

Minutes of the  
UNOPA EXECUTIVE BOARD MEETING  
Tuesday, January 10, 2012, 3:00 p.m. – 5:00 p.m.  
East Campus Student Union

President, Cathy Robertson, called the meeting to order at 3:11 p.m.

**Roll Call** was taken by Mary Klucas, Recording Secretary. No quorum at roll call. Quorum established at 3:14 p.m.

**MEMBERS PRESENT:** Cathy Robertson, Linda Luedtke, Mary Klucas, Edie Schleiger, Pat Hust, Marcy Tintera, Roddy Spangler, Jaime Long, Gretchen Walker, Jane Schneider, Nelvie Lienemann, Ann Reese, and Linda Ratcliffe

**MEMBERS ABSENT:** Lainey Bomberger, Marlee Crombie, Mari Greer, Beth Zager, Debbie Hendricks, Deb Rosenau, and Sara Luther

**AD-HOC MEMBERS PRESENT:** None

**AD-HOC MEMBERS ABSENT:** Barbara Homer, Tonda Humphress and Mary Guest

**APPROVAL OF BOARD MEETING MINUTES FROM THE OCTOBER 4, 2011 MEETING:**

The minutes from the December 6, 2011, Board meeting were e-mailed to the Board. The minutes were approved as presented.

**APPROVAL OF TREASURER'S REPORT:**

Cathy Robertson distributed the Treasurer's Report. Jaime Long asked about the \$9.60 credit from Mail Services. They incorrectly charged us for postage last month. There were no additional questions.

**OFFICER/COMMITTEE REPORTS GIVEN:**

**President: Cathy Robertson**

There will be five UNOPA members attending the Martin Luther King, Jr. Breakfast on January 13, 2012.

Cathy will meet with Bill Nunez and Deb Dahlke next month.

Cathy reminded us of all the opportunities in April for workshops with NEOPA, NAEOP and the Central Area.

Cathy noted that she asked Deb Rosenau to remove anything that was for profit from the helpful websites page.

**President Elect: Linda Luedtke**

No report.

**Recording Secretary: Mary Klucas**

No report.

**Corresponding Secretary: Lainey Bomberger**

Absent. Cathy Robertson reported that Lainey has sent out two cards – one Get Well and one Sympathy. The Clyde Malone Center was thrilled with all that was donated as part of the Giving Tree.

**Treasurer: Marlee Crombie**

Absent. No report.

**Past President: Mari Greer**

Absent. No report. It was noted that there is a reimbursement deadline in January.

**Awards: Edie Schleiger**

Edie is working on getting all the ~~expense~~ expenses together for the Oldt Awards. She has started to work on getting judges for the Rose Frolik Award and will soon start promoting nominations. Lainey Bomberger, Linda Luedtke and Edie will work together on coordinating the April General Membership meeting.

**Bylaws: Pat Hust**

The Bylaws and the Duties of Committees were recently separated on the website but should be all one document.

**Jane Schneider moved to combine the Bylaws and Standing Committees with the Duties of Committees into one document on the UNOPA website. Pat Hust seconded the motion. After discussion, the motion was approved.**

Materials regarding proposed changes to the Standing Rules were distributed prior to the Board meeting. The proposed changes include:

- Change in membership dues from \$9 to \$15 annually. Members who haven't paid their dues by September 15 will be removed from the active member list and lose full membership privileges. **Rationale: The increase would aid UNOPA UNOPA's possible budget issues. Annual membership of \$15 is still relatively inexpensive.**
- Clarification on closed sessions of the Executive Board Meetings.
- Clarification on what UNOPA has committed monetarily to assist UNOPA's President or delegates to attend the NAEOP Annual Conference.
- Removal of rule regarding stored records. **Rationale:** No longer necessary to store records with use of Digital Commons.
- Addition of Rule regarding telephone or electronic meetings. **Rationale:** Provides more documentation for the approved changes to Bylaws Article V, Section 4, as required by Robert's Rules of Order.
- ~~Renumber~~ Renumbering of the Rules is necessary with the removal and additions to the Standing Rules.

**Pat Hust moved that the recommendations for the Standing Rules of the Bylaws Committee be approved as presented and amended by the Board. Roddy Spangler seconded the motion. Discussion ensued.**

Cathy Robertson presented the Board with information provided by Mary Guest regarding the proposed new rule regarding electronic voting is required by Robert's Rules of Order so not really an option to not approve it. Cathy also noted that Mary Guest had suggested a new rule regarding the procedure for electronic voting.

**Mary Klucas moved to add the following wording for electronic voting procedures to the Standing Rules: "Elections and Bylaws changes may be conducted via electronic voting methods. With approval of the Board, the Nominating Chair may select the electronic voting method (i.e. Survey Monkey, BallotBin, etc.) to be used. Voting will remain anonymous and the program used will not track voters by name. Regular voting guidelines will apply to electronic voting." Linda Luedtke seconded the motion. After discussion, the motion was approved.**

**After ~~the~~ discussion and approval of the second motion, the original motion made by Pat Hust was approved.**

**Career Development: Beth Zager**

Absent. Cathy Robertson reported that the UNOPA Spring workshop has tentative speaker approval from NAEOP. The workshop is planned for Tuesday, March 20, 2012.

**Career Development/PSP: Debbie Hendricks**

Absent. No report.

**Communication Technology: Deb Rosenau**

Absent. No report.

**Employee Concerns: Marcy Tintera and Roddy Spangler**

Marcy reported that she has someone interested in serving on the Chancellors Commission on Environmental Sustainability but it hasn't been finalized. If this falls through, Lisa King has agreed to speak at the next General Membership meeting to help spur someone on.

Marcy also reported that she has asked several committee representatives about providing a small blurb for UNOPA Notes. Cathy Robertson noted that if these representatives received minutes from their committees we can send those out to the membership as well.

**Hospitality: Jaime Long and Sara Luther**

Jaime reported that we will do the 50/50 drawing at the joint January meeting. The March meeting will be at the Jackie Gaughan Multicultural Center and it will be a brown bag. It was noted that we will need to make arrangements for a meal for our speaker. Nelvie Lienemann also suggested that we need to be sure to have water available at the meeting as well.

**Membership: Gretchen Walker**

There are 157 members now – 120 Active, 7 Retired, 10 Associate, 20 Honorary. All new member photos have been taken.

A list from HR was distributed that included all new employees since May. We were asked to look it over to see if there were any contacts that we could make to encourage UNOPA participation. Please let Jane Schneider know if you make contacts.

A professional growth opportunity exists at SCC with their Terrific Tuesdays series. The talks occur on the last Tuesday of the month, 11:30 a.m.-1:00 p.m. The cost is \$30.00.

The Sixth Annual PSP Luncheon is on Saturday, March 31, 2012. The cost is \$15 and will be at Vine Congregational Church. The event is hosted by the PSP Endowment Committee.

**Mentoring: Jane Schneider**

There are 11 registered for the Wellness Brown Bag on January 23, and 17 for the one on January 25. RSVPs are due by Monday January 16, 2012. There has been a question about PSP for the Brown Bags.

**Nominating: Nelvie Lienemann**

The call for nominations is being prepared. It will be sent out electronically to the membership.

Nelvie asked about using electronic balloting since the Bylaws have been updated. Mary Guest has Survey Monkey information. Gretchen Walker has Ballot Bin information.

**Outreach Director: Ann Reese**

The Wellness Brown Bag will be on Monday, January 23, 2012, at Campus Recreation. The one on Wednesday, January 25, 2012 will be in the East Campus Union. The March Brown Bag will be on Technology. The May Brown Bag will be on communication or something similar.

The committee has a meeting scheduled for January 25, 2012, to make decisions about the Summer Social.

**Program: Linda Luedtke**

Linda will confirm with the speakers for the February and March meetings.

The Board was encouraged to let Linda know if you are interested in serving on the UNOPA Board for 2012-2013. Please consider it.

Mary Klucas noted that working on Board of Directors for the next year so early sometimes causes issues with getting nominations for the Executive Officers accepted.

**UNOPA Notes: Linda Ratcliffe**

January 20, 2012, is the deadline for the February issue of UNOPA Notes. Articles on what is happening are needed. Linda went through her list of possible article ideas.

**Ways and Means: UNOPA Board**

No report.

**AD-HOC COMMITTEE REPORTS**

**Digital Commons: Barbara Homer and Tonda Humphress**

Absent. No report.

**Marketing Plan: Mary Guest**

Absent. Cathy Robertson reported that Professor Shipley's Advertising Research class will be taking on UNOPA as a project. Mary Guest and Cathy Robertson will be attending class on Tuesday, January 24, 2012, to present what we need.

**NEW BUSINESS**

NEOPA is looking for a state affiliate to host the Fall 2013 Conference. Should UNOPA volunteer to host this? We will revisit this later.

Meeting adjourned at 5:02 p.m.

Respectfully Submitted,

Mary Klucas, Recording Secretary