

Minutes of the
UNOPA EXECUTIVE BOARD MEETING
Thursday, August 11, 2011, 3:00 p.m. – 5:00 p.m.
Jackie Gaughan Multicultural Center, Room 202

President, Cathy Robertson, called the meeting to order at 3:04 p.m.

Roll Call was taken by Mary Klucas, Recording Secretary

MEMBERS PRESENT: Cathy Robertson, Mary Klucas, Mari Greer, Edie Schleiger, Pat Hust, Beth Zager, Marcy Tintera, Jaime Long, Gretchen Walker, Jane Schneider, Nelvie Lienemann, Ann Reese, Linda Ratcliffe and Mary Guest

MEMBERS ABSENT: Lainey Bomberger, Jennifer Arnold, Beth Zager, Debbie Hendricks, Deb Rosenau, Roddy Spangler, and Marlee Crombie

AD-HOC MEMBERS PRESENT: Mary Guest

AD-HOC MEMBERS ABSENT: Barb Homer and Tonda Humphress

APPROVAL OF BOARD MEETING MINUTES FROM JUNE 23, 2011 MEETINGS:

The minutes from the June 23, 2011, Board meeting were e-mailed to the Board. The minutes were approved by unanimous consent.

The minutes from the June 23, 2011, Transition Board meeting were e-mailed to the Board. The minutes were approved by unanimous consent.

APPROVAL OF TREASURER'S REPORT:

Cathy Robertson reported that there currently isn't a Treasurer's report. She hopes to have something in the next couple of weeks.

OFFICER/COMMITTEE REPORTS GIVEN:

President: Cathy Robertson

Donna Boone left employment at the University of Nebraska-Lincoln as of July 1, 2011. Per UNOPA Bylaws, Cathy Roberts, President-Elect will assume the duties of UNOPA President for 2011-2012 academic year.

Cathy asked that all Directors do their best to get notebooks from previous Director. She also requested that budgets be turned in to her as soon as possible if not done so already. The blank budget form is on the UNOPA website under forms. Cathy will try to get a copy of the 2010-2011 approved budget sent out to aid with budget planning.

Board meetings will probably alternate between City Campus and East Campus. We will continue to meet late in the day on the first Tuesday of the month with the exception of January 2012. That meeting will be held on January 10, 2012. Cathy will have the schedule by the September 2011 Board Meeting.

President Elect: TBD

No Report.

Recording Secretary: Mary Klucas

No Report.

Corresponding Secretary: Lainey Bomberger

Absent. No Report.

Treasurer: Jennifer Arnold

Absent. No Report. Cathy Robertson announced that Jennifer Arnold has resigned as treasurer and will end employment at the University of Nebraska-Lincoln on August 12, 2011.

The UNOPA Bylaws allow for a replacement to be appointed. Marlene Crombie has indicated she is willing to continue as treasurer for 2011-2012 academic year if so appointed.

Jane Schneider moved to appoint Marlene Crombie as Interim Treasurer. Edie Schleiger seconded the motion. After discussion the motion passed.

Mari Greer noted that only she and Marlene Crombie have signing authority on UNOPA accounts. In the past, the President, President-Elect, and Treasurer have had signing authority. Signature authority needs to be changed on the savings account, certificate of deposit and checking account. Currently, it has been UNOPA's practice to have all checks signed by the Treasurer and the President.

Cathy Robertson requested that Mari Greer stay on as a signer until a new President-Elect is determined.

Past President: Mari Greer

October 15, 2011 is the deadline for reimbursement requests from the Bradley Munn Professional Growth Fund. She noted that a request needs to be sent to the University of Nebraska Foundation to grant her authority on the fund.

Awards: Edie Schleiger

Edie noted that she hasn't gotten her notebook yet. She would like to find at least one more committee member. Awards deadlines will likely be mid-October.

Bylaws: Pat Hust

There will likely be items for the next board meeting.

Cathy Robertson noted that the Bylaws need to be reviewed regarding what do in the case of the resignation of the President.

If possible, Cathy would to have the proposed changes ready for the October meeting so it can be finalized by the end of the calendar year.

Cathy Robertson also noted that the Ad Hoc Committee descriptions need to be added to the Committee Duties that are listed at the end of the Bylaws. Descriptions for Digital Commons and Marketing need to be added. Questions were raised about what was Digital Commons and where it came from. After a brief discussion it was decided to continue to call it the Digital Commons Ad Hoc Committee for now and decide later about possible changes to Digital Historian or Digital Archive if it becomes a Standing Committee.

Career Development: Beth Zager

Absent. No report.

Career Development/PSP: Debbie Hendricks

Absent. Mary Guest reported that September 15 is the deadline for PSP submissions. There are a few people working on recertification and a few working on their PSP.

Communication Technology: Deb Rosenau

Absent. Cathy Robertson reported that the website won first place at the national conference.

Employee Concerns: Marcy Tintera and Roddy Spangler

Marcy Tintera reported that there are eight committee positions to be filled due to terms being up. There will be a blurb in the newsletter.

There were questions raised about how people continue on a committee, e.g. what are the guidelines? Notices were sent out to people if their term on a committee had been completed. It was noted that not all committee memberships are UNOPA appointed.

Hospitality: Marlene Crombie and Jaime Long

It was noted that Marlene Crombie will be the Interim Treasurer. Sara Luther will be co-director now.

Four meetings are booked. The September 13 meeting will be on East Campus; November and April meetings will be on East Campus. The December meeting will be on City Campus. They are still waiting on program information for scheduling October. It may be at the Devaney Sports Center.

The Brown Bag sessions held in the spring suggested mixing some things up a bit at the meetings to help with more mingling among members and the possibility of using ice breakers at the tables.

For each meeting the Hospitality Committee will always make arrangements for the room, podium, microphone, and smart cart.

The committee is looking at ideas and possibilities for something besides having to use Chez Hay. The number of orders has dropped dramatically due to the cost involved with Chez Hay. Some ideas discussed include: Brown Bag, working with City Union Food Court vendors, other venues, East Union vs. City Union, Champions Club and Wick Alumni Center with associated costs; Devaney Center using Dairy Store, Abel/Sandoz, Morrill Hall, Valentino but no non-food option, Spaghetti Works. Also, the committee is looking further at perimeter areas of campus.

Mary Guest suggested asking East Campus Union Catering about giving us a deal. They have in the past.

Eddie Schleiger suggested a member survey to see what people think about having Brown Bag only meeting.

Membership: Gretchen Walker

Gretchen Walker reported she has been working with Jane Schneider. All the white UNOPA coffee mugs have been sent to Jane.

There is one new member so far.

We are down to about 125 UNOPA brochures. Gretchen asked if anyone else had any. The Membership Committee will work with the Marketing Ad Hoc Committee before ordering more.

Facebook and Twitter will happen. Both are currently being worked on. Gretchen noted that one thing she has learned in working on these is that any Tweet is archived in the Library of Congress.

Memberships will need to be submitted prior to the September meeting to be included in the drawing for the Nebraska Homes Sales Professional Development Awards.

The membership form was revised prior to being distributed.

Mentoring: Jane Schneider

We have 13 mugs and 17 new people. We will need to order more mugs.

Mary Klucas asked if anyone had looked into doing something different like a plastic travel mug or a plastic insulated tumbler with straw.

In the past, just the office people from the office/service list of new employees have been targeted for memberships. It was decided to start with office staff and possibly administrative assistant positions from the managerial/professional list but take out any service staff.

Cathy Robertson asked the Membership and Mentoring Committees to work together to plan a lunch for new members once each semester.

It was also suggested that there be some sort of special marking on the name tag at the General Meetings for new members for the year. Something that isn't obvious but that Board Members would know and make a special point to talk to them.

Nominating: Nelvie Lienemann

Nelvie Lienemann reported that she is still working on getting committee members and asked for ideas for President-Elect.

Cathy Robertson suggested sending out the call for nominations electronically. Ideally, she would like to call for nominations from the floor at the September meeting but more realistically it may be October this would happen. A selling point may be that the program for each meeting will likely be set and they will just have to follow up and do introductions at the meetings.

Outreach Director: Ann Reese

Ann Reese reported that she doesn't have her notebook yet but she has talked to Shelly Green.

Cathy Robertson indicated that during Brown Bag sessions earlier this year, break out groups discussed the possibility of the Outreach Director working with the Membership and Mentoring committees and not just organizing the summer social. The information from the break out groups was presented at the July Board meeting.

Program: Cathy Robertson

The program is set for the September 13 meeting. We will do the Nebraska Home Sales Professional Development Scholarship drawings. Someone from Nebraska Home Sales should be present. A representative from the Martin Luther King Foundation which is the 50/50 recipient will talk briefly about the foundation. Mari Greer will do a conference recap; Mary Guest will talk about NEOPA and NEAOP. Kathy Bennetch may also talk about the State association.

For the October meeting Cathy is working on get Rhonda Revelle. The November meeting will be the Oldt Awards. The December meeting will be some sort of holiday entertainment. January is our joint meeting with UAAD. She is still working on the program for February and March.

UNOPA Notes: Linda Ratcliffe

A handout was distributed with topics covered in past issues of UNOPA Notes along with deadlines for the upcoming year. The deadline with each issue will be the Friday after the general meeting.

A transition newsletter is being sent out in August. The deadline for this issue is August 19, 2011. The issue will be volume 50. It was suggested that something be included in this issue about football parking. There are two games prior to the first general meeting and one on the Saturday immediately following the meeting.

UNOPA Notes will be distributed electronically unless specifically requested otherwise.

Ways and Means: UNOPA Board

Cathy Robertson reported that as of now our fund raiser will be football parking. Per Ron Fuller we should have the 1820 R lot for the whole season. A worst case scenario is that we may possibly lose some stalls. For now, we will not pursue anything else for fundraising.

Football games scheduled with coordinators so far are:

September 3 – Mary Klucas and Cathy Robertson

September 10 – Jaime Long and Edie Schleiger

September 17 – Marlee Crombie and Jane Schneider

October 8 – TBD

October 29 – TBD

November 5 – TBD

November 25 – TBD

Cathy will verify the information for staffing and when we can start selling parking for each game. Mari Greer has the tote box of UNOPA supplies and will make arrangements to get it to Cathy or Mary for the first game.

AD-HOC COMMITTEE REPORTS

Finance Committee: Cathy Robertson reported that the Finance Ad-hoc committee has been disbanded.

Digital Commons: Barb Homer and Tonda Humphress

Cathy Robertson reported that Barb Homer and Tonda Humphress have agreed to co-chair this committee. Cathy has a list of what has been archived and will find out how and who the items will come from. The committee will try to keep up with the current year and then continue to work on archiving past years as they have time.

Marketing Plan: Mary Guest

Marketing is being directed at managers and supervisors. The committee will look into redoing UNOPA materials and is working on five to ten minute presentations that can be taken to staff meetings.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Cathy Robertson reported that the one outcome from the Brown Bag sessions in the spring was a need for a survey. Mary Guest has developed an eight question survey. She will add the question raised earlier about the general meetings and brown bag lunches. Once the results are back we can see how the results fit with the other ideas that have been suggested to the committees.

The next meeting is September 6, 2011, at 3:00 p.m. The location has yet to be determined.

Meeting adjourned at 4:55 p.m.

Respectfully Submitted,

Mary Klucas, Recording Secretary