

Approved as corrected by UNOPA Board on September 4th, 2018

UNOPA Executive Board Meeting Minutes

August 7th, 2018

11:30a.m.

Prem S. Paul Research Center at Whittier School, 344A

CALL TO ORDER

President Kelsey Sims called the meeting to order at 11:35 a.m. Roll call was taken by Lori Sorto, Recording Secretary.

MEMBERSHIP PRESENT

Kelsey Sims, Lori Sorto, Alycia Harden, Barbara Homer, LaRita Lang, Mikki Sandin, Tonda Humphress, Debbie Hendricks, Lorraine Moon, Jennifer Greenlee, Kathy Schindler, Jana Pillsworth-Wood, Allison Casey, Cathy Robertson, Mary Klucas, Judy Anderson, Roddy Spangler, Marissa Kemp, Mary Guest.

MEMBERSHIP ABSENT

Jaime Long, Lainey Bomberger

AD-HOC COMMITTEE MEMBERS ABSENT

Jane Schneider, Lisa King, Katie Ballue

OFFICER/COMMITTEE REPORTS

Recording Secretary/Minutes Approval: Minutes of the June 12th, 2018 meeting presented by Kelsey Sims: change to June 12th, Pillsworth correct. Minutes approved as corrected. Meeting minutes second meeting: Approved as presented.

Ways and Means: Parking lot signage suggestion flag to put on corner. 9 ft sign image inflators \$139.00. Carrying bag is approx... 4.5ft. other company flag is \$239.00. Parking services: ask as a courtesy. Procurement pricing: \$335.00 Longevity, 2 sided. Look into design and then compare quotes to specifications. Sent request to parking to review and request lowering parking lot cost. Competing with Malone Center. Base options: Auger \$50, pavement base: \$45

Motion by Roddy Spangler "UNOPA to purchase a flag sign, 2-sided, 9 ft. that says "Park Here" with appropriate base to anchor it. Spending no more than \$350.00." Seconded by: Mary Klucas. Motion approved.

Corresponding Secretary: Alycia noted sympathy card sent out and also a thinking of you card to Debbie Hendricks.

Past President/Bradley Munn: Barbara: NAEOP requests for travel to conference incoming. Tricia will process requests but send to Barbara. Table until next meeting. Look into who should process Bradley Munn funds. Treasurer, committee member, other.

Bylaws/Nominating: Looking for president elect. Send nominations to Tonda. Also looking for a committee member.

Career Development/PSP: Lorraine/Debbie: September brown bag Speaker Concur travel. Bring your questions. Wednesday, September 18th. Other speaker options checking into: LPD, Donde Plowman, Health Center

Employee Concerns: Kathy/Jana: 5 people needed to represent on university committees. Parking committee, parking appeals, Campus Rec-required membership to rec, employee benefits/university wide employee fringe benefits-office service employee, and emergency loan fund.

Membership: Reminder to renew your membership. Send membership forms to Mary Klucas. 6 active, 2 new, 1 retired memberships. Names on website: need to add, same as campus directory information, non-personal information.

Communications Tech/Webpage: Jennifer: UNOPA website tied 1st place for LPS and NAEOP conference. Change to Rose Frolik page updated.

UNOPA Notes: Judy: UNOPA notes tied first place with LPS at NAEOP conference. Barb will join committee. Newsletter needs to go out in September. Need NAEOP reports from those who attended. Deadline: August 31st. Member spotlights. Send advertisements for help on committees.

President: Sign up to be a coordinator for one of the games: October/November still needed. Board member need for beginning and the end. Coordinator in charge of getting volunteers. Board member pick up/drop off funds.

Old Business: None

New Business

Proposal for the board: The Star Achievement Series. UNOPA provide a \$50 scholarship to each UNOPA member that participates and completes it. Must provide proof that completed it. UNOPA funding request not Bradley Munn. 15 total slots, 7 still unfilled. Members working towards PSP this counts for that. Need to be a NEOPA member.

Motion Mary Klucas "Offer a \$50 scholarship to any UNOPA member participating in the NEOPA Star Achievement Series. 1) Member must pay enrollment fee. 2) Not paid to member until series is completed. 3) Participants provide documentation of completion. 4) The fund is to come from UNOPA budget." Seconded by Cathy Robertson. UNOPA budget will need to be amended for that. Motion passed.

Meeting Schedule discussion: Suggestion to alternate board meetings every other month and general membership meetings. Membership meetings: Every month. Speakers, special events, networking, workshops. Start of meeting ideas. Board Meetings: Look into bylaws. Board reports: paperless on PowerPoint versus printed.

President Sims adjourned the meeting at 1:00p.m.

Submitted by Lori Sorto, Recording Secretary