

UNOPA Executive Board Meeting Minutes
Tuesday, March 5, 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, Lisa King, Jaime Long, Cathy Robertson, Diane Carson, Diane Wasser, Alicia Arnold, Barbara Homer, Tricia Liedle and Gretchen Walker.

Members Absent: Jane Schneider, Debbie Hendricks, Roddy Spangler, Nelvie Lienemann, Kathy Schindler.

Ad-Hoc Members Absent: Tonda Humphress.

Minutes from the February 2013 meeting were approved as corrected.

OFFICERS REPORTS

President – Linda Luedtke reported that her meeting with Bill Nunez went well. They discussed the parking lot and why UNOPA was not spending the money.

They discussed National and getting money to help send people to National. Bill agreed that an equal amount per participant would be fair.

Linda will send him a letter asking for funds to help offset member costs, letting him know how many people are going.

Linda reported that at the Deans and Directors' meeting UAAD and UNOPA were not given time to speak.

President Elect – Mary Klucas had no report.

Recording Secretary – Shawn Sheets had no report.

Corresponding Secretary – Lisa King sent cards to Marlene Focher, Chris Cary and Breana Garretson.

It was suggested that a card be sent to Sandy Lineberry. Her husband is to have open heart surgery this week.

Linda Luedtke reported that Jelena Gude was back to work after having surgery.

Treasurer – Jaime Long had no report.

Past President – Cathy Robertson reported the Louise Henderson Nelson award was being finalized for submission. The deadline is March 15, 2013.

The next Bradley Munn deadline is May 15, 2013. There is a reminder in the newsletter.

The UNOPA newsletter submission form and criteria is online. More information is also in the board member's book.

Lola Young requested we support her in hosting/pay for a reception in her suite for the local members to mingle with the Board at National. She is estimating 40-50 people in attendance.

STANDING COMMITTEE REPORTS

Outreach – Tricia Liedle reported on the Brown Bag meetings that have occurred as well as those still to come.

Feb. 20, 2013 – LinkedIn presentation on East Campus only had two people attend.

March 20, 2013 – LinkedIn presentation on City Campus.

April and May will be presented by Renee Maltas. Details are in the newsletter.

Summer Social is going to be in July/August. Tricia has a couple of committee members. Since this will happen in the next fiscal year, this can be budgeted into next year's budget.

Thank you gifts for speakers would come out of the outreach budget.

50th Anniversary – Tricia Liedle reported that the committee is looking at several dates in April. They are waiting for the entertainment to get back with their availability and then they will coordinate with the East Campus Union.

Refunds will need to be processed for people who cannot attend the new date.

The committee received a monetary gift from Past-President Ruth Nuss's husband. They will give it to the Bradley Munn fund.

Awards – Diane Carson reported that there were two Rose Frolik nominations and they are being mailed to the judges today.

Bylaws – Jane Schneider (absent) had no report.

Career Development – Mary Klucas reported that on April 2, 2013 Sandy Stockall will be speaking to the Arts and Sciences staff council from 1:30-2:30 in the Bailey Library, Room 228, Andrews Hall. This talk will be opened to up to the first 25 UNOPA members who call Mary.

Debbie Hendricks can answer questions about getting PSP credits for this event.

Communication Technology – Diane Wasser reported that the minutes are up on the Web.

There are links for the new meetings.

Diane is selling Quilt raffle tickets for NAEOP National Conference.

March 23, 2013 is the Central Area Conference in Blue Springs, MO.

Diane is the co-chair with Mary Guest for the April 19, 2013 NEOPA Spring Workshop. This will be in Lincoln at Southeast Community College Learning Center. Cost is \$50 for members and \$65 for non-members.

Gretchen Walker is being installed as President during this workshop over lunch. There is more information in the NEON.

Employee Concerns – Roddy Spangler (absent) had no report.

Hospitality – Alicia Arnold reported that there were about 21 people signed up for the Past Presidents/Rose Frolik membership meeting.

Membership – Barbara Homer reported on our current membership numbers.

93 Active
8 Associate
7 Retired
1 Lifetime
20 Honorary
128 total membership

Brochure update – do we need the academic “N”. UNOPA may be exempt from having it.

There is \$400 in the budget. How many should we print?

AD-HOC COMMITTEE REPORTS

Marketing – Lisa King reported that one of the interns was interested in creating a new logo for UNOPA.

We would need to include the general membership to change the logo/seal.

The intern is also helping promote the upcoming meetings. Lisa asked if it was a possibility to hold a drawing for people who attend the first time.

Adobe Connect – would make it possible to video tape the meetings then post them to the web. We would need to make sure we have the speaker’s permission.

Lisa sent a notice about the March membership meeting to CEHS to help draw attention to this meeting topic. Linda Arnold can send it out to IANR.

Do we need an intern for the PSP luncheon?

Another project for the interns to work on is to interview old/new members and place these in UNOPA Notes and maybe on the Web.

Rose Frolik – Lisa King had these people listed as having retired in the last year: Pat Hust and Linda Ratcliffe. Are there others?

Lisa is going to email past award winners to try to get more in attendance.

She will send postcards and have them call or email their RSVP instead of having them return a prepaid postcard.

The Froliker’s were not aware they were to do something at the Frolik luncheon. While at the Froliker’s breakfast it was talked about possibly doing something similar to what was done the year Rose Frolik died to honor past presidents.

Diane Carson, Lisa King and Mary Klucas will work together to get things straightened out about the program.

Nomination – Nelvie Lienemann (absent) is still looking for someone to run for President Elect.

OLD BUSINESS

Pasta Sales – Linda Luedtke asked that people email her with pasta orders or bring those orders to the membership meeting next week.

Gretchen's Installation – A gift was decided upon to present to Gretchen Walker at her installation. UNOPA will supply cupcakes or cookies for the afternoon break.

NEW BUSINESS

Pasta basket for NEOPA Conference – we will put together a pasta themed basket.

Linda Luedtke adjourned the meeting at 5:00 p.m.

Respectfully submitted,
Shawn Sheets