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2005-06 UNOPA Executive Board Minutes, April

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**UNOPA Executive Board Meeting
Tuesday, April 5
East Campus Union**

Call to Order: President Sandy Watmore called the meeting to order at 3:08 p.m.

Board Member Present: Sandy Watmore, Becky Hastings, Jeanette Fisher, Valerie Egger, Lois Erickson, Barb Andersen, Gretchen Walker, Carol Bom, Debbie Hendricks, Marcy Tintera, Donelle Moormeier, Jan Edwards, Barb L'Heureux, Judy Anderson

Board Member Absent: Helen Sexton, Shirley Horstman, Debbie Burns

Ad Hoc Members Present: Dora Dill, Kathy Stastny, Mary Guest, Edie Schleiger, Faye Massa, Diane Wasser

Ad Hoc Members Absent: Lola Young, Kathy Thompson

OFFICER'S REPORTS

Recording Secretary: Valerie Egger

As Valerie arrived late, the minutes from the March meeting were approved late in the meeting. See the Unfinished Business section.

Treasurer: Lois Erickson

The beginning checking balance on April 1, 2005 was \$5,724.72. Income was \$1,682.47 and expenses were \$2,579.05. That leaves the ending checking balance at \$4,828.14. The CD balance is \$3,021.92.

Reimbursement for award expenses has not been received at this time. Under miscellaneous, \$825 was received and will be expended for the State NEOPA registration.

Corresponding Secretary: Jeanette Fisher

Retirees/Past Presidents/Rose Frolik Award Luncheon: A draft of the program for the April 12, 2005 general meeting/luncheon was passed around to board members for corrections and changes. Twenty-two past presidents and retirees have responded that they will be attending the luncheon.

President-Elect: Becky Hastings

Karen Randall and Rave Review will be the entertainment at the April meeting. Becky is asking for names of individuals that would like to help on committees next year.

President: Sandy Watmore

At the Deans and Directors meeting on March 9, Herb Howe announced to the deans and directors that they need to support their staff with administrative leave to attend UAAD and UNOPA meetings.

When Sandy and Russell Bartholow met with Herb Howe on March 8, child care was discussed. There are currently four committees working on child care issues and Herb would like to have these committees working together. Child care expense will not be subsidized by UNL.

Budget cuts have eliminated discussions on providing tuition remission to employees with less than 1.00 FTE. This needs to be brought to the system-wide Benefits Committee. Currently, employees must have 1.00 FTE to qualify for tuition remission.

COMMITTEE REPORTS

NEOPA/Central Area Conference: Judy Anderson

The Nebraska Educational Office Professionals Association (NEOPA) Central Area Conference was well attended March 31–April 2, and many good comments were given about the speakers. The opinion was that UNOPA members joining in Thursday night's karaoke sounded the best!

By-Law Update: Dora Dill

Dora will share the major changes to the By-Laws update at the April general meeting. Copies will not be distributed, but a copy can be requested from Dora or viewed on the UNOPA website. All board members were asked to review the changes and send questions, concerns, or corrections by e-mail to Dora. Ballots to approve the changes will go out to all UNOPA members after the May meeting.

Communication Technology: Diane Wasser

The UNOPA website was submitted to the national (NAEOP) Website competition.

Mentoring Website: Mary Guest and Kathy Stastny

The Mentoring Blackboard site is now accessible to people outside of UNL. A link will be posted on the UNOPA Website along with instructions on how to self-enroll.

Kathy Stastny announced that she is retiring in the next week.

Legislative Liaison: Edie Schleiger

Edie attended the Lincoln Public Schools Legislative Breakfast earlier this morning (Tuesday, April 5) where Chancellor Harvey Perlman was the speaker. [Two legislative meetings per year are sponsored by the Lincoln state senators.]

National Conference NAEOP – Herb Howe has agreed to donate funds for those attending the conference.

DIRECTOR'S REPORTS

Awards:

The Rose Frolik Award will be presented at the April meeting. Rose plans to attend this year. Helen Sexton will announce the award and Sandy Lineberry will present the award to the recipient.

Foundation: Carol Bom

The next deadline to submit requests for professional development reimbursement is April 15. Carol received a thank-you card from Diane Sullivan for receiving a Professional Growth Fund reimbursement. There is still reimbursement money available for professional growth in the Bradley Munn Professional Growth Fund. Contact Carol Bom for information.

Hospitality: Marcy Tintera and Debbie Hendricks

The Hospitality Committee will take care of the centerpieces for the officer installation ceremonies at the May luncheon meeting.

Membership: Donelle Moormeier

Donelle passed around drafts of revised membership forms. Instead of the current single membership form, she separated them into three forms: Membership, New Membership, and Committee. A suggestion was made to add forms to the UNOPA Website and change Membership form to Renewal Membership form. Donelle will investigate the possibility of having current members' information already filled in on the forms so that each person only needs to make corrections. On the Committee form, the Communications Technology and Summer Social committees would be added as well as a Return To address. Forms will be distributed in May and, after approval of the By Laws, changes will be made.

Human Resources has been contacted for names of new office staff at UNL so that UNOPA information can be sent to them. It was suggested that a Membership Committee member follow-up with a personal call.

Nominating: Jan Edwards

Requests for nominations were mailed out to UNOPA members on January 27, 2005. Based on the responses received, the committee spoke with at least 77 potential nominees. The final nominees were narrowed down to a list of eight. Ballots were mailed to members on March 14 along with biographical information for each of the eight candidates. 111 ballots were returned to the committee. [UNOPA has 159 voting members.] Results as follows will be announced at the April general meeting.

President-Elect	Donelle Moormeier
Recording Secretary	Valerie Egger
Corresponding Secretary	Marlene Pyatt
Treasurer	Gretchen Walker

A motion was made by Jan Edwards and seconded by Judy Anderson to destroy the ballots. Motion passed. The final tally will be forwarded to the Recording Secretary.

Professional Growth/PSP:

Two people are working on PSP certification.

Judy Anderson asked for and received approval of a \$50 gift certificate to be given to Vicki Highstreet for her *Seven Habits* workshop presentation.

UNOPA Notes: Barb L'Heureux

A color version of the March issue of *UNOPA NOTES* was submitted to national competition for judging. Not all copies distributed to the members were in color in order to save on printing costs. The results of the competition are not yet known.

Sandy Watmore took a moment to explain that the reason *UNOPA NOTES* is sometimes late being printed is because of computer problems that are beyond anyone's control.

Ways & Means: No report

Unfinished Business

Faye Massa brought one of the Spinoza bears for the Board to see. Sandy Watmore purchased a t-shirt for each of the two bears UNOPA is donating and embroidered "UNOPA" on the fronts. The bears will be displayed at the April general meeting.

Minutes from the March general meeting were corrected with the spelling of Kathy Schindler's last name, approved, and filed as corrected.

New Business:

The different NEOPA affiliates take turns hosting the state conferences and UNOPA has been asked to host the Spring, 2006 state NEOPA conference. As Carol Bom will be installed as President during this conference, this is an opportune time for UNOPA to act as host.

The next UNOPA Board Meeting will be May 3, 2005. The program order will be: Welcome (introduce Karen Randall who will provide entertainment during lunch), Business Meeting (February and March minutes, treasurer report), Nominating, Membership, Bylaws, Hospitality, and Awards. Jeanette will need a corsage table.

The transition board meeting will be in June. Date, time and location will be announced at a later time.

Meeting adjourned at 4:35 p.m.

Respectfully submitted,

Valerie Egger, Recording Secretary