

**UNOPA Executive Board Meeting Minutes**

January 9, 2018

11:30 a.m. -12:30 p.m.

2<sup>nd</sup> Floor Board Room, Innovation Campus

**CALL TO ORDER**

President Barbara Homer called the meeting to order at 11:36 a.m. Roll call was taken by Marsha Yelden, Recording Secretary.

**MEMBERS PRESENT**

Barbara Homer, Donna Bode, Marsha Yelden, Tricia Liedle, Lorraine Moon, Kathy Schindler, Gretchen Mills and Jennifer Haley.

**MEMBERS ABSENT**

Susan Wesely, LaRita Lang, Mary Guest, Debbie Hendricks, Jennifer Greenlee, Mikki Sandin, Kelsey Sims, Judy Anderson, Marla Nissen and Lola Young

**AD-HOC COMMITTEE MEMBERS ABSENT**

Jane Schneider

**OFFICER/COMMITTEE REPORTS**

Recording Secretary/Minutes Approval: Minutes for the December 5, 2017 meeting were approved as presented.

Treasurer/Treasurer's Report: Report attached.

President: President Homer reminded everyone that the next General Membership meeting is a combined meeting with UAAD. UAAD is in charge of the meeting so there will not be a UNOPA business meeting. President Homer will be able to make a few announcements during the meeting. The speaker will be Mike Zeleny, the new Associate to the Chancellor. There will not be a 50/50 drawing. Lorraine Moon suggested mentioning the upcoming brown bag presentations with Jan Deeds and Scott Stemper.

President-Elect/Program: Donna Bode reported that she forwarded an email ~~that she received~~ to President Homer. The email is regarding proposed changes to the University-wide travel policy and information about discussion meetings that are scheduled about the changes. President Homer will forward the message to UNOPA members. This information will be provided in tomorrow's Nebraska Today email.

Corresponding Secretary: No report.

Past President/Bradley Munn: Tricia Liedle reported that she has received one application for reimbursement from the Bradley Munn fund.

Approved as corrected at February 6, 2018 Board Meeting

Presidential Advisor: No report.

Awards: LaRita Lang requested that President Homer mention that we need someone to fill the Corresponding Secretary position. LaRita will help coordinate the Past Presidents portion of the April luncheon if the position is not filled. It was discussed that per the bylaws, it is not necessary to have an election or vote on the person who fills this position.

Bylaws/Nominating: Report attached.

Career Development/PSP: Lorraine Moon reported that she and Debbie Hendricks are working on a presentation from Scott Stemper with Region V. This will most likely be a brown bag on East Campus the week of March 19<sup>th</sup>. Also working on having Jan Deeds with the Women's Center present sometime in February. This will probably be on City Campus.

Membership: Jennifer Haley reported that there were no new members since the last report. Jennifer indicated that Kelsey Sims has an idea about contacting people who did not ~~review~~ renew their membership and ask them why. Kelsey mentioned using SurveyMonkey or something similar. President Homer expressed ed that this would be a good idea.

Employee Concerns: Kathy Schindler is still looking for someone to fill the Parking Concerns Committee position.

Technology: No report.

UNOPA Notes: No report.

Ways and Means: No report.

Outreach: Gretchen Mills reported that the December meeting was a success. The committee has nothing planned for the January joint meeting.

#### **AD-HOC COMMITTEE REPORTS**

Digital Commons: No report.

Marketing: No report.

#### **OLD BUSINESS**

President Homer asked Gretchen Mills if she would take pictures for the UNOPA website and other media. UNOPA would pay for her time and the pictures. The name of Gretchen's business is Adams Alley. Gretchen will work up some prices and present them at a future meeting. Judy Anderson has not reported on any other photographers.

Approved as corrected at February 6, 2018 Board Meeting

There was discussion about funding for attendees of the NAEOP conference this summer. Tricia Liedle checked with University Foundations about how the funds are to be used. President Homer and Tricia understand that the Bradley Munn funds can be used for travel for people attending the conference if the board agrees. President Homer presented that she would like each member who attends the conference to be reimbursed \$300 from the Bradley Munn fund. There was a question if the Bradley Munn funds would be in addition to what the President and President-Elect receive to attend. There was discussion of how much money is available in the Bradley Munn fund. Tricia reported that she is not able to access the fund amount online. She is working with University Foundations to get access. According to the fund guidelines, "75% up to \$25 could be used for registration." There was discussion if \$300 could be awarded and the recipient decides how it is used. A question was posed if food would be an allowable expense as the UNL reimbursement-policy for meal reimbursement has restrictions. President Homer clarified that matching UNOPA funds for President and President-Elect only apply if the Chancellor's office provides funds; then UNOPA matches. The Executive Board in attendance supports funding up to \$300 to pay for travel and lodging expenses (excluding registration fees) for any active UNOPA member to attend the NAEOP Conference in July, 2018. The funds will come out of the Bradley Munn fund.

Tricia Liedle asked if she is responsible for planning a reception at NAEOP Conference. This will be discussed at the next meeting.

There was discussion about who is responsible for ordering corsages for the PSP recipients at the NAEOP Conference.

### **NEW BUSINESS**

President Homer shared read Kathy Schwartzman's letter of resignation. President Homer is looking for a person to full this position. LaRita has offered to work on the Past President's luncheon. Still need someone to fulfill the other duties of this position. This will be discussed at the February meeting.

The Martin Luther King, Jr. Freedom Breakfast will be held on Friday, January 12<sup>th</sup>. President Homer and Donna Bode will attend on UNOPA's behalf.

President Homer announced that she would like to arrange a community service project before the end of her term. Kelsey Sims suggested looking first at UNL and what opportunities are available. It was mentioned that UAAD does a service project and we would want to do something different. Different ideas were suggested. President Homer indicated that she would like to do something where we go someplace to help. There is a day identified when the UNL community is encouraged to go and do service. Gretchen Mills will check on this.

The next Executive Board meeting will be held on Tuesday, February 6, 2018.

Approved as corrected at February 6, 2018 Board Meeting

President Homer adjourned the meeting at 12:40 p.m.

Submitted by Marsha Yelden, Recording Secretary

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**  
**UNOPA Board Meeting**  
**January 2018**

TO: Barbara Homer  
FROM: Sue Wesely  
COMMITTEE: Treasurer  
DATE: January 4, 2018

**Current committee report**

Report will be attached

**Motions**

(This is a motion you know you will be making at the meeting)

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board Meeting**

**January 2018**

TO: Barbara Homer  
FROM: Mary Guest  
COMMITTEE: Bylaws  
DATE: 1/3/18

**Current committee report**

Initial review of the UNOPA Bylaws is in process. I plan to have suggested edits to be presented to the UNOPA Board at the March 2018 Board meeting. If approved, these suggested edits will need to be presented to the UNOPA membership and voted on by the entire membership.

**Motions**

(This is a motion you know you will be making at the meeting)

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_