

UNOPA Executive Board Meeting Minutes

February 7, 2017

3:30 p.m.-4:30 p.m.

Forestry Hall Conference Room

CALL TO ORDER

President Tricia Liedle called the meeting to order at 3:34 p.m.

Roll Call was taken by Judy Anderson, recording secretary.

MEMBERS PRESENT

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

MEMBERS ABSENT

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

OTHER MEMBERS PRESENT

Lola Young

AD-HOC COMMITTEE MEMBERS PRESENT

Jane Schneider

AD-HOC COMMITTEE MEMBERS ABSENT

Kelsey Sims

APPROVAL OF MINUTES

Minutes of the January 5, 2017, Executive Board Meeting were approved as corrected.

TREASURER'S REPORT

Report attached.

OFFICER/COMMITTEE REPORTS

President. Tricia Liedle reported attending the Chancellor's Town Hall meetings where Chancellor Green announced his task forces and discussed the budget cuts. She will contact Bill Nunez about the availability of travel funds for National Conference.

President-elect/Program. Report attached. In addition, Barb Homer handed out van rental information for National Conference. She will contact the others planning on going to the conference to see who might be interested in going together and sharing the price of the rental.

Recording Secretary. No report.

Corresponding Secretary. No report.

Past President/Bradley Munn. Report attached.

Presidential Adviser. No report.

Membership. Report attached.

Outreach. Report attached. In addition, Donna Bode reported there were 39 registered for the general membership meeting this month. There was discussion on the meal choices mentioned in her attached report followed by a motion: **Cheryl Wemhoff moved to charge the attendees \$10 for the meal at the Rose Frolik Award luncheon, with UNOPA paying the remaining charge of approximately \$5. It was seconded by Marla Nissen and passed.** Donna also reminded us that the April meeting would be on a Wednesday due to scheduling conflicts.

Awards. No report.

Career Development & PSP. Report attached. In addition, since she already had a UNOPA umbrella for speaking at a general meeting, it was decided to present Dr. Julie Masters with a \$25 gift card to the Green Gateau. Lisa Morehouse will be presenting a workshop this spring and we will donate to the Field Service fund in her name.

Technology. No report.

Employee Concerns. No report.

Bylaws/Nominating. Barb Homer brought to our attention that the Nebraska Home Sales ~~note~~ **scholarship** needs to be removed from the Career Development/PSP standing rule. Cheryl will look into updating that.

UNOPA Notes. No report.

Ways and Means. Marla Nissen questioned whether or not to include the Spring Game in this year's drawing for the parking lot workers. It was decided it would be easier to include it in the same academic year.

AD-HOC COMMITTEE REPORTS

Digital Commons. No report.

Marketing. Report attached.

UNFINISHED BUSINESS

Tricia reminded the board that updates to the guidelines for their positions are due at next month's meeting.

NEW BUSINESS

Discussion on the basket for the NAEOP Conference was tabled until next month.

The next meeting will be Tuesday, March 7, 2017, at Forestry Hall.

The meeting was adjourned at 4:39 p.m.

Submitted by Judy Anderson, recording secretary

UNOPA Treasurer's Report -- January 2017

			Balances:
Beginning Checking Account Balance - 1/1/2017			\$ 2,838.97
Income:			
Deposit 1/6/17 Income from Fall Parking Lot Sales		\$ 3,760.00	
Deposit 1/12/17 January Meeting 50/50 Drawing		\$ 41.50	
Deposit 1/12/17 January Meeting Meals		\$ 378.00	
Deposit 1/20/17 January Meeting Meals (addtl. payments)		\$ 28.00	
		Total Income:	\$ 4,207.50
Expenses:			
1049 - 1/3/17 - MLK Freedom Breakfast Tickets (Liedle & Homer)		\$ 40.00	
1050 - 1/6/17 - University Foundation (PSP Endowment Fund Donation)		\$ 500.00	
1/6/17 - Department of Revenue - UNOPA 2016 Nebraska and Local Sales and Use Tax		\$ 0.01	
1/9/17 - Hy Vee - Water for January General Meeting		\$ 10.00	
1051 - 1/12/17 - Hy Vee - Box Lunches for January General Meeting		\$ 411.33	
		Total Expenses:	\$ 961.34
Ending Checking Account Balance - 1/31/2017			\$ 6,085.13
Beginning Cost Center Balance - 1/1/2017			\$ (2,255.91)
Income:			
1/5/17 - Mills Retirement*		\$ 25.73	
1/5/17 - Mills FICA*		\$ 28.60	
1/5/17 - Mills Health Insurance*		\$ 62.51	
1/5/17 - Mills Life Insurance*		\$ 0.89	
		Total Income:	\$ 117.73
Expenses:			
		Total Expenses:	\$ -
Ending Cost Center Balance - 1/31/2017			\$ (2,138.18)
Ending Checking Account Balance - 1/31/2017			\$ 6,085.13
Ending Cost Center Balance - 1/31/2017			\$ (2,138.18)
Total Funds Available:			\$ 3,946.95
Savings Account Balance - 1/31/2017			\$11,506.82
55th Anniversary Balance: \$93.00 - \$6.36 (sales tax) = \$86.64			
*\$117.73 (reimbursement for Mills/2016 Silver Pen Award recipient retirement, FICA and insurance)			

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
UNOPA Board meeting
February 7, 2017

TO: Trish Liedle
FROM: Renae Oestmann
COMMITTEE: Treasurer
DATE: 2/6/2017

Current committee report
Treasurer's report is attached

TO: Tricia Liedle
FROM: Barbara Homer
COMMITTEE: Program/President-Elect
DATE: February 3, 2017

March 14 General Meeting

I received confirmation that Chancellor Ronnie Green will be our guest speaker for this meeting.

UNOPA funding a van for UNOPA members to attend the NAEOP National Conference in Gainesville, SC in July

I have contacted UNL Transportation Services and two rental companies regarding rates and will discuss with the board at this meeting.

TO: Tricia Liedle
FROM: Roddy Spangler
COMMITTEE: Bradley Munn
DATE: 2/3/17

Current committee report:

The members of my committee are Lorraine Moon, Debra Hendricks, Renae Oestmann and Jane Schneider. The next deadline for review of reimbursement applications is February 15. Our committee will review all applications at that time. At this point we have one application.

**Cordially,
Roddy Spangler
Immediate Past President**

TO:
FROM: Alycia Harden
COMMITTEE: Membership
DATE: 2/7/17

Current committee report

Current membership is 93 total:

- 10 - New
- 64 - Active
- 4 - Associate
- 1 - Honorary
- 13 - Retiree
- 1 - Lifetime

We have a new university employee who expressed interest in attending next week's meeting.

I would also like to suggest that the membership committee have co-directors, possibly similar to the employee concerns rotation.

TO: Tricia Liedle
FROM: Donna Bode
COMMITTEE: Outreach/Hospitality
DATE: February 7, 2017

Current committee report –

I will give an update on the number of members registered for the February 14, 2017 UNOPA General Meeting.

I would like to discuss thoughts on the meals for the March meeting at NET with Chancellor Green being our guest speaker.

I am looking at the following options from HyVee:

- Chinese – Two entrée buffet - \$8.00
- The Tailgater (picnic style) – two meats, condiments, buns and two sides (make your own sandwich) - \$8.00
- Potato Bar - \$8.00

I would like to talk about ideas for the Frolik Awards/Presidents luncheon.

- Meal ideas include:
 - Soup and Salad – Cheesy Potato Soup with Salad greens, a pasta salad and red pepper marinade salad - \$11.25
 - Soup and Sandwich Bar – Cheesy potato soup with assorted sandwiches and bags of chips – \$11.25

Service Charge and Tax =\$3.30 for a total of \$14.55 per meal.

TO: Tricia Liedle
FROM: Lorraine Moon and Debbie Hendricks
COMMITTEE: Career Development
DATE: January 30, 2017

Current committee report

The next Career Development workshop will be held on February 21. The speaker will be Julie Masters, professor and chair of the department of gerontology. The title of her program is "*In Memory of Colin Hays – The benefit of a death plan*" is in honor of a student who took the course in 2013.

Suggestions from the board of needed . . .

Since Julie Masters has received a UNOPA umbrella for her presentation at the October general meeting, does anyone have a suggestion for another gift for Dr. Masters ?

Lisa Morehouse will also present a workshop this spring. This workshop will be held in either March or April. We have not yet finalized the date and title of the workshop.

TO:
FROM: Kelsey Sims
COMMITTEE: Marketing
DATE: 2/6/17

Current committee report

I have been in contact with Barb Homer in regards to our survey, and how it can be utilized in the next UNOPA year. I have sent her notes from the survey and suggestions. I am sure we will follow-up again soon.

FACEBOOK: Currently have 114 Likes

*Please remind the board that if they have a Facebook page, to search for our page and "Like" it and remind others to do the same as well. To find our page, they can go up to the search bar and type UNOPA. Our profile picture is white, with our logo on it. If they still cannot locate it, they can click "Pages" and it should come right now.

That's all I have to report. If our staff meeting runs short, I will head over to the board meeting but I know I wouldn't get there until probably 4:45pm

Thanks!

Kelsey Sims

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Great Plains IDEA Campus Coordinator
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**NAEOP Conference
Greenville, South Carolina**

UNL Transportation Services

(402) 472-2659

7-passenger minivan

\$32/day – 7 days (\$224); 8 days (\$256)

\$0.29/mile (300 free miles/per day) 1,760 miles/rd. trip – 600 free miles x 1,160 x .29 = \$336.40

7 days (\$560.40); 8 days (\$592.40) plus gas

12-passenger van

\$42/day – 7 days (\$294); 8 days (\$336)

\$0.38/mile (300 free miles/per day) 1,760 miles/rd. trip – 600 free miles = 1,160 x .38 = \$440.80

7 days (\$734.80); 8 days (\$776.80) plus gas

National Car Rental

2400 W. Adams, Ste. 101

(888) 445-5664

7-passenger minivan

\$548.55 plus gas

Unlimited miles

Avis Rental

2745 'O' Street or 6400 'O' Street

(800) 230-4898

7-passenger Full Size or Premium SUV

\$473.82 tax included, plus gas

Unlimited miles

12-passenger van

\$608.99 + \$111.62 taxes = \$720.61 plus gas

Unlimited miles

Airfare Prices

Depart 7/10 – Return 7/16

From Lincoln Airport to Greenville, SC

Delta - \$620 United - \$874

From Omaha Airport to Greenville, SC

American - \$420 Delta - \$537 United - \$584

Southwest – there are no flights departing on that date to SC

Pay additional cost for parking

UNOPA WORKSHOP
FEBRUARY 21, 3:00 – 4:30
City Campus Union (room will be posted)

NOTE: Registration due by February 9



In Memory of Colin Hays – The benefit of a death plan

Julie Masters is professor and chair in the department of gerontology. She also holds the Terry Haney Chair of Gerontology. Julie teaches courses on the Omaha and Lincoln campuses. For this workshop, she will be providing a light-hearted and meaningful presentation on the components of a death plan. The title of her program: *In Memory of Colin Hays – The benefit of a death plan* is in honor of a student who took the course in 2013.

Registration due no later than February 9

To register for this event, please complete the form below and send \$5.00 (to cover costs of refreshments) to **Lorraine Moon, 230 Whittier, East Campus 0857**.

NAME _____

DEPARTMENT _____

ADDRESS _____

PHONE _____

PSP CERTIFICATE _____

Make checks payable to UNOPA.