

2018

2018-19 UNOPA Executive Board Minutes

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Approved as presented by UNOPA Board on September 4th, 2018

UNOPA Executive Board Meeting Minutes

June 12, 2018

11:30 a.m.

Nebraska Innovation Campus, 2nd Floor Conference Room

CALL TO ORDER

President Barbara Homer called the meeting to order at 11:35 a.m. Roll call was taken by Marsha Yelden, Recording Secretary.

MEMBERS PRESENT

Barbara Homer, Marsha Yelden, Susan Wesely, Tricia Liedle, Lorraine Moon, Jennifer Greenlee, Mikki Sandin, Kelsey Sims and Judy Anderson.

MEMBERS ABSENT

LaRita Lang, Mary Guest, Debbie Hendricks, Kathy Schindler, Marla Nissen and Lola Young.

AD-HOC COMMITTEE MEMBERS ABSENT

Jane Schneider.

OFFICER/COMMITTEE REPORTS

Recording Secretary/Minutes Approval: Minutes of the May 1, 2018 meeting were approved as presented.

Treasurer/Treasurer's Report: Report attached. Susan Wesely reported that she will be writing a check to pay the cost center balance. Susan asked if she should transfer money from savings to checking to start the new year with a larger balance in checking. The Board agreed this was not necessary. Susan indicated that she ordered more checks.

President: Report attached. President Homer read the resignation letter from 2018-2019 President Donna Bode. Donna is resigning effective June 4, 2018. President Homer shared a thank you from Alycia Harden, NEOPA Fellowship Director. Alycia expressed appreciation for the basket donation for the NEOPA Spring Conference.

President Homer reported she received an email from Olivia Rejda requesting UNOPA contribute money to the Nebraska basket for the national conference. The board questioned if this had been done in May or if this is for a different basket. President Homer will contact Olivia and get more details.

President Homer announced Carol Bom informed her there are still seven openings available for the STAR Achievement Series offered by NEOPA. President Homer will send an email to the membership about the series.

Past President/Bradley Munn Fund: Report attached. Tricia Liedle reported she prepared a letter to Susan Wesely for UNOPA's contribution to the Marion T. Wood Scholarship Fund. She asked for clarification on the memorial donation on behalf of a deceased past president. When a past president dies, the current past president initiates a memorial donation from UNOPA. If the obituary specifically indicates a memorial, the funds should go to that cause.

Tricia moved: "I move the Bradley Munn Fund access to accounts and award submissions continue to be processed by Tricia Liedle as a co-chair to the President Elect. This is due to the complicated process of getting everything changed over each year a new Past President comes into play." The motion was withdrawn after not receiving a second.

Tricia indicated she received access to the Foundation funds in April. Tricia felt because it took so long to get access, it didn't make sense to start the access process all over again for the incoming Past President. After discussion, it was decided a motion was not needed. Tricia will continue to have Foundation access and assist Past President Barbara Homer with the Bradley Munn Fund as needed and Barbara Homer will be the primary contact for the 2018-2019 Bradley Munn Fund.

Career Development/PSP: Lorraine Moon announced there will be a brown bag presentation on September 18th about the Concur travel system. The system will be going live in early September. The event will be from 11:30 a.m. to 1:00 p.m. on East Campus. Everyone in the UNL community is invited. This is in addition to the training that will be offered by Concur and UNL.

Outreach: Report attached. Mikki Sandin reported the Summer Social is scheduled for June 21st from 3:30 to 5:30 p.m. in Jorgensen Hall. Games, snacks and the movie, "Bugeaters" are planned. Mikki asked President Homer to send another reminder to the membership about the Summer Social.

OLD BUSINESS

None.

NEW BUSINESS

None.

President Homer adjourned the meeting at 12:00 p.m.

Submitted by Marsha Yelden, Recording Secretary

Approved as presented by UNOPA Board on September 4th, 2018

UNOPA Executive Board Meeting Minutes

June 12, 2018

Nebraska Innovation Campus – 2nd Floor Conference Room

CALL TO ORDER

President Kelsey Sims called the first meeting of the 2018-19 board to order at 12:07 p.m.

Since it is a new board, everyone introduced themselves to the group. This sufficed as the roll call of those present.

MEMBERS PRESENT

Kelsey Sims, Barbara Homer, Judy Anderson, Lorraine Moon, Mikki Sandin, Jennifer Greenlee, Kathy Schindler, Roddy Spangler, Allison Casey, Jana Pillsworth-Wood, Marissa Kemp, Kathy Robertson

MEMBERS ABSENT

No roster available to know who was absent.

AD-HOC COMMITTEE MEMBERS PRESENT

No roster available to know who was present.

AD-HOC COMMITTEE MEMBERS ABSENT

No roster available to know who was absent.

OFFICER/COMMITTEE REPORTS

President. Kelsey announced that the board meetings would be held at the Prem S. Paul Research Center at Whittier School, 11:30-1:00. She will be sending out a call for nominations for president-elect, noting that all the programming had already been done. The only thing left to do was to find contacts and rooms.

Kelsey's theme for this year will be "Work Together and Grow Together." Her charity will be "Huskers Helping Huskers," an on-campus pantry to assist in filling the needs of students.

Kathy Schindler announced the Employee Concerns Committee still needed to fill vacancies on the campus Benefits Committee and Parking Advisory Committee. Jana Pillsworth-Wood volunteered to be on the Parking Advisory Committee.

Lorraine Moon asked for people to submit ideas for upcoming workshops.

There was a short discussion on the possibility of needing/getting some new UNOPA signs for the parking lot and marketing more to increase our sales.

The initial executive board meeting of 2018-2019 was adjourned at 12:31 p.m.

Submitted by Judy Anderson, UNOPA Notes director
(standing in for the recording secretary)

UNOPA Executive Board Meeting Minutes

July, 2018

Prem S. Paul Research Center at Whittier School, 344A

No Meeting.

Approved as corrected by UNOPA Board on September 4th, 2018

UNOPA Executive Board Meeting Minutes

August 7th, 2018

11:30a.m.

Prem S. Paul Research Center at Whittier School, 344A

CALL TO ORDER

President Kelsey Sims called the meeting to order at 11:35 a.m. Roll call was taken by Lori Sorto, Recording Secretary.

MEMBERSHIP PRESENT

Kelsey Sims, Lori Sorto, Alycia Harden, Barbara Homer, LaRita Lang, Mikki Sandin, Tonda Humphress, Debbie Hendricks, Lorraine Moon, Jennifer Greenlee, Kathy Schindler, Jana Pillsworth-Wood, Allison Casey, Cathy Robertson, Mary Klucas, Judy Anderson, Roddy Spangler, Marissa Kemp, Mary Guest.

MEMBERSHIP ABSENT

Jaime Long, Lainey Bomberger

AD-HOC COMMITTEE MEMBERS ABSENT

Jane Schneider, Lisa King, Katie Ballue

OFFICER/COMMITTEE REPORTS

Recording Secretary/Minutes Approval: Minutes of the June 12th, 2018 meeting presented by Kelsey Sims: change to June 12th, Pillsworth correct. Minutes approved as corrected. Meeting minutes second meeting: Approved as presented.

Ways and Means: Parking lot signage suggestion flag to put on corner. 9 ft sign image inflators \$139.00. Carrying bag is approx... 4.5ft. other company flag is \$239.00. Parking services: ask as a courtesy. Procurement pricing: \$335.00 Longevity, 2 sided. Look into design and then compare quotes to specifications. Sent request to parking to review and request lowering parking lot cost. Competing with Malone Center. Base options: Auger \$50, pavement base: \$45

Motion by Roddy Spangler "UNOPA to purchase a flag sign, 2-sided, 9 ft. that says "Park Here" with appropriate base to anchor it. Spending no more than \$350.00." Seconded by: Mary Klucas. Motion approved.

Corresponding Secretary: Alycia noted sympathy card sent out and also a thinking of you card to Debbie Hendricks.

Past President/Bradley Munn: Barbara: NAEOP requests for travel to conference incoming. Tricia will process requests but send to Barbara. Table until next meeting. Look into who should process Bradley Munn funds. Treasurer, committee member, other.

Bylaws/Nominating: Looking for president elect. Send nominations to Tonda. Also looking for a committee member.

Career Development/PSP: Lorraine/Debbie: September brown bag Speaker Concur travel. Bring your questions. Wednesday, September 18th. Other speaker options checking into: LPD, Donde Plowman, Health Center

Employee Concerns: Kathy/Jana: 5 people needed to represent on university committees. Parking committee, parking appeals, Campus Rec-required membership to rec, employee benefits/university wide employee fringe benefits-office service employee, and emergency loan fund.

Membership: Reminder to renew your membership. Send membership forms to Mary Klucas. 6 active, 2 new, 1 retired memberships. Names on website: need to add, same as campus directory information, non-personal information.

Communications Tech/Webpage: Jennifer: UNOPA website tied 1st place for LPS and NAEOP conference. Change to Rose Frolik page updated.

UNOPA Notes: Judy: UNOPA notes tied first place with LPS at NAEOP conference. Barb will join committee. Newsletter needs to go out in September. Need NAEOP reports from those who attended. Deadline: August 31st. Member spotlights. Send advertisements for help on committees.

President: Sign up to be a coordinator for one of the games: October/November still needed. Board member need for beginning and the end. Coordinator in charge of getting volunteers. Board member pick up/drop off funds.

Old Business: None

New Business

Proposal for the board: The Star Achievement Series. UNOPA provide a \$50 scholarship to each UNOPA member that participates and completes it. Must provide proof that completed it. UNOPA funding request not Bradley Munn. 15 total slots, 7 still unfilled. Members working towards PSP this counts for that. Need to be a NEOPA member.

Motion Mary Klucas "Offer a \$50 scholarship to any UNOPA member participating in the NEOPA Star Achievement Series. 1) Member must pay enrollment fee. 2) Not paid to member until series is completed. 3) Participants provide documentation of completion. 4) The fund is to come from UNOPA budget." Seconded by Cathy Robertson. UNOPA budget will need to be amended for that. Motion passed.

Meeting Schedule discussion: Suggestion to alternate board meetings every other month and general membership meetings. Membership meetings: Every month. Speakers, special events, networking, workshops. Start of meeting ideas. Board Meetings: Look into bylaws. Board reports: paperless on PowerPoint versus printed.

President Sims adjourned the meeting at 1:00p.m.

Submitted by Lori Sorto, Recording Secretary

Approved as presented by UNOPA Board on October 2nd, 2018

UNOPA Executive Board Meeting Minutes

September 4th, 2018

11:30a.m.

Prem S. Paul Research Center at Whittier School, 344A

CALL TO ORDER

President Kelsey Sims called the meeting to order at 11:35 a.m. Roll call was taken by Lori Sorto, Recording Secretary.

MEMBERSHIP PRESENT

Kelsey Sims, Lori Sorto, Jaime Long, Mikki Sandin, Lorraine Moon, Debbie Hendricks, Jennifer Greenlee, Jana Pillsworth-Wood, Allison Casey, Judy Anderson, Roddy Spangler, Marissa Kemp, Mary Guest

MEMBERSHIP ABSENT

Alycia Harden, Barbara Homer, LaRita Lang, Tonda Humphress, Kathy Schindler, Lainey Bomberger, Cathy Robertson, Mary Klucas

AD-HOC COMMITTEE MEMBERS ABSENT

Jane Schneider, Lisa King, Katie Ballue

OFFICER/COMMITTEE REPORTS

Recording Secretary/Minutes Approval: Minutes of the August 7th, 2018 meeting:

Minutes approved as corrected.

Treasurer's Report: Transfer funds from savings to checking until membership funds are in account. Who should have access to transfer funds: President and Treasurer and daily transfer limit set to \$1000.

Corresponding Secretary: Letter from Jack's Angels presented by Kelsey Sims.

Ways and Means: New flag looked great. Sold 65 parking spots. We have 89 spots available. Also can sell spots at childcare center, 24 stalls in back lot. Check into rules for night games can't sell until 11a.m. or not. End of season there will be a drawing for a \$25 gift card, winner gets to choose the vendor. Marketing working on flier to send out electronically. Consider a windshield thank you, easier to hand out when you give them a ticket.

Past President/Bradley Munn: Discuss changing Bradley Munn fund to treasurer accessing it and reporting the balance. Add to treasurer's report each month as a line item. Access by a board member.

Motion by Roddy Spangler: "I move to have the current treasurer (rather than the past president) have access to the foundation Bradley Munn account for reason of reporting balances and requesting funds." Seconded by Cathy Robertson. Motion passes.

Employee Concerns: Edie is doing Parking Advisory. Campus rec needed (has to be a member of campus rec) and parking appeals representative.

Bylaws/Nominating: none

Career Development/PSP: Still having the brown bag and discussing alternative options.

Membership: 33 active members, 4 new, 8 retired, 1 honorary/lifetime. 46 total.

Communications Tech/Webpage: none

UNOPA Notes: Newsletter will be out towards end of the week. Report on installation.

President: McPhee Elementary box tops recipient this year. Membership forms have went out. Notify Jaime if using cost object number. Add notice to UNOPA notes. Committee to review funding guidelines to review funding and reimbursement. Bradley Munn and UNOPA funding process to request and approve reimbursements check into ideas.

President Elect: Huskers helping Huskers Pantry. September 9th meeting managing sideways or getting things done without authority.

Looking for additional speakers for December-requested Donde Plowman, John Cook, additional coaches, tbd. Singers at East High tentative for December.

May banquet request for Willa Cather but won't know until November or December.

Awards: Banquet options: Look into NET. Many places are already booked. Check into stadium. Areas off campus options? Champions club is currently available for a charge and specific caterer required.

Old Business: Star series looking for 3 participants. October 6th and November 3rd fall dates. January and March dates TBD.

New Business: Past motion by Kelsey Sims. Past conference attendance reimbursement amount discrepancy. Resend previous motion.

Motion by Jaime Long "I move to: rescind the motion made at the March 6, 2018, UNOPA Board Meeting that provided additional conference attendance funding to Tricia Liedle and Barbara Homer." Seconded by Mikki Sandin. Motion Passes.

President Sims adjourned the meeting at 12:48p.m.

Submitted by Lori Sorto, Recording Secretary

Approved as presented by UNOPA Board on November 6th, 2018

Minutes of the

UNOPA EXECUTIVE BOARD MEETING

Tuesday, October 2, 2018, 11:35 a.m. -12:30 p.m.

Whittier Building, 3rd Floor Conference Room

President, Kelsey Sims, called the meeting to order at 11:35 a.m.

Roll call was taken by Alycia Harden, Corresponding Secretary

MEMBERS PRESENT: Kelsey Sims, Jaime Long, Alycia Harden, Barbara Homer, LaRita Lang, Lorraine Moon, Kathy Schindler, Jana Pillsworth-Wood, Mary Klucas, Judy Anderson and Roddy Spangler

MEMBERS ABSENT: Lori Sorto, Mary Guest, Mikki Sandin, Tonda Humphress, Debbie Hendricks, Cathy Robertson, Jennifer Greenlee, Marisa Kemp and Allison Casey

AD-HOC MEMBERS PRESENT: None

AD-HOC MEMBERS ABSENT: Jane Schneider, Lisa King and Katie Ballue

APPROVAL OF EXECUTIVE BOARD MEETING MINUTES FROM SEPTEMBER 4, 2018

The minutes from the September 4, 2018 Executive Board meeting were reviewed. The minutes were approved as corrected.

APPROVAL OF TREASURER'S REPORT

The Treasurer's report was reviewed. The Treasurer's report will be presented at the October 9, 2018 meeting for approval.

OFFICER/COMMITTEE REPORTS GIVEN:

President- Kelsey Sims: Report attached.

President-Elect/Program -TBD: Report attached.

Recording Secretary- Lori Sorto: Absent. No report.

Corresponding Secretary-Alycia Harden: No report.

Alycia is researching giving tree recipients, but is considering Cedars. It was suggested that perhaps the Husker Pantry would accept gift cards if she would like to select them as the recipient.

Treasurer - Jaime Long: No report.

Past President - Barbara Homer: No report.

It was mentioned that the guidelines for the Bradley Munn fund might need to be revised to align submission dates with a 60-day reimbursement requirement.

Awards- LaRita Lang/Mikki Sandin: Report attached.

The deadline to submit nominations for the Oldt and Boss of the Year awards is October 16th.

Bylaws/Nominating - Tonda Humphress: Absent. No report.

Career Development/PSP - Lorraine Moon/Debbie Hendricks: Report attached.

Please enter on the east side of the building for the self-defense training. Lorraine reported that 20 people attended the Concur training.

Employee Concerns - Kathy Schindler/Jana Pillsworth-Wood: No report.

Kathy reported that the committee is still looking for a volunteer to serve on the Campus Rec Advisory Committee. You must be a member of Campus Rec to be serve on this committee.

We are in need of a co-director to replace Jana since she will be filling the President-Elect position.

Benefits enrollment will be October 29th . November 16th.

Membership - Mary Klucas/Cathy Robertson:No report.

Mary report that UNOPA currently has 69 members.

Technology- Jennifer Greenlee: Absent. No report.

UNOPA Notes - Judy Anderson: No report.

Judy requested that any article submission be sent to her as soon as possible. She would like to send an October/November edition out before the general meeting. She is willing to include baby pictures if members are interested.

Ways and Means - Roddy Spangler: Report attached.

Roddy reported that 72 spots were sold for the Purdue game. Please include the tally sheet in the moneybag and give an original to Ways and Means.

She also encouraged members to volunteer because we won't get the parking lot back if we lose it.

Outreach -Allison Casey: Absent. No report.

AD-HOC COMMITTEE REPORTS:

Digital Commons - Tonda Humphress: Absent. No report.

Marketing - Lisa King/Katie Ballue: Absent. No report.

UNFINISHED BUSINESS

Barbara raised a question about the changes in access to the Bradley Munn fund that was voted on at the September meeting. It was confirmed that the Treasurer will have access to report fund balances, but the past president will still have signature authority. Barbara will remain on the account when she retires.

New Business

Mary Klucas suggested that UNOPA review the way it supports the Rose Frolik award. One idea was to create an account at the Foundation in honor of Rose Frolik. It was determined that an Ad Hoc Committee should be formed to discuss and bring suggestions to the Board.

The next meeting of the UNOPA Executive Board will be held on November 6, 2018 from 11:30 a.m. to 1:00 p.m. in Room 151B of the Whittier Building.

Meeting adjourned at 12:30 p.m.

Submitted by: Alycia Harden, Corresponding Secretary

UNOPA Executive Board Meeting Minutes

November 6th, 2018

Prem S. Paul Research Center at Whittier School, 344A

Meeting Canceled.

Approved as corrected by UNOPA Board on February 5th, 2019

UNOPA Executive Board Meeting Minutes

December 4th, 2018

11:30a.m.

Prem S. Paul Research Center at Whittier School, 344A

CALL TO ORDER

President Kelsey Sims called the meeting to order at 11:57 a.m. Roll call was taken by Lori Sorto, Recording Secretary.

MEMBERSHIP PRESENT

Kelsey Sims, Lori Sorto, Alycia Harden, Barbara Homer, LaRita Lang, Mikki Sandin, Tonda Humphress, Debbie Hendricks, Lorraine Moon, Kathy Schindler, Jana Pillsworth-Wood, Amanda Lager-Gleason, Cathy Robertson, Judy Anderson, Roddy Spangler, Marissa Kemp, Mary Guest.

MEMBERSHIP ABSENT

Jaime Long, Jennifer Greenlee, Lainey Bomberger, and Mary Klucas

AD-HOC COMMITTEE MEMBERS ABSENT

Jane Schneider, Lisa King,

OFFICER/COMMITTEE REPORTS

Recording Secretary/Minutes Approval: No report. Minutes of the October 2, 2018 meeting presented by Kelsey Sims. Approved as presented.

President Kelsey Sims: Report attached. Welcome Amanda Lager-Gleason.

President Elect/Program: No report.

Corresponding Secretary: No report. Alycia Harden reports that Barbara Homer (Immediate Past President) is retiring, and a card has been sent to her. All ornaments for the Giving Tree were taken by members, and the gifts for Cedar Kids are due by Alycia Harden in 11223 Oldfather Hall by 12:00p.m. on December 12th. Mary Klucas can collect the gifts from you if Alycia is not in the office.

Past President/Bradley Munn: No report. Retirement for Barbara Homer is rescheduled.

Presidential Advisor: No report.

Awards: Report Attached.

Membership: Report attached. Memberships given away are for the next membership year. Committee will get information out to new hires.

Bylaws/Nominating: No report. Send Tonda Humphress nominations for next year's board.

Career Development/PSP: Report Attached. Lorraine/Debbie: Lorraine self-defense workshop went well.

Employee Concerns: No report.

UNOPA Notes: No report. Judy working on notes if you have news let her know right away. Will be including information from the awards last month/nominees.

Ways and Means: Report Attached. Drawing \$25 for two people-report correction.

Outreach: No report.

Marketing: No report. Katie Ballue moved now Lisa King is contact for marketing committee.

Old Business: Cookbooks will be given out at December meeting.

New Business

President Sims adjourned the meeting at 12:21p.m.

Submitted by Lori Sorto, Recording Secretary

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
UNOPA Board Meeting
December 2018

TO: Kelsey Sims
FROM: Marissa Kemp & Roddy Spangler
COMMITTEE: Ways & Means
DATE: December 4, 2018

Current committee report

We sold 34 spots for the Illinois game and 35 spots for the Michigan State game. We sold a total of 497 spots for the season.

A total of 30 UNOPA members volunteered. 1 person worked 5 shifts, 2 people worked 4 shifts, 3 people worked 3 shifts, 9 people worked 2 shifts, 15 people worked 1 shift. 11 shifts had family and friends help. 15 board members worked at least one shift.

We will do a drawing during the Board Meeting for all UNOPA members who volunteered. For each shift a person worked their name will be entered. The prize is a \$20 gift card to a vendor of the winner's choice.

Motions

(This is a motion you know you will be making at the meeting)

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
UNOPA Board Meeting
December 2018

TO: Kelsey Sims
FROM: Lorraine Moon and Debbie Hendricks
COMMITTEE: Career Development/PSP Committee
DATE: November 27, 2018

Current committee report

The Self-Defense for Women Workshop was held on November 15, 2018 in the conference room of the Facilities Department. Forty people were in attendance. Officer Craig Price from the Lincoln Police Department taught the attendees many useful tips for self-defense. A number of people who could not attend on that particular day are hoping that we will have a repeat performance in the spring. Since Officer Price's time is limited, this may not be feasible.

The committee is working on some ideas for a spring workshop(s). Ranelle Maltas will present something on advancing computer technology. There may also be something related to Google documents. (LPS is really into Google docs. NAEOP is also into the Google Suite. Maybe there is something in Google documents that UNL staff should be aware of.) We have even toyed with the idea of several workshops in one day with individuals signing up for whichever workshop they want to attend.

Motions

(This is a motion you know you will be making at the meeting)

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
UNOPA Board Meeting
December 2018

TO: Kelsey Sims
FROM: Mary Klucas & Cathy Robertson
COMMITTEE: Membership
DATE: November 30, 2018

Current committee report

I have updated the master list for the year to include tabs for each of the type of members as wells as one for those who are Rose Frolik eligible.

To date we have 77 members:

- 54 Active
- 7 New
- 11 Retired
- 4 Associate
- 1 Honorary

The breakdown looks a little different because a couple were coded incorrectly.

Motions

(This is a motion you know you will be making at the meeting)

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
UNOPA Board Meeting
December 2018

TO: Kelsey Sims
FROM: Kelsey Sims
COMMITTEE: President
DATE: November 30, 2018

Current committee report

Allison Casey has resigned her position as Co-Chair of the Outreach Committee. Letter attached.

Katie Ballue has resigned due to relocating to another state. Please direct anything regarding Marketing to Lisa King.

Cookie exchange at next week's general meeting. Please register by December 7 so those participating know how much to make

Jan Wassenberg reached out to me letting me know she came upon a box in her storage that contained 16 UNOPA cookbooks from 1992-1993. Is anyone interested in taking one, or have a suggestion as to what we could do with them?

Motions

(This is a motion you know you will be making at the meeting)

"I move to: _____

Motion Maker: _____

Seconded by: _____

Approved as corrected by UNOPA Board on February 5th, 2019

Minutes of the

UNOPA EXECUTIVE BOARD MEETING

Tuesday, January 8, 2019, 11:43 a.m. – 12:54 p.m.

Whittier Building, 3rd Floor Conference Room

President, Kelsey Sims, called the meeting to order at 11:43 a.m.

Roll call was taken by Alycia Harden, Corresponding Secretary

MEMBERS PRESENT: Kelsey Sims, Jaime Long, Alycia Harden, Mikki Sandin, Lorraine Moon, Mary Klucas, Judy Anderson and Amanda Lager Gleason

MEMBERS ABSENT: Lori Sorto, Jana Pillsworth-Wood, Barbara Homer, Mary Guest, LaRita Lang, Tonda Humphress, Debbie Hendricks, Kathy Schindler, Cathy Robertson, Jennifer Greenlee, Roddy Spangler, Marisa Kemp and Lainey Bomberger

AD-HOC MEMBERS PRESENT: None

AD-HOC MEMBERS ABSENT: Jane Schneider and Lisa King

APPROVAL OF EXECUTIVE BOARD MEETING MINUTES FROM DECEMBER 4, 2018

The minutes from the December 4, 2018 Executive Board meeting were reviewed.

Mary Klucas moved that the approval of the 12-14-18 UNOPA Board Minutes be tabled pending further detailed information on the committee reports and actions taken. Expectations of full sentences and list full names. Judy Anderson seconded. Motion carried.

APPROVAL OF TREASURER'S REPORT

The Treasurer's report was reviewed. The Treasurer's report will be presented at the January 22, 2019 meeting for approval.

OFFICER/COMMITTEE REPORTS GIVEN:

President – Kelsey Sims: Report attached.

Our February General Membership meeting coincides with the Business Operations Workshop on the 14th. Cindy Meisbach from Accounting inquired about sending workshop attendees to our meeting.

Mary Klucas mentioned that the Arts and Sciences Dean's Office had binders that could be donated to UNOPA. It was also suggested that past Treasurer's reports could be scanned to eliminate binders while also following the university's retention policy.

President-Elect/Program – Jana Pillsworth-Wood: Absent. No report.

Mikki Sandin suggested a donation be given directly to Lincoln East Vocal Music as a thank you for their performance at the December General Membership Meeting. Gift cards were given to the students who attended.

Recording Secretary – Lori Sorto: Absent. No report.

Corresponding Secretary – Alycia Harden: Report attached.

Alycia was given a book on the history of CEDARS. She will plan to bring the book to general meetings for members to view. A touching video about the holiday gift drive was sent out to the membership.

Treasurer – Jaime Long: No report.

Past President – Barbara Homer: Absent. No report.

It was mentioned that the Foundation will begin following a 60-day reimbursement policy effective April 1st.

Awards – LaRita Lang/Mikki Sandin: No report.

Bylaws/Nominating – Tonda Humphress: Absent. Report attached.

It was noted that Jaime Long would continue as Treasurer to finish her two-year term. We do not need to seek nominations for Treasurer.

Career Development/PSP – Lorraine Moon/Debbie Hendricks: No report.

The committee will be meeting this month with the hope of hosting a workshop in April.

Employee Concerns – Kathy Schindler/TBD: Absent. No report.

Membership – Mary Klucas/Cathy Robertson: No report.

Mary report that UNOPA currently has 78 members. The total is comprised of 7 new, 55 active, 11 retired, 4 associate and 1 honorary.

The membership list is available in box.

Technology – Jennifer Greenlee: Absent. No report.

UNOPA Notes – Judy Anderson: No report.

Judy requested that any article submission be sent to her as soon as possible.

Ways and Means – Roddy Spangler/Marisa Kemp: Absent. No report.

Outreach – Amanda Lager Gleason/Lainey Bomberger: No report.

Amanda reported that she had 20 RSVPs for the January General Membership Meeting. The Board suggested the committee encourage attendees to pay ahead. Having change on hand at meetings was also discussed. Amanda was encouraged to ask for help if needed at events to ensure 50/50 and lunch payments are kept separate.

AD-HOC COMMITTEE REPORTS:

Digital Commons – Jane Schneider: Absent. No report.

Marketing – Lisa King: Absent. No report.

UNFINISHED BUSINESS

None.

New Business

The next meeting of the UNOPA Executive Board will be held on February 5, 2019 from 11:30 a.m. to 1:00 p.m. in Room 344A of the Whittier Building.

Meeting adjourned at 12:54 p.m.

Submitted by: Alycia Harden, Corresponding Secretary

Approved as corrected by UNOPA Board on March 5th, 2019

UNOPA Executive Board Meeting Minutes

February 5th, 2019

11:30a.m.

Prem S. Paul Research Center at Whittier School, 344A

CALL TO ORDER

President Kelsey Sims called the meeting to order at 11:37 a.m. Roll call was taken by Lori Sorto, Recording Secretary.

MEMBERSHIP PRESENT

Kelsey Sims, Lori Sorto, Jaime Long, Mikki Sandin, Lorraine Moon, Amanda Lager-Gleason, Kathy Schindler, Jana Pillsworth-Wood, Cathy Robertson, Marissa Kemp.

MEMBERSHIP ABSENT

Alycia Harden, Barbara Homer, LaRita Lang, Tonda Humphress, Debbie Hendricks, Jennifer Greenlee, Lainey Bomberger, Judy Anderson, Roddy Spangler, Mary Guest, and Mary Klucas.

AD-HOC COMMITTEE MEMBERS ABSENT

Jane Schneider, Lisa King

OFFICER/COMMITTEE REPORTS

Recording Secretary- Lori Sorto: No report. Minutes of the December 4, 2018 and January 8, 2019 meeting presented by Kelsey Sims. Motion to approve December minutes as amended by Kathy Schindler. Seconded by Cathy Robertson. Motion approved. Jaime Long motion to approve January minutes, seconded by Cathy Robertson. Motion passes.

Treasurer- Jaime Long: Report attached. January 2019 membership report will be presented to membership next week.

Corresponding Secretary- Alycia Harden: No report.

President- Kelsey Sims: Report attached. Sent out letter put together by Tony Lazarowicz from UAAD and Kelsey Sims president of UNOPA. Daily Nebraskan requested a quote from UNOPA and then from UAAD regarding the letter. Acknowledge receipt of email and did not answer the questions specifically asked and informed Mike Zeleny and Chancellor Green. UNOPA only represents our own membership and not all staff at the university.

President Elect/Program-Jana Pillsworth-Wood: No report. We rescheduled Donde Plowman joint meeting with UAAD to April in HLH 138.

Past President/Bradley Munn- Barbara Homer: Report attached.

Presidential Advisor: No report.

Awards-Mikki Sandin/LaRita Lang: No report.

Bylaws/Nominating- Tonda Humphress: No report. Kelsey Sims presented that Tonda Humphress did receive a few nominations.

Career Development/PSP- Lorraine Moon/Debbie Hendricks: No Report. May do Microsoft office tips as a workshop idea. Lorraine Moon presented self-defense workshop trying to repeat and she asked about May 6th as an option. Workshop can take place at facilities building again. Lorraine wants to be able to open workshop to everyone.

Employee Concerns- Kathy Schindler: No report. Kelsey Sims presented UAAD mentioned some of their membership expressed concerns over new insurance paying for mental health coverage. Look into future brown bag with UAAD to go over coverages.

Membership- Mary Klucas/Cathy Robertson: No report. Goal is to get membership cards out by the end of the month.

UNOPA Notes-Judy Anderson: No report.

Ways and Means- Roddy Spangler/Marissa Kemp: No report. Spring game will be coming in April and we will need coordinators for that. UNOPA believes revenue from parking is up from previous year.

Outreach- Amanda Lager-Gleason/Lainey Bomberger: Report attached. Amanda Lager-Gleason presented looking into planning the May luncheon and requested a budget to plan event and determine cost per person. She will need an estimate of the number of past presidents attending. Luncheon will be at Willa Cather and event will be pre-paid. Committee will identify menu options to choose from. UNOPA will be charged to use Willa Cather. Motion presented by Amanda Lager Gleason to spend a maximum of \$50 on two totes for the storage of outreach committee decorations and supplies. Seconded by Jana Pillsworth-Wood. Motion approved.

Marketing: No report.

Old Business:

New Business

Looking into extending meeting for May luncheon by 15 minutes. Traditional to have a theme for the installation. Previously had PowerPoint running with information such as past presidents. Advertisement will be put on the website to collect nominations. A general outline for luncheon was proposed see attached report from Kelsey Sims. Sandy Lineberry will present the award. Alycia Harden will be in charge of getting gifts and an option could be to use them as decorations also. Awards, Outreach, and Alycia can meet to go over details and coordinate efforts. Kelsey Sims will send out a doodle poll to bring everyone together to plan for the meeting.

Motion to pay \$200 on Willa Cather for May 14, 2019 membership meeting presented by Cathy Robertson and seconded by Mikki Sandin. Motion passes.

President Sims adjourned the meeting at 12:45p.m.

Submitted by Lori Sorto, Recording Secretary

Approved as corrected by UNOPA Board on April 2nd, 2019

Minutes of the

UNOPA EXECUTIVE BOARD MEETING

Tuesday, March 5, 2019, 11:34 a.m. – 12:47 p.m.

Via Zoom

President, Kelsey Sims, called the meeting to order at 11:34 a.m.

Roll call was taken by Alycia Harden, Corresponding Secretary

MEMBERS PRESENT: Kelsey Sims, Jaime Long, Jana Pillsworth-Wood, Alycia Harden, Lorraine Moon, Kathy Schindler, Mary Klucas, Cathy Robertson, Jennifer Greenlee, Marisa Kemp and Amanda Lager Gleason

MEMBERS ABSENT: Lori Sorto, Barbara Homer, Mary Guest, LaRita Lang, Mikki Sandin, Tonda Humphress, Debbie Hendricks, Judy Anderson, Roddy Spangler and Lainey Bomberger

AD-HOC MEMBERS PRESENT: None

AD-HOC MEMBERS ABSENT: Jane Schneider and Lisa King

APPROVAL OF EXECUTIVE BOARD MEETING MINUTES FROM FEBRUARY 5, 2019

The minutes from the February 5, 2019 Executive Board meeting were reviewed.

Jana Pillsworth-Wood moved to approve the minutes as corrected. Cathy Robertson seconded. Motion carried.

APPROVAL OF TREASURER'S REPORT

The Treasurer's report was reviewed. The Treasurer's report will be presented at the March 12, 2019 meeting for approval.

OFFICER/COMMITTEE REPORTS GIVEN:

President – Kelsey Sims: No report.

President-Elect/Program – Jana Pillsworth-Wood: No report.

Jana will begin seeking out 2019-2020 committee directors.

Recording Secretary – Lori Sorto: Absent. No report.

Corresponding Secretary – Alycia Harden: No report.

Treasurer – Jaime Long: No report.

The balance in the savings account was discussed. Board members are encouraged to begin thinking about next year's budget and what their committees need is for funding.

Past President – Barbara Homer: Absent. No report.

Awards – LaRita Lang/Mikki Sandin: Absent. No report.

Bylaws/Nominating – Tonda Humphress: Absent. No report.

Tonda is still looking for more nominations.

Career Development/PSP – Lorraine Moon/Debbie Hendricks: Report attached.

The Self-Defense for Women class is open to anyone. The event will be shared with UAAD and posted in the UNL Today.

Employee Concerns – Kathy Schindler/TBD: No report.

Kathy will include an update regarding UMR and mental health in UNOPA Notes.

Membership – Mary Klucas/Cathy Robertson: No report.

Membership cards have been sent out. The committee will be following up with new employees.

Technology – Jennifer Greenlee: Report attached.

UNOPA Notes – Judy Anderson: Absent. No report.

Send reports to Judy ASAP.

Ways and Means – Roddy Spangler/Marisa Kemp: Report attached.

Kelsey will send out the parking lot sign-up sheet and Jennifer will include on the website.

Outreach – Amanda Lager Gleason/Lainey Bomberger: Report attached.

Mary Klucas moved that attendees will be charged \$12.00 for the May meeting meal with the remainder being supplemented by UNOPA's budget. Amanda Lager-Gleason seconded. Motion carried.

Kelsey will send out a notice about the May meeting meals. Plans for the May meeting were also discussed.

AD-HOC COMMITTEE REPORTS:

Digital Commons – Jane Schneider: Absent. No report.

Marketing – Lisa King: Absent. No report.

UNFINISHED BUSINESS

None.

New Business

The next meeting of the UNOPA Executive Board will be held on April 2, 2019 from 11:30 a.m. to 1:00 p.m. in Room 344A of the Whittier Building.

Meeting adjourned at 12:47 p.m.

Submitted by: Alycia Harden, Corresponding Secretary

Approved as corrected by UNOPA Board on May 7th, 2019

UNOPA Executive Board Meeting Minutes

April 2nd, 2019

11:30a.m.

Prem S. Paul Research Center at Whittier School, 344A

CALL TO ORDER

Jana Pillsworth-Wood on behalf of President Kelsey Sims called the meeting to order at 1140 a.m. Roll call was taken by Lori Sorto, Recording Secretary.

MEMBERSHIP PRESENT

Lori Sorto, Jana Pillsworth-Wood, Lorraine Moon, Alycia Harden, Cathy Robertson, Amanda Lager-Gleason, LaRita Lang, Judy Anderson, Marissa Kemp

MEMBERSHIP ABSENT

Kelsey Sims, Jaime Long, Kathy Schindler, Mikki Sandin, Barbara Homer, Tonda Humphress, Debbie Hendricks, Jennifer Greenlee, Lainey Bomberger, Roddy Spangler, Mary Guest, and Mary Klucas.

AD-HOC COMMITTEE MEMBERS ABSENT

Jane Schneider, Lisa King

OFFICER/COMMITTEE REPORTS

Recording Secretary- Lori Sorto: No report. Minutes of the Tuesday, March 5th meeting by Alycia Harden presented by Jana Pillsworth-Wood will be presented at the next board meeting for approval.

Treasurer- Jaime Long: Report attached. Motion by LaRita Lang seconded by Cathy Robertson to approve treasurer's report. Will be presented at the general membership for review.

President-Report attached. Consider continuing to have president and president elect, and past meeting with UAAD in the future for joint collaboration. Review with general membership ideas before UAAD meetings and meetings with Mike Zeleny. Consider how to best serve and represent staff. Plan a meeting for planning and input for the next year. Get input for membership meetings and socials. Facebook page consider incorporating into a standing committee.

President Elect/Program- No report.

Corresponding Secretary- Alycia Harden. See attached. Invitation for the April/May meeting what to title it (Frolik/Installation): view on website to get title. Agenda for the installation needed and will be provided by Jana Pillsworth-Wood.

Past President/Bradley Munn- No report.

Presidential Advisor: No report.

Awards-Mikki Sandin/LaRita Lang: LaRita Lang needs nominations for Rose Frolik. Currently there are no nominations.

Bylaws/Nominating- Tonda Humphress: No report. Lorraine Moon presented that we need nominations for president elect and other board positions.

Career Development/PSP- Lorraine Moon/Debbie Hendricks: Employee Concerns- Kathy Schindler: April 16th Microsoft meeting.

Bylaws/Nominating

Tonda Humphress

Career Development/PSP

Lorraine Moon / Debbie Hendricks

Employee Concerns

Kathy Schindler

Membership

Mary Klucas / Cathy Robertson

Technology

Jennifer Greenlee

UNOPA Notes

Judy Anderson

Ways and Means

Roddy Spangler / Marisa Kemp

Outreach

Amanda Lager-Gleason / Lainey Bomberger

AD-HOC COMMITTEE REPORTS

Digital Commons

Jane Schneider

Marketing

Lisa King

OLD BUSINESS

Update on May meeting plans

NEW BUSINESS

ADJOURN

Minutes of the
UNOPA EXECUTIVE BOARD MEETING

Tuesday, March 5, 2019

Zoom Meeting

President, Kelsey Sims, called the meeting to order

Roll call no official roll call was taken.

MEMBERS PRESENT: Kelsey Sims, Jana-Pillsworth-Wood, LaRita Lang, Alycia Harden, Lorraine Moon, Cathy Robertson, Mikki Sandin, Kathy Schindler, Jennifer Greenlee, Marissa Kemp, Mary Klucas, and Amanda Lager-Gleason

MEMBERS ABSENT: Lori Sorto, Barbara Homer, Mary Guest, Tonda Humphress, Debbie Hendricks, Roddy Spangler, and Judy Anderson

AD-HOC MEMBERS PRESENT: None

AD-HOC MEMBERS ABSENT: Jane Schneider and Lisa King

APPROVAL OF EXECUTIVE BOARD MEETING MINUTES FROM FEBRUARY 2019

The minutes from the February 5th Executive Board meeting was presented to the board via email prior to the meeting.

Jana-Pillsworth-Wood motioned to approve the February 2019 Executive Board meeting minutes with corrections, seconded by Cathy Robertson. Corrections are as follows:

- Bold President
- Under Treasurer's Report: ~~membership~~ Treasurer's Report
- Bold the motions so they can easily be found

APPROVAL OF TREASURER'S REPORT

The Treasurer's report was reviewed. Discussed the amount of money in our account, and what we are using it for.

The Treasurer's report will be presented at the March 2019 General meeting for approval.

OFFICER/COMMITTEE REPORTS GIVEN:

President – Kelsey Sims: Report attached.

President-Elect/Program – Jana Pillsworth-Wood: No report. Jana will begin seeking out 2019-2020 committee directors.

Recording Secretary – Lori Sorto: Absent. No report.

Corresponding Secretary – Alycia Harden: No report.

Treasurer – Jaime Long: Treasurer's Report attached.

Past President – Barbara Homer: Absent. No report.

Awards – LaRita Lang/Mikki Sandin: No report.

Bylaws/Nominating – Tonda Humphress: Absent. No report.

Career Development/PSP – Lorraine Moon/Debbie Hendricks: Report attached.

Both upcoming workshops are open to anyone.

Employee Concerns – Kathy Schindler/TBD: No report.

Membership – Mary Klucas/Cathy Robertson: Membership cards have been sent out.

Technology – Jennifer Greenlee: Report attached.

UNOPA Notes – Judy Anderson: No report.

Ways and Means – Roddy Spangler/Marisa Kemp: Report attached.

Kelsey will send out the parking lot sign-up sheet again.

Outreach – Amanda Lager Gleason/Lainey Bomberger: Report attached.

Kelsey will send out a notice about the May meeting meals.

AD-HOC COMMITTEE REPORTS:

Digital Commons – Jane Schneider: Absent. No report.

Marketing – Lisa King: Absent. No report.

UNFINISHED BUSINESS

None.

New Business

Board discussed the cost of the meals for the May meeting. Judges, nominees, past presidents, and

retirees will get their lunch at no cost.

Mary Klucas motioned to supplement the May meeting meal for UNOPA members to \$12.00, with the remainder being supplanted by UNOPA's budget. Second by Amanda Lager-Gleason. Motion passed.

Submitted by: Kelsey Sims, President

April 2019

TO: Kelsey Sims / Jana Pillsworth-Wood

FROM: Kelsey Sims

COMMITTEE: President

DATE: 3/28/19

Current committee report

I have been attending the N2025 Strategy Team meetings along with the UAAD President, Tony Lazarowicz. Our topics of discussion are focused on the five core aspirations found on the N150 report, and our duty is to develop a five year strategic plan for the implementation of these cores. I would like to encourage everyone to take a look at this report, and if you have any concerns or ideas for discussion, please let me know.

On March 7th Jana Pillsworth-Wood and I met with the President and President-Elect of UAAD, and our Chief of Staff Mike Zeleny. Our discussion was mainly focused on the current structure of both groups, marketing, and membership. If you have suggestions for topics of discussion, please email me.

We need to decide if we want to continue using the Facebook page. We have not used it since September 2018. Looking at the record of page views and activity of the page, there has been no more than 2 page views a month since December 2018, and our highest number was 4 in November 2018. If someone is willing to take it over, I will gladly give administrative access. Anyone can post, but I am still listed as the administrator.

Motions

(This is a motion you know you will be making at the meeting)

"I move to: _____

Motion Maker: _____

Seconded by: _____

March 2019

TO: Kelsey Sims
FROM: Amanda Lager
Gleason COMMITTEE: Outreach
DATE: 3/28/2019

Current committee report

Outreach Committee will focus on the 50/50 for April meeting. Due to the classroom layout style, we will not provide decorations. 30 RSVPs as of 3/28.

Rose Frolik luncheon: accepting RSVPs until May 6, 2019. Lunch is \$12.00 for general attendees. The décor will be spring flowers. 8 RSVPs as of 3/28.

Summer Social: tour with the Canine Cognition and Human Interaction Lab (C-CHIL) for Thursday, June 13 at 3 p.m. with social time and refreshments to follow. Finalizing details now.

Motions

(This is a motion you know you will be making at the meeting)

"I move to:

Motion Maker: _____

Seconded by: _____

Approved as corrected by UNOPA Board on June 12th, 2019

UNOPA Executive Board Meeting Minutes

May 7th, 2019

11:30a.m.

Prem S. Paul Research Center at Whittier School, 344A

CALL TO ORDER

President Kelsey Sims called the meeting to order at 1140 a.m. Roll call was taken by Lori Sorto, Recording Secretary.

MEMBERSHIP PRESENT

Lori Sorto, Jana Pillsworth-Wood, Lorraine Moon, Alycia Harden, Cathy Robertson, Amanda Lager-Gleason, LaRita Lang, Judy Anderson, Marissa Kemp

MEMBERSHIP ABSENT

Kelsey Sims, Jaime Long, Kathy Schindler, Mikki Sandin, Barbara Homer, Tonda Humphress, Debbie Hendricks, Jennifer Greenlee, Lainey Bomberger, Roddy Spangler, Mary Guest, and Mary Klucas.

AD-HOC COMMITTEE MEMBERS ABSENT

Jane Schneider, Lisa King

OFFICER/COMMITTEE REPORTS

Recording Secretary- Lori Sorto: No report. Minutes of the Tuesday, March 5th meeting minutes needing approval. Motion to approve executive board meeting minutes by Judy Anderson seconded by Amanda Lager Gleason. Motion passes. April 2nd, 2019 Executive Board meeting minutes. Motion to approve as amended by Kathy Schindler seconded by Marissa Kemp.

Treasurer- Jaime Long: Will be presented at the general membership for review.

President-Kelsey Sims: Report attached. Will handle anything until June 30th.

President Elect/Program- Jana Pillsworth-Wood: No report.

Corresponding Secretary- Alycia Harden: No report. 22 past presidents rsvp'd. Reached out to get parking permits for individuals off campus.

Past President/Bradley Munn- Barbara Homer: Report Attached.

Presidential Advisor: Mary Guest: No report.

Awards-Mikki Sandin/LaRita Lang: No report. They have a winner and 3 of 4 nominees will be able to attend.

Bylaws/Nominating- Tonda Humphress: No report. Received two more nominees for president-elect. One declined and one accepted the nomination. There is at least one nominee for at least each position.

Career Development/PSP- Lorraine Moon/Debbie Hendricks: Report attached. April 16th Brown bag with Ranelle Maltas had ten in attendance. Tomorrow Officer Price will give presentation on self-defense. May 21st will be the budget redesign meeting.

Employee Concerns- Kathy Schindler: No report. Working with Lorraine Moon on budget redesign meeting.

Membership- Mary Klucas/Cathy Robertson: No report.

Technology- Jennifer Greenlee: No report.

UNOPA Notes-Judy Anderson: Have stuff to put in the newsletter and items from the board that are coming up. Deadline is Thursday to submit items to Judy Anderson. Notes will be out before May 21st, 2019. Include self-defense workshop follow up is an option. If you have anything else of interest coming up for the middle end of May send to Judy Anderson. Send April general meeting minutes.

Ways and Means- Roddy Spangler/Marissa Kemp: Report attached. Sold out the parking lot for the spring game. Drawing for individuals who worked the parking lot. The winners are Debbie Hendrix and Jan Lassenberg get \$25 gift card to vendor of their choice.

Outreach- Amanda Lager-Gleason/Lainey Bomberger: About 50 will be eating at May luncheon. Working to finalize numbers with the caterer. Working on summer social rsvp which will be out hopefully by the end of this week. Check into how to fund summer social decorations and food. Motion by Amanda Lager-Gleason to use remaining outreach/decorations budget left from May budget to fund summer social rather than charging registration. Seconded by Judy Anderson. Motion passes.

Digital Commons- Jane Schneider: No report.

Marketing- Lisa King: No report.

Old Business: May meeting plans: Alycia will read down the list of individuals that are there thanking past president and retirees. Awards will be on the podium instead of a table. There is no script for this only script is for installation of the new board. Awards committee can go up and Kelsey Sims doesn't need to announce transitions. Rose Frolik awards will be presented by Sandy.

New Business: Savings Account and 2019-2020 proposed budget. Report attached. Proposing to add budget to different committees to take advantage of savings. One example is getting a national speaker for professional development. Another proposed example is PSP endowment fund. More details are needed, ask Lola Young to attend a future meeting. General meeting structure ideas to consider speakers, ice breakers, meeting individuals. Adjust budget for professional development/PSP committee to \$3,000. Add line item for membership recruitment such as the supplier showcase for \$250. Added line item for room rental. Remove table linen line item. Speaker lunch parking line item make \$100.

Motion by Judy Anderson to approve Jane Schneider as delegate for national conference for UNOPA and receive the \$300 delegate funding. Seconded by Lorraine Moon.

Reimbursement request for Lola Young for shipping expense. Report attached. Need to know an amount and will reimburse it.

President Kelsey Sims adjourned the meeting at 1:04p.m.

Submitted by Lori Sorto, Recording Secretary.

TO: Kelsey Sims
FROM: Kelsey Sims
COMMITTEE: President
DATE: 5/6/19

Current committee report

***Upon board approval, Jane Schneider will be UNOPA's delegate at the 2019 National conference in July.**

***Lola Young has requested postage reimbursement of \$15.00. Her email is below:**

As you probably know, our National Office recently sold the building our Foundation owned and moved to an office suite. As you probably aren't aware, there was a brick garden at our old office and we (UNOPA and in some cases some of our members) paid for a few bricks that were in the garden. Before they evacuated the property, the bricks were dug up, cleaned, and were sent to folks who they knew would want them (with us paying the association for the postage on our own bricks). A number of bricks were not claimed and Lisa Morehouse (LPSAOP) brought a number of Nebraska ones back with her and delivered to me eight that were UNL people. So far I have given Lois Mayo the brick honoring Z.B. Mayo (Administrator of the Year), Rose Frolik's brick was given to Sandy Lineberry, and Jack Schinstock picked up the brick honoring Jan. Sandy has also indicated she will take the one that was for charter NEOPA members.

Through a student connection I have someone I can send Jack Oliva's brick to (another NAEOP Administrator of the Year). I also have a brick honoring Becky Hastings (former UNOPA and NEOPA President). I know Becky's husband now lives in Kearney (and I have his address but no phone number).

When my two bricks were sent to me, the postage was \$15.00 (for two in one package). I'm not sure how much the postage will be for Dr. Oliva's brick and I don't know if Gary will want Becky's brick. At any rate, I was wondering if UNOPA would be willing to pay the postage to send these last two bricks. I'd rather not pay it out of my own pocket since I didn't purchase the bricks and just had them delivered to me. Please let me know. And, thanks for considering this odd request.

Motions

(This is a motion you know you will be making at the meeting)

Treasurer Report - April 2019

Beginning Checking Account Balance - 4/1/19		Balances:	\$ 4,293.18
Income:			
4/12/2019 Deposit - 50/50 Funds (\$44.00)	\$ 44.00		
		Total Income:	\$ 44.00
Expenses:			
4/19/2019 Ck #1126 - Susan Thomas - Door Prizes & Centerpieces - Outreach	\$ 52.21		
		Total Expenses:	\$ 52.21
Ending Checking Account Balance - 4/30/19			<u>\$ 4,284.97</u>

Beginning Cost Center Balance -4/1/19		\$ (3,182.22)	
Income:			
		Total Income:	\$ -
Expenses:			
4/26/2019 UNL Postal - Past Presidents/Retiree Invitations (Corresponding Secretary)	\$ 20.28		
		Total Expenses:	\$ 20.28
Ending Cost Center Balance - 4/30/19			<u>\$ (3,202.50)</u>

Ending Checking Account Balance - 4/30/19	\$ 4,284.97
Ending Cost Center Balance - 4/30/19	<u>\$ (3,202.50)</u>
Total Funds Available:	<u>\$ 1,082.47</u>

Savings Account Balance - as of 04/01/2019 \$ 10,026.83

Savings Account Balance - as of 4/30/2019 \$ 10,026.83

TO: Kelsey Sims
FROM: Barbara Homer
COMMITTEE: Past President/Bradley Munn Professional Growth Fund
DATE: May 3, 2019

I have received two reimbursement requests from the Bradley Munn Professional Growth Fund for Debbie Hendricks and Marla Nissen and their requests have been approved by the review board. Their reimbursement will be included in their bi-weekly/monthly pay.

Motions

(This is a motion you know you will be making at the meeting)

"I move to: _____

Motion Maker: _____

Seconded by: _____

TO: Kelsey Sims, UNOPA President
FROM: Lorraine Moon and Debbie Hendricks
COMMITTEE: Career Development and PSP Committee
DATE: April 29, 2019

Current committee report

The April 16 brown-bag meeting with Ranelle Maltas went very well. Ranelle showed the attendees tips when using Microsoft Outlook. Ten people attended. Even though the group was small, it was an informative session with lots of questions and other new information.

The Career Development Committee will be hosting the following meetings in May:

May 8: Craig Price will give a repeat presentation of his “Self-Defense for Women” class. The presentation will be held in the auditorium of the Facilities Management Shops. There will be prior registration. Directions to the auditorium are on the Eventbrite site. This repeat presentation is being held due to requests from those that could not attend the first presentation. Members should feel free to attend a second time.

May 21: UAAD and UNOPA are presenting a workshop on the budget redesign process. Kathy Schindler has set up a Zoom link for those not able to attend the brown-bag meeting in 138 Hawks Hall. Amanda Lager-Gleason is setting up an Eventbrite registration page so that we will know how many are attending in person or are attending via Zoom. The room in Hawks Hall seats 80. This workshop is not being offered to the University community as UNL’s budget office will probably be offering something at a later date.

Motions

(This is a motion you know you will be making at the meeting)

"I move to: _____

Motion Maker: _____

Seconded by: _____

TO: Kelsey Sims
FROM: Marissa Kemp & Roddy Spangler
COMMITTEE: Ways & Means
DATE: May 7, 2019

Current committee report

We sold out the parking lot at the Spring game. We sold 83 spots at \$5 a piece. This came to a total of \$415 with \$166 going to UNOPA. A drawing will be held to give away a \$25 gift card to 2 volunteers who worked either a shift during the Spring game or the regular season. For each shift worked their name is entered for a gift card from a vendor of their choice.

Motions

(This is a motion you know you will be making at the meeting)

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNOPA 2019-2020
PROPOSED BUDGET

<u>Committee</u>	<u>Description of Expense</u>	<u>Month/Year of Expense</u>	<u>Projected Amount of Expense</u>	<u>Totals</u>	<u>Month/Year of Income</u>	<u>Projected Amount of Income</u>	<u>Totals</u>
President							
	NAEOP Affiliation Fee	Oct. 2019 - Nov. 2019	\$ 50.00				
	NAEOP membership	April-May 2020	\$ 50.00				
	NEOPA membership	July 2019-August 2019	\$ 20.00				
	MLK Freedom breakfast (two tickets for Pres/Pres Elect)	November 2019	\$ 50.00				
				\$ 170.00			\$0.00
President - MISCELLANEOUS							
	50/50 drawing proceeds				Sept. 2019 - May 2020	\$ 300.00	
	Donation to President's Charity	June 2020	\$ 300.00				
	Central Area Professional Dev Workshop basket	April 2020	\$ 30.00				
	NEOPA State Basket for National conference	May 2020	\$ 30.00				
	NEOPA Basket for State Conference	April 2020	\$ 30.00				
	NAEOP 2018 annual conference registration (for 2018-19 President)	July 2019-August-2019	\$ 300.00				
	Professional Development funding for members attending National Conference	July 2019 - August 2019	\$ 875.00				
	Professional Photo	July 2019-August 2019	\$ 30.00				
				\$ 1,595.00			\$ 300.00
President-elect							
	NAEOP membership	July 2019	\$ 50.00				
	NEOPA membership	July 2019	\$ 20.00				
	Gift for outgoing President (clock or plaque)	May 2020	\$ 75.00				
	NAEOP 2017 annual conference registration (for 2017-2018 President-Elect)	July 2019-August 2019	\$ 300.00				
				\$ 445.00			\$0.00
Recording Secretary			\$0.00			\$0.00	
				\$0.00			\$0.00

UNOPA 2019-2020
PROPOSED BUDGET

<u>Committee</u>	<u>Description of Expense</u>	<u>Month/Year of Expense</u>	<u>Projected Amount of Expense</u>	<u>Totals</u>	<u>Month/Year of Income</u>	<u>Projected Amount of Income</u>	<u>Totals</u>
Corresponding Secretary							
	Holiday / Giving Tree	Oct. 2019-Dec. 2019	\$ 50.00				
	Past President's luncheon - lunch for retirees and past presidents	April 2020-May 2020	\$ 375.00				
	Flowers - April luncheon - to be given to retirees/past presidents	April 2020	\$ 250.00				
	Programs	April 2020	\$ 50.00				
	Invitations	April 2020	\$ 25.00				
	Parking - Past Presidents/Retirees	April 2020	\$ 75.00				
	Greeting cards	Various	\$ 20.00				
	Postage	Various	\$ 20.00				
	Scrapbook	Various	\$ 40.00				
	Miscellaneous	Various	\$ 50.00				
				\$ 955.00			\$0.00
Treasurer							
	Postage	Various	\$ 10.00				
	Fiscal year end audit - thank you	July 2019-August 2019	\$ 100.00				
	Checks	Various	\$ 35.00				
	Balance Budget				June - 19	\$ 2,725.00	
				\$ 145.00			\$ 2,725.00
Immediate Past President							
	Gifts for PSP recipients - 2018 NAEOP Conference	July 2019	\$ 150.00				
	NAEOP Educational Fund donation (Application Fee)	December 2019	\$ 25.00				
	NAEOP Marion T Wood Student Scholarship Fund donation (Application Fee)	December 2019	\$ 25.00				
	NAEOP Website Competition Fee	March 2020	\$ 25.00				
	NAEOP Newsletter Competition Fee	March 2020	\$ 25.00				\$0.00
				\$ 250.00			

UNOPA 2019-2020
PROPOSED BUDGET

<u>Committee</u>	<u>Description of Expense</u>	<u>Month/Year of Expense</u>	<u>Projected Amount of Expense</u>	<u>Totals</u>	<u>Month/Year of Income</u>	<u>Projected Amount of Income</u>	<u>Totals</u>
Awards							
	Floyd S. Oldt Boss of the Year - Award Stipend	November 2019	\$ 500.00				
	Floyd S. Oldt Outstanding Staff - Award Stipend	Nov. 2019-Dec. 2019	\$ 1,000.00				
	Floyd S. Oldt Silver Pen - Award Stipend (\$600 x 2)	Nov. 2019-Dec. 2019	\$ 1,200.00				
	Floyd S. Oldt Award Deductions	Nov. 2019-Dec. 2019	\$ 750.00				
	Oldt Awards - Nominees & Judges meals	November 2019	\$ 200.00				
	Oldt Awards - Plaques & programs	November 2019	\$ 300.00				
	Income from Floyd S Oldt fund - through Human Resources / UNL Foundation				January 2020	\$ 3,950.00	
	Rose Frolik Award Stipend	April 2020 - May 2020	\$ 600.00				
	Frolik Award - Nominees & Judges meals	April 2020	\$ 75.00				
	Frolik Award - Plaque	April 2020	\$ 50.00				
	NAEOP Olive T Ritchie Outstanding Staff Award submission	March 2020	\$ 20.00				
	NAEOP Administrator of the Year Award submission	March 2020	\$ 20.00				
				\$ 4,715.00			\$ 3,950.00
Bylaws & Nominating			\$0.00			\$0.00	
				\$0.00			\$0.00
Career Development/PSP							
	PSP Plaques	Various	\$ 50.00				
	Workshop (speaker, speaker expenses, lunch refreshments, speaker gift)	October 2020-April 2020	\$ 1,000.00				
	Workshop registrations				October 2020-April 2020	\$ 600.00	
				\$ 1,050.00			\$ 600.00
Technology			\$0.00				
				\$0.00			\$0.00

UNOPA 2019-2020
PROPOSED BUDGET

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Employee Concerns			\$0.00				
				\$0.00			\$0.00
Membership							
	Miscellaneous	various	\$ 25.00				
	Membership Brochures		\$ 200.00				
	New Member Luncheons (2)	September 2019-May 2020	\$ 100.00				
	Membership new/renewals				various	\$ 1,000.00	
				\$ 325.00			\$ 1,000.00
Outreach							
	Summer Social - registrations, entertainment, favors, etc.	June 2020	\$ 300.00				
	Summer Social Registration Income				July 2020	\$ 300.00	
	Decorations/Door Prizes	September 2019-May 2020	\$ 675.00				
	General Meeting Catering	September 2019-May 2020	\$ 1,000.00		September 2019-May 2020	\$ 1,000.00	
	Name Tags	September 2019-May 2020	\$ 50.00				
	Table Linens	September 2019-May 2020	\$ 300.00				
	Room Rental	Various	\$ 500.00				
	Oldt & Frolik Subsidized Meals	Nov 2019-April/May 2020	\$ 1,000.00				
	Frolik Comped Meals				April/May 2020	\$ 75.00	
	Miscellaneous	Various	\$ 50.00				
				\$ 3,875.00			\$ 1,375.00
Program							
	Guest Speakers & Dec Entertainment	December 2019	\$ 300.00				
	Speaker lunch	September 2019-May 2020	\$ 75.00				
				\$ 375.00			\$0.00
UNOPA Notes			\$0.00				
				\$0.00			\$0.00

