

UNOPA Executive Board Meeting Minutes

November 1, 2016
3:30 p.m.-4:30 p.m.
Hardin Hall, Room 209

CALL TO ORDER

President Tricia Liedle called the meeting to order at 3:30 p.m.

Roll Call was taken by Judy Anderson, recording secretary.

MEMBERS PRESENT

Tricia Liedle, Barbara Homer, Judy Anderson, Jill Schurr, Renae Oestmann, Cheryl Wemhoff, Lorraine Moon, Carol Wusk, Donna Bode, Alycia Harden, Marla Nissen

MEMBERS ABSENT

Roddy Spangler, Sara Luther, Debbie Hendricks, Mary Klucas, LeAnn Frobom, Lindsay Augustyn

OTHER MEMBERS PRESENT

Lola Young

AD-HOC COMMITTEE MEMBERS PRESENT

None

AD-HOC COMMITTEE MEMBERS ABSENT

Jane Schneider, Kelsey Sims

APPROVAL OF MINUTES

Minutes of the October 4, 2016, Executive Board Meeting were approved as corrected.

TREASURER'S REPORT

Report attached.

OFFICER/COMMITTEE REPORTS

President. Tricia Liedle reported she attended the Chancellor's Town Hall meeting on October 31, formally referred to as the Deans and Directors meeting where Chancellor Green encouraged administrators to allow support staff to attend UNOPA and UAAD meetings and related events. Tricia also met with Dr. Bill Nunez, associate to the chancellor, for continued financial support for member attendance at UNOPA, NEOPA, and ~~NEAOP~~ NAEOP events. She will also touch base with Charlotte Frank, UAAD president, to fill her in on the breakfast meeting with President Hank Bounds.

President-elect/Program. No report.

Recording Secretary. No report.

Corresponding Secretary. Report attached. In addition, Tricia will be sending Donna a more detailed list of items for Camp Kesem that can be donated for the Giving Tree.

Past President/Bradley Munn. Report attached. Current Bradley Munn Professional Growth Fund balance is \$7,872.35.

Presidential Adviser. No report.

Membership. Report attached. Alycia Harden reported that the new brochures were done and the new UNOPA pins have been ordered, but won't be ready for another couple of weeks. ~~For the All About You Wellness events, they have been giving out a UNOPA umbrella as their door prize.~~ UNOPA umbrellas were given as door prizes for the All About You Wellness events.

Outreach. Report attached. In addition, Donna Bode reported on 49 registrations for the upcoming Oldt Awards luncheon. Secret Friends now totals 12 participants.

Awards. No report.

Career Development & PSP. Lorraine Moon reported that the Active Listening workshop had very good response from the attendees...even though only 27 showed up out of the 40 who were registered. Their committee will be getting together soon to plan other workshops—possibly one with Julie Masters who spoke at the October general meeting.

Technology. Report attached. In addition, Judy Anderson mentioned that she had just sent Mary Klucas copies of the approved minutes to be put on the website.

Employee Concerns. No report.

Bylaws/Nominating. Cheryl Wemhoff, reported she had two new committee members, Kay McClure-Kelly and Marilyn Johnson.

UNOPA Notes. No report.

Ways and Means. Marla Nissen reported on some concerns over the parking lot situation—a Parking Services rule stating that no parking spaces can be sold until six hours before the game starts and persons from the Malone Center working our side of the street and stealing parkers from us. Tricia will check with Ron at Parking Services for the best way to handle that. It was also noted that Parking Services does not want us to count or record the money we turn in and we are not to lock the bag that we turn in at the end of the day.

AD-HOC COMMITTEE REPORTS

Digital Commons. No report.

Marketing. No report.

UNFINISHED BUSINESS

Bylaws and Standing Rules have been updated and will be distributed soon.

NEW BUSINESS

Entertainment at the December general meeting will be the Bathtub Dogs, an a cappella group from the university. They agreed on the \$150 fee even though they usually ask for much more.

New general meeting locations were discussed—Donna Bode is setting up a meeting with University Lutheran Chapel and Tricia will check with St. Mark's Episcopal and the Quilt Center. Judy found that the Lutheran Student Center was not available.

More people are needed to sign up for November 12 parking lot duties.

The board was asked to consider how much UNOPA should donate to the PSP Endowment Fund, which has been done in the past.

The meeting was adjourned at 4:36 p.m.

Submitted by Judy Anderson, recording secretary

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
UNOPA Board meeting
November 1, 2016

TO: Tricia Liedle
FROM: Renae Oestmann
COMMITTEE: Treasurer
DATE: October 31, 2016

Current committee report

Note: I have not received the October statements for the checking and savings accounts. I should receive the electronic statements tomorrow (11/1/16).

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TO: Tricia Liedle
FROM: Jill Schurr
COMMITTEE: Corresponding Secretary
DATE: 10/26/16

Current committee report

Cards send in October:

date sent	to whom	why
10-Oct	Barb Homer	mother passed away
	Mary Klucas	aunt passed away

Tricia will be sending an email about the giving tree. Ornaments will be available for pick up at the November 8th luncheon. This year's donations will be for Camp Kesem

Kesem is a nationwide organization, driven by passionate college student leaders, that supports children through and beyond their parent's cancer. A program of Kesem, Camp Kesem operates free summer camps for children who have been touched by a parent's cancer. Founded at Stanford University in 2000, Camp Kesem has since expanded to over 80 chapters in 38 states across the country. With over 3 million children touched by a parent's cancer, Camp Kesem must continue expanding to meet this need. Kesem is the only national organization dedicated to this unique population, and for many children their Camp Kesem experience is a life-changing event - providing them a community of children with similar experiences, and a safe and welcoming environment to have fun and rediscover their childhood.

List of items include but not limited to:

- Toiletries
 - Shampoo, conditioner, toothbrush, soap, hand sanitizer, Kleenex
- Arts and Crafts
 - Construction paper, Duct tape
- Infirmary supplies
 - Band aids, Cotton balls
- Misc. supplies
 - Garbage bags, Batteries, Bug spray

You can be creative in what you donate to fall within the categories above.

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TO: Tricia Liedle
FROM: Alycia Harden
COMMITTEE: Membership
DATE: November 1, 2016

Current committee report

Current membership is 89 total:

- 7 - New
- 67 - Active
- 4 - Associate
- 1 - Honorary
- 9 - Retiree
- 1 - Lifetime

Umbrellas will be given to new members at the November meeting. Those new members include Terri Murray, Christine Haney Douglass, Dr. Richard Bischoff and Michelle Jacobs.

We have completed two of the four All About You events with the remaining being Wednesday and Thursday of this week. We talked to approximately 11 staff members at the first event held October 20th on East Campus. The 2nd event held October 27th on City Campus was a bit more successful as we spoke with approximately 19 staff members. At each event we had a few students stop by, but alas nothing that we could offer them. The traffic appeared to pick at the second event so I am hopeful for a great turnout for the last two events this week.

Thank you to Donna Bode and Andrea Peterson for assisting me at the first two events and to Jane Schneider, Marla Nissen, Carol Wusk and Cheryl Wemhoff for volunteering for this week's events!

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TO: Tricia Liedle
FROM: Donna Bode
COMMITTEE: Outreach/Hospitality
DATE: November 1, 2016

Current committee report

I will give an update on the registration numbers for the OLDT Awards luncheon being held on November 8th.

The University Lutheran Chapel has been suggested as a possible meeting place. I am trying to schedule a time we can see their meeting space.

The Secret Friends information is being sent to those participating on Friday, October 28th.

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TO: Tricia Liedle
FROM: Mary Klucas
COMMITTEE: Communication Technology
DATE: October 31, 2016

Current committee report

Our website is up-to-date with the exception of the UNOPA Bylaws, Standing Rules, and Duties of Committees. I have not received an updated copy of them since changes were made a few months ago.

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UNOPA Treasurer's Report -- October 2016			
			Balances:
Beginning Checking Account Balance - 10/1/2016			\$ 3,998.80
Income:			
Deposit 10/5/16 Donation	\$5.00		
Deposit 10/5/16 Membership Dues	\$124.00		
Deposit 10/7/16 Membership Dues	\$60.00		
Deposit 10/11/16 General Meeting 50/50 Drawing	\$17.00		
Deposit 10/13/16 Membership Dues	\$30.00		
Deposit 10/21/216 Membership Dues	\$30.00		
Deposit 10/31/2016 Membership Dues	\$15.00		
		Total Income:	\$281.00
Expenses:			
10/7/16 Centerpieces for Oct General Meeting	\$27.27		
10/7/16 Color Paper for PSP Certificates	\$12.32		
10/7/16 Popcorn for Oct General Meeting Door Prizes	\$11.97		
1040 - 10/12/16 NAEOP Affiliation Fee	\$41.20		
		Total Expenses:	\$92.76
Ending Checking Account Balance - 10/31/2016			\$ 4,187.04
Beginning Cost Center Balance - 10/1/2016			\$ (1,013.50)
Income:			
Membership Dues-10/5/2016	\$ 30.00		
Membership Dues-10/31/2016	\$ 15.00		
UNOPA Membership Brochures Credit-10/27/2016	\$ 47.63		
		Total Income:	\$ 92.63
Expenses:			
500 Membership Brochures-10/12/2016	\$ 212.63		
		Total Expenses:	\$212.63
Ending Cost Center Balance - 10/31/2016			\$ (1,133.50)
Ending Checking Account Balance - 10/31/2016			\$ 4,187.04
Ending Cost Center Balance - 10/31/2016			\$ (1,133.50)
Total Funds Available:			\$ 3,053.54
Savings Account Balance - 10/31/2016			\$ 11,505.37
55th Anniversary Balance: \$93.00 - \$6.36 (sales tax) = \$86.64			

FY 2015-2016

Bradley Munn Professional Growth Fund

<i>Beginning Balance</i>	<i>7/1/2016</i>	\$ 7,744.35
Income:		
Gifts through payroll deduction		
	July	\$ 32.00
	August	\$ 32.00
	September	\$ 32.00
	October	\$ 32.00
	Total Income:	\$ 128.00
	Subtotal:	\$ 7,872.35
Expenses:		
	No Expenses Jul-Oct 2016	\$ -
	Current Balance:	\$ 7,872.35