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NEOPA Minutes

NEOPA-Nebraska Educational Office Professionals  
Association

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2007

## NEOPA Executive Board Minutes - January 2007

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Nebraska Educational Office Professionals Association  
January 12 and 13, 2007  
Southeast Community College, Lincoln, NE 1:30 p.m.

Call to Order/Pledge of Allegiance – Carol Bom, CEOE  
Roll Call – Linda Teach, CEOE  
Minutes – Linda Teach, CEOE  
Treasurer's Report – Jorena Larsen  
Board Reports Summary – Review copies sent electronically  
Report by Board members

#### Unfinished Business

Central Area banner  
North Platte association – SEOPA  
Fall Workshop report  
Bylaws Review – Review of Article VII, Section 3; Standing Rule 9; others

3:30 p.m. – Break/check in at Chase Suites

#### New Business

Spring Conference Report  
Committee Guidelines  
Committee Timelines  
Archiving board materials  
Sourcebook for NEOPA – Peg Aldridge, CEOE

5:30 p.m. Dinner - SCC

Recess until Saturday morning

Saturday, January 13, 2007 – 8:30 a.m.  
Southeast Community College

#### Vision Building

Branding/slogan for NEOPA  
Regions for Nebraska  
NCSA, other educational associations  
NEOPA Powerpoint

- The key to commitment is involvement -

### **Audit Committee Report**

Submitted by Lois Brown, Audit Director

Committee Members:

Melissa Johnson, LPSAOP

Jorena Larsen, Treasurer, LPSAOP

No report this month.

### **Awards Committee Report**

Submitted by Mary Guest, CEOE, Awards Director

December 28, 2006 for Board Meeting, January 12, 2007

### **NEOPA Educational Office Professional of the Year award and NEOPA Educational Administrator of the Year award**

This past year, we received nominations for the NEOPA Educational Office Professional of the Year award and the NEOPA Educational Administrator of the Year award. At the Fall workshop in October 2006, Lisa Morehouse, CEOE, was presented with the NEOPA Educational Office Professional of the Year award; and Dr. Giacomo (Jack) Oliva, from the University of Nebraska-Lincoln, was presented with the NEOPA Educational Administrator of the Year award.

Application materials have been sent to both recipients for the corresponding NAEOP awards that are due March 15, 2007. I will contact the recipients again by the end of January to encourage the completion of these applications.

The nomination forms and application packets for both awards have been updated and were sent to Karen Jackson on 12/21/2006 to be put on the NEOPA website. I am confident that by the time the board meets in January, the nomination forms and applications packets will be available on the website.

### **NEOPA Professional Growth Awards**

I contacted the four 2006 recipients of the NEOPA Professional Growth Awards to remind them of their timeline in using these awards. To date, I have not received any requests to use these funds.

At the NEOPA Spring Conference, four Professional Growth Awards will be given out—one for \$100, one for \$75, and two for \$50.

## **Bylaws Committee**

Submitted by Becky Hastings, Director, UNOPA

Committee Members:

Gretchen Walker, CEOE, UNOPA

Kitten Slezak, OEOPA

Carol Stephens, WEOPA

1. Standing Rule Change: (membership voted on at the October 12, 2006 general meeting)  
#10

**Currently reads:**

Administrator of the Year Award

**Change to read:**

**NEOPA Educational** Administrator of the Year Award

2. Add to Duties of Committees: (Executive Board can change)  
H. NAEOP Liaison Committee

**Currently reads:**

The NAEOP Liaison Committee will coordinate activities/projects pertaining to attendance at the National Association of Educational Office Professionals (NAEOP) meetings.

**Change to read:**

The NAEOP Liaison Committee will coordinate activities/projects pertaining to attendance at the National Association of Educational Office Professionals (NAEOP) meetings **to include purchasing some type of flower for an elected or appointed member of NEOPA who is installed at the national conference and be reimbursed by NEOPA for this charge.**

3. Change to Duties of Committees: (Executive Board can change)  
B. Awards Committee

**Currently reads:**

Awards Committee - The Awards Committee shall promote participation in, receive nominations for various awards, and oversee the selection of any outstanding Association member to be recognized at the Annual Meeting. There shall be no automatic award(s). If there are no nominations, or if no eligible candidates are nominated, no award(s) will be presented. The winner of the NEOPA Educational Office Professional of the Year Award will receive a plaque and \$100 in recognition of the award. This winner is automatically nominated by NEOPA for the NAEOP Olive T. Ritchie Educational Office Professional of the Year Award. Other awards are: NEOPA Professional Growth Award, Louise Henderson Nelson Award, and Administrator of the Year Award.

## **Bylaws Committee**

Submitted by Becky Hastings, Director, UNOPA

Committee Members:

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Kitten Slezak, OEOPA

Carol Stephens, WEOPA

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**Change to read:**

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The NAEOP Liaison Committee will coordinate activities/projects pertaining to attendance at the National Association of Educational Office Professionals (NAEOP) meetings **to include purchasing some type of flower for an elected or appointed member of NEOPA who is installed at the national conference and be reimbursed by NEOPA for this charge.**

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**Change to read:**

"The Awards Committee shall promote participation in, receive nominations for, ~~various awards~~, and oversee the selection of any outstanding Association member **and Administrator** to be recognized at the ~~Annual meeting~~ **Fall workshop**. There shall be no automatic award(s). If there are no nominations, or if no eligible candidates are nominated, no award(s) will be presented. The winner of the NEOPA Educational Office Professional of the Year Award **and the NEOPA Educational Administrator of the Year Award will each receive a plaque, \$100, and a one year NEOPA membership in recognition of the award. The winners of these awards will be NEOPA's nominees for the NAEOP Olive T. Ritchie Educational Office Professional of the Year and the NAEOP National Educational Administrator of the Year awards. The Awards Committee also presents the Professional Growth Awards at the Spring Conference.**

The above 3 items have been updated in the bylaws.

The Bylaws committee is working on the possibility of other changes in the Bylaws – these changes will be discussed at the January board meeting.

**Finance Committee Report**

Submitted by Amy Chandler, Director, LPSAOP

No report available.

**Information Technology Committee Report**

Submitted by Karen Jackson, Director

Committee Members:

Marilyn Sailors, LPSAOP

Denise Mostek, WEOPA

Since the last report given at the October 12, 2006, Executive Board Meeting, the Information Technology Committee has basically been keeping the website up-to-date with the information that comes to us. We have also been working with the Membership Committee on the list serv to keep it up-to-date with new and renewed membership emails.

Future items we will be working on are the PSP page providing more information about the program, the PowerPoint presentation, and incorporating the suggestions given by the judges from last year's NAEOP website competition. Our goal is to complete these items by the March 15, 2007, submission date for the next NAEOP website competition.

As for the items that are pending, we still have not heard from the CIT department at UNL regarding our secure area for the website. A proposal was to be sent to us in October and as of this date, we have not received one. I will contact them about this project.

Please let me know if you have any questions, suggestions, concerns, etc. for the website.

### **NAEOP Liaison Report**

Submitted by Julie Kleager, CEOE, Director

2007 NAEOP Conference  
July 16 – 20, 2007  
Seattle, Washington

No report available.

### **The NEON Committee Report**

Submitted by Judy Anderson, UNOPA

Committee Members:

Barbara Carley, UNOPA

No report available.

### **Nominating Committee Report**

Submitted by Jean Harrison, CEOE, LPSAOP

Committee Members:

Kathy Bennetch, CEOE, UNOPA

Peg Johnson, UNOPA

Deb Ryan, CEOE, LPSAOP, Immediate Past President (as is stated in the NEOPA Bylaws)

Aleta Stone, CEOE, LPSAOP

Nominating Committee Members met on November 28, 2006, to receive a current Membership List, By-Laws, Officer Descriptions, Nominating Committee Guidelines, and Past Elected Officers. The list was divided up amongst Committee Members to begin making contact with our **active** members to search for names to create the 2007-2008 ballot. All four elected offices are open for the ballot this year: President-Elect, Vice President, Secretary, and Treasurer.

Ballots and bios are due to me by February 15, so I can get approval for the ballot. Ballots will be mailed by February 28, with them being due back on March 15.

### **Professional Standards Committee**

Submitted by Debbie Hendricks, CEOE, UNOPA

Committee members:

Jeanne Ann Kardell, CEOE, WEOPA

Lola Young, CEOE, UNOPA

On December 27, 2006 the Professional Standards Committee sent letters out to 59 NEOPA members who earned their PSP prior to May 16, 2002 reminding them of the need to recertify. Enclosed were copies of the forms that need to be submitted to NAEOP for recertification.

The committee continues to work with individuals on recertification questions as well as first-time applicants working toward PSP recognition.

### **Meetings Coordinating Committee Report**

Submitted by Peg Aldridge, CEOE, Vice President, LPSAOP

Committee members:

Diane Wasser, CEOE, UNOPA

Sandy Watmore, CEOE, UNOPA

The Spring 2007 Conference is set and there will be information in the Winter "NEON" about the conference. The keynote speaker will be Linda Sockwell, President elect of NAEOP. Attendees will be able to choose from three of the seven breakout sessions that will be offered. The Southeast Community College catalog, with the conference information, will be mailed the second week in February. NEOPA members will be able to register for the Conference beginning February 1<sup>st</sup>. The conference is limited to 125 people. NEOPA members are encouraged to register early since the conference will be open to any one who receives the SCC Catalog. The Conference information will also be on the web page, sent out in an e-mail to the list serve and by mail to those who do not have e-mail.

The Meeting Coordinating Committee will be meeting at the end of January to work on the Conference Guidelines and to work on other groups to host the Fall 2008 workshop and Spring 2009 Conference. The Past Presidents have agreed to host the Fall 2007 Workshop and LPSAOP has been asked to host the Spring 2008 Conference. By the time this report is presented, LPSAOP will have met and made their decision about hosting the conference.

### **Past President Report/Field Service**

Submitted by Deb Ryan, CEOE

Committee Members:

Lisa Morehouse, CEOE

Dee Oltman, CEOE

Diane Wasser, CEOE, UNOPA

Sandy Watmore, CEOE, UNOPA

Carol Bom, Chris Cary and I had a meeting and we agreed that we need to come up with a script that we can utilize when members go to talk to other people or associations about being a part of NEOPA.

We will also work with sending information about NEOPA and the Spring Conference to Lincoln parochial schools and higher education facilities in the area that might possibly attend. I really think if we get people to come and see what we have to offer they will join (at least some of them will.) Also, by past mailings, it is proven that when sent to administrators sometimes they encourage them to come and they also pay.

Diane Wasser and I spoke and I hope to get the committee together after the holidays to do some brain storming. I am still interested in more members on my committee or ideas to be used if you're unable to serve. You can email me at [dryan@lps.org](mailto:dryan@lps.org)

I will also begin putting together information for the Louise Henderson Nelson Award. If you have fliers or information about activities, please forward them to me.



**NAEOP Liaison Report**

Submitted by Julie Kleager, CEOE, Director

2007 NAEOP Conference  
July 16 – 20, 2007  
Seattle, Washington

No report available.

**The NEON Committee Report**

Submitted by Judy Anderson, UNOPA  
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The committee continues to work with individuals on recertification questions as well as first-time applicants working toward PSP recognition.

An article was submitted to the NEON Editor for the Winter edition.

### **Publicity Committee Report**

Submitted by Carol Reed & Phyllis Rabe, CEOE Co-Directors

Committee Members:

Barbara Homer, UNOPA

No report available.

### **Scholarship Committee Report**

Submitted by Nancy Harter, CEOE, LPSAOP

Committee Members:

Donna Straight, LPSAOP

Cari Ball, LPSAOP

The number of scholarship applications received this year was up 400% over last year. Last year, 4 applications were received and this year I got 12.

#### **Notes:**

- Eleven were from females and one from a male.
- One came from a current college student in Lincoln.
- Two applications were from Lincoln, all others were individual to their city and school.
- All of the applicants have been accepted to at least one college/university in Nebraska.
- Majority of the applications were received between Christmas and New Year's-all via US mail.
- Applications received were all the way from Papillion to Scottsbluff and into northern Nebraska.

Our three judges will have until Friday, January 26, 2007 to score these applications and return them to me. The scores will be calculated and by the first week in February we will know the winner of the 2007-2008 scholarship.

This year's judges are:

Jill Pauley, Director of Accounting, Lincoln Public Schools

Susan Rocker, Career Services, Doane College

Carol Andriga, Curriculum Specialist for Career and Technical Ed., Lincoln Public Schools

**Ways & Means Committee Report**

Submitted by Beth Krohn & Jean Danley, Co-Directors

Committee Members:

Mary Guest, CEOE, UNOPA

Barbara Homer, UNOPA

No report available.

**Ad Hoc Committee Reports:**

**NEOPA Blood Drive**

Submitted by Nancy Harter, CEOE, LPSAOP

Committee Members:

Sharon Fler, WEOPA

Tricia Liedle, UNOPA

No report available.

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2006-2007 Checking

|                      |            |  |  |          |         |           |          |  |            |
|----------------------|------------|--|--|----------|---------|-----------|----------|--|------------|
| Beginning Balance    | 7/1/06     |  |  |          |         |           |          |  | \$1,446.85 |
| <b>RECEIPTS</b>      |            |  |  |          |         |           |          |  |            |
| 7/7/06               | Deposit    | Membership/pins                            |  | \$249.70 | IDU/EPI |           |          |  |            |
| 7/24/06              | Deposit    | Membership                                 |  | \$385.00 | IDU     |           |          |  |            |
| 7/31/06              | Deposit    | Interest                                   |  | \$ 69    | IBN     | \$635.39  |          |  | \$2,082.24 |
| <b>DISBURSEMENTS</b> |            |  |  |          |         |           |          |  |            |
| 7/17/06              | Check 1026 | NCSA Exhibitors - ad Administrator Days    |  | \$150.00 | EPU     |           |          |  |            |
| 7/28/06              | Check 1027 | Carol Bom - Postage                        |  | \$12.63  | EMP     |           |          |  |            |
| 7/28/06              | Check 1028 | Carol Bom - supplies                       |  | \$37.42  | EOE     |           | \$200.05 |  | \$1,882.19 |
| <b>RECEIPTS</b>      |            |  |  |          |         |           |          |  |            |
| 8/1/06               | Deposit    | Membership                                 |  | \$537.00 | IDU     |           |          |  |            |
| 8/15/06              | Deposit    | Membership                                 |  | \$105.00 | IDU     |           |          |  |            |
| 8/15/06              | Deposit    | Membership                                 |  | \$160.00 | IDU     |           |          |  |            |
| 8/31/06              | Deposit    | Interest                                   |  | \$ 92    | IBN     | \$802.92  |          |  | \$2685.11  |
| <b>DISBURSEMENTS</b> |            |  |  |          |         |           |          |  |            |
| 8/3/06               | Check 1017 | Chris Cary - Conference expenses           |  | \$165.81 | EOE     |           |          |  |            |
| 8/3/06               | Check 1018 | Julie Kleager - conference PSP reception   |  | \$19.94  | ENL     |           |          |  |            |
| 8/5/06               | Check 1019 | Chris Cary - membership packets            |  | \$45.14  | EMP     |           |          |  |            |
| 8/23/06              | Check 1020 | Carol Bom - officers expenses              |  | \$37.42  | EOE     |           |          |  |            |
| 8/23/06              | Check 1021 | Carol Bom - conference liaison expense     |  | \$23.82  | ENL     |           |          |  |            |
| 8/23/06              | Check 1022 | Connie Paxton - membership postage         |  | \$11.57  | EMP     |           |          |  |            |
| 8/23/06              | Check 1023 | Carol Bom - NAEOP delegate expense         |  | \$217.56 | END     | \$521.26  |          |  | \$2163.85  |
| 8/23/06              | Check 1024 | UNO - 1 <sup>st</sup> scholarship payment  |  | \$500.00 | ESE     | \$1021.26 |          |  | \$1663.85  |
| <b>RECEIPTS</b>      |            |  |  |          |         |           |          |  |            |
| 9/6/06               | Deposit    | Memberships                                |  | \$600.00 |         |           |          |  |            |
| 9/30/06              | Deposit    | Interest                                   |  | \$ 88    |         | \$600.88  |          |  | \$2264.73  |
| <b>DISBURSEMENTS</b> |            |  |  |          |         |           |          |  |            |
| 9/3/06               | Check 1025 | Nancy Harter - supplies scholarship        |  | \$111.63 | ESC     |           |          |  |            |
| 9/3/06               | Check 1029 | NAEOP - affiliation                        |  | \$41.80  | ENA     |           |          |  |            |
| 9/1/06               | Bank debit | Return item                                |  | \$15.00  |         |           |          |  |            |
| 9/1/06               | Bank debit | Return fee                                 |  | \$4.00   |         |           |          |  |            |
| 9/26/06              | Check 1030 | Printing Plus - postcards                  |  | \$148.38 | EPU     | \$520.81  |          |  | \$2092.30  |
| <b>RECEIPTS</b>      |            |  |  |          |         |           |          |  |            |
| 10/10/06             | Deposit    | Transfer from Scholarship Savings          |  | \$500.00 |         |           |          |  |            |
| 10/10/06             | Deposit    | Memberships                                |  | \$105.00 |         |           |          |  |            |
| 10/24/06             | Deposit    | Membership (\$180) reimbursement (\$43.42) |  | \$223.42 |         |           |          |  |            |
| 10/31/06             | Deposit    | Interest                                   |  | \$ 88    |         | \$829.30  |          |  | \$2773.22  |
| <b>DISBURSEMENTS</b> |            |  |  |          |         |           |          |  |            |
| 10/6/06              | Check 1031 | Awards Committee                           |  | \$100.00 | EAW     |           |          |  |            |
| 10/6/06              | Check 1032 | Awards Committee                           |  | \$100.00 | EAW     |           |          |  |            |
| 10/6/06              | Check 1034 | Judy Anderson - NEON postage               |  | \$71.91  | ETN     |           |          |  |            |

\* shaded entries have not been reconciled with bank

2006-2007 Checking

|                      |            |   |          |     |           |          |           |
|----------------------|------------|---|----------|-----|-----------|----------|-----------|
| 10/6/06              | Check 1035 | Copy Services - NEON printing                             | \$578.45 | ETN |           |          |           |
| 10/6/06              | Check 1036 | Publications & Photography - NEON color cover             | \$32.50  | ETN |           |          |           |
| 10/6/06              | Check 1037 | Carol Bom - books for fall workshop                       | \$75.80  | EOE |           |          |           |
| 10/24/06             | Check 1038 | Awards Unlimited - Prof of Year awards                    | \$90.31  | FAW |           |          |           |
| 10/19/06             | Check 1039 | NAEOP - presenter state conference donation               | \$50.00  | ENF |           |          |           |
| 10/19/06             | Check 1040 | NAEOP - memorial garden brick                             | \$50.00  | ECC |           |          |           |
| 10/31/06             | Bank debit | Service charge  | \$12.00  |     | \$1160.97 |          | \$1612.25 |
| <b>RECEIPTS</b>      |            |   |          |     |           |          |           |
| 11/17/06             | Deposit    | Service charge on 10/31/06 reversed                       | \$12.00  |     |           |          |           |
| 11/22/06             | Deposit    | Memberships   | \$150.00 |     |           |          |           |
| 11/30/06             | Deposit    | Interest  | \$ .73   |     | \$162.73  | balanced | \$1774.98 |
| <b>RECEIPTS</b>      |            |   |          |     |           |          |           |
| 12/2/06              | Deposit    | Interest  | \$ .76   |     |           |          | \$1775.74 |
| <b>DISBURSEMENTS</b> |            |   |          |     |           |          |           |
| 12/21/06             | Check 1041 | Carol Bom - flash drive for files                         | \$25.66  | EOE |           |          | \$1750.08 |
| <b>RECEIPTS</b>      |            |   |          |     |           |          |           |
| 1/8/07               | Deposit    | Membership  | \$30.00  |     |           |          | \$1780.08 |
| 1/10/07              | Deposit    | Transfer from scholarship savings                         | \$500.00 |     |           |          | \$2280.08 |
| <b>DISBURSEMENTS</b> |            |   |          |     |           |          |           |
| 1/6/07               | Check 1042 | University of NE Omaha - 2 <sup>nd</sup> half scholarship | \$500.00 | ESE |           |          | \$1780.08 |

2006-2007 Nebraska Educational Office Professionals Association

| Operating Savings          |                   |         |              |
|----------------------------|-------------------|---------|--------------|
| Date                       |                   | Receipt | Disbursement |
| 7/1/06                     | Beginning Balance |         | \$2,744.20   |
| 7/31/06                    | Interest          | \$6.90  | \$2751.10    |
| 8/31/06                    | Interest          | \$6.92  | \$2758.02    |
| 9/30/06                    | Interest          | \$4.86  | \$2762.88    |
| 10/31/06                   | Interest          | \$4.65  | \$2767.53    |
| 11/30/06                   | Interest          | \$4.50  | \$2,772.03   |
| <b>Scholarship Savings</b> |                   |         |              |
| 7/1/06                     | Beginning Balance |         | \$2,176.82   |
| 7/31/06                    | Interest          | \$ .46  |              |
| 8/31/06                    | Interest          | \$ .46  |              |
| 9/30/06                    | Interest          | \$ .45  | \$2178.19    |
| <b>CD</b>                  |                   |         |              |
| 7/1/06                     | Beginning Balance |         | \$5,182.57   |

\*shaded entries have not been reconciled with bank

2006-2007 Checking

|                      |            |  |  |          |         |           |          |            |            |
|----------------------|------------|--|--|----------|---------|-----------|----------|------------|------------|
| Beginning Balance    | 7/1/06     |  |  |          |         |           |          |            | \$1,446.85 |
| <b>RECEIPTS</b>      |            |  |  |          |         |           |          |            |            |
| 7/7/06               | Deposit    | Membership/pins                            |  | \$249.70 | IDU/EPI |           |          |            |            |
| 7/24/06              | Deposit    | Membership                                 |  | \$385.00 | IDU     |           |          |            |            |
| 7/31/06              | Deposit    | Interest                                   |  | \$ .69   | IBN     | \$635.39  |          | \$2,082.24 |            |
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| 7/17/06              | Check 1026 | NCSA Exhibitors - ad Administrator Days    |  | \$150.00 | EPU     |           |          |            |            |
| 7/28/06              | Check 1027 | Carol Bom - Postage                        |  | \$12.63  | EMP     |           |          |            |            |
| 7/28/06              | Check 1028 | Carol Bom - supplies                       |  | \$37.42  | EOE     |           | \$200.05 | \$1,882.19 |            |
| <b>RECEIPTS</b>      |            |  |  |          |         |           |          |            |            |
| 8/11/06              | Deposit    | Membership                                 |  | \$537.00 | IDU     |           |          |            |            |
| 8/15/06              | Deposit    | Membership                                 |  | \$105.00 | IDU     |           |          |            |            |
| 8/15/06              | Deposit    | Membership                                 |  | \$160.00 | IDU     |           |          |            |            |
| 8/31/06              | Deposit    | Interest                                   |  | \$ .92   | IBN     | \$802.92  |          | \$2685.11  |            |
| <b>DISBURSEMENTS</b> |            |  |  |          |         |           |          |            |            |
| 8/3/06               | Check 1017 | Chris Cary - Conference expenses           |  | \$165.81 | EOE     |           |          |            |            |
| 8/3/06               | Check 1018 | Julie Kleager - conference PSP reception   |  | \$19.94  | ENL     |           |          |            |            |
| 8/5/06               | Check 1019 | Chris Cary - membership packets            |  | \$45.14  | EMP     |           |          |            |            |
| 8/23/06              | Check 1020 | Carol Bom - officers expenses              |  | \$37.42  | EOE     |           |          |            |            |
| 8/23/06              | Check 1021 | Carol Bom - conference liaison expense     |  | \$23.82  | ENL     |           |          |            |            |
| 8/23/06              | Check 1022 | Connie Paxton - membership postage         |  | \$11.57  | EMP     |           |          |            |            |
| 8/23/06              | Check 1023 | Carol Bom - NAEOP delegate expense         |  | \$217.56 | END     | \$521.26  |          | \$2163.85  |            |
| 8/23/06              | Check 1024 | UNO - 1 <sup>st</sup> scholarship payment  |  | \$500.00 | ESE     | \$1021.26 |          | \$1663.85  |            |
| <b>RECEIPTS</b>      |            |  |  |          |         |           |          |            |            |
| 9/6/06               | Deposit    | Memberships                                |  | \$600.00 |         |           |          |            |            |
| 9/30/06              | Deposit    | Interest                                   |  | \$ .88   |         | \$600.88  |          | \$2264.73  |            |
| <b>DISBURSEMENTS</b> |            |  |  |          |         |           |          |            |            |
| 9/3/06               | Check 1025 | Nancy Harter - supplies scholarship        |  | \$111.63 | FSC     |           |          |            |            |
| 9/3/06               | Check 1029 | NAEOP - affiliation                        |  | \$41.80  | ENA     |           |          |            |            |
| 9/11/06              | Bank debit | Return item                                |  | \$15.00  |         |           |          |            |            |
| 9/11/06              | Bank debit | Return fee                                 |  | \$4.00   |         |           |          | \$2092.30  |            |
| 9/26/06              | Check 1030 | Printing Pus - postcards                   |  | \$148.38 | EPU     | \$320.81  |          | \$1943.92  |            |
| <b>RECEIPTS</b>      |            |  |  |          |         |           |          |            |            |
| 10/10/06             | Deposit    | Transfer from Scholarship Savings          |  | \$500.00 |         |           |          |            |            |
| 10/10/06             | Deposit    | Memberships                                |  | \$105.00 |         |           |          |            |            |
| 10/24/06             | Deposit    | Membership (\$180) reimbursement (\$43.42) |  | \$223.42 |         |           |          |            |            |
| 10/31/06             | Deposit    | Interest                                   |  | \$ .88   |         | \$829.30  |          | \$2773.22  |            |
| <b>DISBURSEMENTS</b> |            |  |  |          |         |           |          |            |            |
| 10/6/06              | Check 1031 | Awards Committee                           |  | \$100.00 | EAW     |           |          |            |            |
| 10/6/06              | Check 1032 | Awards Committee                           |  | \$100.00 | EAW     |           |          |            |            |
| 10/6/06              | Check 1034 | Judy Anderson - NEON postage               |  | \$71.91  | ETN     |           |          |            |            |

\* shaded entries have not been reconciled with bank

## **Report of the NEOPA Board of Directors January 5, 2007**



### **Report of the Membership Committee**

Submitted by Christine Cary, CEOE, Director, UNOPA

Committee members:

Connie Paxton, UNOPA

Carol Wusk, CEOE, UNOPA

### **206 Members**

The membership committee contacted all former members who have not renewed. We surpassed our goal of 200 members:

- 41 new
- 149 renewed
- 2 life
- 14 honorary

Sending a special note to the honorary and lifetime members is still on my to-do list.

### **Recognition of Charter Members**

The committee's motion to purchase a brick for the memorial garden, honoring our charter members, was passed at the October board meeting. Charter members who are current members will be named in The NEON and recognized at the annual meeting.

#### **Motion for the executive board:**

I move to purchase charm bracelets for Pat Lundahl and Virginia Maxwell, charter members who are still current members, to be presented with a vintage NEOPA charm attached, at the March 31, 2007 annual meeting, at a cost not to exceed \$180.

### **Pins**

The membership pins are gone, one pin was retained for historical reference. Purchasing new pins is not my priority but if the members want them this year, I recommend the Ultra Clois Emblem process, 1-inch or 1-1/4-inch diameter, and a magnet back, available from Frosty's Specialty Advertising for \$3.20-\$3.60 each plus set-up fees and tax.

### **Recognition of Current Members:**

#### **Motion for the executive board:**

I move to purchase post-it flag packs or a similar office-related gift, imprinted with the NEOPA logo, to be distributed to the members during Administrative Professionals Week, at a cost not to exceed \$550 for gifts and postage.

### **Honorary Membership:**

#### **Motion for the executive board:**

I move to invite all active members to nominate a person for honorary membership by filling out the attached form online, with the executive board to select one from among the nominees to be awarded at the annual meeting on March 31, 2007.





# Nebraska Educational Office Professionals Association

## Honorary Membership Nomination

### About Honorary Membership

The bylaws (Article III, Section 2E) state that honorary membership may be bestowed upon a person in recognition of outstanding service to the Association and that the Executive Board shall recommend candidates for Honorary membership.

- Honorary members do not pay dues and are members for life. They receive member communications, are invited to NEOPA events, and are counted in the roll when they attend meetings. They do not make motions, hold office, or vote.
- The current honorary members are: Butch Bender, Anne Bomar, Wanza Davis, Jean Fankell, Pat Fleming, Gini Fulton, Martha Mettscher, La Oeltjenbruns, Jean Priest Chisholm, Olive T. Ritchie, Ann Sawicki, Liz Sexson, Carol Spencer, and Vivian Valentine Fulton.

### How to Nominate Someone

- If you are an active NEOPA member you may nominate a deserving person for an honorary membership, which will begin in the 2007-08 membership year.
- People who are eligible to be active NEOPA members should not be nominated.
- Complete the nomination form and send it to the membership director by mail or email.
- One honorary member from among the nominees will be selected by the Executive Board, and awarded on March 30, 2007 at the Spring Conference Annual Meeting.

### Where and When to Send the Form

#### Deadline

Nominations must be postmarked or emailed no later than March 1, 2007.

#### Mailing Address

NEOPA Membership Director  
PO Box 83872, Lincoln, NE 68501-3872

#### Email Address

[ccary2@unl.edu](mailto:ccary2@unl.edu)



## **Report of the NEOPA Board of Directors January 5, 2007**

### **Report of the Membership Committee**

Submitted by Christine Cary, CEOE, Director, UNOPA

Committee members:

Connie Paxton, UNOPA

Carol Wusk, CEOE, UNOPA

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### **Honorary Membership:**

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**NAEOP Liaison Report**  
**January 12, 2007**

The Nebraska pin for National Conference this year will be the Nebraska Quarter made into a pin. The costs are 10 pins for \$5.00 and 20 pins for \$10.00. I took orders for over 200 pins at the Fall Conference in Wayne. These pins will be distributed as soon as construction of pins is complete. A blue & gold ribbon pin holder is also being offered; previous goldenrod holder is also available.

I displayed a "Thinking of Sleeping in Seattle" book containing information on the conferences hotel accommodations, various sightseeing opportunities, and info on the cruise to follow the conference.

An "interest indicator" and invitation to attend the national conference is being sent to NAEOP members to see how many are thinking of attending.

An article for the NEON will be submitted for the spring issue regarding the national conference in Seattle.

*Julie Kleager*

NEOPA Ways and Means Committee Report  
January 12, 2007

Committee Chairs: Jean Danley  
Beth Krohn  
Committee Members: Mary Guest, CEOE, UNOPA  
Barbara Homer, UNOPA

In addition to a 50/50 Drawing, the Ways and Means Committee will be hosting a Silent Auction during the 2007 Spring Conference, March 29-30. We are currently collecting items for the auction, organizing the storage of those items, and planning to make the event a fun and profitable weekend.

We are working on forwarding the attached flyer to all NEOPA members via email in order to recruit additional members for the committee. We're excited about the coming event and hope to recruit members from each of the affiliates.

## **Decorations Committee Report**

The theme of the 2007 NEOPA Spring Conference was "Back to Basics – The 3 R's: Rejuvenate Your Potential, Revitalize Your Attitude, Renovate Your Skills." After a little brainstorming with all of the committee members we decided to decorate the tables with items that would help attendees Rejuvenate, Revitalize and Renovate. The committee met a few months ahead of time and developed a plan. We decided to write a donation letter to Wal-Mart to see if they could help cover some of the cost of purchasing the items we wanted. They ended up donating \$100.00. With the \$100.00 Wal-Mart donation we purchased lotions, teas, candles, plants, etc. We also contacted Open Harvest for a donation and they donated some tea and bath salts. The baskets and the rest of the items in the baskets were purchased with the \$100.00 committee allocation from NEOPA. One evening some committee members went shopping at Wal-Mart and purchased what we were going to need. We got together the week of the conference and put the baskets together and the morning of the conference we arrived early to put them on the conference tables. The final product was a basket on each table with about 6 items in each one. Each item had a ribbon tied to it. People sitting at the table pulled the ribbon and that is the item they got to take home. If their item had a white sticker on it they also received the basket.

Committee Co-chairs: Kathy Janda & Michelle Lemke

Committee Members: Roxi Hiatt, Sharon Hitzeman, Annie Hitzeman & Jeanne Wenz.

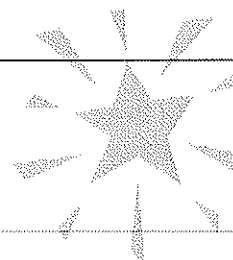
# Honorary NEOPA Membership Nomination Form

## About the Nominee

|  |        |          |   |
|--|--------|----------|---|
| Nominee's Name   |        |          |   |
| Address  | Street |          |   |
|  | City   |          |   |
|  | State  | Zip Code | - |
| Telephone Number   | -      | -        |   |
| Email Address  |        |          |   |
| In 150 words or less, describe the nominee's contributions to NEOPA and reasons why the nominee should be considered for an honorary membership. |        |          |   |

## Nominator Contact Information

|                  |   |   |  |
|------------------|---|---|--|
| Your Name        |   |   |  |
| Telephone Number | - | - |  |



Supporting  
Teachers  
Administrators  
Researchers and  
Students

We Are STARS!

### **Meetings Coordinating Committee Report**

Submitted by Peg Aldridge, CEOE, Vice President, LPSAOP

Committee members:

Diane Wasser, CEOE, UNOPA

Sandy Watmore, CEOE, UNOPA

The Spring 2007 Conference is set and there will be information in the Winter "NEON" about the conference. The keynote speaker will be Linda Sockwell, President elect of NAEOP. Attendees will be able to choose from three of the seven breakout sessions that will be offered. The Southeast Community College catalog, with the conference information, will be mailed the second week in February. NEOPA members will be able to register for the Conference beginning February 1<sup>st</sup>. The conference is limited to 125 people. NEOPA members are encouraged to register early since the conference will be open to any one who receives the SCC Catalog. The Conference information will also be on the web page, sent out in an e-mail to the list serve and by mail to those who do not have e-mail.

The Meeting Coordinating Committee will be meeting at the end of January to work on the Conference Guidelines and to work on other groups to host the Fall 2008 workshop and Spring 2009 Conference. The Past Presidents have agreed to host the Fall 2007 Workshop and LPSAOP has been asked to host the Spring 2008 Conference. By the time this report is presented, LPSAOP will have met and made their decision about hosting the conference.

### **Past President Report/Field Service**

Submitted by Deb Ryan, CEOE

Committee Members:

Lisa Morehouse, CEOE

Dee Oltman, CEOE

Diane Wasser, CEOE, UNOPA

Sandy Watmore, CEOE, UNOPA

Carol Bom, Chris Cary and I had a meeting and we agreed that we need to come up with a script that we can utilize when members go to talk to other people or associations about being a part of NEOPA.

We will also work with sending information about NEOPA and the Spring Conference to Lincoln parochial schools and higher education facilities in the area that might possibly attend. I really think if we get people to come and see what we have to offer they will join (at least some of them will.) Also, by past mailings, it is proven that when sent to administrators sometimes they encourage them to come and they also pay.

Diane Wasser and I spoke and I hope to get the committee together after the holidays to do some brain storming. I am still interested in more members on my committee or ideas to be used if you're unable to serve. You can email me at [dryan@lps.org](mailto:dryan@lps.org)

I will also begin putting together information for the Louise Henderson Nelson Award. If you have fliers or information about activities, please forward them to me.

**NEOPA Board Meeting**  
**January 12-13, 2007**

Bylaws Committee

**Bylaws**

**Article III – Membership**

**Section 1.**

Currently reads:

Membership shall be open to educational office personnel working in institutions of learning and the profession in the State of Nebraska.

Change to read:

Membership shall be open to educational office personnel working in institutions of learning and the profession in the State of Nebraska. The NEOPA membership year is July 1 through June 30.

**Section 3.**

Currently reads:

Full membership privileges in this Association shall terminate upon failure to pay dues, upon resignation, or upon withdrawal from employment as educational office personnel.

Change to read:

Full membership privileges in this Association shall terminate upon failure to pay dues by September 30 of the current fiscal year, upon resignation, or upon withdrawal from employment as educational office personnel.

**Section 4.**

Currently reads:

Full membership shall be restored to a member who returns to work as an educational office professional within the fiscal year of a resignation of membership or withdrawal from employment.

Change to read:

Full membership shall be restored ~~to a member~~ upon payment of dues or ~~who returns~~ upon returning to work as an educational office professional within the fiscal year of a resignation of membership or withdrawal from employment.



## Article VII – Duties of Officers

### Section 3.

Currently reads:

The Vice President shall serve as Director of the Meetings Coordinating Committee and liaison between host groups and the Executive Board; and shall act as Historian and maintain the Association's scrapbook. In the absence of the President and President-elect, the Vice President shall be the presiding officer. The Vice President shall fill the remaining term of the President-elect should a vacancy occur, whereupon the office of President-elect will be filled by ballot at the next election.

Change to read:

The Vice President shall serve as Director of the Meetings Coordinating Committee and liaison between host groups and the Executive Board; ~~and shall act as Historian and maintain the Association's scrapbook.~~ In the absence of the President and President-elect, the Vice President shall be the presiding officer. The Vice President shall fill the remaining term of the President-elect should a vacancy occur, whereupon the office of President-elect will be filled by ballot at the next election.

### Section 4.

Currently reads:

The Secretary shall keep an accurate record of the proceedings and correspondence of the Association and of the Executive Board. The Secretary shall send a copy of the minutes of each meeting to each member of the Executive Board within two weeks after the meetings; shall maintain current job descriptions for each Executive Board officer and committee director; shall secure from the Membership Director a list of current members of the Association prior to the end of the year; and at the end of the fiscal year shall duplicate all records and send to the State Historical Society, 15th and "R" Streets, Lincoln, Nebraska, to be placed on file for permanent record.

Change to read:

The Secretary shall keep an accurate record of the proceedings and correspondence of the Association and of the Executive Board. The Secretary shall send a copy of the minutes of each meeting to each member of the Executive Board ~~within two weeks after the meetings~~ within 30 days after the meetings; shall maintain current job descriptions for each Executive Board officer and committee director; shall secure from the Membership Director a list of current members of the Association prior to the end of the year; and at the end of the fiscal year shall duplicate all records for the Historian who will archive the documents at the appropriate time in the State Historical Society. ~~and send to the State Historical Society, 15th and "R" Streets, Lincoln, Nebraska, to be placed on file for permanent record.~~

**Take out of Section 3. Vice President - and shall act as Historian and maintain the Association's scrapbook and add to Audit Committee duties.**

## **Article VIII – Elections**

### **Section 1.**

Currently reads:

The Nominating Committee shall present a slate to the Executive Board after the candidates have signified their willingness to run for office and have been declared eligible by the Membership Committee. The ballots shall be mailed to each Active and Retired member of the organization thirty days before the Annual Meeting. Write-in nominations are accepted with the candidate's consent. The ballot shall be officially closed by the fifteenth day prior to the Annual Meeting and all ballots shall be returned to the Director of the Nominating Committee on or before that date. A list of the persons elected shall be sent to all candidates prior to the installation of officers.

Change to read:

The Nominating Committee shall present a slate to the Executive Board after the candidates have signified their willingness to run for office and have been declared eligible by the Membership Committee. The ballots shall be mailed to each Active and Retired member of the organization thirty days before the Annual Meeting. Write-in nominations are accepted with the candidate's consent. The ~~ballot~~ voting process shall be officially closed by the fifteenth day prior to the Annual Meeting and all ballots shall be returned to the Director of the Nominating Committee on or before that date. A list of the persons elected shall be sent to all candidates prior to the installation of officers.

### **Section 4.**

Currently reads:

The name of a member of the Nominating Committee may not be placed on the ballot any year in which the person serves on the committee.

Change to read:

The name of a member of the Nominating Committee may not be placed on the ballot any year in which the person serves on the committee. If a member of the Nominating Committee chooses to run for office, they may excuse themselves from the Committee.

## **Article IX – Committees and Appointments**

### **Section 1.**

Currently reads:

The Association shall have the following standing committees: Audit, Awards, Bylaws, Field Service, Finance, Information/Technology, Meetings Coordinating, Membership, NAEOP Liaison, Newsletter, Nominating, Professional Standards, Publicity, Scholarship, and Ways and Means.

Suggest combining – Audit and Finance into one committee (New Name - Finance & Records Committee)

This would require changing the description of the duties of these committees.

2006-2007 Checking

|                      |                  |            |   |  |  |  |  |  |            |
|----------------------|------------------|------------|---|--|--|--|--|--|------------|
| Beginning Balance    | 7/1/06           |            |   |  |  |  |  |  | \$1,446.85 |
| <b>RECEIPTS</b>      |                  |            |   |  |  |  |  |  |            |
|                      | 7/7/06           | Deposit    | Membership/pins                               |  |  |  |  |  |            |
|                      | 7/24/06          | Deposit    | Membership                                    |  |  |  |  |  |            |
|                      | 7/31/06          | Deposit    | Interest                                      |  |  |  |  |  |            |
| <b>DISBURSEMENTS</b> |                  |            |   |  |  |  |  |  |            |
|                      | 7/17/06          | Check 1026 | NCSA Exhibitors - ad Administrator Days       |  |  |  |  |  |            |
|                      | 7/28/06          | Check 1027 | Carol Bom - Postage                           |  |  |  |  |  |            |
|                      | 7/28/06          | Check 1028 | Carol Bom - supplies                          |  |  |  |  |  |            |
| <b>RECEIPTS</b>      |                  |            |   |  |  |  |  |  |            |
|                      | 8/1/06           | Deposit    | Membership                                    |  |  |  |  |  |            |
|                      | 8/15/06          | Deposit    | Membership                                    |  |  |  |  |  |            |
|                      | 8/15/06          | Deposit    | Membership                                    |  |  |  |  |  |            |
|                      | 8/31/06          | Deposit    | Interest                                      |  |  |  |  |  |            |
| <b>DISBURSEMENTS</b> |                  |            |   |  |  |  |  |  |            |
|                      | 8/3/06           | Check 1017 | Chris Cary - Conference expenses              |  |  |  |  |  |            |
|                      | 8/3/06           | Check 1018 | Julie Kleager - conference PSP reception      |  |  |  |  |  |            |
|                      | 8/5/06           | Check 1019 | Chris Cary - membership packets               |  |  |  |  |  |            |
|                      | 8/23/06          | Check 1020 | Carol Bom - officers expenses                 |  |  |  |  |  |            |
|                      | 8/23/06          | Check 1021 | Carol Bom - conference liaison expense        |  |  |  |  |  |            |
|                      | 8/23/06          | Check 1022 | Connie Paxton - membership postage            |  |  |  |  |  |            |
|                      | 8/23/06          | Check 1023 | Carol Bom - NAEOP delegate expense            |  |  |  |  |  |            |
|                      | 8/23/06          | Check 1024 | DINO - 1 scholarship payment                  |  |  |  |  |  |            |
|                      | 9/3/06           | Check 1025 | Nancy Harter - supplies scholarship           |  |  |  |  |  |            |
|                      | 9/3/06           | Check 1029 | NAEOP - affiliation                           |  |  |  |  |  |            |
|                      | 9/26/06          | Check 1030 | Printing Plus - postcards                     |  |  |  |  |  |            |
|                      | 10/6/06          | Check 1031 | Awards Committee                              |  |  |  |  |  |            |
|                      | 10/6/06          | Check 1032 | Awards Committee                              |  |  |  |  |  |            |
|                      | 10/6/06          | Check 1034 | Judy Anderson - NEON postage                  |  |  |  |  |  |            |
|                      | 10/6/06          | Check 1035 | Copy Services - NEON pinning                  |  |  |  |  |  |            |
|                      | 10/6/06          | Check 1036 | Publications & Photography - NEON color cover |  |  |  |  |  |            |
| <b>RECEIPTS</b>      |                  |            |   |  |  |  |  |  |            |
|                      | 10/9/06          | Deposit    | Membership                                    |  |  |  |  |  |            |
|                      | 10/9/06          | Deposit    | Transfer from scholarship savings             |  |  |  |  |  |            |
|                      | Balance 10/41/06 |            |   |  |  |  |  |  |            |

\*shaded entries have not been reconciled with bank

2006-2007 Checking

|                      |            |   |          |     |           |          |           |
|----------------------|------------|---|----------|-----|-----------|----------|-----------|
| 10/6/06              | Check 1035 | Copy Services - NEON printing                             | \$578.45 | ETN |           |          |           |
| 10/6/06              | Check 1036 | Publications & Photography - NEON color cover             | \$32.50  | ETN |           |          |           |
| 10/6/06              | Check 1037 | Carol Bom - books for fall workshop                       | \$75.80  | EOE |           |          |           |
| 10/24/06             | Check 1038 | Awards Unlimited - Prof of Year awards                    | \$90.31  | FAW |           |          |           |
| 10/19/06             | Check 1039 | NAEOP - presenter state conference donation               | \$50.00  | ENF |           |          |           |
| 10/19/06             | Check 1040 | NAEOP - memorial garden brick                             | \$50.00  | ECC |           |          |           |
| 10/31/06             | Bank debit | Service charge  | \$12.00  |     | \$1160.97 |          | \$1612.25 |
| <b>RECEIPTS</b>      |            |   |          |     |           |          |           |
| 11/17/06             | Deposit    | Service charge on 10/31/06 reversed                       | \$12.00  |     |           |          |           |
| 11/22/06             | Deposit    | Memberships   | \$150.00 |     |           |          |           |
| 11/30/06             | Deposit    | Interest  | \$73     |     | \$162.73  | balanced | \$1774.98 |
| <b>RECEIPTS</b>      |            |   |          |     |           |          |           |
| 12/2/06              | Deposit    | Interest  | \$76     |     |           |          | \$1775.74 |
| <b>DISBURSEMENTS</b> |            |   |          |     |           |          |           |
| 12/24/06             | Check 1041 | Carol Bom - flash-drive for files                         | \$25.66  | EOE |           |          | \$1750.08 |
| <b>RECEIPTS</b>      |            |   |          |     |           |          |           |
| 1/8/07               | Deposit    | Membership  | \$30.00  |     |           |          | \$1780.08 |
| 1/10/07              | Deposit    | Transfer from scholarship savings                         | \$500.00 |     |           |          | \$2280.08 |
| <b>DISBURSEMENTS</b> |            |   |          |     |           |          |           |
| 1/6/07               | Check 1042 | University of Ne Omaha - 2 <sup>nd</sup> half scholarship | \$500.00 | ESP |           |          | \$1780.08 |

2006-2007 Nebraska Educational Office Professionals Association

| Operating Savings          |                   |         |              |  |  |            |  |
|----------------------------|-------------------|---------|--------------|--|--|------------|--|
| Date                       |                   | Receipt | Disbursement |  |  |            |  |
| 7/1/06                     | Beginning Balance |         |              |  |  | \$2,744.20 |  |
| 7/31/06                    | Interest          | \$6.90  |              |  |  | \$2751.10  |  |
| 8/31/06                    | Interest          | \$6.92  |              |  |  | \$2758.02  |  |
| 9/30/06                    | Interest          | \$4.86  |              |  |  | \$2762.88  |  |
| 10/31/06                   | Interest          | \$4.65  |              |  |  | \$2767.53  |  |
| 11/30/06                   | Interest          | \$4.50  |              |  |  | \$2,772.03 |  |
| <b>Scholarship Savings</b> |                   |         |              |  |  |            |  |
| 7/1/06                     | Beginning Balance |         |              |  |  | \$2,176.82 |  |
| 7/31/06                    | Interest          | \$46    |              |  |  | \$2178.19  |  |
| 8/31/06                    | Interest          | \$46    |              |  |  | \$2178.19  |  |
| 9/30/06                    | Interest          | \$45    |              |  |  | \$2178.19  |  |
| <b>CD</b>                  |                   |         |              |  |  |            |  |
| 7/1/06                     | Beginning Balance |         |              |  |  | \$5,182.57 |  |

\*shaded entries have not been reconciled with bank

2006-2007 Checking

|                      |            |  |  |          |         |           |          |            |            |
|----------------------|------------|--|--|----------|---------|-----------|----------|------------|------------|
| Beginning Balance    | 7/1/06     |  |  |          |         |           |          |            | \$1,446.85 |
| <b>RECEIPTS</b>      |            |  |  |          |         |           |          |            |            |
| 7/7/06               | Deposit    | Membership/pins                            |  | \$249.70 | IDU/EPI |           |          |            |            |
| 7/24/06              | Deposit    | Membership                                 |  | \$385.00 | IDU     |           |          |            |            |
| 7/31/06              | Deposit    | Interest                                   |  | \$69     | IBN     | \$635.39  |          | \$2,082.24 |            |
| <b>DISBURSEMENTS</b> |            |  |  |          |         |           |          |            |            |
| 7/17/06              | Check 1026 | NCSA Exhibitors - ad Administrator Days    |  | \$150.00 | EPU     |           |          |            |            |
| 7/28/06              | Check 1027 | Carol Bom - Postage                        |  | \$12.63  | EMP     |           |          |            |            |
| 7/28/06              | Check 1028 | Carol Bom - supplies                       |  | \$37.42  | EOE     |           | \$200.05 | \$1,882.19 |            |
| <b>RECEIPTS</b>      |            |  |  |          |         |           |          |            |            |
| 8/11/06              | Deposit    | Membership                                 |  | \$537.00 | IDU     |           |          |            |            |
| 8/15/06              | Deposit    | Membership                                 |  | \$105.00 | IDU     |           |          |            |            |
| 8/15/06              | Deposit    | Membership                                 |  | \$160.00 | IDU     |           |          |            |            |
| 8/31/06              | Deposit    | Interest                                   |  | \$92     | IBN     | \$802.92  |          | \$2,685.11 |            |
| <b>DISBURSEMENTS</b> |            |  |  |          |         |           |          |            |            |
| 8/3/06               | Check 1017 | Chris Cary - Conference expenses           |  | \$165.81 | EOE     |           |          |            |            |
| 8/3/06               | Check 1018 | Julie Kleager - conference PSP reception   |  | \$19.94  | ENL     |           |          |            |            |
| 8/5/06               | Check 1019 | Chris Cary - membership packets            |  | \$45.14  | EMP     |           |          |            |            |
| 8/23/06              | Check 1020 | Carol Bom - officers expenses              |  | \$37.42  | EOE     |           |          |            |            |
| 8/23/06              | Check 1021 | Carol Bom - conference liaison expense     |  | \$23.82  | ENL     |           |          |            |            |
| 8/23/06              | Check 1022 | Connie Paxton - membership postage         |  | \$11.57  | EMP     |           |          |            |            |
| 8/23/06              | Check 1023 | Carol Bom - NAEOP delegate expense         |  | \$217.56 | END     | \$521.26  |          | \$2,163.85 |            |
| 8/23/06              | Check 1024 | UNO - 1 <sup>st</sup> scholarship payment  |  | \$500.00 | ESE     | \$1021.26 |          | \$1,663.85 |            |
| <b>RECEIPTS</b>      |            |  |  |          |         |           |          |            |            |
| 9/6/06               | Deposit    | Memberships                                |  | \$600.00 |         |           |          |            |            |
| 9/30/06              | Deposit    | Interest                                   |  | \$88     |         | \$600.88  |          | \$2,264.73 |            |
| <b>DISBURSEMENTS</b> |            |  |  |          |         |           |          |            |            |
| 9/3/06               | Check 1025 | Nancy Harter - supplies scholarship        |  | \$111.63 | ESC     |           |          |            |            |
| 9/3/06               | Check 1029 | NAEOP - affiliation                        |  | \$41.80  | ENA     |           |          |            |            |
| 9/11/06              | Bank debit | Return item                                |  | \$15.00  |         |           |          |            |            |
| 9/11/06              | Bank debit | Return fee                                 |  | \$4.00   |         |           |          | \$2092.30  |            |
| 9/26/06              | Check 1030 | Printing Plus - postcards                  |  | \$148.38 | EPU     | \$320.81  |          | \$1,943.92 |            |
| <b>RECEIPTS</b>      |            |  |  |          |         |           |          |            |            |
| 10/10/06             | Deposit    | Transfer from Scholarship Savings          |  | \$500.00 |         |           |          |            |            |
| 10/10/06             | Deposit    | Memberships                                |  | \$105.00 |         |           |          |            |            |
| 10/24/06             | Deposit    | Membership (\$180) reimbursement (\$43.42) |  | \$223.42 |         |           |          |            |            |
| 10/31/06             | Deposit    | Interest                                   |  | \$88     |         |           | \$829.30 | \$2,773.22 |            |
| <b>DISBURSEMENTS</b> |            |  |  |          |         |           |          |            |            |
| 10/6/06              | Check 1031 | Awards Committee                           |  | \$100.00 | EAW     |           |          |            |            |
| 10/6/06              | Check 1032 | Awards Committee                           |  | \$100.00 | EAW     |           |          |            |            |
| 10/6/06              | Check 1034 | Judy Anderson - NEON postage               |  | \$71.91  | ETN     |           |          |            |            |

\*shaded entries have not been reconciled with bank