

UNOPA Executive Board Meeting Minutes

November 4, 2014

3:00 p.m. – 5:00 p.m.

Whittier Building, 3rd Floor Conference Room

CALL TO ORDER

President Jane Schneider called the meeting to order at 3:02 p.m.

Roll Call was taken by Marsha Yelden, Recording Secretary.

MEMBERS PRESENT

Jane Schneider, Roddy Spangler, Marsha Yelden, Mikayla Tegler, Alycia Libolt, Mary Klucas, Tricia Liedle, Diane Wasser, Breana Garretson, Donelle Moormeier

MEMBERS ABSENT

Cheryl Wemhoff, Karen Jackson, Carissa Martin, Donette Petersen, Lindsay Augustyn, Diane Carson

AD-HOC COMMITTEE MEMBERS PRESENT

Paige Glasshoff

AD-HOC COMMITTEE MEMBERS ABSENT

OTHER PRESENT

Mary Guest

APPROVAL OF MINUTES

The minutes from the October 7, 2014 Executive Board Meeting were approved as corrected.

TREASURER'S REPORT

The Treasurer's report for October 2014 was accepted as presented.

OFFICER/COMMITTEE REPORTS

President. Report attached. There was discussion about the UNOPA brochures. A member suggested getting pricing from a private vendor. There was a suggestion to ask Printing Services if they could offer a discount. Jaime Long would be a good person to ask. **A motion was made by Mary Klucas: "I move we spend up to \$250.00 on printing new membership brochures." Seconded by Diane Wasser. Motion passed.** It was decided to pay for Marjorie Kostelnik's lunch at the November General Membership meeting. The funds will come out of the President's miscellaneous budget. Mary Guest will present Dr. Kostelnik's plaque at the meeting. It was decided to pay for Katie Kerr's lunch also with the funds from the Programs budget. Tricia Liedle will introduce

Katie Kerr. There was discussion about possible changes to the eligibility requirements of UNOPA awards. It was decided that there should be an ad-hoc committee formed to look into this. Roddy Spangler will be in charge of coordinating this. A memorial to the Bradley Munn Professional Growth Fund will be made and a card will be sent to the family in honor of Sheila Perry. A card will be sent to Carol Nau's family.

President-elect. No report. The January meeting with UAAD is finalized. It is not decided who will do the introductions.

Recording Secretary. No report.

Corresponding Secretary. Report attached. Volunteers are needed to help take donated Giving Tree items to St. Monica's. Volunteers are also needed to help take donated items to her office after the December General Membership meeting. Information about upcoming UNOPA meetings will be submitted to UNL Today.

Treasurer. Report attached. Jaime Long got the audit back. There were only a few items of note from the auditor. The audit indicated that sales tax should be reported for the flat vases that were sold. Also, the names of recipients of the 50/50 and any door prizes at meetings should be listed in the minutes. The Treasurer's books should include the General Membership meeting minutes to verify 50/50 amounts deposited.

Past President/Bradley Munn. No report. Mary Klucas asked how she should handle the missing Career Development Committee chair as this affects the Bradley Munn. Jane Schneider will be the representative for the Career Development Committee.

Presidential Adviser. Mary Guest said everyone is doing a wonderful job.

Awards. No report. The awards have been ordered. There are currently eight tables reserved for the meeting. The stipend forms are ready to be signed as well as the membership forms for next year. Tricia Liedle will create invoices for departments that request one. There was discussion about how many programs to have printed.

Bylaws. No report.

Career Development. No report. Jane Schneider is looking into setting up a professional development program on human trafficking or diversity training.

Career Development PSP. No report. The PSP Endowment Committee was discussed. It was recommended that the President-elect should request in writing that a member of the PSP Endowment Committee agree to be chair of the UNOPA PSP Standing Committee.

UNOPA Executive Board Meeting Minutes

November 4, 2014

Communication Technology. No report. There will need to be a table at the November General Meeting for Secret Friends gifts.

Employee Concerns. Report attached.

Hospitality. No report.

Membership. No report.

Nominating. No report.

Outreach. No report.

Program. No report.

UNOPA Notes. No report. The November edition will be coming out soon.

Ways and Means. Report attached. There was discussion about the drawing of a parking lot volunteer's name for a gift card at the end of the football season. It was mentioned to possibly increase the amount of the gift card or lower the amount and give out more gift cards. A member suggested that instead of a gift card, each member who works a shift would be able to reduce their next year's UNOPA membership dues. There was discussion about how that would affect the members who use cost object numbers to pay for their membership. A member brought up the possibly offering a game day parking lot to another organization next year. Discussion about this included the concern that if we do this it may violate our contract with UNL Parking Services.

Digital Commons. No report.

OLD BUSINESS

None

NEW BUSINESS

None

The next Executive Board meeting will be December 2, 2014.

The meeting adjourned at 4:29 p.m.

Submitted by Marsha Yelden, Recording Secretary

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

November, 2014

TO: UNOPA Board
FROM: Jane Schneider
COMMITTEE: President
DATE: 11/4/14

Current committee report

I would like to request printing 500 UNOPA Brochures. The cost is .46/copy plus .04 for folding = \$250.00.

Shall we pay for Marjorie Kostelnik's lunch during our awards luncheon as she will be celebrated as the 2014-2015 Administrator of the Year.

Memorials for Sheila Perry and Carol Nau.

Motions

(This is a motion you know you will be making at the meeting)

"I move to: _____

Motion Maker: _____

Seconded by: _____

Jane Schneider

From: Mikayla Tegler
Sent: Monday, November 03, 2014 11:46 AM
To: Jane Schneider
Subject: RE: Tuesday, November 4 Board Meeting

Hi Jane,

Here are a couple items for tomorrow:

Giving Tree

- o Organization is St. Monica's
- o Borrow Christmas tree(s) from Breana and maybe Mary Klucas?
- o Delivery date (afternoon of Friday, December 12th) and volunteers
- o I'll make ornaments for the tree and quarter sheets for the tables. I'm planning to include the full list of desired items on the quarter sheets and maybe just a link to the list on the ornaments, drop-off sites on city and east campus and my contact info if people have questions or want to volunteer to help deliver items to St. Monica's.
- o Please put Giving Tree on agenda for general meeting
- o I'll send another article reminding people to bring gifts to December meeting (or drop them off with me/Jan/Diane) and volunteering for delivery to Lindsey after the general meeting so it can be included in the newsletter/UNL Today

Sympathy Cards

- o Carol Nau – brick and \$25 donation to Bradley Munn?
- o Sheila Perry – brick and \$25 donation to Bradley Munn?
- o Shelley Everett – sent sympathy card (loss of father)

Should I be sending notices to the Scarlett and/or UNL Today re: general meetings?

Thanks,
Mikayla

Mikayla Tegler
Administrative Coordinator
Exploratory & Pre-Professional Advising Center
University of Nebraska-Lincoln
127 Love Library South
Lincoln, NE 68588-4108
(402) 472-3605
mtegler2@unl.edu

From: Jane Schneider
Sent: Friday, October 31, 2014 10:13 AM
To: Roddy Spangler; Marsha Yelden; Mikayla Tegler; Alycia Libolt; Mary Klucas; Mary Guest; tricia.liedle@nebraska.edu; Cheryl Wemhoff; Diane Wasser; Carissa Martin; Breana Garretson; Diane Carson; Donelle Moormeier; Donette Petersen; Lindsay Augustyn; Paige Glasshoff
Subject: Tuesday, November 4 Board Meeting

Jane Schneider

From: Karen Jackson
Sent: Monday, November 03, 2014 9:33 AM
To: Jane Schneider
Subject: RE: Tuesday, November 4 Board Meeting

Not a big deal. Hope you are feeling better. I told Diane about the web not having my name.

Karen L. Jackson

Transfer Credit Associate
College of Agricultural Sciences and Natural Resources
103 Agricultural Hall
Lincoln, NE 68583-0702
(402) 472-7903
Kjackson2@unl.edu
Fax: (402) 472-7911



From: Jane Schneider
Sent: Monday, November 03, 2014 9:29 AM
To: Karen Jackson
Subject: RE: Tuesday, November 4 Board Meeting

Sorry Karen – I was at home sick and I didn't pull your name off the web to send to. You are on my email list here.

Jane

From: Karen Jackson
Sent: Monday, November 03, 2014 9:25 AM
To: Jane Schneider
Subject: FW: Tuesday, November 4 Board Meeting

Jane:

I received this from Diane Wasser. Could you please make sure I am in your list for future reporting? No big deal!

I do not have a report for the meeting. The only thing is that we still do not have a rep for the Campus Recreation Advisory Council (2 year term, need to be a Campus Rec member). I am sorry I will not be at the meeting tomorrow because I have a meeting with Doug Smith from NCTA at 3:00. Let me know if you need anything more from me. Thank you!

Karen

Karen L. Jackson

Transfer Credit Associate
College of Agricultural Sciences and Natural Resources
103 Agricultural Hall

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

November, 2014

TO: Jane Schneider
FROM: Diane Carson
COMMITTEE: Ways and Means
DATE: November 3, 2014

Current committee report

We have just one more home game – November 22 – Nebraska vs. Minnesota. Time has not yet been released.

After the last home game, we will have a drawing for the people who have staffed the parking lot. The names will be put in for each time worked.

We sold 74 spots for the Rutgers game and 82 for the Purdue game. We are having great success this year! A big thank you to all who have helped!

I will have a complete list of stats after the Minnesota game.

Motions

(This is a motion you know you will be making at the meeting)

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNOPA Treasurer's Report -- October 2014

	Balances:
Beginning Checking Account Balance - 10/01/14	\$ 4,442.60
Income:	
October Interest:	\$ 0.19
Deposit - 10/6/14	\$ 100.00
Membership Dues - \$100.00	
Deposit - 10/15/14:	\$ 138.50
Membership Dues - \$111.00	
President Misc - 50/50 - \$27.50	
	Total Income: \$ 238.69
Expenses:	
226 - NAEOP - UNOPA Affiliation (President)	\$ 48.50
227 - Chez Hay Catering - Workshop Refreshments (Career Dev'l)	\$ 142.54
228 - Chez Hay Catering - Meeting Refreshments (Hospitality)	\$ 50.40
229 - Breana Garretson - Meeting Décor (Hospitality)	\$ 62.41
	Total Expenses: \$ 303.85
Ending Checking Account Balance - 10/31/14	<u>\$ 4,377.44</u>
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Beginning Cost Center Balance - 10/01/14	\$ (50.28)
Income:	
Membership Dues - 10/7/14	\$ 75.00
	Total Income: \$ 75.00
Expenses:	
UNL Mail Services - 2 pieces	\$ 0.96
	Total Expenses: \$ 0.96
Ending Cost Center Balance - 10/31/14	<u>\$ 23.76</u>
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Ending Checking Account Balance -10/31/14	\$ 4,377.44
Ending Cost Center Balance - 10/31/14	\$ 23.76
Total Funds Available:	<u>\$ 4,401.20</u>
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Savings Account Balance - 10/31/14	\$ 11,490.72
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55th Anniversary Balance: \$93.00	