

1-2008

## NEOPA Executive Board Minutes - January 2008

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AGENDA  
NEOPA Executive Board Retreat

Saturday, January 12, 2008  
9:00 am – 3:00 pm

The Cornhusker  
333 S 13 St, Lincoln, NE 68508  
Room: Arbor 2  
Phone number: 402-474-7474 or 402-310-6109

Bring your appointment calendar.  
Morning Danish rolls, coffee, water, lunch, and afternoon snack will be provided.  
Chair: Christine Cary, CEOE

9:00 am, Call to Order  
Pledge of Allegiance  
Roll Call  
Minutes  
Treasurer's Report

9:10 am, Team Building Activity

9:40 am, Tour of hotel

10:00 am, Introduction of Discussion Topic by Peg Aldridge, CEOE  
Topic: *NEOPA Workshops and Conferences*

10:20 am, Small Groups Discuss Topic

12:00 Break for Lunch  
Menu: Smoked Turkey Pear Salad, Chicken Tortilla Soup, Dinner Roll, Sweets

1:00 pm, Small Groups Write Motions

1:50 pm, New Business  
Discuss & Vote on Motions  
Schedule Next Meeting  
Distribute To-Go Snacks

3:00 pm, Adjournment

**Nebraska Educational Office Professionals Association  
Minutes from the Board Retreat**

January 12, 2008

The Cornhusker Marriot Hotel

*Take the Lead*

**I. CALL TO ORDER**

President Christine Cary called the meeting to order at 9:05 a.m. The Pledge of Allegiance was said.

**II. ROLL CALL**

Members present:

Christine Cary, CEOE  
Peg Aldridge, CEOE  
Judy Anderson  
Linda Teach, CEOE

Peg Johnson  
Julie Kleager, CEOE  
Edie Schleiger, MPA, CEOE

Barbara Homer  
Debbie Doolittle, CEOE  
Carol Reed

Members absent:

Becky Hastings  
Carol Bom *CEOE*  
Kitten Slezak

Donelle Moormeier  
Karen Jackson  
Michelle Lemke, CEOE

Nancy Harter, CEOE  
Amy Chandler

A quorum was established.

**III. APPROVAL OF MINUTES**

Minutes were read aloud and approved as corrected.

**IV. PRESIDENT'S REPORT**

President Chris Cary reported that we had received our affiliation from NAEOP and that Ellen Weissinger will be doing another letter campaign to educational administrators. We discussed the possibility of wearing matching National Conference t-shirts to the Spring Conference social on April 10.

**V. TREASURER'S REPORT**

Treasurer Linda Teach again brought up the large balance in the checking account. The board approved transferring \$1,500 to the Operating Savings account.

**VI. TEAM BUILDING ACTIVITY**

The group shared good points about each other followed by applause.

**VII. TOUR OF THE FACILITIES**

Vice President Peg Aldridge led a tour of The Cornhusker through the rooms we will be using for the Spring Conference in April.

**VIII. SMALL GROUP DISCUSSIONS**

Peg Aldridge divided the board into three groups and gave each group a series of questions to discuss pertaining to NEOPA workshop and conference planning. Each group was to come up with motions to bring to the board.

## **IX. BOARD DISCUSSION AND VOTING ON MOTIONS PRESENTED**

**Motion 1:** Edie Schleiher moved that spring conferences be held in Lincoln at the Southeast Community College Continuing Education Center and fall workshops be held in various locations around the state. Motion was seconded. **Rationale:** SCC provides many services, turns over a profit, is an educational facility, and is in close proximity to reasonably priced lodging. They can also provide videoconferencing to remote sites and they offer registration payment by credit card. This would best serve our highest attendees, which are the Lincoln members, while keeping the door open for distance members to host workshops. **Motion carried.**

**Motion 2:** Linda Teach moved that the Vice President/Meetings Coordinator would develop a rotation of local associations to host the Fall Workshop and Spring Conference with the possibility of splitting those responsibilities between several associations. Example: UNOPA doing the program, LPSAOP doing the banquet, WEOPA doing the social. Motion was seconded. **Motion carried.**

**Motion 3:** Linda Teach moved that individual members (those not belonging to a local organization) would be assigned to a local association for the purpose of assisting with conference assignments. Motion was seconded. **Motion carried.**

**Motion 4:** Linda Teach moved that a minimum two-year rotation be developed and reviewed annually at the Summer Transition Meeting. Motion was seconded. **Motion carried.**

**Motion 5:** Peg Aldridge moved to add a liability clause to conference registration forms. Motion was seconded. **Motion carried.**

## **X. ANNOUNCEMENTS**

Lunch was enjoyed at the Terrace Grill.

The next meeting will be held at 3:00 p.m., Thursday, April 10, at The Cornhusker Hotel.

## **X. ADJOURNMENT**

Meeting was adjourned at 2:00 p.m.

Judy Anderson  
Recording Secretary

Christine Cary, CEOE  
President