Building UNOPA's Future on the Foundation of Our Past

Message from our President...
by Sandy Watmore, President

To all UNOPA members:

Happy New Year! It is hard to believe that as 2004 is only a memory, so is the first half of this UNOPA year. We have accomplished much already and are busy setting the table for more to come. In review we have:

- Installed a great Board of Directors and established the theme of “Building UNOPA on the Foundation of our Past”.
- Heard about Kid’s Unlimited and their Spinoza Bear Program which is my charity for the year.
- Learned about the history and political climate of Iran.
- Established a budget for the 2004-05 year.
- Viewed fall and winter fashions at a mini style show.
- Began the process of updating our Constitution and By-Laws.
- Presented the Floyd S Oldt Boss of the Year award to Dr. David Hansen from the Psychology Department.
- Learned about Homeland Security from TSGt Jason Schroeder from the NE Air National Guard.
- Collected and delivered holiday gifts to Fresh Start and St. Monica’s.
- Enjoyed holiday music performed by UNOPA member (& current Board member) Judy Anderson.
- Said a final good-bye to long time UNOPA supporter, Brad Munn, and two of our former UNOPA Presidents, Mollie Tintera and Jan Schinstock.

I, the other elected officers, and the entire Board of Directors are doing our best to assure all the members a positive year. If ever you have questions and concerns about anything about our organization, please contact Barb, Becky, Carol, Debbie, Diane, Donelle, Dora, Edie, Faye, Gretchen, Helen, Jan, Jeanette, Judy, Kathy, Lois, Lola, Marcy, Mary, Shirley, or me. We look forward to continuing our year and reaching our goals. Hope 2005 is a wonderful year for you and for UNOPA!
UNOPA Board Meeting
December 7, 2004
by Kathy Schindler, Recording Secretary

The December Board meeting was held on December 7, 2004. Minutes from the November 2, 2004 board meeting were handed out and approved. Treasurer Lois Erickson handed out the balance sheet as of December 7, 2004. Jeannette Fisher said she sent a sympathy card to Carol Nau, her mother passed away. Program director, Becky Hastings, reported that Jim McKee will be the speaker at the combined UAAD/UNOPA meeting in January. Carol Bom, director of the Foundation committee, reported that the balance for the Foundation is $2,370.40. The Foundation reimbursed Doreen Wagenaar $45.00. There has been one application received so far for the January 15th deadline. Raffle tickets for the afghan will be sold before the December general meeting and the drawing will be held during the meeting. Membership director, Donelle Moormeier said that she is almost out of membership cards. She is going to look into possibly doing the cards differently. Now we have Printing do them - she is going to check into the possibility of the Membership director being able to do them on their computer. Jan Edwards, Nominating director, said she will announce at January’s meeting that people need to start considering to run for an office. Judy Anderson, Professional Growth co-director, talked about the workshop which was held on November 17, 2004. The topic was “Elder Care”. The workshop was a great success. Dora Dill, Bylaws director, said that her committee is working on the bylaws and constitution. There will be a special meeting about the bylaws, for the membership to attend. Sandy will be sending out an e-mail announcing this. Communication Technology director, Diane Wasser, said that March is the deadline for website awards. Carol Bom reported for Edie Schleiger, NAEOP Liaison, that the Central Area conference will be March 31, 2005 - April 2, 2005 at the Cornhusker Hotel in Lincoln. More information will be coming. Sandy Watmore and Becky Hastings will be attending the Martin Luther King, Jr. Freedom Breakfast on behalf of UNOPA. Diane Wasser, PSP committee member, said they would like to try doing a “silent auction” on items that would be available before the general meetings. The January Board meeting will be January 6, 2005 from 3:00 pm - 5:00 pm on East Campus in the Plant Industry Building - Room 214.

Treasurer’s Report-December 14, 2004
by Lois Erickson, Treasurer

Beginning Checking Balance November 1, 2004 $2,405.80

Income
Membership $342.00
Hospitality $891.00
Ways & Means $1,964.00
Interest $ 1.55
50/50 $ 70.75
Total Income $3,269.30

Expenses
Program $ 15.00
Membership $ 36.00
Corresponding Secretary $ 13.71
Awards $ 40.35
President $ 42.90
Total Expenses $ 147.96

Ending Checking Balance December 1, 2004 $ 5,527.14
Cost Objective Balance $ 1,364.06
Closing Balance $ 3,828.99
UNOTA Business

UNOTA General Meeting
December 14, 2004
Champions Club

by Kathy Schindler, Recording Secretary

CALL TO ORDER
President Sandy Watmore called the meeting to order at 12:03 p.m. She welcomed guests who came to our holiday meeting. Sandy encouraged everyone to purchase raffle tickets for the 50/50 drawing and for the afghan drawing.

MINUTES
The minutes of the November were approved with one correction: The NEOPA dinner for two at Applebee's Restaurant is a raffle instead of an auction.

OFFICER REPORTS
Treasurer:
Lois Erickson reported that UNOTA had a beginning checking balance of $2,405.80 as of November 1. Income since the last meeting was $3,269.30 and expenses were $1,479.96. The checking balance is $5,193.05 with the cost object of minus $1,364.06. That leaves a final balance at $3,828.99. The CD balance is $3,000.

Corresponding Secretary:
Jeanette Fisher explained that part of her responsibilities as corresponding secretary is to send cards to people. She encouraged everyone to let her know if someone needs a sympathy, get well, “thinking of you”, or some other card.

Jeanette thanked everyone for bringing items for residents at St. Monica's and Fresh Start for the Giving Tree. If you still have gifts, please contact Jeanette by the end of the week and she will pick them up.

Sandy thanked Jeanette and her committee for all the hard work on the Giving Tree.

STANDING COMMITTEES
Awards:
Helen Sexton, awards director, recapped the November meeting where UNOTA announced the 2004 Boss of the Year Winner. We had seven nominees and the winner was David J. Hansen, chairperson of the Psychology Department.

The next upcoming awards program is in February where UNOTA will announce the Floyd S. Oldt Silver Pen (2 awards) and Floyd S. Oldt Outstanding Staff awards. Nominations are due January 14.

UNOTA Notes:
Barb L'Heureux said the December UNOTA Notes has gone out. The deadline for the January UNOTA Notes is December 15.

Foundation:
Carol Born reminded everyone that the next deadline to request reimbursement for Professional Growth Expenses is January 15.

She reported that the UNOTA board is interested in naming the Foundation Fund after Brad Munn. Brad passed away earlier this year and was a long-time university employee who supported UNOTA.

Carol also held the drawing for an afghan that UNOTA member Lois Brinton made and donated. The winner was Sandy Watmore. The Foundation and Ways & Means committee organized the raffle with proceeds going to the Foundation Fund.

Announcements:
Sandy reported that UNOTA members who attended a workshop October 28-29 can get a Certificate of Attendance from JoAnn Barry at Campus Recreation. Members may need a certificate for the Professional Standards Program (PSP) or other professional growth goals.

Hospitality Committee:
Marcy Tintera announced that the committee received $75 for the 50/50 drawing. Half of that amount, $37.50, will go to the winner and the other half will go to Kids Unlimited (the president's organizational choice for this year). The winner of the drawing was Linda Pence.

Marcy announced that everyone at the meeting could take home the candle and candy cane at their table spot. Valerie Egger was the winner of the door prize.

OLD BUSINESS
By-Laws Committee:
Sandy Watmore reported that Dora Dill and the ByLaws Update Committee is at a point where UNOTA could start reviewing, approving, and implementing updates. Because our monthly general meetings have full agendas, board members decided to have an open forum on Tuesday, January 25, 2005 to discuss changes to the Bylaws. Please watch for the location and time for that meeting.

NEW BUSINESS
There was no new business.

PROGRAM
Becky Hastings introduced Judy Anderson, the singer for the day’s program. Judy presented several holiday solos and also led the crowd in singing holiday songs. She is a member of UNOTA and NEOPA (Nebraska Educational Office Professionals Association). She works in UNL’s Publication & Photography office and is very active in musical theatre in southeast Nebraska.

ADJOURNMENT
The meeting adjourned at 1 p.m. The next general meeting is January 11, 2005, joint UNOTA/UAAD meeting. Historian Jim McKee will be the special speaker.
WANTED - WE NEED YOU!
By Sue Gilleland, Director, and Barbara Homer, Co-Director, NEOPA Ways & Means

The Ways and Means Committee is having a drawing for a chance to win a "Weekend Getaway" package which includes: a 2-night stay at The Cornhusker Hotel, a dinner for two at Applebee's Neighborhood Grill & Bar, and two movie passes to the Douglas Theatres in Lincoln, Nebraska.

The approximate value is $210--what a great deal! The cost for the raffle tickets are $3 each or 4 for $10. The drawing will be held on April 2, 2005. This prize may be used in conjunction with the NEOPA Central Area Conference. Half of the proceeds from this fund-raiser will go towards the $1,000 high school student scholarship awarded at our spring conference.

Our committee is in need of people like yourself to help with selling of the tickets. (A big thank you to those of you who have already "stepped up" to assist us in this important endeavor.)

If you are interested in helping with this fund-raiser, please contact Barbara Homer at 402.472.3677 or by email at b homer@mail.unomaha.edu

Member Concerns
by Jeanette Fisher, Corresponding Secretary

If you know a UNOPA member who would appreciate a congratulations, get-well, sympathy, or thinking of you card, please let me know. My phone number is 472-0182 and my e-mail address is jfisher1@unl.edu. Thank you to everyone for keeping me informed.

The members of UNOPA expressed their sympathy this past month with cards to Carol Nau on the death of her mother, and to Linda Thelen on the death of her Grandmother.

Afghan Raffle Results
By Carol Born, Foundation Fund Director

Thanks to everyone who purchased tickets for the afghan raffle this fall. At our December 14 meeting, we drew the winning ticket. Sandy Watmore, our UNOPA President was the lucky winner! Congratulations, Sandy.

Thanks to everyone who sold tickets in their office areas. The Board of Directors, Ways and Means committee, and Foundation Fund committee sold tickets. A special thank you also goes to Lois Brinton for making and donating the beautiful afghan. We raised $135, which will go towards our professional growth workshop in the spring. Thanks again!

Search for Sandy's Hammer
by Barb L'Heureux, UNOPA Notes Editor

Somewhere in UNOPA Notes you will find Sandy's Hammer. The first two to email the page number and the article name to blheureux@unlalum.nebraska.edu will receive a prize. Here is what you need to look for.

Foundation Fund Reimbursements
By Carol Born, Foundation Fund Director

Please remember that it is available for a UNOPA member to receive monetary reimbursements for professional growth activities that you attend. Application forms are available from Carol Born, or on the UNOPA website. Professional growth activities like conference fees, tuition for classes, books for classes, hotel stay for a conference, are all expenses that can be reimbursed. We must also have original receipts. So, if you attend a conference, please be sure to ask for a receipt from the person handling registration.

Our next deadline for reimbursement applications will be January 15. Remember that the committee agreed to allot four $100 reimbursements as well as four keeping certification reimbursements up to $100. This year, we have only had two applications for reimbursement, so get those applications in!

Holiday Giving Tree
By Jeanette Fisher, Corresponding Secretary

A big thank you to everyone for the generous support of Fresh Start and St. Monica's. By the time you receive this message, I will have delivered many boxes of wonderful contributions to each organization. I am sure they will be overwhelmed with the thoughtfulness of UNOPA. This reinforces my feelings that we have many members of UNOPA that are willing to help in any way they can. Thank you.

Getting to Know your Board

Answer: Deb Burns
Getting to Know Your UNOPA Board!

Favorite Year: 1994, because I became a grandma. 1990
Worked at UNL: Neon Post-it-notes
Favorite Office Supply: Ardis
Best Friend: Nebraska City, NE
Home Town: 1 Older brother, Ken
Siblings: Some college
Education: Royal blue
Favorite Color: 2 miles from East
Currently live: Campus
Pets: None
Best Physical Character: Eyes
Hobbies: Iris folding and making greeting cards
Pet Peeve: Controlling individuals and injustice
Three words to describe me: Understanding, caring and sympathetic

Who Could This Be? See Page 4

UNOPA Celebrity Birthdays for January/February

Judy Janssen 1/18
Lisa King 1/21
Jan Wassenberg 2/04
Doreen Wagenaar 2/17

Acronyms and What They Mean To You

Note: It seems that we talk a lot about various groups at our meetings. Here is a brief explanation of what they all mean to us.

UNOPA - University of Nebraska Office Personnel Association
Our wonderful office personnel association on the UNL campus.

NEOPA - Nebraska Educational Office Professionals Association
Our state association. Membership is encouraged. More professional development is available at this level. Workshops are offered twice a year. Newsletter is available. Serving on a board of directors or running for an office is available.

NAEOP - National Association of Educational Office Professionals
Our national association. Membership is encouraged. More professional development is available at this level. A national conference is held each summer where educational office professionals from around the country gather for this conference and institute. May serve on committees or on a national board.

PSP - Professional Standards Program
Our educational office certification program. This program recognizes your professional growth. Certification is given at various levels depending on your service, membership and education and involvement in UNOPA, and the state and national organizations.

Foundation Fund CD 2484-
Our fund for professional growth expenses. This fund is available to any current UNOPA member to ask for reimbursements from tuition, books, conferences or work shops that you attend. Details are on our web site.

PSP Stipend Committee-
Once you earn your PSP (Professional Standards Program) certification, you are eligible to become a member of this independent committee. Jeanne Andelt coordinates this committee. Even though you need to be a UNOPA member to belong, they are not an official committee administered through our Board of Directors.

Please check out the following web sites for more information about what is available to you:

NAEOP - www.naeop.org
January

Calendar of Events

January 6  Board Meeting
January 11 UNOPA/UAAD Joint Meeting
January 17 Martin Luther King Jr. Day
January 25 Bylaws Update Workshop

Education is the birthright of every person. We as members of the University of Nebraska Office Personnel Association pledge ourselves to safeguard that right. We acknowledge the unique role of educational office personnel and the importance of their contributions to the university and the community. The purpose of UNOPA is to provide professional growth and promote high professional standards for education office personnel with the University of Nebraska, as partners upholding the quality of service to the university educational system and the community.