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## 2005-06 UNOPA General Meeting Minutes, March

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**UNOPA General Meeting**  
**March 8, 2005, 11:45 A.M.**  
**East Campus Union**

**CALL TO ORDER:** President Sandy Watmore welcomed everyone at 12:00 and called the meeting to order. She thanked the Hospitality Committee for the attractive table decorations.

**OFFICERS' REPORTS**

**Recording Secretary:** Sandy Watmore reported that minutes from the February 8, 2005 general meeting could not be approved today as the March *UNOPA Notes*—which contains the minutes—had not yet been finalized and distributed. The minutes will be approved at the April meeting.

**Treasurer:** Lois Erickson reported that the beginning checking balance on Feb. 1, 2005 was \$6,462.08. Income was \$1,201.53 and expenses were \$2,171.8. That leaves the ending checking balance at \$5,491.81 with \$0.00 in the cost object. The CD balance is \$3,021.92.

**STANDING COMMITTEES**

**Awards:** Helen Sexton reminded everyone that nominations for the Rose Frolik Award are due March 18. The award will be presented at the April 12 general meeting. So far she has received two phone calls for information about this award.

**Nominating:** Jan Edwards presented the current slate of 2005-2006 officer candidates. All offices have at least two nominees except president-elect. Over seventy phone calls were made to potential candidates before arriving at the list of eight names.

President-elect: Donelle Moormeier, Communication Studies

Treasurer: Tonda Humphress, V-C for Student Affairs Office  
Gretchen Walker, Center for Great Plains Studies

Recording Secretary: JoAnn Barry, Campus Rec-Admin  
Valerie Egger, Nebraska Cooperative Fish & Wildlife Research Unit

Corresponding Secretary: Patricia Liedle, Water Center  
Marlene Pyatt, Accounting  
Jan Wassenberg, Animal Research Compliance Center

At this time, president Sandy Watmore asked if there any additional nominations from the floor which needed to be accepted. She explained that nominees must be present and be willing to accept the nomination. One by one, nominations for each office were opened. No new nominations were received. Jan Wassenburg moved to accept the slate of candidates as they stood. Lorraine Moon seconded the motion. Motion passed. Jan Edwards noted that voting papers would be mailed shortly to each UNOPA member.

**Professional Growth/PSP:** Judy Anderson reported briefly on last week's professional growth workshop, 3 *Habits of the 7 Habits of Highly Effective People* held at the East Campus Union. About 46 UNOPA members attended, plus some non-members. As the first three habits are focused on the person, participants learned a lot about themselves. Judy thanked Vicki Highstreet for her excellent presentation.

**UNOPA Notes:** Sandy Watmore reported for Barb L'Heureux. The March issue of *UNOPA Notes* has not been finalized but is close to being done. This is the issue that will be submitted to the National Association of Educational Office Professionals (NAEOP) competition. Items for the April issue are due March 15.

**NEOPA/NAEOP Liaison:** Edie Schleiger reminded members that the early registration deadline for the NEOPA Central Area Conference (March 31-April 2, 2005) is March 15. After that date, registration goes up \$15. Judy Anderson reminded everyone that departments can pay the registration fee. Just include the cost object on the registration form and have your accounting person make an internal transfer to the UNOPA cost object.

Edie has arranged a meeting for those who will attend the national conference this summer. If you are able, please meet March 14, noon-1:00, at Niehardt Hall in the Pine room to discuss travel arrangements for the national meeting and other logistical issues related to the conference.

**Foundation:** On behalf of Carol Bom, Edie Schleiger reminded everyone of the upcoming reimbursement deadline of April 15. There are two available for professional growth activities of up to \$100 each, and three for PSP of up to \$100 each.

**President:** Sandy Watmore reported that she and Becky Hastings attended a meeting of Faculty Senate/ASUN/UAAD/UNOPA representatives on February 11. UAAD was the only organization not represented. Topics they discussed included child care and administrator support for UNOPA activities. Following today's general meeting, Sandy will meet with Herb Howe, Associate to the Chancellor, and the UAAD president to discuss child care, administrator support for UNOPA activities, and financial support from the Chancellor's Office for UNOPA members attending the national conference.

#### **OLD BUSINESS**

Sandy reminded everyone that the PSP Stipend Committee has a bazaar table set up by the door. The committee appreciates our support.

Thanks to this year's 50/50 drawing, enough funds were raised to purchase two Spinoza bears for children in crisis. Six children's names were received for the bears. Sandy will be making UNOPA t-shirts for the two bears UNOPA will sponsor. Kids Unlimited will evaluate the other names as possible bear recipients.

**Hospitality (50/50):** Deb Hendricks and Marcy Tintera reported that today's 50/50 drawing netted \$48. Of that, \$24 will go toward the purchase of Spinoza bears. Susan Thomas won the other \$24 and asked to split it with a second member. Deb Hendricks' name was drawn and both shared in the \$24 winnings. The committee decorated the tables in a cheerful, springy garden theme. Each attending member received a packet of flower seeds. Table centerpieces were given to participants whose seed packet matched the seed variety marked on the bottom on the centerpiece. Other door prizes were awarded to Karen Jackson, Judy Yeck, Jan Wassenburg, Cathy Leazer, Betty James, Peggy Jeffries (a new member!), and Marlene Pyatt.

#### **PROGRAM:** Campbell's Nursery

Program chair, Becky Hastings, introduced Matt O'Connell of Campbell's Nursery who gave us a very informative presentation on landscape clean-up, plants, and design elements. Many members were busy taking notes. Others visited with Matt following his presentation about issues specific to their lawn and/or gardens.

The meeting was adjourned at 12:50 p.m.

The next meeting will be April 12, 2005 at 11:45 a.m.

Respectfully submitted,

Valerie Egger  
Recording Secretary