

UNOPA Executive Board Meeting Minutes

April 5, 2016

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 4:00 p.m.

Roll Call was taken by Judy Anderson, recording secretary.

MEMBERS PRESENT

Roddy Spangler, Tricia Liedle, Judy Anderson, Marsha Yelden, Alycia Libolt, Jane Schneider, Lorraine Moon, Edie Schleiger, Jan Wassenberg

MEMBERS ABSENT

Sara Luther, Debbie Hendricks, Mary Klucas, Carol Wusk, Breana Garretson, Jaime Long, Marilyn Johnson, Donelle Moormeier, Donette Petersen, Barbara Homer, Linda Arnold

AD-HOC COMMITTEE MEMBERS PRESENT

None.

AD-HOC COMMITTEE MEMBERS ABSENT

Kelsey Sims

APPROVAL OF MINUTES

Minutes of the March 1, 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 April general membership meeting. Discussed the budget and it was decided to make a new line item where \$300 each year will be transferred from savings to then be used for subsequent UNOPA anniversaries. Another new line item for \$200 will be added for the President's Discretionary Fund. This will be used for special requests such as retirements or memorials.

OFFICER/COMMITTEE REPORTS

President. Report attached. In addition, Roddy asked again for any pictures of past UNOPA events. She also announced that UNOPA's Advisory Council delegates at the national conference would be Tricia Liedle and Barb Homer.

President-elect/Program. Report attached. In addition, since it has been so difficult finding committee directors, Tricia suggested possibly combining some of the committees so fewer directors would be needed. She suggested combining Nominating with Ways and Means, and Hospitality with Outreach. This will need a vote by the membership since it is a Standing Rules change. Tricia will send an electronic proof to the board members for their feedback and then the vote will also be taken electronically.

Tricia will bring the new umbrellas to the April 19th general meeting and it was decided that past presidents who attend would also receive an umbrella.

Tricia Liedle moved: **I move for a gift request for May installation of \$25 for special entertainment.** Seconded by Jane Schneider, the motion passed.

Recording Secretary. No report.

Corresponding Secretary. Report attached. Marcia reported that someone inquired about the PSP Luncheon, but as of now, there is nothing yet being planned.

Past President/Bradley Munn. Jane reported having one Bradley Munn reimbursement request.

Membership. No report.

Hospitality. No report.

Awards. Report attached.

Career Development & PSP. No report.

Communication Technology. Report attached.

Employee Concerns. No report.

Nominating. Report attached.

UNOPA Notes. Report attached.

Ways and Means. Roddy will send out the sign-up sheet for the Spring Game parking lot.

Bylaws. (Still vacant.)

Outreach. (Still vacant.)

AD-HOC COMMITTEE REPORTS

Digital Commons: No report.

Marketing: Report attached.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

The next meeting of the Executive Board will be May 3, 2016, at 4:00 p.m. at the Whittier Building.

The meeting was adjourned at 4:58 p.m.

Submitted by Judy Anderson, recording secretary

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
UNOPA Board meeting
April 5, 2016

FROM: Alycia Libolt
COMMITTEE: **Treasurer**

Please review your individual budgets and let me know of anything you think needs to be changed for the 2016-2017 budget. I need to have the proposed 2016-2017 budget prepared for the May meeting.

FROM: Roddy Spangler
COMMITTEE: **President**

I represented UNOPA on the James V. Griesen Award Selection Committee. This year's recipient is Linda Schwartzkopf-Fultz, Director, Office of Greek Affairs.

I am still looking for pictures of UNOPA events this year. Please forward copies of the pictures to me. I would like to compile them into a slide show for our May general membership meeting.

Bill Nunez responded to our request for travel funds for members attending NAEOP Conference this year. He responded that the Chancellor's office is again willing to provide up to \$125.00 each for those attending, up to a total of \$1,250.00. As we did last year, UNOPA will be matching the \$125.00 for each member attending.

Barb Homer and I attended the LPS professional staff session "The Educational Office Professional" in March that featured Wendy Heslink, president-elect of NAEOP.

Deans & Directors meeting for April has again been cancelled.

FROM: Tricia Liedle
COMMITTEE: **Program**

Committee Director requests were submitted to UNOPA Notes. Still in need of: UNOPA Notes, Outreach, Bylaws, and Nominating.

Umbrella's will be handed out to "member's" only at the April meeting. Should we include Past Presidents or not that attend?

FROM: Marsha Yelden
COMMITTEE: **Corresponding Secretary**

Working on getting things ready for the Past President's and recent retirees part of the Rose Frolik Award Luncheon.

- Assembling gifts
- Preparing program
- Collecting RSVPs and sending out parking permits

Cards sent:

Donna Boone Sympathy 3/23/2016

FROM: Sara Luther
COMMITTEE: **Awards**

Four nominations were received. Currently with the judges. Notifications have been sent to the nominees and those who submitted the award to make arrangements/reservations for the luncheon. Sandy will be presenting the award.

FROM: Mary Klucas
COMMITTEE: **Communication Technology**

I submitted our website to NAEOP for their competition.

FROM: Donelle Moormeier & Donette Petersen
COMMITTEE: **Nominating Committee**

The nominating committee was unable to fill the nomination slots for 2016/2017 and came to the March 8th meeting with the following:

Corresponding Secretary Jill Schurr
Recording Secretary Barb Homer

At the meeting Renae Oestmann said that she would run for Treasurer. No one came forward at the meeting for President Elect. Roddy, Donelle, Diane Wasser spoke about what being an officer entailed and asked that everyone go home and think about running for office.

Later in the week Barb Homer said she would run for President Elect. Judy Anderson was then asked by Roddy if she would be willing to run for Recording Secretary for a second term, she accepted.

We presented the slate of officers, along with their bios, via email to the UNOPA members on March 17, 2016. Members used the link in the email to vote on surveymonkey.com until Friday, April 1, 2016 at noon.

Our slate was as follows:

President Elect Barb Homer
Recording Secretary Judy Anderson
Treasurer Renae Oestmann
Corresponding Secretary Jill Schurr

We had 63 out of 88 members vote, which is a 69% return. This percentage, I think, is pretty good considering the fact that there was only one person per office running.

Each new officers has been sent an email congratulating them of their win!
New officers will be announced at April meeting, motion to delete survey will be presented.

FROM: Kelsey Sims
COMMITTEE: **Marketing Committee**

I didn't have anything new to report other than I am speaking with a woman at SCC about doing the workshop. We have been playing a bit of phone tag. Our likes on Facebook are up to 107, and I put out a request for parking lot volunteers. I am working on a survey I possibly would like to send out to members.

MOTION from Tricia Liedle ---

"I move to: Gift request for May Installation of \$25 for special entertainment

Motion Maker: Tricia Liedle

Seconded by: _____

MOTION from Donelle Moormeier & Donette Petersen ---

"I move to: Move to destroy the ballots on surveymonkey.com for the 2016/2017 officer election.

Motion Maker: Tricia Liedle

Seconded by: _____

UNOPA Treasurer's Report -- March 2016

		Balances:
Beginning Checking Account Balance - 3/1/16		\$6,997.72
Income:		
Deposit - 3/9/16	\$117.00	
March Luncheon - \$102.00		
50/50 - \$15.00		
		Total Income: \$117.00
Expenses:		
Debit - Goodcents Sub - March Luncheon (Hospitality)	\$49.38	
Debit - Walmart - Giveaways & March Luncheon (Hospitality)		\$52.34
1023 - NAEOP - Website Contest (Communication Technology)		\$20.00
Debit - Walmart - Giveaways (Hospitality)	\$82.88	
		Total Expenses: \$204.60
Ending Checking Account Balance - 3/31/16		<u>\$6,910.12</u>

Beginning Cost Center Balance - 3/1/16		\$(1,188.70)
Income:		
		Total Income: \$-
Expenses:		
East Union Copy Center - Frolik Invitations (Corresponding Secretary)		\$0.63
UNL Mail Services - 25 Pieces (Corresponding Secretary)	\$12.12	
UNL Mail Services - 2 Pieces (Treasurer)	\$2.34	
		Total Expenses: \$15.09
Ending Cost Center Balance - 3/31/16		<u>\$(1,203.79)</u>

Ending Checking Account Balance - 3/31/16	\$6,910.12
Ending Cost Center Balance - 3/31/16	<u>\$(1,203.79)</u>
Total Funds Available:	<u>\$5,706.33</u>

Savings Account Balance - 3/31/16	\$11,502.49
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55th Anniversary Balance: \$93.00 - \$6.36 = \$86.64