CALL TO ORDER
President Roddy Spangler called the meeting to order at 4:00 p.m.

Roll Call was taken by Judy Anderson, recording secretary.

MEMBERS PRESENT
Roddy Spangler, Tricia Liedle, Judy Anderson, Marsha Yelden, Alycia Libolt, Mary Klucas, Edie Schleiger, Breana Garretson, Marilyn Johnson, Barbara Homer, Linda Arnold

MEMBERS ABSENT
Jane Schneider, Sara Luther, Lorraine Moon, Debbie Hendricks, Carol Wusk, Jaime Long, Donelle Moormeier, Donette Petersen, Jan Wassenberg

AD-HOC COMMITTEE MEMBERS PRESENT
Kelsey Sims

AD-HOC COMMITTEE MEMBERS ABSENT
Paige Glasshoff

APPROVAL OF MINUTES
Minutes of the September 1, 2015, Executive Board Meeting were approved as corrected.

TREASURER’S REPORT
Report attached. The treasurer’s report was accepted and will be presented to the general membership. In addition, discussed the new debit card policies specific to UNOPA due to chairperson changes every year and it was decided that the president-elect will reconcile the treasurer’s debit card. The Monthly Expense Report form will be modified to include a debit card usage notation.

OFFICER/COMMITTEE REPORTS
President. Report attached.

President-elect/Program. Reports attached. In addition, there was discussion on a possible donation for the December general meeting entertainment. Mary Klucas moved: “That UNOPA donate $150 to Pius X High School for the group scheduled to perform at the December 2015 General Membership Meeting.” Seconded by Marilyn Johnson, the motion passed. After reviewing sample umbrellas from Bob Stephens, Frosty, and UNL, it was decided to go with the two-toned umbrella from Bob Stephens. It was decided that the new umbrellas would be presented to all current 2015-16 members, new members joining during the year, and possibly guest speakers. Tricia Liedle moved: “That UNOPA order 200 umbrellas from Bob Stephens. Increase the budget from $250 to $1,800 for the purchase of umbrellas replacing the coffee mugs.” Seconded by Edie Schleiger, the motion passed.

Recording Secretary. No report.

Corresponding Secretary. The Giving Tree will be at both the November and December meetings with Matt Talbot Kitchen & Outreach being the recipient.

Past President/Bradley Munn. No report.
**Membership.** Report attached: 99 memberships received: 61 active, 5 associate, 8 retired, 8 new, 16 honorary, and 1 lifetime.

**Hospitality.** Currently, there are 32 signed up for the General Membership Meeting and 8 for the Brown Bag.

**Awards.** Report attached.

**Career Development & PSP.** Report attached.

**Communication Technology.** Report attached. In addition, Mary stated they are about 80% done with the website updates and getting very close to the $600 budget for Mike O’Connor’s work. She is currently looking for/requesting newer pictures for the photo gallery.

**Employee Concerns.** No report.

**Nominating.** No report.

**UNOPA Notes.** The deadline for submitting articles for Notes is October 19.

**Ways and Means.** Report attached.

**Bylaws.** (Still vacant.)

**Outreach.** (Still vacant.)

**AD-HOC COMMITTEE REPORTS**
Digital Commons: No report.
Marketing: Kelsey reported that since she is very new to the position she is still figuring out whom to talk to. The UNOPA Facebook page needs a big update, but she has been unable to change the administrator. She will check with Jaime.

**UNFINISHED BUSINESS**
Diane Wasser has agreed to organize the Secret Friends group.
Discussed the fact that due to the new employee levels, many of our members are now managerial/professional and do not qualify for UNOPA awards. Roddy, Tricia, Barb (and possibly Jane) will check on the funding agreement with the Foundation as well as with Bruce Currin.

**NEW BUSINESS**
None.

The next meeting of the Executive Board will be November 3, 2015, at 4:00 p.m. at the Whittier Building.

The meeting was adjourned at 5:09 p.m.

Submitted by Judy Anderson, recording secretary
UNOPA Treasurer’s Report – September 2015

Beginning Checking Account Balance - 9/1/15

Income:
- Deposit - 9/10/15 $129.00
- Deposit - 9/24/15 $147.00

Balances: $5,787.94

Total Income: $276.00

Expenses:
- Debit - Walgreens - Candy for Tables/Giveaways (Hospitality) $19.97
- 1004 - NAOPA - UNOPA Affiliation (President) $44.00
- 1005 - Brenta Garretson - Centerpieces/Giveaways (Hospitality) $43.63
- Debit - Walmart - Centerpieces (Hospitality) $28.60
- 1006 - NAOPA - Annual Membership (President) $50.00
- 1007 - Jaime Long - Candy for Mugs (Membership) $7.77

Total Expenses: $193.97

Ending Checking Account Balance - 9/30/15

$5,869.97

Beginning Cost Center Balance - 9/1/15

Income:
- Membership Dues - 9/28/15 $15.00
- Membership Dues - 9/28/15 (Greer Correction) $(15.00)

Total Income: $0

Expenses:
- Nebraska East Union - September Luncheon (Hospitality) $135.30
- UNL Mail Services - 2 Piece (Treasurer) $0.96

Total Expenses: $136.26

Ending Cost Center Balance - 9/30/15

$(966.31)

Ending Checking Account Balance - 9/30/15

$5,869.97

Ending Cost Center Balance - 9/30/15

$(966.31)

Total Funds Available: $4,903.66

Savings Account Balance - 9/30/15

$11,499.61

55th Anniversary Balance: $93.00 - $6.36 = $86.64
OFFICER REPORTS – October 6, 2015

Treasurer

The Debit Card Policies and Procedures and Cardholder Agreement were ran by Marlene Pyatt as suggested at the last Board meeting. I have made all necessary changes that Marlene deemed necessary. However, as a cardholder I am in conflict with the policies and procedures as written since I should not be reconciling my own purchases, if there are any. Should the reconciler for the Treasurer be one of my committee members or another Board member?

President

At least six UNOPA members participated in the forum that was open to UAAD & UNOPA, to meet with the consultants assisting with the search for our next chancellor: Edie Schleiger, Lindsay Augustyn, Marilyn Johnson, Karen Jackson, Mary Guest and Debbie Hendricks.

Title IX was the main topic at the Deans & Directors meeting in September. Susan Foster is the Title IX Coordinator for UNL. There is a group of people they are calling “Responsible Employees” that are obligated to inform the Title IX Coordinator of allegations of sex discrimination or sexual misconduct. This group cannot keep your concerns confidential. If you talk to R.E.’s, your concerns will be reported and the University will conduct an investigation. For a list of Responsible Employee’s go to go.unl.edu/title-ix-responsible-employees. If you are not on the list you are not obligated to report and should not report. What you should be is a confidant and guide them to who they should report to if they want an investigation. This all falls under the Office of Equity and Compliance: www.unl.edu/equity

Kelsey Sims has agreed to be director of the Marketing Ad Hoc Committee. I am sure she will have questions about what has been done in the past and what we would like to see happen to market UNOPA in the future.

A Professional Development Brown Bag is scheduled October 29, Noon-1:00pm. Introduction to the Entrepreneurship Legal Clinic, presented by Professor Brett C. Stohs. It is promoted on our web page, in UNOPA Notes and an email was sent to the general membership.

I will have a box available at all general meetings to collect non-perishable items to donate to the food pantry at Matt Talbot Kitchen and Outreach.

President-elect/Programs

I will have umbrella’s to share with the board from Frosty’s and from UNL. A decision will need to be made so we can move forward with the order of these items.

The April UNOPA meeting has been moved to April 19, 2016 at the East Campus Union.

Donation to entertainment @ Dec. General mtg... ~ How much should it be?
Membership

We currently have 99 members:
  Active Renewals - 61
  Associate - 5
  Retired - 8
  New - 8
  Honorary - 16
  Lifetime - 1

We’ve sent out emails to the members from last year, but have yet to renew this year. We will remove those I haven’t heard from this week.

We’ve also sent emails to past members who didn’t renew last year and had a few responses. Hopefully, some will consider rejoining.

UNOPA Pins ~ 10 on hand. Should we re-order?
UNOPA Cups ~ 18 on hand. Should we re-order?

Awards

Announcements have been posted on the UNOPA Website (thank you Mary Klucas for creating a new Boss of the Year document).

Shared award information with UAAD President, Becky.

Submitted to Today@UNL for publication.

LOOKING for additional committee members to help with final award ordering, arranging lunches for judges and nominees, send thank you’s to judges afterwards.

Judges will be contacted by the end of the week, if anyone has suggestions for internal or external contacts who have expressed interest in the past, please let me know, otherwise I have a list to move forward with.

I also have a department wondering if there is a group award at the University. I do not know of one, but please let me know if you do.

Career Development & PSP

Deb Hendricks and I will be hosting a brown-bag meeting on Wednesday, October 7, with those interested in the Professional Standards Program. The meeting will be held over the noon hour in 230R Whittier (Lorraine’s office).
Communication Technology

I am just about done working with Mike O’Connor on our website changes. We are still working on the Awards pages to move most of the text to web pages rather than it all being in a pdf.

I updated UNOPA’s listing on UNL’s directory. We should clarify which director/officer role is responsible for updating the UNOPA information here. I tried to get some clarification from “them” as to what the procedure is for changes but got no response. Resorted to just clicking on the “Have a correction?” button at the bottom and send all the updated information. Our information was two years out of date. Hopefully, we can get this on someone’s list of duties so it stays up-to-date.

Ways & Means

Have had great success with the volunteers at the parking lot and selling the stalls. The good weather has helped contribute to our success as well.

Roddy can you please send out the call for Volunteers for the October 10 game? Kick Off has been identified at 2:30 PM. We’re still looking for a second coordinator to work with Judy Anderson.

We could call for Volunteers for the October 24 game as well, but we still don’t know the kick off time.