

Minutes of the
UNOPA EXECUTIVE BOARD MEETING
Tuesday, March 6, 2012, 3:00 p.m. – 5:00 p.m.
Whittier Building, Room 344A

President, Cathy Robertson, called the meeting to order at 3:10 p.m.

Roll Call was taken by Mary Klucas, Recording Secretary. No quorum at roll call. Quorum established at 3:12 p.m.

MEMBERS PRESENT: Cathy Robertson, Linda Luedtke, Mary Klucas, Barb Homer, Pat Hust, Beth Zager, Deb Rosenau, Roddy Spangler, Jaime Long, Gretchen Walker, and Nelvie Lienemann,

MEMBERS ABSENT: Lainey Bomberger, Marlee Crombie, Mari Greer, Debbie Hendricks, Marcy Tintera, Sara Luther, Jane Schneider, Ann Reese, and Linda Ratcliffe

AD-HOC MEMBERS PRESENT: Mary Guest and Barbara Homer

AD-HOC MEMBERS ABSENT: Tonda Humphress

APPROVAL OF BOARD MEETING MINUTES FROM THE JANUARY 10, 2012 MEETING:

The minutes from the February 7, 2012, Board meeting were e-mailed to the Board. The minutes were approved as corrected.

APPROVAL OF TREASURER'S REPORT:

Cathy Robertson distributed the Treasurer's Report.

OFFICER/COMMITTEE REPORTS GIVEN:

President: Cathy Robertson

Cathy met with Bill Nunez and Deb Dahlke next February. Bill can intercede for us with University Communications with problems getting items listed in Today@UNL but Cathy needs specifics regarding issues we are having. We may also need to look at how we request things.

UAAD celebrated their 50th anniversary in February. They choose to start a Mentoring Committee rather than put money into a bench or something to commemorate this milestone.

We will be seeing more around campus in conjunction with international alliances such as our partnership with China.

Cathy received the letter Peg Johnson used to request funds from the Chancellor for requesting support for National Conference. Cathy will be revising the letter for support for the 2012 conference in California.

Some ideas for speakers for next year are Diane Mendenhall, Executive Director, Nebraska Alumni Association; Ronnie Green, Vice Chancellor, IANR; Dan Duncan, Executive Director, Nebraska Innovation Campus.

The affiliation paperwork for our chapter has been submitted. This line item was missed being included in the budget.

Jaime Long moved to approve a budget item of \$39.00, payable to NAEOP, for the 2011-2012 NAEOP Affiliation fee. Mary Klucas seconded the motion. After discussion the motion was approved.

With this payment made we can submit our nominations for awards.

Fred Gardy, Director of Planning & Development, University Police, would like to piggy back with us in some of our workshops and brown bags along with UAAD to promote and or co-sponsor events.

President Elect: Linda Luedtke

No report.

Recording Secretary: Mary Klucas

No report.

Corresponding Secretary: Lainey Bomberger

Absent. Cathy Robertson recently sent Lainey a get well card. Send Cathy information on any cards that need to be sent for now since Lainey is out.

Treasurer: Marlee Crombie

Absent. Cathy Robertson reported that the audit is in progress and expects that the report will be available in time for the membership meeting next week.

Past President: Mari Greer

Absent. Cathy will check about the submission for the Louise Henderson Nelson Award and also the reception at National Conference she is supposed to help coordinate for UNOPA members.

Awards: Barbara Homer

Barbara Homer has replaced Edie Schleiger as Director. There are four nominations for the Rose Frolik Award. She will work with Lainey on the program and brochure. Jaime has the template used last year and will send it to Barbara and Lainey.

Bylaws: Pat Hust

Pat distributed suggested language changes for the Bylaws and the Duties of Committees. The changes center on combining the duties of the Mentoring and Outreach Committees into the Outreach Committee in the Duties of Committees, striking the Mentoring Committee from the list of committees in Bylaws Article VII, section 1, and adding information regarding the memorial for past presidents to Article IV, section 6.

Pat Hust moved the Duties of Committees be updated to merge the Mentoring Committee and Outreach Committee to be called the Outreach Committee. Roddy Spangler seconded the motion. After discussion, the motion was approved.

Pat Hust moved the attached wording be appended to Article ~~VII~~ IV, Section 6, Corresponding Secretary. The attached wording is “and shall, upon notification, be responsible for arranging a \$25.00 contribution to the UNOPA Bradley Munn Professional Growth Fund (UNOPA CD 2484). **Gretchen Walker seconded the motion. After discussion, the motion was approved.**

Pat Hust moved the Bylaws be changed to delete Mentoring Committee from Article VII, Section 1, Committees. Nelvie Lienemann seconded the motion. After discussion, the motion was approved.

Career Development: Beth Zager

There are 16 people registered for the UNOPA Spring workshop on March 20, 2012. The due date is March 14, 2012. The workshop has been approved for three PSP inservice hours. Cathy Robertson will send out a reminder. Depending on the arrival of the speaker, Maryann Hollingsworth, the Board members are invited to have dinner with

her on Monday, March 19, 2012. UNOPA will cover dinner for the speaker, but Board members are responsible for their own meal.

Career Development/PSP: Debbie Hendricks

Absent. No report.

Communication Technology: Deb Rosenau

Deb would like to update and refresh some of the web pages with photos, etc. UNL websites are being moved off of the Frontier server and into UNL CMS (Content Management System). Deb raised the issue of moving to the CMS and getting rid of using Dreamweaver.

Board members need to go to the website and check their area on the Web. Deb is getting ready to submit the site nomination to NAEOP.

Mary Guest suggested we should try to do a feature on Lola Young on the website since she'll be installed as NAEOP President.

Employee Concerns: Marcy Tintera and Roddy Spangler

The members of the Employee Concerns Committee are donating a basket for the Spring Workshop. Their theme is the pampered gardener.

Hospitality: Jaime Long and Sara Luther

There are 45 registered so for the March general meeting. Jaime will be sure there is a SmartCart available.

Membership: Gretchen Walker

There is one new member so there are 158 members now.

The May Brown Bag will be titled Communicating Credibility for Professionals. It will be 12:00 p.m. – 1:00 p.m. on May 22, 2012, on East Campus.

The PSP Luncheon will be Saturday, March 31, 2012, at Vine Congregational Church. Jim McKee will present “Why is Lincoln the State Capital and Not Yankee Hill?”

Mentoring: Jane Schneider

Absent. No report.

Nominating: Nelvie Lienemann

Nelvie distributed the list of those nominated. Bylaws state the list is to be presented at the March General Meeting. At this point there is one nominee for Corresponding Secretary and one nominee for Treasurer.

Nelvie Lienemann moved that the slate of officers to be presented at the March meeting is:

Treasurer: Jaime Long

Corresponding Secretary: Lisa King

We will ask for nominations from the floor. Barbara Homer seconded the motion. After discussion, the motion was approved.

Nominations will be taken from the floor at the General Meeting. If a nominee is unable to attend, written permission to be added to the ballot will be accepted. Nelvie will continue to work to fill open ballot slots.

Outreach Director: Ann Reese

Absent. Cathy Robertson reported that the Summer Social will be on June 7, 2012, in the East Campus Union.

Program: Linda Luedtke

Arrangements will need to be made to provide a lunch for the speaker.

UNOPA Notes: Linda Ratcliffe

Absent. Gretchen Walker reported that Linda is working on the submission for competition. March 16, is the deadline for the next issue of UNOPA Notes.

Ways and Means: UNOPA Board

No report.

AD-HOC COMMITTEE REPORTS

Digital Commons: Barbara Homer and Tonda Humphress

We've received the external drive with Marlee Crombie's help. Closer to the end of the year we will discuss what needs to be collected from each director.

Marketing Plan: Mary Guest

No report.

UNFINISHED BUSINESS

UNOPA will host the NEOPA Conference in Fall 2013.

NEW BUSINESS

There has been no allocation made for funds for Lola Young's installation. She has not come to us yet for support. She will need about \$2000 total for the installation. There will be a reception following the installation. In 2013 there will be a reception for her as outgoing President. Closer to the conference they may be coming to UNOPA for funding or it may not come until later for support for the summer 2013 reception.

Cathy presented ideas for us to consider for the Presidential gift for Lola.

Meeting adjourned at 5:02 p.m.

Respectfully Submitted,

Mary Klucas, Recording Secretary