President’s Message

Happy New Year, UNOPA!

I hope you all had a wonderful holiday break. I am sure at some point we all took time to reflect on 2018, and think about what is to come in 2019. I can already tell that 2019 is going to bring good things. Let’s talk new year's resolutions. A resolution is defined in two ways: a firm decision to do or not to do something; the action of solving a problem, dispute, or contentious matter. A goal is defined as the object of a person’s ambition or effort; an aim or desired result. I like to set new year goals. They say if you write down your goals (or resolutions) you are much more likely to achieve them. This increases even more when you talk about it with others. I would like to encourage you all to do just that—set some new year goals, write them down, and share with a friend. They can be as big or small as you’d like. So far I’ve noted nine goals both big and small, and a couple of them are: I hope to do more yoga, and I also hope to spend more time reading books/articles of interest. Remember this year’s theme, jump in with both feet!

A big thanks goes out to the Lincoln East Singers who provided our December general meeting entertainment. There were around 40 students that performed Christmas carols, and we also had a cookie exchange for anyone who wanted to participate.

We will kick off 2019 with UNOPA hosting the joint meeting with UAAD on January 22, 2019, 11:45am-1:00pm. This meeting will take place in the Arbor Suite of the Nebraska East Union. Vice Chancellor Donde Plowman will speak to the group, then during the last part of the meeting we will collaborate with UAAD on a community outreach project for The People's City Mission. Please watch your email for the registration link.

UNOPA is currently seeking nominations for officers for the 2019-2020 ballot. Members may express their interest in serving and/or nominate others to serve for any of the following positions: President-Elect, Recording Secretary, and Corresponding Secretary. We will also be looking for folks who are interested in serving on the various committees next year. Please send nominations to Tonda Humphress at thumphress1@unl.edu.

Have a wonderful January!!

Kelsey Sims

UNOPA’s Mission

Education is the birthright of every person. We as members of the University of Nebraska Office Professionals Association pledge ourselves to safeguard that right. We acknowledge the unique role of educational office professionals and the importance of their contributions to the university and the community. The purpose of UNOPA is to provide professional growth and promote high professional standards for educational office professionals with the University of Nebraska, as partners, upholding the quality of service to the university educational system and the community.
MARK YOUR CALENDARS!

**January 21** - Martin Luther King Holiday

**January 22** – ***UNOPA | UAAD Combined General Membership Meeting @ the new College of Business, Rm 138

**February 5** – Executive Board Meeting @ Whittier

**February 11-15** – University of Nebraska Charter Week Celebrations—Marking our 150-year legacy

**February 12** – General Membership Meeting @ the Nebraska Union

**April 11-13** – North Central Area Professional Development Day / MAEOP Spring Workshop, St. Charles, MO

**July 15-20** – NAEOP Annual Conference, Boise, ID

***Note the new location for this meeting!***

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Thanks to All Who Donated!

Thank you again to everyone who contributed to our Giving Tree for CEDARS. We had 20 participants who helped fulfill the wishes of 25 deserving children. I estimated the gifts to total more than $500 with donations also being made online.

Let’s Celebrate some Birthdays!

Susan Wesely – January 18
Lisa King – January 21
Cindy Knight – January 24

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I encourage you to take a moment to watch the video below and see what a difference your contribution made to CEDARS.

**Facebook:** https://www.facebook.com/cedarskids/videos/288536251849912

**YouTube:** https://youtu.be/ASS-JMOjCQA

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I have also acquired an historical book on CEDARS. The book will be available for viewing at the January General Membership meeting. If anyone is interested in viewing at another time, please let me know.

Alycia Harden

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**CHARTER WEEK: FEBRUARY 11-15**

The University of Nebraska was chartered on February 15, 1869, and charged with its land-grant mission of public education, research and service to Nebraska. In 2019, the University of Nebraska–Lincoln marks a 150-year legacy of improving the quality of life for Nebraska and beyond. Please join us in celebrating the historic past of your university and helping us chart a bold new future.
With a new year comes new goals, new opportunities and a new UNOPA Board! This is your time to shine or to encourage someone else to shine. Time to “Jump in with Both Feet!”

Jana Pillsworth-Wood was gracious and brave enough to step up when UNOPA needed a president-elect, so we know she will be great to work with. Please help us put together a great group of people to serve on her Board as UNOPA moves forward. If you would be interested in serving in any of the following roles or if you have colleagues you would recommend to serve in any of these roles, please contact Tonda Humphress, Nominating Committee, at thumphress1@unl.edu or 2-3756. Please make your submissions by Friday, February 1. (If you have recommendations already in mind, no need to delay—you can contact her today!)

UNOPA Board Positions for the 2019 Ballot

- President-elect
- Recording Secretary
- Corresponding Secretary

**NOTE:** Jana Pillsworth-Wood will automatically move up to president. The treasurer position is a two-year appointment, therefore, Jamie Long will continue as treasurer for 2019-2020.

Finally, if you would like to serve on this year’s Nominating Committee you are certainly welcome—just let Tonda know. Make one of your New Year goals to help put together a terrific Board for 2019-2020! We look forward to hearing from you soon.

Thank you.

Tonda
# 20 Tips for a Positive New Year 2019

1. **STAY POSITIVE**
   - You can listen to the cynics and doubters and believe that success is impossible or you can trust that with faith and an optimistic attitude all things are possible.

2. **TAKE A DAILY "THANK YOU WALK"**
   - You can't be stressed and thankful at the same time. Feel blessed and you won't be stressed.

3. **EAT HEALTHIER FOODS**
   - that grow on trees and plants and less foods manufactured in plants.

4. **TALK TO YOURSELF**
   - Instead of listen to yourself. Instead of listening to your complaints, fears and doubts, talk to yourself with words of truth and encouragement.

5. **NO ENERGY VAMPIRES ALLOWED**
   - Post a sign that says ‘No Energy Vampires Allowed.’ Gandhi said, “I will not let anyone walk through my mind with their dirty feet.”

6. **BE A POSITIVE TEAM MEMBER**
   - Being positive doesn’t just make you better, it makes everyone around you better.

7. **DON’T CHASE SUCCESS**
   - Decide to make a difference and success will find you.

8. **GET MORE SLEEP**
   - You can’t replace sleep with a double latte.

9. **DON’T WASTE YOUR ENERGY**
   - Don't waste your precious energy on gossip, energy vampires, issues of the past, negative thoughts or things you cannot control.

10. **LOVE, SERVE AND CARE**
    - You don’t have to be great to serve but you have to serve to be great. Look for opportunities to Love, Serve and Care.

11. **REMEMBER YOUR WHY**
    - Live your purpose. Remember why you do what you do. We don’t get burned out because of what we do. We get burned out because we forget why we do it.

12. **LOVE THE PROCESS**
    - Remember there’s no such thing as an overnight success. Love the process and you’ll love what the process produces.

13. **HAVE TRUST**
    - Trust that everything happens for a reason and expect good things to come out of challenging experiences.

14. **NO COMPLAINING RULE**
    - Implement the No Complaining Rule. If you’re complaining you’re not feeding.

15. **READ MORE**
    - Read more books than you did in 2018. I happen to know of a few good ones…

16. **DON’T SEEK HAPPINESS**
    - Instead live with love, passion and purpose and happiness will find you.

17. **FOCUS ON “GET TO”**
    - Focus on “Get to” vs “Have to.” Each day focus on what you get to do, not what you have to do. Life is a gift not an obligation.

18. **GET BACK UP**
    - The next time you “fail” remember that it’s not meant to define you. It’s meant to refine you.

19. **SMILE & LAUGH MORE**
    - They are natural anti-depressants.

20. **ENJOY THE RIDE**
    - You only have one ride through life so make the most of it.

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**sign up for more tips at JonGordon.com**
Thank you to the Lincoln East Singers for entertaining us!

The sounds of the holidays rang throughout the ballroom in the Nebraska Union on Tuesday, December 11th, as UNOPA members enjoyed listening to the Lincoln East Singers, under the direction of Brett Epperson and accompanied by Shelly Self. Lincoln East Singers is the varsity choir, made up of 65+ juniors and seniors from Lincoln East High School who sing together daily and perform at local events. Attendees enjoyed the beautiful sounds of these high school students during the special December holiday general meeting.

Director Brett Epperson addresses the audience.

Accompanist Shelly Self made them sound even better.

Some UNOPA members shared their baking skills by taking part in the cookie exchange.

Christmas gifts donated by UNOPA members for Cedars Home for Children.

This doorprize looks delicious!

UNOPA members enjoying the beautiful Christmas music.

Christmas gifts donated by UNOPA members for Cedars Home for Children.

The Lincoln East Singers showing off their clapping skills in one of their more lively numbers. (No, the director is not actually standing on the piano!)
Minutes of the
UNOPA GENERAL MEMBERSHIP MEETING
Union Ballroom City
11:45a.m.-1:00p.m.
December 11th, 2018

Lincoln East High School Singers Perform prior to meeting.

President, Kelsey Sims, called the meeting to order 12:12p.m.

Next month approve GENERAL MEMBERSHIP MEETING MINUTES from November 2018

APPROVAL OF TREASURER’S REPORT FROM November 2018

The September Treasurer’s report will be filed for audit.

OFFICER AND COMMITTEE REPORTS

Secret Friends
Mary Greer now coordinates this.

UNOPA NOTES-Judy Anderson
UNOPA notes will be out tomorrow.

Outreach-Lainey Bomberger and Allison Casey

Prizes for the 50/50 drawing awarded to ticket 595938. Baskets at tables given away in random drawing from sign in sheet.

Corresponding Secretary

Giving Tree gifts for Cedars due at noon tomorrow.

Barbara Homer (Immediate Past President) is retiring and her retirement party is Thursday, December 13th 3:00p.m.-5:00p.m. at the Regency Suite in the Nebraska Union City campus.

Meeting adjourned at 1:00p.m.

Submitted by: Lori Sorto, Recording Secretary
Conferences and Workshops and Seminars, Oh MY!

Save The Date  
2019 NAEOP Annual Conference and Master Seminar  
July 15-20, 2019  
Boise, Idaho

MAEOP/NORTH CENTRAL  
SPRING WORKSHOP 2019  
St. Charles, MO

SAVE THE DATE  
April 11-13, 2019  
Professional Development

Challenge yourself to Capitalize on your Passion for Professional Development in the First Capital of Missouri!!!

Drury Inn Hotel St. Charles, MO  
380 Mulholland Dr.  
636-724-5772

$116.99 per night includes  
Free Breakfast  
Free evening drinks and snacks  
Free Wifi

For reservations use group code 2353207

Hosted by GWABOP  
Contact JoAnn Greenwell @ jgreenwell@psdr3.org with any questions

NEOPA Spring Event

The Nebraska Educational Office Professionals Association is currently planning

A Celebration / Recognition Dinner

at Wilderness Ridge  
April 4, 2019.

More details will be coming soon.

Road Trip to Valentine!

SOUTH DAKOTA AOP is hosting their Spring State Conference in Valentine, NE  
June 5, 6, and 7, 2019  
Valentine’s Niobrara Lodge

Phone: 402-376-3000  
The rooms are $95.
Happy New Year!