

UNOPA Executive Board Meeting Minutes

March 7, 2018

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

3rd Floor Conference Room, Nebraska Innovation Campus

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, Marsha Yelden, Susan Wesely, Tricia Liedle, Mary Guest, Lorraine Moon, Kathy Schindler, Jennifer Haley, Kelsey Sims and Judy Anderson.

MEMBERS ABSENT

Donna Bode, LaRita Lang, Debbie Hendricks, Jennifer Greenlee, Mikki Sandin, Marla Nissen and Lola Young.

AD-HOC COMMITTEE MEMBERS ABSENT

Jane Schneider.

OFFICER/COMMITTEE REPORTS

Recording Secretary/Minutes Approval: Minutes of the February 6, 2018 meeting were approved as corrected.

Treasurer/Treasurer's Report: Report attached. Susan Wesely reported that she received an email today from some who identified themselves as President Homer asking for financial information. She gave the information to Information Technology and the University Police.

President: President Homer announced that Carol Bom will not be attending today's meeting. She will be at the April 3rd meeting.

Possible community service projects were discussed. President Homer was contacted by a UNL employee about the F Street Recreation Facility which provides lunches to children in the Lincoln Public Schools system. They need volunteers to help serve meals one Saturday a month. Five to six volunteers are needed. This would be on the first Saturday of the month from 12:00 to 2:30 p.m. Discussion occurred about encouraging members to bring items for the Huskers Helping Huskers Pantry. Kelsey Sims talked to the person in charge of the pantry and they felt a food drive would be the best. Groups of volunteers can help sort donated items as needed at the pantry. Jane Schneider said the Lutheran Student Center also has a food pantry. President Homer will announce the We Feed the Kids at the F Street Recreation Center opportunity at the next meeting. President Homer will work with the Outreach Committee to coordinate this. This will be for the months of April and May.

Approved as corrected by UNOPA Board on April 3, 2018

President-Elect/Program: Report attached.

Corresponding Secretary: President Homer reported that LaRita Lange needs judges for the Rose Frolik award. LaRita is working on the invitations. President Homer asked the board to send her names and contact information for judges.

Past President/Bradley Munn: Report attached. **Tricia Liedle moved: I move that UNOPA provide \$125 per active UNOPA member planning to attend the 2018 NAEOP conference to be paid from the current 2017-2018 UNOPA budget separate from the Bradley Munn Foundation Fund to offset conference expenses. Seconded by Jennifer Haley.** There was discussion about the history of funding provided by the Chancellor and our budget. **The motion failed by a show of hands.**

Tricia Liedle moved: I move that Barb Homer receive \$250 for amended matching funds in 2016 & 2017 to attend the NAEOP conferences which were not awarded per treasurer's confusion. Also move that Tricia Liedle receive \$125 in 2018 for the funds not dispersed in 2016 for conference expenses. \$375 will be distributed from the 2017-2018 budget to offset previous funds that were not dispersed. Funds remain available in current budget. Seconded by Kelsey Sims. A question was asked if the money would be paid back to each department. That is not the intention of this motion. **Motion passed by a show of hands.**

Presidential Advisor: No report.

Awards: Reported by President Homer, March 15th is the Rose Frolik nomination deadline.

Bylaws/Nominating: Report attached. The proposed bylaws were discussed. Amendments were proposed and discussed. **Mary Guest moved: I move to approve the Bylaws revision as amended. Seconded by Judy Anderson. Motion passed by a show of hands.** Mary will update the bylaws and send them to the President.

Mary reported that Marci Tintera took the lead in getting nominations. Nominations are: President-Elect: Kelsey Sims; Recording Secretary: Lori Sorto; Corresponding Secretary: Lisa King, Alycia Harden; Treasurer; Jaime Long. The ballot will be presented at the next general membership meeting and nominations will be accepted from the floor.

Career Development/PSP: Lorraine Moon reported that Scott Stemper will present on March 19, 2018. There will be a PSP brown bag on March 27, 2018 in the Whittier Bldg.

Employee Concerns: Kathy Schindler indicated she is getting questions about the budget reduction. She does not have any new information about it. Tricia Liedle attended the Town Hall on Monday and gave a brief overview. Kelsey Sims asked when the benefits committee will

Approved as corrected by UNOPA Board on April 3, 2018

meet. Judy Anderson asked if the police advisory committee is meeting. Kathy reported that there are changes to parking in the stadium loop.

Membership: Kelsey Sims reported that there are two new members this month. That brings the total membership to 89. Kelsey sent an email to new members promoting UNOPA and upcoming events. Kelsey asked if we needed the home address on the membership form. It was decided that we want a home address so sympathy or get well cards can be mailed to home rather than work. Kelsey reported that the membership form for next year will probably be two-sided. A brief description of each committee will be included on the form.

Technology: Lorraine Moon noted that the list of members and their contact information has been removed from the website. Lorraine asked if a list of names and departments only could be on the website. President Homer will request that information be added to the website.

UNOPA Notes: Judy Anderson reported that the next issue is about ready to go out. Judy would like information about awards and achievements that our members receive. She will include it in the newsletter. Judy is getting ready to submit the entry form for the NAEOP newsletter competition.

Ways and Means: President Homer reported on behalf of Marla Nissen. Marla will be sending out Spring Game parking information. Marla needs two people to help coordinate. Kelsey Sims put information about this on Facebook and informed new members

Outreach: Report attached. **Mikki Sandin moved: I move to pay \$5.00 per person at the Rose Frolik Awards, Past Presidents & Retirees Luncheon out of the UNOPA Outreach budget account. We are planning on 75 attendees for a total of \$375.00. This will make the luncheon more affordable for those who come. We will also pay for the entire cost of judges and nominees' lunches. Seconded by Kelsey Sims. After discussion, the motion failed by a show of hands.**

Judy Anderson moved: I move to only charge UNOPA members \$10.00 for the meal at the Frolik Award, Past Presidents and Retirees luncheon. Seconded by Tricia Liedle. Motion passed by a show of hands.

OLD BUSINESS

Community Service Project discussed during the President's Report.

NEW BUSINESS

Bylaws and Standing Rules discussed during the Bylaws/Nominating committee report.

Jennifer Haley expressed that she is resigning from the Membership Committee effective immediately.

Approved as corrected by UNOPA Board on April 3, 2018

The next Executive Board meeting will be held on Tuesday, April 3, 2018.

President Homer adjourned the meeting at 1:12 p.m.

Submitted by Marsha Yelden, Recording Secretary

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

March 6, 2018

TO: Barb Homer
FROM: Tricia Liedle
COMMITTEE: Past President
DATE: March 1, 2018

Current committee report

One application was submitted requesting \$100 from the Bradley Munn Foundation Fund. Materials will be sent out to my committee for their approval of disbursement.

I have volunteered to take over the "Secret Friends" program for the Outreach Committee due to the departure of Gretchen Mills leaving the University. Information is being gathered from participating members and past organizers.

Discussion #1

Due to announcing any active member attending the 2018 NAEOP conference can request a \$300 stipend from the Bradley Munn Foundation Fund, some UNOPA/NAEOP members were upset that UNOPA will not be providing any matching funds due to the chancellor's request that UNOPA and UAAD begin talking about forming a staff senate at the University.

Discussion #2

In 2016 and 2017 UNOPA matched the Chancellor's contribution of \$125 to the UNOPA members attending the NAEOP national conference. However, the President-Elect and President for each of those years was told by the treasurer that they were not allowed to receive the matching funds in addition to the budgeted \$300 in each of their elected position budgets. It has since been discovered that the years prior to 2016 and 2017 matching funds were dispersed for these elected office positions to help offset the expenses of the conference and saving the member's department \$125.

Funds of \$425 remained in UNOPA's budget for 2016 and 2017 and therefore, should still be available to make "right" due to the miscommunication we received.

Motion #1

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

I move to: that UNOPA provide \$125 per active UNOPA member planning to attend the 2018 NAEOP conference to be paid from the current 2017-2018 UNOPA budget separate from the Bradley Munn Foundation Fund to offset conference expenses.

Motion Maker: Tricia Liedle, Past President 2017-2018

Seconded by: _____

Motion #2

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

I move to: Barbara Homer and I request that the matching money from 2016 and 2017 be dispersed from the current 2017-2018 budget to help offset our departmental expenses for attendance at the 2018 NAEOP conference.

Motion Maker: Tricia Liedle, Past President 2017-2018

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
UNOPA Board Meeting
March 2018

TO: Barbara Homer
FROM: Sue Wesely
COMMITTEE: Treasurer
DATE: 3/1/2018

Current committee report
Attached

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

March 2018

TO: Barbara Homer
FROM: Donna Bode
COMMITTEE:
DATE: March 6, 2018

Current committee report

I would remind the board of the upcoming general meeting on March 13, 2018. The guest speaker will be Gary Kebbel, Professor in the College of Journalism. His topic is "How to Use Social Media to Engage Your Future Audience".

I also asked Dr. Kebbel if he could touch on how we can safely use Facebook to reach our members and how much is too much information on our website, through email. We were recently targeted in a money scam and are now concerned on how much communications and Facebook.

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

March 2018

TO: Barbara Homer
FROM: Mary Guest
COMMITTEE: Bylaws/Nominating
DATE: 3/6/18

Current committee report

Bylaws – revisions were made and will be distributed to the board prior to the 3/6/18 board meeting. The revisions will be voted on as a whole, but board members will have the opportunity to pull specific items out if they would like some discussion. The Bylaws will then be presented to the membership and voted along with the election of officers.

Nominating – Marcy Tintera secured a slate of officers that will be presented to the board on 3/6/18.

Motions

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

"I move to: approve the Bylaws revisions as presented.

Motion Maker: Mary Guest

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board Meeting

March 2018

TO: Barbara Homer
FROM: Mikki Sandin
COMMITTEE: Outreach
DATE: 3/6/2018

Current committee report

Gretchen Mills has left the university and is no longer the co-director of this committee. Mikki will continue as director for the remainder of the year with Jana Pillsworth-Wood, Susan Thomas and Rosann Kevil as committee members.

Gretchen was in charge and had all the files for the Secret Friends program. Her former supervisor continues to work with HR on obtaining these files. Until then, please continue to participate as always and once I receive the files, Tricia Liedle has offered to head up this program for the rest of the year.

March meeting is brown bag in the Heritage Room at the Nebraska Union.

April meeting is the Frolik Awards, Past Presidents and Retirees Luncheon. We will have Premier Catering serve a Classic Italian Buffet with cheesecake bites for dessert. They have provided drinks free of cost. The cost per person is \$17.94.

Motions

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

"I move to: pay \$5.00 per person at the Rose Frolik Awards, Past Presidents & Retirees Luncheon out of the UNOPA Outreach budget account. We are planning on 75 attendees for a total of \$375.00. This will make the luncheon more affordable for those who come. We will also pay for the entire cost of judges and nominees' lunches.

Motion Maker: Mikki Sandin

Seconded by: _____



Premier Catering®

Invoice

Bill To:

Project Coordinator- Procurement Services
Mikki Sandin
mikki.sandin@unl.edu
Work: 402-472-0083

Venue:

UNL East Union
1705 Arbor Drive
Lincoln, Nebraska 68503

Invoice #	Event Date	Event Time	Terms	Net Due	Account #
UMS41018	Tue, Apr 10, 2018	11:45 AM	Invoice Net 30	Thu, May 10, 2018	

Qty	Description	Unit Cost	Total
75	Classic Italian : Chicken Parmigiana;Beef Lasagna with Mozzarella;Garden Salad with Iceberg Mix and Romaine with Garnish -Black Olives, Tomatoes, and Pepperoncini;Iceberg Mix;Romaine;Ranch;French;Focaccia Roll;Butter Pats;Gourmet Sweets-Caramel Apple, Lemon Berry, Marble Cheesecake, Chocolate Oreo;Beverage Service-Coffee, Iced Tea, Water ;	\$14.95	\$1,121.25

Charges:	\$1,121.25
20% Service Charge:	\$224.25
Subtotal:	\$1,345.50
Payments:	\$0.00
Balance Due:	\$1,345.50

~ This is an Estimate ~
Final Invoice to Follow