

UNOPA Executive Board Meeting Minutes

November 7, 2017

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

2nd Floor Board Room, Innovation Campus

CALL TO ORDER

President Barbara Homer called the meeting to order at 11:40 a.m. Members in attendance introduced themselves to our guests, Julie Johnson and Rita Kean. Roll call was taken by Marsha Yelden, Recording Secretary.

MEMBERS PRESENT

Barbara Homer, Donna Bode, Marsha Yelden, Katherine Schwartman, Susan Wesely, Tricia Liedle, LaRita Lang, Debbie Hendricks, Kathy Schindler, Mikki Sandin, Jennifer Haley, Kelsey Sims and Marla Nissen.

MEMBERS ABSENT

Mary Guest, Lorraine Moon, Jennifer Greenlee, Gretchen Mills, Judy Anderson and Lola Young

AD-HOC COMMITTEE MEMBERS ABSENT

Jane Schneider

OLD BUSINESS

UNL Emeriti and Retiree Association President Julie Johnson and President-Elect Rita Kean presented information about the association. The association has recently changed its name from the UNL Emeriti Association. Now emeriti as well as any officially retired former employee of UNL can join the association. Brochures about the association were distributed. President Homer will work with Julie Johnson to schedule a time for a presentation about the association during a General Membership meeting.

OFFICER/COMMITTEE REPORTS

Recording Secretary/Minutes Approval: Minutes for the October 3, 2017 meeting were approved as corrected.

Treasurer/Treasurer's Report: Report attached. President Homer requested the description for the October 5, 2017 expense for \$44.00 be changed to read "NAEOP Affiliation."

President: Report attached.

President-Elect/Program: No report.

Corresponding Secretary: Report attached. Katherine Schwartman reported that the Giving Tree will be on display at the November General Membership meeting.

Past President/Bradley Munn: No report.

Approved as presented by UNOPA Board on December 5, 2017

Presidential Advisor: No report.

Awards: LaRita Lang reported that she has received four Floyd S. Oldt Boss of the Year nominees. She did not receive any nominations for the Floyd S. Oldt Silver Pen or Floyd S. Oldt Outstanding Staff awards. LaRita announced that there will be a soup supper benefiting Lynette's Angels in Garland, Nebraska on Sunday, November 12, 2017.

Bylaws/Nominating: No report.

Career Development/PSP: Report attached. Debbie Hendricks reported that there were 23 in attendance at the workshop on Friday, November 3, 2017.

Employee Concerns: Kathy Schindler indicated that we still need a representative for the Parking Advisory Committee. A representative for the Benefits Committee is also needed.

Membership: Kelsey Sims reported that she will supply UNOPA brochures for the new employee orientation. There was discussion that new members who attend General Membership meetings should be recognized and given an umbrella. The Outreach Committee will be given three umbrellas to bring to each meeting for new members. Kelsey will bring a box of the phone holders to the November General Membership meeting for distribution.

Technology: No report.

UNOPA Notes: No report.

Ways and Means: Marla Nissen plans to request a lower price for our parking lot spots. It was suggested to announce at the next General Membership meeting that members can sign up to work the November 24, 2017 game. There was discussion about ways to increase participation by letting members know how the funds raised will be spent. It was felt this would be helpful for new members.

Outreach: Mikki Sandin reported she needs registrations for the November 14, 2017 General Membership meeting today.

AD-HOC COMMITTEE REPORTS

Digital Commons: No report.

Marketing: No report.

OLD BUSINESS

A presentation on the UNL Emeriti and Retirees Association occurred at the beginning of the meeting.

Approved as presented by UNOPA Board on December 5, 2017

President Homer shared the name tags that were purchased for the board. The Outreach Committee will keep the name tags and have them available at each General Membership meeting.

NEW BUSINESS

It was decided to have a potluck meal at the December 2017 Board meeting. Donna Bode will create a sign up sheet for food. There will be a gift exchange at the meeting also. Price range is \$5 to \$10.

President Homer adjourned the meeting at 12:44 p.m.

Submitted by Marsha Yelden, Recording Secretary

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

November 2017

TO:
FROM: Barbara Homer
COMMITTEE: President
DATE: November 2, 2017

Current Report

Dr. Julie Johnson, President, UNL Emeriti and Retiree Association, will be attending our November board meeting to talk to us about the retiree association.

I received LeAnn Frobom's letter resigning her position as Director of Employee Concerns, effective November 1, 2017, due to personal health reasons. Kathy Schindler has offered to serve as the Director and will continue in that capacity for her additional year commitment, and Marcy Tintera will assist her if she has any questions.

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

November 2017

TO: Barbara Homer

FROM: Sue Wesely

COMMITTEE: Treasurer

DATE: November 2, 2017

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: _____

UNOPA Treasurer's Report -- October 2017

	Balances:
Beginning Checking Account Balance - 10/1/17	\$ 2,717.92
 Income:	
August Interest - Union Bank & Trust	
Deposit - 10/10/17 (memberships)	\$ 50.00
Deposit 10/12/17 (memberships)	\$ 30.00
Deposit - 10/12/17 Visa Chk Refund 39744 Dahlia Florist Greenville SC	\$ 23.85
Deposit - 10/23/17 (memberships)	\$ 49.00
Deposit -10/26/17 (\$90 memberships + \$10 Donation)	\$ 100.00
	Total Income: \$ 252.85
 Expenses:	
10/5/2017 NAEOP Barb Homer	\$ 44.00
10/10/2017 Debit Purchase Party America 13737	\$ 29.92
10/17/2017 Kelsey Sims Reimbursement-Stamps	\$ 9.80
10/17/2017 Kelsey Sims Reimbursement Gift Card	\$ 10.00
	Total Expenses: \$ 93.72
 Ending Checking Account Balance - 9/30/17	 <u>\$ 2,877.05</u>
 Beginning Cost Center Balance -10/1/17	 \$ -
 Income:	
Membership Dues -10/12/2017	\$ 30.00
Membership Dues -10/26/17	\$ 30.00
	Total Income: \$ 60.00
 Expenses:	
10/06/217 Barb Homer Phone Throne Cell Phone Holder	\$ 765.15
	Total Expenses: \$ 765.15
 Ending Cost Center Balance -10/31/17	 <u>\$ (705.15)</u>
 Ending Checking Account Balance -10/31/2017	 \$ 2,877.05
Ending Cost Center Balance -10/31/17	\$ (705.15)
Total Funds Available:	<u>\$ 2,171.90</u>
 Savings Account Balance - as of 10/31/2017	 \$ 11,509.67

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board Meeting

August 2017

TO: Barbara Homer
FROM: Kathrine Schwartzman
COMMITTEE: Corresponding Secretary
DATE: November 3, 2017

Current committee report

Sympathy card sent to Roddy Spangler 10/11/2017.

Giving Tree ornaments completed 11/3/2017.

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

November 2017

TO: Barbara Homer
FROM: Debbie Hendricks, Lorraine Moon
COMMITTEE: Career Development
DATE: November 2, 2017

Current committee report

The UNOPA Fall Workshop was held on Friday, November 3 in the Regency Suite of the Nebraska Union. Our Guest Speaker was Jill Averyhart, NAEOP Vice President. Jill gave two presentations, "Infographics" and "There's a Lizard in my Lasagna." There were approximately 30 individuals registered to attend the two sessions held from 1:00 – 4:45 p.m. The workshop was enhanced with the PSP Endowment Committee's annual raffle. Tickets were sold before the workshop and during the break, and winners were announced at the end of the day.

We are finalizing plans for Karen Kassebaum to give a brown bag presentation on January 19, 2018. Karen will be initiating a conversation on UNOPA's strategic plan and looking toward our future. While we encourage all UNOPA members to this presentation, it will be especially important for UNOPA Board Members to plan on attending. With the Chancellor encouraging UNOPA and UAAD to work together in a Staff Council, this meeting may be a first step in shaping the UNOPA of the future.

In addition to the above, our committee is exploring three other speakers in the spring. More information will be coming.