

2009

2009-10 UNOPA General Meeting Minutes

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MINUTES

University of Nebraska Office Professionals Association (UNOPA) General Membership Meeting
Tuesday, September 8, 2009, City Union, 11:45 AM – 1:00 PM

President: Peg Johnson called the UNOPA General Membership meeting to order at 12:00 PM.

The minutes of the May 12, General Membership meeting had been e-mailed to members prior to this meeting. *Minutes were approved as written.*

The July and August Treasurer's report was e-mailed to members prior to this meeting. *The report will be filed for audit.*

Presentation, Sandy Lineberry

Sandy Lineberry presented a certificate and flag to UNOPA for collecting socks to send to Afghanistan. Peg Johnson, UNOPA president, accepted the flag for the organization. UNOPA collected over 500 pairs of socks to be distributed to men, women and children in Afghanistan. These socks were shipped to her son, 1 Lt. Shane Lineberry, stationed in Afghanistan. The flag flew over Craig Joint Theater Hospital at Bagram Airfield on July 25, 2009. Shane is home now in San Francisco, Cal., where he works as a critical care nurse.

Standing Committee Reports:

- **Awards:** Gretchen Walker, Director, introduced the committee for this year.

Gretchen announced the 2009 National Association of Educational Office Professionals (NAEOP) Awards and accomplishments. They were:

1. Betty Jacobs received 3rd place for her design of UNOPA Notes in the Rachel Maynard Communications Newsletter Category 2 for 101 members or greater.
2. Karen Jackson received 2nd place for her design of the Nebraska Educational Office Professionals Association (NEOPA) website in the Rachel Maynard Communications Website Skilled division.
3. Sandy Lineberry was instrumental in UNOPA receiving 3rd place in the outstanding local affiliates category of the Louise Henderson Nelson Award. This award recognizes the service activities within the organization.
4. NEOPA received 3rd place for outstanding state affiliate.
5. Nebraska was first in the State Affiliates category with an increase in membership.
6. Nebraska also received 3rd place in the State Doll competition.
7. Carol Bom was appointed as State Department Council Chair.
8. Diane Wasser was elected to the Professional Standards Program committee.
9. Lola Young will be serving her 4th year as Central Area Director.

Floyd S. Oldt Awards will be presented at the November UNOPA General meeting. The deadline for nominations is October 16.

- **Bradley Munn Professional Growth Fund:** Diane Wasser, for Mary Guest, showed the quilt being raffled. All proceeds are going to the UNOPA Foundation Fund.
- **Career Development – PSP:** Lola Young, Director, briefly explained the Professional Standards Program (PSP). Anyone interested in attaining a PSP certification please contact Lola Young or

Debbie Hendricks. The next deadline to turn in materials is September 15. Since application requires a NAEOP membership, Lola would like to offer any brand new members a \$5.00 discount on your first year membership as a thank you for allowing her to recruit you.

- **Communications Technology:** Peg Johnson, for Karen Jackson, the new UNOPA website is up and running. Check it out!
- **Employee Concerns:** Debbie Hendricks, Co-Director, reported there are three (3) committees needing an UNOPA Representative. They are: University Benefits, Faculty Senate and Child Care Advisory Council.

At this time our speaker arrived. Reports and announcements will resume after the speaker's presentation.

Sandy Lineberry introduced our speaker, Dr. Tom Osborne. Dr. Osborne spoke about the mentoring program he and his wife, Nancy, started in 1991, **Teammates**. This program matches volunteers with children from fifth through twelfth grades. The preferred commitment is from the time you are paired with a child until they graduate high school. Dr. Osborne began recruiting volunteers from his team in 1991 and branched out into Lincoln in 1997.

To be a TeamMate Mentor you need to have:

1. Unconditional Love
2. Provide affirmation
3. Provide a vision

The presentation was informative and inspiring. TeamMate representatives were present to answer any questions. Informational pamphlets and applications were also on hand.

General meeting resumed:

- **Membership:** Cathy Robertson, Director, announced as an appreciation gift, five (5) members would receive paid memberships for this year, 2009-2010. The names drawn were:
 1. Debbie Hendricks
 2. Gretchen Walker
 3. Linda Arnold
 4. Tricia Liedle
 5. Lola Young
- **Ways & Means:** Nelvie Lienemann, Director, announced the need for volunteers to work the parking lot during the home football games.

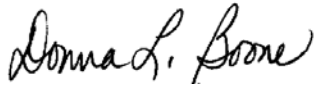
Announcements:

- **Peg Johnson:** announced the 50/50 charity recipient for this year. It is the Child Advocacy Center

A "Violence Prevention" Workshop will be held on October 20th at the University. Registration is online.

- **Diane Wasser, for Mary Guest:** Nebraska Educational Office Professionals Association (NEOPA) Fall Workshop is scheduled for October 2, 2009, in Omaha, NE. There will be a special reception/ early registration on Thursday, October 1. On Friday, October 2, there are two workshops being presented. Registration is online.
UNOPA has a team for the Breast Cancer Walk on Sunday, October 18. Mary Guest is the captain. Please contact Mary Guest if you are interested in participating.
- **Donette Petersen** asked Peg Johnson to draw for the 50/50. The winner was Donelle Moormeier.

Meeting was adjourned at 1:00 PM



Donna Boone
Recording Secretary

approved w/ corrections, 10/13/2009



MINUTES

University of Nebraska Office Professionals Association (UNOPA) General Membership Meeting
Tuesday, October 13, 2009, East Union, Arbor Suite, 11:45 AM – 1:00 PM

President: Peg Johnson called the UNOPA General Membership meeting to order at 12:03 PM.

The minutes of the September 8, General Membership meeting had been e-mailed to members prior to this meeting. *Minutes were approved after corrections were made.*

The September Treasurer's Report was e-mailed to members prior to this meeting. There were no corrections. *The report will be filed for audit.*

Proposed Budget

President, Peg Johnson presented the University of Nebraska Office Professionals Association (UNOPA) 2009-2010 Proposed Budget to the general assembly. Belva Harris moved to approve the budget as presented. Diane Wasser seconded. The budget was approved unanimously.

Standing Committee Reports:

- **Awards:** Peg Johnson, for Gretchen Walker, Director, reminded everyone that October 16, is the deadline date for nominee submissions for the Floyd S. Oldt Awards which will be presented at the November UNOPA General meeting.
- **Bradley Munn Professional Growth Fund:** Mary Guest, Director, announced October 15, 2009 is the deadline for reimbursement for PSP registration fees or educational expenses. You may apply for PSP reimbursement up to \$100.00 per year.
- **Employees Concerns:** Debbie Hendricks, Co-Director, announced the need for a committee member to serve on the Association of Students of the University of Nebraska (ASUN) ad-hoc committee regarding the smoking policies on campus.
- **Membership:** Cathy Robertson, Director, reported UNOPA has 144 members at this time. The membership fee is \$ 12.00 after September 30th.
- **UNOPA Notes:** Peg Johnson, for Diane Wasser, Director, announced the deadline for any articles will be Friday, October 16th.
- **Ways and Means:** Nelvie Lienemann, Director, announced only four (4) more games to work the parking lot. Volunteers are needed as these dates draw closer. The game this Saturday, October 17, against Texas Tech will be a 2:30 PM kick-off.

Announcements:

- Sign up sheets are on the registration table to receive PSP certificates.
- The Budget Reallocation and Reductions Review Committee met.

- TeamMates, the organization Dr. Tom Osborne spoke about at our September General Meeting, is always looking for volunteers.
- Reminder was given regarding the Violence Prevention Workshop to be held on October 20th. Registration is online.
- The Chancellor's University Safety Committee Open Forum will meet on October 13th.

Member's Announcement: Mary Guest announced the reminder regarding the Breast Cancer Walk on Sunday, October 18, at Holmes Lake. Mary is the captain of the UNOPA team. Everyone is invited to come and walk to help raise funds and awareness of breast cancer.

Prize Drawings: Donette Petersen drew for door prizes. Winners were:

Kristy Rejda, Becky Hastings, Andrea Peterson, Shana Gerdes, Diane Carson, Jamie Long, Barbara Homer, Barb Carley, Phyllis Bachmann and Tricia Liedle. Winner of the 50/50 was Doreen Wagenaar. A total of \$93.00 was collected with \$46.50 going to the Child Advocacy Center and Doreen Wagenaar receiving \$46.50. Good job hospitality committee on collecting all the door prizes from area businesses including: Liberty First Credit Union, Nebraska Bookstore, Noodles & Company, Juice Stop, Big Sal's Pizza, and T.O. Haas Tires.

50/50 Recipient Introduced: Peg Johnson introduced Lynn Ayers, the representative for the Child Advocacy Center here in Lincoln. The Child Advocacy Center (CAC) was established in 1998. The center provides help for children who are victims of serious physical and sexual abuse. Working with law enforcement and various agencies, the CAC offers a safe, child-friendly environment for forensic interviews and medical examinations of the victim and on-going support for the child, along with the non-offending family.

Guest Speaker: Mari Greer introduced our guest speaker, Sheriff Terry Wagner, County Sheriff. Sheriff Wagner gave an account of the history regarding how the position of sheriff began in England. It was a very informative talk including such highlights as:

- Population of Lancaster County
- Employees of the Sheriff's Office
- The Lancaster County Sheriff's Office has the 6th largest budget in the state of Nebraska
- A flow chart of the different departments within the office and what their duties include.

Sheriff Wagner also spoke a bit about the Child Advocacy Center and how closely they work with the center. A question and answer period ended our presentation.

Meeting adjourned at 12:59 PM

MINUTES

University of Nebraska Office Professionals Association (UNOPA) General Membership Meeting
Tuesday, November 10, 2009, 11:45 AM – 1:00 PM
East Campus Union, Great Plains Room

President: Peg Johnson called the UNOPA General Membership meeting to order at 12:05 PM.

The minutes of the October 13, 2009, General Membership meeting had been e-mailed to members prior to this meeting. *Minutes were approved after corrections were made.*

The October Treasurer's Report was e-mailed to members prior to this meeting. There were no corrections. *The report will be filed for audit.*

Announcements:

President Peg Johnson invited all who would be interested in attending the Martin Luther King, Jr. Breakfast to be held on January 15, 2010, beginning at 7:30 AM with breakfast at 7:00 AM. The cost is \$15.00. If anyone is interested, please contact Peg Johnson at 2-0533.

Beth Zager was recognized for receiving the 2009 Great Plains Region Support Specialist Award at the University of Continuing Education Association Mid-America and Great Plains Conference Luncheon held on October 29, in La Crosse, Wisconsin.

Officer's Report:

- **Corresponding Secretary:** Beth Zager spoke about the Giving Tree. UNOPA is supporting CEDARS and Bright Lights this year. Members were asked to bring their unwrapped gifts to the December meeting.

Standing Committee Reports:

- **Bradley Munn Professional Growth Fund:** Peg Johnson, for Mary Guest, there was one request for reimbursement in the amount of \$65.00, from Grace Li, and it was approved.
- **UNOPA Notes:** Peg Johnson, for Diane Wasser, gives a reminder that November 15, is the deadline for any item you wish to place in the November issue of UNOPA Notes.
- **Ways & Means:** Peg Johnson, for Nelvie Lienemann, announced still needing volunteers for the parking lot during the last game on November 21.
- **Membership:** Cathy Robertson, Director, reported UNOPA has 155 members at this time.
- **Career Development PSP Director:** Debbie Hendricks made presentations on behalf of UNOPA, to members who had earned their PSP within the past year. Tonda Humphries received a plaque recognizing her having earned her PSP, Bachelor's Degree, Option II and Cathy Robertson received a bar to put on her PSP plaque acknowledging her CEOE.

Hospitality: Donette Petersen drew for the door prizes and the winners were:

- Mitch Grey, Pam Murray and Debra Adams – Mug, pen, post-it notepad, and brochure from Liberty First Credit Union

- Mary Guest – Free bowl from Noodles & Company
- Debbie Hendricks, Linda Ratcliffe and Cindy Knight - \$15.00 gift certificate from Big Sal's
- David Conrad - \$25.00 gift certificate from T.O. Haas Tire
- **50/50** Recipient Donelle Moormeier was presented \$78.00 along with a green leaf dish. Child Advocacy Center also received \$78.00.

Awards: Gretchen Walker began the awards presentation with a creative “Oscar” opening monologue. She thanked her committee members, judges, those who made the nominations and the individuals attending in support of the nominees. After reading information about the award and some information on each nominee, Gretchen announced the names of the recipients:

- Floyd S. Oldt Silver Pen Award
 - Michelle (Shelly) Green , Institutional Research & Planning
 - Sherryl Wallman, Academic Affairs – Summer Sessions
- Floyd S. Oldt Outstanding Staff Award
 - Billie Lefholtz, College of Agricultural Sciences & Natural Resources
- Floyd S. Oldt Boss of the Year Award
 - Karen Bell-Dancy – Director, Undergraduate & Graduate Distance Programs, Extended Education & Outreach

Each award recipient was congratulated and asked to remain after adjournment for photos.

Special Announcement:

Judy Anderson led the membership and guests in the “Happy Birthday” song to honor Lois Brinton as it was her special day.

Peg Johnson reminded everyone that the next General Membership Meeting will be held on December 9, 2009, in the Nebraska City Campus Union.

Meeting adjourned at 1:10 PM.

Donna Boone
Recording Secretary

December 8 , 2009 - meeting was cancelled – No minutes

MINUTES

Joint Meeting of University Association for Administrative Development (UAAD) and
University of Nebraska Office Professionals Association (UNOPA) General Membership
Wednesday, January 20, 2010, City Union, 11:45 AM – 1:00 PM

UAAD President, Helen Fankhauser called the joint January meeting of UAAD/UNOPA to order at 12:00 PM.

After a few short UAAD announcements the floor was given to UNOPA President, Peg Johnson, who led the group in a moment of silence in memory of Becky Hastings.

Lorraine Moon, a UNOPA member, introduced and presented Roshan Pajnigar with a certificate of Honorary UNOPA Membership. Roshan has been a member of the HR team for many years. She began as an office employee and although she has moved up in the ranks, she has never lost ties to the office staff. She is the Director, Compensation & Employment in Human Resources. Peg Johnson, President, presented her with a bouquet of flowers.

The December 8, 2009, General Membership Meeting was cancelled due to inclement weather so a vote on the minutes of the November 10, 2009, General Membership meeting was taken. ***Minutes were approved as written.***

November and December Treasurer's reports were brought before the General Membership and approved. ***The reports will be filed for audit.***

Brief Announcements:

1. Nominations for 2010/2011 Officers

It was announced that nomination forms for new officers had been sent out for the upcoming 2010/2011 year. Deadline to have them in is January 28, 2010.

2. Membership

We now have 157 members on our roster

3. UNOPA Spring Workshop

A flyer will be coming out by e-mail for the UNOPA Spring Workshop being held on February 19, 2010. Kate Rempfer will be presenting "Communication Skills for Everyone".

4. National Educational Office Professionals Association (NEOPA) Spring Workshop & Central Area Professional Development Day (CAPDD)

This workshop is being held April 23-24, 2010 here in Lincoln, NE. Registration deadline is April 9, 2010.

5. Rose Frolik Award

The deadline for nominations is March 5, 2010.

6. Quilt Drawing – Mary Guest

Winner of the quilt was Tonda Humphress

UNOPA announcements concluded at 12:15 PM

The speaker for the meeting, Paul Wesselmann, was introduced and gave the luncheon attendees a “taste” of what would be presented in a workshop that was to follow the meeting. Paul is the creator of a website, “Ripples”, which feature small deeds, sayings, etc., that can make a huge impact. He invited anyone interested to sign up for a weekly splash of inspiration via his website.

The joint meeting of UAAD/UNOPA was adjourned at 1:00 PM.

A handwritten signature in cursive script that reads "Donna L. Boone". The signature is written in black ink and is positioned above the printed name and title.

Donna Boone
Recording Secretary

Minutes

University of Nebraska Office Professionals General Membership Meeting
Tuesday, February 9, 2010, East Campus Union, 11:45 a.m.-1:00 p.m.

President: Peg Johnson called the meeting to order at 12:00 p.m.

Peg welcomed everyone to the meeting and recognized this year's new members and guest, which totaled 9.

The minutes of the January 20, 2010, General Membership meeting had been emailed to members prior to the meeting. *Minutes were approved as written.*

The January Treasurer's Report was emailed to the members prior to the meeting. There were no corrections. *The report will be filed for audit.*

Announcements:

President Peg Johnson announced that there are four members in the Set the Example team for Shape Up the Nation.

Thirty items were turned in for the Backpack Program in December and January.

UNOPA and UAAD will have non-voting representation at the APC budget hearings.

Fliers for upcoming workshops are on the table and have been sent out by email to the membership. Please consider attending the National Association's Central Area Professional Development Day in conjunction with the Nebraska Educational Office Professionals Association's Spring Conference here in Lincoln on April 23-24. Diane Wasser will be installed as NEOPA President.

The UNOPA Notes deadline is February 19.

Standing Committee Reports:

- **Bylaws:** Cindy Knight went through the proposed bylaws changes that had been emailed to the members prior to the meeting. There were no questions or comments. The proposed bylaws changes are attached to the minutes.
- **Career Development – PSP:** Debbi Hendricks reminded the membership that our spring workshop, Communication Skills for Everyone, will be on February 19 from 1:30-4:30 p.m. The registration deadline is February 12 and costs \$10 for UNOPA members.

Member's Announcement:

- **PSP Program:** Tricia Liedle announced that the 4th Annual PSP Luncheon will be held on Saturday, March 6, 2010, from 10:30 a.m. to 1:30 p.m. at the Vine

Congregational Church. Mary Ann Bede will give a portrayal of Louisa May Alcott's Life. The cost to attend is \$20. She asked us to talk to her after the meeting to get a coupon for \$5 off.

- **Hospitality:** Donette Petersen gave out door prizes from various businesses. Everyone received small tape measures from Home Real Estate. Other prizes were donated by Liberty First Credit Union, Noodles and Company, Amigo's, Juice Stop, Big Sal's, Engine House Café, and T.O. Haas Tire. Winners were Jan Edwards, Lois Brinton, Mary Klucas, Kathy Thompson, Nancy Hoffman, Lorraine Moon, Mari Greer, Marcy Tintera, Peg Johnson and Marlene Pyatt. The 50/50 Drawing collected \$71. \$35.50 went to Andrea Peterson and \$35.50 will go to the Child Advocacy Center.

Special Introductory Toastmaster Announcement: Peg Johnson introduced Jolene Allen and LuAnn Anglo. Jolene stated that everyone communicates, but fear of public speaking can hold you back. Toastmasters has had a group on East Campus and now wants to start a group on City Campus. There will be a demonstration show over the lunch hour on February 24th in the City Union. University personnel are encouraged to attend and see what it is all about.

Guest Speaker: Mari Greer introduced our guest speaker, Joyce Halvorsen, from the Nebraska Community Blood Bank. Joyce's program "It's All In the Numbers" focused on important numbers that relate to the NCBB or to giving blood. She listed numbers and asked us what we thought they stood for. Prizes were given out for correct answers. Joyce covered quite a few facts. 1968 was the year the Community Blood Bank opened. 12 hospitals are supported by the NCBB. 90% of the population will need blood by the time they reach 75 years of age. Up to 3 people can be helped from each blood donation. It was an entertaining way to learn. All were encouraged to donate blood or serve as cheerleaders for someone who can donate blood.

The meeting adjourned at 1:15 p.m.

Beth Zager
Corresponding Secretary

Minutes
University of Nebraska Office Professionals Association (UNOPA)
General Membership Meeting
Tuesday, March 9, 2010, 11:45 am – 1:00 pm
Hardin Hall

President-elect Mari Greer called the meeting to order at 12:00 pm.
President Peg Johnson was representing UNOPA at the Chancellor's Meeting.
Mari Greer welcomed new members and guests.

The minutes of the February 9, 2010, General Membership Meeting had been e-mailed to members prior to the meeting. ***Cindy Knight moved to accept the minutes as written. Jan Wasserman seconded. Minutes were approved as written.***

The February Treasurer's Report was e-mailed to the members prior to the meeting. There were no corrections. ***The report will be filed for audit.***

Announcements:

The Lincoln Food Bank thanks UNOPA for donating more than 80 lbs. of food. Since 2005 the Food Bank is assisting 37% more people.

March 19th is the deadline date to have articles included for the February issue of UNOPA Notes.

After the meeting certificates will be available for 1/6 PSP points. Please remember to pick up your certificate.

Proposed changes to the bylaws had been sent by e-mail prior to the meeting. Cindy Knight also presented the change to the standing rules which defines the dues payment by date. ***Sandy Lineberry moved to accept the proposed changes. Diane Wasser seconded. All changes passed unanimously.***

Mary Klucas announced the 2010 – 2011 Nominees for Office. The nominees were as follows:

President-elect:	Donna Boone
Recording Secretary:	Sara Luther Cathy Robertson
Treasurer:	Jaime Long Marcy Tintera
Corresponding Secretary:	Marlene Crombie

Mari Greer then called for nominations from the floor. None were presented and the nominees stood as presented.

Gretchen Walker announced that April 9th was the deadline to register for the Nebraska Educational Office Professionals Association (NEOPA)/Central Area Professional Development Day (CAPDD) 2010 Spring Conference. The National Association of Educational Office Professionals (NAEOP) President will attend this conference being held at the Holiday Inn, downtown Lincoln, NE.

Donette Petersen held the 50/50 Drawing. Cathy Robertson won \$36.00.

A student representative informed us of the recycling contest going on at this time throughout the University campus. The competition ends on March 27, 2010 and any participation would be appreciated. This contest is open to all Universities. "Recyclemania" will return next year and will be looking for more participation from everyone on campus.

Jan Wassenberg introduced our guest speaker, Jennifer Brinkman. Jennifer is from the consulting firm of RichtersBrinkman.

Jennifer gave a presentation on the proposed "New Downtown Arena". She made several good points regarding the new arena:

1. It would help the economy of Lincoln by bringing in consumer dollars with events.
2. Jobs would be created, not only during the construction period but also after.
3. Property taxes are not expected to go up
4. In this economy we cannot afford to do nothing.
5. It is expected that 7% of the projected cost will be paid for by private donations.

Hotels for 8th & Q and 8th & S are being planned. Parking is also planned. The University will use the arena for the men's and women's basketball games. All in all, according to Jennifer, this would be an exceptional addition to the city of Lincoln. Anyone interested in looking for more information can go to the following site: www.LincolnHaymarketArena.com

Meeting was adjourned at 1:05 pm

Donna Boone
Recording Secretary

Minutes
University of Nebraska Office Professionals Association (UNOPA)
General Membership Meeting
Tuesday, April 13, 2010, 11:45 AM – 1:00 AM
East Campus Union

President, Peg Johnson, called the meeting to order at 12:00 PM. New members and guests were welcomed.

The minutes of the March 9, 2010, General Membership Meeting had been e-mailed to members prior to the meeting. ***Minutes were approved with corrections.***

The March Treasurer's Report was e-mailed to the members prior to the meeting. There were no corrections. **The report will be filed for audit.**

Announcements:

Peg Johnson announced the Faculty Senate passed an amendment giving voting rights to the University of Nebraska Office Professionals Association (UNOPA) & University Association for Administrative Development (UAAD). The amendment will go back to Academic Planning Committee for their approval. If it is approved, the amendment will advance to the Association of Students University of Nebraska (ASUN) committee. Upon their approval, it will advance to the Chancellor for the final step.

UNOPA Notes deadline is April 15, 2010, to have your article published in the May issue.

An announcement was made regarding two (2) Ad Hoc Committees that are needed. One is for finance to better utilize our funds and the other is to research the Digital Commons for UNOPA photos.

Any members wanting to help with the parking lot fund raiser during the Spring Game on April 17, 2010, please contact Nelvie Lienemann.

Following the meeting, don't forget to pick up your certificate for attendance which can be added to your PSP points.

Standing Committee Reports:

Bylaws-

Cindy Knight moved to destroy the March 2010 Bylaws voting ballots. Kathy Bennetch seconded. Motion passed.

Nominating -

Mary Klucas announced the 2010-2011 UNOPA Officers:

President: Mari Greer

President-elect: Donna Boone

Recording Secretary: Cathy Robertson

Corresponding Secretary: Jaime Long

Treasurer: Marlene Crombie

Outreach Committee-

Marcie Tintera asked that members save the date, June 17th, for our Summer Social. It will be at 3:30 PM. More information will come later.

Hospitality Committee-

Donette Petersen drew for the door prizes and the 50/50 winner. Our 50/50 winner donated the money back to UNOPA for the Backpack / Food Bank programs.

Corresponding Secretary-

Beth Zager recognized the Past Presidents and Retirees.

Awards-

Gretchen Walker introduced this year's seven (7) nominees. They were:

Connie Paxton, Linda Luedtke, Janice Wassenberg, Mary Klucas, Judy Anderson, Donelle Moormeier and Pat DeStefano.

Sandy Lineberry had the honor to announce the winner, Mary Klucas. Mary is Administrative Tech I for the College of Arts & Sciences Dean's Office.

Program-

Mari Greer introduced the speaker for our program, Deb Stroh. Deb is the Director of Volunteer Services for the Special Olympics 2010 USA National Games which will be held in Lincoln, NE this summer from July 18 – 23. She informed our membership about the games and what it takes to host an event such as this one. Deb introduced us to an athlete, Nick Duncan, and his coach, Linda Fischer, who is also his grandmother. It takes special people to work with these phenomenal athletes. The games will be at various venues around Lincoln with many of them on the UNL campus. Special Olympics are looking for 8,000 volunteers for an event of this magnitude. If you are interested please go to the website and register. May 1st, is the deadline to register at: <http://www.2010specialolympics.org>

Our next general meeting will be May 11, 2010, the installation of the 2010-2011 Officers.

Meeting adjourned at 12:46 PM.

Donna Boone
Recording Secretary

Minutes
University of Nebraska Office Professionals Association (UNOPA)
General Membership Meeting
Tuesday, May 11, 2010, 11:45 am – 1:00 pm
Jackie Gaughan Multicultural Center

President Peg Johnson called the meeting to order at 12:00 pm. Peg Johnson then welcomed new members and guests.

The minutes of the April 13, 2010, General Membership Meeting had been e-mailed to members prior to the meeting. *The minutes were approved as ~~corrected~~ written.*

The April Treasurer's Report was e-mailed to the members prior to the meeting. There were no corrections. *The report will be filed for audit.*

Certificates were handed out to the membership who had served as an officer or on a committee.

The installation of new officers began with Edie Schleiger presiding. Officers installed were:

President, Mari Greer

President-elect, Donna Boone

Treasurer, Marlene Crombie

Recording Secretary, Cathy Robertson

Corresponding Secretary, Jaime Long

Mari Greer, President-elect, chose the anacrostic: **M**ake **A** Greater **I**ndividual **C**ommitment (MAGIC), as her theme for the year. In her acceptance speech, Mari asked that all UNOPA members make that commitment for the organization to grow and benefit its members. Mari then presented a special token of her appreciation to the newly installed officers for their acceptance of the duties for the coming year.

Our new President, Mari Greer, awarded Peg Johnson the gavel charm and a small gift of appreciation for her service as president of UNOPA for the 2009-2010 year.

Peg Johnson handed the gavel over to Mari Greer, UNOPA President for 2010-2011. President Mari Greer adjourned the meeting at 1:00 pm.

Recording Secretary



Donna Boone

Approved as corrected 9/14/2010