

Minutes
University of Nebraska Office Professionals Association (UNOPA)
Tuesday, October 11, 2011, 11:45 a.m. – 1:00 p.m.
Coaches Corner, Devaney Sports Center

President, Cathy Robertson, called the meeting to order at 12:02 p.m.

The minutes of the May 10, 2011, General Membership Meeting had been emailed to the membership prior to the meeting. **The minutes will stand approved as amended.**

The minutes of the September 13, 2011, General Membership Meeting had been emailed to the membership prior to the meeting. **The minutes will stand approved as amended.**

The October Treasurer's report was emailed to the membership prior to the meeting. There were no corrections. **The report will be filed for audit.**

Officer Reports

President: Cathy Robertson

The proposed budget for 2011-2012 was emailed to the membership prior to the meeting. Cathy gave a brief explanation about where the budget funds come from and how the budget had been trimmed for the upcoming year.

Diane Wasser moved that the 2011-2012 budget be approved as presented. The motion was seconded by Kathy Bennetch. The motion passed unanimously.

Immediate Past President: Mari Greer

October 15, 2011 is the next deadline for submission for reimbursement from the Bradley Munn Professional Growth Fund.

Contact Mari Greer if interested in car-pooling to the Fall NEOPA Conference in Columbus, NE on Friday, October 21, 2011.

Standing Committee Reports

Awards: Edie Schleiger

Monday, October 17, 2011, is the deadline for nominations for the Oldt Awards – Boss of the Year, Silver Pen, and Outstanding Staff.

Bylaws: Pat Hust

Pat spoke briefly on how UNOPA is governed by our Bylaws, Standing Rules and Duties of Committees. On September 6, 2011, the Executive Board approved revisions to the Duties of Committees. Those revisions included updating the Career Development Committee duties to include the administration of the Nebraska Home Sales Professional Development Scholarships, and updating the duties of the Membership Committee to remove outdated language about providing mailing labels to specific committees.

On September 6, 2011, the Executive Board also approved a motion to revise the Bylaws as recommended by the 2010-11 Bylaws Committee that were reviewed and amended by the 2011-12 committee. The revisions include:

- **Article III - Membership.** Restructuring and adding a section to more clearly delineate membership year, types of membership and adds information on restoring membership.
- **Article IV - Officers/Duties.** Add the option of electronic balloting, give clear time line for the Annual Report, removing specific reference to means of distributing information university-wide, and change when the budget is proposed and approved.
- **Article V - Meetings.** This provides options for the Executive Board or Committees to conduct business other than face to face.
- **Article VI - Executive Board.** Clean up typo.
- **Article VIII - Affiliation.** Clean up misinformation about serving on the NAEOP Advisory Council.
- **Article IX - Amendments.** Add the option of electronic balloting.

Ballots will be mailed at the end of the week. The change information will be on the UNOPA website. The mailing will include the ballot for the Nominating Committee as well.

Career Development: Beth Zager

The first workshop will be on Tuesday, October 25, 2011. Multi-Tasking in the Electronic Society will be presented by Ranelle Maltas. The deadline for registering is Tuesday, October 18, 2011.

Employee Concerns: Marcy Tintera and Roddy Spangler

All the open positions have been filled except for the Chancellors Commission on Environmental Sustainability which is a three year appointment. Please let Marcy know if you are interested.

Membership: Gretchen Walker

There are 149 members as of today, with 112 are active (new/renewal/awardees). The breakdown is 112 active, 7 retired, 9 associate, 1 life time, 20 honorary.

Surveys are done. Some are interested in more interaction than just the meetings. Secret Friends has been started. Information regarding Secret Friends is on the tables. It will also be sent out by email to the membership.

Nominating: Nelvie Lienemann

Because of Donna Boone resignation from UNL, Cathy Robertson moved into the office of President. This necessitated soliciting nominations for the position of President-Elect. Linda Luedtke has agreed to be on the ballot.

President Cathy Robertson made the call for nominations from the floor. There were none. Ballots will be sent to the voting membership.

UNOPA Notes: Linda Ratcliffe

Articles are due by Friday, October 14, 2011. Please let Linda know if you see any corrections needed in UNOPA Notes. The web post can be modified to include corrections.

Ways and Means: UNOPA Board

October 29, 2011, is the next game for football parking. Debbie Hendricks is looking for workers for the lot. Currently, the game time has not been announced.

For the November 5, 2011, game, Gretchen Walker, Linda Ratcliffe, Anne Reese and Roddy Spangler are working together to coordinate volunteers for the parking lot. The game time has yet to be announced.

Hospitality: Jaime Long and Sara Luther

The 50/50 drawing collected \$74. Debbie Hendricks received \$34 \$37 and \$34 \$37 will go to President Cathy's designated charity - Martin Luther King, Jr. Scholarship program.

Two T-shirts were donated by the Husker Softball Program to give away as door prizes. Recipients were: Barbara Homer and Sally Wegner.

Guest Speaker

Cathy Robertson introduced our guest speaker, University of Nebraska Head Softball Coach, Rhonda Revelle. Coach Revelle shared excerpts from a 1997 letter written to her team about the secrets to sustain success: mastery over self

- Be yourself – Too much time is spent trying to be someone we're not. The key is knowing your gifts and then set out to give your gifts away. Meaning and purpose come from giving away. Be true to self and give generously without regard.
- Be authentic – Clear reflection of who we are and how we are perceived. Surround self with people of high character.
- Pride in authorship – Do things thoughtfully. "Are you proud of the name on the paper?"
- Heed the call – The call to our talents. Taking the time to prepare takes discipline but grows self-esteem. Find it in yourself to love it, then you'll like it better. Review the day—what are the takeaways? Did you honor your gifts.
- Embrace your fears – Get the first step through the door. Education comes through doing.

She closed with suggesting the two biggest influences on growth and learning are the books we read and the people we interact with.

Announcements

The Supplier Showcase is Tuesday, October 18, 2011, 10:00 a.m. – 3:00 p.m. in the Nebraska Union.

The Making Strides Breast Cancer Walk is Sunday, October 24, 2011, 1:00 p.m. at Holmes Lake Park. Betty Jacobs is coordinating a team. Those interested in walking as a group should meet Betty on the West side of the registration tent at noon.

Donations are still being accepted for the tailgate themed basket for the NEOPA Fall Conference.

The next meeting is November 8, 2011 on East Campus.

Meeting adjourned at 12:48 p.m.

Respectfully Submitted,

Mary Klucas, Recording Secretary