

## UNOPA Executive Board Meeting Minutes

December 6, 2016

3:30 p.m.-4:30 p.m.

Forestry Hall Conference Room

### CALL TO ORDER

President Tricia Liedle called the meeting to order at 3:32 p.m.

Roll Call was taken by Judy Anderson, recording secretary.

### MEMBERS PRESENT

Tricia Liedle, Barbara Homer, Judy Anderson, Renae Oestmann, Cheryl Wemhoff, Lorraine Moon, LeAnn Frobom, Donna Bode, Lindsay Augustyn

### MEMBERS ABSENT

Jill Schurr, Roddy Spangler, Sara Luther, Debbie Hendricks, Mary Klucas, Carol Wusk, Alycia Harden, Marla Nissen

### OTHER MEMBERS PRESENT

Lola Young

### AD-HOC COMMITTEE MEMBERS PRESENT

None

### AD-HOC COMMITTEE MEMBERS ABSENT

Jane Schneider, Kelsey Sims

### APPROVAL OF MINUTES

Minutes of the November 1, 2016, Executive Board Meeting were approved as corrected.

### TREASURER'S REPORT

Report attached.

### OFFICER/COMMITTEE REPORTS

**President.** Tricia Liedle mentioned the possibility of moving to a totally non-smoking campus. A campus committee is being formed.

**President-elect/Program.** Barb Homer reported that Jeff Maul of the Lincoln Convention and Visitor's Bureau will be speaking on "Lincoln Events and Tourism Growth" at the combined UNOPA/UAAD meeting in January.

**Recording Secretary.** No report.

**Corresponding Secretary.** Report attached.

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

**Presidential Adviser.** No report.

**Membership.** Report attached.

**Outreach.** Report attached. In addition, Donna Bode asked for discussion on ways to get members to mingle more at the meetings. It was decided to continue to mention and encourage members to sit with someone they don't know as well as doing some fun mixers at the beginning of the meeting. Donna also suggested having something mentioned in UNOPA Notes to encourage meeting new friends and welcoming new members. There was discussion on the purchase or rental of tablecloths for the

general membership meetings. **Donna Bode moved to increase the Outreach Committee budget by an additional \$300 for 2016-17 to cover the cost of table linen rental for three meetings each year. Barb Homer seconded the motion and it was passed.** Donna also reported having 40 registrations for the December general membership meeting.

**Awards.** No report.

**Career Development & PSP.** Report attached.

**Technology.** No report.

**Employee Concerns.** No report.

**Bylaws/Nominating.** Cheryl Wemhoff, reported that the Bylaws have been updated and given to Mary Klucas to be added to the website. She encouraged us to be thinking of members to nominate for the next board.

**UNOPA Notes.** Report attached. There was discussion on possibly putting some general membership information received as emails into the newsletter instead, depending on the timeliness of the information. Board members were also encouraged to write articles for the newsletter.

**Ways and Means.** No report.

#### AD-HOC COMMITTEE REPORTS

**Digital Commons.** No report.

**Marketing.** No report.

#### UNFINISHED BUSINESS

None.

#### NEW BUSINESS

Tabled until next meeting.

The next meeting was moved to Thursday, January 5, 2017, since the normal meeting day of Tuesday would be our first day back from break.

The meeting was adjourned at 4:31 p.m.

Submitted by Judy Anderson, recording secretary

**UNOPA Treasurer's Report -- November 2016**

<b>Beginning Checking Account Balance - 11/1/2016</b>	<b>Balances:</b> \$ 4,187.04
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<b>Income:</b>	
Deposit 11/9/16 November Meeting Meals	\$500.00
Deposit 11/9/16 November Meeting 50/50 Drawing	\$52.00
Deposit 11/9/16 Donation Received at November Meeting	\$1.00
Deposit 11/10/16 Donation to Camp Kesem Received at November Meeting	\$20.00
Deposit 11/14/16 Membership Dues	\$2.00
Deposit 11/30/16 Meal Reimbursement from CSMCE	\$90.00
Total Income:	
	\$665.00

<b>Expenses:</b>	
1041 - 11/2/16 - Premier Catering - water for October workshop	\$9.00
1042 - 11/2/16 - NAEOP - Membership for Liedle	\$50.00
*1043 - 11/10/16 - Premier Catering - Catering for November Meeting	\$1,346.68
1044 - 11/30/16 - Awards Unlimited, Inc. - Awards for Boss of the Year and Silver Pen Recipients	\$112.45
Total Expenses:	
	\$1,518.13

<b>Ending Checking Account Balance - 11/30/2016</b>	<b>\$ 3,333.91</b>
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<b>Beginning Cost Center Balance - 11/1/2016</b>	\$ (1,133.50)
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<b>Income:</b>	
General Meeting Lunches-11/10/16	\$ 50.00
General Meeting Lunches-11/10/16	\$ 40.00
Membership Dues-11/11/16	\$ 15.00
Membership Dues-11/11/16	\$ 15.00
Membership Dues-11/23/16	\$ 15.00
Total Income: \$	
	135.00

<b>Expenses:</b>	
11/11/16-Programs for November General/Awards Meeting	\$ 39.68
Total Expenses:	
	\$39.68

<b>Ending Cost Center Balance - 11/30/2016</b>	<b>\$ (1,038.18)</b>
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<b>Ending Checking Account Balance - 11/30/2016</b>	\$ 3,333.91
<b>Ending Cost Center Balance - 11/30/2016</b>	\$ (1,038.18)
<b>Total Funds Available:</b>	<b>\$ 2,295.73</b>

<b>Savings Account Balance - 11/30/2016</b>	<b>\$ 11,505.37</b>
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**55th Anniversary Balance: \$93.00 - \$6.36 (sales tax) = \$86.64**

\*November meeting meal charge from Premier Catering was \$18.70 per meal. The UNOPA Board voted to charge guests only \$10.00 per meal utilizing UNOPA funds to cover the \$8.70 difference per meal. Therefore, UNOPA funded \$626.40 (\$8.70 per meal x 72 meals) for the November meeting.

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**  
**UNOPA Board meeting**  
**December 6, 2016**

**TO:** Tricia Liedle  
**FROM:** Jill Schurr  
**COMMITTEE:** Corresponding Secretary  
**DATE:** 12.1.16

**Current committee report**

No cards were sent this past month.

Reminder to bring your items for the Camp Kesem Wish List to the December General Meeting. You can also deliver them to Jill Schurr on East Campus or Tricia Liedle at Innovation Campus.

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**TO:** Tricia Liedle  
**FROM:** Alycia Harden  
**COMMITTEE:** Membership  
**DATE:** December 1, 2016

**Current committee report**

Current membership is 93 total:

10 - New  
66 - Active  
4 - Associate  
1 - Honorary  
11 - Retiree  
1 - Lifetime

Belva Harris has been switched from Active to Retiree.

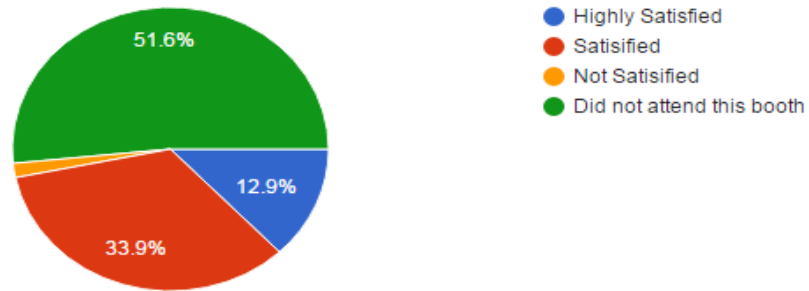
Our newest members include Olivia Wilson and Alisha Simonson, both from the College of Architecture, and Lori Sorto from the Supply Chain Management and Analytics department in the College of Business Administration. I will not be at the December General Meeting so I will welcome these three in January.

The membership pins were picked up from Awards Unlimited. The receipt did not include tax so I have asked Renae to contact Awards Unlimited for a new receipt.

We made contact with at least 37 employees (# who signed up to win the umbrella) at the All About You events. Winners of the umbrellas were Janaki Rajagopal (School of Veterinary Medicine and Biomedical Sciences), Terri Rickel (Libraries), Amy Zachek (ITS) and Lori Thomas (FPC).

Below is a pie chart with the satisfactory ratings from the participants who completed the follow up survey after the All About You event.

University of Nebraska Office Professional Association (UNOPA) (62 responses)



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TO: Tricia Liedle  
FROM: Donna Bode  
COMMITTEE: Outreach/Hospitality  
DATE: 12/6/2016

**Current committee report:**

1. It has been suggested that the committee promote mingling among the members at meetings. This could be done by having members sit with others they don't know or don't know well. The committee would present a game that would encourage the "mixing of friends". I would like to hear the executive committee's thoughts on this.
  
2. The topic of purchasing table clothes continues to be discussed. I have included a few options with approximate costs. Along with pros/cons of this idea:
  - a. Premiere Catering – linen @ \$5.00 each – pro is that no one has to worry about cleaning
  - b. AAA Rentals – linen @ \$8.50 each – con is that we have to pick up and return; cost
  - c. Purchase Vinyl with the flannel backing – pro is the durability; wipe clean; cost \$12.40 each/Party City price not available. Con is that someone has to clean each time, making sure they are dry before storing; appeal of vinyl.
  - d. Purchase Plastic tablecloth – pro is that they are disposable when torn or stained; cost is \$14.89 for 12 table clothes/ Party City \$2.99 each; can purchase a variety of colors. Con is the durability of the table cloth, being light weight; cleaning and care.
  - e. Purchase cloth linens – pro is a one-time purchase of \$78.19 for 10/Party City \$9.99 each; con is laundry and care (who is responsible for laundry?)

The prices of the table covers are quotes from Amazon.com and Party City located at 27<sup>th</sup> & Superior.

I would like to hear discussion on the thought of purchasing table clothes, and have a motion made if necessary.

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TO: Tricia Liedle  
**FROM: Lorraine Moon and Debbie Hendricks**  
**COMMITTEE: Career Development**  
DATE: December 5, 2016

**Current committee report**

The Career Development Committee met on Monday, November 14, to discuss plans for the Spring Workshop(s). It was agreed upon that we will try to have Dr. Julie Masters present a longer version of the topic that she presented at the UNOPA meeting in October. In addition to this presentation, we are also hoping to have Lisa Morehouse, the incoming NAEOP president, present a workshop for us. We have not had the opportunity to schedule these presentations.

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TO: Tricia Liedle  
**FROM: Lindsay Augustyn**  
**COMMITTEE: UNOPA Notes**  
DATE: 10/31/16 & 12/5/16

**Current committee report**

UNOPA Notes submissions were accepted until October 25. The newsletter will go out today, Nov. 1, to all members. The deadline for submissions is the 15<sup>th</sup> of each month.

I would like to discuss the use of the newsletter at the December board meeting and its purpose as seen by members, to help cut down on the number of UNOPA messages.