

4-1995

## NEOPA General Meeting Minutes- April 1995

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# NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION

Spring Conference - Omaha, Nebraska  
Teacher Administrative Center  
3215 Cuming Street

General Membership Meeting  
April 29, 1995

## I. CALL TO ORDER

The 1994-95 Annual Meeting was called to order by President Kathy Svoboda at 12:30 p.m. A quorum was established.

## II. ROLL CALL

Roll call was answered by the following affiliates and representatives:

6 Lincoln Public Schools Association of Office Professionals  
2 Nebraska Department of Education Office Professionals  
17 Omaha Educational Office Personnel  
10 University of Nebraska Office Personnel Association  
3 UNO-Educational Office Professional Association  
2 Wayne Educational Office Professional Association

1 Gibbon Public Schools  
1 Grand Island Northwest Public School  
1 Milford Public Schools  
1 Millard Public Schools  
1 University of Nebraska at Concord

It was noted that there were eight NEOPA past presidents present.

## III. APPROVAL OF MINUTES

Jane Rumbaugh moved that the October 15, 1994 minutes be approved, seconded by Chris Wiles. Motion approved.

## IV. COMMUNICATIONS/ANNOUNCEMENTS

President Svoboda shared communication she had received from Sandy Peters and Diane Lassen. Both were resigning from their board positions. Sandy has served as Vice President, Meetings Coordinator Director, while Diane has been Finance Director.

## V. TREASURER'S REPORT

Lynne Smolnik, Treasurer, reported the following balances as of April 30, 1995:

Checking Account	\$1,990.55
Money Market Savings	\$3,409.49
Scholarship Savings	\$1,560.57

Lynne Smolnik moved that the treasurer's report be approved, then filed for audit. Seconded by Marvii Summerfield, motion approved.

## VI. COMMITTEE REPORTS

### AUDIT

No report.

### CONSTITUTION & BYLAWS

No report.

## **EDUCATIONAL PROFESSIONAL EMPLOYEE OF THE YEAR**

LaRita Lang reported NEOPA Professional Employee of the Year criteria and nomination forms were mailed to all affiliate presidents, and appeared in the Fall and Winter Editions of the NEON. No nominations were received.

## **FIELD SERVICE**

Sandy Lineberry recognized the members of her committee.

## **FINANCE**

Linda Pence presented the proposed budget for 1995-96. Motion was made by Linda and seconded by Angie Ellis to approve the proposed budget. Motion approved.

## **MEETINGS COORDINATING**

Susan Harris extended an invitation from Lincoln Public Schools Association of Office Professionals to host the Fall Conference on October 29, 1995. Their Association plans on hosting the conference at the LPS District Offices and trying a new format, whereby conference participants will be "on their own" for lunch. Delores Wenz made the motion that we accept the invitation from the LPS Association, seconded by LaRita Lang. Motion approved.

Niki Smith extended an invitation from the Nebraska Department of Education Office Professionals to host the Fall 1996 conference. Sue Howell made the motion that we accept their invitation, seconded by Barb Owens. Motion approved.

President Svoboda indicated we still need affiliates who would be willing to host a Spring 1996 conference. She urged all associations to consider when they might be able to host our association.

## **MEMBERSHIP**

Linda Pence reported we currently have 152 members, which includes 19 new members, 124 renewals, 14 retirees, seven honorary, and two life members.

## **NEWSLETTER**

Niki Smith recognized her committee members. Annual reports will be published in the Summer NEON. The next NEON deadline is May 6, 1995.

## **NOMINATING**

Susan Harris recognized all office workers, and thanked all who have served our association. New officers for 1995-96 will be:

President	Linda Pence
Vice President	Linda Primm
Secretary	Debbie Hendricks
Treasurer	Lynne Smolnik

Susan shared her concerns with the extremely low number of ballots returned. This translates to 30 percent of our membership participating in officer selection. We need more participation!

## **PROFESSIONAL STANDARDS**

Michele Strickler presented certificates and pins to the following PSP recipients:

Kathy Bennetch  
Bonnie Gilpin  
Sheila Perry  
C.J. Rumbaugh  
Lisa Smith

Past PSP recipients were recognized, as were individuals who are currently working toward a PSP certificate. Michele has handouts available and would like to help anybody who is considering participating in this program.

## **PUBLICITY**

Judy Rastede reported that 65 news releases were sent out advertising both the Fall 1994 and Spring 1995 Conferences.

### SCHOLARSHIP

President Svoboda recognized the members of the scholarship committee, and introduced Trisha Sprieck, NEOPA's 1995 scholarship recipient. Trisha thanked us for the award, and shared her plans. She will be attending the University of Nebraska-Lincoln in the fall and plans on majoring in Marketing with an emphasis on International Studies/Communication.

### WAYS & MEANS

Evelyn Pancake reported that we have made approximately \$700 from the raffle. Committee members were recognized.

### NAEOP COORDINATOR

Chris Wiles asked that all individuals planning on attending the National Conference in Austin this July contact her. Pin orders need to be in by June 1, 1995. Chris is aware of approximately 18 individuals planning on making the Austin trip. She is coordinating a T-shirt design.

The final report from the NAEOP Coordinator will be published in the NEON after the conference in July.

### VII. UNFINISHED BUSINESS

President Svoboda announced that all annual reports will be published in the Summer NEON.

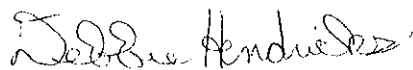
### VIII. NEW BUSINESS

- Marvil Summerfield, 1995-96 President-elect will be the Nebraska delegate to the annual NAEOP Conference in Austin this summer.
- Delores Wenz, representing the NEOPA Past Presidents, proudly presented the first two recipients of the newly established member's scholarship. Yvonne Nelson and Marcella Shotwell each received \$150.
- LaRita Lang invited all to join the University of Nebraska Association for cake honoring Linda Pence and the newly installed officers during break.
- President Svoboda announced that Mary Dean Harvey's honorarium for being a conference presenter, as per Ms. Harvey's request, was being donated to the Family Resource Center.
- President Svoboda announced that since she is becoming an associate member, she has resigned her Field Service Director position for 1995-96. Sandy Lineberry has agreed to serve in this position for another year.
- President Svoboda gave her closing remarks. The gavel was passed from President Svoboda to incoming President Linda Pence. Linda Pence presented the gavel guard pin to Kathy Svoboda, and Immediate Past President Sandy Lineberry presented the Past President's plaque to Kathy Svoboda.

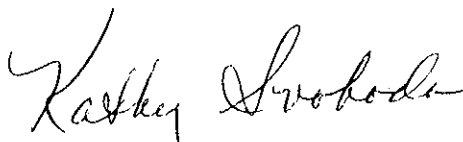
### IX. ADJOURNMENT

Marcia Rowley made the motion that the meeting be adjourned at 1:50 p.m., seconded by Joyce Graybill, motion approved.

Submitted by,



Debbie Hendricks  
Secretary



Kathy Svoboda  
President