

8-2015

## NEOPA Annual Report 2015-16

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# ANNUAL REPORT

FY 2015-16

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# NEOPA STRATEGIC PLAN 2015-2020 (3-21-15)

## NEOPA Strategic Plan 2015-2020 (3-21-15)

GOALS	2015-2016 Year One	2016-2017 Year Two	2017-2018 Year Three	2018-2019 Year Four	2019-2020 Year Five	Beyond Year Five
<b>Visibility &amp; Viability</b>  <b>(Networking, Recognition, Leadership)</b>	<ul style="list-style-type: none"> <li>Develop marketing plan <b>(N)</b></li> <li>Brochure development (R)</li> <li>Identify groups to contact for endorsements and alliances <b>(N)</b></li> <li>Work with Leadership Area Director to develop a plan to market the PSP program <b>(N, R, L)</b></li> </ul>	<ul style="list-style-type: none"> <li>Continue developing marketing plan</li> <li>Testimonials/videos</li> <li>Seek endorsements from state professional educational associations; work from the identified groups: NASB; NCSA are suggested to be first</li> </ul>	<ul style="list-style-type: none"> <li>Build relationships with education partners: ESU's; Vocational Rehabilitation staff</li> <li>Attend education partners conferences</li> <li>Continue to seek endorsements from state professional educational associations; NAESP, NASSP, NAMSP, ESUCC</li> </ul>	<ul style="list-style-type: none"> <li>Maintain and build relationships with education partners</li> <li>Give presentations at education partners conferences</li> <li>Target specific associations to build relationships, i.e. NRSCA, the rural association; higher ed associations</li> </ul>	<ul style="list-style-type: none"> <li>Maintain and build relationships with education partners</li> <li>Give presentations at education partners conferences</li> <li>Refresh marketing pieces</li> <li>Continue to seek and develop endorsements from state professional educational associations</li> </ul>	<ul style="list-style-type: none"> <li>Develop a plan to reach out to western Nebraska</li> </ul>

## NEOPA STRATEGIC PLAN 2015-2020 (3-21-15)

GOALS	2015-2016 Year One	2016-2017 Year Two	2017-2018 Year Three	2018-2019 Year Four	2019-2020 Year Five	Beyond Year Five
<b>Support (Vice President, Leadership, Mentoring)</b>	<ul style="list-style-type: none"> <li>• Develop a strategic plan for professional development <b>(VP/L)</b></li> <li>• Provide NAEOP education credits as well as in-service for professional development <b>(VP/L)</b></li> <li>• Develop a mentoring program <b>(M)</b></li> <li>• Provide formal and informal networking support <b>(N)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Refine strategic plan for professional development</li> <li>• Refine and implement a mentoring program</li> <li>• Provide formal and informal networking support</li> </ul>	<ul style="list-style-type: none"> <li>• Provide formal and informal networking support</li> <li>• Assess mentoring program</li> </ul>	<ul style="list-style-type: none"> <li>• Provide formal and informal networking support</li> <li>• Re-Assess mentoring program</li> </ul>	<ul style="list-style-type: none"> <li>• Refine and re-assess the strategic plan for professional development</li> <li>• Provide formal and informal networking support</li> <li>• Broaden mentoring program</li> </ul>	<ul style="list-style-type: none"> <li>• Develop a proposal for providing college credits for professional development</li> <li>• Virtual conference?</li> <li>• July conference for those out state?</li> </ul>

## NEOPA STRATEGIC PLAN 2015-2020 (3-21-15)

GOALS	2015-2016 Year One	2016-2017 Year Two	2017-2018 Year Three	2018-2019 Year Four	2019-2020 Year Five	Beyond Year Five
<b>Communication (Networking)</b>	<ul style="list-style-type: none"> <li>• Develop communications management program <b>(N)</b></li> <li>• Develop social networks: website; Facebook <b>(N)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Develop a “program” for personal touch</li> <li>• For “active” members</li> <li>• For “inactive” active members</li> <li>• Develop social networks: Twitter, Blog</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluate and refine relevance of Communication Programs; modify as appropriate</li> <li>• Develop “latest” social network (i.e. Snapchat, Instagram)</li> </ul>	<ul style="list-style-type: none"> <li>• Assess communication methods</li> </ul>	<ul style="list-style-type: none"> <li>• Assess communication methods <b>(All)</b></li> </ul>	
<b>Build Membership</b>				<i>We agreed that Membership would grow as we carry out our Strategic Plan.</i>		

## Bylaws

### NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION BYLAWS

#### ARTICLE I - NAME AND FISCAL YEAR

##### Section 1.

The name of this organization shall be the Nebraska Educational Office Professionals Association, hereinafter referred to as the "Association."

##### Section 2.

Board of Directors must approve the use of the Association's name.

##### Section 3.

The fiscal year of the Association shall be July 1 through June 30 of the following year.

#### ARTICLE II - PURPOSE

##### Section 1.

The purpose of the Association is to provide professional development and support to educational office professionals.

##### Section 2.

The purpose of the Association shall be achieved through leadership, mentoring, networking, recognition and fellowship.

#### ARTICLE III - MEMBERSHIP

##### Section 1.

Membership shall be open to educational office personnel working in institutions of learning and the profession in the State of Nebraska. The NEOPA membership year is July 1 through June 30.

##### Section 2.

There are four classifications of membership: (A) **Active**, (B) **Retired**, (C) **Associate**, and (D) **Honorary**.

A. **Active** membership, current with the payment of dues, shall be open to all office professionals currently employed (part-time or full-time) in an educational office. They shall be entitled to make motions and vote on all matters coming before the Association, may serve on committees, and may hold office.

B. **Retired** membership is available for members who have retired as an educational office professional but wish to maintain an affiliation with the Association. Retired members shall have all rights and privileges of Active members except that of holding office.

C. **Associate** membership shall be open to all persons interested in advancing the purposes of the Association but may not be engaged in educational office work. An

# BYLAWS

Associate member may serve on committees and shall have all the rights and privileges of Active members except those of making motions, voting, and holding office.

D. **Honorary** membership may be bestowed upon a person in recognition of outstanding service to the Association. Candidates for Honorary membership should be forwarded to the current NEOPA President, who will present the candidate's information to the Board of Directors. The Board of Directors will vote on awarding the Honorary membership. Honorary members shall be exempt from paying dues and shall have all the rights and privileges of Active members except those of making motions, voting, and holding office.

## Section 3.

Full membership privileges in this Association shall terminate upon failure to pay dues by September 30 of the current fiscal year, upon resignation, or upon withdrawal from employment as an educational office professional.

## Section 4.

Full membership shall be restored upon payment of dues and/or upon returning to work as an educational office professional within the fiscal year of a resignation of membership or withdrawal from employment.

## ARTICLE IV - MEETINGS

### Section 1.

Two general membership meetings of the Association will be held each year in conjunction with the spring and fall conferences.

### Section 2.

Ten percent of the Association membership shall constitute a quorum for the general membership meetings.

### Section 3.

All proceedings of this Association shall be conducted according to parliamentary procedures as set forth in the current *Robert's Rules of Order, Newly Revised*.

### Section 4.

Notice of all meetings shall be communicated to all members at least two weeks in advance. Special meetings of the membership may only be called by a two-thirds favorable vote of the Board of Directors.

### Section 5.

A minimum of three meetings of the Board of Directors shall be held during each fiscal year in addition to the transition meeting that will be held prior to the new board taking office. Special meetings of the Executive Committee and/or Board of Directors may be called at the discretion of the President.

### Section 6.

Meetings may be held in person, by telephone, or other electronic medium.



# BYLAWS

## **ARTICLE V - BOARD of DIRECTORS**

### **Section 1.**

The Executive Committee shall consist of President, President-elect, Vice President, Secretary, Treasurer and Immediate Past President.

### **Section 2.**

The Board of Directors includes the Executive Committee and the appointed Area Coordinators as listed in Article IX, Section 1. With the exclusion of the Immediate Past President, there shall be no more than three past presidents serving on the Board of Directors, without approval of the Executive Committee.

### **Section 3.**

A majority of members of the Board of Directors shall constitute a quorum for the transaction of business.

## **ARTICLE VI – ELECTED OFFICERS**

### **Section 1.**

The Executive Committee shall consist of President, President-elect, Vice President, Secretary, Treasurer, and Immediate Past President. All shall be Active members of the State and National Associations; and shall assume office at the beginning of the fiscal year following election.

### **Section 2.**

The President-elect shall succeed to the office of President at the conclusion of the President's term of office or in the incapacity of the President.

### **Section 3.**

The term of vice president and secretary shall be one year and may be elected for no more than two consecutive terms. The term of the Treasurer shall be two consecutive years and limited to one term.

## **ARTICLE VII - DUTIES OF OFFICERS**

### **Section 1.**

The President shall preside at all meetings of the Association, the Executive Committee and the Board of Directors; The President shall call all special meetings; and shall appoint Area Coordinators, with approval of the Executive Committee. The President shall be an ex-officio member of all committees, except the Nominating Committee.

### **Section 2.**

The President-elect shall oversee membership. In the event of the President's absence the President-elect shall perform the duties of the President. In the event of a vacancy in the office of President-elect, a special election will be held immediately. In the event of a vacancy in the office of President, the President-elect shall become President and shall assume the duties and authority of the office for the remaining term plus one year.

# BYLAWS

## Section 3.

The Vice President shall serve as Conference Coordinator. In the absence of the President and President-elect, the Vice President shall be the presiding officer.

## Section 4.

The Secretary shall keep an accurate record of the proceedings and correspondence of the Association, Executive Committee and Board of Directors. The Secretary shall send the minutes to the President within 20 calendar days after each meeting. The Secretary, with assistance from the Immediate Past President, shall prepare the Annual Report of the Association to be made available to members by September 1.

## Section 5.

The Treasurer shall deposit the funds as directed by the Board of Directors and shall disburse them only upon a written order signed by the President. The Treasurer shall be responsible for all monetary transactions of the Association and shall give a financial report at each meeting. The Treasurer shall have all records prepared for audit at the close of each fiscal year and prepare the next fiscal year budget.

## Section 6.

The Immediate Past President shall oversee outreach (working in conjunction with the NEOPA Past Presidents Association), preparation of the Annual Report for the year they served as President of the Association; and Bylaws. The Immediate Past President shall serve as a member of the Nominating Committee.

## ARTICLE VIII - ELECTIONS

### Section 1.

The Nominating Committee shall present a slate of officers to the Board of Directors after the candidates have signified their willingness to run for office and have been declared eligible according to NEOPA guidelines. The ballots shall be distributed by U.S. Mail or electronic means to each Active and Retired member of the organization thirty days before the Spring general membership meeting. Write-in votes are accepted with the candidate's consent. The voting process shall be officially closed by the fifteenth day prior to the Spring general membership meeting and all ballots shall be submitted to the Nominating

Committee on or before that date. All candidates will be notified of the election results prior to announcing to the membership.

### Section 2.

Elections shall be by written or electronic ballot. A majority of all votes cast shall be necessary to elect. If there is a tie vote, a flip of coin, witnessed by two Nominating Committee members, will determine the winner.

### Section 3.

For ease of transition, current officers shall be encouraged to mentor newly elected officers. The duties of the newly elected officers will commence at the beginning of the fiscal year following election.

# BYLAWS

## Section 4.

A vacancy occurring during the year in any office except President-elect shall be filled by appointment made by the President and approved by the Board of Directors.

## Section 5.

If an elected officer declines to serve after notification of winning an election, the NEOPA President may appoint a replacement with approval of the Executive Committee.

## Section 6.

If a member of the Nominating Committee chooses to run for office, the member must be excused from the Nominating Committee.

## **ARTICLE IX - AREA COORDINATORS**

### Section 1.

The Association shall have the following Area Coordinators: Leadership, Mentoring, Networking, Recognition and Fellowship

### Section 2.

The President, with approval of the Board of Directors, shall appoint the Director of each committee.

### Section 3.

Each area coordinator shall submit a written annual report.

### Section 4.

The Board of Directors shall specify guidelines, duties, and responsibilities for each area. Complete job descriptions for each officer and area shall be maintained by the Secretary and routinely reviewed by the Board of Directors.

## **ARTICLE X - AMENDMENTS**

### Section 1.

Amendments to the Bylaws shall be submitted in writing to the Bylaws Committee. A report on proposed amendments shall be presented to the Board of Directors for review and approval prior to presentation to the membership for vote.

### Section 2.

Proposals of Bylaws amendments shall be provided to the voting membership no later than thirty days prior to scheduled voting.

### Section 3.

Two-thirds of the returned written and/or electronic vote in favor of proposed amendments shall be required for adoption.

Adopted June 12, 1964 Revised October 1966, October 1969, April 1970, May 1972, April 1973, April 1974, May 1976, May 1977, May 1978, April 1979, April 1982, April 1984, April 1985, April 1986, April 1988, May 1989, April 1990, April 1992, May 1993, April 1994, April 1997, January 1999, April 2002, April 2003, April 2005, March 2006, March 2007, April 2010, April 2011, November 2011, June 2012, May 2013, December 2014, March 2016

# STANDING RULES

## Standing Rules

### STANDING RULES

for

Nebraska Educational Office Professionals Association (NEOPA)

Standing Rules can be adopted by a majority vote at any Association meeting. No Standing Rule or other resolution can be adopted if it is in conflict with the Bylaws. Standing Rules should contain only those rules that are subject to the will of the majority at any meeting and those rules that it may want to change at any time, without having to give prior notice.

1. The dues for each fiscal year, July 1 through June 30, shall be determined upon adoption of a budget for the next fiscal year at a general membership meeting. Current annual dues are: **Active** members, (\$20); **Associate** members (\$20); and **Retired** members (\$10). PSP points coincide with paid membership.
2. Registration fees for the Spring and Fall conferences shall be set at a rate to cover the estimated expense. All income and expenses will be handled under the direction of the NEOPA Treasurer.
3. The newly installed President shall be the delegate to attend the Annual Meeting of NAEOP. The newly installed President-elect shall be the alternate delegate to attend the Annual meeting of NAEOP. If the newly installed President and/or President-elect cannot attend, the Board of Directors will choose alternates by ballot. At the discretion of the board, conference expenses shall be reimbursed up to \$500 for the Delegate, based on need and NEOPA's financial status. If the Alternate Delegate is required to fill in as Delegate, they will receive reimbursement as stated above for the Delegate. The Delegate will write an article for the NEON reflecting on the Advisory Council process.
4. Installation of officers will be held during a general membership meeting and designed by the incoming President. The incoming President will obtain and present the outgoing President with a gift representing their year of service to NEOPA.
5. Members of the Board of Directors will not be reimbursed for mileage to attend Association related meetings. Mileage incurred by presenter(s) for field service may be reimbursed at the discretion of the Board of Directors.
6. Job descriptions for each Executive Committee officer and Area Coordinator will be maintained by the Secretary and reviewed annually by the Board of Directors.

## STANDING RULES

7. All NEOPA members are eligible for any award sponsored by the Association. If the Awards Director or any member of the Awards Committee is nominated for an award, they must resign their position on the committee. Judges for NEOPA awards shall not be members of the Association.
8. A listing of the Duties of the Executive Committee and Area Coordinators shall be included as an attachment to the Bylaws and Standing Rules. The Board of Directors shall update duties of the Area Coordinators, as needed.
9. Candidates for all elected positions shall have served at least one year on the NEOPA Board or as an elected officer, director or hold the same office in their local association.
10. The following are awards and scholarships given by NEOPA:
  - NEOPA Educational Office Professional of the Year Award
  - NEOPA Educational Administrator of the Year Award (NOTE: Suspended for 2015-2016 )
  - NEOPA Student Scholarship (NOTE: Not awarded in 2015-2016)
  - NEOPA Member Scholarship for NAEOP Conference Attendance
11. Regular meeting rules apply to any telephone or electronic meeting as governed by Roberts' Rules of Order and the NEOPA Bylaws. See Special Standing Rules for Electronic Meetings (attached).
12. Voting for election and Bylaws changes may be conducted via electronic methods. With the approval of the Board, the Nominating Director may select the electronic voting method (*i.e., Survey Monkey, BallotBin, etc.*) to be used. Electronic voting links will be emailed only to voting members. Voting members without email will receive paper ballot via US Mail. Voting will remain anonymous and the program used will not track voters by name. Regular voting guidelines will apply to electronic voting.
13. In the absence of the Recording Secretary, a member of the Board will be appointed by the President or presiding officer to take minutes.

REVISED: April 1993, April 1994, April 1997, January 1999, April 2002, April 2003, April 2005, March 2006, October 2006, March 2007, April 2009, April 2010, November 2011, June 2012, May 2013, May 2014, February 2015, April 2015, February 2016, May 2016.

# DUTIES OF OFFICERS AND AREA COORDINATORS

## Duties of Officers and Area Coordinators

Standing rule 8. A listing of the Duties of the Executive Committee and Area Coordinators shall be included as an attachment to the Bylaws and Standing Rules. The Board of Directors shall update duties of the Area Coordinators as needed.

### Elected Officers

1. President will oversee the activities of the Executive Committee and Area Coordinators.
2. President-Elect will coordinate the activities of:
  - Membership
  - Recruitment of elected officers and area coordinators
  - Election process
3. Vice President will coordinate the conferences on behalf of NEOPA, working with all local associations in the planning and implementation.
4. Secretary will be responsible for:
  - Maintaining current position descriptions for elected officers and area coordinators
  - Assisting the immediate past president in the compilation of the Annual Report
  - Recording and distributing minutes for general meetings and board meetings
5. Treasurer will be responsible for:
  - Depositing funds/paying bills
  - Processing membership payments
  - Creating the annual budget
  - Arranging for annual internal audit and external audit every 5<sup>th</sup> year
6. The Immediate Past President will be responsible for:
  - Outreach/field service in conjunction with the Past Presidents Association
  - Updating and revising Bylaws
  - Compiling the Annual Report with the assistance of the NEOPA secretary

# DUTIES OF OFFICERS AND AREA COORDINATORS

## Area Coordinators

7. Leadership Area Coordinator will coordinate the following activities:
  - Promoting the Professional Standards Program (PSP), assisting members in the PSP application process, and recognizing the NEOPA PSP recipients
8. Mentoring Area Coordinator will coordinate the following:
  - Develop and facilitate a NEOPA Mentor Program
  - Assist the President-Elect with membership processes
9. Networking Area Coordinator will coordinate the following activities:
  - Assisting the Immediate Past President with Outreach/Field Service
  - Awarding of the Student Scholarship (suspended for 2015-2016)
  - Social media/communications/website
10. Recognition – Area Coordinator will coordinate the following activities:
  - Awards – Educational Office Professional and Administrator (administrator of the year award suspended for 2015-2016)
  - Louise Henderson Nelson Award
  - Publicity
11. Fellowship – Area Coordinator will coordinate the following activities:
  - Association activities at NAEOP annual conference
  - NEOPA fundraising

June 2015

## PRESIDENT REPORT – DENISE FISHER, CEOE

### President Report – Denise Fisher, CEOE

The purpose of NEOPA is to provide professional development and support for educational office professionals.



It is important to begin this year's report with our Strategic Plan followed by the Bylaws, Standing Rules, and Duties of Officers and Area Coordinators. This has been our life the past two years. It deserves to be up front and center.

With the first year of our current five-year strategic plan, one of the first pieces of business at hand was to work out the restructuring of the Board of Directors.

While much thought was put into reassigning the previous committee structure into the new five pillars of NEOPA, some fine-tuning needed to be done. Those tweaks will likely take place early during the 2016-17 membership year. What we also discovered was that all five pillars—Leadership, Networking, Mentoring, Recognition, and Fellowship—are evident in any membership situation.

The Board was made up of a mixture of seasoned directors and those who were first time serving on the Board. It was an opportunity to meet and work with different members, but it also showed us the need to have seasoned members on the Board of Directors and to use former Board members as mentors.

It was a year of full lives outside the NEOPA realm for many of the Directors. Family commitments, personal health issues, work responsibilities, and finding the extra time to devote to NEOPA was definitely a challenge. A special voting on a few changes in the Bylaws was necessitated (and needed) after our President-Elect resigned from the Board. That also sparked a special election to fill the President-Elect position.

Many local organizations events and the North Central Area Professional Development Days were held during the same time NEOPA was planning the Spring Conference. As we tried to keep every opportunity available for the members, the NEOPA Spring Recognition Dinner was held in May for recognition, leadership, networking, and installation of new officers. I would like to see the Spring Dinner given another shot next year with the addition of a speaker during the installation process.



## PRESIDENT REPORT – DENISE FISHER, CEO

Several NEOPA members travelled to Rochester, Minnesota, for the North Central Area Professional Development Days. It was a perfect opportunity to meet with NAEOP members from the 10-state area and network with others who hold similar job responsibilities. It certainly did expand the opportunity to network at the July Annual NAEOP Conference in St. Louis.

NEOPA also continued focus on the 5-Year Strategic Plan. This first year continued a dedicated focus on providing professional development, the main purpose of our organization. *The purpose of NEOPA is to provide professional development and support for educational office professionals.*

This was certainly accomplished this year with:

- First time members on the Board of Directors
- The Fall Conference focused on various Networking skills, including social media and interpersonal skills
- Two sessions for strategic planning to keep the work of NEOPA on track with the 5-year plan
- Promoting participation at the NCA Professional Development Days in Rochester, MN

I appreciate the 2015-16 Board of Directors for their efforts in establishing a new norm. Thank you to the continuing members of NEOPA for your ongoing support and participation.

Vince Lombardi said it best: *"The achievements of an organization are the results of the combined effort of each individual . . . People who work together will win, whether it be against complex football defenses, or the problems of modern society. . . Individual commitment to a group effort – that is what makes a team work, a company work, a society work, a civilization work."*

NEOPA is YOUR organization. You get out of it exactly what you put into it.

# PAST PRESIDENT REPORT – MARY GUEST, CEOE

## Past President Report – Mary Guest, CEOE

### MEMBERS ON COMMITTEE

- Mary Klucas



### OUTREACH

- Contacted OEOPA and WEOPA and offered to help – PSP presentation, social event, strategic planning, information sessions, etc.
- Contacted OPS district administrators and school principals to promote the associations of NAEOP and NEOPA. I was asked if we had presentations that could be given at their staff professional development days. A list of topics and descriptions was provided to them, as well as information on our past NEOPA conference programs and upcoming NCAPDD program.
- Question was raised if we want to put together a “Speaker’s Bureau” for NEOPA? The purpose of this would be to provide service to related associations/groups, as well as a recruitment and marketing tool.

Outreach items referred to next year, 2016-2017:

- Discuss the idea of having a Speaker’s Bureau with the NEOPA Past Presidents as part of Field Service.
- Look at outreach activities to Omaha and Wayne to increase their members’ involvement with NEOPA and keep them active.

### BYLAWS

- Proposed “Special Standing Rules for Electronic Meetings” were approved by the NEOPA board. These Special Standing Rules will be approved and amended by the board only. They will not need approval by the membership.
- Proposed Bylaws change to filling the vacancy in the office of President-Elect was approved by ballot: Article VII - Duties of Committees, Section 2, and Article VII – Duties of Committees, Section 3.
- Standing Rules changes were approved by ballot to Standing Rules #3, 4, 6, 7, 8, 11, 12, 13, 14, and 15.
- Revised Bylaws, Standing Rules, Duties of Committees, and Special Standing Rules for Electronic meetings are included in the 2015-2016 Annual Report and posted on the NEOPA website.

Bylaws items for 2016-2017

- Review Bylaws, Standing Rules, and Duties of committees to keep them reflective of current practices. Consider further defining the duties of committees.

# REPORT ON STRATEGIC PLAN FOR PROFESSIONAL DEVELOPMENT – MARY GUEST, CEOE

## Report on Strategic Plan for Professional Development – Mary Guest, CEOE



### **Strategic Plan for Professional Development:**

Members were surveyed on the following:

- What skills would you like to increase, support or maintain?
- What could NEOPA do to support you in your job?
- Where would you like to be in five years and how can NEOPA help you get there?
- What do you need (skills, knowledge, abilities) to do your job?
- Is it important to you for NEOPA to continue to offer a track for education credits within our conferences?
- General comments regarding NEOPA professional development content.

Responses were obtained. A committee will be assembled to review the responses and develop a strategic plan for professional development to be presented to the board by the fall of 2016.

The content for the fall 2016 conference focused on Mentoring will include:

- Understand what mentoring is and why we need it.
- Example in practice – Tom Osborne, TeamMates
- The example will be transitioned to practice in NEOPA.
- Bring mentoring back to the workplace and/or association.
- How to build mentoring into our system (NEOPA).

## PRESIDENT-ELECT REPORT – EDIE SCHLEIGER, CEOE

### President-Elect Report – Edie Schleiger, CEOE



#### MEMBERSHIP

Early in February 2016, President-Elect Amy Windle resigned her position. After discussing the issue, it was decided to propose a change to the Bylaws.

This change allowed a special election to be held immediately in the event of a vacancy of the office of President-Elect. This allows the filling of the vacancy right away. An election was held and Edie Schleiger was elected to fill the President-Elect position for the remainder of 2015-2016 and will become President for the 2016-2017 year.

The Membership total for NEOPA during the 2015-2016 year is 169 members. The breakdown of the membership categories are as follows:

Active	130
New	18
Associate	2
Honorary	2
Lifetime	2
Retired	15

## VICE PRESIDENT REPORT – JOAN WILKINS

### Vice President Report – Joan Wilkins

#### Committee Members:

Christine Cary, CEOE  
Nancy Harter, CEOE  
Stacey Blizek



#### **FALL CONFERENCE:**

The Fall Conference was held on October 30, 2015 at Southeast Community College Continuing Education Center, in Lincoln, Nebraska. As part of the duties of the Vice President, I coordinated the event with the help of 13 members.

The team included: Denise Fisher, Christine Cary, Debbie Doolittle, Lora Sypal, Stacey Blizek, Nancy Harter, Jennifer Bahr, Carol Jaber, Amy Windle, Linda Luedtke, Jane Schneider, Carol Bom, and Debbie Hendricks.

A proposed budget was submitted and approved at the August 8th Board of Directors' meeting.

Held at SCC, the theme of the conference was networking. There was lots of hands on learning as the speakers taught us Google+, LinkedIn, Facebook, and other social media platforms.

#### Speakers included:

Rhonda Revelle, Key Note  
Amber Pantkonin  
Jan Deeds  
Kristina Peters

The conference was attended by 58 people, and was approved for 8 in-service hours.

94% of members rated the conference either Excellent or Very Good.

We were able to stay under budget and netted a \$750.59 profit.

The NEOPA Fall Conference final report was submitted in January, 2016.

#### **SPRING RECOGNITION DINNER**

The Spring dinner was held at the Holiday Inn South, in Lincoln, Nebraska.

I took the registrations for this event and sent all checks to Debbie Hendricks, Treasurer.

# TREASURER REPORT – DEBBIE HENDRICKS, CEOE

## Treasurer Report – Debbie Hendricks, CEOE



### Business Interest Checking Account

Beginning Account Balance - July 1, 2015

\$ 4,120.66

DATE	CHECK #	BUDGET CATEGORY	DESCRIPTION	EXPENSE AMOUNT	DEPOSIT AMOUNT	BALANCE
		2014-15				
5/29/2015	1612	Budget	Gift Cards for NAEOP Basket	\$ 200.00		
		2014-15				
5/29/2015	1613	Budget	NAEOP Field Service Donation	\$ 25.00		
		2014-15				
6/29/2015	1614	Budget	Mary Guest - Survey Monkey	\$ 78.00		
		2014-15				
6/29/2015	1615	Budget	North Central Area - 1/2 of profit	\$ 701.18		
		2014-15				
7/2/2015	1616	Budget	NAEOP Website Entry Fee	\$ 20.00		
		2014-15				
7/2/2015	1617	Budget	UNL Website Fees	\$ 185.10		
7/2/2015		President-Elect	2015-2016 Membership Dues		\$ 1,240.00	
7/31/2015		Treasurer	Earned Interest		\$ 0.04	
8/8/2015	1618	Fellowship	NAEOP Conference Expenses	\$ 228.65		
8/8/2015	1619	Leadership	Barb Homer -Prof Growth Scholarship	\$ 50.00		
8/31/2015		Treasurer	Earned Interest		\$ 0.03	
9/5/2015		Fellowship	Pins Sold		\$ 65.00	
9/5/2015		Fellowship	NAEOP Basket Donation		\$ 30.00	
9/5/2015		Vice President	Spring Conference Registration		\$ 75.00	
9/5/2015		President-Elect	2015-2016 Membership Dues		\$ 895.00	
9/5/2015	1620	Networking	UNL - Student Scholarship	\$ 500.00		
9/5/2015		President-Elect	2015-2016 Membership Dues		\$ 145.00	
9/30/2015		Treasurer	Earned Interest		\$ 0.04	
10/10/2015		President-Elect	2015-2016 Membership Dues		\$ 280.00	\$ 4,862.84
10/24/2015		President-Elect	2015-2016 Membership Dues		\$ 270.00	
10/29/2015	1621	Vice President	Fall Conference - ROTC	\$ 25.00		
10/29/2015	1622	Vice President	Fall Conference - Supplies	\$ 36.54		
10/29/2015	1623	Vice President	Fall Conference - Speaker Gifts	\$ 109.90		
10/29/2015	1624	Vice President	Fall Conference - Supplies	\$ 58.48		
10/29/2015	1625	Vice President	Fall Conference - Supplies	\$ 12.73		
10/29/2015	1626	Vice President	Fall Conference - Speaker	\$ 300.00		
10/29/2015	1627	Vice President	Fall Conference - Sprkr Rhonda Revelle	\$ 500.00		
10/29/2015	1628	Leadership	PSP Awards awarded - Fall Conf	\$ 65.64		

# TREASURER REPORT – DEBBIE HENDRICKS, CEOE

11/6/2015		President-Elect	2015-2016 Membership Dues		\$	80.00	
11/7/2015		Fellowship	50/50 Raffle - Fall Conf		\$	94.00	
11/6/2015		Fellowship	B&N Gift Card Raffle - Fall Conf		\$	103.20	
10/30/2015	1629	Vice President	Fall Conference - Decorations	\$	43.76		
11/6/2015		Networking	NAEOP Affiliation	\$	53.70		
10/30/2015		Treasurer	Earned Interest			\$	0.04
12/1/2015		Fellowship	Donations			\$	75.00
12/9/2015		Fellowship	Pasta Fundraiser	\$	187.50		
12/16/2015		Fellowship	Village Inn Pies Fundraiser	\$	586.50		
12/22/2015		President-Elect	2015-2016 Membership Dues			\$	140.00
12/22/2015		Fellowship	Pasta and VI Pie Sales			\$	1,157.50
12/29/2015		Vice President	Fall Conference - SCC Profits			\$	1,699.40
1/11/2016		President-Elect	2015-2016 Membership Dues			\$	40.00
11/30/2015		Treasurer	Earned Interest			\$	0.04
12/31/2015		Treasurer	Earned Interest			\$	0.04
							\$ 6,542.31
1/23/2016	1633	President	Meeting Expense	\$	84.42		
2/1/2016		Networking	North Central Area - member regis			\$	150.00
1/30/2016	1634	Networking	NCA - member regis	\$	150.00		
2/27/2016	1635	Networking	Annual Domain Name	\$	12.00		
2/27/2016	1636	Networking	NAEOP - Awards Entry	\$	20.00		
2/27/2016	1637	President	Meeting Expense	\$	78.00		
2/27/2016		President-Elect	New Member Dues			\$	40.00
2/27/2016		Fellowship	The Pasta Shop			\$	120.80
1/29/2016		Treasurer	Earned Interest			\$	0.06
3/12/2016	1638	Networking	Student Scholarship	\$	500.00		
2/29/2016		Treasurer	Earned Interest			\$	0.05
4/16/2016	1639	Fellowship	North Central Area - State Basket	\$	50.00		
		Immediate Past					
4/16/2016	1640	Pres/Pres-Elect	Survey Monkey	\$	52.00		
3/31/2016		Treasurer	Earned Interest			\$	0.05
4/29/2016		Treasurer	Earned Interest			\$	0.05
							\$ 5,906.90
5/19/2016	1641	Vice President	Spring Conference Dinner	\$	849.41		
5/20/2016		Vice President	Spring Conference Registrations			\$	500.00
5/20/2016		Fellowship	Thirty-One Fundraiser			\$	263.75
5/20/2016	1642	President-Elect	Awards Unlimited - Past Pres Gift	\$	59.63		
5/20/2016	1643	Leadership	Awards Unlimited - PSP Awards	\$	82.05		
5/25/2016		Vice President	Spring Conference Registrations			\$	25.00
6/15/2016	1644	Fellowship	NAEOP - Field Service (Pres Installat)	\$	25.00		
6/16/2016		Fellowship	UNOPA - Donation for NAEOP Basket			\$	30.00
6/18/2016	1645	President	Awards Unlimited (New Pres Pin)	\$	15.12		
6/30/2016	1646	Fellowship	Jennifer Bahr - NAEOP Basket	\$	130.00		
5/31/2016		Treasurer	Earned Interest			\$	0.05
6/30/2016		Treasurer	Earned Interest			\$	0.05
							\$ 5,564.54
				\$	6,075.31	\$	7,519.19

# TREASURER REPORT – DEBBIE HENDRICKS, CEOE

## NEOPA FINANCIAL SUMMARIZATION - JUNE 30, 2016

### Business Interest Checking Account

Beginning Balance as of July 1, 2015	\$ 4,120.66
Receipts - July 1, 2015 - June 30, 2016	\$ 7,518.65
Interest - July 1, 2015 - June 30, 2016	\$ 0.54
Disbursements - July 1, 2015 - June 30, 2016	\$ 6,075.31
Balance as of May 9, 2016	<u>\$ 5,564.54</u>

### Money Market Savings - Professional member Scholarships

Beginning Balance as of July 1, 2015	\$ 2,649.54
Receipts - July 1, 2015 - June 30, 2016	
Interest - July 1, 2015 - June 30, 2016	\$ 1.07
Disbursements - July 1, 2015 - June 30, 2016	
Balance as of June 30, 2016	<u>\$ 2,650.61</u>

### Classic Business - Student Scholarship Savings

Beginning Balance as of July 1, 2015	\$ 618.80
Receipts - July 1, 2015 - June 30, 2016	
Interest - July 1, 2015 - June 30, 2016	\$ 0.24
Disbursements - July 1, 2015 - June 30, 2016	
Balance as of June 30, 2016	<u>\$ 619.04</u>



## TREASURER REPORT – DEBBIE HENDRICKS, CEOE

### Certificate of Deposit

Beginning Balance as of July 1, 2015	\$ 6,098.98
Receipts - July 1, 2015 - June 30, 2016	
Interest - July 1, 2015 - June 30, 2016	\$ 12.22
Disbursements - July 1, 2015 - June 30, 2016	
Balance as of June 30, 2016	<u>\$ 6,111.20</u>

## SECRETARY REPORT – LORA SYPAL

### Secretary Report – Lora Sypal

**Committee Members:**

Lora Sypal, Secretary  
Carol Bom, CEOE  
Mary Guest, CEOE  
Barbara Homer  
Janet Visek-Margrave



The Executive Board meeting minutes for the following meetings were drafted, finalized, and sent to Carol Bom to be posted on the NEOPA website.

Meeting: August 8, 2015; finalized on October 29, 2015

Meeting: October 29, 2015; finalized on February 27, 2016

Meeting: February 27, 2016; finalized on May 19, 2016

Meeting: May 19, 2016; finalized on June 18, 2016.

The Executive Board meeting minutes for June 18, 2016 were drafted and will be finalized at the October 28, 2016 meeting, then sent to Carol Bom for inclusion on the NEOPA website.

The minutes for the General Membership meeting held on April 25, 2015 were drafted, and corrected at the October 30, 2015 meeting, then sent to Carol Bom for inclusion on the NEOPA website.

The minutes for the General Membership meeting held on October 30, 2015 were drafted, and finalized at the May 19, 2016 meeting, then sent to Carol Bom for inclusion on the NEOPA website.

The minutes for the General Membership meeting held on May 19, 2016 were drafted, and will be finalized at the October 28, 2016 meeting, then sent to Carol Bom for inclusion on the NEOPA website.

NEOPA Strategic Planning Retreats were held on January 23, 2016 and on February 27. Members attended the retreats to gain professional development, to discuss options for the spring membership meeting, to plan for the 2016 Fall Conference and to look at the Five Year Strategic Plan for guidance in NEOPA's planning into the future.

Greeting cards including sympathy and get well cards were sent to members at the NEOPA President's direction.

## LEADERSHIP – CAROLINE HELGET

### Leadership – Caroline Helget



#### **NEOPA paperweights distributed at the October 30, 2015 NEOPA Fall Conference:**

Barbara J. Forsman, Advanced III, Option I and CEOE  
Marianna Greer, Basic Option I  
Angie Keim, Bachelor Degree, Option II and CEOE  
Mary Lou Krull, Associate Professional, Option I

The following received certificates (May 15, 2015 deadline) presented at the NEOPA Fall Conference:

#### **PSP Program Re-certifications:**

JoAnn Artz, Advanced III, Option I  
Carri S. Ball, Basic, Option I  
Carol Jaber, Bachelor Degree, Option II  
Susan Bartlett, Bachelor Degree, Option II  
Linda Kamble, Bachelor Degree, Option II  
Lori Lien, Associate Professional, Option I  
Rhonda Meyer, Bachelor Degree, Option II  
Dianne Krecick, Advanced III, Option I and CEOE  
Heidi Hermanson, Master Degree, Option II  
Michelle Lea Lemke-Mohling, Bachelor Degree, Option II  
Carol Thompson, Master Degree, Option II

#### **NEOPA paperweights distributed at the May 19, 2016 NEOPA Spring Conference:**

Jennifer Bahr, Advanced II, Option I  
Amanda Foreman, Advanced III, Option I, and CEOE  
Shannon Lynch, Bachelor Degree, Option II and CEOE  
Patricia Monk, Bachelor Degree, Option II and CEOE  
Lori Lynn Sorto, Bachelor Degree, Option II and CEOE  
Shari Ullman, Advanced II, Option I

**Receiving a certificate:** Louella Gayle Thomas, Basic Option1

## NETWORKING – CAROL BOM, CEOE

### Networking – Carol Bom, CEOE

#### **Committee Members:**

Carol Bom, CEOE  
Lindsay Deahn, CEOE  
Chris Dlouhy  
Debbie Doolittle, CEOE  
Kitten Slezak  
Betty Wagner  
Diane Wasser, CEOE



#### **Committee Report:**

- We developed a new website using Google sites. The UNL Server is no longer being used by NEOPA. Our new website address is [nebraska-neopa.org](http://nebraska-neopa.org)
- We developed a Facebook page for NEOPA. Lindsay Deahn is the owner of the site.
- Per the board's request, we developed "What's New with NEOPA" so members will always know what is happening with our association.
- We have a Twitter account and will continue to maintain Twitter and encourage its use by our members.
- We published one NEON newsletter in the winter. It was not submitted to NAEOP for award consideration.
- I did not receive any comments from members questioning why there was only one NEON produced this year.
- We submitted the NEOPA website for award consideration. We will use the comments from the judges to make the website more useful for our members.

#### **Recommendations:**

- Develop a photo permission form so that we may safely place member photos on our website, brochures, and other branding publications
- Develop an Hootsuite account for ease in managing our various social media platforms
- Expand social media to include Facebook groups for specific NEOPA events
- Contact Education Quest to be sure that our NEOPA scholarship is not offered for the 2016-2017 fiscal year. Contact Allison at 402.479.6619.
- Review the NEON newsletter. Perhaps produce two newsletters per year. This is still a time consuming way to get information to our members, but members seem to like it.
- Explore using MailChimp or a similar service for email use.

## MENTORING – EDIE SCHLEIGER, CEOE

### Mentoring – Edie Schleiger, CEOE

**Committee Members:**

Edie Schleiger, CEOE  
Nancy Harter, CEOE  
Mary Klucas, CEOE  
Tenisa Hall  
Lori Matthiessen  
Kathy Bennetch, CEOE



The mission of the Mentoring team was to engage all NEOPA members and provide informal professional development to anyone interested. Our goals included engaging all members, offering a contact person to all new members and to providing training to all members so they will be prepared to engage someone should the opportunity arise.

It was determined by the team that an informal format would be best, especially to attract the younger employees. We also determined that we should explore editing the membership form, adding a place to check if someone would be interested in having a mentor/mentee. For those that check the box, a short survey (4-5 questions) would be sent in order to make the connections.

The team came up with the idea of “Mentoring for a Day”, which was tested at the Fall Conference. We provided members with Mentoring business cards with a space for name and contact information and the tagline “Join-Connect-Thrive”. The pilot program at the Fall Conference didn’t work as we had intended. We’d recommend keeping the program, but limit the cards to new members and first-time attendees. That will provide them a “go to” person to use as a “resource person” if they have questions.

All new members will automatically be assigned a member as their contact person. The major consideration for assignments would be to make sure the member and contact person were not members of the same local association.

The membership form will be edited to include a place to indicate if the member is willing to be involved in the Mentoring program. It will also prompt the member to select an area of interest (one of the pillars) in which to participate. This will be required...no confirmation will be issued without this selection.

The Mentoring team will check in with the mentors each month with encouragement and guidance. Two weeks later the mentees will be contacted with encouragement also.

A training video/power-point presentation with a voice-over will be developed for members to view at their convenience rather than trying to find a specific date/time for all members. This instrument will include guidelines for the participants. An evaluation survey will be created for

## MENTORING – EDIE SCHLEIGER, CEOE

mentees. They will be asked if they felt welcomed, to rank the program, was it beneficial to them, were they invited to NEOPA events and did they agree on a relationship purpose?

One suggestion was to provide Board Member mentoring to current members. We could possibly ask past board members to serve as mentors for those members interested in learning about becoming a board member. This could be something done in year two along with the implementation of the basic program.

## RECOGNITION – TAMI FRIEND, CEOE

### Recognition – Tami Friend, CEOE

Committee Members:

Tami Friend, CEOE



The educational office professional of the year nomination forms were updated and sent out in June. These have been saved to the NEOPA hard drive. No completed nomination and application forms were received, so no award was given this year.

The administrator of the year award was suspended for this year, however it was voted on in the spring Board of Directors meeting to bring it back with no financial compensation to go with the award.

#### **Recommendations:**

- Revamp the form and make it more user-friendly to fill out. I feel the form is too long and very intimidating. We also put out the award at the start of the school year, which is a busy time for many educational office professionals. We may want to consider adjusting the time frame as well.
- Clarify social media and publicity. I think we need to look at putting these duties together as it's hard to think about separating them. Christine Cary has offered to help with using social media to promote NEOPA.
- Review the application for the administrator of the year award application, possibly making it a fill-in online form and simplifying the process.
- Work with publicity in creating a brochure for NEOPA.

## FELLOWSHIP – JENNIFER BAHR

### Fellowship – Jennifer Bahr

Thank you for giving me the opportunity to chair this committee.  
Thank you to those who volunteered to help at the conference when we needed extra help.



#### **NAEOP Conference Liaison**

Eighteen NEOPA members attended the Annual NAEOP Conference in St. Louis, MO July 12-16, 2016. Five were first-timers. Three received their PSP awards. Lisa Morehouse was installed as NAEOP President Elect and Mary Guest was installed as North Central Area Director/NAEOP Affiliations and Advisory Council Chairman. In preparation for the 2016 Conference and while attending the Conference, the NAEOP Liaison:

- Provided state pins to those individuals wanting them
- Maintained regular communication with individuals considering and/or attending the annual conference
- On behalf of NEOPA and in honor of Wendy Heslink being installed as NAAEOP President, a \$25 check was sent to the Field Service Program
- Donated a Nebraska Gift Basket (a matted picture frame with \$130 dollars in gift certificates) to NAEOP's Special Projects
- Arranged to have state picture taken at the conference
- Reserved seats for the Nebraska delegation at the General Meetings
- Provided the Nebraska delegation individual flags for the flag ceremony
- Hosted a reception after the PSP banquet in honor of the PSP recipients (Jennifer Bahr, Beth Vaughn, Tricia Liedle) and Nebraska members being installed as national officers
- Presented small gift on behalf of NEOPA to the newly installed Nebraska NAEOP officers (Lisa Morehouse and Mary Guest)

#### **Recommendations for 2016-17:**

- Have a committee to help you before and/or during the conference
- I suggest you have a set of guidelines - guidelines are intended to assist the NEOPA Liaison prepare for the Conference
- Look into new state pins
- Communication.....communication.....keep in contact with all NEOPA members



## FELLOWSHIP – JENNIFER BAHR

- Read all requirements and set up a Google doc to keep yourself on a timeline
- Watch the timing of the state picture. Usually we try to take the picture after the flag ceremony, but this year we took it before the PSP banquet.
- Ask for help in reserving seats at the General Meetings
- The funds for the NAEOP Special Projects basket were donations by local affiliates after a solicitation request, with the balance of funds from NEOPA.
- NEOPA reimbursed the expense for the gifts and reception at the conference, but it was uncomfortable for the liaison to spend without designated guidelines or motion. Need to have set guidelines for the “Operation Celebration.”

### **Committee members:**

Many people assisted at the conferences – thank you!