

2001

2001-02 UNOPA Executive Board Minutes

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Minutes
UNOPA Executive Board Meeting
June 20, 2001

Call to Order

President Edie Schleiger called the Wednesday, June 20, 2001 meeting to order at 7:30 am, in the Dining Room of Selleck Hall.

Roll Call

Members present

Barbara Homer	JoAnn Barry	Chris Cary	Pat Hust
Edie Schleiger	Diane Wasser	Diane Sullivan	Judy Anderson
Carol Bom	Carol Wusk	Marcia Rowley	Marlene Focher
Jan Wassenberg	Kim Jones		

Members absent

LaRita Lang	Cheryl Ross	Sandy Watmore	Barb L'Heureux
Mari Greer	Jeanette Fisher	Barb Andersen	Lola Young
Dora Dill	Nelvie Lienemann	Tricia Liedle	

Minutes

The minutes of the May meeting were approved.

Communications & Announcements

- Edie received raffle tickets for a week-long Royal Caribbean cruise, including airfare, from NAEOP. They are requesting \$10 per ticket, as a fundraiser for the NAEOP Special Programs budget.
- Chancellor Perlman's official installation will be August 23rd, 2001, at 3:00 p.m.

Treasurer's Report

JoAnn Barry reported the checkbook balance is \$1,802.80. The financial records were audited June 19, 2001.

Committee Reports

Program: Chris Cary reported the Boss's Luncheon in November is scheduled to be held at the Wick Center, with a program by the Alumni Association and entertainment by the Scarlet and Cream singers.

Corresponding Secretary: A get-well card was sent to Kathy Bennetch, and a sympathy card was sent to Marlene Focher.

Foundation Funds: No report.

Awards: No report.

Employee Concerns: No report.

Hospitality: No report.

Membership: No report.

Nominating: No report.

Professional Growth: Diane Wasser reported for Lola Young that UNOPA is co-sponsoring a Stone Soup seminar with the Human Resources Department and UAAD. The seminar is scheduled August 22, 2001, from 1:00 – 4:30 p.m. in the Great Plains Room at the East Union. If there is a large turnout for the seminar, they may have to move it to the City Union. Diane distributed copies of information from the Stone Soup Seminars web site.

UNOPA Notes: No report.

Ways and Means: No report.

Summer Social: Jan Wassenberg reported Barb Andersen and Mari Greer are on the committee with her. Jan distributed a flyer for the Summer Social, scheduled Monday, July 23, 2001, from 6:30 – 8:30 p.m. at Antelope Park Enclosed Shelter, 29th & A St. The social will be a salad and dessert potluck. The committee is soliciting donations for prizes. Jan also reminded the board to get our baby pictures to someone on the committee as soon as possible.

Old Business

None.

New Business

--Edie informed the board that UNL staff may buy their medical prescriptions at the University Health Center, and that this could reduce costs to both the employee and the university trust fund. She found that some prescriptions cost less at the Health Center. She encouraged everyone to compare the out-of-pocket price of the prescriptions we're buying to the Health Center's prices.

--The e-mail survey showed that employees who are members of UNOPA have an average length of service of 15.6 years, compared to a UNL-wide average of 9.3 years for office/service staff. These results were shared in a letter to Chancellor Perlman.

--Edie attended a meeting with Duane Mohlman of UAAD and Mark Shkolnick of the University of Nebraska Alumni Association. The purpose of the meeting was to discuss partnerships between the organizations. Mark would like to address UAAD and UNOPA at a general meeting. The Alumni Association funds the Scarlet and Cream singers. Mark also suggested that member testimonials be included in informative brochures about our organizations.

--Edie turned the meeting over to Pat Hust at 8:20 a.m. Pat announced next year's board meetings will be held the first Tuesday of the month at Noon. Locations will alternate between City and East campuses, beginning with City Campus in September. Board members should bring three things to the September meeting: 1) a list of their committee members, 2) a budget request, and 3) their supervisor's name.

Adjournment

President Hust adjourned the meeting at 8:30 a.m.. Former board members then passed on materials to their counterparts on the new board.

Christine Cary, Recording Secretary

University of Nebraska Office Personnel Association (UNOPA)
Executive Board Meeting
Minutes
August 14, 2001

Call to Order

President Pat Hust called the Tuesday, August 14, 2001 meeting to order at 8:00 a.m. in the East Campus Union.

Roll Call

Members present

Pat Hust	Edie Schleiger	Dora Dill
Chris Cary	Barb Homer	Tricia Liedle
Carol Wusk	Marlene Focher	Jan Wassenberg
Judy Anderson	Kim Jones	Carol Bom
Barb Andersen	Lola Young	

Members absent

Marcia Rowley	Cheryl Ross
Barb L'Heureux	Nelvie Lienemann

Minutes

The minutes of the June 20, 2001 meeting were approved as read.

Communications and Announcements

President Hust received an invitation to a breakfast planning meeting for Breast Cancer Awareness Week. There will be a walk in October which will include a ceremony for cancer survivors. More information will be distributed as available.

Treasurer's Report

Barb Andersen reported the checkbook balance is \$1,717.14. The report will be placed on file.

Officer/Committee Reports

President: Pat Hust distributed copies of the UNOPA constitution, a list of 2001-2002 UNOPA Officers and Directors, and information on the Nebraska Educational Office Professionals Association (NEOPA). Board meetings will be held the first Tuesday of each month at noon, alternating locations between City and East Campus.

President-Elect/Program: Chris Cary distributed a tentative schedule of programs for the year. The first three meetings are firm. Carol Bom and Jan Schinstock are also on the Program Committee.

Recording Secretary: No report.

Corresponding Secretary: No report.

Treasurer: Barb Andersen explained that Jeanette Fisher has money earned from the Pepsi cart. Barb asked about processing funds as most of the income will go toward PSP. As PSP has only a Foundation account, funds will be deposited into the UNOPA checking account and expenses paid by UNOPA. President Hust will send the cost/center number to Board Members. Be sure to indicate the organization as UNOPA and include your name on any bills submitted with copies to Barb.

Past President and Foundation: Edie Schleiger informed the Board that Human Resources is going to begin four-hour orientation sessions for new employees twice a month. UNOPA will have a presentation board space. The Board discussed information to have available and the possibility of Board members attending sessions to inform employees about UNOPA.

Employee Concerns: President Hust read Barb LeHeureux's report. There is a need for volunteers to serve as representatives on the Academic Senate, Parking Advisory, Campus Safety, Emergency Loan, Human Rights, Parking Appeals and Sue Tidball Awards Committees. There will be a list in *UNOPA Notes*.

Hospitality: Barb Homer and her committee will meet August 15.

Membership: Marlene Focher reported her committee is discussing updating the UNOPA brochure. Letters and invitations to join UNOPA will be sent to new members. Membership applications will be mailed soon and the application form is also available on the web.

Nominating: No report.

Professional Growth and PSP: Lola Young reported there are 91 registered for the workshop on City Campus and 61 on East Campus for Paul Wesselmann's Stone Soup Seminar. Workshops will be held on Wednesday, August 22 at 1:00 p.m. on City Campus and at 3:00 p.m. on East Campus. Lola would like to have UNOPA brochures available at both seminars. President Hust asked Lola to provide an informational piece about the benefits of being a member of UNOPA. There will be tables available for membership. "Ask Me About UNOPA" stickers was a suggestion.

Summer Social: Jan Wassenberg reported that twenty-five people attended the Summer Social held July 23rd at Antelope Park. The salad/dessert potluck was enjoyed by those present with UNOPA providing drinks, napkins and dinner ware. Two games were played with winners receiving Dairy Store Gift Certificates. All present received at least one door prize with many receiving two. Door prizes were provided by Campus Rec, Landscape Services, Business Services, Barb Homer, Marcy Tintera, Barb Andersen and Mari Greer. Jan thanked her committee members Mari Greer and Barb Andersen for their help.

UNOPA Notes: Co-Chair Dora Dill announced that the deadline for the September issue is August 15th.

Ways and Means: Tricia Liedle has the UNOPA Parking Lot manned for the first football game. She is meeting with Ron Fuller from Parking Services August 15th. Tricia will ask Ron Fuller to contact her if game time changes. The parking fee will be \$10.00 this year.

Web Page: Carol Bom has made some changes to the web site and will continue to update pages as information is available.

Old Business:

Workshop/Retreat - There was a discussion of holding a workshop/retreat with various break out sessions. Possible topics mentioned were: What's UNOPA, How to Write a Resume, Writing a Successful Nomination, PSP Certification. Staff from Human Resources as well as Jim Main were speaker suggestions. President Hust asked if the Board felt the workshop should be open to all University employees or just UNOPA members. Consensus was that the first attempt should be only for UNOPA members. Fall Break was mentioned as a possible time frame. A series of brown bag sessions was another possibility. Send ideas for topics and speakers to Lola Young.

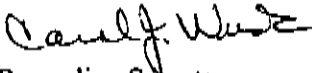
New Business:

Budget Requests - Each committee is to submit a budget for the year. Return to President Hust as soon as possible.

Officers and Directors Information Sheets - President Hust requested each Board member to fill out a form and return to her.

Adjournment:

The meeting adjourned at 9:35 a.m.


Recording Secretary,
Carol J. Wusk

**UNOPA Executive Board Meeting
Minutes
September 4, 2001**

Call to Order

President Pat Hust called the Tuesday, September 4, 2001 meeting to order at 12:00 p.m. in the City Campus Union.

Roll Call

Members present

Pat Hust	Edie Schleiger	Lola Young
Carol Wusk	Barb L'Heureux	Nelvie Lienemann
Judy Anderson	Barb Homer	Carol Bom
Barb Andersen	Marlene Focher	

Members absent

Chris Cary	Cheryl Ross	Dora Dill
Marcia Rowley	Kim Jones	Tricia Liedle

Minutes

The minutes of the August 14, 2001 meeting were approved as distributed.

Communications and Announcements

President Hust circulated a copy of Chris Cary's article published in the September issue of *The Administrative Professional* newsletter, a flyer for the Ogallala Women's Health Conference to be held October 12 in Ogallala, Nebraska, and a flyer for the Nebraska Educational Office Professionals Association (NEOPA) Conference to be held October 25-26 in Lincoln, Nebraska. Registration begins at 5:30 p.m. on October 25th.

Treasurer's Report

Barb Andersen reported the checkbook balance is \$1,708.08. The report will be placed on file.

Officer/Committee Reports

President: Pat Hust distributed copies of the schedule for UNOPA Board and General Meetings, and a Parliamentary Procedure Summary Sheet. Pat was proud to serve as UNOPA's representative for the installation service and dinner honoring Chancellor Perlman.

President-Elect/Program: No report.

Recording Secretary: Carol Wusk asked if Board members would prefer electronic or hard copies of minutes. The consensus was that minutes would be sent via e-mail.

Corresponding Secretary: No report.

Treasurer: No additional report.

Past President and Foundation: Edie Schleiger asked if she could have some time on the agenda during the September General meeting to discuss the Foundation Fund.

Awards: Marcia Rowley is unable to serve as Director this year. Suggestions for replacements include: Debbie Hendricks, Jeanette Fisher and Kathy Bennetch. President Hust will try to fill this position before the next meeting.

Employee Concerns: Barb L'Heureux reported there was a list of committees needing volunteers in *UNOPA Notes*. She received two volunteers as a result of the article. Barb and her committee are working with Suzanne Drew from Human Resources to produce *UNOPA Notes* articles explaining little known employee benefits.

Hospitality: Barb Homer and her committee are meeting September 6. They will decorate according to the theme of the programs.

Membership: Marlene Focher reported that membership forms will be available at the General meeting. She will announce that the form is also available on the web. A mailing will be sent after the General meeting.

Nominating: No report.

Professional Growth and PSP: Lola Young reported 166 participants on City Campus and 133 participants on East Campus attended Paul Wessclmann's Stone Soup Seminar held August 22. A copy of the videotape will be purchased and be retained by the Professional Growth Committee for future use. Refreshment expenses were more than anticipated. Lola is contacting the Nebraska Union to see if the total cost could be reduced.

UNOPA Notes: Co-Chair Nelvie Lienemann announced that the deadline for each issue will be the 15th of the month. The first issue was mailed August 30th.

Ways and Means: Tricia Liedle was absent. The Board discussed parking for football games. One suggestion was to add a roll of masking tape to use for hanging signs. Barb Andersen will purchase a roll and add to the parking package.

Web Page: Carol Bom has made some changes to the web site and will continue to update pages as information is available. Most of the committee members have been added.

Old Business:

Budgets - The budget sheet was reviewed with additions made from members present. The treasurer's report should include balances from the Foundation account and the Certificate of Deposit.

Workshop/Retreat - Lola Young has not received any ideas for presentation topics since the August Board meeting. Her e-mail address is lyoung5@unl.edu. Additional topics mentioned were: job interviews, re-classification, resume writing, stress management, balancing work and your personal life, explanation of professional state and national organizations. The committee is planning to have several break-out sessions.

New Business:

Membership Brochure - Current copies of the membership brochure were distributed. Provide input to Marlene Focher. Judy Anderson will check with her department for a volunteer designer to help

us with this project.

HR Salary Committee Volunteer - tabled until next meeting.

Other:

Barb Homer asked if a meeting reminder could be sent via the listserv.

Adjournment:

The meeting adjourned at 1:00 p.m.

Recording Secretary,
Carol J. Wusk

**UNOPA Executive Board Meeting
Minutes
October 2, 2001**

Call to Order

President Pat Hust called the Tuesday, October 2, 2001 meeting to order at 12:00 p.m. in the East Campus Union.

Roll Call

Members present

Pat Hust	Edie Schleiger	Barb Homer	Tricia Liedle
Chris Cary	Jeanette Fisher	Marlene Focher	Jan Wassenberg
Carol Wusk	Barb L'Heureux	Lola Young	Carol Bom
Judy Anderson	Cheryl Ross	Nelvie Lienemann	

Members absent

Barb Andersen	Kim Jones	Dora Dill
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Minutes

The minutes of the September 4, 2001 Board meeting were approved as distributed.

Communications and Announcements

President Hust - Chancellor Perlman will be speaking at the State Convention on Friday, October 26th, at 1:00 p.m. Registration begins at 5:30 p.m. on October 25th.

Pat received a letter from Arkansas from someone interested in starting an organization similar to UNOPA. She replied with a suggestion they access our website. In addition, she advised that they contact the National Association of Educational Office Professionals' Area Director to help develop a local chapter.

Tricia Liedle contacted the Lincoln Action Program asking if UNOPA could sponsor a "Giving Tree" this year. We will be able to have a list of specific children's needs. Jan Wassenberg moved that UNOPA participate in the program again this year. Edie Schleiger seconded the motion. Motion carried. Christmas trees with gift lists will be available at the General Meeting in November. Tricia will serve as coordinator.

Treasurer's Report

Not available.

Officer/Committee Reports

President-Elect/Program: The program for October has been postponed to February. Deb Thomas, Director of Special Projects in the Office of the Vice-President for External Affairs; and Ron Withem, Associate Vice President for External Affairs and Director of Governmental Relations, will present the facts of the budget situation and what we can do about it at the General Meeting in October. A notice will be sent via e-mail regarding the change of topic.

Recording Secretary: No report.

Corresponding Secretary: Judy Anderson submitted an article for the NEOPA Newsletter. Members were glad to see an article from our organization.

Past President and Foundation: Edie Schleiger reported that she has not received any requests for stipends from the Foundation. Stipends will also be available in January and March.

Awards: Jeanette Fisher and her committee have advertised extensively for nominations for the "Boss of the Year Award." Lunch will be provided for nominees and the photographer.

Employee Concerns: Barb L'Heureux reported committees are almost complete. One volunteer is needed for the Sue Tidball Award committee. Barb is contacting current committee members to see if they want to be listed on the web site.

Hospitality: Barb Homer's committee will use the same flyer that was sent out in October for the February meeting.

Membership: Marlene Focher reported that membership forms were mailed. She has received 64 active, 6 retiree, 7 new, and 3 associate memberships. At this time there are 23 members that belong to the national organization. There was discussion on raising the fee for retirees. The Membership Committee will continue the discussion and make a recommendation to the Board if any changes need to be made.

Nominating: No report.

Professional Growth and PSP: Lola Young received the bill from the East Campus Union in the amount of \$181.59 for refreshments for the August workshop. The next professional development workshop will be held on November 29th with the morning session on City Campus and the afternoon session on East Campus. Tammy Heflebower from ESU #6 will be the presenter. The briefing sessions workshop will be held during Spring Break. The committee will be meeting next week to decide on a date. Lola resubmitted an article for *UNOPA Notes* entitled, "Why Should I Join UNOPA." Judy Anderson and Marlene Focher will review to determine if parts of it could be included in the membership brochure.

UNOPA Notes: Co-Chair Nelvie Lienemann announced that deadlines for *UNOPA Notes* are October 15th for articles and October 19th for inserts. She and Dora Dill will check on using different paper or print to make copies more clear.

Ways and Means: Tricia Liedle reported she needs one more person to help with parking for this Saturday's game, three more for the October 20th game and needs people for all shifts for the November 10th game. The Board needs to decide what percentage or dollar amount they would like to donate to PSP. Following much discussion, the issue was tabled until next meeting.

Web Page: Carol Bom continues to make additions to the web site. A picture of the Board was taken to include in the new Power Point presentation.

Old Business:

HR Issues - Barb L'Heureux distributed draft copies of a survey that will be sent to UNOPA members. Please review and give comments and suggestions to Barb. She will be meeting with Human Resources this coming Friday.

Membership Brochure - Judy Anderson distributed copies of a draft membership brochure. Board members are encouraged to provide input to Judy Anderson or Marlene Focher.

Adjournment:

The meeting adjourned at 1:30 p.m.

The new Power Point presentation developed by Chris Cary and Carol Bom was viewed following the meeting.

Recording Secretary,
Carol J. Wusk

**UNOPA Executive Board Meeting
Minutes
November 6, 2001**

Call to Order

President Pat Hust called the UNOPA Executive Board meeting to order at 11:50 a.m. at the City Campus Union.

Roll Call

Members present

Pat Hust	Barb Andersen	Marlene Focher	Jan Wassenberg	
Chris Cary	Edie Schleiger		Kim Jones	Carol Bom
Carol Wusk	Jeanette Fisher		Lola Young	
Judy Anderson	Barb Homer		Tricia Liedle	

Members absent

Barb L'Heureux	Dora Dill
Cheryl Ross	Nelvie Lienemann

Minutes

The minutes of the October 2, 2001 Executive Board meeting were approved as distributed.

Communications/Announcements:

- 1) Barb L'Heureux has received 52 surveys out of the 195 mailed. Please send your surveys in if you haven't.
- 2) *UNOPA Notes* deadline is November 15th.
- 3) The NEOPA Spring Conference will be Friday, April 12, 2002 in Wayne, NE.
- 4) The Martin Luther King Freedom Breakfast will be January 18, 2002. UNOPA will purchase tickets for Board members wishing to attend.

Treasurer's Report:

Barb Andersen reported balances in checking of \$2,268.77; savings \$3,583.79 and the Foundation Fund \$5,364.48. The report will be placed on file.

Old Business:

- 1) Budget - Chris Cary moved to have \$150.00 reallocated from the Program committee to the Web Page Technician's budget for the purpose of purchasing needed software, hardware and continuing training for the Web Page Technician. Motion carried. The UNOPA 2001-2002 Budget was accepted with this revision.
- 2) Retreat/Workshop - The date will be March 20, 2002 at the East Campus Union. It was suggested to invite the UAAD Board also.
- 3) List Serv - Marlene Focher moved to set up a list serv on Lotus Notes for UNOPA correspondence. Motion carried. It was suggested to have four owners of the list.

4) Power Point Presentation - Chris Cary reported the presentation is finished. Still doing some refining. If you are interested in having a presentation let Chris know. She would be willing to present about a 10-minute program and provide refreshments as well. The presentation will also be available on overheads. Chris will contact Polly Putney regarding New Employee Orientation sessions.

5) Parking Lot Donation - Because of the September 11th terrorists attack on the World Trade Center and the Pentagon, parking lot funds were going to be donated to the American Red Cross or the Salvation Army. Because donations to those agencies are now going into a general fund, Tricia Liedle moved that the UNOPA Board rescind the vote to donate receipts from the September 20th parking lot fund to the American Red Cross or the Salvation Army. Motion carried. Tricia will meet with her committee and make a recommendation to the Board for donating funds. If you have suggestions, please e-mail her.

Committee Reports (distributed)

Program - Chris Cary, Director. The program for the October general meeting will be presented in February. An updated program schedule was distributed. A draft of the Boss's Luncheon program was handed out. If you have any additions or corrections let Chris know as soon as possible.

Corresponding Secretary - Judy Anderson. She sent a sympathy card to Sandy Watmore for the loss of her father, and an announcement to the Scarlet regarding the November General Meeting. The second draft of the updated UNOPA brochure was distributed for review, comments, or corrections.

Awards - Jeanette Fisher, Director. The Awards Committee received 13 nominations for the Floyd S. Oldt Boss of the Year. All nominees will receive a certificate. The winner will receive a monetary gift and a plaque. Ken Holm, last year's winner, will present the award. A photographer will be present.

Membership - Marlene Focher, Director. 149 UNOPA members have renewed their membership. This includes 13 retirees, 8 associate members and 10 honorary members. The committee proposes to raise retirees' membership fees next year to \$5.00 from the current \$2.00 and to increase the late registration fee from the current \$9 to \$10. Both proposals will be presented at the next Board meeting.

Professional Growth - Lola Young, Director. Certificates are being prepared and will be mailed to those requesting them for the Paul Wesselmann workshop. The tape from the workshop is also available. Still working on food bills from the Union. Expense will be split with UAAD. Registration information will be mailed tomorrow for the Tammy Heflebower Workshop "Stress Management....Manage This" which will be held on Thursday, November 29th. The committee continues to plan for the March 20th Briefing's Workshop. Materials have been sent to those requesting information about NEOPA, NAEOP, PSP and CEOE.

Ways and Means - Tricia Liedle, Director. All parking lot shifts are filled for the last home game, November 10th. A report of all volunteers and the earnings from each home game as of 11/5/01 was distributed. A list of volunteers will appear in the next issue of *UNOPA Notes*. The UNOPA and PSP Endowment Fund discussion will continue after the first of the year. The committee is planning to put together a ballot with four or five options with the top two choices going to the General membership for a vote if necessary.

Sixty stars for the Giving Tree will be available at the November General meeting. Each star will have gift suggestions. Donated items must be returned to Tricia at the December General Meeting or to her office no later than December 12th. If all the stars are not taken, Tricia would like one or two volunteers to place trees with gift lists in their building. All donations need to be delivered to the Lincoln Action Program by December 13th.

New Business

The December Board Meeting was discussed. President Hust will select a site to have a luncheon meeting. A \$7.00 grab bag gift exchange will be held.

The meeting adjourned at 12:50 p.m. The next Board meeting will be Tuesday, December 4th.

Recording Secretary,
Carol J. Wusk

UNOPA Executive Board Meeting
Minutes
December 4, 2001

Call to Order

President Pat Hust called the UNOPA Executive Board meeting to order at 12:40 p.m. at Billie's Restaurant, 1301 "H" Street, Lincoln, Nebraska.

Roll Call

Members present

Pat Hust	Judy Anderson	Barb L'Heureux	Marlene Focher
Chris Cary	Edie Schleiger	Cheryl Ross	Lola Young
Carol Wusk	Jeanette Fisher	Barb Homer	Dora Dill
			Tricia Liedle

Members absent

Barb Andersen	Kim Jones	Nelvie Lienemann
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Ad Hoc Committee Members present

Jan Wassenberg	Carol Bom
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Minutes

The minutes of the November 6, 2001 Executive Board meeting were approved as distributed.

Communications/Announcements

An ad hoc committee has been formed to develop history and plan the celebration for UNOPA's 40th anniversary in 2003. Jan Wassenberg will be chair. Other committee members are Carol Bom, Sandy Lineberry, Linda Arnold and Jan Schinstock.

Treasurer's Report

JoAnn Barry is filling in for Barb Andersen who should be back in January. No report was available.

Officer/Committee Reports - Distributed

Program Committee - The December meeting theme is "The Gift of Music" and will feature singer Bret Howsden. The meeting in January will be a joint meeting with UAAD at the East Campus Union. The program committee reviewed and revised the "UNOPA Overview" presentation. Chris Cary will present the overview on December 19th at Career Services and Carol Bom is scheduling a date in December or January with Facilities Management. The overview will be presented to the membership at the February meeting. The Wick Center will adjust the bill for the November Boss's luncheon. We were charged full price, but the dessert was not served. After the bill is adjusted, it will be submitted for payment.

*Unop
Pat Hust
James 15th -*

Old Business

- 1) Survey Results - Barb L'Heureux, Employee Concerns Co-Director, is working on her report and should have it ready by next week.
- 2) Dues Review - Marlene Focher, Membership Director, moved that UNOPA increase the dues from \$9.00 to \$10.00 for active memberships and from \$2.00 to \$5.00 for retired memberships. Chris Cary seconded the motion. Judy Anderson moved to amend the motion into two parts for voting purposes, the first for raising the dues for retirees and the second for raising the dues for active memberships. Jeanette Fisher seconded the motion. Motion to raise dues for retirees passed unanimously. Motion to raise dues for active memberships also passed. President Hust asked Marlene to research what needs to be done to make this change.
- 3) Retreat/Workshop - Lola Young, Professional Development Director, reported the workshop held November 29th went well. She was disappointed in the numbers of participants. Twenty nine attended the morning session and 15 attended the afternoon session. The speaker, Tammy Heflebower, was very good. Tammy is also checking with her organization to see if the speaker's rate could be reduced for UNOPA.
- 4) Parking Lot Donation - Tricia Liedle, Ways and Means Director, distributed the committee's four recommendations for donating the September 20th parking lot earnings. Jan Wassenberg moved to donate one half of the proceeds to the local American Red Cross and one half of the proceeds to the University of Nebraska Employee Emergency Loan Fund. Motion seconded by Judy Anderson. Motion carried.

Other

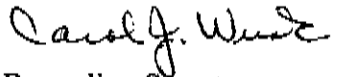
- 1) *UNOPA Notes* deadline needs to be firm so the Committee can prepare the newsletter before holiday break. Please get articles to Dora Dill or Nelvie Lienemann by Friday, **December 14th**.
- 2) Carol Bom made UNOPA magnets for the Board. The Board felt this would be a nice gift for new members. Lola Young offered to laminate the cards. Judy Anderson will contact Printing Services to obtain a more clear emblem for our use. Carol Bom will check into costs to produce more magnets.

New Business

- 1) PSP Committee Endowment Fund Donation - Chris Cary moved "in accordance with our Constitution Objectives (Article II, Section I) of promoting professional growth for its members, UNOPA will make an annual donation to the PSP Endowment Fund in an amount equal to 25% of fundraising income". Judy Anderson seconded the motion. Motion failed. This issue will be tabled until the February or March meeting. Board members are encouraged to think of a plan.
- 2) Suggestion to Change Name to University of Nebraska Office Professionals Association. The name change would bring UNOPA into alignment with the Nebraska Educational Office Professionals Association (NEOPA) and the National Association of Education Office Professionals (NAEOP). At the University of Nebraska, our association represents professional and non-professional office/service personnel. Following discussion, the Board agreed to leave the name as is.

Adjournment

The business meeting adjourned at 1:30 p.m. A gift exchange was enjoyed following the meeting. The next Board meeting is scheduled for January 8, 2002, at the City Campus Union.


Recording Secretary,
Carol J. Wusk

**UNOPA Executive Board Meeting
Minutes
January 8, 2002**

Call to Order

President Pat Hust called the UNOPA Executive Board meeting to order at 12:00 p.m. at the City Campus Union.

Roll Call

Members present

Pat Hust	Edie Schleiger	Barb Homer	Nelvie Lienemann
		Carol Wusk	Jeanette Fisher
		Marlene Focher	Tricia Liedle
		Judy Anderson	Barb L'Heureux
		Kim Jones	
		Barb Andersen	Cheryl Ross
		Young	Lola

Members absent

Chris Cary
Dora Dill

Ad Hoc Committee Members absent

Carol Bom
Jan Wassenberg

Minutes

The minutes of the December 4, 2001 Executive Board meeting were approved as distributed.

Communications/Announcements:

- 1) The seminar presented by Paul Wesselmann will be available on NebSat on January 30, 2002 at 2:00 p.m.
- 2) The Martin Luther King Freedom Breakfast will be January 18, 2002. President Hust distributed tickets. Tricia Liedle, Cheryl Ross, Edie Schleiger, Barb Homer, Chris Cary, Nelvie Lienemann and Pat Hust will attend.
- 3) A Central Area Regional Professional Development Workshop is being held in Olathe, Kansas, February 22 and 23. Information will be in *UNOPA Notes*.
- 4) The *Women's Health Review* magazine was circulated.

Committee Reports (distributed)

Corresponding Secretary - Judy Anderson sent a sympathy card to Carol Bom for the loss of her father and a get well card to Jan Wacker, a retired member who recently suffered a stroke. Judy wrote an article for *The Scarlet* regarding the Bosses' Luncheon and announced the winner of the "Boss of the Year" Award. Another article for NEON was written in December. The UNOPA brochure printing is waiting on the outcome of the

vote to raise the annual dues.

Membership - Marlene Focher, Director. Marlene sent three University Outstanding Employee Award (OEA) winners letters to join UNOPA. A sample letter was distributed. Marlene and her committee welcome any new member referrals made by the directors of UNOPA. The committee will be working on sending letters to new UNL employees inviting them to join UNOPA. Marlene contacted Marc Shkolnick from the Alumni Association about the drawings for free Alumni Association memberships. Winners for September through December are: Carol Bom, Sherri Augstums, Marlene Focher and Doris Jaworski. A congratulatory letter will be sent to the winners with more details. Winners will also be announced in *UNOPA Notes*. The remaining names will remain in the envelope for this month's drawing along with any other recruiters for the month.

UNOPA Notes - Nelvie Lienemann reminded members that the deadline for *UNOPA Notes* is January 15th. Since the deadline is before the joint meeting with UAAD on January 16th, the minutes will have a deadline of January 18th.

New Business

The UNOPA 2001 Survey results were discussed. Employee Concerns Co-chairs, Barb L'Heureux and Cheryl Ross were present to answer questions. UNOPA and UAAD were requested by Human Resources to provide input into the annual 2001-2002 salary increase guidelines. President Hust distributed background information on budget distribution for the last 5 years. The Board had many questions such as: Are Unit Administrators aware of the plan to pool B and C-Line money? Are there minimum percentages of a wage increase an employee would receive? Are there qualifiers on how outstanding service would be evaluated? There are many variables in how employees are evaluated. The Board felt it would be a disadvantage to Office/Service staff to implement this plan. President Hust will draft a reply to Human Resources with a response stating UNOPA does not support the plan at this time. She will send the draft to the Board to review before sending to Roshan Pajnigar and Jim Main.

The meeting adjourned at 12:45 p.m. The next Board meeting will be Tuesday, February 5th at the East Campus Union.

Recording Secretary,
Carol J. Wusk

**UNOPA Executive Board Meeting
Minutes
February 6, 2002**

Call to Order

President Pat Hust called the UNOPA Executive Board meeting to order at 11:50 a.m. at the East Campus Union.

Roll Call

Members present

Pat Hust	Barb Andersen	Susan Thomas for Barb Homer
Chris Cary	Edie Schleiger	Marlene Focher
Carol Wusk	Barb L'Heureux	Kim Jones
Judy Anderson	Cheryl Ross	

Members absent

Jeanette Fisher	Dora Dill	<u>Ad Hoc Committee Members absent</u>
Lola Young	Nelvie Licnemann	Carol Bom
Tricia Liedle		Jan Wassenberg

Minutes

The minutes of the January 8, 2002 Executive Board meeting were approved as distributed.

Communications/Announcements:

Invitations to "Monkey Trial" hosted by Nebraska State Historical Society and Nebraska ETV Network on February 16, 2002 and "How to Hug a Porcupine" hosted by International Association of Administrative Professionals on February 27, 2002 were circulated as well as a copy of *Women News*.

Materials from the National Association of Educational Office Professionals regarding affiliation; the annual conference to be held July 22-26, in Greenville, SC; and results of a survey on the recognition of PSP certificates were distributed.

Budget Reduction Proposal Report - President Hust attended the February 5th Chancellor's Budget Reduction Proposal meeting. Cuts seemed to be fair and balanced. Human Resources will try to find positions for those losing their jobs.

Salary Proposal Report - President-Elect Cary reported. A letter from Pat Hust and James Main to Chancellor Perlman (distributed) recommended giving a set amount of

dollars to employees that would cover expenses such as health insurance increases, parking, etc. and use rest of dollars for merit. Increases need to be based on evaluations.

Barb L'Heureux will put results of the UNOPA survey in the next issue of *UNOPA Notes*

Treasurer's Report:

Barb Andersen reported balances in checking of \$4,4495.77; savings \$3,685.11 and the Foundation Fund \$5,568.48. The report will be placed on file.

Committee Reports (distributed)

Program - Chris Cary, Director. The program for the February general meeting will feature the UNOPA Overview slide presentation and a member recognition program titled "Members at Work -- Building Roads to Success." The March program will feature "Backyard Farmer Live." The UNOPA Overview has been presented to groups in Facilities Management, Career Services and College of Arts and Sciences. The Program Committee would like to get several more presentations scheduled.

Corresponding Secretary - Judy Anderson. She is currently looking through past files and finding out what needs to be done to welcome and honor the past presidents at the April meeting.

Awards - Jeanette Fisher, Director. The Awards Committee selected 15 individuals to judge nominations for the Rose Frolik Award, the Silver Pen Award and the Outstanding Staff Award. Award announcements were mailed to all UNOPA members and departments. A notice was placed in *UNOPA Notes* and in UNL E-News. Nominations are due March 1.

Hospitality - Currently have 42 people registered for the general meeting. There will be a 50/50 drawing. Chris Cary is providing decorations.

Membership - Marlene Focher, Director. Connie Paxton won the drawing for the Alumni Association membership.

Nominating - Kim Jones, Director. The committee has sent out nomination forms for officers for 2002-2003.

UNOPA Notes deadline is February 15th.

Foundation fund reimbursement requests are due April 15th.

Old Business:

Membership Dues Change to General Membership - Marlene Focher moved to increase retiree membership dues from \$3.00 to \$5.00 to cover increased postage fees. Chris Cary

seconded the motion. *Motion carried. Marlene Focher moved to increase regular dues from \$9.00 to \$10.00. No second. Judy Anderson moved to rescind the previous motion approved in December to increase regular membership dues. Edie Schleiger seconded. *Motion carried.

NEOPA State Conference - UNOPA is scheduled to host the NEOPA State Conference in either Fall 2002 or Spring 2003. Cheryl Ross moved to host the NEOPA State Conference in Spring 2003 and tie in with UNOPA's 40th anniversary. Marlene Focher seconded the motion. *Motion carried. Discussion: Will need a Chair. Sandy Lineberry will be a consultant as she has previously chaired the conference. Event probably will be held in April, with a Thursday night opening and all-day conference on Friday.

New Business

Ad hoc Advocacy Committee - Edie Schleiger and a small group of people have been working with Ron Withem and Deb Thomas in contacting state senators regarding issues concerning the University. President Hust proposed forming an ad hoc advisory committee with Edie as Chair and making this a subcommittee of the Employee Concerns Committee. This would give certification to the group. This will be a one-year commitment.

Ad hoc Salary Issues Committee - President Hust proposed making this a subcommittee as well. After discussion, the Board felt it should be left as is with the President, President-Elect, Past President and Employee Concerns Directors serving as needed.

Landscape Services Litter Campaign - Carol Bom was not able to attend but will be asked to bring this issue up at the February general meeting. Landscape Services are looking for volunteer groups to pick up trash especially in parking lots.

The meeting adjourned at 1:00 p.m. The next Board meeting will be Tuesday, March 5th at the City Union.

Recording Secretary,
Carol J. Wusk

NEOPA Conference

It is our responsibility to host a state conference. We can choose to host either the 2002 Fall Conference or the 2003 Spring Conference. Sandy Lineberry has chaired the conference in the past and it willing to advise.

From memory the rotation has been:

Fall 1998	UNOPA
Fall 1999	OEOPA – Omaha Public Schools
Spring 2000	Judy Rastede – Norfolk. No association affiliation.
Fall 2000	UNO – University of Nebraska at Omaha - disbanded
Spring 2001	Glenna Brott – Milford. No association affiliation.
Fall 2001	Lincoln Public Schools
Spring 2002	Wayne State College

**UNOPA Executive Board Meeting
Minutes
March 5, 2002**

Call to Order

President Pat Hust called the UNOPA Executive Board meeting to order at 11:50 a.m. at the City Campus Union.

Roll Call

Members present

Pat Hust	Barb Andersen	Barb Homer	Tricia Liedle
Chris Cary	Edie Schleiger	Marlene Focher	<u>Ad Hoc Comm.</u>
Carol Wusk	Jeanette Fisher	Kim Jones	Carol Bom
		Lola Young	Jan Wassenberg

Members absent

Cheryl Ross	Dora Dill	Nelvie Lienemann
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Minutes

The minutes of the February 6, 2002 Executive Board meeting were approved as distributed.

Communications/Announcements:

UNOPA Notes Competition - The February issue of UNOPA Notes was submitted for competition.

State Conference Spring 2003 - Pat Hust and Judy Anderson will be co-chairs. They and Chris Cary met with Sandy Lincberry to determine what needs to be done, and what has been done in the past.

CCSW Letter to President Smith - President Hust responded to the UNL Committee on Gay, Lesbian, Bisexual and Transgender Concerns that UNOPA would like additional time to consider the issue of domestic partner benefits.

Treasurer's Report:

Barb Andersen reported balances in checking of \$4,680.75; savings \$3,685.11 and the Foundation Fund \$5,568.48. The report will be placed on file.

Committee Reports (distributed)

Program - Chris Cary, Director. The March program, "Backyard Farmer Live," was confirmed by Chris with Fred Baxendale. John Fech will be the moderator. Kim Jones, has asked Chris to give a brief talk to members about volunteering to chair and serve on committees next year. The committee met February 25th to plan the May officer's installation. Jan Schinstock will conduct the installation.

Corresponding Secretary - Judy Anderson. Another news article was written for the NEON and a copy was distributed with her report.

Awards - Jeanette Fisher, Director. The Committee, to date, has received seven nominations for the Floyd S. Oldt Outstanding Staff Award, four for the Floyd S. Oldt Silver Pen and one for the Rose Frolik award.

Hospitality - Barb Homer, Director. They currently have 35 people registered for the March General meeting. There will be a raffle and other surprises with decorations celebrating St. Patrick's Day and Spring.

Membership - Marlene Focher, Director. Sandy Lineberry won the drawing for the Alumni Association membership.

Nominating - Kim Jones, Director. The committee has the following candidates for the ballot. President-Elect: Carol Bom; Recording Secretary: Linda Luedtke and Shirley Vetter; Treasurer: Jerry Schluckebier and Betty Tutt; Corresponding Secretary: Barb Carley and Kathy Schindler. They hope to have one more candidate for President-Elect before the ballot is mailed. Several members have volunteered to be on committees.

UNOPA Notes deadline is March 15th.

Foundation fund reimbursement requests are due April 15th.

40th Anniversary Committee - Jan Wassenberg, Chair, reported that her committee had met once and will meet again, Saturday, March 9. They are thinking of having a dinner on the Thursday before the 2003 NEOPA Spring Conference for UNOPA members and holding a reception following the dinner for conference participants. Other ideas include making a video. The committee would especially like to interview Rose Frolik. After the first of April, they will check in the Archives for a tape that was made for the 25th anniversary celebration. They hope to hold events at the East Campus Union to keep costs down. When plans and budget are more firm, they will be approved by the Board.

Old Business:

NEOPA State Conference - Judy Anderson has reserved one 12-passenger van for April 11-12 to travel to Wayne. There is interest in renting perhaps another vehicle for those going earlier or later. A list of names and desired departure times will be solicited at the March General meeting.

Landscape Services Litter Campaign - Carol Bom reported. Landscape Services provides the first box of plastic gloves and trash bags. The Board was supportive of making this a UNOPA project with perhaps taking the new Visitor Center area in the Fall. President-Elect Cary will put this on the June agenda.

Membership Brochure - A final draft of the UNOPA brochure was distributed by Judy Anderson. She will get estimates on the cost of printing and check to see if Printing Services has our logo on file. Pat Hust will check on the P.O. Box listed on the brochure.

New Business

Carol Bom distributed information on the cost of making UNOPA magnets with her providing the labor and Lola Young providing laminating. Members thought magnets might also be used for the 40th Anniversary and the 2003 NEOPA Spring Conference. Carol will get estimates also from Bob Stephens and Frosty's. She will report next meeting.

Edic Schleiger and Pat Hust attended the budget hearings at the University. Pat received a thank you letter from Merlyn Nielsen, Chair of the Academic Planning Committee, thanking UNOPA for their support.

President Hust asked Judy Anderson to reserve a van for the week of the National Convention.

A sign-up sheet was circulated for the "Take a Parent to Lunch" program held during New Student Enrollment this summer.

Chris Cary has been in contact with Jerry Renaud from the Journalism Department, regarding making a video for the 40th Anniversary. The focus would be to make the audience feel appreciative and inspired. The tone would be warm and light-hearted. The tape could also be used to perpetuate UNOPA membership. Two students would work on the project with Jerry advising. A rough cost estimate is \$733. The video would be available by November 1st. Ideas discussed to include were interviews with Rose Frolik, past presidents, and new Board members; old pictures; and the UNOPA display in Canfield

Administration Building. Chris will provide more information at the next Board meeting.

The meeting adjourned at 12:55 p.m. The next Board meeting will be Tuesday, April 2 at the East Union.

Recording Secretary,
Carol J. Wusk

UNOPA Executive Board Meeting

Minutes

April 2, 2002

Call to Order

President Pat Hust called the UNOPA Executive Board meeting to order at 11:55 a.m. at the East Campus Union.

Roll Call

Members Present

Pat Hust Edie Schleiger Marlene Focher Jan Wassenberg
Chris Cary Jeanette Fisher
Carol Wusk Cheryl Ross
Barb Andersen Barb Homer

Ad Hoc Committee Members Present

Kim Jones Carol Bom
Nelvie Lienemann
Tricia Liedle
Debbie Hendricks for Lola Young

Members absent

Judy Anderson Dora Dill Barb L'Heureux

Minutes

The minutes of the March 5, 2002 Executive Board meeting were approved as distributed.

Communications/Announcements:

- 1) President Hust has been contacted by University employees who would like to form an informal group who wants to meet to discuss issues across campus, for example, Lincoln Public Schools Spring break is different than the University Spring break. President Hust asked if an employees concerns representative should attend, or perhaps the President should attend such meetings. President Hust will attend the next meeting.
- 2) The Hixson-Lied College of Fine and Performing Arts dedication will be Sunday, April 7th at 7:30 p.m. in Kimball Recital Hall.
- 3) 2002-2003 Speaker's Bureau nominations are being sought.

Treasurer's Report:

Barb Andersen reported balances in checking of \$4,619.09; savings \$3,685.11 and the Foundation Fund \$5,568.48. The report will be placed on file.

Committee Reports (distributed)

Program - Chris Cary, Director. The Committee proposed a change in duties of the Program Committee and Hospitality Committee. They would like to transfer the responsibility for selecting menus and dining facilities from the Program to the Hospitality Committee. They believe it would be more efficient and easier for one committee to handle this task from beginning to end, and that the Hospitality Committee is the best committee for this job. Chris Cary moved to change the committee responsibilities for selecting menus and dining facilities from the Program Committee to the Hospitality Committee. Barb Homer seconded the motion. * Motion carried.

An interest inventory was e-mailed to the UNOPA listserv to help directors form their committees and encourage inactive members to sign up for something. Chris has asked for responses by May 3rd.

Sandy Lineberry spoke to Rose Frolik about doing an interview. She will let us know her decision.

Jerry Renaud, a professor in the School of Journalism, is willing to supervise a student who can film our

events and make a video about UNOPA. A proposed budget and timeline was included in her report. Tricia Liedle moved that UNOPA approve the timeline and budget for producing a UNOPA videotape. Barb Homer seconded the motion. *Motion carried. Chris will contact Professor Renaud with our decision.

Corresponding Secretary - Pat Hust for Judy Anderson. Judy has sent 44 letters of invitation to past presidents and retirees for the April meeting. She has 25 responses and will have the final count Wednesday. She's ordered corsages and is printing programs.

Nominating - Kim Jones, Director. Kim announced results of the election for 2002-2003 officers. Carol Bom will be President-Elect; Linda Luedtke will serve as Recording Secretary, Betty Tutt will be Treasurer, and Kathy Schindler will serve as Corresponding Secretary. Kim has contacted all members who were on the ballot with results.

40th Anniversary Committee - Jan Wassenberg, Chair. The Committee has decided not to have the birthday party the Thursday night before the State meeting, due to the fact that there would not be that many people there. A dinner for UNOPA members on a separate evening and birthday cake for dessert will be planned. The Committee is planning to have "give aways" at each meeting, such as UNOPA memberships, pencils, pens or other possibilities. Approximate cost would be \$500. They are planning special displays at meetings and the State Conference. Other costs would be special gifts for UNOPA members attending the banquet and subsidizing members' cost for the dinner. They would like to reproduce pictures and other materials found in the archives, as well as produce video with pictures and music (approximate cost \$100). Sandy Lineberry is seeking funding from Pepsi. The Committee asked where the money would come from. Expenses will be taken from the general treasury.

Unfinished Business:

NEOPA Spring Conference Van - The van for the State NEOPA meeting has been cancelled. Participants have found their own transportation.

Landscape Services Litter Campaign - This will be a June agenda item with the new Board in attendance.

Membership Brochure - Judy Anderson is getting printing cost estimates for the UNOPA brochure.

Magnet Identification Update - Carol Bom reported she had checked with Frosty's and we can purchase 500 magnets for \$175.00. Jan Wassenberg moved to purchase 500 UNOPA magnets. Tricia Liedle seconded the motion. *Motion carried. Carol Bom will make sure UNOPA's website address will not change.

New Business

Membership List Serv - Maintenance of the List Serv was discussed. Some members do not want to receive all the messages and asked about removal from the list. The Board decided to leave everyone on and notify members that this process saves on printing costs and will ask them simply to delete messages they are not interested in. Jeanette Fisher will print out instructions on how to screen e-mails.

PSP Scholarship - Thirteen members have indicated they want to go to the National Conference this summer. There is funding for eight of \$200 each (\$1600) from the Chancellor's office. President Hust will contact members planning to go to the Conference to see if their departments will help with expenses. Carol Bom moved that President Hust check with members regarding conference funding and to give President Hust the authorization to use Foundation Funds to make up the difference so each person going will receive \$200. Nelvie Lienemann seconded the motion. *Motion carried unanimously.

Donation to PSP Endowment Fund - Tricia Liedle asked that this item be placed on the May Executive Board meeting agenda. A decision needs to be made on our donation from funds from the football game

parking lot earnings. This will be placed on the agenda for the next meeting.

The meeting adjourned at 1:10 p.m. The next Board meeting will be Tuesday, May 7, at the City Union..

Recording Secretary,
Carol J. Wusk

UNOPA Executive Board Meeting
Minutes
May 7, 2002

Call to Order

President Pat Hust called the UNOPA Executive Board meeting to order at 11:50 a.m. at the City Campus Union.

Roll Call

Members Present

Pat Hust
Chris Cary
Carol Wusk
Barb Andersen
Judy Anderson

Edie Schleiger
Jeanette Fisher
Cheryl Ross
Barb Homer
Barb L'Heureux

Marlene Focher
Tricia Liedle

Debbie Hendricks for Lola Young
Diane Sullivan for Kim Jones

Ad Hoc Committee

Members Present

Jan Wassenberg
Carol Bom

Members absent

Dora Dill

Nelvie Lienemann

Minutes

The minutes of the April 2, 2002 Executive Board meeting were approved as distributed.

Communications/Announcements:

- 1) Reports from Committees are due. Please send electronically to President Hust so she can prepare the Annual Report.
- 2) The proposal for charging \$20 a month for bus passes was discussed. The Parking Advisory Committee is supportive of this action. The Board will need more information before making a decision to support or not to support. The discussion will be tabled until next Fall.
- 3) President Hust received a letter from Rochelle Ray asking UNOPA's support of Student Involvement.

Treasurer's Report:

Barb Andersen reported balances in checking of \$3,785.72; savings \$3,685.11 and the Foundation Fund \$5,568.48. The report will be placed on file.

Committee Reports (distributed)

Program - Chris Cary, Director. Chris moved that the Annual Report be mailed to every

UNOPA member. Carol Bom seconded the motion. *Motion failed. Barb L'Heureux moved to e-mail the annual report to the UNOPA listserv. Edie Schleiger seconded the motion. *Motion carried.

Chris has not had responses from Rose Frolik or Jerry Renaud regarding the videotape. Jeanette Fisher moved to rescind the motion to fund the video project. Judy Anderson seconded the motion. *Motion carried.

Fourteen members responded by e-mail or fax to indicate their areas of interest, and 13 committee directors and co-directors have agreed to lead. Three committee chair positions remain open. Chris requests help from the Board in filling these.

No UNOPA Overview presentations were requested or conducted in April.

The program for the Annual Meeting on May 14th will feature entertainment by Lincoln East High "FSO", a sophomore swing choir, and the Installation Ceremony.

Unfinished Business:

40th Anniversary Update - Jan Wassenberg reported that she and Carol Bom were at the Archives this morning. There is a total of 13 boxes of material to go through. Pictures need to be scanned and material copied because nothing can leave the Archives. She recommended to date all information and pictures for future use. The committee is thinking of putting a timeline of UNOPA projects together. They are working on a theme and looking at a date next March for the celebration.

Landscape Services Litter Campaign - This will be a June agenda item with the new Board in attendance.

Membership Brochure - Judy Anderson circulated three samples of paper to choose from. Barb Andersen moved to use the blue paper for printing of 1,000 brochures. Tricia Liedle seconded the motion. *Motion carried.

Magnet Identification Update - Carol Bom reported that UNOPA's website address will not change. The magnets will cost about \$ 0.19 each and will be ready this summer.

NEOPA 2003 Spring Conference - Judy Anderson reported that those attending the 2002 Spring Conference in Wayne got several good ideas for planning the 2003 Conference. The Committee will be meeting in the near future.

New Business

Award - Debbie Hendricks presented certificates and roses to Tricia Liedle and Edie Schleiger for PSP awards they have earned. They were unable to attend the State Conference where they were distributed. Pat Hust and Lynn DeShon also received PSP

awards at the State Conference.

PSP Donation - The Board discussed the PSP fund and their goal to provide stipends to members achieving professional development goals by obtaining certification. Tricia Liedle moved to give \$500 a year to the PSP Foundation Fund. Marlene Focher seconded the motion. *Motion carried.

Tricia Liedle moved that UNOPA members obtaining a PSP certificate be granted a lifetime UNOPA membership. *Motion failed due to no second.

Other

Barb Homer asked the Board about canceling the catered lunch for the General Meeting. Thirty four have registered and only two have ordered the lunch. The Board recommended she contact the Union and the people ordering the lunch.

Barb L'Heureux asked if she needed to keep the surveys that were done this last year. The Board agreed that they can be destroyed as the results have been tabulated.

President-Elect Chris Cary presented Pat Hust with a thank you gift for serving as UNOPA President this year.

The meeting adjourned at 1:10 p.m. The next Board meeting will be in June with new and outgoing officers. A time and date will be announced.

Recording Secretary,
Carol J. Wusk