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NEOPA Annual Reports

NEOPA-Nebraska Educational Office Professionals
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NEOPA Final Board Reports 2005 - 2006

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2005 - 2006
NEOPA Final Board Reports
June, 2006

PRESIDENT

Deb Ryan, CEOE (LPSAOP)

Committee Members:

2005-2006 NEOPA Officers and Board of Directors

A year ago I shared my vision as I shared what the 2005-2006 team was going to be reaching towards. I encouraged each one of you to get your **biggest basket** representing your personal and professional goals as an employee and a member of this association. We were to fill our baskets full of our talents and wishes for the year ahead. It's hard to believe that it has been a whole year. They say time flies when you're having fun and I guess they're right. It has been fun and my time is almost up as your NEOPA President.

It has been an honor serving NEOPA in the capacity of President as we all worked together this past year to **Bring Attitude, Skills, Knowledge and Excellence Together**. The board has worked very hard this year to take NEOPA to the next step by reaching out to the community with three very successful service projects, creating a new NEOPA brochure to share what NEOPA is all about, to reach out to associations in need and increase NEOPA membership numbers.

The NEOPA Board hosted the Fall Workshop at ESU in Omaha where we learned valuable tools on Effective Grammar and Writing Skills from Sharon Hakel-Hatton Ph.D. We also learned numerous tips and tricks to Microsoft Word. We would have learned about Excel also but there was so much information and so many questions, there just wasn't time to cover it all. On the bright side, this gives us a chance to bring Ranelle Maltas back for the Fall Workshop this year to learn about Excel.

UNOPA hosted an awesome Spring Conference in Lincoln. (Find the Spring Conference Report beginning on page 15.) The conference was topped off with the installation of officers, where I very confidently passed the gavel to our new NEOPA President; Carol Bom, CEOE.

In conclusion I would like to thank you for working with the 2005-2006 board as we worked to adopt the attitude "that if it is going to be it is up to me" to support this association by bringing our skills, knowledge and excellence together as a team. Pearl Buck said: "The secret of joy in work is contained in one word - excellence. To know how to do something well is to enjoy it." I would like to thank you all for joining the board this past year, as we worked together in bringing together the attitude that we will not hide our skills and knowledge under our baskets, but share them for the good of this association, and together we did achieve excellence!

Respectfully submitted,
Deb Ryan, CEOE President

PRESIDENT-ELECT/MEMBERSHIP COMMITTEE DIRECTOR

Carol Bom, CEOE

Committee members:

Kathy Bennetch, CEOE (UNOPA)
Amy Chandler (LPSAOP)

Connie Paxton (UNOPA)
Carol Wusk, CEOE (UNOPA)

)

Purpose of committee:

The President-elect shall serve as the Director of the Membership Committee, which shall promote increasing Association and national membership and shall pass on the eligibility of members to vote. The Director shall receive all dues, issue membership receipts when requested, and furnish the Newsletter Director and Secretary with a current membership listing for publication prior to the end of the fiscal year.

Committee Activities:

The Membership committee met three times throughout the year and also communicated via e-mail. We met on August 30, mid-November and January 19.

professional background, her current business venture, marriage, men, and shoes with fashion tips and tricks. She was a delight and inspiration. The lucky door prize winner will be visiting "Cathie Fife's House" because she won a gift certificate to Cathie's boutique in Blair.

The biggest complaint about Diane Rolfsmeyer's presentation was that those who attended would have enjoyed hearing more from this very knowledgeable financial planner. She came dressed and ready to discuss growing a financial garden! Some of her easy to understand and simple to follow tips are sure to help guide us as we do simple budgeting and often difficult saving. Diane got an earlier than expected start but still could have offered more of her expertise if her time would have allowed. Unfortunately, we had contracted Diane for just 1 hour and could not have asked her to speak longer without compensation regardless of how our schedule was progressing. The door prize from Diane's presentation was a "bag of money" which will get the lucky winner a jump start on her financial future!

Diane Sullivan shared tips and tricks of organizing. Diane is a true example of a member who possesses a unique talent for putting order into our lives. She is one of our 'diverse' UNOPA members. We may not all be able to completely organize our lives as the result of her presentation, but we all learned "it is OK to throw things away!" Sometimes we need someone to tell us the simple things to allow us to believe them. The lucky winner of the "Gain through Or-GAIN-ization" briefing will be learning some of Diane's tricks first hand when she uses her 1-hour-of-organization-time certificate and has Diane visit her home or office and help her at least begin to get organized.

Christine Cary, another of UNOPA's diverse members, shared her packing and traveling tips and tricks. During her "Have-Suitcase, Will-Travel" briefing, Chris explained how she can travel anywhere with just one suitcase and still have what she needs to attend any function. Some of the tricks were new to those attended and some were reminders of age-old ideas for packing and traveling. The lucky winner of the door prize from this briefing took home a purple suitcase. She will be able to try some of what she learned to do some summer traveling.

The morning keynote speaker, Vicki Highstreet, and "Mellow Yellow" was rated as one of the most beneficial of the day's presentations. Her examples can be used at the work place as well as in one's personal life. Vicki relayed a great deal of expertise in a relaxed manner. Her insight in interacting and working with co-workers was appreciated by all who attended. Her handouts were excellent and will be a great resource during future dealings.

The afternoon keynote speaker, Patt Harper, reminded everyone it is good to laugh. Using humor to accomplish your day-to-day duties allows a positive and productive environment. Things like wearing a banana nose while driving and dealing with road rage, is an example of one of the simplest ways of dealing with anger. Keeping toys handy can relieve the tension of both the employee and their customers. We all need to allow the child in us to surface so the stress of our lives doesn't overwhelm us and take away our health and vitality.

Our luncheon offered us a chance to network with others as we ate our lunch and then an opportunity to learn about different local association's activities. Each organization has completed or is currently working on numerous worthwhile projects and their diversity was energizing. Since the NEOPA President has spent many hours keeping all of the members informed about the Nebraska association's activities, Deb Ryan's overview was most eye-opening to the non-NEOPA-members in attendance. As a result of these presentations, we hope some of the non-members will find something that triggers their interest and will consider joining one of the local or the state organizations. Lola Young and Carol Bom ended the lunch time program with an informative overview of the National (NAEOP) organization and conference. Hopefully, after hearing about what happens at the annual conference, many will make plans to attend.

The business meeting rounded out our day. President Deb Ryan conducted an organized and efficient meeting which included officer and committee reports and announcements. The meeting was a fitting finale to a day of learning and interaction.

We can't provide a complete summary of the NEOPA Conference without mentioning our "night-before" social & auction and our banquet & installation which was the fitting end to the day. The Fund-Raising Committee, headed by director Lisa Morehouse, raised the excitement level for the conference with a

This project was a great success due to our members from across Nebraska participating.

Support Our Troops

Our final project was to raise money to purchase phone cards to send to Nebraska troops serving overseas.

Flyers for this were emailed out in February for members to post and collect donations. We collected donations during the month of March, wrapping up with our spring conference March 30-31. One member asked her local association to give the \$15 designated for flowers after surgery, to go to the phone card project. Her son is serving in the Army and is currently in Iraq.

I made contact with 'Operation Uplink' a VFW supported program for our armed forces to receive phone cards to call home with. My contact at the Operation Uplink headquarters was Linda Ferguson (lferguson@vfw.org) and she was awesome for information and lining up how to donate this. She suggested we see Dwaine Wilson at the VFW headquarters in Lincoln and present the check to him. Linda emailed me the form to fill out and give to Dwaine with our donation so she could process it as we wished. President Deb and I made the presentation to Dwaine on April 19th at VFW headquarters in Lincoln.

I contacted the Nebraska National Guard for a listing of currently deployed Nebraska units. We selected the 1-167th CAV based on the number of troops; 65 troops. This group is made up of people from southern and southeastern Nebraska. We could afford to give each member of this unit a phone card!

A total of \$490 was donated to this project. This project was reported on in LPSAOP's Summer Chronicle and NAEOP's Summer NES Connector.

Respectfully submitted,
Nancy Harter, CEOE, Chair

SPRING CONFERENCE CO-CHAIRS

Diane Wasser, CEOE & Sandy Watmore, CEOE

NEOPA Spring Conference on March 31, 2006

UNOPA hosted the 2006 NEOPA Spring Conference at the UNL East Campus Union on March 31. Those who attended spent the day learning about the diversity and similarities of our members as we evaluated the differences and similarities of "Daffodils, Daisies, and Dandelions!" Despite slightly crowded conditions due to a higher than expected turn-out, most comments from those who attended indicated they enjoyed the chance to meet other Nebraska educational office professionals while learning new and useful skills while enjoying a day away from the office that showcased laughter as a positive addition to all work environments and all of our lives.

Despite the planning committee's best efforts to follow a tight schedule, quicker than planned greetings and introductions resulted in some extra, unplanned minutes between presentations. According to the end-of-conference evaluations, some of those who attended enjoyed the leisurely pace that allowed for time to network, make new friends, and catch up with old friends while others felt the time was wasted. Accurate scheduling is one of the most difficult tasks while planning such an event and historically we tend to run behind schedule and end up rushing to finish everyone at the end of the day. We hope those who attended left revitalized because of the ample time allowed between events.

The speakers all rated above average when evaluated from 1 to 5 by those who attended each session. The two keynote speakers were both very well appreciated and many who attended enjoyed the chance to "pick-and-choose" the briefings they felt would be of the most interest to them. Our conference briefing plan was a mini-version of what we all experience when we attend an annual national (NAEOP) conference. It was a plan that was well received by the majority of those who attended.

It is no surprise that the "Dress to Impress" by Cathie Fife was the highest rated presentation. Cathie attempted to reiterate that despite age, shape, history, and circumstances, everyone can look good in their skin. A major factor in how one looks is simply a good attitude. She mixed antidotes about a varied

Spring 2006

We held an auction at the Thursday night Social of the NEOPA Spring Conference. We made a total of \$2,326.75 from the silent and live auction items. See Auction report for details of this event. The 50/50 raffle raised \$207.50 at this conference.

Expenses for the Year

The only expense this committee incurred this year was the postage for letters to area businesses asking for donations for the auction. This amount was \$80.00.

Suggestions for Future Fundraisers

It is extremely important to start thinking of what fundraiser(s) you would like to do as soon as you attend the transition meeting in June. Be sure you allow yourself enough time to plan your events. Although I had always wanted to do the Auction and it was approved by the board at the August Board meeting, I did not allow myself enough time to properly put the wheels in motion. I should have started with the auction planning much earlier.

When deciding what to do, don't be afraid to think big when choosing what you want to do. I felt it was easier to have one big event rather than a fundraiser at both the Fall Workshop AND the Spring Conference.

Respectfully submitted,
Lisa Morehouse, CEOE, Director

SERVICE PROJECTS AD HOC COMMITTEE CHAIR

Nancy Harter, CEOE (LPSAOP)

This was an active year for NEOPA's members participating in service projects. Although we are spread out through the state, we had some great activities that any member could participate in.

Blood Drive

Our first effort was a state wide blood drive set for June 21-September 21, 2005; this was another first for our association. All members, their families and co-workers were encouraged to donate blood at their local blood banks and blood drives. A total of 40 units of blood were donated in NEOPA's name. Considering that each unit has the potential to save three lives, we potentially helped 120 fellow Nebraskans. Julie Kleager, CEOE; LPASOP, coordinated a blood drive at the Lincoln Public Schools maintenance center to promote our activity.

For donations in the Wayne area, the Slouland Community Blood Bank was contacted about our project. In the Omaha area, the Red Cross collects blood donations. In Lincoln, the Community Blood Bank collects.

The report for this activity was in the Fall, 2005 NEON.
Also assisting with this service project:
Jeanne Ann Kardell, Jane Rumbaugh, and Sandy Watmore.

YWCA Job Outfitters

In October, 2005, we made a sizeable donation of career clothing to Lincoln's YWCA for their Job Outfitters program. This program assists low income women with their career wardrobes; they can interview and go to work with confidence knowing their wardrobe is appropriate.

We collected clothing for 6 weeks-from September 1-October 15. The collection was wrapped up on October 15, at our fall workshop. All members were asked to donate clothing they no longer used, as long as it was in good condition. There was so much clothing collected, we surprised the YWCA staff! It was overwhelming! NEOPA received some TV airtime as Dick Janda (husband of Kathy Janda, CEOE; LPSAOP) from KLKN Channel 8 in Lincoln came and covered our presentation.

Donations were collected and kept at President Deb Ryan's home and some other members' homes-Lisa Morehouse, Kathy Janda, Carol Bom and Linda Luedtke. The report on this activity was in the Winter, 2005 NEON.

SCHOLARSHIP COMMITTEE DIRECTOR

Virginia Backstrom (WEOPA)

Committee Members:

Denise Mostek
Carol Reed

Carol Stephens

Each year the NEOPA Scholarship Committee is asked to promote participation in the activities of the committee. They are asked to receive applications for and oversee the selection of a recipient for the NEOPA Scholarship. The committee is asked to provide our scholarship winner with the forms for application, the committee support, and the NEOPA contribution toward the national Marion T. Wood Student Scholarship.

Because of the resignation of Jennifer Keller as committee director, Virginia Backstrom began committee duties as director in October. Committee members enlisted to assist included Denise Mostek, Carol Reed and Carol Stephens. They assisted in mailings, in choosing judges, and in scholarship verification activities.

As committee director, I attended Executive Board meetings, corresponded with last year's scholarship winner and assisted in finalizing the information needed in order for her to receive her scholarship funds; and also worked with the committee to receive applications and select judges for this year's scholarship competition.

This year we had four applicants for the NEOPA student scholarship. Three judges were secured and Laura Hays of Millard North High School was chosen as our 2006-07 scholarship recipient. Chosen alternate is Sharissa Schlote of Lutheran High Northeast/Norfolk. Laura and both parents, Gary and Robbin Hays, were in attendance at the NEOPA Spring Conference evening banquet in Lincoln.

It has been a very interesting and enjoyable year and the pleasure of getting to know both last year's and this year's scholarship winners and families was a reward in itself.

Respectfully submitted,
Virginia Backstrom, Director

WAYS AND MEANS COMMITTEE DIRECTOR

Lisa Morehouse, CEOE (LPSAOP)

Committee Members:

Amy Chandler
Lanette Dunn
Julie Kleager
Mary Guest
Jean Harrison

Nancy Harter
Barbara Homer
Peg Johnson
Cynthia Knight
Linda Luedtke

Jean Pyle
Phyllis Rabe
Carol Reed
Deb Ryan
Lola Young

Summary of the Year

Fundraising for 2005-2006 mainly focused on the Auction in the spring. It was my hope and intent that this activity would generate enough money to keep the rest of our fundraising efforts to a minimum. I was very pleased to report that our projects this year raised \$2698.75. This included the Auction and two 50/50 raffles.

Fall 2005

The annual 50/50 Raffle was held at the Fall Workshop. We did a morning raffle and an afternoon raffle. Total money collected was \$164.50.

PUBLICITY COMMITTEE DIRECTOR

Christine Cary, CEOE (UNOPA)

Committee Members:

Kathy Bennetch, CEOE
Edie Schleiger, CEOE

Jorena Larsen
Carol Bom, CEOE

Press releases sent:

National Educational Office Professional of the Year from University of Nebraska, July 25, 2005
UNL Staff Take Top Honors for Newsletters, July 26, 2005
Nebraska Educational Office Staff Win Top Honors for Communications, Growth, July 29, 2005
Educational Office Professionals Workshop, September 14, 2005
Phone Cards for Nebraska National Guard Troops, April 24, 2006
Educational Office Professionals Gather to Learn, Install New Officers; May 3, 2006

Emails about NEOPA and award winners sent:

- Linda Staples, Peru State Support Staff Senate, July 29, 2005
- Deena Kennell, Chadron State College Professional Staff Association, July 29, 2005
- Patty Svajgl, Omaha Public Schools Bulletin, July 29, 2005

Membership/recruitment brochure, *It's Not Just a Job*, updated with new photos and text

NEOPA Logos Updated: available in black/white and color; and in EPS and JPG

It's Not Just a Job brochures & letters from membership director sent:

- NEOPA members, December, 2005, 2 brochures each to 165 addresses
- Omaha Area and Statewide Campaign, January, 2006, 1 brochure each to:
 - Douglas County Schools, 43 addresses
 - Nebraska Superintendents, 676 addresses
 - ESU 3 Offices, 43 addresses

Postcard Invitations to Spring Conference sent:

- Douglas County Schools, Nebraska Superintendents & ESU 3 Offices, February, 2006

Courtesy cards sent:

- Jorena Larsen, baby (grandchild)
- Jorena Larsen, sympathy
- Pat Lundahl, sympathy
- Julie Kleager, baby (grandchildren)
- Lola Young, congratulations
- Julie Damme, sympathy
- Angela Meyer, baby
- Nelsine Scofield, get well

Serving as NEOPA's Publicity Director was a good learning experience, and lots of fun. Barb, Kathy and Edie all contributed by proofreading text, creating mailing lists and labels, and stuffing envelopes. Although they weren't listed as committee members at the beginning of the year, Jorena Larsen and Carol Bom should receive credit for this committee too. Our projects were completed without delay because Jorena went out of her way to pick up our mailings, take them to the mailing companies, and pay the bills on the spot. Carol spent hours stuffing envelopes with us and helping with the writing. I'm thankful that I was able to work with all of these great people!

Respectfully submitted,
Christine Cary, CEOE, Director

willingness to serve NEOPA. President Deb Ryan sent out an email to all NEOPA members announcing the results.

I want to at this time thank my committee members, Carol, Jeanne Ann, and Lynn, for serving on my committee. They are awesome ladies, and I could not have done it without them. Also, thank you to President Deb Ryan for giving me this opportunity to serve as your director of Nominating. I truly enjoyed being a part of the Executive Board and have gained so much more insight and experience because of it.

Respectfully submitted,
Barbara Homer, Director

PROFESSIONAL STANDARDS COMMITTEE DIRECTOR
Kathy Janda, CEOE (LPSAOP)

Committee Members:

Carol Packard, CEOE
Jeannie Andelt, CEOE

Eleven Members received their PSP certification between May 15, 2005 and January 15, 2006. They are as follows:

- Joyce Ahlberg – Advanced I, Option I (LPSAOP)
- Susan Bartlett – Bachelor Degree, Option II (LPSAOP)
- Mary Guest – Advanced III, Option I, CEOE (UNOPA)
- Louise Kolle – Advanced I, Option I (LPSAOP)
- Rhonda Meyer – Bachelor Degree, Option II, CEOE (LPSAOP)
- Connie Shafer – Basic, Option I (LPSAOP)
- Margy Wagner – Bachelor Degree, Option II, CEOE (LPSAOP)
- Gretchen Walker – Bachelor Degree, Option II, CEOE (UNOPA)
- Michelle Lemke – Bachelor Degree, Option II, CEOE (LPSAOP)
- Angela Rushman – Bachelor Degree, Option II, CEOE (LPSAOP)
- Linda Hendrix – Advanced II, Option I (LPSAOP)

We have only been notified of one member to this date that has received their PSP certification by the May 15, 2006 deadline and will be recognized at a future state conference. That member is:

- Summer Brannan – Advanced I, Option I (LPSAOP)

During this past year, Carol and I were able to give two power point presentations, one in Wayne for the WEOPA members interested in pursuing their certification, and one in January for the UNOPA members. After each presentation, a question and answer session was held. In each case, there were several members who were very close to being able to achieve their PSP certification.

Information was mailed to new members in Cozad and Columbus as well as several local members who were interested in PSP certification.

A list of recertification requirements were assembled and sent out to 13 members who had requested this information.

Twenty-five, former PSP recipients, placed orders for the Nebraska-shaped plexiglass paper weights, which were offered on a one-time basis for \$5.00.

Those who have received their certification by the January 15, 2006 deadline were recognized during the business meeting at the State Conference March 31, 2006.

Respectfully Submitted,
Kathy Janda, CEOE, Director

It was decided that this Annual Report would not be formally edited or printed and simply gathered together and organized by the president. Works for me!

I would like to thank my committee for all their encouragement, for the submitting of ideas, the proof reading, and the attempt to keep me on task. Those wonderful people would include Carol Bom and Barb Carley. Another big thank you to the NEOPA Board for submitting their reports and articles as timely as they did.

I love this job and I'm glad Carol is letting me do this for NEOPA again next year!

Respectfully submitted,
Judy Anderson, Director

NOMINATING COMMITTEE DIRECTOR

Barbara Homer (UNOPA)

Committee Members:

Jeanne Ann Kardell, CEOE
Lynn DeShon, CEOE

Carol Wusk, CEOE

On December 2, 2005, the NEOPA Nominating Committee met. Each member was given a copy of the NEOPA Bylaws, Nominating Committee guidelines, Calendar of Events, and the Director's guidelines on elections. A copy of the NEOPA membership list was given to each committee member and we went through the list and made a decision of who would be responsible for calling which members. The committee decided to begin contacting members the week of January 9 through January 20, 2006.

An article was submitted in the Winter NEON encouraging individuals to run for an elective office for the Spring 2006-2007 term.

In January, the Nominating Committee Director contacted and received verbal commitments from each of the candidates to run for an elected office for the 2006-2007 year and had asked them to send me a profile/bio, via email. The following candidates were approved by the NEOPA Executive Board and were put on the ballot:

| | | | |
|------------------|--------------------|------------|-----------------------|
| President-Elect: | Chris Cary, CEOE | Secretary: | Lois Brown |
| | Diane Wasser, CEOE | | Linda Teach |
| Vice President: | Peg Aldridge, CEOE | | Gretchen Walker, CEOE |
| | Amy Chandler | | |

The Nominating Committee had planned to meet on February 9, 2006, to stuff envelopes and get them ready to be mailed but, due to a late add-on, the meeting was cancelled. The ballot was revised and the director took care of handling the mailing project herself as the other committee members were not available to meet at another time due to time constraints. The ballots along with the proposed changes to the NEOPA Bylaws were sent out to all NEOPA active and active-retired members on February 15, 2006 and were due back March 1, 2006.

An article was submitted in the Spring NEON announcing the nominees who will be placed on the ballot to be mailed out February 15, 2006.

On March 7, 2006, the Nominating Committee met to tally the votes. The committee was very pleased with the voter response as 107 ballots were received for a 68% return! The 2006-2007 NEOPA officers are:

| | | | |
|------------------|--------------------|------------|-------------|
| President-Elect: | Chris Cary-CEOE | Secretary: | Linda Teach |
| Vice President: | Peg Aldridge, CEOE | | |

The results were reported to President Deb Ryan. The Nominating Director contacted the elected officers to congratulate each of them, and letters were sent to all nominees expressing our appreciation for their

Over the past year the Information/Technology Committee met 4 times with various phone calls and emails in between. The dates of the meetings were August 31, 2005; October 5, 2005; December 21, 2005; and February 20, 2006.

The primary goal of the Committee this year was to give the website a new look. Much thought and discussion went into the process of how we need to give our members easy access to a great deal of information. Design, content, navigation flow, and timeliness were all part of the decision making process. The Committee members worked very hard in developing the new pages and with all their dedication and hard work, we are proud to say that the new look to the website was released on December 21, 2005.

Future goals of this Committee include:

1. Revising/updating the PowerPoint Presentation.
2. Revising/updating the PSP information.
3. Adding more photos to the Photo Gallery.
4. Assisting the Membership Committee in developing a database for membership renewals.

Expenses incurred by the Committee this past year have been the purchase of the "Web Easy" program (\$50.00) and the application fee (\$20.00) for the "Past Presidents Council Website Award."

Respectfully submitted,
Karen Jackson, Co-Director

NAEOP LIAISON COMMITTEE DIRECTOR

Lola Young, CEOE (UNOPA)

Report to be in fall edition of *the NEON*.

NEWSLETTER COMMITTEE DIRECTOR

Judy Anderson (UNOPA)

Committee Members

Carol Bom, CEOE
Barb Carly

Well, I'd like to report that the spring edition of *the NEON* won first place in the national newsletter competition, but since that won't happen until later this summer, I can't do that. However, I think we have a really good chance of rating pretty high because that color edition looked pretty spectacular...if I do say so myself! Let's keep our fingers crossed!

Here is the bottom line information for this year's NEON.

| <u>edition</u> | <u># of copies</u> | <u>printing cost</u> | <u>postage cost</u> | <u>total cost</u> |
|----------------|--------------------|----------------------|---------------------|-------------------|
| Fall | 175 | \$217.40 | \$57.24 | \$274.64 |
| Winter | 187 | \$232.31 | \$38.38 | \$270.69 |
| Spring | <u>220</u> | <u>\$500.00*</u> | <u>\$73.92</u> | <u>\$573.92</u> |
| TOTALS | 582 | \$949.71 | \$169.54 | \$1,119.25 |

* The actual printing cost was \$648.80, but my department picked up \$148.80 of the expense.

I learned a lot about designing a newsletter throughout this whole process and I felt each edition looked just a little better than the one before. I won't promise that much difference next year, but you never know what I'll learn over the summer!

I think there is room to improve *the NEON* with more affiliate news and pictures next year and possibly more news from National and Central Area. I think I just need to mainly work on getting good contacts from each entity to communicate with directly.

Even though I loved editing the NEON, I must admit I wasn't heart broken when we were reminded that years ago we agreed on printing only three editions—with the forth being only a compilation of final reports.

BYLAWS COMMITTEE DIRECTOR

Dee Oltman, CEOE (LPSAOP)

Committee Members:

Debbie Hendricks, CEOE, UNOPA
Debbie Doolittle, CEOE, LPSAOP

Linda Teach, WEOPA

All committee members actively and carefully reviewed the association's Bylaws, Standing Rules and Duties of Committees. Recommended changes were brought to the NEOPA board meeting in January. Proposed changes were approved and placed on the Bylaws/Standing Rule ballot (Attached is a copy of the ballot.)

NEOPA members were sent ballots of proposed changes to the NEOPA Bylaws and Standing Rules via mail in February. The committee met March 22 and counted ballots. All proposed bylaw changes were approved by the necessary two-thirds vote. All proposed Standing Rule changes were approved by the required majority vote.

Results of the voting were announced at the NEOPA General Meeting on March 31.

The board made some changes in the attachment to Standing Rules of the "Duties of Committees". The NEOPA board discussed and approved changes at the January 28, 2006, board meeting. The board, as is stated, has the flexibility to adjust duties and does not require a change in the Bylaws. Changes were to clarify so committee directors and all the membership know the title of awards and who is responsible to submitting, overseeing selection and/or presenting and announcing winners.

The newly revised Bylaws, Standing Rules and Duties of Committees will be on the NEOPA website by early May. As members renew their memberships and new members join, each will receive a hard copy of the newly revised.

Respectfully submitted,
Dee Oltman, CEOE, Director

FINANCE COMMITTEE DIRECTOR

Judy Rastede

Committee Members:

Jorena Larsen, Treasurer
Deanna McCoy, Member

The proposed budget for 06-07 was presented and adopted by the Executive Board at the March 30, 2006 board meeting. The budget was then presented to the general membership on March 31, 2006. Please find copy attached.

Respectfully submitted,
Judy Rastede, Director

INFORMATION/TECHNOLOGY COMMITTEE DIRECTOR

Carol Born, CEOE

Karen Jackson (UNOPA)

Committee Members:

Roberta Edwardson
Shelley Howard

According to the NEOPA Bylaws & Standing Rules, the Information/Technology Committee shall maintain and continue to develop the NEOPA Web page, power point presentation and a database for list serve of members and the executive board. The committee shall consist of the director as the Webmaster and 2 other committee members. They shall serve on 2-year staggered terms. The President-elect, who is responsible for membership, is an ex-officio member.

Individual account balances are listed below:

Checking Account

Ending Balance 6/30/2005 (updated) \$ 2,393.14

Operating Savings

Ending Balance 6/30/05 \$ 3,618.66

Savings CD

Ending Balance 6/30/05 \$ 5,138.80

Scholarship Savings

Ending Balance 6/30/05 \$ 1,293.55

The duties of Audit Committee were updated to include a calendar of duties and guidelines for the Director and the committee members. Several procedures and guidelines were clarified throughout the year. Major items include:

1. Deadline for audit report has been revised to reflect the June 30th end of the fiscal year; the completion date will be the Fall Executive Board Meeting.
2. The schedule for the external audit has also been updated and completion date changed to the Fall Executive Board Meeting.
3. Updated to reflect the correct number of members as stipulated in the Duties of Standing Committees.
4. Clarified the responsibilities of the Audit Committee with the Executive Board.

The revised list of duties is on file with the NEOPA Secretary.

Estimated costs for external audit of the 2005-2006 books have been obtained. These costs will vary from \$35 per hour to \$350 with final costs depending upon the depth of the audit. This information was used to develop the 2006-2007 budget.

Respectfully submitted,
Linda Teach, Director

AWARDS COMMITTEE DIRECTOR

Mary Guest, CEOE (UNOPA)

At the Fall workshop, Chris Cary received the NEOPA Educational Office Professional of the Year award. Chris will be our nominee for the Olive T. Ritchie Educational Office Professional of the Year in Dallas this summer.

The drawing for four Professional Growth awards (formerly "Member scholarships") was done during the business meeting at the Spring Conference. Names were drawn for the largest scholarship first, but announced smallest to largest. The winners are: Nicholette Smith--\$100, Cindy Tyrell--\$75, Sandy Riggs--\$50, and LaVay Rinehart--\$50.00. The recipients will have until July 31, 2007 to attend a state, central area, or national conference of their choice and be reimbursed up to the amount of their award. Congratulations to these four!

I received nominations for the NEOPA Educational Office Professional of the Year award prior to the May 1 deadline. The recipient of this award will be announced at the 2006 Fall Conference.

The Administrator of the Year award was re-established. The criteria and application forms are available on the NEOPA web site, and the deadline is August 31. Hopefully, a recipient will be announced at the 2006 Fall Conference!

Respectfully submitted,
Mary Guest, CEOE, Director

PAST PRESIDENT/FIELD SERVICE COMMITTEE DIRECTOR

Jeanne Ann Kardell, CEOE (WEOPA)

Standing Rules – Duties of the Committee

- D. Field Service Committee- The Field Service Committee shall promote the Association, professionalism of educational office professionals (working closely with the Professional Standards Committee), and inservice sessions and/or workshops at the state and local levels. The immediate Past President shall serve as Director of the Field Service Committee.
- J. Nominating Committee – The Nominating Committee shall comply with the regulations provided in Article VIII. This Committee shall submit its report to the Executive Board. This committee shall be composed of the Director, two persons from the membership, and the Immediate Past President.

This past year I have concentrated on promoting PSP with the Wayne Educational Office Professionals Association members.

- On November 4th, 2005 Kathy Janda, PSP Director and Carol Packard came to Wayne and presented a workshop on PSP for WEOPA members.
- On November 8th, November 11th, November 30th, and February 2nd I presented PSP information to additional WEOPA members.
- At this time, two WEOPA members have submitted PSP paperwork by the May 15th deadline and are awaiting verification. Four others have started the process of gathering information and will try to meet one of the deadlines next year.

Carol Bom, NEOPA President, 2006-2007 and Chris Cary, NEOPA 2006-2007 President-Elect came to a WEOPA meeting on April 18, 2006. They gave a Power Point presentation on the upcoming NAEOP Annual Conference in Dallas, TX and gave useful information regarding the benefits of membership and committee work. Carol Bom and Lola Young, LAEOP Liaison gave the same presentation at UNOPA and LPSAOP meetings. Deb Ryan, NEOPA's President, and Carol Bom traveled to Omaha to present at an OEOPA meeting this spring.

As a member of the nominating committee, I contacted NEOPA members to encourage them to have their name added to the ballot for the upcoming year. The nominating committee was successful in filling the ballot.

Expenses charged to Field Service include \$46.29 mileage paid to Carol Bom.

Suggestions for future use

It might be helpful to have a form on the NEOPA website so when officers/directors/past presidents speak at local or state meetings, the information could be forwarded to the Field Service Committee. Any documents pertaining to that presentation such as topic, expenses, etc. could be attached to the form.

Thank you for the opportunity to serve NEOPA!

Respectfully Submitted,
Jeanne Ann Kardell, CEOE, Director

AUDIT COMMITTEE DIRECTOR

Linda Teach (WEOPA)

NEOPA books for the fiscal year (July 1, 2004 to June 30, 2005) were audited. The disbursements and receipts were examined and, with the exception of one carry-forward discrepancy of \$.18, the accounts were found accurate and in order.

Nominating – Barbara Homer, UNOPA

There were 107 ballots returned for the election of new officers. They are: President Elect - Chris Cary, UNOPA, Vice President - Peg Aldridge, LPSAOP and Secretary - Linda Teach, WEOPA. Jorena Larson, LPSAOP, will continue in her second year as Treasurer.

PSP - Kathy Janda, CEOE, LPSAOP

Kathy presented engraved Nebraska shaped acrylic paperweights to the new PSP recipients. They were Joyce Ahlberg, Susan Bartlett, Mary Guest, Linda Hendrix, Louise Kolle, Rhonda Meyer, Michelle Lemke, Gretchen Walker, Margaret Wagner, Connie Shafer and Angela Rushman.

Publicity - Chris Cary, CEOE, UNOPA

Chris reported that a new membership brochure was working and administrators across the state are sending their people to our conferences and workshops.

Scholarship - Virginia Backstrom, WEOPA

The 2006 NEOPA Student Scholarship winner, Laura Hays of Omaha and Millard Public Schools, will attend the evening banquet and be recognized. She plans to double major in Art and Business at UNO.

Ways and Means - Lisa Morehouse, CEOE, LPSAOP

Lisa reported that the auction was a great success raising a total of \$2400. There were 66 live auction items and 8 silent raffle items donated. She thanked Nancy Harter her right hand in this fund raiser and all the other members of her committee for all their hard work collecting items, setting them up for the auction and helping during the auction.

OLD BUSINESS

President Deb Ryan thanked everyone for making this conference a success and she thanked her board for all they had accomplished during her presidency. All the service projects were well received and responses to each were great.

NEW BUSINESS

The Central Area Conference will be held in Indianapolis, IN, April 20-22, 2006. Lola Young, Lisa Morehouse, Deb Ryan, Debbie Hendricks, and Diane Wasser will be attending.

The NAEOP National Conference will be held in Dallas, TX, July 17-21, 2006.

WEOPA will be hosting the fall conference at Wayne State in Oct. 2006.

A state basket of goodies will be needed for Central Area and National Conferences. Please take items you wish to donate to Deb.

Membership renewals will be sent out in July. The membership year currently runs from July 1 – June 30.

ADJOURNMENT

Diane Wasser moved that the meeting be adjourned and Sandy Watmore seconded. Meeting adjourned at 5:05 pm.

Respectively Submitted,
Linda Luedtke, CEOE
Secretary

Deb Ryan, CEOE
2005-2006 President

TREASURER

Jorena Larsen (LPSAOP)

Report to be in fall edition of *the NEON*.

ROLL CALL

- 27 Lincoln Public Schools Association of Office Professionals
- 3 Omaha Educational Office Personnel Association
- 22 University of Nebraska Office Personnel Association
- 6 Wayne Educational Office Professionals Association
- 3 Non-affiliated Professionals

These numbers (included in their association count) are broken down:

- 5 NEOPA Past Presidents
- 3 Retirees

A quorum was established.

APPROVAL OF MINUTES – Linda Luedtke, CEOE, UNOPA

A motion was made by Dee Oltman and seconded by Pam Lindholm to approve the minutes of the Oct. 15, 2005 General Meeting minutes. Motion carried.

TREASURER'S REPORT –Jorena Larson, LPSAOP

President Ryan reported that the Treasurer's report was in the handout packet. As of February 28, 2006 the checking account has a balance of \$807.26. Receipts since the last report were \$1,141.03 and disbursements were \$644.72. The Certificate of Deposit balance as of December 31, 2005 is \$5,173.82. The operating savings balance is \$3,167.13 and the scholarship savings is \$888.16. This report will be placed on file for audit.

REPORTS FROM DIRECTORS

Membership - Carol Bom, CEOE, NE Department of Education

Carol reported a total of 190 members: 157 active members, 10 active retired members, 3 associate members, 6 retired members, and 14 honorary members. NEOPA welcomes 30 new members.

A drawing for free NEOPA memberships was held with Gail Rosenthal winning a 1 year membership from the NEOPA organization and Jean Pyle winning on a 1 year membership from the conference organizers (UNOPA).

Awards - Mary Guest, UNOPA

A drawing was held for scholarships to attend a conference with Nicholette Smith (UNOPA) winning a \$100 award, Cindy Tyrell (LPSAOP) winning \$75, Sandie Whatmore (UNOPA) winning \$50 and LaVay Rinehart (non affiliated) winning \$50. These awards may be used from now through national conference in 2007.

Bylaws - Dee Oltman, CEOE, LPSAOP

Ballots for proposed changes to the Bylaws and Standing Rules were sent via mail in February with a return of 103 ballots. All proposed bylaw changes were approved by the necessary two-thirds vote; all Standing Rule changes were approved by the required majority vote.

Finance – Judy Rastede,

The Executive Board voted to approve the proposed budget for the coming 2006-2007 year. A copy of this budget can be found in the handouts.

NAEOP Liaison - Lola Young, CEOE, UNOPA

Lola was congratulated on becoming the new Central Area Director for NAEOP. Lola had everyone stand that was planning on attending the national conference in Dallas, Texas July 17 -21, 2006. If you have questions regarding the conference please see Lola or Carol Bom.

Newsletter (NEON) – Judy Anderson, UNOPA

Judy will prepare the annual report which will include final committee reports, a report on the Spring Conference (and pictures) as well as include a synopsis of each workshop and conference. She will need final reports from all directors by May 1st.

LPSAOP members need to have their membership cards by mid-August so that they can turn them in to their Human Resources department to receive their stipend. Be sure their letters and cards are out by then.

Continue with ideas to help make the members feel special and important to our association – because they are!

Respectfully submitted,
Carol Bom, CEOE, Director

VICE PRESIDENT/MEETINGS COORDINATING COMMITTEE DIRECTOR
Pam Lindholm (LPSAOP)

The 2005 NEOPA Fall Workshop was held on October 15, 2005. It was held at the Educational Service Unit # 3 in Omaha, Nebraska. Forty-three members attended. Sharon Hakel-Hatten, Ph.D., was the morning speaker. Sharon spoke on "Effective Grammar and Writing Skills." Lunch was catered by Valentino's. The NEOPA General Meeting was held after lunch. During the meeting Chris Cary, CEOE (UNOPA) was presented with the NEOPA Educational Professional of the Year Award. Diane Wasser, CEOE and Sandy Watmore, CEOE gave a presentation on the NEOPA Spring Conference. It will be held in Lincoln. Ranelle Maltas was the afternoon speaker. Ranelle spoke on "Tips, Tricks and Questions about Microsoft Word and Microsoft Excel."

The 2006 Spring Conference: Thursday night was the Social & Auction. A good time was had by all who attended. The money earned will go to the scholarships. "Daffodils, Daisies & Dandelions" was held 31 March 2006. It was held at the University of Nebraska-Lincoln East Campus. There were 102 registered. The 1st speaker was Vicki Highstreet. She spoke on Recognizing, Understanding and Embracing Differences. Vicki pointed out different ways to work effectively together. It helps to take classes to improve our skills in the workplace. After the break, there were 2 choices to go to. "Gain through Or-gain-ization" with Diane Sullivan. She gave some hints on organizing your life at home & work. "Going to Seed" with Diane Rolfsmeyer. She explained how finances are like gardening. Both are growing and a work in process. There was a working lunch on "Resolve to Involve". Each President told what their groups had done during the year. After lunch were 2 more briefings. They were Cathie Fife on "Dress to Impress" and Chris Cary "Have Suitcase, Will Travel". Cathie gave a very entertaining talk on how work with what you already have in your closet. Her shoes were fantastic. The next speaker was Patt Harper on "How's Your Laugh Life?" Patt showed how to have fun in the work place. The toys were used to show how to relieve stress in the workplace.

The banquet was held at the Howard Johnson Conference Center. The food was very good. Everyone received a copy of "I'm a Star Polisher". Carol Bom and her officers were installed.

Wayne State College has agreed to host the fall 2006 workshop. The Spring Conference will be hosted by OEOPA with NEOPA helping. It may be at the ESU # 3 in Omaha.

Respectfully Submitted,
Pam Lindholm, Director

SECRETARY

Linda Luedtke, CEOE (UNOPA)

Nebraska Educational Office Professionals Association
General Meeting Minutes
Friday, March 31, 2006
East Union
University of Nebraska Lincoln

CALL TO ORDER/PLEDGE OF ALLEGIANCE

Meeting was called to order by President Deb Ryan at 4:20 PM. The Pledge of Allegiance was recited.

The membership committee discussed many ideas on how to enrich our current members' experience as well as make new members feel welcome to our association. Our activities included the following:

- ❖ sent welcome letters and a copy of Bylaws to all renewing and new members
- ❖ made membership cards for all members and included in mailing
- ❖ sent two notices to those who did not renew as a reminder to renew their membership
- ❖ sent a postcard in January to all members thanking them for being a member
- ❖ reviewed databases to see what will be the most effective way to keep track of our members and information about the members
- ❖ made a personal phone call to welcome new members (in the local area code)
- ❖ sent a welcome e-mail to new members
- ❖ worked with the Information Technology committee to make sure the NEOPA list serve e-mail addresses are up to date
- ❖ worked with the PSP and Publicity committee members on a special recruitment task force
- ❖ sent notices to all retirees about the change in Retiree and Active Retiree Member categories - our most recent Bylaws change
- ❖ encouraged Nebraskans that are members of the national organization, NAEOP, and not members of NEOPA, to consider joining NEOPA (via a letter)
- ❖ prepared renewal notices for mailing in early July to all members
- ❖ began work on database information; this will carry over in to our next fiscal year
- ❖ began work on member recognition

Budget:

| | | |
|---|-----------------|-------|
| Total Postage - mailings to members: | \$ 92.68 | |
| Manilla envelopes: | \$ 6.74 | |
| Labels/envelopes for mailings: | \$ 16.03 | |
| Postcards to members: | \$ 22.66 | |
| Installation ceremony: | \$ 25.80 | |
| Ink cartridges/membership table supplies | \$ 62.48 | |
| <u>Millenium Membership</u> -book for board | <u>\$ 30.98</u> | |
| | \$257.37 | Total |

Current membership: 5/1/06

| | |
|-----------|--|
| 130 | Renewing Active Members |
| 30 | New Active Members |
| 10 | Retired Active Members |
| 6 | Retired Members (One new retired member) |
| 3 | Associate Members |
| <u>14</u> | Honorary Members |
| 193 | Total NEOPA Members as of 05/01/06 |

Our membership has grown from 175 members in 2004-2005 to a current membership of 193 for 2005-2006 including our honorary members. Fifteen people did not renew their memberships. Four of these left the educational office field.

Recruiter of the Year:

At the time of the spring conference, there were two people tied for the most members recruited. Carol Bom and Lisa Morehouse had recruited four people. Since there was a tie, after conferring with the President, we agreed that instead of two people getting a free membership, we would draw for a free NEOPA membership from our new members.

Ideas/Suggestions for Next Year:

Continue to work with Publicity, PSP, and Field Service committees to promote NEOPA. Help as needed with brochure distribution.

Continue to investigate the idea of recognizing long-term members somehow, either with a certificate or with a pin recognizing 5, 10, and 15 years, etc. List them in *the NEON* as well.