

UNOPA Executive Board Meeting Minutes

February 6, 2018

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

3rd Floor Conference Room, Prem S. Paul Research Center

CALL TO ORDER

President Barbara Homer called the meeting to order at 11:35 a.m. Roll call was taken by Marsha Yelden, Recording Secretary.

MEMBERS PRESENT

Barbara Homer, Donna Bode, Marsha Yelden, Susan Wesely, Tricia Liedle, LaRita Lang, Mary Guest, Debbie Hendricks, Lorraine Moon, Jennifer Greenlee, Kathy Schindler, Gretchen Mills, Mikki Sandin, Jennifer Haley, Kelsey Sims, Judy Anderson and Marla Nissen.

MEMBERS ABSENT

Lola Young.

AD-HOC COMMITTEE MEMBERS ABSENT

Jane Schneider.

OFFICER/COMMITTEE REPORTS

Recording Secretary/Minutes Approval: Minutes of the January 9, 2018 meeting were approved as corrected.

Treasurer/Treasurer's Report: Report attached.

President: President Homer announced that individual reports were provided prior to meeting. President Homer asked if there were any questions or comments about the reports.

Judy Anderson moved: ***"I move that UNOPA pay to have a professional photo taken of the president each year for use in UNOPA Notes and any other public relation event. To be done at University photo studio, approx. cost is \$30."*** Seconded by Debbie Hendricks. There was discussion about where the cost of the photo should be assigned. This is something that will need to be decided when working on budget for next year. Motion passed with a show of hands.

Tricia Liedle asked about the Technology Committee report. The report indicates that after updating information on the PSP page, Jennifer Greenlee noticed the number of retirees on the list. Jennifer clarified that she just wanted to raise awareness that there are a large number of retirees who have earned their PSP versus members who are currently at UNL. Jennifer talked to Debbie Hendricks about this.

Approved as corrected by UNOPA Board on March 7, 2018

Kathy Schindler stated that about half of the UNOPA members are classified as managerial or professional. Kathy noted that the Marketing report asked what the purpose of our Facebook page is.

President-Elect/Program: Donna Bode announced that Karen Kassebaum will be presenting at the next General Membership meeting.

Corresponding Secretary: No report.

Past President/Bradley Munn: No report.

Presidential Advisor: No report.

Awards: No report.

Bylaws/Nominating: No report.

Career Development/PSP: Report attached.

Membership: Report attached.

Employee Concerns: No report.

Technology: Report attached.

UNOPA Notes: No report.

Ways and Means: Report attached.

Outreach: No report.

AD-HOC COMMITTEE REPORTS

Digital Commons: No report.

Marketing: Report attached. Kelsey Sims provided a copy of the survey responses she got when she contacted former members about why they did not renew their membership. This information will be discussed at a future meeting.

Kathy Schindler asked what Kelsey meant in her report about current members and retirees. Kelsey explained that she is asking the Board who we want to use our Facebook page and for what purpose. If she knows the purpose of the page and the target audience, she can customize it. Kelsey indicated there is a way to pay for Facebook ads to be sent to people who

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identify themselves as employees of the University. A comment was made that we could put a Facebook feed on our website. Kelsey said she would be glad to talk about Facebook and how it works at a General Membership meeting. She could walk people through how to join the page. It was suggested that information about our Facebook page and how to join could be provided on each table at a General Membership meeting.

OLD BUSINESS

The proposal to provide reimbursement for any member planning to attend the NAEOP conference in July 2018 was discussed. A copy of the Bradley Munn fund summary was distributed to those present. The summary states that the fund cannot be used for registration. The reimbursement would be for lodging and travel expenses. There was discussion if this would be available every other year. It was explained that this reimbursement is different than the matching stipends that had been offered in years when there was financial support from the Chancellor's Office. The fund summary states that recipients are unable to receive reimbursement for two consecutive years. UNOPA money could be used to reimburse someone who received money from the Bradley Munn fund last year. A motion was made by Tricia Liedle: ***"I move that \$300.00 stipends be dispersed from The Bradley Munn Fund for UNOPA members to attend the 2018 NAEOP National Conference. Funds may not be used for registration fees. Must be an active UNOPA member. Funds may only be utilized every other year."*** Motion was seconded by Lorraine Moon. The motion passed by a show of hands. It was requested that information about this stipend be announced at the next General Membership meeting so all members know about this opportunity.

President Homer said that no one has offered to take the Corresponding Secretary position. She asked how this should be handled. Mary Guest indicated that the position will be unfilled and other members will need to take over the duties.

Gretchen Mills announced that she is stepping down from her position as co-chair of the Outreach Committee and leaving UNL. Gretchen will not be able to provide President Homer with information about the University community service project day. Mikki Sandin said she would check on this and get back to President Homer.

There was a question about how Eventbrite works with Facebook. After discussion, the incident in question was related to a workshop that was posted on Eventbrite.

NEW BUSINESS

President Homer reported on an attempted scam that involved some Board members and UNOPA funds. The Board discussed if the Treasurer's Reports should continue to be included in UNOPA Notes or meeting minutes. Jennifer Greenlee indicated that she has removed the link on our website that lead to an excel spreadsheet of members. That spreadsheet included personal emails. Officer Chadd Stutheit with the University Police spoke about the incident, and provided best practices and tips on how to avoid becoming a victim of a scam.

Approved as corrected by UNOPA Board on March 7, 2018

Discussion of the concerns and ideas letter recently sent to the Board by a group of members was tabled.

Carol Bom will be attending the March Board meeting. She will be announcing an upcoming workshop series.

Judy Anderson reported on a conference offered by Office Dynamics. The conference materials are available as an on demand conference for a lower cost than the in-person conference. Judy suggested looking into it to see if the material could be used as workshop offerings. This will be discussed at a future meeting.

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

President Homer adjourned the meeting at 12:55 p.m.

Submitted by Marsha Yelden, Recording Secretary

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board Meeting

February 2018

TO:

FROM: Barbara Homer

COMMITTEE: President

DATE: February 1, 2018

Current report

I have received confirmation that Julie Johnson and Rita Kean will be attending our April 10th Rose Frolik, Past President's & Retirees Luncheon to talk briefly about the UNL Emeriti & Retirees Association.

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board Meeting

February 2018

TO: Barbara Homer
FROM: Debbie Hendricks and Lorraine Moon
COMMITTEE: Career Development/PSP
DATE: January 30, 2018

Current committee report

The Career Development Committee will be hosting a brown bag luncheon at the city campus union on Tuesday, February 20. Jan Deeds will be doing a presentation on "Bystander Intervention". Debbie Hendricks is working out the details for the event.

Another brown bag event will be held March 19 from 11:30 – 1:00. Scott Stemper from the Nebraska's Region V Systems will talk about "Suicide Prevention". Lorraine Moon is working on the details for this event.

Notices for the above events will be sent out so that others within the University may attend. The dates will be shared with UAAD members.

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board Meeting

February 2018

TO: Barbara Homer
FROM: Kelsey Sims & Jennifer Haley
COMMITTEE: Membership and Marketing
DATE: 1/30/2018

Current committee report

1. No new members

2. New Employee Letters

- Jennifer Haley sent out a second letter via email to new employees inviting them to join us, as well as a list of upcoming events we have yet this year

3. Survey Results

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board Meeting

February 2018

TO: Barbara Homer
FROM: Jennifer Greenlee
COMMITTEE: Technology Committee
DATE: 1/30/2018

Current committee report

Changes that have been made to the website:

Taken off the button under "Our Pledge" due to the emails in the excel document had Gmail emails on it. Waiting for the board to have action regarding privacy.

Updated "Boss of the Year" information and photo

Updated information on the PSP page, and noticed the amount of retirees.

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board Meeting

August 2017

TO: Barbara Homer
FROM: Marla Nissen
COMMITTEE: Ways and Means
DATE: February 2, 2018

Current committee report

We have received a check from Parking Services in the amount of \$2960.00 for parking lot sales.

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board Meeting

February 2018

TO: Barbara Homer
FROM: Kelsey Sims
COMMITTEE: Marketing
DATE: 1/30/2018

Current committee report

- Facebook page updates
 - What is our purpose?
 - A) Reach new people
 - B) A place for current/former/retirees to interact
 - C) Both
- What departments have pages such as CEHS News you can Use?
- Marketing materials and budget

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____