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## 2004-05 UNOPA General Meeting Minutes, September

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**UNOPA General Meeting**  
**September 14, 2004**  
**City Campus Union**

**Call to Order:** President Sandy Watmore called the meeting to order at noon. She reported that the minutes of the May meeting are being published in the September UNOPA Notes and will be approved at next month's general meeting.

**Treasurer's Report:** Lois Erickson reported that UNOPA had a beginning checking balance as of July 1st of \$699.79. Income to date is \$1,056.79; \$939.15 of this income is the interest from the CD that was cashed and reissued. Expenses to date are \$83.80. The ending checking balance as of Sept. 13 is \$1,672.78. The cost object balance is \$195.67 which makes the overall balance of \$1,868.45.

**President's Report:** Sandy explained that she chose Kids Unlimited (which supports the Spinoza Bear project) as the recipient of the President's 50/50 fund. Fifty percent of that money will go to Kids Unlimited and 50 percent will go to a winning member at a general meeting.

The UNOPA board met three times since May — June 17, August 17, and September 7. The elected officers also met on September 2 to review the requested budget. It will be presented to the general membership for approval in October.

In July, eleven UNOPA members went to the National Association of Educational Office Professionals (NAEOP) conference in Boston. Sandy said UNOPA and Nebraska were very well represented at the meeting. She wrote a letter to Herb Howe, associate to the chancellor, detailing conference activities and recognition of UNOPA members. She received a congratulatory note back from Herb.

Over the summer, Sandy also attended two meetings of the University Deans and Directors, and she also learned a new job with Housing.

Sandy announced that the Boss of the Year award will be given at the November meeting. Be sure to start your nomination process now.

**President Elect/Program Committee:** Becky Hastings reported that she received pamphlets on "How to Talk to your Doctor" from the Lincoln Information for the Elderly (LIFE) office. Contact Becky for a copy of this pamphlet and for information about upcoming workshops.

**Corresponding Secretary:** Jeanette Fisher asked everyone to let her know if someone needs a get-well, sympathy or congratulations card. Jeanette is also working on the Giving Tree project. UNOPA is considering donating gifts to Fresh Start or St. Monica's, two local women's organizations, and she will be forwarding more information about each organization.

**Foundation:** Carol Bom explained that the Foundation Fund is used to reimburse members for professional growth. One of Carol's goals this year is to replenish the fund. There were contribution forms at the sign-in table and on UNOPA's Web site. The next deadline to request professional growth reimbursement from the Foundation is Oct. 15.

Carol is also encouraging UNOPA members to walk in the "Making Strides Against Breast Cancer" walk on Oct. 17 at Holmes Lake Park. She's interested in knowing how many other university employees will be walking, so please contact her if you know of another group that is walking.

**Hospitality:** Marcy Tintera and Debbie Hendricks gave out Bear centerpieces as door prizes and held the 50/50 drawing. The winner of the 50/50 drawing was Karen Randall. They chose the day's Bear theme to coincide with the president's 50/50 charity, Kids Unlimited (which supports Spinoza Bears).

**Membership:** Donelle Moormeier encouraged everyone to renew his or her UNOPA membership. Forms can be obtained from the UNOPA web site and in UNOPA notes. The annual cost is \$9 until October 31. After that, the renewal price increases to \$12. New membership in UNOPA is always \$9.

**UNOPA Notes:** Sandy encouraged everyone to watch for the September issue of UNOPA Notes in the mail. The deadline for information for inclusion is the 15<sup>th</sup> of each month in future issues.

**Professional Growth:** Sandy announced that Shirley Horstman is looking for a few more members for the Professional Growth Committee.

**Ways and Means:** The Ways and Means Committee has been staffing the UNOPA parking lot during NU football game days. Please contact Debbie Burns if you can help at the parking lot. The committee will also handle the afghan raffle for the Foundation fund.

**NAEOP/NEOPA Liaison:** Edie Schleiger is our liaison to our national association, the National Association of Educational Office Professionals (NAEOP) and our state association, the Nebraska Educational Office Professionals Association (NEOPA). She announced two upcoming conferences: The Statewide Fall Conference on Oct. 21-22 at Wayne State and the Spring Conference March 31-April 2. The Spring Conference will double as a Central Area Conference for NAEOP.

## **OLD BUSINESS**

**UNOPA Notes:** Sandy Watmore presented the Rachel Maynard Award for Excellence in Communication to last year's UNOPA Notes co-editors, Judy Anderson & Barb Carley. Our newsletter won second place at last year's national conference in Boston. At the NAEOP conference, Sandy Watmore accepted the award on behalf of the editors.

**Annual Report:** Carol Bom has copies of the 2003-04 annual report. Please contact her if you would like one.

## **NEW BUSINESS**

**Wellness Program:** Sandy said the Wellness Coordinator at the University Health Center is looking for UNOPA support for a new program. Sandy will get more information about the program.

**Speakers:** Becky Hastings, program director, introduced Faye Massa with Kids Unlimited. Faye gave a brief talk on her local non-profit charity (founded on April 15, 2004) and talked about how it supports the national Spinoza Bear project. She also passed around a Spinoza Bear and tapes that go in the bear. The tapes are on topics such as grief, building self-esteem, building support, illness, etc. Kids Unlimited is the recipient of this year's 50/50 drawing.

The next speaker that Becky introduced was Setareh Makinejad. She was born in Tehran, Iran and works at Shared Services at UNL. She has lived in the United States all her adult life. Iran used to be called Persia so Setareh passed around three books for everyone to see: one on Persian poems, one on Persian sites, and one on Iranian homes. Setareh said the news media doesn't always reflect the true events of the world. She encouraged everyone to explore, read and find out additional information to become informed citizens of the world. A question and answer session followed her talk.

## **ADJOURNMENT**

The meeting adjourned at 1:15 p.m.

The next general meeting is Oct. 12<sup>th</sup> at the East Campus Union. The program will include a mini fashion show from The Vickeridge.

Respectfully Submitted,  
Kathy Schindler, Recording Secretary