

## Approved as Corrected

### UNOPA EXECUTIVE BOARD MEETING MINUTES

9/11/12  
3-5 p.m.  
230 Whittier

The meeting was called to order by Pres. Luedtke at 3:05 p.m.

Roll was taken with these members present: Linda Luedtke, Lisa King (late), Jaime Long, Cathy Robertson, Diane Carson, Jane Schneider, Alicia Arnold, Tricia Leidle, Kathy Schneider, Marcy Tintera.

Members absent: Mary Klucas, Debbie Hendricks, Deb Rosenau, Roddy Spangler, Barbara Homer, Tonda Humpress.

Minutes from the August meeting were approved as corrected.

#### **OFFICER REPORTS**

**President:** Linda Luedtke provided updated the meeting dates and locations.

**President elect:** Mary Klucas was unable to attend.

**Recording secretary:** Shawn Sheets had no report

**Corresponding secretary:** Lisa King is still waiting on previous year's books from Lainey.  
Barb Homer's brother passed away, and her husband's brother has cancer (unsure of his status).  
Please send a card.

**Treasurer:** Jaime Long on the treasurer's report the expenses for Mary Guest (\$290) was for conference registration and should have been on last fiscal year's books.

Audits need to be attached to the treasurer's report when sent to the board. The audits for the last two years were completed. A copy will be attached to next month's report to become part of the permanent record.

It was questioned as to why no memberships were posted on the Treasurer's report. This was due to a delay getting added to the bank account.

There was a \$0.45 expense on the treasurer's report. Wondering if it was for mail. Jaime will ask Barb.

Jaime Long is our official eShop ordered. Linda Luedtke and Cathy Robertson as approvers. Office Depot will bill directly to the account.

Please fill out an expense report form when requesting items be paid for by UNOPA. Cathy Robertson and Linda Luedtke can approve these. It was requested that a "requester" be added to this form so that it is clear who is requesting funds.

**Past President:** Cathy Robertson reminded that a couple annual reports are still missing: treasurer and one other she couldn't remember.

Bradley Munn: deadline is Oct. 15. The online form needs to be updated.

NEOPA Fall Workshop is Oct. 5, with registration deadline of Sept 21.  
Linda Luedtke emailed more details to members. There was confusion over being able to reg. for specific sessions or only the tracks they had listed. Cathy was going to discuss this with Diane Dickey.

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Spring and Fall 2013 workshops will also be in Lincoln. Please encourage members to use the Bradley Munn funds.

### STANDING COMMITTEE REPORTS

**Awards:** Oct. 16 deadline for nominations. Judges have been asked.

Question was asked for clarification about eligibility of people who are not on the UNL Campus, but are still considered part of UNL.

**Bylaws:** Peg Johnson and Sally Wagner are committee members.

Question about change of date for membership renewals. There is a difference between the Bylaws and the Standing Rules. It needs to be clarified as to why the date was changed and when. This item will be taken back to the committee to determine if the standing rules need to be changed.

**Career Dev.:** Sept. 15 is next PSP deadline.

**Comm. Tech.:** no report. It was suggested that everyone check the Website and note any changes that need to be made. Deb Rosenau has been RIF'd.

**Employee Concerns:** Roddy Spangler forwarded a list of university committees that are filled and need to be filled. 3 spaces on committees need to be filled.

This group still needs to a co-director.

**Hospitality:** Alicia Arnold asked if at the Sept. joint meeting should we have blank name tags?

Certificates will be left blank and handed to members as they leave the meeting for PSP credits.

**Membership:** It was stated that 64 members have renewed so far.

**Nominating:** need director by Jan 2013

It was suggested that committees that needed members should put together a short description so that UNOPA members can decide if they want to serve.

It was also suggested that a list of the committees and their members be compiled.

**Outreach:** Tricia Liedle was asked for clarification about what this position was. This position is to plan the summer social, brown bag lunches and the mentoring program.

Suggestions were requested for brown bag topics. Tricia was advised to check the membership survey for ideas. Some ideas given were technology, health and communication. CAPS, EAP, and EdMedia were given as resources.

This group needs committee members

**Program:** Amy Goodburn for the Oct. meeting?

**UNOPA Notes:** first issue went out today (9/11/12)

**Ways and Means:** Lisa King asked that this be discussed later in the meeting.

### AD HOC COMMITTEE REPORTS:

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**Digital commons:** there was no report.

**Marketing:** Lisa King is trying to get an intern for up to 10 hours/week

**50th Anniv.:** the tentative menu is chosen, there will be a tasting.

We have been given permission to take photos of archive materials. It was asked if they are digitally archived somewhere already?

Karen Randall Quartet has been asked to sing.

Rick Alloway will speak: 5 decades of UNOPA

The budget is being compiled, currently it is \$646.00. (the 40th celebration cost over \$2000.00) Where to get funding? Pepsi, chancellor. People will be charged to attend, with some attendees being subsidized.

Centerpieces will be given out as gifts.

This committee's next meeting is Sept. 18, noon in Muessel Hall.

### OLD BUSINESS

**Football Parking:** Cathy Robertson sent Linda Luedtke information about what needs to be done when working the football parking lot.

If you are working the football lot, please read the book! 1 person needs to handle the tickets (in sequential order, when possible) we have 89 stalls in front, and can sell the back 24 stalls if needed.

Block the back lot with a car then move it to prevent parking there.

The blue notebook from Parking services has a list of where people can park.

We have new signs, but need to have their costs approved. (\$130?) Make sure that the signs are all collected, including the one at the old lot.

Board members need to act as coordinators for getting people to volunteer to work the parking lot time slots. Please have sign-up sheets at the meetings.

It was brought up that adjacent/close lots are selling stalls for \$10, we are selling ours for \$15. How do we get people to park there?

safety at the lot- please be aware of your surroundings.

**Neb. Home Sales:** they will draw two names at the Sept. meeting for \$100 scholarships.

### NEW BUSINESS

**Intern:** this was tabled until the next meeting, as Lisa King had to leave early.

The meeting was adjourned at 5:05 p.m. by Linda Luedtke.

Respectfully submitted,  
Shawn Sheets

Approved as Corrected: 10/2/12