

Approved As Presented – October 4, 2011
Minutes of the
UNOPA EXECUTIVE BOARD MEETING
Tuesday, September 6, 2011, 3:00 p.m. – 5:00 p.m.
Whittier Research Building, Room 344A

President, Cathy Robertson, called the meeting to order at 3:02 p.m.

Roll Call was taken by Mary Klucas, Recording Secretary

MEMBERS PRESENT: Cathy Robertson, Mary Klucas, Lainey Bomberger, Mari Greer, Edie Schleiger, Pat Hust, Beth Zager, Roddy Spangler, Jaime Long, Gretchen Walker, Ann Reese, Linda Ratcliffe and Mary Guest

MEMBERS ABSENT: Marlee Crombie, Debbie Hendricks, Deb Rosenau, Marcy Tintera, Sara Luther, Jane Schneider, and Nelvie Lienemann

AD-HOC MEMBERS PRESENT: Mary Guest and Tonda Humphress

AD-HOC MEMBERS ABSENT: Barb Homer

APPROVAL OF BOARD MEETING MINUTES FROM JUNE 23, 2011 MEETINGS:

The minutes from the August 11, 2011, Board meeting were e-mailed to the Board. The minutes were approved as corrected.

APPROVAL OF TREASURER'S REPORT:

No report available due to illness.

OFFICER/COMMITTEE REPORTS GIVEN:

President: Cathy Robertson

Cathy will attend the Deans and Directors meeting next week but will not be attending the APC meeting. On Friday Cathy will be meeting with Immediate Past President Mari Greer and Bill Nunez, Associate to the Chancellor. In the future she will probably have quarterly meetings with Deb Dahlke, UAAD President and Bill Nunez.

Cathy reminded the Board members to use the pinwheels that were distributed at the Transition Board Meeting. The use of the pinwheels will help make sure everyone has a chance to speak on each discussion item.

Cathy distributed the UNOPA Board Meeting schedule, the list of parking lot coordinators for the football season, and a Board member contact list.

Cathy has asked that the Board members try to get items for distribution to her prior to the Board Meeting to allow ample time for materials to be reviewed.

President Elect: TBD

No Report.

Recording Secretary: Mary Klucas

No Report.

Corresponding Secretary: Lainey Bomberger

Three cards sent out this month – two sympathy and one thinking of you.

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Treasurer: Marlee Crombie

Absent. Cathy Robertson reported that Marlee is working on getting the 2010-2011 audit to Alecia Kimbrough, Assistant Dean for Business and Finance, College of Arts & Sciences.

There was discussion about having Marlee bonded so we won't have to have to get two signatures on every check.

Past President: Mari Greer

No report.

Awards: Edie Schleiger

Edie is still looking for one more committee member.

October 17, 2011, is the deadline for award nominations.

Bylaws: Pat Hust

Materials were distributed regarding the Duties of Committees and possible Bylaw changes.

Pat Hust moved to approve the changes to Duties of Committees. Roddy Spangler seconded the motion. After discussion, the motion passed.

Pat reviewed the proposed Bylaw updates. The updates 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.

It was noted that the Standing Rules may need to clarify further the role of the delegate at the NAEOP Annual Conference.

There was discussion about who signs checks and how many signatures are needed on a check. It was determined that nothing further was needed.

Pat Hust moved to approve the changes recommended by the Bylaw Committee with one addition by the Board and to present the changes to the general membership at the October meeting. Roddy Spangler seconded the motion. After discussion, the motion passed.

Career Development: Beth Zager

A workshop is planned for Tuesday, October 25, 2011, on East Campus. This is the one that is free for UNOPA members Ranelle Maltas from ITG will present on technology collaboration. The paid workshop will be in the spring to allow more time for planning and finding a speaker.

Mari Greer noted that we have received the money from Nebraska Home Sales for our awards.

Linda Ratcliffe suggested that for the fall workshop we charge \$9.00 for non-members that would include UNOPA membership for them. It was suggested that LPS and the Department of Education be invited as well. They could be associate members of UNOPA.

Career Development/PSP: Debbie Hendricks

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Absent. September 15 is the next deadline.

Communication Technology: Deb Rosenau

Absent. Cathy Robertson reported that Deb has been busy making sure everything is up-to-date on the UNOPA website.

Employee Concerns: Marcy Tintera and Roddy Spangler

The open committee slots have been advertised in UNOPA Notes twice. Marcy Tintera has been in contact with Gretchen Walker about any indication of interest in committees on the returned membership registration forms.

Hospitality: Marlene Crombie and Jaime Long

There are 29 registered for the general membership meeting and 17 of those have paid for lunch. Cathy Robertson will send out a reminder about registering for the meeting.

The December meeting will be at Spaghetti Works. They are working with us and will allow people to attend without ordering food. The cost will be approximately \$7.50. The Devaney Sports Center is the location scheduled for October. The March meeting is the only one still without a scheduled location.

Membership: Gretchen Walker

There are 81 total members so far for 2011-2012. Gretchen has worked hard to pull membership records together. Records from 1980 forward have been combined into one spreadsheet. Gretchen distributed the list of members who have indicated interest in serving on a specific committee.

The new member lunch is being planned with the Mentoring Committee.

There was general discussion about how to better get information out to non-UNOPA members and what venues are available to us through university communication channels.

Mentoring: Jane Schneider

Absent. No report.

Nominating: Nelvie Lienemann

Absent. Cathy Robertson reported that there has been a good response on nominations for President-Elect. The deadline for nominations is Thursday, September 8, 2011. The slate of nominees will be presented at the October Board meeting for approval and then at the October general meeting. There will be an opportunity for nominations to be made from the floor.

Outreach Director: Ann Reese

Ann Reese now has the notebook for Outreach. Cathy Robertson indicated that she would like to see the Summer Social early in June or possibly even in May.

Program: Cathy Robertson

Cathy reported on the programs for the monthly membership meetings. The September, October, November, January, April and May speakers/programs have been confirmed. She is working on finalizing holiday entertainment for December. Nothing has been confirmed for the February or March meetings.

UNOPA Notes: Linda Ratcliffe

The September issue of UNOPA Notes had a lot of information. We are doing things and people are paying attention. The deadline for the next issue is September 16, 2011.

Ways and Means: UNOPA Board

Mary Klucas reported that 133 slots were sold at the 1820 R Lot for the September 3, 2011 game. Cathy Robertson indicated that we do not have to stay for the parking meetings each week but do need to double check with Larry when we can start selling parking. The parking lot notebook for the year is in the tub. The final parking lot

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assignment list was distributed. There will be a drawing for those who work the lot - one entry for each game worked.

AD-HOC COMMITTEE REPORTS

Digital Commons: Barb Homer and Tonda Humphress

The notebook has not been received yet. Tonda Humphress can be emailed any information that needs to be archived.

Marketing Plan: Mary Guest

No report.

UNFINISHED BUSINESS

The membership survey will be sent out after the September general membership meeting.

NEW BUSINESS

Rose Frolik -- There have been concerns raised that UNOPA has not done enough to recognize Rose Frolik as our founder. There has been discussion about doing something further to recognize her. One suggestion was to do a brick at the national office if we haven't done so already. The Board was asked to think about other possible options or ways to recognize Rose Frolik. We will address this again at the October Board meeting.

2011-2012 Budget – Board members need to make sure that Office Depot orders aren't made without authorization. We also need to be sure to complete expense forms. It was suggested to purchase the Forever stamps rather than going through Postal Services. The Ad Hoc Digital Commons Committee will have recycled notebooks that can be used rather than purchasing new ones.

Mary Greer asked if a budget had been received from Lola Young for the reception/installation at the NAEOP conference in 2012.

The Board reviewed the budget through the Treasurer. We will continue the review of the proposed budget at the October Board meeting.

Meeting adjourned at 5:03 p.m.

Respectfully Submitted,

Mary Klucas, Recording Secretary