

2-27-2016

## NEOPA Board of Directors Meeting Minutes - February 2016

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**Nebraska Educational Office Professional Association (NEOPA)  
Board of Directors Meeting/Strategic Planning Workshop Minutes**

**February 27, 2016 - 9:30 a.m. to 3:00 p.m.**

**Nebraska Vocational Rehabilitation Offices  
3901 North 27th Street, Suite 5, Lincoln, Nebraska**

**Call to Order:**

President Fisher called the meeting to order at 9:40 a.m.

**Roll Call/Quorum:**

**Present:** Denise Fisher, CEOE (NDE BRIDGE); Lora Sypal (NDE BRIDGE); Debbie Hendricks; CEOE (UNOPA); Mary Guest; CEOE (UNOPA); Caroline Helget (NDE BRIDGE); Carol Bom, CEOE (NDE BRIDGE); and Edie Schleiger, CEOE (UNOPA).

**Guests:** Mari Greer (UNOPA).

**Absent:** Amy Windle (LPSAOP), Joan Wilkins, Tami Friend, CEOE (LPSAOP), and Jennifer Bahr, (LPSAOP).

A quorum was established.

No items were added to the Agenda on February 27, 2016.

**Action Items:**

Attendees reviewed the October 29, 2015 Board of Directors Minutes.

Motion made by Lora Sypal: To approve the Minutes of the Board of Directors Meeting on October 29, 2015. Seconded by Edie Schleiger. Motion carried. (*Minutes attached*)

Attendees reviewed and discussed the proposed revisions to the Standing Rules.

Motion made by Mary Guest: To approve the changes to the Standing Rules as presented and to include the deletion of #14. Seconded by Carol Bom. Motion carried. (*Proposed revisions to the Standing Rules attached*)

Attendees reviewed and discussed Standing Rule #3.

Motion made by Mary Guest: At the discretion of the board, conference expenses shall be reimbursed up to \$500 for the delegate based on need and NEOPA's financial status. Seconded by Debbie Hendricks. Motion carried. (*Refer to the Proposed revisions to the Standing Rules attached*)

Attendees reviewed and discussed the Special Standing Rules for Electronic Meetings document that was handed out at the meeting.

Motion made by Mary Guest: To approve the Special Standing Rules for Electronic Meetings as presented at the Board of Directors Meeting. Seconded by Edie Schleiger. Motion carried. (*Special Standing Rules for Electronic Meetings NEOPA attached*)

**Discussion Items:**

President Fisher reminded the board of the approved information on February 11 which were part of the minutes on February 13 10:18 p.m. President Fisher stated "For the Record, Amy Windle (LPSAOP) resigned her position as President-Elect. We have a vacancy on the board." (*Email attached*)

President Fisher, and attendees discussed developing a Speakers Bureau for NEOPA. Mary Guest, will visit with the Past Presidents membership and bring this back to the NEOPA Board.

Attendees discussed items to go before the Advisory Council at NAEOP Conference in July. Discussion about NAEOP developing a communication plan with the Executive Director and NAEOP President would be a good idea. Discuss the purposes of all the communications (NES Connector, website, etc.) Carol Bom and Denise Fisher will draft something to bring before the NEOPA Board and to take to the NAEOP Advisory Council in July.

Attendees took a break at 10:50 a.m. and resumed at 10:55 a.m.

Attendees discussed the Membership list. Carol Bom posted the Membership list on the NEOPA website. As a reminder, the new NEOPA website:

<https://sites.google.com/site/neopanebraska/>

Information is no longer being updated on the old NEOPA website. The University of Nebraska-Lincoln has a ticket to close the old site down.

Attendees discussed the use of Committees and the work of the committees. Suggestions were made to explain how committees function at the NEOPA Transition Meeting so all the work doesn't fall on one member.

Attendees discussed the Spring Conference and possibly changing the date to April 28, 2016 and discussed several other possibilities of proposed agenda and the timeframe. Nancy Harter (LPSAOP) will work with the Holiday Inn South, Lincoln, Nebraska.

**Written Reports:**

**Nominating Committee - Mary Guest** - had no additional report.

Nominations for President-Elect are received until March 3. Nominations for the 2016-17 NEOPA Officers are received through March 20.

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

**President Elect - Amy Windle** – was not present.

President Fisher reported NEOPA Board Members will be assigned new NEOPA new members to follow-up with them by inviting them to the Spring Conference. Attendees drafted an email form to use for the message.

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

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

**Vice President of Meetings - Joan Wilkins** – was not present.

Attendees reviewed the Fall Conference Final Report.

**Leadership - Caroline Helget** – had no additional report.

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

**Fellowship - Jennifer Bahr** – was not present.

Mary Guest, reported Jennifer Bahr was meeting with her committee regarding Fundraising on Sunday. President Fisher will follow-up with Jennifer Bahr. Jennifer Bahr asked if NEOPA was submitting a state basket for the North Central Association Professional Development Day and if so, she wondered how much NEOPA was contributing.

Motion by Debbie Hendricks: NEOPA donate up to \$50 to provide a basket for NCAPDD (North Central Association Professional Development Day) being held in Minnesota in April. Seconded by Carol Bom. Motion carried.

**Recognition - Tami Friend** – was not present.

**Networking - Carol Bom**

Carol Bom is submitting NEOPA's website for a NAEOP award in order to receive feedback.

**President Report - Denise Fisher** - had no additional report.

**Adjourn:**

President Fisher adjourned the Board meeting at 1:33 p.m.

Members continued to discuss Strategic Planning of NEOPA until it ended at 2:42 p.m.



**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.

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**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 publicly 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

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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

## STANDING RULES

for

Nebraska Educational Office Professionals Association (NEOPA)

Standing Rules can be adopted by a majority vote at any Association meeting. No Standing Rule or other resolution can be adopted if it is in conflict with the Bylaws. Standing Rules should contain only those rules that are subject to the will of the majority at any meeting and those rules that it may want to change at any time, without having to give prior notice.

1. The dues for each fiscal year, July 1 through June 30, shall be determined upon adoption of a budget for the next fiscal year at a general membership meeting. Current annual dues are: **Active** members, (\$20); **Associate** members (\$20); and **Retired** members (\$10). PSP points coincide with paid membership.
2. Registration fees for the Spring and Fall conferences shall be set at a rate to cover the estimated expense. All income and expenses will be handled under the direction of the NEOPA Treasurer.
3. The newly installed President shall be the delegate to attend the Annual Meeting of NAEOP. The newly installed President-elect shall be the alternate delegate to attend the Annual meeting of NAEOP. If the newly installed President and/or President-elect cannot attend, the Board of Directors will choose alternates by ballot. Conference expenses shall be reimbursed up to \$500 for the Delegate, based on need and NEOPA's financial status. If the Alternate Delegate is required to fill in as Delegate, they will receive reimbursement as stated above for the Delegate. The Delegate will write an article for the NEON reflecting on the Advisory Council process.  
**Questions for Board: At what point is it decided if the Delegate gets up to \$500, a lesser amount or nothing? How is it decided and who decides it?**
4. Installation of officers will be held during a general membership meeting and designed by the incoming President. The incoming President will obtain and present the outgoing President with a ~~gavel guard, chain, and plaque.~~ gift representing their year of service to NEOPA.  
**Rationale: We don't have a current NEOPA pin, so the gavel guard and chair chain are irrelevant. In the last several years, the outgoing president has been given a clock and not a plaque. This wording will allow some freedom in choosing the appropriate gift.**
5. ~~Board of Directors' Members of the Board of Directors~~ will not be reimbursed for mileage to attend Association related meetings. Mileage incurred by presenter(s) for field service may be reimbursed at the discretion of the Board of Directors.  
**Rationale: correct wording**
6. Job descriptions for each Executive Committee officer and Area Coordinator will be maintained by the Secretary and ~~routinely~~ reviewed **annually** by the Board of Directors.  
**Rationale: Needs to be specific to ensure this is done.**
7. All NEOPA members are eligible for any award sponsored by the Association. **If the Awards Director or any member of the Awards Committee is nominated for an award, they must resign their position on the committee.** Judges for NEOPA awards shall not be members of the Association.  
**Rationale: To remain on the committee would cause a conflict of interest.**

8. A listing of the Duties of the Executive Committee and Area Coordinators shall be included as an attachment to the Bylaws and Standing Rules. The Board of Directors shall annually review the duties of the Area Coordinators and update ~~duties of the Area Coordinators~~, as needed.  
Rationale: Needs to be specific to insure this is done.
9. Candidates for all elected positions shall have served at least one year on the NEOPA Board or as an elected officer, director or hold the same office in their local association.
10. The following are awards and scholarships given by NEOPA:
  - NEOPA Educational Office Professional of the Year Award
  - NEOPA Educational Administrator of the Year Award (NOTE: Suspended for 2015-2016 )
  - NEOPA Student Scholarship (NOTE: Not awarded in 2015-2016)
  - NEOPA Member Scholarship for NAEOP Conference Attendance
11. A complimentary NEOPA membership pin is given with every new membership and will be sent to each new member.  
Delete.  
Rationale: We don't have a current membership pin for NEOPA.
12. Regular meeting rules apply to any telephone or electronic meeting as governed by Roberts' Rules of Order and the NEOPA Bylaws. See Special Standing Rules for Electronic Meetings (attached).  
~~Proper notice of the meeting must be given; a quorum is established through a roll call; each member must be given an opportunity to express their views (state name before speaking) and to listen to the views of others; and votes are taken by roll call, general consent, written ballot or by electronic means.~~  
Rationale: To establish appropriate rules for electronic meetings to insure the rights of meeting participants.
13. Voting for election and Bylaws changes may be conducted via electronic ~~voting~~ methods. With the approval of the Board, the Nominating Director may select the electronic voting method (i.e., Survey Monkey, BallotBin, etc.) to be used. Electronic voting links will be emailed only to voting members. Voting members without email will receive paper ballot via US Mail. Voting will remain anonymous and the program used will not track voters by name. Regular voting guidelines will apply to electronic voting.  
Rationale: Clarify electronic voting process.
14. There will be at least one-year period of time between a NEOPA member serving as NEOPA Treasurer and NEOPA Finance & Records Committee Director.
15. In the absence of the Recording Secretary, a member of the Board will be appointed by the President or presiding officer to take minutes.  
Rationale: Clarifies who is responsible for appointing the acting recording secretary.

REVISED: April 1993, April 1994, April 1997, January 1999, April 2002, April 2003, April 2005, March 2006, October 2006, March 2007, April 2009, April 2010, November 2011, June 2012, May 2013, May 2014, February 2015, April 2015, February 2016.

**Special Standing Rules for Electronic Meetings  
Nebraska Educational Office Professionals Association (NEOPA)**

To be attached to Bylaws, Standing Rules and Duties of Committees. These will be reviewed annually by the NEOPA Board of Directors. The Board of Directors may update the Special Standing Rules as needed.

Roberts' Rules of Order Newly Revised is the parliamentary authority for NEOPA, and must also govern meetings conducting via electronic means as much as possible, with adjustments as necessary to accommodate the necessary logistics. The basic guiding principles of Roberts' Rules should remain the focus of these special standing rules:

- Allow all members a fair and reasonable opportunity to participate
- To protect the rights of a minority to express their views
- To provide the means for the group to make decisions after a thorough discussion.

These guidelines will help to insure electronic meetings will follow Roberts' Rules of Order and protect the rights of all members involved in the meetings.

1. Notice of electronic meetings must include a description of how to participate. For conference calls, call-in numbers and access codes will be provided to all participants. For on-line meetings (Google Hangout, Adobe Connect, Go To Meetings, etc.), links will be provided to all participants. It is the responsibility of the participants to check the link and verify their connectivity.
2. Members shall state their names when they join the meeting or depart the meeting.
3. All phones/microphones shall be on mute unless the member is speaking.
4. Main motions and complicated amendments shall be submitted by email to insure they are recorded in written format.
5. No member shall speak more than two (2) minutes on any question, or more than twice on the same question if others are waiting to speak.
6. Members shall seek recognition from the chair by sending a text or instant message to the President-Elect. The President-Elect will maintain the speakers list. (Some on-line meetings provide the means for people to be recognized.)
7. Votes shall be taken either by unanimous consent, roll call, or secret ballot. If a secret ballot is required, votes shall be sent to the Vice-President, who shall act as teller. Or voting could be conducted via Survey Monkey, Google, or other medium that protects the identity of the voter.

**NOTE:** One major disadvantage of email voting is that confidentiality of the proceedings is impossible to enforce, since any participant can save email indefinitely and forward it to a third party at any time. Some topics may not lend themselves to voting by email if confidentiality is required.

8. Voting in email meetings can be more complex than in face-to-face meetings, so it is recommended to establish who will distribute ballots, receive and count returned ballots, and announces results. It is recommended that this duty be assigned to the Vice-President.

9. Concurrent web presence is not required for conference calls, but may enhance the ability to participate.

10. Each member is responsible for his or her connection to the telephone conference call or on-line meeting; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented him or her from participating in the meeting.

February, 2016

**Sypal, Lora**

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**From:** Fisher, Denise  
**Sent:** Saturday, February 13, 2016 10:18 PM  
**To:** Fisher, Denise  
**Subject:** NEOPA: Step 1: Review Proposed Changes to Bylaws  
**Attachments:** Transparency Document.pdf; NEOPA: Important Information - Please review carefully; 2015 Bylaws complete Standing Rules and Duties of Coordinators 8-4-15.pdf

***You are receiving this email as a member of NEOPA.***

***Step One: Review the proposed Bylaw changes. These are the changes proposed:***

Propose an immediate Bylaw change to Article VII – Duties of Officers, Section 2 and Section 3:

Section 2.

The President-elect shall oversee membership. In the event of the President's absence the President-elect shall perform the duties of the President. **In the event of a vacancy in the office of President-elect, a special election will be held immediately.** In the event of a vacancy in the office of President, the President-elect shall become President and shall assume the duties and authority of the office for the remaining term plus one year.

Section 3.

The Vice President shall serve as Conference Coordinator. 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.~~**

**RATIONALE:** As currently stated, the provision for filling a vacancy of the President-elect at the next election still leaves a vacancy in either the President or President-elect position. The revised wording will allow the President-elect position to be filled immediately without disrupting the organization of the association.

***Attachments:***

- The current Bylaws are attached for your information. We are seeking revisions to Article VII, Section 2 and Section 3 at this time.
- The e-mail and Transparency Document sent February 13, 2016

***Timeline:***

*On or shortly after March 1, 2016, you will receive ballot information for voting on these changes.*

**Denise L. Fisher, CEO  
2015-16 NEOPA President**

*Administrative Assistant to the Commissioner of Education  
Nebraska Department of Education*

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