

**UNOPA Executive Board Meeting Minutes**

September 5, 2017

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

**CALL TO ORDER**

President Barbara Homer called the meeting to order at 11:36 a.m. Roll call was taken by Marsha Yelden, Recording Secretary.

**MEMBERS PRESENT**

Barbara Homer, Donna Bode, Marsha Yelden, Mary Guest, Debbie Hendricks, Jennifer Greenlee, Kathy Schindler, Kelsey Sims, Judy Anderson and Marla Nissen. Mikki Sandin arrived at 11:45. LaRita Lang arrived at 11:50.

**MEMBERS ABSENT**

Katherine Schwartzman, Susan Wesely, Tricia Liedle, Lorraine Moon, LeAnn Frobom, Gretchen Mills and Jennifer Haley.

**AD-HOC COMMITTEE MEMBERS PRESENT**

Kelsey Sims

**AD-HOC COMMITTEE MEMBERS ABSENT**

Jane Schneider

**OFFICER/COMMITTEE REPORTS**

Recording Secretary/Minutes Approval: Minutes for the June 6, 2017 meeting of the 2016-2017 Executive Board were approved as presented. Minutes for the August 15, 2017 meeting were approved as corrected.

Treasurer/Treasurer's Report: Report attached.

President: Report attached.

President-Elect/Program: The board agreed that the November 14<sup>th</sup> meeting will be held in the Willa Cather dining hall. There will be a \$200 charge. There was discussion about having a speaker at awards luncheons. It was decided this was not necessary because the previous Boss of the Year winner speaks at the Oldt awards meeting. It was mentioned that we could also have the previous recipient of the Silver Pen, Outstanding Staff and Rose Frolik awards speak or all nominees speak.

Corresponding Secretary: No report.

Past President/Bradley Munn: No report.

Approved as corrected by UNOPA Board on October 3, 2017

Presidential Advisor: No report.

Awards: LaRita Lang reported that the committee is looking for judges for the Oldt awards.

Bylaws/Nominating: No report.

Career Development/PSP: Debbie Hendricks reported that a speaker has been arranged for a workshop on November 3, 2017. The presenter will give two different presentations. Debbie Hendricks moved: ***"I move that the PSP Endowment committee be allowed to sell raffle tickets at the September and October general membership meetings and at the November 3 UNOPA workshop, where the raffle prize winners will be drawn at the end of the workshop."*** Seconded by LaRita Lang. There was discussion about how the PSP Endowment funds are used and the balance of the endowment. The motion passed.

Employee Concerns: President Homer reported that Leann Frobom learned that the UNOPA representative on the Chancellor's Committee on Wellness does not have to be a Campus Rec. member.

Membership: Report attached. It was recommended that membership applications and new brochures be available at the September General Membership meeting. The board agreed that the old brochures should be recycled. Kelsey Sims asked if UNOPA had official PMS colors. The board agreed that we do not but blue and yellow have been used in the past.

Technology: Discussed the tabled motion from last meeting. There was discussion about what duties the Technology Committee should have in relation to social media and marketing. Kelsey Sims will get feedback from her UNL social media contact about how UNOPA is currently using Facebook. It was suggested to look at the marketing plan that was created four or five years ago. Jennifer Greenlee and Kelsey Sims will work together to define how to combine the Marketing ad hoc committee into a current standing committee. They will then present this information to the Board.

UNOPA Notes: The current edition will go out this afternoon. There was a suggestion to do spotlights ~~in~~ of new board members.

Ways and Means: The parking lot coordinator sign up sheet was passed around. Discussed ways to get more people to volunteer to work the parking lot.

Outreach: The next Suppliers Showcase will be held October 17. UNOPA is invited to have a booth in the Interest Room. It was agreed that UNOPA should have a booth. There was discussion to have small give aways at the booth. Mikki Sandin will work with Printing Services to get some ideas.

#### **AD-HOC COMMITTEE REPORTS**

Digital Commons: No report.

Approved as corrected by UNOPA Board on October 3, 2017

Marketing: Report attached.

**OLD BUSINESS**

Old business was discussed during the Technology Committee report.

**NEW BUSINESS**

President Homer will order nametags for the executive positions and standing committees. They will be worn at the General Membership meetings and passed on each year to the new board members.

President Homer adjourned the meeting at 1:03 p.m.

Submitted by Marsha Yelden, Recording Secretary

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

September 5, 2017

TO: Barb Homer  
FROM: Sue Wesely  
COMMITTEE: Treasurer  
DATE: August 31, 2017

**Current committee report**

**Motions**

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

"I move to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**UNOPA Treasurer's Report -- August 2017**

		<b>Balances:</b>	
<b>Beginning Checking Account Balance - 8/1/17</b>			\$ 2,945.60
<b>Income:</b>			
August Interest - Union Bank & Trust			
Deposit - 8/3/17 (memberships)	\$ 17.00		
Deposit - 8/11/17 (memberships)	\$ 15.00		
Deposit - 8/21/17 (memberships)	\$ 15.00		
Deposit - 8/22/17 (memberships)	\$ 15.00		
Deposit - 8/25/17 (memberships)	\$ 30.00		
Deposit - 8/30/17 (memberships)	\$ 32.00		
		<b>Total income:</b>	\$ 124.00
<b>Expenses:</b>			
8/2/2017 POS Gift Card Christopher & Banks for Auditor	\$ 50.00		
8/8/2017 NAEOP Membership Donna Bode	\$ 50.00		
8/8/2017 NEOPA Membership Donna Bode & Barb Homer	\$ 40.00		
8/21/2017 Lola Young Reimbursement for NAEOP flowers	\$ 37.50		
8/21/2017 NAEOP Trip Reimbursement Jane Schneider	\$ 300.00		
		<b>Total Expenses:</b>	\$ 477.50
<b>Ending Checking Account Balance - 8/31/17</b>			<u>\$ 2,592.10</u>
<b>Beginning Cost Center Balance - 8/1/17</b>			\$ -
<b>Income:</b>			
Membership Dues - 8/11/2017	\$ 15.00		
Membership Dues - 8/21/17	\$ 15.00		
Membership Dues - 8/22/17	\$ 15.00		
Membership Dues - 8/25/17	\$ 30.00		
Membership Dues-8/31/17	\$ 15.00		
		<b>Total income:</b>	\$ 90.00
<b>Expenses:</b>			
8/1/2017 Deb Hendricks UNOPA Contribution to SC	\$ 125.00		
8/1/2017 Mary Guest UNOPA Contribution to SC	\$ 125.00		
8/7/2017 Deb Wasser UNOPA Contribution to SC	\$ 125.00		
8/22/2017 Edie Schleiger UNOPA Contribution to SC	\$ 125.00		
		<b>Total Expenses:</b>	\$ 500.00
<b>Ending Cost Center Balance - 8/31/17</b>			<u>\$ (410.00)</u>
<b>Ending Checking Account Balance - 8/31/17</b>			\$ 2,592.10
<b>Ending Cost Center Balance - 8/31/17</b>			\$ (410.00)
<b>Total Funds Available:</b>			<u>\$ 2,182.10</u>
<b>Savings Account Balance - as of 8/31/2017</b>			\$ 11,509.67

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**September 2017**

TO:

FROM: Barbara Homer

COMMITTEE: President

DATE: August 31, 2017

**Current committee report**

The September general meeting is going to be very informative by introducing my board. I would like each director/co-director to introduce yourself and briefly let the members know what your committee responsibilities are. There will be copies of the 2017-18 board of directors with your contact information at each table. My hope is that the members will come want to serve on the committees.

Letters will be going out soon to your supervisor/administrator thanking them for their approval of you serving on my board. Please get me your committee members' name(s) and address(es) to also send them a thank you letter.

**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**

**September 2017**

TO: Barbara Homer  
FROM: Kelsey Sims & Jennifer Haley  
COMMITTEE: Membership/Marketing  
DATE: 8/31/17

**Current committee report**

119 Facebook Likes

As of 8/31/17

0 New  
36 Active  
2 Associate  
10 Retired  
1 Lifetime  
1 Honorary

**Motions**

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

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_