Thursday, October 21, 2010  
Holiday Inn Downtown, University Room

The October 21, 2010 Executive Board Meeting of the Nebraska Educational Office Professionals Association was called to order by President Diane Wasser at 3:30 PM.

**Roll Call:**

**Present**

Kathy Bennetch  
Debbie Doolittle  
Mary Guest  
Debbie Hendricks  
Sandy Lineberry  
Deanna McCoy  
Rhonda Meyer  
Lisa Morehouse  
Judy Rastede  
Carol Reed  
Jane Schneider  
Gretchen Walker  
Diane Wasser  
Susann Wenzl  
Lola Young

**Absent**

Donna Boone  
Amy Chandler  
Donna Straight

Also Present, Guest: Carol Bom

A quorum was established.

Minutes of the July 22, 2010, **2009-2010** Executive Board Meeting of the Nebraska Educational Office Professionals Association were approved as corrected.

Minutes of the July 22, 2010, **2010-2011** Executive Board Meeting of the Nebraska Educational Office Professionals Association were approved as corrected.

**Elected Officer Reports:**

President, Diane Wasser

Pam Posey would like to provide a free NAEOP membership in a drawing at the Fall 2010 NEOPA Workshop.

President-elect, Kathy Bennetch, reported the NEOPA membership:

Active	139
Associate	2
Retired	11
Honorary	12
Total	164

Membership cards were sent via surface mail. Kathy will match NEOPA PSP recipients with the membership database.

Kathy was asked to keep two new members' information confidential and not publish them. The Board discussed best way to provide that service. Conference and workshop guidelines will be updated and the form will ask membership about confidentiality preferences.

Currently, the technology person handles the listserv and audits it by comparing the membership list to the listserv. Consensus is to make the membership chair an owner of the listserv in order to be able to update the membership.

Vice President, Amy Chandler absent, report presented by Mary Guest.

**A motion was made by Mary Guest to hold the 2011 NEOPA Fall Workshop in Columbus at Central Community College seconded by Lisa Morehouse. Motion carried.**

Mary and Amy have been working with Joan Wilkins, who is the community college contact and NEOPA member. NEOPA Board will host the workshop.

Secretary, Jane Schneider, no report

**A motion was made by Kathy Bennetch to purchase a digital recording device for the secretary seconded by Lisa Morehouse. Motion carried.**

Treasurer, Rhonda Meyer

Rhonda presented the treasurer's report. Mary Guest asked that some of the income and expenses for the NAEOP Conference be given a separate line item so that they can easily be identified on the report.

**A motion was made by Lisa Morehouse that the remaining funds from the Central Area hosted 2010 NAEOP Conference be put into the operating savings account with its own line item seconded by Kathy Bennetch. Motion carried.**

Rhonda presented a question about NEOPA's tax status and whether or not we should apply for "Not for Profit" status and file a 501C 6 form. After discussion, consensus is to table the issue until after a publication about creating organizations has been developed by the National office and after the Board has a chance to review it.

Past President, Carol Reed, no report

#### **Director Reports:**

Awards, Gretchen Walker

Gretchen presented a report from the awards committee letting the Board know that there is one nomination for Educational Administrator of the Year Award and two nominations for Educational Office Professional of the Year Award. She received an inquiry from OEOPA regarding submission of Administrator of the Year but they were too late to submit to NEOPA, but not too late to submit to National. Gretchen will let them know that they can do so.

Gretchen had some questions and asked for clarification about a few of the award guidelines:

- Is it necessary to keep the office professional award winner's name a secret? After discussion, consensus is to take back to Awards Committee for a recommendation.
- Guidelines are inconsistent in regard to providing lunches for awardees and clarification is needed about reimbursing winners as some may have already paid for lunches through conference registration.
- The Awards Committee will make an executive decision about reserved tables.

- Who completes the Louise Henderson Nelson nomination submission? Sandy Lineberry stated that it is the Past President's duty.

Bylaws, Mary Guest, no report

Finance/Records, Deanna McCoy is busy scanning records for preservation.

IT, Debbie Doolittle

Debbie reported that the web site has been updated, but they are still in need of photos, see the attached report to see if you need to submit a photo. The affiliates page needs updating and Judy Rastede will get her the information for making contacts and getting the updates completed. The PSP recipients' page needs to be updated and Debbie Hendricks has been asked to provide a current list.

The Board discussed the idea of having minutes posted.

NAEOP Liaison, Donna Straight, absent, no report

Newsletter, Susann Wenzl

Susann distributed a draft of the redesigned NEON with new features as well as a link for a pod cast. It will be distributed electronically as well as in hard copy for those without Internet access.

Board Members will send emails to her after review, of any changes that need to be made. One missing item is a report from delegates to national convention. Newsletter guidelines will be updated so that the delegate reports are part of the newsletter.

Nominating, Donna Boone, absent, no report

PSP, Debbie Hendricks

Debbie sent a letter to the 2005-06 recipients informing them that they need to recertify and sent a letter of those who received certification in 2009-2010 that they will be recognized.

Publicity, Judy Rastede

Judy sent a get well card to Vira Brooks and sent a press release regarding the 2010 Fall Workshop to Nebraska newspapers. She asked that Board members keep her updated on illnesses, etc., as she is not local and won't hear about them unless we report to her.

Scholarship, Lola Young

Lola reported that the \$500 scholarship was given to Chaney Black after confirming her registration at UNK. Lola sent out notification all around the state announcing the scholarship for the coming year. She has received inquiries from students about the scholarship.

Ways and Means, Lisa Morehouse

Lisa had decided not to do fundraising at the 2010 Fall Workshop but the Board asked if she could do the 50/50 raffle. Cookbooks will be sold at a reduced price as the committee has come out even and now would like to finish selling them.

### **Unfinished Business:**

Kathy Bennetch researched pricing for purchasing a new gavel and box but found it was very expensive and well over the \$40 donation made in Doris Merriman's honor. The idea was tabled.

Lisa Morehouse will look into what expenses would be involved by having a gavel box made by her husband.

Rhonda Meyer handed out a spec sheet for the honorary brick for Becky Hastings so that the Board could see what will be printed on the brick and to show that it will be located in the Peace Time area at the Veteran's Memorial Garden in Antelope Park in Lincoln, Nebraska.

Lisa Morehouse announced that minutes from the April 2010 general meeting are not currently available but they will be produced. The National Parliamentarian, Jon Hall let us know that minutes must be made available and approved. They will need to be approved at the 2011 Annual Conference.

#### **New Business:**

Carol Bom reported that there are 45 people registered for the 2010 Fall Workshop, "Be All You Can Be and More" held October 22 at the downtown Holiday Inn in Lincoln, Nebraska. The contract that was signed by Carol Reed was changed by Holiday Inn and we were moved to the lower level of the hotel. The management adjusted the bill by removing some of the room rental fees after the workshop committee expressed their concerns about the change.

Carol also reported that there is no one from OEOPA and only one member from WEOPA planning to attend the Fall Workshop. Carol suggested that field service reach out to local areas during the coming year to see if they might need assistance with attending future workshops.

Lisa Morehouse reported that the 2011 Spring Conference will be held April 28 & 29, 2011 at Southeast Community College. Consensus was to have Lisa invite NAEOP officer Kathy Lech to attend.

Rhonda asked who all has post office box keys. That question revealed that there are two, one for the treasurer and one for the membership director. Kathy was asked as membership director to pick up all mail. Key ownership will be added to all guidelines.

Lola Young presented an idea about using a digital portfolio. We could invite people to the site and that is a place where they could access minutes and photos.

#### **Professional Development Activity:**

Mary Guest provided a handout and led a brief discussion about the basic principles of parliamentary rules and motions.

President Diane Wasser adjourned the meeting at 5:40 PM.

Respectfully submitted by Jane Schneider, Secretary