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NEOPA Transition Meeting Minutes - June 2011 BENNETCH

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**NEBRAKSA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION
EXECUTIVE BOARD MEETING MINUTES**

Saturday, June 11, 2011

Forestry Building, University of Nebraska – East Campus

The June 11, 2011 Executive Board Meeting of the Nebraska Educational Office Professionals Association was called to order by President Kathy Bennetch at 1:55 pm.

ROLL CALL:

Present:

Kathy Bennetch
Joyce Trevett
Gretchen Walker
Cathy Robertson
Deanna McCoy
Diane Wasser
Mary Guest
Debbie Hendricks
Debbie Doolittle
Susan Bell
Nancy Harter

Absent:

Mari Greer
Barbara Homer
Susie Ahlberg

A quorum was established.

There were no prior minutes to approve.

ELECTED OFFICER REPORTS:

President - Kathy Bennetch:

Three Committee positions are still open. Contact Kathy if you know someone who can fill the positions. We are especially looking for members from other than LPS or UNL.

Kathy asked each of the new board to introduce themselves.

President Elect/Membership Chair - Joyce Trevett:

We have two new members.

Joyce's work address will be listed on the membership form. The question was asked regarding bank locations close to Joyce or Deanna. They will check for possible locations in Norfolk. Signatures needed for the checking account were discussed.

The post office box will need to be checked routinely. There are two keys to the box. Kathy Bennetch will have one key. She will find someone to have the other key.

Renewal notices will be sent out.

The ListServ responsibility should reside with the membership chair. Diane Wasser will add Joyce as an owner to the ListServ so Joyce can make updates.

Vice President - Gretchen Walker:

Gretchen will contact Amy Chandler for the notebook. Work on the fall Conference is underway.

Secretary - Cathy Robertson:

No Report.

Treasurer - Deanna McCoy:

No Report.

Past President/Field Service - Diane Wasser:

Diane would like to pursue new members in western Nebraska. She has contacts in the Kimball area. Columbus should be targeted in the fall with the Conference being held there. We can obtain addresses for Educational Service Units (ESUs) from Carol Bom. Superintendent's offices should also be contacted. Diane will work on a PowerPoint presentation to take out to promote NEOPA throughout the state.

DIRECTOR REPORTS:

Awards -Mari Greer:

Absent. No Report.

Bylaws -Mary Guest:

The hope is that we will be able to vote for officers in the spring via on-line ballots. In addition any future by-law changes could be conducted via on-line ballots. The change in Bylaws to add verbiage for on-line ballots would need to be voted on at the Fall Workshop.

Finance/Records – Debbie Hendricks:

No Report.

Information Technology – Debbie Doolittle:

The Information Technology Ad Hoc Committee includes: Kelly ~~Kennedy~~ Kenny, Carol Bom, Donna Boone and Diane Wasser.

It was discussed that Debbie should have a committee who will actually do the website work with Debbie serving as an advisor. The committee was originally set up as a three year commitment: the first year being a committee member, the second year being Director and the third year as advisor. The Bylaws reflect the details of who should serve on the committee. Kathy Bennetch indicated we may need to look at outsourcing the website.

NAEOP Liaison – Susan Bell:

Susan will contact Donna Boone for the notebook. Kathy Bennetch will send Susan the current NAEOP membership list.

Newsletter – TBA:

Kathy Bennetch reported we need a committee director. Diane Wasser will assist with the next issue which will be September 1st. Send articles to Diane by August 1.

Nominating – Barbara Homer:

Absent. No Report.

Professional Standards Committee – TBA:

Kathy Bennetch reported we need a committee director.

Publicity – Nancy Harter:

A brochure for NEOPA will be developed. Local advertising for NEOPA will be placed in the Columbus area during our Fall Conference.

Scholarship – Susie Ahlberg:

Absent. No Report.

Ways and Means – TBA:

Kathy Bennetch reported we need a committee director. The Board may need to consider being the chair of this committee.

Mary Guest suggested we commit \$1,000 toward the scholarship and then fundraise for the support of Lola Young's installation as NAEOP National President.

MOTION: Mary Guest moved to forego fundraising for the student scholarship 2011-2012 and commit \$1,000 from NEOPA general funds to fund the student scholarship. All fundraising will be committed to the \$500 for Lola Young's installation in 2012 and the rest to the 2012 NAEOP Conference member scholarship. Diane Wasser seconded the motion. Motion passed.

(See minutes from Transition Board meeting on 6/11/11 for additional motion regarding funding for Lola Young)

UNFINISHED BUSINESS:

IT Ad Hoc Committee – The committee was previously discussed under Debbie Doolittle's report.

NEW BUSINESS:

Mary Guest discussed the fire at the Lincoln Public Schools (LPS) District Office. Several NEOPA members lost office professional of the year, past president and PSP plaques in the fire. Replacement options were discussed.

MOTION: Cathy Robertson moved that in support of LPS employees who lost personal belongings in the District Office fire, I move to replace NEOPA Office Professional of the Year and Past President plaques and PSP acrylics for those lost in the fires. In addition, we will present a paperweight to the 36 LPS employees who are NEOPA members. Gretchen Walker seconded the motion. Motion passed.

Board meetings for the year will be:

- August 13 – 9am – location in Lincoln TBD
- October 20 – time TBD - afternoon in Columbus
- February 11 – 9am
- April - at spring conference – Wayne, NE – time and date TBD, will be in afternoon
- June 9 – transition meeting – time TBD

Kathy Bennetch reported she will not have an advisor this year. She will count on each of us to be her advisors.

The meeting was adjourned at 2:40 pm by Kathy Bennetch, President.

Respectfully submitted: Cathy Robertson, Secretary
 Kathy Bennetch, President

Approved as corrected – August 13, 2011

Respectfully submitted, Cathy Robertson, Secretary