

Approved as corrected by UNOPA Board September 1, 2015

## UNOPA Executive Board Meeting Minutes

August 4, 2015

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 4:05 p.m.

Roll Call was taken by Judy Anderson, recording secretary.

### MEMBERS PRESENT

Roddy Spangler, Judy Anderson, Marsha Yelden, Alycia Libolt, Jane Schneider, Lorraine Moon, Mary Klucas, Edie Schleiger, Breana Garretson, Jaime Long, Marilyn Johnson, Donelle Moormeier, Barbara Homer, Linda Arnold

### MEMBERS ABSENT

Tricia Liedle, Sara Luther, Debbie Hendricks, **Jan Wassenberg, Donette Petersen**

### AD-HOC COMMITTEE MEMBERS PRESENT

None

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Paige Glasshoff, Lisa King

### APPROVAL OF MINUTES

Minutes of the June 9, 2015, Executive Board Meeting were approved as corrected.

### TREASURER'S REPORT

The treasurer's report was filed for audit.

### OFFICER/COMMITTEE REPORTS

**President.** Report attached. In addition, the UNOPA website won first place **and UNOPA Notes won second place** at the NAEOP Conference. We received a thank you note from Barb Homer for the gift and support upon being awarded the NAEOP Office Professional of the Year.

**President-elect.** Report attached. In addition, someone from Matt Talbot Kitchen & Outreach (Roddy's charity) will be the speaker at our first meeting. Discussed new employee gifts.

**Recording Secretary.** No report.

**Corresponding Secretary.** Marsha is unable to attend the Summer Social and asked for someone to take pictures.

**Treasurer.** Debit card was received from the new bank.

**Past President/Bradley Munn.** Checked on dates for deadlines.

**Awards.** Jane commented that the guidelines needed to be updated. She, **Tricia**, Mary Guest, and Sara will work together on this.

**Bylaws.** Jane and Mary Guest will help with this, with assistance by Mary Klucas. (Still vacant.)

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

**Communication Technology.** Report attached. *Mary Klucas moved: To amend the UNOPA budget for 2015-16 to add a one-time line item for up to \$600 to use for hiring someone to aid with the UNOPA website—to clean up/arrange the site—to make it more user friendly. Seconded by Jane Schneider. Motion passed.*

**Employee Concerns.** Still needing people for Faculty Senate, Campus Rec, and Parking Appeals committees. Jaime noted that some membership forms submitted showed interest in committee membership and she would let Edie know.

**Hospitality.** Was waiting for the list of events and plans and will now get the committee started to work.

**Membership.** Reported 48 memberships received: 42 active, 3 retired, and 3 associate. Will be doing more recruiting, reminding and following up with new employees.

**Nominating.** No report.

**Outreach.** No report. (Still vacant.) The Secret Friend program was brought up and it was reported that Marcy Tintera would continue collecting labels.

**Program.** Report attached.

**UNOPA Notes.** The deadline for submitting to Notes will be the Monday after the General Meeting (in this case the Summer Social), August 17. **Lindsay Augustyn** in on the committee.

**Ways and Means.** Report attached. Discussed staffing the football parking lots and decided publishing the sign up lists seemed to work the best. A form will be sent to board members to sign up for specific games to find volunteers for.

#### AD-HOC COMMITTEE REPORTS

No reports were given.

#### UNFINISHED BUSINESS

The purchase of umbrellas was discussed and it was decided we needed to see a couple of different quotes that would hopefully be closer to the \$5 each range.

There were 31 members signed up for the Summer Social.

#### NEW BUSINESS

Discussed whether to link UNOPA Notes to the NEOPA and NAEOP **websites newsletters**. Checking the suggestions on the award critiques from NAEOP.

The next meeting of the Executive Board will be September 1, 2015, at 4:00 p.m. at the Whittier Building.

The meeting was adjourned at 5:06 p.m.

Submitted by Judy Anderson, recording secretary