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NEOPA Executive Board Minutes - June 2007

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**Nebraska Educational Office Professionals Association
Board Minutes**

June 30, 2007

Nebraska Educational Telecommunications Building

Take the Lead

I. CALL TO ORDER – WELCOME

President Christine Cary called the first meeting of the 2007-08 NEOPA board of directors to order at 10:45 a.m. Members introduced themselves and mentioned one thing they liked about their job.

II. ROLL CALL

Members present:

Christine Cary, CEOE
Becky Hastings
Judy Anderson
Linda Teach, CEOE

Carol Bom, CEOE
Kitten Slezak, ~~CEOE~~
Peg Johnson
Donelle Moormeier

Julie Kleager, CEOE
Edie Schleiger, CEOE
Nancy Harter, CEOE
Barbara Homer

Members absent:

Peg Aldridge, CEOE
Karen Jackson ~~CEOE~~
Michelle Lemke ~~CEOE~~

Debbie Doolittle ~~CEOE~~
Amy Chandler
Carol Reed

A quorum was established.

III. APPROVAL OF MINUTES

No minutes were available.

IV. PRESIDENT'S REPORT

President Cary requested that the Finance Committee review the last two years of spending to get an idea of where expenses have gone and to report at the August meeting.

Creative Brief: A handout she shared with the board as a tool for all directors and officers.

Meeting Rules: Honest and open communication within a short concise time frame. Review and follow parliamentary procedures. Motions should be written in advance of the meeting when possible. Written reports should be submitted to the recording secretary and brief oral reports presented at the meetings. Directors were asked to report on committee work and decisions made, but not to leave committee work up to the board. Unfinished business would only be listed if motions were pending. Come prepared!

V. TREASURER'S REPORT

No report available.

VI. SECRETARY'S REPORT

Judy Anderson requested that board members also submit their reports to her as electronic files.

VII. PRESIDENT-ELECT'S REPORT

Becky Hastings reminded the board that membership renewals were due. She is also looking into getting the new NEOPA pins ordered as approved by the previous board.

VIII. DIRECTOR REPORTS

Only directors with reports are listed.

- **Publicity:** Barb Homer reported her first press release will be reporting on the National Conference.
- **Field Service:** Carol Bom stated her commission as promoting NEOPA across the state of Nebraska. She will be focusing on contacting new prospective members in other higher education institutions and promoting the linking of LPSAOP and OEOPA for mentoring purposes.

IX. UNFINISHED BUSINESS

None.

X. NEW BUSINESS

It was agreed that the NET facility was a great place to meet, so the next meeting will be held August 4, 2007, 9:30-11:00 a.m., at the NET Building.

XI. ADJOURNMENT

Meeting was adjourned at 11:45 a.m.

Judy Anderson
Recording Secretary

Christine Cary
President