

Approved as presented by the UNOPA Executive Board–May 2, 2017
(There was no board meeting in April 2017.)

UNOPA Executive Board Meeting Minutes

March 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 3:35 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, LeAnn Frobom, Donna Bode, Alycia Harden, Marla Nissen

MEMBERS ABSENT

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

AD-HOC COMMITTEE MEMBERS PRESENT

Kelsey Sims

AD-HOC COMMITTEE MEMBERS ABSENT

Jane Schneider

APPROVAL OF MINUTES

Minutes of the February 7, 2017, Executive Board Meeting were approved as corrected.

TREASURER'S REPORT

Report attached. In addition, Renae was going to update the names for the use of E-shop.

OFFICER/COMMITTEE REPORTS

President. Tricia Liedle read a thank you note from the PSP Endowment Committee for UNOPA's \$500 contribution. Mikki Sandin will be representing UNOPA on the Smoke-Free Campus Committee. Tricia met with Bill Nunez about the availability of travel funds for National Conference. She is gathering information from the possible attendees and will report back to him. She also asked the board to wear their Camp Kesem t-shirts to the March general meeting and requested updated committee guidelines by April. She also reported that Barb Homer, as the next UNOPA president, would be sitting on the Academic Planning Committee starting this fall.

President-elect/Program. Barb Homer reported she was still gathering questions for the chancellor to address when he speaks at the March general meeting.

Recording Secretary. No report.

Corresponding Secretary. No report.

Past President/Bradley Munn. Report attached.

Presidential Adviser. No report.

Membership. Report attached. **Alycia Harden moved to amend the duties of the membership committee to include a co-director position. The duties will read as follows: The Membership Committee shall be responsible for sending out renewal forms, welcome letters, and membership cards once a year. They shall keep an updated Access database of all members, update the listserv and provide updates to the Communication Technology Committee for the website. The Committee will obtain names of new office/service employees from HR, send**

UNOPA information, and make personal contacts with new employees to see if they would be interested in becoming a UNOPA member. The committee will also supply labels to other standing committees as requested. There shall be a co-director of the Membership Committee who will move into the director's position the following year. This is a two-year commitment: one year as co-director, one year as director. The motion was seconded by Barb Homer and was passed by the board in order for it to move on to the membership for a vote at the March general meeting.

Outreach. Report attached. In addition, Donna Bode reported there were only 19 registered for next week's general membership meeting that will have an "Around the World" theme. She discussed the Summer Social and it was decided that late June might be the best time to have it.

Awards. Report attached.

Career Development & PSP. Report attached.

Technology. No report.

Employee Concerns. No report.

Bylaws/Nominating. Report attached. The board discussed ways to encourage members to run for offices on the board. The idea of a possible merger with UAAD was discussed, since it was mentioned by the chancellor in his Q&A with UAAD and UNOPA.

UNOPA Notes. No report.

Ways and Means. Marla Nissen will be sending out the sign-up sheet for the Spring Game parking lot.

AD-HOC COMMITTEE REPORTS

Digital Commons. No report.

Marketing. Kelsey Sims reported 115 "likes" on Facebook. She will also post the upcoming general meeting information on Facebook.

UNFINISHED BUSINESS

Tricia reported some of the details of the van rental for those attending the National Conference.

NEW BUSINESS

Lorraine Moon reported that there were about 140 fabric briefcases with old UNOPA logos on them that we need to get rid of. It was decided to present all the past presidents with one at the April general meeting and then offer them to the membership for free. Any briefcases left over will be donated to Camp Kesem. It was noted by Renae that UNOPA usually donates \$30 to NEOPA to be used for the basket at the NAEOP Conference.

The next meeting will be Tuesday, April 4, 2017, at Forestry Hall.

The meeting was adjourned at 4:50 p.m.

Submitted by Judy Anderson, recording secretary

UNOPA Treasurer's Report -- February 2017

				Balances:
Beginning Checking Account Balance - 2/1/2017				\$ 6,085.13
Income:				
Deposit 2/14/17 February Meeting 50/50 Drawing		\$ 14.50		
Deposit 2/20/17 Membership Dues		\$ 15.00		
Deposit 2/20/17 Meal Reimbursement from January General Meeting		\$ 9.00		
Deposit 2/22/17 Registration Fees for February Workshop		\$ 100.00		
		Total Income:	\$	138.50
Expenses:				
1052 - 2/15/17 - Gift Card for February Workshop Speaker		\$ 25.00		
1053 - 2/27/17 - Premier Catering - February Workshop Refreshments		\$ 80.94		
		Total Expenses:	\$	105.94
Ending Checking Account Balance - 2/28/2017				\$ 6,117.69
Beginning Cost Center Balance - 2/1/2017				\$(2,138.18)
Income:				
		Total Income:	\$	-
Expenses:				
2/22/2017 - Office Depot - Invitations for Rose Frolik/April General Meeting		\$ 22.49		
2/27/17- Postage for Rose Frolik/April General Meeting Invitations		\$ 4.60		
		Total Expenses:	\$	27.09
Ending Cost Center Balance - 2/28/2017				\$(2,165.27)
Ending Checking Account Balance - 2/28/2017				\$ 6,117.69
Ending Cost Center Balance - 2/28/2017				\$(2,165.27)
Total Funds Available:				\$ 3,952.42
Savings Account Balance - 2/28/2017				\$11,506.82
55th Anniversary Balance: \$93.00 - \$6.36 (sales tax) = \$86.64				

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

TO: Tricia Liedle
 FROM: Roddy Spangler
 COMMITTEE: Immediate Past President / Bradley Munn Committee
 DATE: 3/1/17

Current committee report

FY2016-2017			
Bradley Munn Professional Growth Fund			
<i>Beginning Balance</i>	<i>7/1/2016</i>		\$7,744.35
<i>Incom e:</i>			
<i>G ifts through payro lldeduction</i>			
	July	\$ 32.00	
	August	\$ 32.00	
	Septem ber	\$ 32.00	
	O ctober	\$ 32.00	
	Novem ber	\$ 32.00	
	Decem ber	\$ 32.00	
	January	\$ 32.00	
	February	\$ 32.00	
		Total Incom e:	\$ 256.00
		Subtotal:	\$8,000.35
<i>Expenses:</i>			
	No Expenses Jul2016 - Feb 2017		\$ -
	Pend ing pym t to Lo la Young		\$ (100.00)
		Total Expenses:	\$ (100.00)
		Current Balance:	\$7,900.35

TO: Tricia Liedle
FROM: Alycia Harden
COMMITTEE: Membership
DATE: March 7, 2017

Current committee report

Current membership is 94 total:

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

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

Current committee report –

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

The Secret Friends Reveal update

Summer Social update: GAME DAY

The plan is for a Bowling Party at East Campus Union, with options of shooting pool or playing cards. Bunco is an option rather than the cards.

The committee is thinking 3:00 or 3:30 on a day being selected on the advice of the Executive Committee.

Other options or thoughts are welcome.

.....

TO: Tricia
FROM: Sara Luther
COMMITTEE: Awards
DATE: 3.6.17

Current committee report

Notifications for Rose Frolik have been published in Nebraska Today and UNOPA Notes. Emails went directly to supervisors of eligible members.

Alicia Arnold will be the point of contact while Sara is on maternity leave starting March 7th. All nominations are due to her by Friday March 17th. Tricia has volunteered to help introduce the nominees. Sandy still needs to be contacted to announce the winner.

.....

TO: Tricia Liedle
FROM: Lorraine Moon
COMMITTEE: Career Development
DATE: March 1, 2017

Current committee report

On February 21, twenty individuals attended the workshop presented by Dr. Julie Masters on the “... the benefit of a death plan”.

Expenses for the workshop were \$80.94 to Premier Catering for refreshments and \$25.00 reimbursement to Lorraine Moon for purchase of a \$25.00 gift card to Green Gateau for the speaker.

A hundred dollars (\$100) was delivered to the UNOPA Treasurer. This amount covered the majority of the expenses mentioned above with the exception of \$5.94.

In addition to the gift card, Dr. Masters was also presented with a UNOPA cup and a stress “drop”.

In addition to Lisa Morehouse as a workshop speaker, there are several other options that are being considered for shorter sessions. Jan Deeds would like to do a presentation on bystander intervention. Kelsey Sims has seen this presentation and highly recommends it. Mary Guest would also like to do a presentation regarding NAEOP and PSP. I will keep you posted.

.....

TO: UNOPA Board
FROM: Cheryl Wemhoff
COMMITTEE: Nominating Committee - Marilyn Johnson, Kay McClure-Kelly
DATE: 3/6/2017

Current committee report

The nominating committee met Thursday, March 2 to discuss nominations and people they had nominated and contacted. We discussed last year's nominating committee results. They had one person nominated that agreed to serve. They had a total of six and the committee had nominated them. Only one came in from the mass e-mail sent to members.

Discussion was had as to if it is time to merge with UAAD. The new president next year is from the College of Business and has indicated that he is interested as their membership has declined and attendance to meetings also. One of the persons Marilyn contacted said that she is dropping out of UNOPA, but would serve as President Elect if we were agreeing to merge and she could help make that happen.

Marilyn attended the talk given by Ronnie Green to the UAAD group and he suggested we would be a stronger club if we were one.

How many board members agree with a merger and do we solicit feedback from the membership or is that too many people in the mix? Many people talked to are worried about the time commitment to UNOPA and budget cuts and are not joining next year. None of my committee will be back. Discussion and input.