

UNOPA Executive Board Meeting Minutes
Tuesday, January 8, 2013
3-5 p.m., Whittier Large Conference Room, 3rd floor

3:00 p.m. President Linda Luedtke called the meeting to order.

Roll call was taken with these members present: Linda Luedtke, Mary Klucas, Shawn Sheets, Jaime Long, Cathy Robertson, Diane Carson, Jane Schneider, Diane Wasser, Roddy Spangler, Alicia Arnold, Tricia Liedle and Gretchen Walker.

Members Absent: Lisa King, Debbie Hendricks, Barbara Homer, Nelvie Lienemann, Kathy Schindler and Marcy Tintera.

Ad-Hoc Members Absent: Tonda Humphress

OFFICERS REPORTS

President – Linda Luedtke reported she and Mary Klucas would be attending the Martin Luther King breakfast.

She reported she had a meeting with Bill Nunez. It was suggested she take Mary Klucas with her and introduce them.

President Elect – Mary Klucas had no report.

Recording Secretary – Shawn Sheets had no report.

Corresponding Secretary – Lisa King (absent). Linda Leudtke reported on Lisa's behalf. Roberta Sander's husband passed away. Debbie Hendricks' family member passed away. Barbara Homer's family member passed away. Jolena Goody has been ill. and a card should be sent.

Diane Carson volunteered to take photographs at the next meeting for Lisa.

Treasurer – Jaime Long. The December 2012 Treasurer's report will be filed for audit.

The Parking Lot fundraiser earned \$1794.40. The money has not been received yet.

Jaime presented a year-to-date budget report.

The Oldt Awards actual year-to-date budget is \$877.05 and the amount that was budgeted was \$465.00. The Oldt Endowment reimburses UNOPA for the full amount of the Oldt Award costs. Diane Carson will submit these expenses.

Everyone is reminded that if your costs are more than what was approved in the budget, you need to bring that to the board before spending the additional money.

There was a question for clarification about the Outreach budget for the summer social and the brown bag sessions. There is \$300 allocated for the summer social and \$300 allocated for brown bag sessions.

There was a question if we owed any money for the workshop held with UAAD. It was not known at this time.

Jaime presented information about the UNOPA Certificate of Deposit that is reaching maturity.

Mary Klucas moved to not renew the CD and move the money to the savings account. The motion was seconded by Cathy Robertson. After discussion, the motion passed.

Past President/Bradley Munn – Cathy Robertson

Cathy submitted expense requests for two donations of \$25 each for the Education fund and Marion T. Wood scholarship fund.

Cathy Robertson moved that UNOPA submit Tim Alvarez as a NAEOP Administrator of the Year nominee and pay the \$25 submission fee. Diane Wasser seconded the motion. After discussion, the motion passed.

It was discussed that UNOPA should submit each year's Oldt Boss of the Year to NEOPA and NAEOP, as an Administrator of the Year nominee, following their award from UNOPA if they are eligible.

STANDING COMMITTEE REPORTS

Awards – Diane Carson reported that Troy Fedderson with UNL Today ran a story about the Oldt Award winners.

Bylaws – Jane Schneider had no report.

Career Development – Linda Luedtke had no report.

Career Development/PSP – Debbie Hendricks (absent) had no report.

Communication Technology – Diane Wasser reported that she needs items to post to the website and is learning the Content Management System (CMS).

Don't forget to "like" us on facebook.

Employee Concerns – Roddy Spangler had no report.

Outreach – Tricia Liedle is working on some Brown Bag sessions.

Tricia is working with Ranelle Maltas (UNL) to get dates for Outlook sessions for both Mac and PC users.

Tricia is also working with Diane Siefkes (SCC) to provide LinkedIn sessions on each campus. By setting this up as a brown bag session there is no cost.

Tricia is looking for ideas for the summer social. BUNCO was suggested, as this was very popular last year. It was suggested to have a theme.

Cathy Robertson suggested that a small gathering for newer members might help them get involved.

Linda Luedtke asked for ideas for a large Spring professional development event. It was suggested to contact Mary Guest to get suggestions for workshop topics from the State survey results.

UNOPA Notes – Kathy Schindler (absent) had no report.

Ways and Means – had no report.

Hospitality – Alicia Arnold reported that 47 members were registered for the next member meeting.

Alicia also reported that the actual cost for the room rental at the Wick Center was \$262 and \$250 was what was in the budget.

Program – Mary Klucas

Upcoming speakers will be Tom Field in February 2013 and Dennis Molfese in March 2013.

Membership – Barbara Homer (absent)

The revision of the UNOPA Membership brochure was discussed.

The color choice was discussed. We will use Blue and Gold as those are UNOPA's official colors.

How many to print and who will do the printing was brought up. Printing services was used before.

The picture needs to be changed to be more reflective of actual UNOPA membership and to not make it look "dated".

The chancellor's statement needs to be reviewed by the chancellor's office to make sure it is still OK to use.

The facebook link should be added.

Spacing needs to be corrected.

Remove the second occurrence of the UNOPA symbol and add "Speak Up, Reach Out, Join In"

Nominating – Nelvie Lienemann (absent) had no report.

AD-HOC COMMITTEE REPORTS

Digital Commons –Tonda Huphress (absent) had no report.

Marketing – Lisa King (absent)

Linda Luedtke reported in Lisa's absence that there will be three interns.

Ideas for what they will be working on are the Rose Frolik luncheon program and UNOPA social media. Please send Lisa more ideas for the interns to work on.

50th Anniversary – Marcy Tintera (absent)

The committee has not submitted a budget yet.

The menu is completed and has a \$13.60/person quote, based on 100 people attending.

Giveaways are going to be less than \$4/person.

Invitations are being made and will need money for envelopes and postage.

People who should be invited should include Harvey Perlman, Bill Nunez and the Vice Chancellors.

OLD BUSINESS

Fund Raiser

We are about \$1200 short for the projected budget.

We need to hold another fund raiser. Potential ideas for this include: plant sales, pasta sales, popcorn (Colby Ridge), Village Inn pies, local restaurant eat out nights.

After discussion it was decided that we will hold a pasta sale now and have intern research other fundraising opportunities for future use.

NEW BUSINESS

PSP Luncheon – A brochure is available. The event will be Sat. March 9, 2013 from 10:30 a.m.-1:30 p.m. at the Vine Congregational Church here in Lincoln.

ADJOURN

Linda Luedtke adjourned the meeting at 5 p.m.

Respectfully submitted,
Shawn Sheets
Recording Secretary