

Minutes of the
UNOPA EXECUTIVE BOARD MEETING
Tuesday, November 1, 2011, 3:00 p.m. – 5:00 p.m.
EE&O Building, Far North Conference Room

President, Cathy Robertson, called the meeting to order at 3:02 p.m.

Roll Call was taken by Mary Klucas, Recording Secretary

MEMBERS PRESENT: Cathy Robertson, Mary Klucas, Lainey Bomberger, Mari Greer, Edie Schleiger, Pat Hust, Beth Zager, Debbie Hendricks, Marcy Tintera, Roddy Spangler, Jaime Long, Gretchen Walker, Jane Schneider, and Nelvie Lienemann

MEMBERS ABSENT: Marlee Crombie, Deb Rosenau, Sara Luther, Ann Reese, Linda Ratcliffe, and Mary Guest

AD-HOC MEMBERS PRESENT: NONE

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

APPROVAL OF BOARD MEETING MINUTES FROM THE OCTOBER 4, 2011 MEETING:

The minutes from the October 4, 2011, Board meeting were e-mailed to the Board. The minutes were approved as presented.

APPROVAL OF TREASURER'S REPORT:

Cathy Robertson distributed the Treasurer's Report. Questions were raised about how the 50/50 raffle is listed and about the income and cost center amounts for the Fall Workshop. It was noted that there is a typo in the third line under income.

Cathy will ask Marlee to give us a year-to-date report in December to see where we are budget-wise.

OFFICER/COMMITTEE REPORTS GIVEN:

President: Cathy Robertson

Cathy is meeting quarterly with Deb Dahlke, President of UAAD, and Bill Nunez, Associate to the Chancellor.

She is working to get some financial support for **members to attend** Lola Young's ~~for her~~ installation as president of NAEOP **in July 2012**.

Last week Cathy represented UNOPA in a one-time focus group meeting with a parking consultant that was brought in by Parking Services to help move UNL in a forward direction. Topics of discussion at the meeting included what doesn't work, fees, and more perimeter parking with lots of security. Cathy was able to put in a plug for UNOPA and asked where UNOPA might have a parking lot next year. While she wasn't told we'd have something, she wasn't told no either. Marcy Tintera suggested that an article be included in UNOPA Notes titled "Your Voice is Being Heard" to let them know when Cathy has opportunities to represent UNOPA.

The Martin Luther King Breakfast is January 13, 2012 at Embassy Suites. It is budgeted for the President and President-Elect to attend. It is \$20 per person at the member's expense if anyone is interested in attending as well. Reservations with payment to Cathy are due no later than Wednesday, November 30, 2011.

Approved As Corrected – December 6, 2011

The December Board Meeting is 1:30 p.m. - 3:30 p.m. on Tuesday, December 6, 2011, at Hewit Place. Bring treats to share and a gift to exchange if you want to participate. Gifts should be no more than \$10 value. Bring it wrapped with no name on it. We will draw numbers.

President Elect: TBD

No report.

Recording Secretary: Mary Klucas

No report.

Corresponding Secretary: Lainey Bomberger

Lainey distributed a list from Larry Williams from the Malone Center of items needed there. The focus is ages 5-13 years old. She noted that a few things are higher priced and asked for input regarding putting cash amounts on ornaments. Gretchen Walker asked about gift cards instead of cash donations. Lainey will find out what would work best for the Malone Center.

The Giving Tree will be out at the November General Membership meeting. Cathy Robertson will also send out an email to the membership. Items will be brought to the December General Membership Meeting

Treasurer: Marlee Crombie

Absent. Cathy Robertson reported that Marlee is working on getting the audit done. Marlee is also taking care of getting the signature cards for our various accounts.

Past President: Mari Greer

Sixteen members attended the NEOPA workshop on Friday, October 21, 2011.

Two reimbursement requests from the Bradley Munn Professional Growth Fund were received by the October 15, 2011, deadline that need to be reviewed and approved. The next deadline for reimbursement is January 15, 2012. Mari still needs committee members. It was noted that the Bradley Munn Professional Growth Fund specifies the composition of this committee.

Awards: Edie Schleiger

There are four nominees for the Boss of the Year Award, two for the Outstanding Staff Award and three for the Silver Pen Award. All the judging sheets have been turned in and the plaques have been ordered for the winners.

The plan for the program at the General Membership meeting will be welcomes, PSP presentation, 50/50 drawing, a few words from the 2010 Boss of the Year and then the awards presentations.

Bylaws: Pat Hust

The ballot deadline was today so ballots have not been counted. Pat will let Cathy Robertson know the results and then report that the November General Membership Meeting. A motion will be made at the December General Membership meeting to approve destroying the ballots.

Standing Rules will be reviewed by the Bylaws Committee. Hopefully, the committee will have recommended changes after the first of the year.

Career Development: Beth Zager

There were 58 RSVPs and 50 people that attended the workshop on Tuesday, October 25, 2011, with Ranelle Maltas. There were 15 that attended who were not from UNOPA. The snack amount was questioned. The East Campus Union assumes we only received about 50% of what was ordered so the bill will be adjusted accordingly. The survey went out on Friday, October 28, 2011. Beth will get the non-member information to Gretchen Walker for follow-up. The committee will meet this week about the Spring workshop.

The first Nebraska Home Sales Scholarship request has been received from Tonda Humphress. It was suggested that periodic reminders about the scholarships should be sent to the awardees.

Career Development/PSP: Debbie Hendricks

There will be a PSP informational brown bag lunch in December. January is the next PSP deadline. Debbie will be contacting members who need to recertify.

Communication Technology: Deb Rosenau

Absent. No report.

Employee Concerns: Marcy Tintera and Roddy Spangler

We still need a representative on the Chancellors Commission on Environmental Sustainability which is a three year appointment. Cathy Robertson asked if we had information on the time commitment involved. Marcy will try to have more information about this committee to plug it at the General Membership Meeting next week.

Hospitality: Jaime Long and Sara Luther

There are 59 registered so far for the November General Membership meeting. Its All Roses will be providing center pieces for the tables. We will be purchasing two items from Its All Roses for door prizes.

Membership: Gretchen Walker

There are 152 members with 115 active members (new/renewal/awardees). The breakdown is

- 14 new members
- 100 renewals
- 7 retired
- 10 associate
- 1 life time
- 20 honorary

A new associate member is from the Butler County Extension Office who sounds excited about UNOPA and wants to get involved.

There are 36 members involved with Secret Friends. The information has been mailed out and it will start in November. The goal is to have a minimum of one contact per each month with no one spending more than \$7.50 per month. The Secret Friend revealing will be in May. Gretchen will try to send out a blanket reminder each month.

Mentoring: Jane Schneider

The new member luncheon will be held on November 9, 2011. Five new members will be attending so far. A reminder will be going out so hopefully a few more new members will attend.

Cathy Robertson asked that a note be sent out to the Board with names of new employees so we can be in contact with those in areas close to our offices.

Nominating: Nelvie Lienemann

There have been 59 ballots received but the mail from today has not been opened so there may be more. So far it is unanimous approval for Linda Luedtke to be President-Elect. The results will be announced at the November General Membership Meeting. A motion will be made at the December General Membership Meeting to destroy the ballots.

There was some discussion regarding procedures with Linda assuming office after the installation ceremony. The Bylaws don't have anything regarding this. Office is assumed on July 1 and no installation is required. Installation is merely a ceremony and has no effect on a person taking office. Cathy will find a journal to present to Linda like all the other officers received at the installation in May.

Outreach Director: Ann Reese

Absent. No report.

Program: Cathy Robertson

Julie Johnson, 2010 Boss of the Year, will speak briefly at the November meeting prior to the Oldt Awards presentations. The Southwest Chamber Choir will sing at the December meeting. UAAD is still working on the January combined meeting which will be on Wednesday, January 18, 2012. Paul Reed has been invited to be the February speaker but we are still waiting for confirmation from him. March will be Kacey from Victims Advocate office.

UNOPA Notes: Linda Ratcliffe

Absent. Cathy Robertson reported that Linda would like to have pictures of the awardee for the December issue. Friday, November 11, 2011, is the deadline for articles.

Ways and Means: UNOPA Board

The football parking went well. Questions were raised about the parking notebook. It wasn't available for this past week. It needs to be picked up and returned each week with the money.

AD-HOC COMMITTEE REPORTS

Digital Commons: Barbara Homer and Tonda Humphress

Absent. No report. Cathy Robertson distributed their meeting notes for review and discussion at the December Board Meeting.

Marketing Plan: Mary Guest

Absent. No report.

UNFINISHED BUSINESS

We need to move forward with implementing the results of the membership survey and the brown bag sessions following the Kim Ratz workshop last spring. Members' ideas need to be worked into our programming. Items discussed include:

- Membership, Mentoring and Outreach Committees working together on planning three brown bag sessions to provide networking opportunities, i.e. technology, email migration, happenings on campus, research on campus.
- Forego use of catering at some of the General Membership Meetings.
- Possible outside-of-work social activities including leadership, book club, quilting, cook-offs, dinner and movie.
- Spontaneous events, i.e. attending a Ta-Da Theatre performance.

We need to figure out how to incorporate and make these happen.

Mari Greer has been asked by Nebraska Home Sales for mailing addresses for UNOPA members. There was discussion about how the scholarships came about and what our obligation is to Nebraska Home Sales. It was agreed that UNOPA will not promote Nebraska Home Sales but each month would have materials at the hospitality table for anyone interested.

NEW BUSINESS

Beth Zager asked about UNOPA's Survey Monkey account. Debbie Hendricks suggested that either Mary Guest or Tonda Humphress might have information on it.

Meeting adjourned at 4:57 p.m.

Respectfully Submitted,

Mary Klucas, Recording Secretary