

**Approved As Presented – August 11, 2011**  
Minutes of the  
UNOPA EXECUTIVE BOARD TRANSITION MEETING  
Thursday, June 23, 2011, 4:00 p.m. – 5:00 p.m.  
EE&O Office Far North Conference Room

President, Donna Boone, called the meeting to order at 4:03 p.m.

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

**MEMBERS PRESENT:** Donna Boone, Mary Klucas, Lainey Bomberger, Jennifer Arnold, Mari Greer, Edie Schleiger, Pat Hust, Beth Zager, Marcy Tintera, Roddy Spangler, Marlee Crombie, Jaime Long, Gretchen Walker, Jane Schneider, and Mary Guest

**MEMBERS ABSENT:** Cathy Robertson, Debbie Hendricks, Deb Rosenau, Nelvie Lienemann, Ann Reese, Linda Ratcliffe

**AD-HOC MEMBERS ABSENT:** None

**OFFICER/COMMITTEE REPORTS GIVEN:**

**President: Donna Boone**

Donna Boone expressed her thanks to everyone for their trust in her as UNOPA President and is looking forward to a good year. She announced that Mary Guest would lead us in an exercise on Robert's Rules and how we would handle our Board meetings.

Mary Guest distributed a copy of "3 Golden Rules for Discussion" and talked briefly on how Robert's Rules protects our rights to talk. One thing she pointed out was that when there is a discussion you can't speak a second time until everyone has had an opportunity to talk. This will help provide an opportunity for everyone to have a chance to speak and help move our conversations along. Everyone was given a pinwheel to help with this. The rules laid out are as follows:

1. Raise your pinwheel when you wish to speak.
2. Once you've spoken you lay your pinwheel toward the middle of the table.
3. You may raise your pinwheel to speak again after everyone has had an opportunity to address the topic.

**President Elect: Cathy Robertson**

Absent. No Report.

**Recording Secretary: Mary Klucas**

No Report.

**Corresponding Secretary: Lainey Bomberger**

No Report.

**Treasurer: Jennifer Arnold**

No Report.

**Past President: Mari Greer**

No Report. Gretchen Walker noted that the Bradley Munn Professional Growth Fund is no longer a committee and should be listed with the Immediate Past President under the officers section of the agenda.

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**Awards: Edie Schleiger**

No report.

**Bylaws: Pat Hust**

Mary Guest, Mary Klucas, Sandy Lineberry will serve with her on the Bylaws Committee.

**Career Development: Beth Zager**

No report.

**Career Development/PSP: Debbie Hendricks**

Absent. No report.

**Communication Technology: Deb Rosenau**

Absent. No report.

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

No report.

**Hospitality: Marlee Crombie and Jaime Long**

Marlee reported they have two or three committee members already. She and Jaime will be meeting with Pat DeStefano and Susan Thomas in July.

**Membership: Gretchen Walker**

Gretchen is working on getting committee members. She has some feelers out.

**Mentoring: Jane Schneider**

Jane will be meeting with Gretchen Walker to talk about how their committees can work together.

**Nominating: Nelvie Lienemann**

Absent. No report.

**Outreach Director: Ann Reese**

Absent. No report.

**Program: Cathy Robertson**

Absent. No report.

**UNOPA Notes: Linda Ratcliffe**

Absent. Gretchen Walker reported that the deadline for articles will continue to be the Friday after the General Meeting. Gretchen is serving on the UNOPA Notes committee. There will be a short version of UNOPA Notes published in August. The deadline for articles will be after national conference, probably around the beginning of August.

**Ways and Means: TBA**

Donna Boone reported that a director hasn't been identified yet. The Board will participate as co-chairs if no one comes forward. When and if the parking lot is no longer available to us this committee will be responsible for "fund raising." Be thinking of possibilities. We should have some good ideas that came out of the small groups.

**AD-HOC COMMITTEE REPORTS**

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### **Digital Commons: TBA**

Donna Boone reported she is working on getting a director for this committee. Tonda Humphress is willing to serve on this committee. The committee will continue to work on archiving notebooks from each committee.

### **Marketing Plan: Mary Guest**

Donna Boone reported that after the small group sessions there were lots of good ideas to move UNOPA forward. Cathy Robertson, Mary Guest, and Gretchen Walker worked on pulling reports together. Donna has decided it would be good to form an Ad-Hoc committee to keep UNOPA fresh and from dying, to keep it looking forward, and to benefit new members in a way that will make them interested and participating in UNOPA. Donna asked Mary Guest to present some materials today. The board is to review the documentation and be ready to discuss it at the next board meeting.

Mary Guest distributed a memo to the board dated June 1, 2011, regarding the recommendations. She indicated that a marketing plan will be developed targeting supervisors and middle management. Also, we will look at ways to involve the membership.

The handout lists ideas and then possibly what committee the idea would fall under. We need to look at ways to attract younger members. We have to get out of the status quo and provide things in a different way. We were asked to look at these ideas to see what could be shared by different committees. Or maybe this will help spark other ideas.

There was some discussion regarding the possibility of using Blackboard for discussions and having Heath Tuttle provide some training on it.

### **UNFINISHED BUSINESS**

Mary Guest led us in Bylaws exercise to help us know what is in the Bylaws and how to use them. She pointed out that the Bylaws are not to regulate but to protect the democratic process. Bylaws are made to reflect what and who we are. The purpose and objectives of UNOPA aren't really clear. Maybe we want to review and update them this year.

### **NEW BUSINESS**

Marlee Crombie asked what had been selected for the 50/50 drawings at the General Meetings. Donna announced that she had selected her charity to be the Martin Luther King Jr. Scholarship Fund. It seemed an appropriate choice given her theme is Education: The Journey of a Lifetime.

Lainey Bomberger inquired about the football concession stand. Donna said her survey didn't produce enough volunteers to be able to man a concessions stand for seven (7) games. The eight-hour commitment was a big negative for most people. We had to follow university policy regarding length of shifts, etc.

Mary Guest suggested that maybe we need to look at the dollar amount we need to raise in order to accomplish our objectives instead of looking at the need to replace \$4000 to \$5000.

Mary Klucas reported that one of the items being forwarded to the 2011-12 Bylaws Committee is to look at changing how we base our budget and to consider basing it on "banked" or already raised funds rather than on projected fund raising. Edie Schleiger suggested we need to continue to think and spend as if we don't have the parking lot to cover our budget for 2011-12.

After questions being raised about the day and time of board meetings. Donna decided she would send out a survey to aid in deciding the day and time of our monthly meetings.

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Mary Guest brought up Lola Young's request for budget support for being installed as NAEOP's President in 2012. Lola has been asked to provide a budget. It sounds like the request will be for reception expenses to be incurred in the summer of 2012.

Meeting adjourned at 5:05 p.m.

Respectfully Submitted,

Mary Klucas, Recording Secretary

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**Mary Klucas – Recording Secretary**