

Approved as corrected by UNOPA Board January 5, 2016

UNOPA Executive Board Meeting Minutes

December 1, 2015

4:00 p.m.-5:00 p.m.

Whittier Building, 3rd Floor Conference Room

CALL TO ORDER

President Roddy Spangler called the meeting to order at 4:19 p.m. The late start was due to celebrating Linda Arnold's upcoming retirement.

Roll Call was taken by Judy Anderson, recording secretary.

MEMBERS PRESENT

Roddy Spangler, Tricia Liedle, Judy Anderson, Jane Schneider, Lorraine Moon, Edie Schleiger, Jaime Long, Marilyn Johnson, Barbara Homer, Jan Wassenberg, Linda Arnold

MEMBERS ABSENT

Marsha Yelden, Alycia Libolt, Sara Luther, Debbie Hendricks, Mary Klucas, Carol Wusk, Breana Garretson, Donelle Moormeier, Donette Petersen

AD-HOC COMMITTEE MEMBERS PRESENT

Kelsey Sims

AD-HOC COMMITTEE MEMBERS ABSENT

Paige Glasshoff

APPROVAL OF MINUTES

Minutes of the November 3, 2015, Executive Board Meeting were approved as submitted.

TREASURER'S REPORT

Report attached. The treasurer's report was accepted and will be presented to the general membership.

OFFICER/COMMITTEE REPORTS

President. Report attached. In addition, there was discussion on scheduling upcoming workshops. It was decided midweek of the third or fourth week of the month would be the best time for a four-hour workshop with J. S. Engebretson, noted in report.

President-elect/Program. Umbrellas have been shipped.

Recording Secretary. No report.

Corresponding Secretary. Report attached.

Past President/Bradley Munn. Jane has applied for access to the Bradley Munn fund, but hasn't heard back at this time.

Membership. Report attached: 112 memberships received: 68 active, 5 associate, 12 retired, 10 new, 16 honorary, and 1 lifetime. Discussed the possibility of prorating the membership fee for new members joining second semester. Discussion on member noted in report was tabled until a later date.

Hospitality. No report.

Awards. Report attached.

Career Development & PSP. No report.

Communication Technology. No report.

Employee Concerns. No report.

Nominating. No report.

UNOPA Notes. Report attached. The deadline for submitting articles for Notes is December 14.

Ways and Means. Report attached. **Linda Arnold and Jan Wassenberg moved to provide LeAnn Frobom with a gift certificate of \$20 to her choice of businesses the business of her choice.** LeAnn worked six of the seven games and enjoyed meeting the UNOPA members while helping with the fundraiser. We plan to provide an IANR 'trinket' to all of the volunteers just to say "thanks for helping." Seconded by Jane Schneider, the motion passed.

Bylaws. (Still vacant.)

Outreach. (Still vacant.)

AD-HOC COMMITTEE REPORTS

Digital Commons: No report.

Marketing: Kelsey has the UNOPA Facebook account up and running and has received 95 "likes" to date.

UNFINISHED BUSINESS

None

NEW BUSINESS

None.

The next meeting of the Executive Board will be January 5, 2016, at 4:00 p.m. at the Whittier Building.

The meeting was adjourned at 4:48 p.m.

Submitted by Judy Anderson, recording secretary

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
UNOPA Board meeting - December 1, 2015
Committee Reports

FROM: Roddy Spangler
COMMITTEE: President
DATE: December 1, 2015

I was contacted by William Nunez regarding an upcoming Foundation initiative/campaign that will be for the next three years. It is focused on raising money for student support. They will be seeking support from faculty and staff of the University. Dr. Nunez was asking that I, as UNOPA president would lend my name to this effort. It may be as simple as writing a letter to my colleagues or it could be serving on a committee. He's not sure what the role will be, but wanted to know if we would be supportive. I said yes and thanked him for the opportunity.

If you have not yet written an article for UNOPA Notes, I encourage you to do one for the next issue (due date Monday, Dec 14). Our membership is interested in what our different committees are doing. It doesn't have to be long, just an update on what you have been doing for UNOPA.

It is not too early to start considering who to nominate for next year's board. I am sure Tricia and the nominating committee would like assistance from all of us with this task. Encourage your colleagues to be a committee director or run for an elected office.

Kelsey Sims has suggested a wonderful idea for a Professional growth workshop or brown bag luncheon. She has contacted J.S. Engebretson, Manager of Communications & Marketing. J.S. has indicated that she would be interested in doing something about a business writing course. I am hoping it can focus on professional writing in today's social media language world. I would like your input on what day of the week and whether it should be a one-hour brown bag or a longer workshop style.

FROM: Marsha Yelden
COMMITTEE: Corresponding Secretary
DATE: November 23, 2015

I have mailed 1 cards since my last report:
Lois Jordan (NAEOP's PSP Registrar) Sympathy 11/12/2015

The Giving Tree was on display at the November 2015 General Membership meeting. Mari Greer has volunteered her office as a City Campus drop-off location. The tree will be on display again at the December 8th General Membership meeting. The deadline to donate items is December 10th. I plan on delivering all donated items to Matt Talbot Kitchen & Outreach on December 11th. Thank you to everyone who who has offered to help!

Pictures of the 2015 Floyd S. Oldt recipients were taken after the November 10th meeting. Signed image release forms were obtained from Rich Bischoff and Michelle Jacobs. Images were forwarded to Barb Homer, Sara Luther and each recipient.

The 35mm camera that was in the Corresponding Secretary supplies box that was handed off to me has been donated to a local thrift store. There was film in the camera but it was not saved. There are two digital cameras still in the box. One camera works. I need to bring batteries from home to check the second camera.

FROM: Sara Luther
COMMITTEE: Awards
DATE: 11/30/15

Articles ran in UNOPA Notes and Today@UNL announcing award winners.
All invoices and stipends have been submitted.
Will start prep work for Rose Frolik in January.

FROM: Jaime Long & Marilyn Johnson
COMMITTEE: Membership
DATE: 12/01/2015

We currently have 112 members:

- Active Renewals - 68
- Associate - 5
- Retired - 12
- New - 10
- Honorary - 16
- Lifetime - 1

The new member luncheon was held on November 17th. We had 3 new members there, Jennifer Greenlee, Gretchen Mills, and Marla Nissen.

We need to discuss new member, Jill Schurr and the possibility of lowering dues after a certain date for new employees? Would this be something we could possibly do? The reason being that maybe more new employees would join if they got a discount if half the year is over.

We have a quote from awards unlimited for the membership pins. With the setup fee and tax we would be looking at just under \$300 for 100 pins. We have asked Awards Unlimited to check to see what the cost would be on 50 pins.

FROM: Barbara Homer
COMMITTEE: UNOPA Notes
DATE: November 30, 2015

The December UNOPA Notes Newsletter was sent to the UNOPA listserv on November 24, 2015.
Please get your articles for the January issue to me by Monday, December 14, 2015.

FROM: Linda Arnold and Jan Wassenberg
COMMITTEE: Ways and Means Committee
DATE: Tuesday, December 1, 2015

Another successful year has been completed by the Ways and Means Committee staffing the Whittier Parking Lot on football Saturdays. After the game on November 27, we are pleased to report that we had 42 volunteers who helped over the fall Football Season – that included Jan and Linda and 5 “willing” spouses of UNOPA members. My quick tabulation shows UNOPA taking in money for 445 total stalls over the seven games and if UNOPA gets \$8 per stall that will be \$3,560 for our treasury. The money from Parking and Transit Services might be different from the guesstimate above, but it still substantial to support UNOPA. Thank you notes have been sent to all who helped over the season and a thank you was sent to Ron Fuller, Larry Mota and Danny Giles for their help over the year.

Motions

(This is a motion you know you will be making at the meeting)

"We move to provide LeAnn Frobom with a gift certificate of \$20 to her choice of businesses. LeAnn worked six of the seven games and enjoyed meeting the UNOPA members while helping with the fund raiser. We plan to provide an IANR 'trinket' to all of the volunteers just to say 'thanks for helping'."
Motion Maker: Linda Arnold and Jan Wassenberg

Seconded by: _____

**UNOPA Ways and Means Fall 2015
Volunteer List – Staffing the Parking Lot**

Name of Volunteer	5-Sep	12-Sep	26-Sep	10-Oct	24-Oct	7-Nov	27-Nov
Anderson, Judy				X	X		
Arnold, Linda		X				X	X
Bennetch, Kathy						X	
Bode, Donna						X	
Carson, Diane		X	X		X		
Cary, Chris	X						
Frobom, LeAnn	X	X	X		X	X	X
Greer, Mari	X						
Guest, Mary				X			
Harris, Belva		X					
Hemphress, Glenn				X			
Hemphress, Tonda				X			
Hendricks, Debbie				X			
Homer, Barb			X				
Johnson, Marilyn	X						X
Johnson, Greg							X
King, Lisa				X			
Klucas, Mary		X					
Klucas, Rob		X					
Liedle, Rick						X	
Liedle, Tricia	X		X			X	
Long, Jaime			X				
Mills, Gretchen				X			
Moon, Lorraine				X			
Moormeier, Donelle						X	
Moormeier, Ron						X	
Peterson, Andrea		X					
Predmore, Deb		X					
Rejda, Kristy		X					
Schindler, Kathy					X	X	X
Schleiger, Edie			X				
Schneider, Jane	X	X					
Spangler, Roddy	X					X	
Tegler, Mikayla				X			
Tintera, Marcy		X				X	X
Waser, Diane				X			
Wassenberg, Jan		X			X		X
Wesely, Dave						X	
Wesely, Sue				X		X	
Yelden, Marsha			X			X	
Young, Lola	X						
Zager, Beth	X						

Membership Pin price breakdown

Quantity	price		set up		tax 7.25%	Total	Total price per pin
100	\$2.21	\$221.00	\$50.00	\$271.00	\$19.65	\$290.65	\$2.91
200	\$1.82	\$364.00	\$50.00	\$414.00	\$30.02	\$444.02	\$2.22
250	\$1.22	\$305.00	\$50.00	\$355.00	\$25.74	\$380.74	\$1.52
300	\$1.22	\$366.00	\$50.00	\$416.00	\$30.16	\$446.16	\$1.49

TO: Roddy Spangler
FROM: Alycia Libolt
COMMITTEE: Treasurer
DATE: 12/1/15

Current committee report

I spoke with a representative from Union Bank about the lack of interest accruing on our checking account. I was informed that it was just set up as a basic account without interest. When I called about this the first time a couple months ago, I was given no indication that the account was set up incorrectly and wouldn't accrue interest. I will be receiving a form to get that changed.