

2003

2003-04 UNOPA Executive Board Agenda

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Agenda

UNOPA Transition Meeting

Thursday, 6/12/03

10:00 a.m. - Noon

East Union

(Check Information Kiosk for Room)

- Presiding:** Chris Cary, Outgoing President & Carol Bom, Incoming President
- Recording:** Linda Luedtke & Joan Frederick
- Timekeeper:** Kathy Schindler & Amy Stewart
- Attendees:** 2002-03 and 2003-04 Executive Boards
- Please read:** UNOPA Constitution, Bylaws & Standing Rules
<http://www.unl.edu/unopa/const.htm>
Your Job Description
<http://www.unl.edu/unopa/unopacommittees.htm>
<http://www.unl.edu/unopa/UNOPAofficers.htm>
- Please bring:** Outgoing Board: 2 years' material to pass on to incoming counterpart
(Give 1999-2000 & older materials to Chris Cary before June 12th.)
Refreshments will be provided!

Estimated Time
(Minutes)

Agenda topics

2	Roll Call	Linda Luedtke
	Welcome & Call to Order	Chris Cary
15	Agenda Game	All
15	Annual Report Distribution, Q&A	Chris Cary
15	Outgoing-Incoming Briefing	All
<i>Outgoing Board Dismissed No Later Than 11:00 a.m.</i>		
5	Board Meeting Schedule	Carol Bom
15	Officers & Directors Notebooks	Carol Bom
15	New Business:	Carol Bom
	Special Board Meeting - July	
	August 29 - HR	
	Calendars	
10	From the Floor	All
	Adjournment	Carol Bom

Agenda

UNOPA Executive Board Meeting

07/08/2003

3:00 PM to 4:30 PM??

City Campus Union, Georgian Room

Timekeeper: Amy Stewart

Please bring: Committee member names, Great ideas

Agenda topics

1	Welcome & Roll Call	Carol Bom & Joan Frederick
	Call to Order	Carol Bom
3	Minutes	Joan Frederick
8	Officer's Reports	
	--President	Carol Bom
	--President-elect	Sandy Watmore
	--Corresponding Secretary	Amy Stewart
	--Treasurer	Jerry Schluckebier
10	Standing Committee Reports	
	--Summer Social	Linda Luedtke
	--Ways & Means	Jan Edwards
	--New Employee Orientation	Jeanette Fisher
45	New Business	
	--Brain storming session on member ideas, professional growth ideas for year ahead	All
5	Announcements	
	--Next Meeting	
	Adjournment	

Agenda

UNOPA Executive Board Meeting

8/5/2003

3:00 - 4:30 PM

L.W. Chase, Room 225

Timekeeper: Amy Stewart

Please bring: A list of your committee members, if you haven't turned them in yet.
Any bills for payment.

Minutes allowed: **Agenda topics**

3	Welcome & Call to Order	Carol Bom
	Roll Call	Joan Frederick
4	Minutes of July Special Board Meeting	Joan Frederick
8	Officer's Reports	
	President	Carol Bom
	President-elect/Program	Sandy Watmore
	Corresponding Secretary	Amy Stewart
	Treasurer	Jerry Schluckebier
15	Standing Committee Reports	
	Awards	Becky Hastings
	Membership	Jeanette Fisher
	UNOPA Notes	Barb/Judy
	Ways & Means	Jan Edwards
5	Special Committee Reports	
	Summer Social	Linda Luedtke
	Web Page Technician	Kathy Schindler
5	Unfinished Business	
	August 29 on campus	
	Ad hoc committee - mentoring	
20	New Business	
	Giving Tree discussion	
	Budget Requests due September 3	
	Survey of Members – Service Project	
	From the Floor	
4	Announcements	
	Next Meeting – September 3 – noon – 1700 Y	
	From the Floor	
5	Adjournment	

Agenda

UNOPA Executive Board Meeting

9/3/2003

12:00 - 1:30 PM

1700 Y Street

Timekeeper: Amy Stewart

Please bring: Budget Requests

Minutes allowed: **Agenda topics**

3	Welcome & Call to Order	Carol Bom
	Roll Call	Amy Stewart
4	Minutes of August Board Meeting	Amy Stewart
8	Officer's Reports	
	President	Carol Bom
	President-elect/Program	Sandy Watmore
	Corresponding Secretary	Amy Stewart
	Treasurer	Jerry Schluckebier
30	Standing Committee Reports - ALL	
	Awards	Becky Hastings
	Employee Concerns	Betty James
	Foundation	Chris Cary
	Hospitality	Susan Thomas
	Membership	Jeanette Fisher
	Nominating	Betty Tutt
	Professional Growth	Tricia Liedle
	UNOPA Notes	Barb Carley
	Ways & Means	Jan Edwards
5	Unfinished Business	
	Ad hoc committee - mentoring	
	Survey Suite handout	
5	New Business	
	From the Floor	
4	Announcements	
	Next Meeting – October 7 th – 3:00 p.m.	
	From the Floor	
5	Adjournment	

Agenda

UNOPA Board of Directors Meeting

Tuesday, October 7, 2003

3:00 – 4:30 p.m.

121 South 13th Street, Room 4

- Presiding:** Carol Bom, President
Recording: Joan Frederick
Timekeeper: Amy Stewart
Attendees: 2003-04 Executive Board
Please bring: Any expenses you have incurred – use form and bring please

Estimated Time
(Minutes)

Agenda topics

2	Roll Call	Joan Frederick
	Welcome & Call to Order	Carol Bom
5	Officer Reports	All officers
15	Committee Reports	
	<ul style="list-style-type: none">• Awards – Standing Rule 10 review• Foundation• Hospitality - reservations• Membership• Professional Growth• By Laws Revision	
30	New Business:	
	<ul style="list-style-type: none">• Officer/Committee descriptions• APC Seat – resolution?• NU Values Update• Budget• Resignation of Board member	
5	From the Floor	All
	Adjournment	Carol Bom

Agenda

UNOPA Board of Directors Meeting

Thursday, November 6, 2003
12:00 – 1:30 p.m.
1700 Y Street, Rm 125A

Presiding: Carol Bom, President
Recording: Joan Frederick
Timekeeper: Amy Stewart
Attendees: 2003-04 Executive Board
Please bring: Any expenses you have incurred – use form and bring please
Your review comments from the Job Descriptions handed out last month

**Estimated Time
(Minutes)**

Agenda topics

2	Roll Call	Joan Frederick
	Welcome & Call to Order	Carol Bom
5	Officer Reports	All officers
15	Committee Reports	
	• Awards	
	• Foundation	
	• Employee Concerns update	
	• Hospitality - reservations	
	• Professional Growth	
	• Ways & Means	
15	Unfinished Business:	
	• APC Resolution	
10	New Business	
5	From the Floor	All
	Adjournment	Carol Bom

Agenda

UNOPA Executive Board Meeting

12/2/2003

12:00 - 1:30 PM

East Campus Union – room posted

Timekeeper: Amy Stewart

Things to Bring: Your lunch, a gift for exchange if you choose to participate

Minutes allowed: **Agenda topics**

3	Welcome & Call to Order	Carol Bom
	Roll Call	Joan Frederick
4	Minutes of November Board Meeting	Joan Frederick
10	Officer's Reports	
	President	Carol Bom
	President-elect/Program	Sandy Watmore
	Corresponding Secretary - Giving Tree	Amy Stewart
	Treasurer	Jerry Schluckebier
15	Standing Committee Reports	
	Awards	Becky Hastings
	Hospitality	Susan Thomas
	Membership	Jeanette Fisher
	Nominating	Betty Tutt
	UNOPA Notes	Judy Anderson
	Ways & Means – Final figures??	Jan Edwards
5	New Business	
	Prepare for January Board meeting	
5	Announcements	
	Next Board Meeting – January 13 th – 12:00 p.m. at 1700 Y Street, room 125A	
	My upcoming absence	
1	Adjournment	