I want to thank everyone who attended the first general meeting for the year. It seems that we had quite a few guests and new members. It was great to see so many of you at the meeting!

Our meeting sure did cover a lot of areas/issues. One of the main topics discussed was the football parking lot for UNOPA. It seems we are having problems getting members to sign up to work the lot. I know that we are all busy with our jobs and personal lives, but I ask that you consider working one – two hour time slot. As I’ve said before, this is our only fund raiser for the year, and over the last couple of years UNOPA has made over $4,000.00 per year from the parking lot. The following was found in an issue of UNOPA Notes from 1990, “The next fund raising event will be a Sweetheart raffle for the February 12, 1991 general meeting. The raffle tickets will be distributed before the holiday closedown. President Perry announced that Shirley Howell was the top seller in the “Raising the Dough” project. She sold over 20 pizzas”. The treasury balance on December 10, 1990 was $1,640.34 – remember we didn’t have a CD at this time, so the $1,640.34 was the only money that we had. Today our checking balance is approximately $2,542.45 and we do have a CD of $3,053.42. To “entice” individuals to sign up to work – the Board has decided to do the following: Any individual (UNOPA member or family member) that signs up and works a shift will have their name entered into a drawing for a $50.00 gift card donated by Walmart. If a person works more than one shift, their name will be entered into the drawing for each two-hour shift they work.

Don’t forget that the nomination deadline for the Boss of the Year Award is October 10, 2005. After you receive this, you should have a few days to still nominate that “great” boss if you haven’t done so already.

Our next general meeting will be October 11, 2005 at the East Campus Union. I look forward to seeing you all there!
What:
The University of Nebraska is changing its perspective on employee pay and job responsibilities for Managerial/Professional and Office/Service staff through a program called NU Values. NU Values is a compensation system that establishes work competencies and focuses on identifying and rewarding effective performance in relationship to established job characteristics.

Why:
NU employee surveys have indicated that there is a desire to develop different approaches in determining pay, and to create new ways of thinking about career growth, performance expectations and performance evaluation. Leaders have indicated that they needed more flexibility in rewarding good performance. The current NU classification and compensation system needs to be updated in order to adequately reflect changing job markets, employee skills and abilities.

What this means for employees:
No one’s pay will be decreased and no one should expect a pay increase as an immediate result of implementing this program. Instead, NU Values will change how jobs are defined, how performance is measured and how pay is determined. Defining jobs and recognizing performance will establish a framework for career pathing, training and development and performance management. NU Values is an open, flexible system that will present employees and supervisors with clear objectives and paths for career growth. Its goal is to empower employees to increase personal responsibility for job accomplishments.

What this means for supervisors:
Supervisors are key to the success of NU Values. They will take an active role in defining jobs and implementing career growth, training and development and effective performance management. Supervisors will utilize communication and coaching skills and have a greater interactive leadership capacity within their unit. NU Values enhances creativity, decision-making and flexibility in career management for both the supervisor and the employee.

What this means for administrators:
Utilized properly, NU Values will increase effectiveness and efficiency of staff, actively reward individual and team strengths, address weaknesses and align individual and departmental activities with organizational priorities and directions. In many cases compensation decisions that were previously made by the Human Resources department will now rest with a department or college. Administrators will take an active role in supporting supervisors and employees in recruiting and retention, career growth and development, performance management and increasing effective communication. Organizational unit leaders and administrators will be responsible for making decisions that are in compliance with employment laws, regulations and University policies.

Examples of how positions and pay may be affected with NU Values:
- Advancement-pay increase in same Job Family Zone
- Promotion-job change to a higher zone in same Job Family
- Transfer-position change in same Job Family in different organizational unit
- Career change-reassigned to new Job Family
- Performance (merit) increase-increase separate from annual increase from legislative appropriations and based on work performance

*Salary Decisions: Based on available funding, market data, internal equity within unit and employee competencies.

For additional information, please contact Human Resources (402-472-3101) or visit the NU Values website at http://hr.unl.edu/general/nuvalues.shtml. All employees are encouraged to view the orientation module at this website.
NEOPA Fall Workshop
Registration Deadline is Here!

There is still time to register for the NEOPA (Nebraska Educational Office Professionals Association) Fall Workshop to be held in Omaha on Saturday, October 15th. Please contact Pam Lindholm at 436-1548 if you wish to register for the workshop.

More information about this workshop can be found in the September 2005 issue of UNOPA Notes on Page 8.

October 25 Mentoring Brownbag
by Mary Guest, Co-Director, Mentoring

The topic for the October 25 Mentoring Brownbag will be: Surviving the Software: Shortcuts to Managing Key UNL Systems. This brownbag session will be held in the Nebraska City Union, 12:00 noon to 1:00 p.m., room will be posted. Watch your mail for the flyer in early October for the list of panelists.

Please plan to attend, there will be refreshments and a prize drawing!!! Contact Beth Krohn (mkrohn1@unl.edu) or Mary Guest (mguest2@unl.edu) if you have questions or if you plan to attend.

NEOPA Clothing Drive
By Carol Bom, NAEOP/NEOPA Coordinator

The Nebraska Educational Office Professionals Association, NEOPA, is holding a clothing drive. This drive is being held to benefit the YWCA Job Outfitters program. Each year, the YWCA hosts two major clothing give-aways, one in the spring and one in the fall. Their fall give away was September 12. Now, they need to replenish their supply!

NEOPA will be accepting clothing from now until the October 15 workshop. For Lincoln residents, you need not take your clothes to the workshop near Omaha. Please contact me at cbom@neb.rr.com if you need to coordinate a pick up. Or, you may contact Becky Hastings, President of UNOPA, at 472-2085.

Besides new or used clothing, the YWCA will accept purses, jewelry, personal care items, and shoes. Besides business attire, they also fit women for waitress jobs, and other casual jobs. They outfit women who need help in re-entering the work force. Please support this local effort. You need not be a NEOPA member to participate. Thanks!

Camp COHOLO

President Hastings has chosen Camp COHOLO as this year’s recipient of the 50/50 proceeds. The camp is located outside of Gretna and provides a unique camping experience to children with cancer and blood disorders.

The letters (COHOLO) stand for Courage, Hope and Love. The hardest thing for kids with cancer is that they can’t be around other kids in fear of catching a simple cold, flu, or the most dangerous illness, chickenpox. These simple illnesses can turn into pneumonia, hepatitis and even meningitis. All of these can be life threatening for a cancer patient. What is so neat about Camp COHOLO is everyone is in the same situation and they are all under the care of doctors and nurses while experiencing camp fun like a normal kid.

At the conclusion of the camp, all the campers, their parents, the doctors, nurses and counselors congregate in the auditorium to watch a video of the week’s happenings. The activities these kids get to do are unbelievable. Waterslides, swimming, hiking, high wire walking, horseback riding, dances, climbing walls and even the T P-ing of the boy’s cabin after hours. It is a week where they get to be normal kids again. The restaurants in Omaha and surrounding areas almost competed to see who could cater the meals for camp. The saddest part of camp is that for some patients the camp was their last week of fun. However, for others, they continue to come year after year and may eventually become a Camp COHOLO Counselor.

President Hastings will present more information about Camp COHOLO at the October General Meeting.
September Executive Board Meeting  
by Donelle Moormeier, President-elect

The September Board meeting was held on September 6, 2005 at 3:00 p.m. at the Nebraska East Union. Minutes from the August meeting were approved as corrected.

President, Becky Hastings reported that the elected officers met on September 1 to review the officer budget requests. At the October general meeting the budget will be submitted for approval. Jan Edwards has taken on some additional responsibilities in her position so she is requesting to be replaced as Director of the Awards Committee. Linda Wood and Dee Cummins are the committee members.

Sandy Watmore was honored with the Olive T. Ritchie Educational Office Professional of the Year Award at the NAEOP Conference this past summer. In recognition of this award, NEOPA and UNOPA purchased a congratulatory gift for Sandy; a pearl necklace and earrings. Becky sent a thank-you note to Herb Howe, on behalf of UNOPA for funds that supported UNOPA members’ attendance at the national conference. Becky reported that affiliation paperwork is due to the National Association with membership dues of $25 for the organization and $.10 for each member based on membership on June 30, 2005. UNL is assisting students unable to continue their college education because of Hurricane Katrina with resident-student tuition rate. NAEOP has set up a way to donate funds that will support association members affected by Katrina also. A message will be sent via the UNOPA Listserve, prior to the general meeting, explaining NAEOP’s hurricane fund opportunity as a way for members to donate to the victims. The Fiscal year 2005-2006 programs and their locations were discussed and approved by the board. Cards were sent to UNOPA members Anne Mulligan and retiree Donna McCarthy. Marlene Pyatt purchased a Kodak digital camera for UNOPA to be used by the Corresponding Secretary to record various UNOPA events. The total cost for the camera, batteries, and memory card was $273.89. Gretchen Walker reported that the August 1, 2005 checking balance was $2,934.09, cost object balance of -$405.67, and CD balance of $3,021.92. Sandy Watmore discussed NEOPA’s Community Service Project which involved donating blood. NEOPA is also conducting a clothing drive to assist low-income women who don’t have clothing they need as they try to enter or re-enter the workforce. The drive begins September 1 and ends October 15, 2005. Diane Wasser reported that the UNOPA Web site update is almost complete. Pat DeStefano reported that UNL catering has offered UNOPA several new menus this year. Hospitality is still working on a location for the May general meeting. Amy Stewart reported there have been 74 membership renewals received and membership cards should be mailed out around September 30th. Chris Cary had checked with a graphic designer about updating the UNOPA logo. A motion was approved to have the designer develop the new logo. Carol Bom checked on the prices of new banners that will need to be made after the new logo has been designed. Rhonda Zugmier reported the next deadline for UNOPA is September 15th, with distribution date for approximately October 3, 2005. Rhonda will be entering the NAEOP award competition and would appreciate any suggestions for UNOPA Notes. The meeting was adjourned at 4:40 p.m. The next Board meeting will be October 4, 2005 at 3:00 at 1700 Y Street, Room 125A.

Good-bye, My Friends  
Carol Bom, CEOE

For those of you I didn’t see at our last general meeting, I wanted to extend my good-byes. I have decided to leave the university and have accepted a position with the State of Nebraska in the Department of Education. By the time you receive this, I will have started my position there.

What I will miss most from UNL is you. For 19 years, you have been a great support system, a great group of caring people, and a great group of friends. I have served with many of you on the Board of Directors and on committees. We have planned events, planned surprises, and done a lot to enhance the university community. I am very proud of our group and of what we have accomplished in these past 40+ years. Our future looks very promising with your current leadership, and those I see taking on those roles in the future.

The good news is that since I’ll still be in the education field, I will be able to continue being President-elect for NEOPA, our state group, and still be involved at the national level with NAEOP. I know there used to be a group of office professionals that met at the Department of Education. Hopefully, I’ll be able to meet some of those new friends.

I will still look forward to seeing many of you at NEOPA and NAEOP functions. Now more than ever. I’ll still be an associate member with UNOPA, and stop in to see you at meetings now and then. I will look forward to continuing our network and our relationships. Until next time!
Treasurer’s Report
August 2005

Beginning checking balance August 1, 2005 $2,934.09

Income:
  Interest .64
  Outreach $232.00
  Total Income: $ 232.64

Expenses:
  President $ 25.67
  Program $ 50.00
  Outreach $388.11
  Miscellaneous $160.50
  Total Expenses: $624.28

Ending checking balance August 31, 2005 $2,542.45

Checking Balance $2,542.45
Cost Object Balance $(405.67)
Ending Balance $2,136.78

CD $3,053.42

UNOPA History in UNOPA Notes*

Five Years Ago - (Vol. 39, No. 3)
Seven UNOPA Members attended the NEOPA (Nebraska Educational Office Professionals Association) Fall Conference in Omaha.

Ten Years Ago - (Vol. 34, No. 3)
UNOPA’s October general meeting was held at the Harper-Schramm-Smith Dining Room. The program was an employee concerns panel consisting of office/service representatives on UNL standing committees and ad hoc committees. The representatives gave brief descriptions of their committee’s purpose and activities.

Fifteen Years Ago - (Vol. 29, No. 3)
Dr. William Splinter was awarded the Boss of the Year Award. Other Nominees were: Michele Cole, Assistant Director of Housing and James O’Hanlon, Dean of Teachers College.

*(Information obtained from UNOPA Notes Vol. 39, No. 3, Vol 34, No 3. and Vol. 29, No. 3)

Show your Husker Spirit while helping UNOPA

It is that time of year for Husker football which also means it is time for UNOPA members to help with UNOPA’s one and only fund-raiser, selling parking on Husker game days. UNOPA covers the parking lot (located at 1820 R Street) from 6:30am until kick-off. If you are interested in volunteering to help, please contact the individuals below. Their phone numbers can be found on Page 1.

Oct. 8 Diane Wasser & Rhonda Zugmier
Oct. 29 Gretchen Walker & Sandy Watmore
Nov. 12 Donelle Moormeier & Valerie Egger

If you are attending the games and aren’t able to help, please consider parking in our lot. This way you are helping support UNOPA.

Go UNOPA and GO BIG RED!
Elected Office Spotlight
Recording Secretary

Over the next several months, UNOPA Notes will feature an article called “Elected Office Spotlight.” This feature will publish the results of surveys returned by UNOPA Members who had served in one of the Elected Officer positions in the past.

The focus of this information is to help current UNOPA members learn about the specific elected offices and to see that these individuals all had rewarding experiences and don’t regret saying Yes. As you read this information, please ask yourself, “Is this something I could do and want to do?” If you answer yes, please call the Nominating Chair, Chris Cary, 472-5836 to have your name put on the ballot for the 2006 - 2007 UNOPA Elected Officers.

The first survey was conducted for the position of Recording Secretary for UNOPA.

How did you grow professionally?
• On the board, I got to know about 15 people that I didn't know before, so my network of campus contacts grew wider. I had to pay close attention to what was said and done in meetings, therefore I became more knowledgeable, not only about UNOPA, but also about many campus issues.
• I grew in knowledge of the history of UNOPA. I took the time to read all of the past minutes of UNOPA board and general meetings, and it was a real learning experience. This was time consuming, but it helped me understand more about the organization and how and why certain decisions were made that impacted the membership during past years.

What do you treasure from your experience?
• Being part of history in the making.
• Skill-building and friendship.

Do you have anything else you would like to add that might help someone decide to run for this office?
• Being the recording secretary is a great way to learn more about all the UNOPA committees and offices. It's probably the best way to get an overview and find out if you would like to be involved in something you haven’t done before. It's a nice job to do if you're busy with other things, because you can do it in small segments, one meeting at a time. You don't have any long-term projects to manage.
• If one has ambitions of being president of UNOPA down the road, this is the perfect job to begin your journey.

How much time per week did you spend on this position
• Including attendance at two meetings per month, averaged about 1 hour per week.
• I can't remember. The weeks you had the board meeting and general meeting - probably 6 hours (including meetings).
• You had to attend board and general meetings to take the minutes and this involved approximately 2 hours per meeting each month. Getting the minutes prepared probably took a few hours.

Boss of the Year
By Barb Carley

Nominate your wonderful boss for the Floyd S. Oldt Boss of the Year award by Monday, October 10, 2005!

This award will be presented at the Annual Bosses Luncheon held on November 8th. The recipient will receive a framed certificate, Associate Membership in UNOPA for the following year, and $500 cash award.

Go to the UNOPA web site for directions http://www.unl.edu/unopa and click on “Annual Awards” then scroll to “Boss of the Year Award” or ask a committee member:

Jan Edwards 2-2097     Dee Cummins 2-9077     Marie Dvorak 2-4455     Linda Wood 2-9001
UNOPA General Meeting  
East Campus Union  
September 13, 2005  

President Becky Hastings called the meeting to order at 12:00 noon with a welcome. New members and guests were recognized.

OFFICERS REPORTS

President, Becky Hastings  
The first item of business was to approve the May 2005 general meeting minutes which were published in the August issue of UNOPA Notes. After asking for any corrections, recording secretary, Valerie Egger, noted two changes:  
1) The spelling of Shirley Horstman’s name was corrected under Professional Growth/PSP  
2) Also under Professional Growth/PSP, the following change will be made:  
   Was: “Mary [Guest] and Gretchen [Walker] will also be recognized at the upcoming national convention which they may choose to attend.”  
   Correction: “Mary and Gretchen will be recognized at any future national convention that they choose to attend.”  

Becky noted an additional correction regarding the 2006 NEOPA conference that UNOPA will be hosting: that conference will be the 2006 SPRING conference.

Becky stated that the minutes would stand approved as corrected.

Treasurer, Gretchen Walker  
Gretchen reported that the beginning checking balance on July 1, 2005 was $2,933.39. Income was $233.34; expenses $624.28. This leaves an ending checking balance August 31, 2005 of $2,542.45. The cost object balance is -$405.67. The CD balance is $3,053.42  

Corresponding Secretary, Marlene Pyatt  
Becky noted that Marlene is the one who sends cards to UNOPA members. Marlene is now the one who needs a card sent to her as she has a broken leg. Becky will take care of sending a card.

STANDING REPORTS

Awards, Jan Edwards  
Jan noted that the Boss of the Year award will be presented at the November 8 general meeting. Guidelines regarding who is eligible and how to make a nomination are on the UNOPA Web site. Nominations are due October 10.

Due to unexpected changes that are placing great demands on her time and energy, Jan feels she can no longer give the Awards Committee the time it needs and is looking for a volunteer to step forward and assume the role of director of the Awards Committee. If you are interested or can make a recommendation, please contact Jan or Becky Hastings.

Bradley Munn Professional Growth Fund, Sandy Watmore  
One of UNOPA’s prime objectives is to promote professional development for its members. These opportunities frequently result in personal expenses (e.g. registration fees, lodging, class fees and books, PSP certification fees). If you are a member of UNOPA and have not been reimbursed by the Bradley Munn Professional Growth Fund in the past two years, you can apply for reimbursement of up to $100. Information for applying for a reimbursement is on the UNOPA Web site and/or reimbursement forms are available by contacting Sandy. The next deadline is October 15.

Along those lines, the foundation that reimbursements are paid from is in constant need of replenishment. One way UNOPA members can contribute is through an automatic payroll deduction. A commonly deducted amount is $.50 per bi-weekly pay period. If you are interested in supporting the fund, contribution forms are available by contacting Sandy.  

(Continued on Page 8)
Employee Concerns, Lola Young
Pat Hust and Tonda Humphress are co-directors of the Employee Concerns Committee and invited Lola Young to speak about NU Fringe Benefits.

Lola is on the U-Wide Fringe Benefits committee. NU President J. B. Milliken has asked that the committee meet more frequently as he is interested in the opinions and feedback from faculty and staff. They will meet later this week. Please feel free to contact Lola about any concerns you have and she will be happy to submit items for the agenda. Lola explained that the University of Nebraska system is self-insured. All insurance premiums are deposited into a trust fund from which claims are paid. Blue Cross is paid to administer the fund. This has proven to be a very cost effective method of providing insurance. She also noted that aging Baby Boomers will tax the current system as health costs, particularly prescriptions, are rapidly rising.

Outreach, Mari Greer
Mari reported on the summer social. It was held July 28, 2005 at Champions Fun Center with 29 members registering. A good time was had by all.

Mari and her committee heard many members say they could not get off work for a daytime event, so the Champion’s social was scheduled in the evening. Registrations of $8.00 each totaled $232.00. Expenses totaled $388.11 and consisted of meals at $289.71 and miniature golf at $98.40. The balance of $156.11 will be paid from the UNOPA general fund.

Mentoring, Mary Guest and Beth Krohn, co-directors
Beth introduced Dr. Tom Workman from Student Involvement who spoke about the upcoming UNOPA Mentoring brownbag series.

Dr. Workman noted that mentoring should be an informal sharing of information and wisdom. Frequently we have let it become to rigid and formal. As an example, we each probably experienced some informal mentoring at our tables during the luncheon, taking away some nugget of information that we did not come with.

The mentoring brownbag sessions will provide an informal opportunity to share UNL wisdom while learning about different services and departments on campus. He invited everyone to attend the kick-off brownbag Tuesday, September 27, noon – 1:00, at the Nebraska Union on City Campus. Panelists will be: Deb Mullen, Vicki Highstreet, Nancy Myers, and Tom Workman.

Membership, Amy Stewart
Amy reported that so far she had received 89 membership fees (renewals and new). She is designing a system whereby members will receive an email notifying them that their membership fee has been received. However, she is experiencing some frustrations with the Listserv. Please be patient as the problems are resolved.

NAEOP/NEOPA Coordinator, Carol Bom
NEOPA is partnering with the YWCA in conducting a clothing drive to assist low-income women who don’t have the clothing they need for interviews, etc. as they try to enter or re-enter the workforce. The drive begins September 1 and ends with the October 15 Fall NEOPA Workshop in Omaha. Contact Carol if you are interested in donating and would like to arrange for a pick-up.

NEOPA is sponsoring a fall workshop near Omaha. This is a workshop, not a conference, and will include tips and tricks about Microsoft Word and Microsoft Excel as well as a sentence savvy workshop with grammar and writing tips. The cost is modest, $35 for NEOPA members (non-members $50). The cost includes a continental breakfast and lunch.

Carol also announced that she would be leaving UNL in the very near future. Best wishes to you on your new venture, Carol.

OLD BUSINESS
As this is the first meeting of the 2005-06 year, there is no old business.

(Continued on Page 9)
NEW BUSINESS

Becky has a correction to the President’s Corner which appeared in the August UNOPA Notes: Carol Bom will be installed as 2006 president [not president-elect as reported] of NEOPA at the spring NEOPA conference.

The next deadline for UNOPA Notes is Thursday, September 15. Please get your information to Rhonda Zugmier by this date. If you can’t have it to her by then, contact her directly to make other arrangements.

A fund has been set up through NAEOP for those NAEOP members affected by Hurricane Katrina. If you want to contribute but didn’t have a chance to do so today, you may send contributions to Gretchen Walker. She will be accepting contributions until the 16th of September. More information can be found on the NAEOP website.

Sandy Watmore received the Olive T. Ritchie Educational Office Professional of the Year award at the National Conference in Tucson, Arizona this past July. Sandy was presented with a pearl pendant on a gold chain and a pair of pearl earrings from UNOPA and NEOPA in Tucson. President Hastings read a Thank You note received from Sandy to the Membership.

Other awards received at the National Conference in Tucson this past July were:

1) UNOPA Notes received the Rachel Maynard Award for Excellence in Communication, First Place–Local Newsletter Category 2. Barbara L’Heureux was the 2004-05 editor.

2) Diane Wasser is the Communications Technology director and accepted the award for second place for the UNOPA Web site at the national conference.

3) NEOPA NEON – newsletter for the state organization received third place. The editor was Carol Bom.

Becky explained that there are problems filling the time slots for individuals to work the football parking lot. There have been some no shows, slots not filled, husbands working one and two shifts, and UNOPA members working two and three shifts. One member even worked a shift alone. So, a few people brainstormed and came up with the following idea of trying to get people to sign up to work. For each two-hour shift any individual works at the parking lot (members and non-members), their name will be put in for a drawing to be held in December. The prize will be a $50.00 gift card to Wal-Mart. Those who worked the first two games would have their name put into the drawing also. While some members felt they could work fine alone, the contract that UNOPA signs stipulates that a minimum of two people must be working at all time for security purposes. Several members came forward and stated how much fun they have working the parking lot and encouraged others to give it a try.

UNOPA is the last organization managing a parking lot for football games. UNL Parking would like to have it back. If we give it up, we won’t get it back. Last year’s proceeds netted UNOPA over $4,000. UNOPA receives $4.00 out of every $10.00 parking fee. These funds cannot easily be replaced by other means such as raffles and pie sales.

Becky introduced Roshan Pajnigar, Director of Compensation and Employment, UNL Human Resources, who spoke briefly about NU Values. Roshen explained that NU Values is a new compensation system that is being put into effect now. IANR will be completely moved to NU Values by October 1, 2005. Others will follow very soon after. NU Values will give office/service positions a broad band of salary ranges. Current working titles will be retained. Pay will not decrease. If need be, pay may increase to bring it in line with like positions. When applying for positions on campus, there may be a pay range offered, such as $12.00-$14.00. There will no longer be an automatic10% increase when current UNL employees assume a new position in a higher pay scale. Applicants need to take responsibility for negotiating their salary. More information is available on the NU Values Web page.

Hospitality, Pat DeStefano and Susan Thomas

The committee decorated in a beach theme. The recipient for the 50/50 drawing was Mary Klucas. Beach towel centerpieces were given to the one person at each table who had a blue mint. Beach-themed gift bags were given to those holding a unique playing card (e.g. Queen of clubs). The cards were handed out earlier when members first arrived.

(Continued on Page 10)
Program, Donelle Moormeier
President elect, Donelle Moormeier, introduced the speaker, Diane Sullivan. Diane is a long time UNL employee who works for INTSORMIL and also owns a small business, The Organization Station. Diane showed us how, and why, our homes and offices should be better organized and shared a few tips with everyone. A few bits of her wisdom:
• "Clutter is a deferred decision." How true!
• Mirror hard files, computer files and email files so items of important are saved in the same folders regardless of location.
• Ask, “Where can I find it?” Not, “Where can I file it.”
Much to everyone’s regret, time was running short and Diane gave a briefer presentation than planned. We all agreed we could benefit from a lengthier presentation if there would be a future opportunity.

The meeting was adjourned at 1:05.

Respectfully submitted,

Valerie Egger

(Minutes printed as submitted)