

Approved as corrected by UNOPA Board—April 5, 2016

## UNOPA Executive Board Meeting Minutes

March 1, 2016

4:00 p.m.-5:00 p.m.

Whittier Building, 3<sup>rd</sup> Floor Conference Room

### CALL TO ORDER

President Roddy Spangler called the meeting to order at 4:04 p.m.

Roll Call was taken by Judy Anderson, recording secretary.

### MEMBERS PRESENT

Roddy Spangler, Tricia Liedle, Judy Anderson, Marsha Yelden, Lorraine Moon, Edie Schleiger, Breana Garretson, Barbara Homer

### MEMBERS ABSENT

Alycia Libolt, Jane Schneider, Sara Luther, Debbie Hendricks, Mary Klucas, Carol Wusk, Jaime Long, Marilyn Johnson, Donelle Moormeier, Donette Petersen, Jan Wassenberg, Linda Arnold

### AD-HOC COMMITTEE MEMBERS PRESENT

None.

### AD-HOC COMMITTEE MEMBERS ABSENT

Kelsey Sims

### APPROVAL OF MINUTES

Minutes of the February 4, 2016, Executive Board Meeting were approved as corrected.

### TREASURER'S REPORT

Report attached. The treasurer's report was accepted and will be presented to the general membership at the March general membership meeting.

### OFFICER/COMMITTEE REPORTS

**President.** Report attached.

**President-elect/Program.** Tricia reported that nominations were not coming in for the next year's board.

**Recording Secretary.** No report.

**Corresponding Secretary.** Report attached.

**Past President/Bradley Munn.** No report.

**Membership.** No report.

**Hospitality.** Breana reported that the Dairy Store had recently stopped doing boxed lunches. Other names of possible vendors like Beacon Hills, High Nooners, Valentino's, Panera, Jimmy John's, and Annette's Catering were offered by the board.

For the General Membership meeting at the East Campus Recreation Center, tours will run two at a time starting at 12:15 pm.

**Awards.** It was noted that there had only been one nomination received so far for the Rose Frolik Award.

**Career Development & PSP.** No report.

**Communication Technology.** No report.

**Employee Concerns.** No report.

**Nominating.** ~~Donelle reported receiving 22 nominations...with all but three declining their nomination. Still waiting to hear back from the remaining three. The board suggested that Tricia really stress the need of nominations at the general meeting.~~ (Inadvertently left from last month.)

**UNOPA Notes.** Report attached.

**Ways and Means.** No report.

**Bylaws.** (Still vacant.)

**Outreach.** (Still vacant.)

#### AD-HOC COMMITTEE REPORTS

Digital Commons: No report.

Marketing: No report.

#### UNFINISHED BUSINESS

Roddy stressed that everyone needs to encourage nominations to next year's board. Tricia asked about installation protocol. She didn't find anything in the files for reference. She will check with Lola Young and Mary Guest for ideas and guidance.

#### NEW BUSINESS

The budget will be addressed at the next meeting. Everyone was instructed to look over their own committee and to come prepared with ideas for changes.

Roddy mentioned that Diane Wasser had asked if anyone planning on attending the NAEOP Conference in St. Louis would be interested in getting a van to drive together. Roddy will send an email to those attending.

Roddy is working on rescheduling the workshop that was cancelled, but the speaker was not available until late May or June.

There was discussion on being more involved with UAAD in order to possibly strengthen both organizations—especially since employment levels are more blurred and many of our members can and do belong to both organizations.

The next meeting of the Executive Board will be April 5, 2016, at 4:00 p.m. at the Whittier Building.

The meeting was adjourned at 5:01 p.m.

Submitted by Judy Anderson, recording secretary

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**  
**UNOPA Board meeting**  
**March 1, 2016**

FROM: Roddy Spangler  
COMMITTEE: President

Jane Schneider discussed the value of UNOPA submitting an application to NAEOP for the Louise Henderson Nelson Award. UNOPA has not submitted an application the past two years. In fact, this past year, zero applications were received from local associations, and only two applications from state associations. It has been reported that NAEOP may be restructuring this award process. I will be soliciting your thoughts at the board meeting.

I will be representing UNOPA on the James V. Griesen Award Selection Committee. We have a meeting, Friday, March 4, to review the nominees.

I will be representing UNOPA in promoting a University of Nebraska Foundation giving campaign. It is called "Together as one." I am being asked for my general support and advocacy of the program to our membership and others. I was also asked to provide testimonials from those that do donate to different University organizations via the NU Foundation. I was able to provide three testimonials. There will be a system-wide direct mailing coming to each faculty/staff, email promotions, social media promotion etc.

I would appreciate having anyone who took pictures at UNOPA events this year, forward copies of the pictures to me. I would like to compile them into a slide show for our May general membership meeting.

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FROM: Marsha Yelden  
COMMITTEE: Corresponding Secretary

Working on the Rose Frolik/Past President/Retiree meeting. Creating invitations to be sent out in March.

Cards sent:  
Sandy Lineberry                      Get Well              2/9/2016

.....  
FROM: Barbara Homer  
COMMITTEE: UNOPA Notes

The February UNOPA Notes Newsletter was sent to the UNOPA listserv on February 12, 2016, and the March Newsletter will be sent out on March 3, 2016.

The February 2016 Newsletter will be submitted for entry in the NAEOP Rachel Maynard Award of Excellence in Communication Newsletter/Magazine Contest. Alycia Libolt, Treasurer, will take care of mailing it to include the \$20 processing fee.

The deadline for submission of articles for the April issue is March 14.

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## UNOPA Treasurer's Report -- February 2016

<b>Beginning Checking Account Balance - 2/1/16</b>		<b>Balances:</b>
		\$9,050.75
<b>Income:</b>		
Deposit - 2/12/16	\$313.00	
February Luncheon - \$290.00		
50/50 - \$23.00		
		Total
		Income: \$313.00
<b>Expenses:</b>		
Debit - Walmart - Centerpieces/Giveaways (Hospitality)	\$75.66	
Debit - Nothing Bundt Cakes - Giveaways (Hospitality)	\$17.97	
Debit - Walmart - Centerpieces (Hospitality)	\$11.10	
Debit - Walgreens - Giveaways (Hospitality)	\$14.00	
1018 - Greta's Gourmet - February Luncheon (Hospitality)	\$321.96	
1019 - Bob Stephens & Associates - Umbrellas (Membership)	\$1,885.34	
1020 - Open Shelf - January 50/50 (President-Misc)	\$20.00	
VOID 1021 - Premier Catering - Refreshments (Career Dev'l)	\$-	
1022 - NAEOP - Newsletter Award Submission (UNOPA Notes)	\$20.00	
1003 - Debbie Hendricks - Corsages (Career Development - PSP)	\$(19.57)	
1003 - Debbie Hendricks - Corsages (Past President)	\$19.57	
		Total
		Expenses: \$2,366.03
<b>Ending Checking Account Balance - 2/29/16</b>		<b><u>\$6,997.72</u></b>

<b>Beginning Cost Center Balance - 2/1/16</b>		\$(1,187.74)
<b>Income:</b>		
		Total
		Income: \$-
<b>Expenses:</b>		
Roddy Spangler - NAEOP Expenses (President Misc.)	\$(300.00)	
Roddy Spangler - NAEOP Expenses (President-Elect)	\$300.00	
UNL Mail Services - 1 Piece (Corresponding Secretary)	\$(0.48)	
UNL Mail Services - 1 Piece (Treasurer)	\$0.48	
UNL Mail Services - 2 Pieces (Treasurer)	\$0.96	
		Total
		Expenses: \$0.96
<b>Ending Cost Center Balance - 2/29/16</b>		<b><u>\$(1,188.70)</u></b>

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<b>Ending Checking Account Balance - 2/29/16</b>	<b>\$6,997.72</b>
<b>Ending Cost Center Balance - 2/29/16</b>	<b><u>\$(1,188.70)</u></b>
<b>Total Funds Available:</b>	<b><u><u>\$5,809.02</u></u></b>

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**Savings Account Balance - 2/29/16** **\$11,501.06**

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**55th Anniversary Balance: \$93.00 - \$6.36 = \$86.64**