CALL TO ORDER
President Roddy Spangler called the meeting to order at 4:05 p.m.

Roll Call was taken by Judy Anderson, recording secretary.

MEMBERS PRESENT
Roddy Spangler, Judy Anderson, Marsha Yelden, Alycia Libolt, Jane Schneider, Lorraine Moon, Mary Klucas, Edie Schleiger, Breana Garretson, Jaime Long, Marilyn Johnson, Donelle Moormeier, Barbara Homer, Linda Arnold

MEMBERS ABSENT
Tricia Liedle, Sara Luther, Debbie Hendricks, Jan Wassenberg, Donette Petersen

AD-HOC COMMITTEE MEMBERS PRESENT
None

AD-HOC COMMITTEE MEMBERS ABSENT
Paige Glasshoff, Lisa King

APPROVAL OF MINUTES
Minutes of the June 9, 2015, Executive Board Meeting were approved as corrected.

TREASURER’S REPORT
The treasurer’s report was filed for audit.

OFFICER/COMMITTEE REPORTS
President. Report attached. In addition, the UNOPA website won first place and UNOPA Notes won second place at the NAEOP Conference. We received a thank you note from Barb Homer for the gift and support upon being awarded the NAEOP Office Professional of the Year.

President-elect. Report attached. In addition, someone from Matt Talbot Kitchen & Outreach (Roddy’s charity) will be the speaker at our first meeting. Discussed new employee gifts.

Recording Secretary. No report.

Corresponding Secretary. Marsha is unable to attend the Summer Social and asked for someone to take pictures.

Treasurer. Debit card was received from the new bank.

Past President/Bradley Munn. Checked on dates for deadlines.

Awards. Jane commented that the guidelines needed to be updated. She, Tricia, Mary Guest, and Sara will work together on this.

Bylaws. Jane and Mary Guest will help with this, with assistance by Mary Klucas. (Still vacant.)

Career Development & PSP. Report attached.
Communication Technology. Report attached. Mary Klucas moved: To amend the UNOPA budget for 2015-16 to add a one-time line item for up to $600 to use for hiring someone to aid with the UNOPA website—to clean up/arrange the site—to make it more user friendly. Seconded by Jane Schneider. Motion passed.

Employee Concerns. Still needing people for Faculty Senate, Campus Rec, and Parking Appeals committees. Jaime noted that some membership forms submitted showed interest in committee membership and she would let Edie know.

Hospitality. Was waiting for the list of events and plans and will now get the committee started to work.

Membership. Reported 48 memberships received: 42 active, 3 retired, and 3 associate. Will be doing more recruiting, reminding and following up with new employees.

Nominating. No report.

Outreach. No report. (Still vacant.) The Secret Friend program was brought up and it was reported that Marcy Tintera would continue collecting labels.

Program. Report attached.

UNOPA Notes. The deadline for submitting to Notes will be the Monday after the General Meeting (in this case the Summer Social), August 17. Lindsay Augustyn in on the committee.

Ways and Means. Report attached. Discussed staffing the football parking lots and decided publishing the sign up lists seemed to work the best. A form will be sent to board members to sign up for specific games to find volunteers for.

AD-HOC COMMITTEE REPORTS
No reports were given.

UNFINISHED BUSINESS
The purchase of umbrellas was discussed and it was decided we needed to see a couple of different quotes that would hopefully be closer to the $5 each range.

There were 31 members signed up for the Summer Social.

NEW BUSINESS
Discussed whether to link UNOPA Notes to the NEOPA and NAEOP websites newsletters. Checking the suggestions on the award critiques from NAEOP.

The next meeting of the Executive Board will be September 1, 2015, at 4:00 p.m. at the Whittier Building.

The meeting was adjourned at 5:06 p.m.

Submitted by Judy Anderson, recording secretary