

10-30-2015

## NEOPA General Meeting Minutes - October 2015

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**NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION**  
**General Membership Meeting Minutes October 30, 2015**  
**Southeast Community College, Lincoln, NE**

**Call to Order:**

President Fisher called the meeting to order at 12:17 p.m. and welcomed everyone, including the five first-time attendees to the Fall Conference.

**Roll Call/Introductions: Lora Sypal**

**NEOPA:** 55 members  
**NDE Bridge:** 5 members  
**LPSAOP:** 28 members  
**NEOPA Past Presidents:** 8 members  
**OEOPA:** 3 members  
**UNOPA:** 10 members  
**WEOPA:** 2 members  
**FROLIKers:** 6 members  
**Members with no affiliation:** 1 member

A quorum was established.

**Guests:**

Danielle Fairbanks: 1 member

**Approval of minutes - April 25, 2015:**

Motion by Lisa Morehouse: To approve the minutes as corrected from the April 25, 2015 General Membership Meeting. Seconded by Kathy Bennetch. Motion carried.  
(*Corrected April 25 minutes attached*)

**Treasurer's Report: Debbie Hendricks**

The NEOPA Budget to Date Summarization – July 1 – October 16 was presented and will be filed for audit. (*NEOPA Budget to Date Summarization attached*)

**Communications/Announcements**

Kitty Slezak reported the OEOPA was disbanding after the first of the year. OEOPA will donate or award the funds to NEOPA in the name of Catherine S. Rauscher to support the scholarships.

**Officer Reports:**

***President: Denise Fisher***

President Fisher reported this was a pilot year for NEOPA and everyone's help was needed. NEOPA has a five-year Strategic Plan that focuses on Professional Development.

NEOPA Board members will have two retreats and all members are invited to attend.

The North Central Area (NCA) Conference will be held in Rochester, Minnesota in April and the NAEOP Conference will be held in St. Louis, Missouri.

***President-elect Membership: Amy Windle***

Amy Windle reported NEOPA currently has a total of 171 members. 122 Active; 14 New; 2 Associate; 17 Honorary; 2 Lifetime; and 14 Retired.

***Vice President/Meetings Coordinator: Joan Wilkins***

Joan Wilkins thanked the committee members who planned the Fall Conference.

***Secretary: Lora Sypal***

Lora Sypal asked for a few NEOPA members to serve on her committee for reviewing and proofing the minutes.

***Past President/Field Service***

Mary Guest reported the Annual Report will be completed next week. The Bylaws are in the process of being cleaned up and we are developing additional standing rules pertaining to electronic meetings. If members are interested in working on the Bylaws or Standing Rules, contact Mary at [Mary.guest@unl.edu](mailto:Mary.guest@unl.edu).

Mary Guest reported for Outreach that the focus will be Omaha, Wayne, Columbus, and Grand Island. Associations that are disbanding will still have a place in NEOPA.

***Treasurer: Debbie Hendricks***

The treasurer's report and the updated expense reimbursement forms are on-line [www.neopa.unl.edu](http://www.neopa.unl.edu). Debbie Hendricks thanked the committee who performed the audit of the 2014-15 records.

**Coordinator Reports:**

***Recognition: Tami Friend***

Tami Friend reported there wasn't a Nebraska Educational Office Professional of the Year Award selected this year as no complete nominations were submitted. The Administrator of the Year Award was suspended for one year.

Members who wish to be on the Recognition Committee which includes Publicity, contact Tami at [tfriend@lps.org](mailto:tfriend@lps.org).

**Networking: Carol Bom, absent, Debbie Doolittle reporting.**

Debbie Doolittle reported for Carol Bom and asked members what they think is the best format for means of communication with NEOPA members? If you have some ideas, please email Carol at [carol.bom@nebraska.gov](mailto:carol.bom@nebraska.gov).

President Fisher announced changes will be coming in regards to the NEOPA website.

**Leadership: Caroline Helget**

Caroline Helget had no report.

**Fellowship: Jennifer Bahr**

Jennifer Bahr reported about the North Central Area (NCA) Conference in April in Rochester, Minnesota, and the NAEOP Conference in July in St. Louis, Missouri. Any questions you have about these events, please contact Jennifer at [jbahr@lps.org](mailto:jbahr@lps.org).

NEOPA is doing the following fundraisers: 50/50 and two raffle items at the Fall Conference. Information is also available for Fun Pasta and Village Inn pie gift cards. (Flyer attached)

**Mentoring: Edie Schleiger**

Edie Schleiger reported the Mentoring Committee is piloting a program to develop a mentoring program for those members who are interested. There are mentoring cards on the table today for members to complete if you are interested in being a mentor. Also, when the Fall Conference evaluation is emailed to you, provide feedback about the mentoring program.

If you would like to be on the Mentoring Committee or if you have additional ideas for mentoring, please contact Edie at [Eschleiger1@unl.edu](mailto:Eschleiger1@unl.edu).

**New Business:**

President Fisher reported the NEOPA board is brainstorming on taking a new approach to the Spring Conference such as having a workshop and then a recognition dinner. Everyone has something to contribute, please consider attending the Board Retreats.

The North Central Area (NCA) Conference is in April in Rochester, Minnesota. Members are encouraged to attend if it works with their schedules.

**Award presentations: Tami Friend and Caroline Helget**

Tami Friend reported Stella Bernadt from Lincoln Southeast High School was the recipient of the NEOPA student scholarship for the school year 2014-2015. She also received the NAEOP Marion T. Wood Scholarship Award. She plans to enroll at the

University of Nebraska-Lincoln majoring in Business and Fashion Design. Tami Friend reported last fall Barbara Homer received the Educational Office Professional of the Year Award and this summer she also received the NAEOP Olive T. Ritchie Educational Office Professional of the Year Award.

Caroline Helget reported the following NEOPA members received their Professional Standards Program (PSP) Certification and received the Nebraska Plexiglas paperweight: Barbara Forsman, Advanced III, Option I & CEOE; Marianna Greer, Basic, Option I; Angie Keim, Bachelor Degree, Option II & CEOE; and Mary Lou Krull, Associate Professional, Option.

Caroline Helget reported the following NEOPA members were re-certified and received a paper certificate: Joann Artz, Advanced III, Option I; Carri Ball, Basic, Option I; Susan Bartlett, Bachelor Degree, Option II; Carol Jaber, Bachelor Degree, Option II; Linda Kamble, Bachelor Degree, Option II; Lori Lien, Associate Professional, Option I; Rhonda Meyer, Bachelor Degree, Option II; and Heidi Hermanson, Master Degree, Option II.

Lisa Morehouse, Vice President of NAEOP, reported about the support of local and state associations in the National Association. The NAEOP Membership Theme is: "Connect, Join, Thrive It's What We Do!" Members are encouraged to join NAEOP. Lisa will give a free NAEOP membership at the Fall Conference to one person who is not a current member of NAEOP. (*NAEOP Flyer attached*)

There was no further business to come before the NEOPA membership.

The meeting was adjourned at 1:06 p.m.

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



**NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION**

General Membership Meeting *Corrected October 30, 2015*

April 25, 2015

Grand Manse, Lincoln NE

1. **CALL TO ORDER:** President Guest called the meeting to order at 12:37 p.m.

2. **ROLL CALL/INTRODUCTIONS**

|                             |    |
|-----------------------------|----|
| NDE Bridge                  | 5  |
| LPSAOP                      | 27 |
| NEOPA Past Presidents       | 4  |
| OEOPA                       | 5  |
| UNOPA                       | 13 |
| WEOPA                       | 0  |
| FROLIKers                   | 8  |
| Members with no affiliation | 1  |

A quorum was established.

Guests: Charlotte Zeller (KS), Debora Jensen (KS), Patricia Stelmach (KY)

3. **APPROVAL OF MINUTES:** The meeting minutes from October 24, 2014 were approved as presented.

4. **TREASURERS REPORT:**

The Treasurer's report dated April 12, 2015 was approved as presented and will be filed for audit.

5. **COMMUNICATIONS/ANNOUNCEMENTS**

**Strategic Planning:**

As an organization, we have just completed a three year strategic plan. The Board has evaluated what worked and what we need to work on. A plan has been developed for the next five years. This plan is based on the five pillars of NEOPA.

Motions made at the Executive Board meeting on April 23, 2015 that were approved, and voted on at the General Membership meeting are as follows:

1. **Motion:** A motion was made by Denise Fisher, seconded by Carol Bom, to suspend awarding the student scholarship in the 2016-17 year by not recruiting applications during 2015-2016.

*Motion carried.*

The General Membership vote in favor was unanimous.

*Motion carried.*

2. **Motion:** A motion was made by Carol Bom, seconded by Joan Wilkins, to suspend the Administrator of the Year award for the 2015-2016 application year.

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*Motion carried.*

General Membership vote in favor was unanimous.

*Motion carried.*

3. **Motion:** A motion was made by Carol Bom, seconded by Lisa Morehouse, to increase the NEOPA membership dues to \$20.00 effective with the 2015-16 membership year

*Motion carried.*

General Membership vote in favor was unanimous.

*Motion carried.*

4. **Motion:** A motion was made by Denise Fisher, seconded by Linda Luedtke, to eliminate Professional Growth Awards effective immediately.

*Motion carried.*

The General Membership vote in favor was unanimous.

*Motion carried.*

**2015-16 Proposed Budget:** The proposed budget was presented.

5. **Motion:** A motion was made by Mary Klucas, seconded by Carol Bom to approve the 2015-16 proposed budget as presented.

*Motion carried.*

The General Membership vote in favor was unanimous.

*Motion carried.*

An Honorary membership was given to Pat Stelmach, CEOE; President Elect: NAEOP

6. **OFFICER REPORTS**

**President Elect/Nominating: Denise Fisher**

**New NEOPA Officers for 2015-2016**

President: Denise Fisher

President Elect: Amy Windle

Vice President: Joan Wilkins

Secretary: Lora Sypal

Past President/Field Service: Mary Guest

Treasurer: Debbie Hendricks

The teller report is attached.



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**Membership: Denise Fisher**

NEOPA currently has a total of 187 members

|     |                   |
|-----|-------------------|
| 131 | active members    |
| 20  | new members       |
| 2   | associate members |
| 15  | honorary members  |
| 2   | lifetime members  |
| 17  | retired members   |

**Secretary: Joan Wilkins**

**Fall Workshop: October 30, 2015**

Plans are being made for the Fall Workshop. The theme of this year's workshop will be "Ready, Set, Go: Meeting the Future with a Positive Attitude." The workshop will be held at the SCC Continuing Education Center in Lincoln, and will feature Rhonda Revelle, UNL Head Coach, Women's Softball. Members are asked to help with the event.

**7. COMMITTEE REPORTS**

**Awards & Scholarships: Tami Friend**

No additional report.

**Bylaws: Lisa Morehouse**

The recently approved standing rules are being prepared and will be posted to the website as soon as possible.

**Finance and Records: Mari Greer**

No additional report.

**Information Technology: Diane Wasser**

The new NEOPA Logo has been added to the website.

**Nominating: Denise Fisher**

No additional report.

**PSP: Debbie Hendricks**

NEOPA members that will be installed as NAEOP officers in July were recognized.

|                 |                                  |
|-----------------|----------------------------------|
| Carol Bom:      | Education Partners Council Chair |
| Mary Guest:     | Director, North Central Area     |
| Lisa Morehouse: | Vice President                   |

There are tentatively 20 people that will be attending the National Conference in July. The member scholarship application is posted on the website for conference attendees seeking reimbursement of their registration fee.

**PSP:** Four individuals received the Nebraska Plexiglas paperweight for earning a PSP at the 1/15/15 deadline; five individuals received a paper certificate for recertifying in January.

*move to Page 4 under number 9.*

**Ways and Means: Jennifer Bahr**

Profits from the 50/50 drawings and the basket raffles will be split with the North Central Area.



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8. **NEW BUSINESS**

**"SOUP POT WRAP UP"**

President Guest summed up this year's "Soup" study and asked the members to apply the basic principles of the book "Soup" to our organization.

**INSTALLATION OF NEW OFFICERS.**

New Executive Board members for 2015-2016 were installed.

9. **AWARD PRESENTATIONS**

**Student Scholarship: Tami Friend**

The winner of the 2015-16 Student Scholarship is Stella Bernadt from Lincoln Southeast High School. Her application for the Marion T. Wood national scholarship has been sent to the NAEOP office.

**PSP: Debbie Hendricks**

~~Four individuals will the Nebraska Plexiglas paperweight for earning a PSP at the 1/15/15 deadline; five individuals received a paper certificate for recertifying in January.~~ insert language from page 3 number 7.

10. **ADJOURNMENT**

President Guest adjourned the meeting at 1:08 p.m.

11. **2014-2015 NEOPA Board Recognition: Mary Guest**

12. **2015-2016 NEOPA Board Recognition and Installation: Denise Fisher**

| NEOPA BUDGET TO DATE SUMMARIZATION - JULY 1 – OCTOBER 16, 2015 |            |                  |                   |                           |                               |         |
|--|------------|------------------|-------------------|---------------------------|-------------------------------|---------|
| Budget Category  |            | Actual<br>Income | Actual<br>Expense | Proposed Income<br>Budget | Proposed<br>Expense<br>Budget | Balance |
| Vice President   |            |                  |                   | \$ 5,000.00               | \$ 4,700.00                   |         |
|  | 9/5/2015   | \$ 75.00         |                   |                           |                               |         |
| President-Elect  |            |                  |                   | \$ 2,625.00               | \$ 225.00                     |         |
|  | 7/2/2015   | \$ 1,240.00      |                   |                           |                               |         |
|  | 9/5/2015   | \$ 895.00        |                   |                           |                               |         |
|  | 9/5/2015   | \$ 145.00        |                   |                           |                               |         |
|  | 10/10/2015 | \$ 280.00        |                   |                           |                               |         |
| Fellowship   |            |                  |                   | \$ 1,200.00               |                               |         |
|  | 9/5/2015   | \$ 65.00         |                   |                           |                               |         |
|  | 9/5/2015   | \$ 30.00         |                   |                           |                               |         |
| President  |            |                  |                   |                           | \$ 1,000.00                   |         |
| Secretary  |            |                  |                   |                           | \$ 75.00                      |         |
| Treasurer  |            |                  |                   |                           | \$ 35.00                      |         |
|  | 7/31/2015  | \$ 0.04          |                   |                           |                               |         |
|  | 8/31/2015  | \$ 0.03          |                   |                           |                               |         |
|  | 9/30/2015  | \$ 0.04          |                   |                           |                               |         |
| Immediate Past President                                       |            |                  |                   |                           | \$ 75.00                      |         |
| Leadership   |            |                  |                   |                           | \$ 375.00                     |         |
|  | 8/8/2015   |                  | \$ 50.00          |                           |                               |         |
| Mentoring  |            |                  |                   |                           | \$ 200.00                     |         |
| Networking   |            |                  |                   |                           | \$ 275.00                     |         |
|  | 9/5/2015   |                  | \$ 500.00         |                           |                               |         |
| Recognition  |            |                  |                   |                           | \$ 375.00                     |         |
| Fellowship   |            |                  |                   |                           | \$ 500.00                     |         |
|  | 8/8/2015   |                  | \$ 228.65         |                           |                               |         |
| Assets   |            |                  |                   |                           | \$ 990.00                     |         |

**NEOPA FINANCIAL SUMMARIZATION - OCTOBER 16, 2015**

**Business Interest Checking Account**

|   |                    |
|---|--------------------|
| Beginning Balance as of July 1, 2015        | \$ 4,120.66        |
| Receipts - July 1, 2015 - Oct 16, 2015      | \$ 2,730.00        |
| Interest - July 1, 2015 - Oct 16, 2015      | \$ 0.11            |
| Disbursements - July 1, 2015 - Oct 16, 2015 | \$ 1,987.93        |
| Balance as of Oct 16, 2015                  | <u>\$ 4,862.84</u> |

**Money Market Savings - Professional member Scholarships**

|   |                    |
|---|--------------------|
| Beginning Balance as of July 1, 2015        | \$ 2,649.54        |
| Receipts - July 1, 2015 - Oct 16, 2015      |                    |
| Interest - July 1, 2015 - Oct 16, 2015      | \$ 0.27            |
| Disbursements - July 1, 2015 - Oct 16, 2015 |                    |
| Balance as of Oct 16, 2015                  | <u>\$ 2,649.81</u> |

**Classic Business - Student Scholarship Savings**

|   |                  |
|---|------------------|
| Beginning Balance as of July 1, 2015        | \$ 618.80        |
| Receipts - July 1, 2015 - Oct 16, 2015      |                  |
| Interest - July 1, 2015 - Oct 16, 2015      | \$ 0.06          |
| Disbursements - July 1, 2015 - Oct 16, 2015 |                  |
| Balance as of Oct 16, 2015                  | <u>\$ 618.86</u> |

**Certificate of Deposit**

|   |                    |
|---|--------------------|
| Beginning Balance as of July 1, 2015        | \$ 6,098.98        |
| Receipts - July 1, 2015 - Oct 16, 2015      |                    |
| Interest - July 1, 2015 - Oct 16, 2015      | \$ 3.08            |
| Disbursements - July 1, 2015 - Oct 16, 2015 |                    |
| Balance as of Oct 16, 2015                  | <u>\$ 6,102.06</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      |                | \$ 3,920.66 |
| 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 |



NEOPA's  
**Dinner is On!**  
**Fundraiser**



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Group name: Nebraska Educational Office Professionals Association  
State: Nebraska

**Village Inn** – A card is good for **one whole pie** of your choice at any Village Inn!

Choose from: Cherry, French Silk, Coconut Cream, Lemon Meringue, Country Apple,  
Strawberry Rhubarb, Pumpkin, Pecan, Triple Berry & Lemon Supreme.

(other pies will be an additional \$2)





## NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

*"Put Your Best Foot Forward With NAEOP"*



### Professional Development

- Conferences
  - Area, State and National
- Educational Institutes and Workshops
- Leadership and Technology Skills
- Professional Standards Certification Program

### Networking

- Newsletters
  - *NES Connector*
  - *Keeping Affiliates Active*
- Website ([www.naeop.org](http://www.naeop.org))
- Pinterest (*NAEOP*)
- Facebook ([facebook.com/NAEOP](https://facebook.com/NAEOP))
- Twitter (*@NAEOP*)
- Job Alike Connections

### Membership Benefits

- Scholarships
- Term Life Insurance

### Recognition Awards

- Olive T. Richie Educational Office Professional of the Year
- Educational Administrator of the Year



Lisa Morehouse, CEOE, Vice President, [lmoreho@lps.org](mailto:lmoreho@lps.org)