

5-19-2016

## NEOPA Board of Directors Meeting Minutes - May 2016

Follow this and additional works at: <http://digitalcommons.unl.edu/neopaminutes>

---

"NEOPA Board of Directors Meeting Minutes - May 2016" (2016). *NEOPA Minutes*. 131.  
<http://digitalcommons.unl.edu/neopaminutes/131>

This Article is brought to you for free and open access by the NEOPA-Nebraska Educational Office Professionals Association at DigitalCommons@University of Nebraska - Lincoln. It has been accepted for inclusion in NEOPA Minutes by an authorized administrator of DigitalCommons@University of Nebraska - Lincoln.



Nebraska Educational Office Professional Association (NEOPA)  
Board of Directors Meeting Minutes

May 19, 2016 - 2:00 p.m.  
Holiday Inn Southwest – Lincoln, Nebraska

**Call to Order:**

President Fisher called the meeting to order at 2:11 p.m.

**Roll Call/Quorum:**

**Present:** Denise Fisher, Edie Schleiger, Joan Wilkins, Lora Sypal, Debbie Hendricks, Mary Guest, Jennifer Bahr, Caroline Helget, and Carol Bom.

**Guests:** Nancy Harter.

**Absent:** Tami Friend.

10 members present. A quorum was established.

No items were added to the Agenda on May 19, 2016.

**Action Items:**

Attendees reviewed the February 27, 2016 Board of Directors Minutes.

Motion made by Lora Sypal: To approve the Minutes of the Board of Directors Meeting on February 27, 2016. Seconded by Carol Bom. Motion carried. (*Minutes attached*)

Debbie Hendricks reported the Treasurer's Report was submitted with her report. (*NEOPA Financial Summarization – May 9, 2016 attached*)

Debbie also reported that on October 22 and 27 an audit of the NEOPA financial records for the fiscal year 2014-2015 was completed. (*Audit letter attached*)

NEOPA Budget to Date Summarization July 1 – May 9 - Actual in Comparison to Budget document was reviewed and discussed by members. For individual itemization of items, refer to the itemization document in her report. (*NEOPA Budget to Date Summarization July 1 – May 9 attached*)

An email was sent to NEOPA Board Members on May 16 asking members to vote on the Proposed Budget for 2016-17. Ten board members voted yes and one board member abstained from the vote on May 16, 2016. *(May 16 voting results – E-mails attached)*

Fellowship, Jennifer Bahr reported NEOPA made \$263.00 from the sales of the Thirty-One bags.

Attendees discussed and determined the amount of support and designation for the donation to NAEOP Field Service and NAEOP Foundation's Friends of Foundation program.

Motion made by Debbie Hendricks: We donate \$25.00 to NAEOP Field Service in honor of Wendy Heslink's installation. This should be mailed before the conference to the address specified with a congratulatory card from NEOPA. Seconded by Mary Guest. Motion carried.

Attendees discussed having a State Basket at the NAEOP Conference. The suggestion was to purchase gift cards (totaling \$100) and to put them in a nice frame with some scrapbook paper. President Fisher will email the Presidents in each of the Affiliates regarding the State Basket, and if there is any interest in supporting the basket further, to send gift cards or a monetary contribution to Jennifer Bahr by June 15.

Motion made by Mary Guest: To donate \$100 in gift cards for the Nebraska Basket to be donated to the 2016 NAEOP Special Projects. Seconded by Edie Schleiger. Motion carried. Jennifer will use her budget to purchase a frame to display the gift cards.

Members discussed plans and costs to be spent for the National Conference reception for the Nebraska members after the banquet at the Conference in St. Louis. There are three members receiving their PSP and approximately 27 members attending the conference. Debbie Hendricks asked what was spent at the reception last year and to use that as a guideline. Jennifer Bahr will use her best judgment on cost and use a portion of the money which is budgeted in her committee for the reception.

Recognition, Tami Friend was absent. President Fisher reported on behalf of Tami that it's recommended the Administrator of the Year award be reinstated without a monetary gift. Members discussed having the Administrator of the Year award without a monetary contribution. Members felt a plaque could be ordered and paid for out of the Recognition Committee budget, but clarified that no monetary award would be given with the plaque.

Members also suggested the application form be simplified.

Motion made by Carol Bom: NEOPA reinstate the NEOPA Administrator of the Year Award without the monetary award, effective 2016-2017 fiscal year. Seconded by Joan Wilkins. Motion carried.

Networking, Carol Bom had no further report at the meeting.

Members had a discussion pertaining to the Student Scholarship. Members suggested suspending the scholarship for one more year and perhaps by then the amount could be increased. The scholarship is \$1,000 with \$500 given each semester. Members questioned how we might sustain the amount and then discussed reducing the amount to a level that is more easily sustained.

Motion made by Joan Wilkins: To suspend the student scholarship for 2016-2017. Seconded by Caroline Helget. Motion carried.

#### **Discussion Items:**

President Fisher proposed the NEOPA transition Meeting, the last meeting of the 2015-2016 year, be held on June 18 at 9:30 a.m. at a location to be determined. She informed members that all final reports will be due prior to that date. Members are to refer to the NEOPA website for reference on prior annual reports to recap the year. Members involved in the Transition meeting should bring all documents, files, folders, flash drives and information to pass on to the new NEOPA board members.

President Fisher reported the Fall Conference Theme is Mentoring. The Conference will be on October 28 at Southeast Community College, Continuing Education Campus, Lincoln, Nebraska. Dr. Tom Osborne will be the keynote speaker. More information about this conference to be forthcoming.

President Fisher also reported that Nancy Harter will be the Delegate and Lindsay Deahn the Alternate Delegate for NEOPA at the NAEOP Conference in St. Louis in July.



**Written Reports:**

President Report - Denise Fisher had no additional report.

President Elect – Edie Schleiger reported the membership form was revamped and the Pillars will be reordered on the form to Networking, Leadership, Mentoring, Recognition, and Fellowship. The Pillars will be reordered on the website, letterhead, or anywhere else they are listed to be in the order listed above.

Past President – Mary Guest handed out the Teller Report from the NEOPA Ballot on April 4, 2016. (*Teller Report attached*)

Vice President of Meetings - Joan Wilkins had no additional report.

Mentoring – Edie Schleiger had no additional report.

Leadership – Caroline Helget reported that six awards will be given at our evening General Meeting on May 19.

President Fisher thanked everyone for their dedication this past year.

**Adjourn:**

President Fisher adjourned the Board Meeting at 3:22 p.m.

Respectfully Submitted,  
Lora B. Sypal  
NEOPA Secretary, 2015-2016



**Nebraska Educational Office Professional Association (NEOPA)  
Board of Directors Meeting/Strategic Planning Workshop Minutes**

**February 27, 2016 - 9:30 a.m. to 3:00 p.m.**

**Nebraska Vocational Rehabilitation Offices  
3901 North 27th Street, Suite 5, Lincoln, Nebraska**

**Call to Order:**

President Fisher called the meeting to order at 9:40 a.m.

**Roll Call/Quorum:**

**Present:** Denise Fisher, CEOE (NDE BRIDGE); Lora Sypal (NDE BRIDGE); Debbie Hendricks; CEOE (UNOPA); Mary Guest; CEOE (UNOPA); Caroline Helget (NDE BRIDGE); Carol Bom, CEOE (NDE BRIDGE); and Edie Schleiger, CEOE (UNOPA).

**Guests:** Mari Greer (UNOPA).

**Absent:** Amy Windle (LPSAOP), Joan Wilkins, Tami Friend, CEOE (LPSAOP), and Jennifer Bahr, (LPSAOP).

A quorum was established.

No items were added to the Agenda on February 27, 2016.

**Action Items:**

Attendees reviewed the October 29, 2015 Board of Directors Minutes.

Motion made by Lora Sypal: To approve the Minutes of the Board of Directors Meeting on October 29, 2015. Seconded by Edie Schleiger. Motion carried. (*Minutes attached*)

Attendees reviewed and discussed the proposed revisions to the Standing Rules.

Motion made by Mary Guest: To approve the changes to the Standing Rules as presented and to include the deletion of #14. Seconded by Carol Bom. Motion carried. (*Proposed revisions to the Standing Rules attached*)

Attendees reviewed and discussed Standing Rule #3.

Motion made by Mary Guest: 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.

Seconded by Debbie Hendricks. Motion carried. (*Refer to the Proposed revisions to the Standing Rules attached*)

Attendees reviewed and discussed the Special Standing Rules for Electronic Meetings document that was handed out at the meeting.

Motion made by Mary Guest: To approve the Special Standing Rules for Electronic Meetings as presented at the Board of Directors Meeting. Seconded by Edie Schleiger. Motion carried. (*Special Standing Rules for Electronic Meetings NEOPA attached*)

**Discussion Items:**

President Fisher reminded the board of the approved information on February 11 which were part of the minutes on February 13 10:18 p.m. President Fisher stated "For the Record, Amy Windle (LPSAOP) resigned her position as President-Elect. We have a vacancy on the board." (*Email attached*)

President Fisher, and attendees discussed developing a Speakers Bureau for NEOPA. Mary Guest, will visit with the Past Presidents membership and bring this back to the NEOPA Board.

Attendees discussed items to go before the Advisory Council at NAEOP Conference in July. Discussion about NAEOP developing a communication plan with the Executive Director and NAEOP President would be a good idea. Discuss the purposes of all the communications (NES Connector, website, etc.) Carol Bom and Denise Fisher will draft something to bring before the NEOPA Board and to take to the NAEOP Advisory Council in July.

Attendees took a break at 10:50 a.m. and resumed at 10:55 a.m.

Attendees discussed the Membership list. Carol Bom posted the Membership list on the NEOPA website. As a reminder, the new NEOPA website:

<https://sites.google.com/site/neopanebraska/>

Information is no longer being updated on the old NEOPA website. The University of Nebraska-Lincoln has a ticket to close the old site down.

Attendees discussed the use of Committees and the work of the committees. Suggestions were made to explain how committees function at the NEOPA Transition Meeting so all the work doesn't fall on one member.

Attendees discussed the Spring Conference and possibly changing the date to April 28, 2016 and discussed several other possibilities of proposed agenda and the timeframe. Nancy Harter (LPSAOP) will work with the Holiday Inn South, Lincoln, Nebraska.

**Written Reports:**

**Nominating Committee - Mary Guest** - had no additional report.

Nominations for President-Elect are received until March 3. Nominations for the 2016-17 NEOPA Officers are received through March 20.

**Secretary - Lora Sypal** –had no additional report.

**President Elect - Amy Windle** – was not present.

President Fisher reported NEOPA Board Members will be assigned new NEOPA new members to follow-up with them by inviting them to the Spring Conference. Attendees drafted an email form to use for the message.

**Treasurer - Debbie Hendricks** – had no additional report.

**Past President - Mary Guest** – had no additional report.

**Vice President of Meetings - Joan Wilkins** – was not present.

Attendees reviewed the Fall Conference Final Report.

**Leadership - Caroline Helget** – had no additional report.

**Mentoring - Edie Schleiger** – had no additional report.

**Fellowship - Jennifer Bahr** – was not present.

Mary Guest, reported Jennifer Bahr was meeting with her committee regarding Fundraising on Sunday. President Fisher will follow-up with Jennifer Bahr. Jennifer Bahr asked if NEOPA was submitting a state basket for the North Central Association Professional Development Day and if so, she wondered how much NEOPA was contributing.

Motion by Debbie Hendricks: NEOPA donate up to \$50 to provide a basket for NCAPDD (North Central Association Professional Development Day) being held in Minnesota in April. Seconded by Carol Bom. Motion carried.

**Recognition - Tami Friend** – was not present.

**Networking - Carol Bom**

Carol Bom is submitting NEOPA's website for a NAEOP award in order to receive feedback.

**President Report - Denise Fisher** - had no additional report.

**Adjourn:**

President Fisher adjourned the Board meeting at 1:33 p.m.

Members continued to discuss Strategic Planning of NEOPA until it ended at 2:42 p.m.



**NEOPA FINANCIAL SUMMARIZATION - MAY 9, 2016**

**Business Interest Checking Account**

Beginning Balance as of July 1, 2015	\$ 4,120.66
Receipts - July 1, 2015 - May 9, 2016	\$ 6,699.90
Interest - July 1, 2015 - May 9, 2016	\$ 0.44
Disbursements - July 1, 2015 - May 9, 2016	\$ 4,914.10
Balance as of May 9, 2016	<u>\$ 5,906.90</u>

**Money Market Savings - Professional member Scholarships**

Beginning Balance as of July 1, 2015	\$ 2,649.54
Receipts - July 1, 2015 - May 9, 2016	
Interest - July 1, 2015 - May 9, 2016	\$ 0.89
Disbursements - July 1, 2015 - May 9, 2016	
Balance as of May 9, 2016	<u>\$ 2,650.43</u>

**Classic Business - Student Scholarship Savings**

Beginning Balance as of July 1, 2015	\$ 618.80
Receipts - July 1, 2015 - May 9, 2016	
Interest - July 1, 2015 - May 9, 2016	\$ 0.18
Disbursements - July 1, 2015 - May 9, 2016	
Balance as of May 9, 2016	<u>\$ 618.98</u>

**Certificate of Deposit**

Beginning Balance as of July 1, 2015	\$ 6,098.98
Receipts - July 1, 2015 - May 9, 2016	
Interest - July 1, 2015 - May 9, 2016	\$ 10.19
Disbursements - July 1, 2015 - May 9, 2016	
Balance as of May 9, 2016	<u>\$ 6,109.17</u>

Business Interest Checking Account

Beginning Account Balance - July 1, 2015

\$ 4,120.66

DATE	CHECK #	BUDGET CATEGORY	DESCRIPTION	EXPENSE AMOUNT	DEPOSIT AMOUNT	BALANCE
5/29/2015	1612	2014-15 Budget	Gift Cards for NAEOP Basket	\$ 200.00		
5/29/2015	1613	2014-15 Budget	NAEOP Field Service Donation	\$ 25.00		
6/29/2015	1614	2014-15 Budget	Mary Guest - Survey Monkey	\$ 78.00		
6/29/2015	1615	2014-15 Budget	North Central Area - 1/2 of profit	\$ 701.18		
7/2/2015	1616	2014-15 Budget	NAEOP Website Entry Fee	\$ 20.00		
7/2/2015	1617	2014-15 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		
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	8&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 Fundralser	\$ 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	

DATE	CHECK #	BUDGET CATEGORY	DESCRIPTION	EXPENSE AMOUNT	DEPOSIT AMOUNT	BALANCE
4/16/2016	1639	Fellowship Immediate Past	North Central Area - State Basket	\$ 50.00		
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
				\$ 4,914.10	\$ 6,700.34	



May 18, 2016

TO: The NEOPA 2015-16 Board of Directors

This note confirms that on October 22 and October 27, 2015 we met and completed a member audit of the NEOPA financial records for fiscal year 2014-15. As a part of this audit, we verified the bank statements with the treasurer's reports, and confirmed there was supporting documentation for each transaction.

There was one transaction that was not documented. On December 5, 2014 the treasurer received a cashier's check from the bank for \$134 to reimburse her for a credit card payment that she had made to the Pasta Company. The treasurer claims that documentation was in the records, but the audit committee never found said records. Although this committee believes that this was a legitimate transaction, further oversight should occur in the future to avoid the person handling cash transactions being the only person responsible for any specific fundraising project.

This committee believes that the treasurer's reports accurately reflect the financial condition of the organization.



Diane Wasser, for the Committee

Mari Greer  
Edie Schlieger  
Diane Wasser

NETWORKING • LEADERSHIP • MENTORING • RECOGNITION • FELLOWSHIP

NEOPA BUDGET TO DATE SUMMARIZATION - JULY 1 -- MAY 9, 2016						
Actual In Comparison To Budget						
Budget Category		Actual Income	Actual Expense	Proposed Income Budget	Proposed Expense Budget	Balance
President					\$ 1,000.00	
	01/16/16		\$ 84.42		\$ 162.42	837.58
	02/27/16		\$ 78.00			
Vice President				\$ 5,000.00	\$ 4,700.00	300
	9/5/2015	\$ 75.00		\$ 1,774.40	\$ 1,086.41	687.99
10/29/15 (Checks # 1621, 1622, 1623, 1624, 1625, 1626, 1627,			\$ 1,042.65			
	10/30/2015		\$ 43.76			
	12/29/2015	\$ 1,699.40				
President-Elect				\$ 2,625.00	\$ 225.00	2,400.00
	7/2/2015	\$ 1,240.00		\$ 3,130.00	\$ 26.00	3,104.00
	9/5/2015	\$ 895.00				
	9/5/2015	\$ 145.00				
	10/10/2015	\$ 280.00				
	10/24/2015	\$ 270.00				
	11/6/2015	\$ 80.00				
	12/22/2015	\$ 140.00				
	1/11/2016	\$ 40.00				
	2/27/2016	\$ 40.00				
	4/16/2016		\$ 26.00			
Immediate Past President					\$ 75.00	
	4/16/2016		\$ 26.00		\$ 26.00	
Secretary					\$ 75.00	
Treasurer					\$ 35.00	
	7/31/2015	\$ 0.04		\$ 0.44		
	8/31/2015	\$ 0.03				
	9/30/2015	\$ 0.04				
	10/30/2015	\$ 0.04				
	11/30/2015	\$ 0.04				
	12/31/2015	\$ 0.04				
	1/29/16, 2/29/16, 3/31/16, 4/29/16	\$ 0.21				
Fellowship				\$ 1,200.00	\$ 500.00	700.00
	8/8/2015		\$ 228.65	\$ 1,644.70	\$ 1,052.65	592.05
	9/5/2015	\$ 65.00				
	9/5/2015	\$ 30.00				
	11/7/2015 (50/50 Raffle)	\$ 94.00				

NEOPA BUDGET TO DATE SUMMARIZATION - JULY 1 -- MAY 9, 2016					
Actual In Comparison To Budget					
Budget Category	Actual Income	Actual Expense	Proposed Income Budget	Proposed Expense Budget	Balance
11/6/2015 (Gift Card)	\$ 103.20				
12/1/2015	\$ 75.00				
12/9/2015 (Pasta)		\$ 187.50			
12/16/2015 (VI)		\$ 586.50			
12/22/2015	\$ 1,157.50				
2/27/2016	\$ 120.00				
4/16/2016		\$ 50.00			
Leadership				\$ 375.00	
8/8/2015		\$ 50.00		\$ 115.64	
10/29/2015		\$ 65.64			
Mentoring				\$ 200.00	
Networking				\$ 275.00	
9/5/2015		\$ 500.00		\$ 1,235.70	
11/6/2015		\$ 53.70			
1/30/2016	\$ 150.00	\$ 150.00			
2/27/2016		\$ 12.00			
2/27/2016		\$ 20.00			
3/12/2016		\$ 500.00			
Recognition				\$ 375.00	
Assets				\$ 990.00	
	\$ 6,699.54	\$ 3,704.82	\$ 8,825.00	\$ 8,825.00	
			\$ 6,549.14	\$ 3,704.82	

**Fisher, Denise**

---

**From:** Fisher, Denise  
**Sent:** Monday, May 16, 2016 9:30 AM  
**To:** Bom, Carol; 'Debra Hendricks'; 'Edie Schleiger'; Fisher, Denise; Helget, Caroline; 'Jennifer Bahr'; 'Joan Wilkins'; 'Mary Guest'; Sypal, Lora; 'Tami Friend'  
**Subject:** NEOPA: Please vote on the Proposed Budget  
**Attachments:** NEOPA 2016-17 Proposed Budget.pdf

Please respond with a vote of "approved" or "not approved" for the proposed budget for 2016-17. The budget was sent to you last week for review and input. Voting will close at 5:00 p.m. on Tuesday, May 17, 2016.

**Denise L. Fisher**

*Administrative Assistant to the Commissioner of Education*

**Nebraska Department of Education**

301 Centennial Mall South

P.O. Box 94987

Lincoln, NE 68509-4987

TEL: (402) 471-5020

[www.education.ne.gov](http://www.education.ne.gov)

[denise.fisher@nebraska.gov](mailto:denise.fisher@nebraska.gov)

---

**Fisher, Denise**

---

**From:** Sypal, Lora  
**Sent:** Monday, May 16, 2016 11:41 AM  
**To:** Fisher, Denise  
**Subject:** RE: NEOPA: Please vote on the Proposed Budget

**Categories:** NEOPA

Approved

Lora Sypal  
Commissioner's Office  
Nebraska Department of Education  
P.O. Box 94987  
Lincoln, NE 68509-4987  
Phone: (402) 471-5059  
Fax: (402) 471-4433  
E-mail: [lora.sypal@nebraska.gov](mailto:lora.sypal@nebraska.gov)



---

**From:** Fisher, Denise  
**Sent:** Monday, May 16, 2016 9:30 AM  
**To:** Bom, Carol; 'Debra Hendricks'; 'Edie Schleiger'; Fisher, Denise; Helget, Caroline; 'Jennifer Bahr'; 'Joan Wilkins'; 'Mary Guest'; Sypal, Lora; 'Tami Friend'  
**Subject:** NEOPA: Please vote on the Proposed Budget

Please respond with a vote of "approved" or "not approved" for the proposed budget for 2016-17. The budget was sent to you last week for review and input. Voting will close at 5:00 p.m. on Tuesday, May 17, 2016.

**Denise L. Fisher**  
*Administrative Assistant to the Commissioner of Education*  
**Nebraska Department of Education**  
301 Centennial Mall South  
P.O. Box 94987  
Lincoln, NE 68509-4987  
TEL: (402) 471-5020  
[www.education.ne.gov](http://www.education.ne.gov)  
[denise.fisher@nebraska.gov](mailto:denise.fisher@nebraska.gov)



---

**Fisher, Denise**

---

**From:** Fisher, Denise  
**Sent:** Monday, May 16, 2016 10:57 AM  
**To:** Fisher, Denise  
**Subject:** RE: NEOPA: Please vote on the Proposed Budget

Approved

---

**From:** Fisher, Denise  
**Sent:** Monday, May 16, 2016 9:30 AM  
**To:** Bom, Carol <Carol.Bom@nebraska.gov>; 'Debra Hendricks' <debra.hendricks@unl.edu>; 'Edie Schleiger' <eschleiger1@unl.edu>; Fisher, Denise <Denise.Fisher@nebraska.gov>; Helget, Caroline <caroline.helget@nebraska.gov>; 'Jennifer Bahr' <jbahr@lps.org>; 'Joan Wilkins' <jwilkins@cccneb.edu>; 'Mary Guest' <mary.guest@unl.edu>; Sypal, Lora <Lora.Sypal@nebraska.gov>; 'Tami Friend' <tfriend@lps.org>  
**Subject:** NEOPA: Please vote on the Proposed Budget

Please respond with a vote of “approved” or “not approved” for the proposed budget for 2016-17. The budget was sent to you last week for review and input. Voting will close at 5:00 p.m. on Tuesday, May 17, 2016.

**Denise L. Fisher**

*Administrative Assistant to the Commissioner of Education*

**Nebraska Department of Education**

301 Centennial Mall South

P.O. Box 94987

Lincoln, NE 68509-4987

TEL: (402) 471-5020

[www.education.ne.gov](http://www.education.ne.gov)

[denise.fisher@nebraska.gov](mailto:denise.fisher@nebraska.gov)

**Fisher, Denise**

---

**From:** Helget, Caroline  
**Sent:** Monday, May 16, 2016 10:13 AM  
**To:** Fisher, Denise  
**Subject:** Re: NEOPA: Please vote on the Proposed Budget

yes

---

**From:** <Fisher>, Denise <[Denise.Fisher@nebraska.gov](mailto:Denise.Fisher@nebraska.gov)>  
**Date:** Monday, May 16, 2016 at 9:29 AM  
**To:** "Bom, Carol" <[Carol.Bom@nebraska.gov](mailto:Carol.Bom@nebraska.gov)>, 'Debra Hendricks' <[debra.hendricks@unl.edu](mailto:debra.hendricks@unl.edu)>, 'Edie Schleiger' <[eschleiger1@unl.edu](mailto:eschleiger1@unl.edu)>, "Fisher, Denise" <[Denise.Fisher@nebraska.gov](mailto:Denise.Fisher@nebraska.gov)>, Assistive Technology Partnership <[caroline.helget@nebraska.gov](mailto:caroline.helget@nebraska.gov)>, 'Jennifer Bahr' <[jbahr@lps.org](mailto:jbahr@lps.org)>, 'Joan Wilkins' <[jwilkins@cccneb.edu](mailto:jwilkins@cccneb.edu)>, 'Mary Guest' <[mary.guest@unl.edu](mailto:mary.guest@unl.edu)>, "Sypal, Lora" <[Lora.Sypal@nebraska.gov](mailto:Lora.Sypal@nebraska.gov)>, 'Tami Friend' <[tfriend@lps.org](mailto:tfriend@lps.org)>  
**Subject:** NEOPA: Please vote on the Proposed Budget

Please respond with a vote of "approved" or "not approved" for the proposed budget for 2016-17. The budget was sent to you last week for review and input. Voting will close at 5:00 p.m. on Tuesday, May 17, 2016.

**Denise L. Fisher**

*Administrative Assistant to the Commissioner of Education*

**Nebraska Department of Education**

301 Centennial Mall South

P.O. Box 94987

Lincoln, NE 68509-4987

TEL: (402) 471-5020

[www.education.ne.gov](http://www.education.ne.gov)

[denise.fisher@nebraska.gov](mailto:denise.fisher@nebraska.gov)

**Fisher, Denise**

---

**From:** Jennifer Bahr <jbahr@lps.org>  
**Sent:** Monday, May 16, 2016 10:08 AM  
**To:** Fisher, Denise  
**Subject:** Re: NEOPA: Please vote on the Proposed Budget

approved

Jennifer  
402-436-1582

---

**From:** "Denise, Fisher," <Denise.Fisher@nebraska.gov>  
**To:** "Carol Bom" <Carol.Bom@nebraska.gov>, "Hendricks, Debra" <debra.hendricks@unl.edu>, "Schleiger, Edie" <eschleiger1@unl.edu>, "Denise, Fisher," <Denise.Fisher@nebraska.gov>, "Helget, Caroline" <caroline.helget@nebraska.gov>, "Jennifer Bahr" <jbahr@lps.org>, "Wilkins, Joan" <jwilkins@cccneb.edu>, "Mary Guest" <mary.guest@unl.edu>, "Lora, Sypal," <Lora.Sypal@nebraska.gov>, "Tami Friend" <tfriend@lps.org>  
**Sent:** Monday, May 16, 2016 9:29:50 AM  
**Subject:** NEOPA: Please vote on the Proposed Budget

Please respond with a vote of "approved" or "not approved" for the proposed budget for 2016-17. The budget was sent to you last week for review and input. Voting will close at 5:00 p.m. on Tuesday, May 17, 2016.

**Denise L. Fisher**  
*Administrative Assistant to the Commissioner of Education*  
**Nebraska Department of Education**  
301 Centennial Mall South  
P.O. Box 94987  
Lincoln, NE 68509-4987  
TEL: (402) 471-5020  
[www.education.ne.gov](http://www.education.ne.gov)  
[denise.fisher@nebraska.gov](mailto:denise.fisher@nebraska.gov)



**Fisher, Denise**

---

**From:** Mary Guest <mary.guest@unl.edu>  
**Sent:** Monday, May 16, 2016 9:43 AM  
**To:** Fisher, Denise  
**Subject:** RE: NEOPA: Please vote on the Proposed Budget

Approved.

Thank you!!

Mary Guest  
Office of Research and Economic Development  
[mary.guest@unl.edu](mailto:mary.guest@unl.edu)  
402-472-3123

---

**From:** Fisher, Denise [mailto:Denise.Fisher@nebraska.gov]  
**Sent:** Monday, May 16, 2016 9:30 AM  
**To:** Carol Bom <Carol.Bom@nebraska.gov>; Debra Hendricks <debra.hendricks@unl.edu>; Edie Schleiger <eschleiger1@unl.edu>; Fisher, Denise <Denise.Fisher@nebraska.gov>; Helget, Caroline <caroline.helget@nebraska.gov>; 'Jennifer Bahr' <jbahr@lps.org>; 'Joan Wilkins' <jwilkins@cccneb.edu>; Mary Guest <mary.guest@unl.edu>; Sypal, Lora <Lora.Sypal@nebraska.gov>; 'Tami Friend' <tfriend@lps.org>  
**Subject:** NEOPA: Please vote on the Proposed Budget

Please respond with a vote of "approved" or "not approved" for the proposed budget for 2016-17. The budget was sent to you last week for review and input. Voting will close at 5:00 p.m. on Tuesday, May 17, 2016.

**Denise L. Fisher**  
*Administrative Assistant to the Commissioner of Education*  
**Nebraska Department of Education**  
301 Centennial Mall South  
P.O. Box 94987  
Lincoln, NE 68509-4987  
TEL: (402) 471-5020  
[www.education.ne.gov](http://www.education.ne.gov)  
[denise.fisher@nebraska.gov](mailto:denise.fisher@nebraska.gov)

**Fisher, Denise**

---

**From:** Tami Friend <tfriend@lps.org>  
**Sent:** Monday, May 16, 2016 9:35 AM  
**To:** Fisher, Denise  
**Subject:** Re: NEOPA: Please vote on the Proposed Budget

approved

*Tami*

---

**Tami Friend, CEOE**

Athletic Secretary  
Lincoln Southeast High School  
402-436-1359

---

**From:** "Fisher, Denise" <Denise.Fisher@nebraska.gov>  
**To:** "Bom, Carol" <Carol.Bom@nebraska.gov>, "Debra Hendricks" <debra.hendricks@unl.edu>, "Edie Schleiger" <eschleiger1@unl.edu>, "Fisher, Denise" <Denise.Fisher@nebraska.gov>, "Helget, Caroline" <caroline.helget@nebraska.gov>, "Jennifer Bahr" <jbahr@lps.org>, "Joan Wilkins" <jwilkins@cccneb.edu>, "Mary Guest" <mary.guest@unl.edu>, "Sypal, Lora" <Lora.Sypal@nebraska.gov>, "Tami Friend" <tfriend@lps.org>  
**Sent:** Monday, May 16, 2016 9:29:50 AM  
**Subject:** NEOPA: Please vote on the Proposed Budget

Please respond with a vote of "approved" or "not approved" for the proposed budget for 2016-17. The budget was sent to you last week for review and input. Voting will close at 5:00 p.m. on Tuesday, May 17, 2016.

**Denise L. Fisher**

*Administrative Assistant to the Commissioner of Education*  
**Nebraska Department of Education**  
301 Centennial Mall South  
P.O. Box 94987  
Lincoln, NE 68509-4987  
TEL: (402) 471-5020  
[www.education.ne.gov](http://www.education.ne.gov)  
[denise.fisher@nebraska.gov](mailto:denise.fisher@nebraska.gov)

## Fisher, Denise

---

**From:** Joan Wilkins <jwilkins@cccneb.edu>  
**Sent:** Monday, May 16, 2016 9:31 AM  
**To:** Fisher, Denise  
**Subject:** RE: NEOPA: Please vote on the Proposed Budget

Approved.

---

**From:** Fisher, Denise [mailto:Denise.Fisher@nebraska.gov]  
**Sent:** Monday, May 16, 2016 9:30 AM  
**To:** Bom, Carol <Carol.Bom@nebraska.gov>; 'Debra Hendricks' <debra.hendricks@unl.edu>; 'Edie Schleiger' <eschleiger1@unl.edu>; Fisher, Denise <Denise.Fisher@nebraska.gov>; Helget, Caroline <caroline.helget@nebraska.gov>; 'Jennifer Bahr' <jbahr@lps.org>; Joan Wilkins <jwilkins@cccneb.edu>; 'Mary Guest' <mary.guest@unl.edu>; Sypal, Lora <Lora.Sypal@nebraska.gov>; 'Tami Friend' <tfriend@lps.org>  
**Subject:** NEOPA: Please vote on the Proposed Budget

Please respond with a vote of "approved" or "not approved" for the proposed budget for 2016-17. The budget was sent to you last week for review and input. Voting will close at 5:00 p.m. on Tuesday, May 17, 2016.

### Denise L. Fisher

*Administrative Assistant to the Commissioner of Education*

#### Nebraska Department of Education

301 Centennial Mall South

P.O. Box 94987

Lincoln, NE 68509-4987

TEL: (402) 471-5020

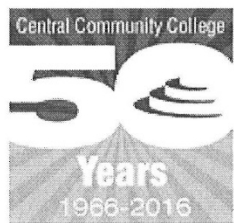
[www.education.ne.gov](http://www.education.ne.gov)

[denise.fisher@nebraska.gov](mailto:denise.fisher@nebraska.gov)

### JOAN WILKINS

ADMINISTRATIVE ASSISTANT

[jwilkins@cccneb.edu](mailto:jwilkins@cccneb.edu) | +1 402 562 1244



[www.cccneb.edu](http://www.cccneb.edu)

4500 63RD STREET | PO BOX 1027 | COLUMBUS, NE 68602

TOLL FREE 1.877.222.0780

**Fisher, Denise**

---

**From:** Edie Schleiger <eschleiger1@unl.edu>  
**Sent:** Tuesday, May 17, 2016 10:42 AM  
**To:** Fisher, Denise  
**Subject:** RE: NEOPA: Please vote on the Proposed Budget

Looks pretty straight forward and I approve.

---

**From:** Fisher, Denise [mailto:Denise.Fisher@nebraska.gov]  
**Sent:** Monday, May 16, 2016 9:30 AM  
**To:** Carol Bom; Debra Hendricks; Edie Schleiger; Fisher, Denise; Helget, Caroline; 'Jennifer Bahr'; 'Joan Wilkins'; Mary Guest; Sygal, Lora; 'Tami Friend'  
**Subject:** NEOPA: Please vote on the Proposed Budget

Please respond with a vote of "approved" or "not approved" for the proposed budget for 2016-17. The budget was sent to you last week for review and input. Voting will close at 5:00 p.m. on Tuesday, May 17, 2016.

**Denise L. Fisher**

*Administrative Assistant to the Commissioner of Education*

**Nebraska Department of Education**

301 Centennial Mall South

P.O. Box 94987

Lincoln, NE 68509-4987

TEL: (402) 471-5020

[www.education.ne.gov](http://www.education.ne.gov)

[denise.fisher@nebraska.gov](mailto:denise.fisher@nebraska.gov)

**Fisher, Denise**

---

**From:** Fisher, Denise  
**Sent:** Tuesday, May 17, 2016 5:06 PM  
**To:** Bom, Carol; 'Debra Hendricks'; 'Edie Schleiger'; Fisher, Denise; Helget, Caroline; 'Jennifer Bahr'; 'Joan Wilkins'; 'Mary Guest'; Sypal, Lora; 'Tami Friend'  
**Subject:** NEOPA: voting results on Proposed Budget

Passed unanimously. Thank you for your prompt attention to the matter.

**Denise L. Fisher**

*Administrative Assistant to the Commissioner of Education*

**Nebraska Department of Education**

301 Centennial Mall South

P.O. Box 94987

Lincoln, NE 68509-4987

TEL: (402) 471-5020

[www.education.ne.gov](http://www.education.ne.gov)

[denise.fisher@nebraska.gov](mailto:denise.fisher@nebraska.gov)



NATIONAL  
ASSOCIATION  
OF EDUCATIONAL  
OFFICE  
PROFESSIONALS



Allied with  
*American Association  
of School Administrators*

Affiliated with  
*National Association of  
Elementary School Principals*

Endorsed by  
*National Association of  
Secondary School Principals*  
*Association of School Business  
Officials International*  
*National School Public  
Relations Association*  
*American Association for Adult  
and Continuing Education*

**Mission:**  
*The mission of the National  
Association of Educational  
Office Professionals (NAEOP),  
the only national professional  
association for educational  
office personnel, is to provide  
professional growth  
opportunities, leadership, and  
service for employees in  
education through a  
specifically-designed  
certification program, quality  
training, a network for sharing  
information and ideas,  
recognition of achievements,  
and fellowship.*

Patricia Stelmach, President  
4278 Saddlebrooke Trail  
Owensboro, KY 42303

1841 S. Eisenhower Ct.  
WICHITA, KS 67209  
PHONE: 316•942•4822  
FAX: 316•942•7100  
EMAIL: naeop@naeop.org

TO: Affiliate Presidents  
FROM: Lori Schumann, 2016-2017 Presidential Aide  
DATE: April 1, 2015  
SUBJECT: President's Congratulatory Letters/Gifts

The New York State Association of Educational Office Professionals, along with NAEOP members and affiliates in the Northeast Area, are excited and honored that Wendy Heslink will be installed as the 2016-2017 President of the National Association of Educational Office Professionals (NAEOP) in St. Louis, Missouri, on Saturday evening, July 16, 2016.

Everyone will have an opportunity to greet and extend congratulations to President Wendy Heslink and the 2016-2017 Board of Directors at a special reception to be held immediately following the installation banquet.

Wendy plans to keep a scrapbook for her year in office, and it would mean so much to her if the scrapbook included your letters and cards of support and congratulations. Please send these letters, notes or cards to **Lori Schumann, 185 Craigbrook Way, Fridley, MN 55432. The deadline is June 18, 2016.**

In lieu of gifts, Wendy has requested that donations be made to the NAEOP Field Service Program or the NAEOP Foundation's "Friends of the Foundation" program. Both of these programs benefit NAEOP members in various ways and funds are always needed to keep these programs going. A donation in her honor would be greatly appreciated. **You can mail a check made out to NAEOP Field Service or the NAEOP Foundation (marked "Friends of the Foundation") and send it to Lori Schumann (address below).** If you are attending the conference there will be information at the NAEOP Registration Table as to where your gifts/donations can be delivered so they can be recorded ahead of time. All gifts/donations will be on display at the reception on Saturday night, and will, no doubt, become treasured remembrances for Wendy for years to come.

We cannot wait to see you at the installation celebration on Saturday evening, July 16, 2016. Thank you for assisting us in making this occasion a lasting memory by providing a letter, card, or note, and most importantly your presence.

**Contact Info:**

**Lori Schumann**  
**185 Craigbrook Way**  
**Fridley MN 55432**  
**(612) 267-6912**  
**lori.schumann@anoka.12.mn.us**

**Teller Report**

**NEOPA Ballot 4/4/2016**

Voting closed 4/11/16

Total number of ballots distributed: 162

**NEOPA President-Elect– candidate Nancy Harter**

Total number voting: 84

Yes: 81

No: 0

Abstain: 3

Skipped question: 0

**NEOPA Vice President – candidate Lora Sypal**

Total number voting: 84

Yes: 80

No: 0

Abstain: 4

Skipped question: 0

**NEOPA Secretary –**

Total number voting: 84

Candidate: Mary Klucas 31

Candidate: Jane Schneider 43

Abstain 10

Total number voting: 72

Abstain from voting: 10

**NEOPA Standing Rule #3**

Total number voting: 84

For: 79

Against: 2

Abstain: 3

Skipped: 0

**NEOPA Standing Rule #4**

Total number voting: 84

For: 80

Against: 1

Abstain: 3

Skipped: 0

**NEOPA Standing Rule #6**

Total number voting: 84

For: 82

Against: 0

Abstain: 1

Skipped: 1

**NEOPA Standing Rule #7**

Total number voting: 84

For: 75

Against: 1

Abstain: 8

Skipped: 0

**NEOPA Standing Rule #8**

Total number voting: 84

For: 81

Against: 0

Abstain: 2

Skipped: 1

**NEOPA Standing Rule #11**

Total number voting: 84

For: 79

Against: 1

Abstain: 2

Skipped: 2

**NEOPA Standing Rule #12**

Total number voting: 84

For: 82

Against: 0

Abstain: 1

Skipped: 1

**NEOPA Standing Rule #13**

Total number voting: 84

For: 82

Against: 0

Abstain: 1

Skipped: 1

**NEOPA Standing Rule #14**

Total number voting: 84

For: 78

Against: 1

Abstain: 3

Skipped: 2

**NEOPA Standing Rule #15**

Total number voting: 84

For: 80

Against: 0

Abstain: 2

Skipped: 2



Submitted by Mary Guest, NEOPA Immediate Past President



**Teller Report**

**NEOPA Ballot 3/4/2016**

Voting closed 3/9/16

Total number of ballots distributed: 162

**NEOPA Bylaws Article VII – Duties of Committees, Section 2.**

Total number voting:	72
Approve proposed change:	69
Opposed proposed change:	0
Abstain from voting:	0
Skipped question:	3

**NEOPA Bylaws Article VII – Duties of Committees, Section 3.**

Total number voting:	72
Approve proposed change:	69
Opposed proposed change:	0
Abstained from voting:	1
Skipped question:	2

**Vote to fill vacancy of office of President-Elect.**

Candidate: Edie Schleiger

Total number voting:	72
Approve:	68
Opposed:	0
Abstain from voting:	4



Submitted by Mary Guest, NEOPA Immediate Past President