

## Approved As Presented – April 10, 2012

### Minutes

University of Nebraska Office Professionals Association (UNOPA)  
General Membership Meeting  
Tuesday, March 13, 2012, 11:45 a.m. – 1:00 p.m.  
Jackie Gaughan Multicultural Center

President, Cathy Robertson, called the meeting to order at 12:02 p.m.

The minutes of the February 7, 2012, General Membership Meeting had been emailed to the membership prior to the meeting. **The minutes will stand approved as corrected.**

#### Officer Reports

##### **Treasurer: Marlee Crombie**

The February Treasurer's report was emailed to the membership prior to the meeting. **The report will be filed for audit.**

##### **Past President: Mari Greer**

The Bradley Munn Professional Growth Fund is selling raffle tickets for a Nook Color. Raffle tickets are \$5 for one ticket and \$20 for six tickets. The drawing will be at the May meeting. Contact Mari Greer, Lainey Bomberger, Marlee Crombie, Mary Klucas, Jane Schneider, or Beth Zager to purchase raffle tickets.

Mari needs to know who plans to attend the national conference in July in California. This will aid in making a funding request.

Mari is coordinating car-pooling for the NEOPA conference in April. The keynote speaker is the national president.

The information for both the NEOPA conference in April and the national conference in July is on the UNOPA website.

#### Standing Committee Reports

##### **Bylaws: Pat Hust**

At the March 6, 2012, the Executive Board approved changes in the Duties of Committees to combine the duties of the Mentoring and Outreach Committees into the Outreach Committee and remove the Mentoring Committee.

The Board also approved two Bylaw changes.

1. Append to the end of Article IV, Section 6, Corresponding Secretary, "and shall, upon notification, be responsible for arranging a \$25.00 contribution to the UNOPA Bradley Munn Professional Growth Fund (UNOPA CD 2484)."
2. Removal of Mentoring Committee from Article VII, Section 1, Committees.

These changes will be sent out for a ballot vote later.

##### **Career Development: Beth Zager**

The UNOPA Spring workshop will be on 1:30 p.m. – 4:30 p.m. on Tuesday, March 20, 2012, in Hardin Hall. The speaker is MaryAnn Hollingsworth, the South Central director of NAEOP. The cost is \$15 for UNOPA members. Registration deadline is March 14, 2012. There will be baskets raffled off. You do not need to be present to win. The proceeds go to support the Bradley Munn Professional Growth Fund. Raffle tickets are for sale today.

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### **Nominating: Nelvie Lienemann**

The slate of officers for 2012-2013 was presented:

Treasurer	Jaime Long
Corresponding Secretary	Lisa King
Recording Secretary	Shawn Sheets
President-Elect	None

Cathy Roberts opened the floor for nominations for each of the offices. Mary Klucas was nominated for President-Elect and she accepted this nomination. There were no further nominations.

Ballots will go out electronically. Those eligible to vote are active members, retired members, and lifetime members.

### **UNOPA Notes: Linda Ratcliffe**

The deadline for the next issue of UNOPA Notes has been extended to Monday, March 19, 2012.

### **Hospitality: Jaime Long and Sara Luther**

The 50/50 drawing collected \$60. Jan Edwards received \$30 and \$30 will go to President Cathy's designated charity – Martin Luther King, Jr. Scholarship program.

### **Guest Speaker**

Linda Luedtke introduced our guest speaker, Kacey Barrow from Voices of Hope and UNL Victim Advocate. The title of the presentation was "Bystander Intervention: Sexual Assault and Relationship Violence." Kacey shared information regarding common misconceptions, how perceived gender roles play into this, public perception, and dating violence. She noted that the primary prevention is to become educated and aware. There are five steps toward taking action as a bystander:

1. Notice the event along a continuum of actions.
2. Consider whether the situation demands your action.
3. Decide if you have a responsibility to act.
4. Choose what form of intervention.
5. Understand how to implement.

There are several ways to intervene:

- "I" statements -- state feelings, name behavior, and state how you want the person to respond.
- A silent stare or disapproving look can sometimes be more powerful than words.
- Humor can diffuse the situation and help to reduce tension.
- Group intervention offers safety in numbers
- Bring it home.
- Distraction.

If someone discloses sensitivity is essential!

- Offer support and reassurance.
- Don't ask for details.
- Don't ask questions that are accusatory.
- Stay with the victim.

When responding:

- Believe
- Listen
- Support

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- Assist
- Remember that recover takes time.

Key steps for campus in ending violence against women:

- Victims Support
- Offender Accountability
- Educational Awareness

### **Announcements:**

Reminder: There is a Premier Jewelry fundraiser for NEOPA currently taking place. One half of the proceeds will go to aid Lola Young with expenses for her installation as NAEOP President at the national conference in July.

Meeting adjourned at 12:58 p.m.

Respectfully submitted,

Mary Klucas, Recording Secretary