

## UNOPA Executive Board Meeting Minutes

May 3, 2016

4:00 p.m.-5:00 p.m.

Whittier Building, 3<sup>rd</sup> Floor Conference Room

### CALL TO ORDER

President Roddy Spangler called the meeting to order at 4:01 p.m.

Roll Call was taken by Judy Anderson, recording secretary.

### MEMBERS PRESENT

Roddy Spangler, Judy Anderson, Marsha Yelden, Alycia Libolt, Lorraine Moon, Mary Klucas, Edie Schleiger, Carol Wusk, Breana Garretson, Marilyn Johnson, Barbara Homer, Jan Wassenberg

### MEMBERS ABSENT

Tricia Liedle, Jane Schneider, Sara Luther, Debbie Hendricks, Jaime Long, Donelle Moormeier, Donette Petersen, Linda Arnold

### AD-HOC COMMITTEE MEMBERS PRESENT

Kelsey Sims

### AD-HOC COMMITTEE MEMBERS ABSENT

Jane Schneider

### APPROVAL OF MINUTES

Minutes of the April 5, 2016, Executive Board Meeting were approved as submitted.

### TREASURER'S REPORT

Report attached. The treasurer's report was accepted and will be presented to the general membership at the May general membership meeting. In addition, there was discussion on the budget with changes requested last month noted by italics. **Mary Klucas moved to approve the UNOPA 2016-17 budget as presented. Seconded by Lorraine Moon and passed.**

### OFFICER/COMMITTEE REPORTS

**President.** Report attached. In addition, Roddy noted that ballots for the bylaw change would go out after the May general meeting. She will contact Kim Rauscher about the possibility of meeting with the new chancellor. She requested the names of any committee members so that she could make out certificates for everyone. Roddy then presented the board members with an appreciation gift of a huge Hershey bar and nice note.

**President-elect/Program.** No report.

**Recording Secretary.** No report.

**Corresponding Secretary.** Report attached. In addition, Marcia read a thank you note from Lola Young. She also had bamboo plants and canning jars left over from the awards luncheon that went to any board member who wanted one.

**Past President/Bradley Munn.** No report.

**Membership.** Marilyn reported that they are sending letters of introduction to new employees.

**Hospitality.** **Breana Breanna** has received 27 reservations for the May general meeting, so far.

**Awards.** No report.

**Career Development & PSP.** No report.

**Communication Technology.** No report.

**Employee Concerns.** No report.

**Nominating.** No report.

**UNOPA Notes.** ~~Barbara was out of the office, so she asked Lindsay Augustyn to do the UNOPA Notes which should be out by the end of the week.~~ With Barbara being out of the office for two weeks, she asked her committee member, Lindsay Augustyn, to take care of the UNOPA Notes, that should be out by the end of the week.

**Ways and Means.** Report attached. A total of 17 cars were parked for the Spring game.

**Bylaws.** (Still vacant.)

**Outreach.** (Still vacant.)

#### AD-HOC COMMITTEE REPORTS

Digital Commons: No report.

Marketing: Report attached. In addition, Kelsey reported that the business writing workshop by SCC has been rescheduled for Thursday, July 28, 1:00-4:00 pm. It was brought up that maybe the Summer Social could just follow the workshop. Roddy and Kelsey will work on getting this put together.

Kelsey would like to do a survey of our membership to get a feel of what they really want and expect. A sample is attached. It should go out sometime this summer and the results compiled by our first meeting in September.

#### UNFINISHED BUSINESS

None.

#### NEW BUSINESS

None.

The final meeting of the 2015-16 Executive Board will be Wednesday, June 8, 2016, at 3:00 p.m. at the Whittier Building. It will be the transition meeting with the new 2016-17 Executive Board.

The meeting was adjourned at 4:52 p.m.

Submitted by Judy Anderson, recording secretary

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**May 2, 2016**

**FROM: Roddy Spangler**  
**COMMITTEE: President**

At the beginning of the board meeting, we will be having a brief presentation from Owen Yardley/UNL Police regarding phasing out the "Blue Phones" on campus. We need to go over the installation program and make sure we are all on the same page. Please note that our transition meeting in June will be on WEDNESDAY, June 8 at 3:00pm.

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

The Rose Frolik Award Luncheon was a great success. There were 20 Past Presidents at the meeting and 1 recent retiree. Thanks to Donna Bode for her help handing out the gifts.

Pictures taken at the luncheon were forwarded to Sandy Lineberry, Mary Klucas and Barb Homer.

I have the bamboo plants and canning jars that were left over. What should I do with them?

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**FROM: Jan Wassenberg**  
**COMMITTEE: Ways and Means**

Parking at Whittier for the Spring Game – On April 16, we parked a total of 17 cars. Thanks to Marcy Tintera, Edie Schleiger, Mary Greer and Jane Schneider for helping Jan and Linda on that day.

As this was our last "official duty" for the year, we would like to thank ALL of you who helped us out with the parking lot this year. Hopefully you got to visit with friends who you normally wouldn't see during the work week and caught up on each other's lives.

Alycia reports that UNOPA has thus far received \$3,712 for working the Whittier parking lot. We have not yet received our "take" from the Spring Game.

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**FROM: Kelsey Sims**  
**COMMITTEE: Marketing, Ad Hoc Committee**

I have been doing a lot of thinking lately about the marketing aspect of our group. I understand that we are wanting to attract more members that are younger to keep the group up and going, is this correct? I am just thinking someone mentioned that at one of our meetings when we asked for officer nominees. We should start thinking about the audience we are wanting to target, and go with that. By asking these questions on the survey we can improve as a group, get an idea of the interests of our members, and hopefully obtain more ideas for activities and/or programs. This would give members a chance to give suggestions, comments, suggestions for improvement, etc. on an individual, confidential basis so we can grow as an organization. I think we need to think about what is going to attract people to our group. If someone inquires about UNOPA and asks what it is we do exactly, what do we tell them? Word of mouth is one of the most effective ways people learn about groups and organizations. I think we really need to focus on things that will really spark people's interests!

Some things I have been thinking about lately is what if we took a tour of the State Capital as one of our general meeting activities? We could hold our general meeting outside of there if it's nice and we don't have much to cover. What if we had a picnic? A potluck for one meeting? Let's think outside the box!

## UNOPA Treasurer's Report -- April 2016

		<b>Balances:</b>
<b>Beginning Checking Account Balance - 4/1/16</b>		\$6,910.12
<b>Income:</b>		
Deposit - 4/22/16	\$369.00	
April Luncheon - \$312.00		
50/50 - \$57.00		
		Total Income: \$369.00
<b>Expenses:</b>		
1024 - Tricia Liedle - NAEOP Membership (President-Elect)	\$50.00	
Debit - Walmart - Giveaways (Hospitality)	\$32.74	
Debit - Walmart - Centerpieces (Hospitality)	\$62.82	
Debit - Nothing Bundt Cakes - Giveaways (Hospitality)	\$21.97	
1025 - Marsha Yelden- Past President Gifts/Stamps (Corresponding Secretary)		\$113.75
		Total Expenses: \$281.28
<b>Ending Checking Account Balance - 4/30/16</b>		<b><u>\$6,997.84</u></b>

<b>Beginning Cost Center Balance - 4/1/16</b>		\$(1,203.79)
<b>Income:</b>		
		Total Income: \$-
<b>Expenses:</b>		
Nebraska East Union - April Luncheon (Hospitality)	\$715.07	
UNL Mail Services - 2 Pieces (Corresponding Secretary)	\$0.93	
		Total Expenses: \$716.00
<b>Ending Cost Center Balance - 4/30/16</b>		<b><u>\$(1,919.79)</u></b>

<b>Ending Checking Account Balance - 4/30/16</b>	\$6,997.84
<b>Ending Cost Center Balance - 4/30/16</b>	<u>\$(1,919.79)</u>
<b>Total Funds Available:</b>	<b><u>\$5,078.05</u></b>

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

## *UNOPA Survey*

This survey will be confidential, and the only person who will see your name is the person who receives the email response from you. Thank you for taking the time to complete this survey of questions.

1. How long have you been a UNOPA Member?
2. What has been your favorite part of UNOPA?
3. What has been or is your favorite event or speaker so far?
4. Why should people join UNOPA?
5. What improvements could we make within this group?
6. What kind of content do you want to learn about as an office professional?
7. Any suggestions for speakers, events, etc.?
8. Other comments, or suggestions?