Minutes of the
UNOPA EXECUTIVE BOARD MEETING
Tuesday, February 7, 2012, 3:00 p.m. – 5:00 p.m.
Jackie Gaughan Multicultural Center

President, Cathy Robertson, called the meeting to order at 3:05 p.m.

Roll Call was taken by Mary Klucas, Recording Secretary

MEMBERS PRESENT: Cathy Robertson, Linda Luedtke, Mary Klucas, Edie Schleiger, Pat Hust, Beth Zager, Roddy Spangler, Gretchen Walker, Jane Schneider, Ann Reese, and Linda Ratcliffe

MEMBERS ABSENT: Lainey Bomberger, Marlee Crombie, Mari Greer, Debbie Hendricks, Deb Rosenau, Marcy Tintera, Jaime Long, Nelvie Lienemann, and Sara Luther

AD-HOC MEMBERS PRESENT: Mary Guest and Tonda Humphress

AD-HOC MEMBERS ABSENT: Barbara Homer

APPROVAL OF BOARD MEETING MINUTES FROM THE JANUARY 10, 2012 MEETING:
The minutes from the January 10, 2012, Board meeting were e-mailed to the Board. The minutes were approved as corrected.

APPROVAL OF TREASURER’S REPORT:
The Treasurer’s Report was emailed to the Board. Cathy Robertson asked about the amount of credit for the UNOPA Floyd S. Oldt Awards. These should be listed as a reimbursement rather than a credit. Correction will be made prior to distribution to the general membership.

OFFICER/COMMITTEE REPORTS GIVEN:

President: Cathy Robertson
Cathy will meet with Bill Nunez and Deb Dahlke next Monday. She will request increased funding for the National Conference. In the past, $1200 to $1500 has been split equally among all the attendees. It was noted that Mari Greer or Peg Johnson should have a copy of the letter previously sent to the Chancellor requesting funds.

Cathy sent a note to Dan Carpenter thanking him for allowing UNOPA representation at the meeting with the parking consultant. In the note she mentioned the upcoming Spring game and made a pitch for UNOPA to help once again with parking and for UNOPA to have a parking lot for the football season as well. She hopes to have a firm answer by the end of the semester.

Cathy encouraged the board to attend the NEOPA Spring Conference on April 13, 2012.

It was decided that the board would do a basket for the UNOPA Spring Workshop on March 20, 2012. It will be a gardening basket. An email will be sent to the board with ideas/suggestions for board members to sign up to bring for the basket. Items should be brought to the March Board Meeting.

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 there is no answer on the audit for last year. The budget to date was sent to the Board by email for review. Pending questions are:

- President: the NAEOP annual conference registration.
- Career Development: Beth Zager had questions. She has already contacted Marlee with those questions.
- Awards: The budget didn’t totally match up. Edie Schleiger will pursue this with Marlee.
- Membership & Mentoring: $54.47 is a new member luncheon so line item should be adjusted out of Mentoring and moved to Membership.
- President Elect: The amounts for NEOPA and NAEOP are switched around. Cathy will follow up with Marlee.

Past President: Mari Greer
Absent. Cathy Robertson reported that October and January reimbursement requests have been submitted to the Foundation for reimbursement.

Awards: Edie Schleiger
All the judges for the Rose Frolik Award have been confirmed. Edie knows of one nominee for sure. The deadline is March 5, 2012. She may contact supervisors of those eligible to solicit more nominations.

Bylaws: Pat Hust
The Standing Rules that were approved at the January Board meeting will be presented to the membership at the February 14, 2012, meeting.

Pat presented the Bylaw Committee recommendations on suggested changes that have been submitted. (See appendix.)

Pat Hust moved that the recommendations of the Bylaws Committee regarding Bylaws and Standing Rules be approved with no action to be taken. Edie Schleiger seconded the motion. After discussion, the motion was approved.

Pat Hust moved the recommendation of the Bylaws Committee regarding Duties of Committees be approved with a new document recording new language be submitted for changes in Outreach Committee and Mentoring Committees, Bylaws Committee, and Ways and Means Committee. The memorial recognition is sent back to committee. Mary Klucas seconded the motion. After discussion, the motion was unanimously defeated.

In discussion it was determined that each item needed to be considered individually rather than all together in one motion. Hence, the motion was defeated.

Pat Hust moved to accept recommendation of the Bylaws Committee to take no action for changes to the Career Development Committee. Gretchen Walker seconded the motion. After discussion, the motion was approved.

Pat Hust moved to accept recommendation of the Bylaws Committee to combine duties of Outreach and Mentoring committees to Outreach Committee. Bylaws Committee is directed to develop language and submit
revised duties to the Executive Board. Mary Klucas seconded the motion. After discussion, the motion was approved.

Pat Hust moved to accept recommendation of the Bylaws Committee to change the language of the Bylaws Committee to: “The Bylaws Committee shall review the Bylaws and Standing Rules each year, consider any suggested changes referred to the committee and present their recommendations to the Executive Board.” Jane Schneider seconded the motion. After discussion, the motion was approved.

Pat Hust moved to accept recommendation of the Bylaws Committee to change the language of the Ways & Means Committee to: “The Ways & Means Committee shall plan, with board approval, and execute projects for the purpose of raising funds to be used by the Association.” Edie Schleiger seconded the motion. After discussion, the motion was approved.

Per Executive Board discussion the Bylaws Committee will come up with language for consistent recognition memorial of UNOPA Past Presidents at their passing.

Career Development: Beth Zager
The UNOPA Spring workshop flyer is being prepared. It will be on March 20, 2012, in Hardin Hall with a due date of March 14, 2012. The cost is $15 for UNOPA members and $20 for non-members. Gretchen Walker asked about the cost for UAAD members for the workshop. The cost for UAAD will be the same as UNOPA members. This will be reflected in the registration information. Board members are invited to have dinner with speaker, Maryann Hollingsworth, on Monday, March 19, 2012. UNOPA will cover dinner for the speaker, but Board members are responsible for their own meal.

Beth has been emailing with Ranelle about the March Brown Bag but nothing has been settled. It was suggested that we drop the March Brown Bag. There are plenty of other things going on.

Career Development/PSP: Debbie Hendricks
Absent. No report.

Communication Technology: Deb Rosenau
Absent. No report.

Employee Concerns: Marcy Tintera and Roddy Spangler
There will be articles regarding the Chancellor’s Commission on the Status of Women and the Wellness Committee in the February issue of UNOPA Notes. Committee reports from Parking Advisory and Parking Appeals have already been submitted for future issues.

Hospitality: Jaime Long and Sara Luther
Absent. Cathy Robertson reported that there are 47 registered so for the February general meeting. Jaime needs to know if a Smart Cart is needed. Linda Luedtke will find out and let her know.

Membership: Gretchen Walker
We are still at 157 members – 120 Active, 7 Retired, 10 Associate, 20 Honorary. All new member photos have been taken.

The May Brown Bag will be titled “Communicating Credibility for Professionals. It will be after May 14 on East Campus.” The presenter is Dr. Dawn O. Braithwaite, Willa Cather Professor and Chair in the Department of
Communication Studies. In this hands-on workshop, we will explore how to understand, plan, communicate and maintain our own credibility in the workplace and beyond.

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
Wellness Brown Bag with Kimberly Barrett was successful and fun. PSP approval for the brownbag is being sought. Certificates have been prepared and will be distributed if approval is granted.

Nominating: Nelvie Lienemann
Absent. Cathy Robertson reported that the Committee is still accepting nominations. They hope to start contacting nominees next week. So far there haven’t been many nominations received.

Outreach Director: Ann Reese
The Summer Social is being planned for June 7 or June 14 on East Campus, 3:45 p.m. – 5:30 p.m. Plans are coming along for the event. Ann asked about the possibility of doing a 50/50 drawing at the Summer Social. She will be contacting Jaime Long about it.

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.

UNOPA Notes: Linda Ratcliffe
February 17, 2012, is the deadline for the next issue of UNOPA Notes.

Ways and Means: UNOPA Board
Cathy Robertson reported the gift card drawing for working the UNOPA parking lot will be done at the February General Membership Meeting.

AD-HOC COMMITTEE REPORTS
Digital Commons: Barbara Homer and Tonda Humphress
Tonda reported that they have been given access to the Digital Commons and can rearrange and edit our stored documentation.

Board members should be mindful of the information that is in their binder that should be kept. Materials that need to be archived need to be sent to Tonda and Barbara in PDF format. Records will be stored by UNOPA fiscal year. The Libraries will not be helping us with scanning our documents.

Marketing Plan: Mary Guest
Cathy Robertson and Mary Guest met with Linda Shipley’s marketing strategy class on January 24. They presented a short history and overview of UNOPA. They provided the class with the 45th Anniversary booklet, Fall 2011 membership survey, recommendation from the 2011 brownbag series, and estimate of membership over the years. Mary heard from Prof. Shipley. The class will begin to collect information. They will target three groups:
   1. Supervisors
      a. Supervisors of current UNOPA members
b. Random sampling of supervisors
2. Individual meeting with UNOPA committee directors (not elected officers)
3. Focus groups of UNOPA members open to all members.

Mary raised the issue of how best to get a list of supervisors. She has already contacted Roshan in HR. She also discussed the possibility of taking supervisor names from the membership forms, asking members for names and emails of their supervisors, and if we should ask UAAD if they'd help provide names of supervisors.

**NEW BUSINESS**
NEOPA is looking for a state affiliate to host the Fall 2013 Conference. If UNOPA doesn’t do the Fall 2013 Conference we’d probably need to do the Fall 2014 Conference. It is back around to “our turn.” Mary Guest noted that if nothing else we could host it at SCC. They could help with speakers and collecting registration. It was noted that the Fall workshop is easier. LPS LPSAOP or UNOPA really needs to host it.

Gretchen Walker will be sending out an electronic ballot to the Board to make this decision.

Meeting adjourned at 5:09 p.m.

Respectfully Submitted,

Mary Klucas, Recording Secretary
APPENDIX

The Bylaws Committee has responded to all eight suggestions for changes that have been submitted. Our recommendations are as follows.

BYLAWS
Suggestion: Term of Treasurer – suggested to change to a 2-year term.
Action: Recommend no action be taken.
Bylaws changed to serve no more than two terms. Committee felt this is sufficient.

STANDING RULES
Suggestion: Standing Rule #1 – Add language that PSP points coincide with paid membership.
Action: Recommend no action be taken.
PSP points are awarded by NAEOP.

Suggestion: Standing Rule #7 – State who accepts awards at the NAEOP Conference.
Action: Recommended adding language to the document.

DUTIES OF COMMITTEES
Suggestion: Career Development Committee -- Either include a PSP Co-Director or create a separate PSP Committee
Action: Recommend no action be taken.
The current system is flexible and seems to be working. The board is large enough and difficult to get a quorum, do not need another director.

Suggestion: Outreach Committee – add duties
Recommend Mentoring Committee name be changed to Outreach and then combine duties.

Suggestion: Bylaws Committee – add language requiring annual review.
Action: Recommend proposed language:
The Bylaws committee shall review the Bylaws and Standing Rules each year, consider any suggested changes referred to the committee, and present their recommendations to the Executive Board.

Suggestion: Ways and Means Committee – Replace language to make duties more generic in light of possible loss of Parking Lot.
Action: Recommend language change.
Current: The Ways and Means Committee shall be responsible for coordinating the workers for the Fall parking lot. This committee may also develop other fund raisers throughout the year.
Recommended: The Ways and Means Committee shall plan, with board approval, and execute projects for the purpose of raising funds to be used by the Association.

Suggestion: Add language for consistent recognition memorial of UNOPA past presidents at their passing by a $25 memorial gift to the family of the deceased or to a UNOPA scholarship fund.
Action: More study is recommended.
The committee is in favor of gifts in memory to either the family or to the Bradley Munn fund and supports consistency. This could easily fall in the duties of the Corresponding Secretary, Article IV, Section 6, "...including extending courtesies..." However, the committee recognizes the difficulty in learning about or knowing when someone passes away. There is difficulty in budgeting an unknown amount. Memorials are not in the current budget. The committee asks for input from the board to determine the best way to accomplish a consistent recognition of past presidents at their passing.