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NEOPA Minutes

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10-29-2015

## NEOPA Board of Directors Meeting Minutes - October 2015

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Nebraska Educational Office Professionals Association (NEOPA)  
Board Meeting Minutes: October 29, 2015 – 2:00 p.m.  
Southeast Community College – Lincoln – Room 301

**Welcome:**

President Fisher called the meeting to order at 2:04 p.m.

**Roll Call/Quorum:**

**Present:** Denise Fisher, Amy Windle, Lora Sypal, Debbie Hendricks, Mary Guest, Edie Schleiger, Carol Bom, Joan Wilkins, Jennifer Bahr, Tami Friend (arrived at 2:15 p.m.), and Caroline Helget (arrived at 2:46 p.m.).

**Absent:** None.

**Guests:** None.

A quorum was established.

**Overview – Packet:**

President Fisher discussed NEOPA board packets with the board members.

**Approval of the Minutes:**

Motion made by Lora Sypal: To approve the minutes of the August 8, 2015, NEOPA Board of Directors Meeting of the 2014-2015 Board of Directors. Second by Carol Bom. Motion carried.

Motion made by Lora Sypal: To approve the minutes from the August 8, 2015 NEOPA Board of Directors Meeting for 2015-2016. Second by Edie Schleiger. Motion carried.

**Treasurer's Report:**

The NEOPA Budget to Date Summarization for July 1 – October 16, 2015 was presented to the Board members. (*Budget to Date Summarization attached*)

Debbie Hendricks reported the audit committee met and reviewed the budget and their report will be presented at the next board meeting.

President Fisher gave the Affiliation with NAEOP form to Debbie Hendricks to finalize. A check will be sent with the completed form to NAEOP prior to the May 2015 deadline.

President Fisher will ask the NEOPA membership for their NAEOP member numbers for NEOPA to keep on file.

**Approval/Reimbursement of Fall Conference Expenses:**

NEOPA Members submitted Fall Conference expenses to President Fisher. President Fisher gave the expenses to Debbie Hendricks for reimbursement. Joan Wilkins reported an estimate of the projected and current expenses for the Fall Conference.

**Review Membership Meeting Agenda for October 30:**

President Fisher reviewed the General Membership meeting for October 30. Barbara Homer will be recognized at the meeting as Professional of the Year. Lisa Morehouse will visit with NEOPA members about NAEOP.

**Website/NEON:**

Carol Bom reported on the current NEOPA website [www.neopa.unl.edu](http://www.neopa.unl.edu) and communication to members. Carol Bom demonstrated using a Google Site for NEOPA's website.

Motion made by Carol Bom: NEOPA discontinue the hosting of our website at the University of Nebraska-Lincoln effective March 1, 2016. This meets our 90-day notification requirement. Second by Tami Friend. Motion carried.

**Membership:**

Amy Windle discussed whether the NEOPA membership list should be shared with members of the public. NEOPA members discussed not sharing the information. It was resolved that NEOPA would not share the membership list publically and NEOPA would maintain the list personally.

Amy Windle reported having a listserv versus a Google Document. She suggested using a Google Doc as the new source for the listserv. A paper copy or another electronic copy will also be retained. It was approved by consensus for NEOPA to use a Google Doc instead of a listserv.

Amy Windle reported NEOPA has 14 new members. Discussion was had about the supplies provided for new member packets. The membership packet discussion will be discussed at the NEOPA Retreat.

Amy Windle reported on membership renewals. NEOPA board members will receive an email from Amy with those members who have not renewed their memberships. Personal invitations will be made to the individuals from NEOPA Board Members or from Amy Windle.

**Future Meeting Planning:**

President Fisher discussed the future meeting planning documents. President Fisher proposed the NEOPA board members have a one-day retreat in order to plan for

future meetings. Discussion was to possibly have two retreats, one for strategic planning and the other to plan a Spring Conference. (*Future Meeting chart attached*)

Two retreats are scheduled for the NEOPA Board Members: January 23 2016, 9:30 a.m. – 3:00 p.m. at the Wittier Research Center, 2200 Vine Street, Lincoln. February 27, 2016, 9:30 a.m. – 3:00 p.m. at the Vocational Rehabilitation Offices, Center for People in Need Building, 3901 N. 27<sup>th</sup> Street, Lincoln.

**North Central Area (NCA) / NAEOP Update:**

Mary Guest reported the North Central Area (NCA) Conference is in Rochester, Minnesota, April 22-23, 2016.

Mary Guest requested articles from NEOPA local memberships for the NCA publication. Stay tuned for Mary's email.

Carol Bom discussed the long-range planning committee for NAEOP.

**Written Reports of Officers/Coordinators:**

**President – Denise Fisher** – no additional report.

**President Elect – Amy Windle** – no additional report.

**Vice President – Joan Wilkins** – Joan Wilkins reported 54 people were registered and attending the Fall Conference.

**Treasurer – Debbie Hendricks** – no additional report.

**Secretary – Lora Sypal** – no additional report.

**Past President – Mary Guest**- no additional report.

**Fellowship – Jennifer Bahr** – no additional report.

**Recognition – Tami Friend** – no additional report.

**Leadership – Caroline Helget** – Caroline Helget reported the PSP certificates and paper weights were ready to be awarded on October 30.

**Mentoring – Edie Schleiger** – no additional report.

**Networking - Carol Bom** – Carol Bom reminded NEOPA members to take photos at the October 30 Fall Workshop and to share them with her.

**Other Items:**

**Communications**

President Fisher read a Thank you note from Pat Stelmach. (*Thank you note attached*)

**Adjourn**

President Fisher adjourned the meeting at 4:26 p.m.

Respectfully Submitted,

Lora B. Sypal

NEOPA Secretary, 2015-2016

NEOPA BUDGET TO DATE SUMMARIZATION - JULY 1 – OCTOBER 16, 2015					
Budget Category	Actual Income	Actual Expense	Proposed Income Budget	Proposed Expense Budget	Balance
Vice President			\$ 5,000.00	\$ 4,700.00	
	9/5/2015	\$ 75.00			
President-Elect			\$ 2,625.00	\$ 225.00	
	7/2/2015	\$ 1,240.00			
	9/5/2015	\$ 895.00			
	9/5/2015	\$ 145.00			
	10/10/2015	\$ 280.00			
Fellowship			\$ 1,200.00		
	9/5/2015	\$ 65.00			
	9/5/2015	\$ 30.00			
President				\$ 1,000.00	
Secretary				\$ 75.00	
Treasurer				\$ 35.00	
	7/31/2015	\$ 0.04			
	8/31/2015	\$ 0.03			
	9/30/2015	\$ 0.04			
Immediate Past President				\$ 75.00	
Leadership				\$ 375.00	
	8/8/2015	\$ 50.00			
Mentoring				\$ 200.00	
Networking				\$ 275.00	
	9/5/2015	\$ 500.00			
Recognition				\$ 375.00	
Fellowship				\$ 500.00	
	8/8/2015	\$ 228.65			
Assets				\$ 990.00	

**NEOPA FINANCIAL SUMMARIZATION - OCTOBER 16, 2015**

<b>Business Interest Checking Account</b>	
Beginning Balance as of July 1, 2015	\$ 4,120.66
Receipts - July 1, 2015 - Oct 16, 2015	\$ 2,730.00
Interest - July 1, 2015 - Oct 16, 2015	\$ 0.11
Disbursements - July 1, 2015 - Oct 16, 2015	\$ 1,987.93
Balance as of Oct 16, 2015	<u>\$ 4,862.84</u>

<b>Money Market Savings - Professional member Scholarships</b>	
Beginning Balance as of July 1, 2015	\$ 2,649.54
Receipts - July 1, 2015 - Oct 16, 2015	
Interest - July 1, 2015 - Oct 16, 2015	\$ 0.27
Disbursements - July 1, 2015 - Oct 16, 2015	
Balance as of Oct 16, 2015	<u>\$ 2,649.81</u>



<b>Classic Business - Student Scholarship Savings</b>	
Beginning Balance as of July 1, 2015	\$ 618.80
Receipts - July 1, 2015 - Oct 16, 2015	
Interest - July 1, 2015 - Oct 16, 2015	\$ 0.06
Disbursements - July 1, 2015 - Oct 16, 2015	
Balance as of Oct 16, 2015	<u>\$ 618.86</u>

<b>Certificate of Deposit</b>	
Beginning Balance as of July 1, 2015	\$ 6,098.98
Receipts - July 1, 2015 - Oct 16, 2015	
Interest - July 1, 2015 - Oct 16, 2015	\$ 3.08
Disbursements - July 1, 2015 - Oct 16, 2015	
Balance as of Oct 16, 2015	<u>\$ 6,102.06</u>

**Business Interest Checking Account**  
 Beginning Account Balance - July 1, 2015 \$ 4,120.66

DATE	CHECK #	BUDGET CATEGORY	DESCRIPTION	EXPENSE AMOUNT	DEPOSIT AMOUNT	BALANCE
5/29/2015	1612	2014-15 Budget	Gift Cards for NAEOP Basket	\$ 200.00		\$ 3,920.66
5/29/2015	1613	2014-15 Budget	NAEOP Field Service Donation	\$ 25.00		
6/29/2015	1614	2014-15 Budget	Mary Guest - Survey Monkey	\$ 78.00		
6/29/2015	1615	2014-15 Budget	North Central Area - 1/2 of profit	\$ 701.18		
7/2/2015	1616	2014-15 Budget	NAEOP Website Entry Fee	\$ 20.00		
7/2/2015	1617	2014-15 Budget	UNL Website Fees	\$ 185.10		
7/2/2015		President-Elect	2015-2016 Membership Dues		\$ 1,240.00	
7/31/2015		Treasurer	Earned Interest		\$ 0.04	
8/8/2015	1618	Fellowship	NAEOP Conference Expenses	\$ 228.65		
8/8/2015	1619	Leadership	Barb Homer -Prof Growth Scholarship	\$ 50.00		
8/31/2015		Treasurer	Earned Interest		\$ 0.03	
9/5/2015		Fellowship	Pins Sold		\$ 65.00	
9/5/2015		Fellowship	NAEOP Basket Donation		\$ 30.00	
9/5/2015		Vice President	Spring Conference Registration		\$ 75.00	
9/5/2015		President-Elect	2015-2016 Membership Dues		\$ 895.00	
9/5/2015	1620	Networking	UNL - Student Scholarship	\$ 500.00		
9/5/2015		President-Elect	2015-2016 Membership Dues		\$ 145.00	
9/30/2015		Treasurer	Earned Interest		\$ 0.04	
10/10/2015		President-Elect	2015-2016 Membership Dues		\$ 280.00	\$ 4,862.84

### Future Meeting Planning

Retreat	Discussion Item	Spring Conference
	Strategic Planning <ul style="list-style-type: none"> <li>a. Education partner organizations</li> <li>b. Extended email group</li> <li>c. Written plans</li> <li>d. NEOPA brochure</li> </ul>	
	Review of Reorganization	
	Review evaluations of Fall Conference Review evaluations of Spring Conference	
	Planning Ahead – Annual Report	
	Developing/revising officer/area coordinator job descriptions	
	Who has and Where are they? <ul style="list-style-type: none"> <li> Flags</li> <li> Conference material</li> </ul>	
	April Spring Conference Recognition Dinner – new officers Education Credit - speaker	
	Bylaws-Standing Rules - updates	
	Pins/Membership packets	



	Website	
	Awards	
	Nominations for Educational Office Professional of the Year.	

*Thank You*

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Nebraska Association EOP,

Thank you so much for  
the \$25 donation to Field  
Service in my honor.

I appreciate your  
thoughtfulness and your  
support of the Field Service  
program.

It was good to see many  
of you at the conference in  
Buffalo.

Pat Stelmach  
NAEOP President