

Approved as presented by UNOPA Board on June 12, 2018

UNOPA Executive Board Meeting Minutes

May 1, 2018

11:30 a.m. -1:00 p.m.

Nebraska Innovation Campus, 2nd Floor Conference Room

CALL TO ORDER

President Barbara Homer called the meeting to order at 11:39 a.m. Roll call was taken by Marsha Yelden, Recording Secretary.

MEMBERS PRESENT

Barbara Homer, Donna Bode, Marsha Yelden, Susan Wesely, Tricia Liedle, Debbie Hendricks, Lorraine Moon, Jennifer Greenlee, Mikki Sandin, Kelsey Sims, Judy Anderson and Marla Nissen.

MEMBERS ABSENT

LaRita Lang, Mary Guest, Kathy Schindler and Lola Young.

AD-HOC COMMITTEE MEMBERS ABSENT

Jane Schneider.

OFFICER/COMMITTEE REPORTS

Recording Secretary/Minutes Approval: Minutes of the April 3, 2018 meeting were approved as presented.

PRESENTATION

Carol Bom from the Nebraska Department of Education Bridge (NDEBridge) presented information about the Nebraska Educational Office Professionals Association (NEOPA) Star Achievement Series. The series is based on material offered by Joan Burge with Office Dynamics, International. 30 hours of professional development were approved. The four sessions will be held on Saturdays in 2018 and 2019 and up to 15 people may register. They are also looking for facilitators for sessions. Carol's presentation will be sent to President Homer who will then forward it to each board member.

Carol also talked about NEOPA's need for volunteers for their board and as committee directors. She asked if anyone is interested, to please reach out to a NEOPA member.

OFFICER/COMMITTEE REPORTS, continued

Treasurer/Treasurer's Report: Report attached. Susan Wesely asked if anyone had placed an order with Audible. There is a charge showing up on the statement and she does not have any supporting documentation. No one in attendance ordered from Audible. Susan will contact the bank to dispute the charge.

The proposed 2018-2019 budget was presented. In the proposed budget, there was a change to the budget for Ways and Means reflecting a decrease in proposed sales. The President's

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section was changed in the MLK Freedom breakfast field due to an increased cost of tickets. It was suggested to change wording in the President-Elect section, Gift for outgoing President line from "clock and plaque" to "clock or plaque." In the Immediate Past President section, there are two donations listed: "NAEOP Educational Fund donation" and "NAEOP Marion T Wood Student Scholarship Fund donation." A question was raised if those donations are being made. Or, are these are actually application fees for awards? Tricia Liedle will check on this and get back to Susan. Tricia said there should be a line item for submitting the website to the NAEOP competition. There was a question if the UNOPA Notes NAEOP newsletter competition fee should be moved from the UNOPA Notes section to the Immediate Past President section. A question was raised why there is a budget for the summer social in the Outreach section. The board indicated that the desire is to charge enough for tickets to offset some, but not necessarily all, of the cost for the event. There was a question if there should be a line item in Ways and Means to pay for new signs and advertising. It was decided to have the incoming Ways and Means director work with President Elect Donna Bode to discuss this during the next year. There was a question of why table linens are listed in Outreach. It was explained that the table linens were for the two awards luncheons.

President: Report attached. President Homer reminded everyone to get their binders ready to pass on at the June 12th transition meeting. President Homer distributed guidelines for each position and what information should be kept in each binder and what will be uploaded to Digital Commons.

The next board meeting date has been changed to June 12th.

President-Elect/Program: No report.

Past President/Bradley Munn Fund: Report attached. Tricia Liedle is working on the Secret Friends reveal party.

Presidential Advisor: No report.

Awards: President Homer read a thank you note she received from retiree Lynn DeShon.

Bylaws/Nominating: No report.

Career Development/PSP: No report.

Employee Concerns: No report.

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Membership: Kelsey Sims will send out a flier thanking people and reminding them to watch for the membership renewal paperwork. She will include information about the year's accomplishments.

Technology: No report.

UNOPA Notes: Judy Anderson reported that tomorrow is the deadline for the next issue. Jennifer Greenlee will get pictures from the April meeting to Judy.

Ways and Means: Marla Nissen held the drawing for a gift card from the names of people who had worked the parking lot during the year. The winners were Susan Wesely and Jana Pillsworth-Wood. Each will receive a \$25 gift card to the place of their choice.

Outreach: Mikki Sandin reported she is working on the summer social.

Digital Commons: President Homer reported that Jane Schneider will be uploading the 2017-2018 documents after the May general meeting.

Marketing: No report.

OLD BUSINESS

None.

NEW BUSINESS

Susan Wesely will write a check to NAEOP for \$30 for a basket for the special projects room. This is a budgeted item.

Marsha Yelden moved: "I move to contribute \$50 toward supporting the Hospitality Room at the 2018 NAEOP Conference." Debbie Hendricks seconded. Motion carried by a show of hands.

The next Executive Board meeting will be the transition meeting held on Tuesday, June 12, 2018.

President Homer adjourned the meeting at 12:48 p.m.

Submitted by Marsha Yelden, Recording Secretary

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

May 2018

TO:

FROM: Barbara Homer

COMMITTEE: President

DATE: April 27, 2018

Current report

Reminder, Carol Bom will be attending our board meeting to talk about the Star Achievement Series.

Please provide me the names of your committee members to print certificates for serving on the board.

Be sure to purge your files in notebook before passing it onto the incoming committee director at the June 12 transition meeting. Need to make sure your committee guidelines are complete and up-to-date.

Final Committee Reports are due to me by August 31.

Motions

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

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board Meeting

May 2018

TO: Barbara Homer
FROM:
COMMITTEE: Bradley Munn Fund
DATE: April 24, 2018

Current committee report

Still trying to gain electronic access to the Bradley Munn Fund. Will process paperwork by the end of May for Kelsey Sims to receive her stipend.

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____