NEOPA Executive Board Minutes - August 2009

Follow this and additional works at: http://digitalcommons.unl.edu/neopadocs

"NEOPA Executive Board Minutes - August 2009" (2009). NEOPA Documents and Publications. 81.
http://digitalcommons.unl.edu/neopadocs/81

This Article is brought to you for free and open access by the NEOPA-Nebraska Educational Office Professionals Association at DigitalCommons@University of Nebraska - Lincoln. It has been accepted for inclusion in NEOPA Documents and Publications by an authorized administrator of DigitalCommons@University of Nebraska - Lincoln.
NEOPA Board Meeting  
August 15, 2009  
Lincoln Public Schools Board Room

Present: Carol Reed, Diane Wasser, Mary Guest, Sue Gilleland, Marilyn Sailors, Kathy Bennetch, Peg Aldridge, Deb Ryan, Barbara Homer, Gretchen Walker, Debbie Hendricks, Cheryl Wood, Jean Harrison and Amy Chandler, and Lisa Morehouse.

Absent: Kimberly Bates, Becky Hastings, and Debbie Doolittle.

A quorum was established.

Secretary Report:
The minutes from the June 13 board meeting needed to have more detailed information and were tabled; they will be presented at the next board meeting. A motion was made by Kathy Bennetch "I move the 6/13/09 minutes be tabled until the next meeting." This was seconded by Amy Chandler. The motion passed.

Treasurers Report:
Carol announced Kim Bates has resigned. Three names were submitted for a possible replacement: Judy Rustade, Norfolk; Rhonda Meyer, LPSAOP; and Suzanne Penn, Wayne. Carol will contact these people and see if they will consider being treasurer. Carol can appoint a replacement with the board approval if there is a vacancy. There was not a treasurer's report. Carol is on the checking account and can sign checks until a new treasurer is appointed. Diane will deposit the membership checks. Peg said she would be helping the new treasurer.

Communications/Announcements:
There were none

Officers Report:

President-Elect/Membership – Diane Wasser:
Diane mentioned the membership form needs to have a place for previous names as it causes problems for continuous membership when trying to find them in the database. Cards and letters are being sent by email this year whenever possible. The guidelines will also need to be revised

Meeting Coordinator – Mary Guest:
Mary reported for OEOPA as they were not able to attend. They had several questions concerning on when to give award; could they have a style show during lunch.
A motion by Deb Ryan and seconded by Debbie Hendricks: “I move that we do not have the style show at the fall workshop in Omaha, due to time constraints of the conference and this will allow more time for the awards portion of the lunch to be given appropriate recognition.” The motion was passed.

Thursday night will have vendors and refreshments. The social will be held from 6:30 to 8:30.
Awards - Marilyn Sailors announced they did not have any nominations for Administrator or employee of the year. They need to send out a reminder. They will extend the deadline. The nomination form is on the web.

Memos from committees need to be written and sent to Carol.

Bylaws - Kathy Bennetch said the committee has started a discussion about what items need to be review. Presently they are looking at the following items:
  - Resignation of a Board Member
  - Having meeting via teleconference and sometimes voting by email
  - The President-elect should serve on the board for one year prior to being nominated for the executive board.
An article will be provided for the NEON asking for Bylaw concerns or suggestions for the committee to review.

Finance - Peg Aldridge The final report should be in the notebook. The guideline for what needs to be in the notebook should be given to Peg.

Information-Technology - Debbie Doolittle reported she is using Contribute rather than Dreamweaver for editing the website. She is also updating the affiliate presidents.

Liaison - Deb Ryan suggested we have meetings before the National Conference of all those who are attending so new attendees have a better understanding of the conference and so we can have more on national committees from Nebraska.

Newsletter - Barbara Homer:
  There are three issues of the NEON published yearly. The deadlines for the issues are August 31; November 15; and February 26 and this is published on the web with a calendar of events.

  When a picture is to be printed in the NEON, it needs to be 300 DPI resolution or higher. Pictures on the web need to have permission from the individual but not if it is a group picture.

Nomination - Gretchen Walker:
  The board needs to be chosen before the election. If not wanting to run for an office will they be on a committee. Nominations can be sent electronically.

PSP - Debbie Hendricks:
  Paper weights will be awarded to the PSP recipients at the Spring Conference. Deb is putting an article in the NEON regarding CEOE and recertification. We need to remind everyone to keep a folder with all their certificates in.

Publicity - Cheryl Wood:
  A get-well card was sent to Alice Fournell. They need to notify members of the conference. The local president is responsible for sending information on promoting their local organization.
Scholarship – Amy Chandler:
Applications and Guidelines will be sent to Debbie Doolittle for the web and to Barbara Homer for the NEON.

Ways & Means – Jean Harrison:
The fund raiser for the fall conference is the Barn Candle and the 50/50.

Motion by Jean Harrison and seconded by _______ “I move to have NEOPA’s main fundraiser be Barn Candles, out of Hastings, Nebraska for the 2009-2010 year.” The motion passed.

Presidential Advisor/Meeting Guidelines, Lisa Morehouse:
Just reminded us it is not criticism but suggestions, it is a learning process.

Unfinished Business
- Kathy Bennetch asked for volunteers to help with 2010 registration on July 4.
- Carol Reed asked that all reports for meetings by submitted to her prior to the meeting so that copies, etc. can be made.

New Business
- Carol suggested having a board retreat in January. A survey will be sent out with dates and places.
- Mary Guest gave a short report on the progress of the 2010 conference speakers. They should be firmed up in September at a meeting in Kansas City.
- Next Board meeting will be at the Double Tree in Omaha on October 1 from 2:00 – 5:00

The meeting was adjourned at 11:15.

Sue Gilleland – Secretary

Carol Reed, President