

8-17-2004

## 2004-05 UNOPA Executive Board Minutes, August

Follow this and additional works at: <http://digitalcommons.unl.edu/unopaminutes>

---

"2004-05 UNOPA Executive Board Minutes, August" (2004). *UNOPA Minutes*. 264.  
<http://digitalcommons.unl.edu/unopaminutes/264>

This Article is brought to you for free and open access by the UNOPA-University of Nebraska Office Professionals Association at DigitalCommons@University of Nebraska - Lincoln. It has been accepted for inclusion in UNOPA Minutes by an authorized administrator of DigitalCommons@University of Nebraska - Lincoln.

**UNOPA Executive Board Meeting**  
**August 17, 2004**  
**East Campus Union**

**Call to Order:** President Sandy Watmore called the meeting to order at 3:10 p.m. Sandy presented information on the Red Hat Society. Roll Call followed.

Members Present: Sandy Watmore, Becky Hastings, Jeanette Fisher, Lois Erickson, Kathy Schindler, Helen Sexton, Barb Andersen, Gretchen Walker, Deb Hendricks, Donelle Moormeier, Jan Edwards, Shirley Horstman, Barb L'Heureux, and Debbie Burns.

Members Absent: Carol Bom and Marcy Tintera.

Ad Hoc Members Present: Dora Dill, Kathy Stastny, Edie Schleiger, and Diane Wasser.

Ad Hoc Members Absent: Mary Guest, Lola Young, Faye Massa, and Kathy Thompson.

#### **OFFICERS' REPORTS**

**Recording Secretary:** Barb L'Heureux moved that the minutes from the June 15 meeting be approved pending any corrections. Motion approved.

**Treasurer:** Lois reported that UNOPA received the auditor's report from the 2003-04 financial records. Connie J. Paxton, an independent auditor who conducted the audit, recommended that UNOPA get "paid" and "void" stamps for paid or void checks.

Diane Wasser made a motion to purchase the stamps for the treasurer's use. Motion approved.

**Corresponding Secretary:** Jeanette Fisher presented guidelines on when UNOPA should send cards to its members. Cards will be sent on the following occasion: "Get Well" for sick/hospitalized members; "Thinking of You" during a serious illness or judgment decision of occasions; "Sympathy" following the death of a spouse/life partner, child, grandchild, parent, mother-in-law or father-in-law, grandparent, and to the family of a past president who has died; "New Baby" after the birth of a new baby, congratulations/kudos cards to UNOPA members who have won an award or recognition; "Birthday Card" for Rose Frolik, "Thank You" when the occasion warrants, and "Wedding Cards" for a member's marriage.

**Membership:** Donelle Moormeier reminded the board members to renew their memberships. Forms will be sent through the mail soon. She discussed sending out membership renewals in April or May instead of July so Committee Directors can have a better idea of who to ask to serve on the committees. The discussion was tabled until spring.

**Nominating:** Jan Edwards said she is still putting her nomination committee together.

**Professional Growth:** Shirley Horstman requested that her committee meeting after the board meeting.

**UNOPA Notes:** Barb L'Heureux said this month's deadline is Aug. 20. She plans to have a "Getting to Know Your Board Members" series. Please fill out the form and return it to Barb. Future UNOPA Notes deadlines will be the 15<sup>th</sup> of each month.

**Ways and Means:** Debbie Burns reported that the parking agreement between UNOPA and Parking Services has been signed. She has her committee set up and presented her estimated income and expenditures for the year. This year, she printed 200 receipts to give to people that park in the UNOPA parking lot on football game days. She also ordered new Styrofoam fingers from the bookstore.

#### **SPECIAL COMMITTEES**

**Bylaws:** Please send your updates to Dora Dill. Sandy plans to have one meeting focus on the bylaws. Besides Dora, committee members include Carol Bom & Chris Cary.

**Mentoring:** Kathy Stastny reported that she will be working with Human Resources on this mentoring program. Her goal is to have information about the Mentoring Program posted on various university web sites, including the Health Center, Graduate Studies, and our own UNOPA web site.

**NAEOP Liaison:** Edie Schleiger is the liaison to our national organizations and she is working on a job description for this position.

**Summer Social:** Faye Massa and Kathy Thompson provided a written report about the Summer Social at the Saltdogs Baseball game on June 22. It was a lot of fun even though it rained.

**Web Technician:** Diane Wasser explained that since technology has become a way of life, it's been suggested that this committee become a permanent standing committee. She came up with the title, "Communication Technology" for the committee. From the national conference, the UNOPA web site didn't win any awards this year.