

Approved as corrected by UNOPA Board March 1, 2016

## UNOPA Executive Board Meeting Minutes

February 4, 2016

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

Whittier Building, 3<sup>rd</sup> Floor Conference Room

### CALL TO ORDER

President Roddy Spangler called the meeting to order at 4:05 p.m.

**NOTE:** Our regular meeting scheduled for Tuesday, February 2, was preempted by a UNL snow day and rescheduled for Thursday, February 4.

Roll Call was taken by Judy Anderson, recording secretary.

### MEMBERS PRESENT

Roddy Spangler, Tricia Liedle, Judy Anderson, Alycia Libolt, Jane Schneider, Lorraine Moon, Edie Schleiger, Breana Garretson, Donelle Moormeier, Barbara Homer, Jan Wassenberg

### MEMBERS ABSENT

Marsha Yelden, Sara Luther, Debbie Hendricks, Mary Klucas, Carol Wusk, Jaime Long, Marilyn Johnson, Donette Petersen, Linda Arnold

### AD-HOC COMMITTEE MEMBERS PRESENT

Kelsey Sims

### AD-HOC COMMITTEE MEMBERS ABSENT

Paige Glasshoff

### APPROVAL OF MINUTES

Minutes of the January 5, 2016, 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 at the February general membership meeting. In addition, Alycia noted that she had received the money from the parking lot. She also noted how difficult it was to get the 1099 form filled out for the work done on the website. Jane brought up the idea of moving some money into the 55<sup>th</sup> anniversary balance. This will be looked at closer during budget discussions.

### OFFICER/COMMITTEE REPORTS

**President.** Report attached. In addition, Roddy asked about the need of break snacks for the upcoming workshop. It was decided a light snack and drink would be appropriate during the break period. Due to Paige Glasshoff leaving UNL, we need to find a replacement for the Digital Commons chair. Roddy will send an email to see who will be attending the National Conference so she can request funding from the Chancellor's Office.

**President-elect/Program.** Report attached. In addition, we discussed the format for presenting our officer and director duties as the program for the February general membership meeting. It was also decided that the Membership Committee would be in charge of handing out the new umbrellas at the February general meeting and keeping track of who received one.

**Recording Secretary.** No report.

**Corresponding Secretary.** Report attached.

**Past President/Bradley Munn.** Jane reported that she had not received any reimbursement requests from the Bradley Munn fund.

**Membership.** No report.

**Hospitality.** Breana checked on tablecloths. It appears that only the **round** tables used in the **Nebraska** Union **Ballroom** would actually need tablecloths. Also discussed catering dos and don'ts.

**Awards.** Report attached.

**Career Development & PSP.** Lorraine reported that Mary Guest is holding an "All things NAEOP" brown bag workshop on February 25, noon to 1:00pm.

**Communication Technology.** Report attached.

**Employee Concerns.** Alycia was contacted by Campus Recreation about doing a presentation for us. From the list they had provided, the board picked the topics of Healthy Living and Staying Fit at Work with the tentative dates of March 16 and 29. These would be brown bags held noon to 1:00 pm.

**Nominating.** Donelle reported receiving 22 nominations...with all but three declining their nomination. Still waiting to hear back from the remaining three. The board suggested that Tricia really stress the need of nominations at the general meeting.

**UNOPA Notes.** Barb stressed that she needed articles for the newsletter.

**Ways and Means.** No report.

**Bylaws.** (Still vacant.)

**Outreach.** (Still vacant.)

#### AD-HOC COMMITTEE REPORTS

Digital Commons: No report.

Marketing: Kelsey posted the upcoming workshop on UNOPA's Facebook page as well as asking conversation-starting questions to get feedback as well as increase interest. She asked about the possibility of actually attending the New Employee Orientation meetings to talk about UNOPA.

#### UNFINISHED BUSINESS

None.

#### NEW BUSINESS

None.

The next meeting of the Executive Board will be March 1, 2016, at 4:00 p.m. at the Whittier Building.

The meeting was adjourned at 5:04 p.m.

Submitted by Judy Anderson, recording secretary

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**  
**UNOPA Board meeting**  
**February 2, 2016**

FROM: Roddy Spangler  
COMMITTEE: President

I have been working with Kelsey on finalizing the upcoming professional development workshop.

I had planned to attend the Deans and Directors meeting yesterday, however it was cancelled due to the snow day. No indication of being rescheduled.

I have been in contact with Renee Hagerman regarding funding for the NAEOP Conference. I will need to send a list of those wanting to attend directly to Bill Nunez and include in the list the other funding they are receiving. Is there someone that would like to coordinate gathering this information?

Paige Glasshoff has taken a new job outside of UNL. She will not be available to continue as director of the Digital Commons AdHoc Committee. I asked and she did not have anyone helping on her committee. She said that Tonda is still listed as an administrator for UNOPA on Digital Commons.

Thank you for the card, thoughts and prayers for my Spangler family after the death of my mother-in-law. Thank you to Tricia for stepping in at the general meeting with UAAD.

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FROM: Tricia Liedle  
COMMITTEE: President-Elect

We need to discuss the umbrella's and how we want to distribute them to current membership. Where do we want them delivered too.

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FROM: Marsha Yelden  
COMMITTEE: Corresponding Secretary

Beginning to work on the Past Presidents' & Retiree luncheon (in conjunction with the Rose Frolik Award) in April.

Cards sent:

Roddy Spangler	Sympathy	1/15/2016
Belva Harris	Get Well	1/22/2016

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FROM: Alycia Libolt  
COMMITTEE: Treasurer

I sent in the Checking Account Change Form to change our checking account to Basic Business w/Interest in early December. Upon follow up as to why we still don't have any interest on our account, I was informed that this was due to federal regulations. As a for profit entity, we are not allowed to receive interest on a checking account. The representative was unsure as to why it was allowed when we banked at Great Western. I can do more research if needed.

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FROM: Sara Luther  
COMMITTEE: Awards

- Rose Frolik information has been updated online, including the eligible nominees (Thank you Mary and Jaime!!)
- Applications are due March 11<sup>th</sup>
- Announcements to the University will go out the beginning of Feb

Taking suggestions for judges: three within the community, non-university

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FROM: Donette Petersen  
COMMITTEE: Nominating Committee

Only six people turned in names for the Nominations for 2016-2017 UNOPA Officers. (Three from the Nominating Committee, one Board member, and two members).

Nominating Committee is scheduled to meet on Wednesday, February 3, 2016, to go over the names and then contact the people nominated to put their name on the ballot. We are hoping to have this completed by Friday, February 5, 2016. We will send the approved ballot to Roddy and Tricia.

## UNOPA Treasurer's Report -- January 2016

<b>Beginning Checking Account Balance - 1/1/16</b>		<b>Balances:</b>
		\$5,327.29
<b>Income:</b>		
Deposit - 1/6/16	\$3,712.00	
Parking Lot - \$3712.00		
Deposit - 1/21/16	\$35.00	
50/50 - \$20		
Matt Talbott Donation - \$15		
Deposit - 1/22/16	\$33.00	
January Luncheon - \$33.00		
		Total Income: \$3,780.00
<b>Expenses:</b>		
1016 - UAAD - Roshan Pajnigar Plaque	\$23.54	
1017 - UAAD - January Luncheon (Hospitality)	\$33.00	
		Total Expenses: \$56.54
<b>Ending Checking Account Balance - 1/31/16</b>		<b><u><u>\$9,050.75</u></u></b>

<b>Beginning Cost Center Balance - 1/1/16</b>		\$(4,933.83)
<b>Income:</b>		
Floyd S. Oldt & Boss's Awards Reimbursement	\$3,771.09	
		Total Income: \$3,771.09
<b>Expenses:</b>		
University Bookstore - Gift Card (Career Development)	\$25.00	
		Total Expenses: \$25.00
<b>Ending Cost Center Balance - 1/31/16</b>		<b><u><u>\$(1,187.74)</u></u></b>

<b>Ending Checking Account Balance - 1/31/16</b>		\$9,050.75
<b>Ending Cost Center Balance - 1/31/16</b>		\$(1,187.74)
<b>Total Funds Available:</b>		<b><u><u>\$7,863.01</u></u></b>

<b>Savings Account Balance - 1/31/16</b>		<b>\$11,501.06</b>
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**55th Anniversary Balance: \$93.00 - \$6.36 = \$86.64**