

Approved as presented by UNOPA Board on May 1, 2018

UNOPA Executive Board Meeting Minutes

April 3, 2018

12:30 p.m. -1:30 p.m.

Canfield Administration Building, Room 336

CALL TO ORDER

President Barbara Homer called the meeting to order at 12:46 p.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, Mikki Sandin, Kelsey Sims and Judy Anderson.

MEMBERS ABSENT

Jennifer Greenlee, Kathy Schindler, Marla Nissen and Lola Young.

AD-HOC COMMITTEE MEMBERS ABSENT

Jane Schneider.

OFFICER/COMMITTEE REPORTS

Recording Secretary/Minutes Approval: Minutes of the March 7, 2018 meeting were approved as corrected. Mary Guest requested clarification on the funds for Tricia Liedle and President Homer for the NAEOP National Conference that were approved at the March meeting.

Treasurer/Treasurer's Report: Report attached. Susan Wesely needs an expense report for a recent Hobby Lobby purchase. It was requested to change the line titled "UNOPA Boss of the Year Award Reimbursement" to "Floyd S. Oldt Boss of the Year..." on the April report.

President: Report attached. **Debbie Hendricks moved: "I move to contribute \$25 toward the Nebraska basket at the April 2018 NCAPPD/NEOPA Conference." Seconded by LaRita Lang. Motion passed by a show of hands.**

President Homer announced that the April date to volunteer to serve lunch at the F Street Recreation Facility is full. There are still openings for the May date.

President-Elect/Program: No report.

Corresponding Secretary: LaRita Lang reported that there are 18 past presidents and 2 retirees planning to attend the April meeting. There is one Rose Frolik nomination.

Past President/Bradley Munn Fund: Tricia Liedle is working with University Foundations to get access to the Bradley Munn Fund account. There was one funding application submitted this cycle. The committee voted to award funding and it will be announced at the May meeting.

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Tricia indicated that Secret Friends is going well and she is organizing a reveal party.

Presidential Advisor: No report.

Awards: No report. See Corresponding Secretary section.

Bylaws/Nominating: Mary Guest indicated that the vote for Bylaws changes will be sent out tomorrow by President Homer.

Mary reported that voting for the 2018-2019 Executive Board is over. A teller report was provided to President Homer.

Career Development/PSP: Report attached. Lorraine Moon reported that there were 38 people at the last workshop, including students. Lorraine thanked Kelsey Sims for getting the information in Nebraska Today. Debbie Hendricks announced that three people attended the PSP Brown Bag. They are planning to repeat this brown bag in May.

Employee Concerns: No report.

Membership: Report attached. Kelsey Sims indicated she will send the board a copy of the new membership form.

Technology: No report.

UNOPA Notes: Judy Anderson reported that she is finishing up the next edition. She did not receive any more "then & now" photos. Kelsey has some that she is using for the Rose Frolik Award lunch. She will send them to Judy.

Ways and Means: No report.

Outreach: Mikki reported that 58 people have registered for the Rose Frolik luncheon. Judy Anderson indicated that she wanted members to know that their meal cost was lower because the Board voted to contribute funds toward the cost of the each meal.

Journals and luggage spotters will be sold at the Rose Frolik luncheon.

Digital Commons: No report.

Marketing: Report attached.

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OLD BUSINESS

None.

NEW BUSINESS

None.

The next Executive Board meeting will be held on Tuesday, May 1, 2018.

President Homer adjourned the meeting at 1:13 p.m.

Submitted by Marsha Yelden, Recording Secretary

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

April 2018

TO:

FROM: Barbara Homer

COMMITTEE: President

DATE: March 30, 2018

Current report

Reminder, Dr. Julie Johnson and Dr. Rita Kean will be attending our April 10th general meeting to talk about the Emeriti and Alumni Association.

We still need three more members to sign up in May to help feed the Kids at the F Street Recreation Facility, our community service project.

Motions

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

"I move to: contribute \$25 toward the Nebraska basket at the April 2018 NCAPPD/NEOPA Conference.

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

April 2, 2018

TO: Barbara Homer
FROM: Lorraine Moon
COMMITTEE: Career Development
DATE: April 2, 2018

Current committee report

Since our last Board meeting, the Career Development Committee hosted a Suicide Prevention Workshop on March 19 at the Nebraska East Union. The title of the workshop was QPR Gatekeeper Training. The speakers were Scott Stemper and Teri Effle from Region V Systems. We had 38 in attendance. We had 13 UNOPA members, 5 from the Health Center, 4 from Educational Psychology (including students), the rest were from various departments. Kelsey's ad in Nebraska Today really helped get the word out. Jennifer Greenlee was there to take pictures. The article and pictures have been submitted to Judy Anderson for UNOPA Notes.

On March 27, a PSP informational meeting was held at the Prem S. Paul Research Center at Whittier School. Debbie Hendricks presented a PSP slide show that had been prepared by Mary Guest. Those in attendance included Kelsey Sims, Katie Balue, and Lainey Bomberger

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

April 2018

TO: Barbara Homer
FROM: Kelsey Sims
COMMITTEE: Membership and Marketing
DATE: 3-30-2018

Current committee report

Marketing

A recent survey was sent out, and we received 61 responses—WOW!!!

The result that I wanted to share in regards to Marketing is the following:

- What is the best way to connect with you about the latest UNOPA news, workshops, meeting information etc.?
 - 96.43% Email
 - 33.93% UNOPA Notes
 - 17.86% UNOPA Webpage
 - 16.07% Facebook page

I met with Tyler Thomas via zoom on Friday 3/30/18. We discussed social media, and how it may/may not benefit our group, as well as other strategies that may benefit our group. Here are the bullet points:

- A social media page needs a purpose in order to be successful. It is not right for everyone, or every group, business, and/or organization.
- An average post really only reaches about 2-3% of followers unless the contact is consistently shared and commented.
- If we are looking to attract members, a page may not be necessary. You can do that through ads if a group is willing to pay for that.
- **The questions to ask:** How much time do you put into your Facebook page, and what is the return? If one spends 4-5 hours/month on Facebook, but it doesn't really reach many people, or benefit the organization by attracting people or growing membership, then you may want to ask yourself, is there something else that you could put your efforts into 4-5 hours a month, that will create a better return of investment?

**This is information I want us to consider for next year and thereafter. I will also plan to share with the individual who takes over Marketing and leave it in their hands to determine how to move forward with Marketing and Facebook. Tyler made some great points, and offered to come speak to us any time we requested.*

Membership

I have updated the membership form.

No new members

No motions.