

Minutes of the  
UNOPA EXECUTIVE BOARD MEETING  
Tuesday, April 6, 2012, 3:00 p.m. – 5:00 p.m.  
East Campus Union – Sunflower Room

President, Cathy Robertson, called the meeting to order at 3:11 p.m.

**Roll Call** was taken by Mary Klucas, Recording Secretary.

**MEMBERS PRESENT:** Cathy Robertson, Linda Luedtke, Mary Klucas, Lainey Bomberger, Pat Hust, Beth Zager, Deb Rosenau, Marcy Tintera, Roddy Spangler, Jaime Long, Gretchen Walker, Jane Schneider and Nelvie Lienemann

**MEMBERS ABSENT:** Marlee Crombie, Mari Greer, Barb Homer, Debbie Hendricks, Sara Luther, and Linda Ratcliffe

**AD-HOC MEMBERS PRESENT:** None

**AD-HOC MEMBERS ABSENT:** Barbara Homer, Tonda Humphress and Mary Guest

**APPROVAL OF BOARD MEETING MINUTES FROM THE MARCH 6, 2012 MEETING:**

The minutes from the March 6, 2012, Board meeting were e-mailed to the Board. The minutes were approved as corrected.

**APPROVAL OF TREASURER'S REPORT:**

The Treasurer's Report was emailed to the Board. Gretchen Walker asked about the balance of checking. Cathy Robertson will have Marlee Crombie check out what our options are for possibly moving of money out of the checking account.

**OFFICER/COMMITTEE REPORTS GIVEN:**

**President: Cathy Robertson**

Cathy will meet with Bill Nunez and Deb Dahlke on Thursday. She will arrange a separate meeting with Bill to discuss funding for national conference. Currently, there are eight going to conference. Some have full funding, some are without any funding.

Cathy will talk to Meg Lauerma about an article in some forum regarding Lola Young's installation as National President for NAEOP in July.

Cathy shared highlights from the Deans and Directors Meeting she attended this morning.

**President Elect: Linda Luedtke**

Linda is working on filling Board positions for 2012-2013.

**Recording Secretary: Mary Klucas**

No report.

**Corresponding Secretary: Lainey Bomberger**

There were 44 invitations sent out for the Past Presidents Luncheon; so far there are 18 yes responses. There is a need for parking permits for four attendees. Cathy will email the Board to see if anyone has guest parking permits that can be used.

There are a couple of past presidents that we don't have a current address for and are having problems coming up with them. All past presidents and retirees in attendance will be honored with a token memento.

## **Approved As Presented – May 1, 2012**

NOTE: All past presidents will be our guest at the luncheon. The budget notes only those who aren't current members but the invite went out to all to be our guest. This is different than our budget line item for this.

### **Treasurer: Marlee Crombie**

Absent. Cathy Robertson reported that there is no word on the audit.

### **Past President: Mari Greer**

Absent. Cathy reported that the Louise Henderson Nelson Award was submitted but that National office states we missed the post mark deadline.

Mari will coordinate a reception for UNOPA members at the National Conference if she attends. Otherwise, she will be looking for someone to do this for her.

Raffle tickets are still being sold for the Nook Color. The cost is \$5 for one ticket and \$20 for six tickets. The drawing will be at the May General Membership Meeting.

April 15 is the next deadline to request reimbursement from the Bradley Munn Professional Growth Fund. Apparently, the paperwork submitted for the previous deadlines was lost even though it was couriered to the Foundation and signed for.

### **Awards: Barbara Homer**

Absent. Cathy Robertson reported that Linda Luedtke will do recognition of the nominees. Barbara Homer has given all necessary items to Linda Luedtke for the General Membership Meeting. Two of the three judges plan to attend and parking permits have been given to them.

### **Bylaws: Pat Hust**

The ballot needs to go out to the membership.

### **Career Development: Beth Zager**

Twenty-one UNOPA members and eight from LPS attended the UNOPA Spring workshop on March 20, 2012. \$114 was raised from the baskets that were raffled off. Beth expressed her thanks to the Board and the committees that donated them. UNOPA earned \$336.14 from the workshop. All profits go to the Bradley Munn Professional Growth Fund.

### **Career Development/PSP: Debbie Hendricks**

Absent. Cathy Robertson noted that the next deadline to apply for PSP is May 15, 2012.

### **Communication Technology: Deb Rosenau**

No report.

### **Employee Concerns: Marcy Tintera and Roddy Spangler**

Tricia Liedle has agreed to complete Edie Schleiger's term on the Chancellor's Campus Safety Committee.

### **Hospitality: Jaime Long and Sara Luther**

There are 37 registered so for the April general meeting in addition to the past presidents and retirees.

### **Membership: Gretchen Walker**

There is one new member so there are 159 members now.

The May Brown Bag will be titled Communicating Credibility for Professionals. It will be 12:00 p.m. – 1:00 p.m. on May 22, 2012, on East Campus.

The PSP Luncheon will be Saturday, March 31, 2012, at Vine Congregational Church. Jim McKee will present “Why is Lincoln the State Capital and Not Yankee Hill?”

**Mentoring: Jane Schneider**

There are five new people to see. She has been in contact with all of them and has forwarded the April issue of UNOPA Notes to them. Jane also plans to send a note to them about the upcoming summer social in June.

It was noted that the Duties of Committees may need updated for Membership Committee given some of what the Mentoring Committee has been doing. Linda Luedtke, Gretchen Walker, and Jane will meet to discuss this.

Rhonda Zugmeier has a box of UNOPA bags. These bags have “office personnel” rather than “office professionals” on them. It was suggested that these bags be given to new members.

**Nominating: Nelvie Lienemann**

Nelvie noted that 5:00 p.m. today is the deadline to cast a vote in the election. There were 123 eligible to vote and 79 have voted. The results are 100% so far. The officers for 2012-13 will be

President Elect:	Mary Klucas
Recording Secretary:	Shawn Sheets
Corresponding Secretary:	Lisa King
Treasurer:	Jaime Long

**Outreach Director: Ann Reese**

Ann Reese has left UNL. Her committee will finish the planning of the summer social. Mary Klucas reported that Ann left things pretty organized and it is just a matter of pulling it all together.

**Program: Linda Luedtke**

No report.

**UNOPA Notes: Linda Ratcliffe**

Absent. April 13 is the deadline for the next issue of UNOPA Notes.

**Ways and Means: UNOPA Board**

No report.

**AD-HOC COMMITTEE REPORTS**

**Digital Commons: Barbara Homer and Tonda Humphress**

Absent. Cathy reported that there is nothing new to report. Mary Guest has had her student worker purging the corresponding secretary notebooks and scanning documents for Digital Commons.

We need to continue to think about what we have in our offices from past years that can maybe be sent to Mary Guest for purging over the summer.

**Marketing Plan: Mary Guest**

Absent. Cathy Robertson reported that the class will meet at the end of April and report on what they found. If anyone is interested in attending let Cathy know.

**UNFINISHED BUSINESS**

Lola Young and Gretchen Walker will be installed as National Officers in July. Cathy will make arrangements for a cake reception at the end of the May General Membership Meeting. Jaime Long will find out options for the reception and if we can bring cake into the Union.

**Approved As Presented – May 1, 2012**

There was further discussion about a gift for Lola. Lola has indicated to Sandy Lineberry that she wants donations made for field service. Cathy feels we need to do something more personal.

**Mary Klucas moved that we allocate up to \$200 total for a gift to give to Lola Young at the May 2012 reception and one to be presented to her at the NAEOP conference in July 2012. Jane Schneider seconded the motion. After discussion, the motion was approved.**

Cathy noted that we still have not received any request of support from Lola Young for her term but there are lots of options for ongoing support.

**NEW BUSINESS**

UNOPA 50<sup>th</sup> Anniversary is next year. We need an ad hoc committee appointed to plan this event. Gretchen Walker noted that Linda Arnold had indicated an interest in working on this committee. Marcy Tintera offered to work with Linda. There is \$646.59 in the anniversary account. Both Pepsi and the Chancellor donated money for the 40<sup>th</sup> Anniversary Celebration which was a sit down dinner with a speaker.

Meeting adjourned at 5:07 p.m.

Respectfully Submitted,

Mary Klucas, Recording Secretary