

UNOPA Executive Board Meeting Minutes

May 2, 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, Carol Wusk, Donna Bode, Alycia Harden, Lindsay Augustyn, Marla Nissen

MEMBERS ABSENT

Jill Schurr, Roddy Spangler, Sara Luther, Lorraine Moon, Debbie Hendricks, Mary Klucas, LeAnn Frobom

AD-HOC COMMITTEE MEMBERS PRESENT

Jane Schneider

AD-HOC COMMITTEE MEMBERS ABSENT

Kelsey Sims

APPROVAL OF MINUTES

Minutes of the March 7, 2017, Executive Board Meeting were approved as presented. There was no April Executive Board Meeting due to illness.

TREASURER'S REPORT

Report attached. In addition, Renae presented the proposed budget for 2017-2018. The board worked through some concerns to balance the budget and it was approved.

OFFICER/COMMITTEE REPORTS

President. Tricia reported she has contacted the Chancellor's Office again about the amount of funding they will offer for those attending the national conference. She attended the chancellor's installation ceremony in an official capacity and was impressed on how well it was planned and executed.

President-elect/Program. Report attached.

Recording Secretary. No report.

Corresponding Secretary. No report.

Past President/Bradley Munn. Report attached.

Presidential Adviser. No report.

Membership. Report attached. In addition, Alycia noted that four new members have never attended a meeting and thus have not received recognition or an umbrella.

Outreach. Donna Bode reported there were 28 registered for next week's general membership meeting. She also reported that the caterer from the April general meeting had received a call from an attendee complaining about the quality and cost of the meal and wanted a refund. It was decided that President Liedle should address this matter in a letter to the attendee stating there would be no refund.

Awards. No report. But it was known that they were working on the reimbursement for the Floyd S. Oldt Awards.

Career Development & PSP. Report attached.

Technology. No report.

Employee Concerns. No report.

Bylaws/Nominating. Report attached stating the new officers for 2017-2018 are: president, Barb Homer; president-elect, Donna Bode; recording secretary, Marsha Yelden; corresponding secretary, Kathrine Schwartzman; and treasurer, Susan Wesely. **Cheryl Wemhoff moved to approve the slate of officers as voted on by our membership to serve UNOPA for 2017-2018. It was seconded by Carol Wusk and was approved.**

UNOPA Notes. Lindsay asked if there should be a UNOPA Notes done in June and it was agreed that there should be.

Ways and Means. Report attached. **Tricia Liedle moved to increase the Ways and Means budget by \$25 to make it possible to draw two names from the list of parking lot volunteers to receive gift cards to establishments of their choice. It was seconded by Alycia Harden and passed.**

AD-HOC COMMITTEE REPORTS

Digital Commons. No report.

Marketing. No report.

UNFINISHED BUSINESS

None.

NEW BUSINESS

As the next president, Barb Homer will be attending the NAEOP Conference as UNOPA's delegate. It was determined that an alternate will be chosen by drawing names from those attendees who have no other responsibilities at the conference. Those attendees include Lola Young and Jane Schneider. Tricia shared the letter she sent to Chancellor Green stating UNOPA's support of the Smoke-Free Campus Policy.

The next meeting will be the board transition meeting on Tuesday, June 6, 2017, at Nebraska Innovation Campus.

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

Submitted by Judy Anderson, recording secretary

UNOPA Treasurer's Report -- April 2017

| | |
|---|---------------------------------|
| Beginning Checking Account Balance - 4/1/2017 | Balances: \$ 5,915.23 |
| Income: | |
| Deposit 4/18/17 April Meeting 50/50 Drawing | \$ 46.00 |
| Deposit 4/18/17 April Meeting Meals Income | \$ 280.00 |
| | Total Income: \$ 326.00 |
| Expenses: | |
| 3/31/17 - Goodwill Industries - Bud vases April Meeting Centerpieces | \$ 12.74 |
| 4/2/17 - Walmart - Flowers for centerpieces | \$ 3.19 |
| 1063 - 4/7/17 - Awards Unlimited - Past President's Plaque | \$ 64.89 |
| 1064 - 4/7/17 - NAEOP - NAEOP Membership for Homer | \$ 50.00 |
| 1065 - 4/10/17 - Jull Schurr - Flowers for Frolik Luncheon Honored Guests | \$ 225.23 |
| 4/12/17 - Super Saver - Fresh flowers for tables and door prizes | \$ 93.77 |
| 1066 - 4/19/17 - Awards Unlimited - Rose Frolik Award | \$ 43.00 |
| *1067 - 4/19/17 - Premier Catering - Meals for April General Meeting | \$ 937.50 |
| | Total Expenses: \$ 1,430.32 |
| Ending Checking Account Balance - 4/30/2017 | <u>\$ 4,810.91</u> |

| | |
|--|----------------------------|
| Beginning Cost Center Balance - 4/1/2017 | \$(2,187.10) |
| Income: | |
| 4/19/17 - Income from April General Meeting Meals | \$ 80.00 |
| 4/19/17 - Income from April General Meeting Meals | \$ 30.00 |
| | Total Income: \$ 110.00 |
| Expenses: | |
| 4/6/17 - Refreshments for 3/29/17 Workshop | 60.95 |
| 4/27/17 - Rose Frolik Award Stipend - Susan Thomas | \$ 600.00 |
| **4/27/17 - Thomas Retirement | \$ 28.39 |
| **4/27/17 - Thomas FICA | \$ 36.66 |
| **4/27/17 - Thomas Health Insurance | \$ 116.46 |
| **4/27/17 - Thomas Life Insurance | \$ 0.69 |
| 4/27/17 - Postage | \$ 3.68 |
| | Total Expenses: \$ 846.83 |
| Ending Cost Center Balance - 4/30/2017 | <u>\$(2,923.93)</u> |

| | |
|--|---------------------------|
| Ending Checking Account Balance - 4/30/2017 | \$ 4,810.91 |
| Ending Cost Center Balance - 4/30/2017 | <u>\$(2,923.93)</u> |
| Total Funds Available: | <u>\$ 1,886.98</u> |

Savings Account Balance - 4/30/2017 **\$11,508.24**

55th Anniversary Balance: \$93.00 - \$6.36 (sales tax) = \$86.64

April meeting meal charge from Premier Catering was \$14.42 per meal. The UNOPA Board voted to charge guests only \$10.00 per meal utilizing UNOPA funds to cover the \$4.42 difference per meal. Therefore, UNOPA funded \$287.30 (\$4.42 per meal x 65 meals) for the April meeting.

**\$182.20 will be reimbursed to UNOPA from the UNL Payroll Office

TO: Tricia Liedle
 FROM: Barbara Homer
COMMITTEE: Program/President-Elect
 DATE: May 2, 2017

2017-18 board – Director/Co-Director positions are filled except for two committees, Awards and UNOPA Notes. Please let me know if you or you know of anyone who would be interested in serving on any of these committees.

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

Beings Lola and I were the only ones who were going to ride in the van, we decided it would be best to fly instead as it really did not make much sense to drive.

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TO: Tricia Liedle
 FROM: Roddy Spangler
COMMITTEE: Immediate Past President / Bradley Munn Committee
 DATE: 4/28/17

Current committee report

| FY2016-2017 | | | |
|--|------------|----------|-------------|
| Bradley Munn Professional Growth Fund | | | |
| Beginning Balance | 7/1/2016 | | \$7,744.35 |
| Incom e: | | | |
| Gifts through payroll deduction | | | |
| | July | \$ 32.00 | |
| | August | \$ 32.00 | |
| | Septem ber | \$ 32.00 | |
| | October | \$ 32.00 | |
| | Novem ber | \$ 32.00 | |
| | Decem ber | \$ 32.00 | |
| | January | \$ 32.00 | |
| | February | \$ 32.00 | |
| | M arch | \$ 32.00 | |
| | April | \$ 32.00 | |
| Total Incom e: | | | \$ 320.00 |
| Subtotal: | | | \$8,064.35 |
| Expenses: | | | |
| No Expenses Jul 2016 - Feb 2017 | | | \$ - |
| 3/10/17 - Lola Young | | | \$ (100.00) |
| Total Expenses: | | | \$ (100.00) |
| Current Balance: | | | \$7,964.35 |

TO: Tricia Liedle
FROM: Alycia Harden
COMMITTEE: Membership
DATE: May 1, 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: Lorraine Moon and Debbie Hendricks
COMMITTEE: Career Development and PSP Committee
DATE: April 3, 2017

Current committee report

Lisa Morehouse (NAEOP President- Elect) presented a workshop on March 29 at the East Campus Union. Her topic was the Rising of the Phoenix. Lisa began her presentation with the fire that destroyed the Lincoln Public Schools Building on "O" Street. She talked about everyone coming together after a disaster and how this applied to our lives and to our organizations. All attendees received a PSP certificate. There was no charge for this workshop. Refreshment cost from the East Campus Union is \$55.72. I am still waiting for the invoice from the Union.

TO: Tricia Liedle
FROM: Cheryl Wemhoff
COMMITTEE: By-laws/Nominating
DATE: 4/28/2017

Current committee report

The results are in from our ballot survey.

Officers for next year are as follows:

President: Barb Homer
President Elect: Donna Bode
Recording Secretary: Marsha Yelden
Corresponding Secretary: Kathrine Schwartzman
Treasurer:

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TO: Tricia Liedle
FROM: Marla Nissen
COMMITTEE: Ways and Means
DATE: April 27, 2017

Current committee report

We had great success with parking lot sales this year. A total of 517 parking spaces for 8 football games were sold. We had a total of 73 workers both current or retired UNOPA members and a few guests who volunteered. Of those numbers, below will show a better breakdown.

- 4 - Members worked 4 times
- 4 - Members worked 3 times
- 10 - Members, 1 spouse and 1 retiree worked 2 times
- 17 - Members, 3 family and 1 retiree worked 1 time

The game which sold the most parking spaces was Oregon with 104 spaces. When the front lot filled, we filled the back lot. A check from Parking Services for a total of \$3765.00 has been deposited. Thank you to all who participated with this fundraiser.

University of Nebraska Office
Professionals Association
PO Box 880541
Lincoln, NE 68588-0541



May 1, 2017

Chancellor, Dr. Ronnie Green
University of Nebraska-Lincoln
201 Administration Building
Lincoln, NE 68588-0419

Dear Chancellor Green,

On behalf of the membership of the University of Nebraska Office Professionals Association (UNOPA), we as a membership have voted to support of the University of Nebraska Lincoln's possible adoption of a Smoke Free Campus Policy. UNOPA does understand that the policy will amend the current Tobacco Free Campus Policy by prohibiting the use of all smoke producing tobacco products on the grounds of all UNL sites with a discussion regarding designated areas or special events to occur before implementation.

We also understand the campuses of UNO, UNK and UNMC have previously adopted such a policy and UNOPA's membership endorses the same for UNL, including a detailed plan for implementation. A good majority of our UNOPA membership participated in the UNL wide regarding said initiative. A UNOPA member is part of the UNL Smoke Free Campus Task Force and will represent our membership in working toward defining the policy and implementation process.

Patricia Liedle, UNOPA President 2016-2017