

UNOPA Executive Board Meeting Minutes

December 5, 2017

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

3rd Floor Conference Room, Innovation Campus

CALL TO ORDER

President Barbara Homer called the meeting to order at 12:00 noon. Roll call was taken by Marsha Yelden, Recording Secretary.

MEMBERS PRESENT

Barbara Homer, Donna Bode, Marsha Yelden, , Susan Wesely, Tricia Liedle, LaRita Lang, Mary Guest, Lorraine Moon, Jennifer Greenlee, Kathy Schindler, Gretchen Mills, Mikki Sandin, Jennifer Haley, Kelsey Sims and Judy Anderson.

MEMBERS ABSENT

Katherine Schwartman, Debbie Hendricks, Marla Nissen and Lola Young

AD-HOC COMMITTEE MEMBERS ABSENT

Jane Schneider

OFFICER/COMMITTEE REPORTS

Recording Secretary/Minutes Approval: Minutes for the November 7, 2017 meeting were approved as presented.

Treasurer/Treasurer's Report: Report attached. Susan Wesely has talked to the bank about getting savings account statements sent to her. She thinks they have it figured out. Susan Wesely made a motion: "I move to recommend that all or some of the savings account money be moved into the checking account so there is some activity in (or closure of) the savings account by January 2018." Seconded by Kelsey Sims. There was a question about how often we need to have activity in the savings account so it does not become inactive. There was discussion about moving money from checking to savings as there is currently enough money in checking to cover expenses. Judy Anderson moved to amend the motion: "I move to amend the motion to transfer \$500 from the checking account to the savings account." The amendment was seconded by Tricia Liedle. The amendment passed by a show of hands. The amended motion passed by a show of hands.

President: Report attached. Amy Lanham with UAAD is working on finding a speaker for the January meeting. Kelsey Sims suggested having the UNL Emeriti & Retirees Association representative speak at a Brown Bag session rather than at a General Membership meeting. It was suggested that the Rose Frolik luncheon would be appropriate also. President Homer presented the consent agenda for approval. The consent agenda included the ratification of the November 13, 2017 motion: Mikki Sandin moved: "I move for UNOPA to pay for dessert for the 2017 Bosses' & Awards Luncheon, not to exceed \$75." Seconded by Donna Bode. Voting was done by email and the motion passed. The consent agenda was approved.

President-Elect/Program: No report.

Corresponding Secretary: Report attached.

Approved as presented by UNOPA Board on January 9, 2018

Past President/Bradley Munn: Tricia Liedle moved: "I move to seek a donation of \$250 from UNOPA to NEOPA to support them in fundraising for the NAEOP conference awards banquet which is being hosted by Nebraska to help offset expenses." The motion was seconded by Mary Guest. President Homer mentioned that a suggestion was made to her to challenge the other Nebraska associations to match our donation. This was discussed and decided it would not work because some associations are inactive or dissolving and others do not have adequate funds. Marsha Yelden moved to amend the motion: "I move to amend the motion to increase the amount donated to \$500." There was no second. Marsha Yelden moved to amend her amendment on the table: "I move to amend the motion to increase the amount donated to \$1,000." There was no second. The second amendment was withdrawn by Marsha Yelden. Gretchen Mills seconded the first amendment. The amended motion carried by a show of hands.

Presidential Advisor: No report.

Awards: No report.

Bylaws/Nominating: No report.

Career Development/PSP: Report attached. Lorraine Moon reported the deadline to submit PSP application and paperwork is January 15, 2018.

There will be a January 19th brown bag luncheon at 12:00 noon in the City Union with Karen Kassebaum from Human Resources. Ms. Kassebaum will discuss a proposed Staff Senate. Lorraine reported she and Debbie Hendricks are working on other workshops for the spring.

Employee Concerns: Kathy Schindler indicated that she has talked with Cheryl in Parking about the Parking Concerns Committee.

Membership: Report attached. Kelsey Sims reported on the membership numbers. Donna Bode will contact the new member on East Campus who is looking for someone to carpool to meetings. Kelsey was encouraged by the Board to begin consultation with Ag. Leadership GAs regarding their assistance with a strategic plan for UNOPA.

Technology: Jennifer Greenlee asked if we could hire a University photographer for professional-quality pictures for the website. Judy Anderson will talk with the University photographers and see if this is something they would do and how much it would cost. Tom Slocum was suggested as a possible photographer. He is a former UNL employee who now is an independent photographer. It was suggested to look into using the stock photographs available through Communications. It was decided that this topic will be discussed more at the January meeting.

UNOPA Notes: Judy Anderson reported that the November/December joint issue will be out tomorrow. Jennifer Greenlee questioned if we need to have old minutes on the website. It was decided to have a link to Digital Commons for access to old minutes.

Approved as presented by UNOPA Board on January 9, 2018

Ways and Means: President Homer reported that Marla Nissen is looking for the Whittier binder from Parking Services. Parking Services provides the binder for each home football game when UNOPA works the parking lot. It is currently missing.

Outreach: Mikki Sandin reported that a cookie/candy exchange has been added to the December meeting. There are 18 people registered for the December meeting so far. Jennifer Greenlee asked if she could put the UNOPA website on the screen in the room for December's meeting. It was decided that the screen would not be needed by anyone else so that would be okay. There was discussion on who would like to be on the agenda for the December meeting.

AD-HOC COMMITTEE REPORTS

Digital Commons: Report attached.

Marketing: No report.

OLD BUSINESS

NEW BUSINESS

President Homer has met with Bill Nunez to request the possibility of the Chancellor providing funding for the UNOPA members attending the NAEOP Conference in July 2018. Mr. Nunez indicated this will not occur due to the current budget concerns.

Rhoda Zugmier contacted President Homer and explained that all UNOPA items in storage in her building needs to be removed by January 1, 2018 or it will be sent to UNL Inventory. Items include two boxes of UNOPA bags, one box of UNOPA records, one banner and scrapbooks. Tricia Liedle volunteered to pick up all items and store them at her house until we decide what to do with them. It was discussed that the scrapbooks could be scanned and uploaded to Digital Commons.

The January Executive Board meeting will be held on Tuesday, January 9, 2018 due to the University Holiday shutdown until January 2, 2018.

Judy Anderson announced that there will be a Christmas Cabaret at James Arthur Vineyards this weekend. Friday and Saturday at 7:00 p.m. and Sunday at 2:00 p.m.

President Homer adjourned the meeting at 12:49 p.m.

Submitted by Marsha Yelden, Recording Secretary

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board Meeting

December 2017

TO: Barbara Homer
FROM: Sue Wesely
COMMITTEE: Treasurer
DATE: November 30, 2017

Current committee report

Treasurer Report attached

Motions

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

"I move to: _____ recommend that all or some of the savings account money be moved into the checking account so there is some activity in (or closure of) the savings account by January 2018 _____

Motion Maker: _____ Sue Wesely _____

Seconded by: _____

UNOPA Treasurer's Report -- November 2017

	Balances:
Beginning Checking Account Balance - 11/1/17	\$ 2,877.05
Income:	
November Interest - Union Bank & Trust	
Deposit - 11/10/17 (memberships)	\$ 15.00
Deposit-11/16/2017 (\$15, membership; \$608.50 , Oldt Awards Luncheon; \$28.50, 50/50 Drawing; \$60, workshop)	\$ 712.00
Deposit 11/30/17 (memberships)	\$ 4.00
	Total Income: \$ 731.00
Expenses:	
11/7/2017 Premier Catering (INV ULM110317)	\$ 126.00
11/7/2017 NAEOP (Donation to Field Service Program/Fall Workshop Spkr)	\$ 100.00
11/7/2017 Debbie Hendricks (Reimbursement Fall Workshop items)	\$ 68.08
11/30/2017 Mikki Sandin (Reimbursement Luncheon gifts/centerpieces)	\$ 15.13
	Total Expenses: \$ 309.21
Ending Checking Account Balance - 11/30/17	<u>\$ 3,298.84</u>
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Beginning Cost Center Balance - 11/1/17	\$ -
Income:	
	Total Income: \$ -
Expenses:	
11/6/2017 UNL Printing--UNOPA Nametages	\$ 225.00
	Total Expenses: \$ 225.00
Ending Cost Center Balance -11/30/17	<u>\$ (225.00)</u>
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Ending Checking Account Balance -11/30/2017	\$ 3,298.84
Ending Cost Center Balance -11/30/17	\$ (225.00)
Total Funds Available:	<u>\$ 3,073.84</u>
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Savings Account Balance - as of 11/30/2017	\$ 11,511.12

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

December 2017

TO:
FROM: Barbara Homer
COMMITTEE: President
DATE: December 1, 2017

Current report

Followed up with Julie Johnson to find out when she and/or Rita Kean would like to attend one of our general membership meetings next year to talk about the UNL Emeriti and Retiree Association.

Also emailed Amy Lanham, UAAD President, regarding who their speaker is for our joint meeting with them on January 17, 2017.

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

2017-2018 Board of Directors Meeting
Consent Agenda – December 5, 2017

A. Mail/Fax/E-mail Ballot Ratifications

12/5/17	Approval to pay for dessert for the 2017 Bosses' & Awards Luncheon, not to exceed \$75	Motion Carried
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UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board Meeting

December 2017

TO: Barbara Homer
FROM: Kathrine Schwartzman
COMMITTEE: Corresponding Secretary
DATE: November 28, 2017

Current committee report

One get well card sent to Lynn DeShon on November 10, 2017.

Thirty-eight giving tree ornaments made for November Meeting. Seventeen have been taken.

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

December 2017

TO: Barbara Homer
FROM: Tricia Liedle
COMMITTEE: Past President
DATE: November 29, 2017

Current committee report

No report

Motions

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

"I move to: seek a donation of \$200 from UNOPA to NEOPA to support them in fundraising for the NAEOP conference awards banquet which is being hosted by Nebraska to help offset expenses.

Motion Maker: Tricia Liedle

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board Meeting

December 2017

TO: Barbara Homer
FROM: Debbie Hendricks and Lorraine Moon
COMMITTEE: Career Development and PSP
DATE: November 29, 2017

Current committee report

January 15 PSP deadline: If you are working on your PSP and have time over the holiday to put together your papers, please keep the January deadline in mind. If you need assistance, please let us know.

January 19 brown-bag luncheon: Karen from Human Resources will be talking to us about the proposed establishment of a Staff Senate. Everyone is to bring own beverage.

Other workshop to be scheduled in the Spring: Jan Deeds will present a workshop. Scott Stemper from Region V Systems will be presenting a workshop on suicide prevention (hopefully, a March presentation). If scheduling permits, Gretchen Mills will also present a workshop on Stress Free Relationships – How to Work with Any Personality (this will be a video presentation).

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

December 2017

TO: Barbara Homer
FROM: Kelsey Sims
COMMITTEE: Membership & Marketing
DATE: 12/1/17

Current committee report

Membership as of 12/1/17: 87 Members

- 5 New
- 62 Active
- 4 Associate
- 14 Retired
- 1 Lifetime
- 1 Honorary

*Seeking a volunteer that works on East Campus to provide a ride to one of our new members Jennifer Dush to the December meeting. She is interested in carpooling.

Marketing: I will be talking with one of our new members that is a new employee in my office about social media and marketing.

Suggestion for Strategic Planning: Consult with GA's in Ag Leadership to determine a strategic plan for the future of UNOPA. This may include reviewing where the organization is at as of right now, and what steps we may need to take for the future. Where are we at, and where do we want to go? Needs assessment.

Motions

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

"I move to: _____

Motion Maker: Kelsey Sims

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board Meeting

December 2017

TO: Barbara Homer
FROM: Jane Schneider
COMMITTEE: Digital Commons
DATE: 11/29/17

Current committee report

I just completed uploading the 16-17 Board and General Meeting Minutes to the Digital Commons. However, I noticed that I had placed the 15-16 minutes under 2016 but it needs an edit to state 2015. Just waiting for the administrator to help with an update, however the minutes are now in the commons.

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____