

8-2004

## NEOPA Executive Board Minutes - August 2004

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# Nebraska Educational Office Professionals Association

2004-2005

Lincoln Public Schools District Office

Friday, August 6, 2004

3:30 pm

## Meeting Agenda

Call to Order/Pledge of Allegiance – Jeanne Ann Kardell, CEOE

Roll Call

Treasurer's Report

Approval of minutes from previous meeting

Reports of Committees

Audit

Awards

Bylaws

Field Service

Finance

Information Technology

Meetings Coordinating

Membership

NAEOP Liaison

Newsletter

Nominating

Professional Standards Program

Publicity

Scholarship

Marion T. Wood scholarship review

Approve student scholarship amount

Ways & Means

Unfinished Business

Fall Conference

CAPDD/Spring Conference

New Business

Set date for January retreat

Announcements

Adjournment

**NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION**  
**Executive Board Meeting**  
**Friday, August 6, 2004**  
**Lincoln Public Schools District Office**

I. President Jeanne Ann Kardell called the meeting to order at 3:45 p.m. The Pledge of Allegiance was recited.

II. **Roll Call**

Present:

Jeanne Ann Kardell, CEOE (WEOPA)  
Julie Kleager, CEOE (LPSAOP)  
Dianne Dickey, CEOE (LPSAOP)  
Lisa Morehouse, CEOE (LPSAOP)  
Jane Rumbaugh, CEOE (OEOPA)  
Carol Bom, CEOE, (UNOPA)  
Jeanne Andelt, CEOE (UNOPA)  
Sue Gilleland

Deb Ryan, CEOE (LPSAOP)  
  
Lynn DeShon, CEOE (UNOPA)  
Kathy Janda, CEOE (LPSAOP)  
Lola Young, CEOE (UNOPA)  
Dee Oltman, CEOE (LPSAOP)  
Edie Schleiger, CEOE (UNOPA)

Absent:

Jenn Keller, CEOE (WEOPA)  
LaRita Lang, CEOE (UNOPA)

Judy Rastede  
Judy Anderson, (UNOPA)

III. **Treasurer's Report**

The report was distributed as presented. One correction was indicated. It should be noted that it was the "banquet fees" that were returned to Past Presidents, not "Conference fees" as listed. Report was placed on file for audit.

IV. **Secretary's Report**

*A motion was made by Lisa Morehouse and seconded by Dee Oltman to approve the minutes of the June 26, 2004 Transition meeting. Motion carried.*

V. **Committee Reports**

Audit - Lynn DeShon, CEOE

No report.

Awards - Lisa Morehouse, CEOE

She has received nominations for the Educational Office Professional. Lisa will present for discussion at the Fall Conference in Wayne the possibility of proposing a National Boss of the Year award. NAEOP Boss of the Year can be submitted by individual affiliates; NEOPA would have to submit their own.

Bylaws - Kathy Janda, CEOE

Committee members are Sharon Hitzeman and Roxi Hiatt.  
No report at this time.

Field Service - Dianne Dickey, CEOE

Dianne stated that her goal for this year is to attend at least one meeting of each NEOPA affiliate association. She wants to encourage membership in NEOPA and our national association, and to assist anyone wanting to form an affiliate association.

Finance - Jane Rumbaugh, CEOE

No report.

Information Technology - LaRita Lang, CEOE

No report.

Meetings Coordinating - Jenn Keller, CEOE

NEOPA Fall Conference - October 21 & 22, 2004 - Wayne State College  
NEOPA / Central Area Conference - March 31, April 1 & 2, 2005 - Lincoln, NE

Membership - Deb Ryan, CEOE

76 active members; 7 active retired members; 4 retired members; 1 associate member; 14 honorary members; a total of 102 members.

NAEOP Liaison - Lola Young, CEOE

Thirty one NEOPA members and one associate member attended the national conference from Nebraska. The NAEOP meeting will be held in Tucson, AZ. next year. The following awards were presented:

UNL - 2nd place for local newsletter

LPS - 3rd place for local novice website

NEOPA - 1st place for newsletter category I

Newsletter - Carol Bom, CEOE

Committee members are Betty Tutt, Judy Anderson, and Barb Carley - UNOPA members. Committee met on July 30, 2004 to review guidelines and discussed what they wanted to include in the future newsletters. They are asking the membership to suggest information that they would like to see included in the NEON.

The first newsletter is scheduled to be mailed the middle of September.

Congratulations was extended to Deb Ryan, former editor, on winning first place at the national conference in Boston this year.

Nominating - Dee Oltman, CEOE

The general membership is being encouraged to run for an elected office next spring.

Professional Standards Program - Jeanne Andelt, CEOE

The PSP Registrar at the National Office has been informed of the name change of NEOPA PSP Director. The PSP recipient NEOPA database is continually being updated.

Publicity - Judy Anderson

The NEOPA Board was reminded to send Judy articles of interest.

Scholarship - Edie Schleiger, CEOE

Committee consists of Becky Hastings and Mary Beth Krohn, members of UNOPA. The scholarship application and guidelines will be available on the website as well as in the upcoming issue of the NEON.

Updated Student Scholarship Guidelines, Scholarship Application, and Biographical Information form was distributed.

Edie will be updating the Marion T. Wood Scholarship guidelines after discussing them with La Oeltjbruns who provides the guidelines.

*Deb Ryan moved and Lola Young seconded the motion to set the scholarship in the amount of \$1000.00; to be divided into two \$500 increments, one per semester. Motion carried.*

Ways & Means - Sue Gilleland

Committee members consist of Carol Reed, Marilyn Sailors, and Barb Homer.

The committee will be meeting on Thursday, August 12th, 2004.

VI. Unfinished Business

Fall Conference: October 21 & 22, 2004 - Wayne State College

- \* Social will be held Thursday evening
- \* Conference and business meeting will be held on Friday
- \* \$25 for NEOPA members / \$30 for non-members
- \* Board Meeting - Oct. 21st - 2:30 p.m. in Goldenrod Room

CAPDD/Spring Conference: March 31, April 1 & 2, 2005 - Cornhusker Hotel, Lincoln

- \* vendors are being enlisted as "partners" to help sponsor our event
- \* committee sign-up sheets were distributed; board encouraged to volunteer
- \* combines meeting - NEOPA and Central Area Conference
- \* mention "NEOPA sponsored" when making room reservations

VII. New Business

January Retreat: January 7 & 8, 2005 - Jeanne Ann Kardell's home - Wayne, NE  
Jeanne Ann will forward all the details to the Board.

VIII. Announcements

- a) Pictures will be taken for the NEON.
- b) Colorado Association of Office Professionals - South Central Professional Day is October 1, 2, 3, 2004 in Aurora, Colorado. More information is to follow.
- c) It was suggested to bring awards to be displayed at the Fall Conference.

IX. Adjournment - 5:06 p.m.

*A motion was made to adjourn the meeting by Deb Ryan and seconded by Edie Schleiger. Motion carried.*

Respectfully submitted,

Julie Kleager, CEOE  
Secretary

Jeanne Ann Kardell, CEOE  
2004 / 2005 President