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NEOPA Minutes

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## NEOPA General Meeting Minutes- October 1996

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# NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION

Fall Conference-Lincoln, Nebraska

Harvester Hotel

General Membership Meeting

October 19, 1996

## I. Call to Order

President Marvil Summerfield called the meeting to order

## II. Roll Call

Roll call was answered by the following affiliates and members

- 4 Lincoln Public Schools Association of Office Professional
- 14 Nebraska Department of Education Office Professionals
- 5 Omaha Educational Office Personnel
- 7 University of Nebraska Office Personnel Association
- 6 UNO-Educational Office Professionals Association
- 3 Wayne Educational Office Professionals Association
- 1 Gibbon Public Schools
- 1 Milford Public Schools
- 1 Tri County Public Schools
- 1 GUEST-Sherri Jenkins, Omaha, NE
  
- 5 NEOPA Past Presidents Association

## III. Approval of Minutes

With no additions or corrections to the April 13, 1996 minutes, they stand approved as distributed in the conference packets.

## IV. Communications/Announcements

Doris Merriman announced that the NEON, our NEOPA newsletter won third place for the state at the National Convention in Seattle, Washington, (1995-96 editor, Lola Young) with UNOPA NOTES getting first place (1995-96 editor, Carol Bom).

Thanks for all the hard work that has gone into the various projects.

Sheila Perry has received the Marian T. Wood Scholarship, as well as receiving the Office Professional of the Year. Congratulations!

Marvil Summerfield announced that Jean Fankell has been made an honorary member of NEOPA.

## V. Treasurer's Report

The Treasurer's Report is in the conference packet. There were no questions. The report will be filed for audit.

## VI. Committee Reports

**Audit**- no report

### **Constitution & Bylaws**

It was noted that Joyce Graybill, representing the Past Presidents Association recommended the following changes to the constitution and bylaws. Harry Swartzfeger presented the changes as follows:

Article IV:

Section 2

Membership shall be of six classes: active, honorary, active retired, retired, associate, and life.

Article IV:

Section 5

A. Retired: Retired members may maintain their affiliation by paying annual dues. Retired members in the association shall be open to individuals who have retired from an educational system or employed in an organization related to education. Registration fee for Annual Spring Meeting and Fall Workshops shall be member's responsibility.

B. Active Retired: Active retired members shall have all privileges of active members except for holding office. Retired members who pay the same dues as active members shall have the privilege of voting and may serve on committees.

Article IV:

Section 9

The dues for each fiscal year, June 1 through May 31, shall be determined upon adoption of a budget for the next fiscal year at the Annual Spring Meeting. Current annual dues are \$15.00 for active members, \$15.00 for active retired, \$5.00 for retired members, \$15.00 for associate members, and \$200.00 for life members.

These changes will be voted on at the Spring Meeting.

**Educational Professional of the Year:** Sheila Perry announced the deadline as January 15, 1997, for submitting a name for Professional of the Year.

**Field Service:** Linda Pence has visited many places during the past several months, giving out information regarding NEOPA, Professional Standards Program, and she will be attending the Office Professional meeting in Ames, Iowa on October 19 and 20. She will be happy to meet with any organization to share information regarding NEOPA.

**Finance:** Lynn Smolnik has been working at evaluating the budget and doing committee work.

**Meetings Coordinator:** Christina Wiles is working at finding a place for the Fall Workshop. Would there be anyone interesting in hosting? The Spring Meeting will be in Omaha on April 5, 1997.

**Membership:** Linda Primm reported that currently there are 79 members. The membership appears to be down compared to last year. The organization does have a purpose and it is hoped that there will be an increase. Linda encouraged everyone present to join NEOPA.

**NAEOP LIAISON:** Sandy Lineberry reminded us that the National Convention will be July 14-16, 1997, in Chicago. There will be additional information in the next NEON. Jean Fankell, Past President of NAEOP, encouraged membership as well. Along with membership comes a year of the magazine subscription which is always filled with helpful articles. NAEOP is always looking for ways to increase revenue, other than just collecting dues.

**Newsletter:** The deadline for the next NEON articles will be December 1.

**Nominating:** Marlene Einsel introduced her committee members as Linda Pence and Deb Hendricks. Anyone wishing to serve on a committee or in an office should inform Marlene.

**PSP:** Jane Rumbaugh would like to remind those people wishing to apply for their PSP, the deadline is January 15. Jane has booklets telling about PSP and the advantages it offers.

**Publicity:** Lola Young has sent out 92 press releases to newspapers and radio stations regarding the meeting.

**Scholarship:** Leone Thompson reported that there are several scholarships available through NEOPA and it is hoped that people will apply for them. Forms are available from Doris Merriman.

**Ways & Means:** Judy Rastede is working on the raffle items for the Spring Meeting.

**VII. Unfinished Business**

Tallie Bishop issued an invitation to NEOPA members present that the Spring Meeting will be held in Omaha. The theme will be "Cultivating Tools for Growth and Renewal." A place is needed for the Fall Workshop.

There is a Central Area Professional Day in Cedar Rapids, Iowa, on February 14 and 15. Nebraska is responsible for the registration process. Geraldine "Boots" Owens will be the speaker. More information will become available.

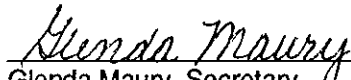
**VIII. New Business**

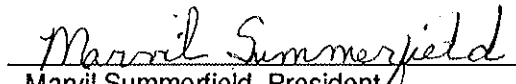
A big thank you goes to the Department of Education Office Professionals for a well planned day. It was very enjoyable for those attending the conference.

**IX. Adjournment**

The meeting was adjourned.

Respectfully submitted,

  
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Glenda Maury, Secretary

  
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Marvil Summerfield, President