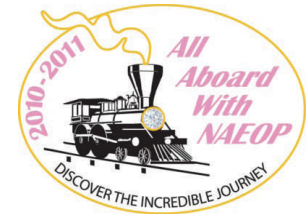


Keeping Affiliates Active



National Association of Educational Office Professionals

A Message from the President



All Aboard With NAEOP – Discover the Incredible Journey!

And, what an incredible journey it is! The 2010-2011 NAEOP Board of Directors and the NAEOP National office staff are committed to making this an incredible journey for each of you! The train has left the station and we are chugging along – however, we can't do it without YOUR help. YOU are the expert at knowing what you want, when you want it, how you want it, how much you want to pay for it, and why you want it. YOU need to tell us! Not only what "it" is, but all the rest too.

The conference evaluations have been sent to the NAEOP Board and we are studying them very carefully as we look at the future of our Association. Although contracts are already signed for the 2011 and 2012 NAEOP Conferences, there may be some adjustments that can be made right away; others will take time to implement. Please don't hesitate to let us know what you are thinking about. Now that you have been home from conference for a month or so, perhaps you have thought of other things. And, if you didn't make it to conference this year, we still want your ideas. Everyone is important to the future of NAEOP. Together we can do great things!

Change is in the air for NAEOP and it's an exciting time. We are fortunate to have a talented, enthusiastic Board of Directors who not only are "worker bees" they are "listening bees." We are listening to our retirees, our Past Presidents, our Affiliates and our members. We treasure the past, and building on that foundation, look forward to bringing NAEOP into the 21st century. Times have changed and we must change with them for our Association to succeed.

One thing I have found interesting is that years ago, when our Association had a membership of 7000 plus, the use of email and FAX machines were almost non-existent. How did they do it? I think it was the personal touch – people called one another; people sent personal notes to each other to encourage, congratulate or just to say hello. I have made it a personal goal of mine to send notes in the mail or call someone. It's amazing what it does for both the caller and the person called. And, getting a note in the mail is just plain fun!

I encourage each of "us" to explore the professional growth opportunities that abound in our Association. There are Professional Development Days being planned in many of our Areas as well as state and local conferences. President Elect Allie Faye Matthews (AZ) has completed the 2010-2011 Professional Development brochure which will soon be posted on the NAEOP website, www.naeop.org. This brochure lists the elected board members and the workshops they are prepared to present. This could be a valuable resource for you as you plan your conferences and meetings this year.

Please don't hesitate to contact me this year. I am as near as your computer, your telephone or your post office. I do want to hear from you.

Kathy Lech, CEOE
2010-2011 NAEOP President
2833 Marietta Street
Steilacoom, WA 98388
Office: 253-583-7204
FAX: 253-583-7292
Email: klech@steilacoom.k12.wa.us

Information from:	
Executive Board	2-3
Area Directors	4-9
Council Chairmen & Committees	9-17
Affiliates News	17-22
Conference Information	23-27

Professional Development at Your Service!



Year after year, associations are faced with the same question: what can we do to make professional development opportunities interesting and knowledgeable for returning and potential members? Did you know help is as close as a click of your mouse button, or by making a simple phone call? NAEOP Field Service is your answer! Your elected NAEOP Board members are qualified presenters who have traveled the nation and have a multitude of topics ready for you, and if you desire a special theme or focus, they are very creative and will develop a presentation that fits your needs. They are also willing to

serve as a keynote speaker, promote NAEOP and assist with installation of officers. Please visit the NAEOP website at www.naeop.org and click on the Professional Development link to preview elected board member topics and descriptions.

Only affiliated associations may request field service, and requests must be submitted no less than 90 days prior to the scheduled visit. In addition, this program is primarily supported by our affiliates through financial contributions. Please be aware in order to cover associated cost, a contribution to the NAEOP Field Service Program is required. To take advantage of this excellent opportunity, please visit the association website or contact the National Office at 316.942.4822.

Another function of this committee is developing a listing of members who provide workshops at local/state and or area meetings, seminars and conferences. It is our desire to produce this listing in a “speaker’s bureau” format and to share this information on our association website—creating a broader spectrum of choices. This is where we need your help!

Please take time to share this newsletter with members in your association and ask them to provide me with a list of their available workshops no later than, **November 15**. The list should include their name (and email address), city, state of residence, association, title of presentation (s), a brief topic description, and the names of groups to whom they have provided professional development. Please email requested information to alliem@susd12.org, or if you prefer mail to:

Allie Faye Matthews, CEOE
NAEOP Professional Development /Partners Reaching Out Chairman
7541 S. Laurel Willow Drive
Tucson, AZ 85747-9566

We invite you to *discover the incredible journey* aboard the NAEOP Professional Development train!

Allie Faye Matthews, CEOE
President Elect
Professional Development/Partners Reaching Out Chairman

NAEOP's growth is in each of "our" hands



The benefits of membership are plentiful. Take the time to have meaningful conversations with potential members — find out what interests the prospective member and highlight those areas for him/her. Then tend to your seedlings and watch them grow.

Seeds (benefits) include:

- Networking opportunities—work and career related information for individual members and affiliated associations
- Listserv—email discussion group with opportunities to communicate with colleagues across the country
- Leadership possibilities—volunteering service on various committees
- Professional Standards Program—continue planting seeds of knowledge to help EOP's cope with ever-changing work environments
- Publications—*the NES Connector*, a quarterly magazine offering a variety of relevant articles; *Keeping Affiliates Active*, a quarterly e-newsletter designed to keep affiliate leadership current
- Reduced rate for attending annual conference
- Exclusive member discounts

Recruiting Incentives

Recognition at the annual conference in Charleston, South Carolina for:

- Top three highest member recruiters
- Top three highest council chairman recruiters
- Top three highest NAEOP board member recruiters
-

Top Recruiter Award
\$75 Annual Conference Registration (2012)
(elected board are not eligible)



Immediate Past President

Pam Posey, CEOE



First, let me say thanks to KIMINI for a great conference!

Everyone worked hard in planning and executing all tasks, and I truly believe we had a remarkable conference.

I would also like to thank all the affiliates over the past several years that invited me to attend their conferences and allowed me to present keynote speeches, workshops, or greetings from NAEOP! Everyone treated me so special, and I will always hold fond memories of my visits and the many endearing people I have met along the way. All the honorary memberships and special gifts bestowed upon me will always be treasured, and I will never be able to say thank you adequately! I have enjoyed traveling to the various states and hope to visit several more this year. I am always available for inservice and will be happy to prepare a workshop especially for you!

Again, thanks to each of you for the support, encouragement, and friendship. You certainly have let your shine this year, and I was so proud to be able to represent NAEOP. I hope I led with dignity and let my light shine and perhaps touched your life in some special way. May you have a blessed year and continue to “*Shine Brightly, Touching Lives Around the World*” as we continue on our Incredible Journey!



Nominations and Elections

Pam Posey, CEOE, Chairman

Wow! What an awesome responsibility to identify members who are capable and willing to serve NAEOP as an officer, a truly life changing journey! We thank everyone who allowed their names to be put on the ballot and who are willing to serve NAEOP!

Please mark your calendar now to watch for a postcard informing you when it is time to vote online. *This postcard will be mailed around November 10.* At that time go online to the NAEOP website and read the candidate information and *exercise your right to vote!* You are encouraged to contact the National Office (316.942.4822, Extension 100) at that time if you need a paper ballot. The deadline for online balloting as well as the postmark on mail-in ballots to the Nominations and Elections Committee Chairman will be December 1.

Elected committee members are: Brenda Blodgett (VT), Rose Hill (WY), Sandy Lineberry (NE), and Kathryn Miller (CA). Alternate is Pam Steele (MO). Advisors are Connie Bergeson (AR) and Patricia Fleming (MD).

Secretary-Treasurer

Cathy Eberle

It was so great to once again meet the NAEOP members at the Annual Conference in Kansas City this past July. To be able to be a mentor for two first-time conference attendees was an especially rewarding time for me!

President Kathy Lech's theme is a great reminder that we all need to 'get on board' and follow the dream and vision of Louise Henderson Nelson to bring service, information, fellowship and recognition to all in our profession. This can only be done with your help by sharing with others the wonderful benefits of being a NAEOP member.

A special thank you goes out to all the members who volunteered to serve on the various NAEOP committees for the coming year. The new procedure that took place was in direct response to what the members requested – more time for workshops; less time during the Annual Business Meeting for committee elections, and I think it went well. Of course, there are just a few kinks that need to be taken care of, but with the assistance of the NAEOP Executive Board, I've no doubt the process can only get better.

Just a reminder to be sure to take advantage of the listserv feature – it's a great way to get answers or suggestions from a cross section of the country. To participate in the listserv, just sign on at www.naeoplist@naeop.org

SPECIAL PROJECTS

Melissa Carpenter, Chair

As special projects co-chairman our battle cry will be "show me the green" to assist in raising funds for NAEOP. Special Projects committee functions to provide the mechanics necessary to carry out any special projects as approved by the Board of Directors. Please consider volunteering for this committee by submitting your contact information to melissa.carpenter@usm.edu. Special thanks to Patricia K. Fleming, CEOE, Geraldine "Boots" Owens, CEOE, Pam Posey, CEOE, Linda C. Tribble, CEOE and Helen Wells, CEOE for agreeing to serve as advisors.



Mid Atlantic Area

Wanda Lowe

The Mid-Atlantic Area began with a great start on our journey with our theme selected by our president, Kathy Lech, “**ALL ABOARD WITH NAEOP...Discover the Incredible Journey.**”

As the Mid-Atlantic Area Director, I had the pleasure to greet those who attended our area breakfast meeting during the 2010 Annual Conference and Institute in Kansas City, MO in July. This year Diane Callaway (DE) and Pat Fleming (MD) have agreed to be my advisors again. They are more than my mentors, they have transferred their love for the association, its purposes and traditions to me which motivates me to try to provide you with the best leadership that I possibly can. As we take this train ride with NAEOP, your state and local associations, remember that I cannot be the conductor on the Mid-Atlantic boxcar without your support.

At our meeting in July, we announced the three 2009-2010 Scholarship Award recipients. They received \$1500 each towards their education; we wish them much success in their educational pursuits. For the 2010-2011 school year it was decided to offer three scholarships in the amount of \$500. Applications can be requested from me via email at lowewda@cps.k12.va.us or wandalowe@cox.net. The submission deadline is **March 31, 2011**.

Our **2010 Mid-Atlantic Professional Development Days (MAPDD)** are **November 15-16, 2010**. South Carolina AEOP will be our host and we will be staying at the **Myrtle Beach Hilton/Royale Palms Condominium, Myrtle Beach, SC**. The registration deadline for this event is **October 15, 2010**. For more information contact co-chairmen:

Gloria C. Tisdale - (843)-230-5264 or gloristisdale220@msn.com

Donna Lazar - (864) 949-2350 or Donna.Lazar@spart5.net

Our **2011 MAPDD** will be hosted by the **Maryland AEOP**. Laura Nossel, MAEOP President, shared that the dates for this event will be **October 20-21, 2011**. The event will be held at the Clarion Resort Fontainebleau Hotel in Ocean City, MD. More information concerning this event will be shared later during the year.

I am looking forward to the Mid-Atlantic Area having a great year as we travel aboard the **NAEOP train**. Will you join me as the conductor in our area boxcar? I am passionate about serving YOU. Let me know what you need and what you have to offer on this train ride for 2010-2011. I need volunteers to assist with the **Mid-Atlantic Newsletter**. This will be posted on our national website. Articles from our state and local associations are needed as well as I will share updated information to keep us connected to national and area news of importance. Let's connect our area by sharing. There are several compartments in our Mid-Atlantic Area boxcar on the NAEOP train. Our area is only as strong as those who actively participate on each level of our AEOP family. Join me as we **Discover the Incredible Journey...ALL ABOARD WITH NAEOP**.

Central Area

Lisa Morehouse, CEOE

BEGIN and PROCRASTINATE! We always have to begin a journey before we get anywhere. This year in Kansas City, President Lech started us all on a journey. If we don't climb on the train...the journey can't begin. If we don't begin, it doesn't get done. If we procrastinate, we can't begin.

When I was in fifth grade, my Social Studies teacher sent a note to my parents (we called them “pink slips”) that said: “Lisa would do very well in my class if she didn't procrastinate!” In my dad’s infinite wisdom I needed to learn to begin. He handed me the dictionary. (Too bad I couldn't Google it!) He had me look the word up and read the meaning to him. He then told me to sit at the kitchen table and proceeded to have me write the word “procrastinate” 100 times. His intention was to cure me of my bad habit of procrastinating. Well, 40 years later, I still tend to procrastinate a little but I sure know how to spell the word correctly!

The difference between then and now is that I know what to delay and what to give a sense of urgency to. One of my goals as Central Area Director is to encourage our members to work together to accomplish our goals as active associations. Many of our affiliates at all three levels are working hard to retain and increase our membership as well as encouraging more participation at the local, state and national levels. I invite each of you reading this not to procrastinate....hop on board President Lech's train right now and take this journey with us!

Central Area is gearing up for an active fall with all of our states having their fall conferences in October. In future issues I will bring you news and ideas from our states. Listed below are the dates and locations of our fall conferences. I have also included the State President’s name and email information.

ILLINOIS:

President	Nancy Van Vickle, CEOE	nancyv@danville.k12.il.us
Fall Conference	October 15-17, 2010	Urbana, Illinois

KANSAS:

President	Debbie Hetrick	dhetrick@usd343.org
Fall Conference	October 21-22, 2010	Pittsburg, Kansas

NEBRASKA:

President:	Diane Wasser, CEOE	dwasser@unl.edu
Fall Workshop	October 22, 2010	Lincoln, NE

MISSOURI:

President:	Debbie Geib, CEOE	geib@msbanet.org
Fall Conference	October 28-30, 2010	

INDIANA:

President:	Kim Parthun	kparthun@lsc.k12.in.us
Fall Conference	Not Scheduled	

I hope you'll join the Central Area states and your fellow NAEOP members as we begin our journey with a promise “to begin and not procrastinate” as we head down the tracks in the year ahead.

lmoreho@lps.org

Southeast Area Director and Special Projects Co-Chairman

Melissa Carpenter, CEOE

Greetings to all!

It is my privilege to serve again as the Southeast Area Director and Special Projects Co-Chairman. The Southeast Area covers Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, Tennessee, Africa, Bermuda and the Caribbean areas. Congratulations to the newest members of NAEOP, the Southeast Area affiliates and to all those who received their recognition for earning a PSP certificate. Remember that September 15 is the next filing deadline! We are looking forward to working with each of you this year. Special thanks to Connie Bergeson, CEOE for agreeing to serve as my advisor.

If you were not able to attend the NAEOP 76th Annual Conference held in Kansas City, Missouri, July 5-9 at the Westin Crown Center, you were missed. The Southeast area membership congratulates Pam Posey, CEOE, 2009-2010 NAEOP President on a successful year and conference! We look forward to a wonderful year for NAEOP with the leadership of Kathy Lech, CEOE, 2010-11 NAEOP President. Congratulations to Tijuana Griffin from Meridian, Mississippi for receiving the Marion T. Wood Member Scholarship!

I encourage you to renew your membership upon notification and to recruit new members to join our wonderful organization. Affiliates are encouraged to renew your affiliate membership upon receiving your affiliation notification. Don't miss any of the benefits that are available for affiliation. The deadline is May 1, 2011. Members and affiliates are encouraged to submit articles to the NES Connector by sending information to the editor Linda Sockwell, CEOE at linda.sockwell@risd.org.

Begin making your plans to attend the Southeast Area Professional Development Day at The Inn at Ole Miss March 4-6, 2011 in Oxford. The Mississippi Association of Educational Office Professionals awaits your arrival! It's never too early to begin making plan to attend the NAEOP Annual Conference July 18-22, 2011 at The Embassy Suites in Charleston, South Carolina.

“Celebrate the happiness that friends are always giving, make every day a holiday and celebrate just living!” Amanda Bradle.

SOUTHWEST AREA PLANS GREAT YEAR AHEAD

*Becky Shipley, CEOE
Southwest Area Director*



The affiliates from the Southwest Area have set dates for annual conferences, professional days and special events and invite you to join them!

Arizona Educational Office Professionals Association has scheduled a professional development day for Saturday, November 6, at the Black Canyon Conference Center in Phoenix. The one-day conference will include a workshop on Acronyms by Rosie Reilly and a keynote session by Southwest Area Director, Becky Shipley, CEOE. Susan Nanni also reports that, due to popular demand, they have invited Karen Thomas from Avery to come back and present information on new products and ways to have greater efficiency in the office using Avery products. Other speakers have yet to be announced.

For questions or to register for the one-day conference, contact Susan Nanni, CEOE, Chairman. Home: (623) 465-1503; or via email: crazy9cats3dogs@yahoo.com.

Utah Association of Educational Office Professionals has scheduled their 2011 Annual Conference for March 11-12, 2011 at the Granite Education Center in Salt Lake City. For additional information, contact Utah AEOP President, Mary Meyers, at meyers-mary@hotmail.com.

The 2011 Annual Conference for *California Association of Educational Office Professionals* is scheduled for the first weekend in March, 2011. The conference will be held on The Queen Mary in Long Beach, California. Hotel rooms have been negotiated for \$99.00/night, single or double, with suites at \$159.00/night. The 2011 Conference Chairman is Kathy Ramos. For additional information, contact Kathy at (661) 332-1217, or by email at: karamos@kern.org.

At the July NAEOP Executive Board meeting, the Board approved the NAEOP Conference Lay-Away program, which gives members the opportunity to send funds in each month towards their conference/institute registration for the next annual conference. I encourage anyone interested to take advantage of that benefit. The California AEOP affiliate started this program in 2009 and it was a great experience to register for the annual conference and already have funds on deposit to credit towards the total amount owed. Make plans now to attend the 2011 Annual NAEOP Conference/Institute in South Carolina!

Here's wishing everyone a very successful school year. Have faith in your talents and celebrate your successes.

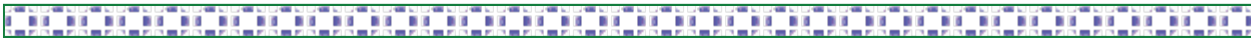
Northwest Area Director
Gayle Schnorenberg, CEOE

Here we are the start of another year. Have you been out recruiting new members to your local, state and national organization? What better time to recruit than **now**! Remember the importance of retaining your current members while recruiting new members. Encourage your members to get involved. Rely on their expertise and experience and establish a team, who because of our profession, can accomplish great things for those we serve, whether it is students or adults. When establishing a team here are 8 points to remember:

1. Promise only what you intend to deliver
2. Deliver what you promise
3. Keep confidences
We trust people who do these first three points and automatically judge them by how well they abide by them
People who don't stand by these three points are untrustworthy, no matter who they are, how educated they are, or how important they may be
4. Stay on top of the information flow
Two things are often demanded of us at once – quick responses and decisions that are well-considered, so keep information coming to you and know your choices
Explain:
 what the organization does and the people it serves
 that this is an organization that really lets you roll up your sleeves and work with other members
 how they have the opportunity to grow in their professional and in their personal life
Questions they may ask to which you need to have answers:
 What will this organization do for me?
 Is this organization something I can believe in and devote my time to?
 Can I make a commitment to attending the meetings?
 Would I be comfortable having my name on the letterhead or brochure?
5. Use a sense of humor
Humor does more than make people laugh – it helps people get acquainted, groups to bond into teams, improve performance and creativity, energize meetings, encourage positive thinking and makes strangers feel welcome
6. Know how to congratulate and motivate others
HAVE FUN! And use gimmicks to give out awards
 Plastic/rubber whale for “whale” of a performance
 Pillsbury dough boy for the person raisin’ the most members
 Cardboard stars for “star-studded” performances
 Toy cymbals for those “symbolizing” total effort
 Mountain Dew can for the person exemplifying the “can do” attitude
 A figurine of E.T. for “out-of-this-world” performance
 The Eveready Bunny for those that keep “going, and going, and going”
 Large Tootsie Roll for those on a “roll”
Find out what talents they possess and utilize them so they feel wanted and useful
7. Be fair in discussions
 Listen, Listen, Listen
 Keep an open mind
 Make sure everyone has an opportunity to speak
8. Smile
 Be generous with your smile; it is such a welcome to a stranger and could open many doors
 Develop your smile by thinking happy thoughts so the smile is “in your eyes”

These eight points will help team members get along and help to show and get respect. With respect and cooperation you can “make things happen.”

So it is “All Aboard With NAEOP and Discover The Incredible Journey.”



Administrative Council Chairman

Wendy L. Heslink, CEOE

To make the form, nature, content, future course, etc., of something different from what it is or from what it would be if left alone – to become different, altered, modified, transformed or converted. This is change. In the entire world, there is one thing for certain – change is inevitable.

If we know it's inevitable, why are we so afraid of it and so quick to stick our feet in the mud, brace ourselves and resist it? One of my former administrators taught me to look at change in a different light. "Change is an opportunity for growth," he'd say, and you know what? He's right!

Every year things happen in each of our schools that change the way our offices exist, operate or look. Administrators come and go, colleagues retire, transfer, leave or new ones are hired, technology improves, workloads and job descriptions are revised. It's the "nature of the beast," so to speak. We, as office professionals, have two choices when these things occur. We can resist, fret, fear and fight the changes, desiring to keep our offices and responsibilities as we know them, or we can surrender, be brave, embrace and accept the changes. I realize the first is easier than the latter, in theory, but in reality, that's not always the case.

Think back about twenty to thirty years ago. We were using typewriters, carbon paper (with razor blades for necessary corrections), blue ditto masters and we were retyping entire letters when our administrators wanted a word changed in the middle of them. Then, amazingly enough, these things called "computers" arrived. Remember the fear we had when first being introduced to them? We did not understand how they worked or how they could possibly replace the Selectric Typewriter, but look at us now! Remember rotary phones, handwritten report cards, handwriting notes to teachers and using shorthand to take dictation on a daily basis?

Think of how "new advances in technology" have changed our lives. Computers, laptops, cell phones, iPods, web-based programming, spell-check, auto formatting done while we type, combined copier/printer/fax machines/scanners – these things have all been drastic changes that directly affected our work lives, and we are more productive than ever because of them! Changing our strategies and techniques to allow these changes to take place wasn't easy, but we did it and we survived!

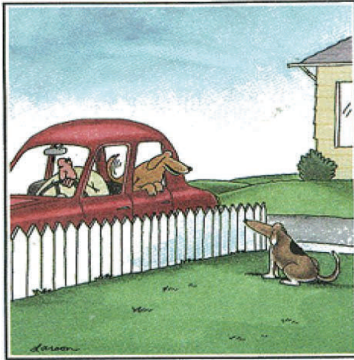
No matter what change you are facing in your district or office today, it will be easier on you if you accept that you cannot control the change and move with it. Try and look on the bright side. Find something positive that will come of you making the change. Look for ways in which the change will help you to grow. Think positive! Pauline R. Kezer once said, "Continuity gives us roots, change gives us branches, letting us stretch and grow and reach new heights." I challenge each of you to stretch your branches out and grow this school year. Accept the things you cannot change.

As we begin a new school year, I encourage you to challenge yourself and step out of your comfort zone. Embrace all the new growth opportunities afforded you. Hop on board the "NAEOP train" and travel with us. Continue to explore what all NAEOP can do for you and have a very successful start to a new and exciting school year!

"It is not the strongest of the species that survive, nor the most intelligent, but the one most responsive to change." ~Author unknown

The Importance of Communication and Active Listening

Cheri Goldrick, Higher Education Chairman



"Ha ha ha, Biff. Guess what? After we go to the drugstore and the post office, I'm going to the vet's to get tutored."

How important is good communication and the necessity of active listening skills? Well, if you are Rover in the picture at the right, his day is going to be a little bit different than he is planning on! If only he had taken a moment to practice active listening, he would not be so surprised later on when he visits his friendly veterinarian! Now we all know that he is not going to go to his vet to get "tutored" but will be experiencing something totally different than what he expects. SURPRISE!

Active listening involves certain skills. Here are a few that might help with being an active listener.

Skill # 1 – A posture of involvement

The listener's body language must "invite" the speaker to feel comfortable to participate in the exchange. The listener should be sure her/his body is "ready to listen;" this is accomplished by leaning slightly forward, and keeping an appropriate distance from the

speaker. This last point is very important in maintaining the speaker's space so he/she feels comfortable with the other person. Be sure that your body language says, "I'm ready to listen."

Skill # 2 – Eye contact

Gentle eye contact with the speaker is vital to maintain the conversation. Some people find it difficult to maintain eye contact so be aware of this if you sense the speaker is uncomfortable. If you focus on someone's face, you should be sure you are maintaining occasional eye contact and not looking by the speaker. Have you ever met someone who keeps looking over your shoulder to see who is behind you? I have had this happen many times and some have even said, "Oh wait, I have to go talk to Anne. I'll be right back," and what happens? They leave you to go talk to the other person. In addition to being a poor communication roadblock, it is just plain rude.

Skill # 3 – Minimal encouragement

As someone speaks, they need to hear you are still listening to them and this can be accomplished by some key encouragement phrases. Throughout the conversation, these phrases could be said by the listener. Some of these phrases include: - I see - Go on - Please continue - Mmm-hmmm (positive response)

It might be helpful to repeat a couple of the words the speaker has used to show the listener IS listening. This is part of positive reinforcement for the speaker. One thing that annoys me is the person who finishes your sentences BEFORE you do. This is not paraphrasing; he doesn't say back what I said but finishes my thought. I will be speaking and he ends the sentence with a word of his choosing. I find it very distracting and condescending. It makes me feel like I don't have the ability to express my own thoughts.

Skill # 4 – Many listeners are easily distracted

This is due in part to the environment where the conversation is taking place. Are there distractions? This could include ringing phones, other people talking, limited privacy, or general noise. To have effective listening skills, there has to be conscious effort to do so. Turn your cell phone off or let the phone ring. The speaker is entitled to your full attention without distractions. It takes concentration and practice to be a good listener. But we all have to remember...if we were the speaker, wouldn't we want someone's full attention when we were talking? We would want to know the other person is truly listening and understanding what we say.

Skill # 5 – Filters distort what the listener hears

This action takes place and is influenced by our own individual experiences in life. Labeled as "emotion filters," I use the term "baggage" to describe this influence. Each one of us carries with us, at any given time, a certain amount of baggage that shapes who we are and what we believe. We have become a product of our environment as we grow up as those around us influence us. These emotional filters can distort our interpretations of what we perceive and hear. Those people who are in our lives (parents, grandparents, other family members, teachers, religious people, and friends) contribute to our perception of the world. Their opinions, especially to children, are very influential. Always be conscious of your own personal filters when being an active listener.

I hope these little tips assist you as someone needs your advice or just an ear to listen. Always remember how you would like someone to treat you if you were the one with the issue or problem. All it takes is missing one small letter in a word and you could be in the same boat as poor Rover! And to be sure, Biff, will be having the last laugh!

Elementary Council Chairman

Debbie Jasinski, CEOE



Welcome everyone! NAEOP President Kathy Lech, CEOE, has selected “All Aboard with NAEOP... Discover the Incredible Journey” as her 2010-2011 theme. Her symbol is a steam train, traveling to cities and towns just like our Founder, Louise Henderson Nelson. Louise Henderson Nelson’s dream became a reality and we are still following her dream today. We are starting the incredible journey leaving Kansas City, Missouri, and discovering new endeavors as we spread the message of NAEOP. This year’s journey will end in Charleston, South Carolina, on July 18-21, 2011. What an exciting and incredible journey we are having this year as we follow the dream of Louise Henderson Nelson and NAEOP President Kathy Lech, CEOE. All aboard!

NAEOP has many wonderful opportunities to help you plant your seeds and grow your skills, professional development, networking, and achieve future endeavors. One way to increase membership is to plant your seeds by telling your colleagues about the great services and benefits they can experience by belonging to NAEOP. Just think--if every member got one person to join our association, the number of members would double. Another way to plant your seeds would be to increase membership involvement. Why not get involved? Volunteer to serve on a committee and contribute your talents to make our national association grow. Helping to increase membership and volunteering to serve on a committee are great ways to network and meet other office professionals from across the country. Why not join in the exciting and incredible journey? This is the time to start your journey and hear the train conductor say, “All Aboard with NAEOP.”

As the Elementary Council Chairman, I encourage you to board the train and experience what NAEOP has to offer. Tell other office professionals about our association and share your journey with NAEOP and how membership has benefited you. If you have any questions or information you would like to share, please email me at djasinsk@gmsd.k12.pa.us or vacationtime01@aol.com. I’d love to hear from you so let’s network!



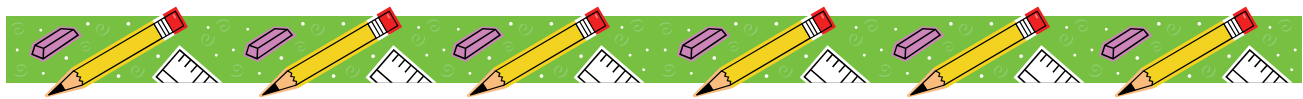
Affiliates/Advisory Council

Elizabeth Napolitano, CEOE

We have begun a new year in our organization and we all should remember to affiliate with NAEOP as early as possible. Affiliation applications were mailed in August. Please remind the president of your organization to share all the information with the members of your association. This year to utilize the applications and forms you can go to the Members Only tab on www.NAEOP.org to print out scholarships, awards applications, field service and surveys. If you need help in logging on to the website please contact the national office and they will assist you. You must be affiliated with NAEOP to allow a delegate from your association attend the Advisory Council meeting which is held during the Annual Conference. The delegate will be the representative from your state who can express ideas and vote on agenda items which are then taken to the General Session to be voted on.

At the Advisory Council meeting this July there were two committee members elected for the 2010-2011 year and at the Area breakfasts one member was elected to each committee.

Please feel free to contact me at ENapolitano@wallingford.k12.ct.us if you have any ideas, questions or concerns.



Scholarships

Betty Ruth Wilson

This year I will serve as the NAEOP Scholarship Chairman for the Marion T. Wood Student Scholarship and Student with Special Needs Scholarship. Any current affiliate with NAEOP can nominate applicants for any NAEOP scholarship. The guidelines established for each scholarship must be followed in order for the recipients to be considered for the scholarships. The deadline to apply for both scholarships is March 15, 2011.

The 2010 Marion T. Wood Student Scholarship and Student with Special Needs Scholarship recipients were unable to join us in Kansas City, Missouri. A representative accepted the certificates on their behalf. We congratulate all our winners.

NAEOP affiliates and members are welcomed and encouraged to make monetary contributions to any of the scholarships programs. Please send your donations to the NAEOP office and designate which scholarship program you are sponsoring.

Words of thanks are extended to the elected and appointed scholarship committee members for serving this year. I want to thank Ruby B. Allen, CEOE, MS; Helen Wells, CEOE, FL; Patricia K. Fleming, CEOE, MD; and Diane J. Callaway, CEOE, DE, who have agreed to serve as my advisors for the NAEOP Scholarship Committee.



Northeast Area

Elizabeth Napolitano, CEOE
Northeast Area Director

Connecticut, New York, Vermont, New Hampshire, Pennsylvania, Ohio, Massachusetts, Maine, Rhode Island, Michigan, New Jersey, Canada

The Northeast Area is in the planning stages of a Northeast Area Regional Conference on April 14-16, 2011 in the Lake George region in New York. Please save the date. More information will follow in the Northeast Area Newsletter shortly.

Conferences coming up soon in the Northeast area:

Connecticut (CAEOP)
Fall Conference
November 18, 2010
Mystic Marriott Resort & Hotel
Groton, CT

New York (NYAEOP)
Fall Conference
November 4-7, 2010
Villa Roma Hotel
Callicoon, NY

Vermont (VAEOP)
Fall Conference
October 22, 2010
Thatcher Brook Primary School
Waterbury, VT

New Jersey (NJAEOP)
Fall workshop
November 5-6, 2010
Lantern Light Restaurant
Smithville, NJ

A Northeast Area Newsletter will be emailed to all Northeast members quarterly. It will be a great place to share any news you might have along with your conference information. If you would like something published in the newsletter please email your information to me at ENapolitano@wallingford.k12.ct.us.

Awards Committee

Wanda Lowe



I'm proud to have been asked by our president, Kathy Lech, to serve as Chairman of the 2010-2011 Awards Committee. At our Annual Conference and Institute each year, NAEOP celebrates the accomplishments and recognizes individuals and associations that display excellence in different fields.

The purpose of the Awards Committee is to recognize and honor an educational office professional of the year, educational administrator of the year, and state and local affiliates through a nomination process.

Affiliate packets are mailed out to affiliate presidents with the application forms for nominations to honor and recognize:

- An educational office professional for outstanding service in the field of education through the Olive T. Ritchie Educational Office Professional of the Year Award,
- An administrator for exceptional service to education with the National Educational Administrator of the Year Award,
- Local and state affiliates for their NAEOP activities and programs during the previous five years with the Louis Henderson Nelson Award, and Affiliates websites.

Application forms must be postmarked on or before **March 15, 2011**. Forms are also available on the NAEOP website (www.naeop.org) under the **member only** section.

This year Pat Fleming (MD), Connie Bergeson (AR) and Linda Tribble (KY) have agreed to be my advisors for the Awards Committee. I would like to welcome those members that were elected to serve on the Awards Committee for 2010-2011 during area elections. They are Veronica Waddey (VA), Christine Whitmire (SC), Peg Johnson (NE), Jill Averyhart (SC), Connie Leuer (MN), Cornelia Van Hoesen (NY), Jennifer Robinson (WA), Mary Jo Medina (TX), Joyce Jones (LA), and Cecilia Aquino (AZ). If you are interested in volunteering for the Awards Committee, please contact me at lowewda@cps.k12.va.us or wandalowe@cox.net. The Awards Committee members will be responsible for recommending judges for all of the various award categories and assisting me with the recognition and celebration of those who are selected as recipients through our nomination process. We are traveling on the NAEOP train this year **“ALL ABOARD WITH NAEOP”**. **Join me in the Awards Committee boxcar and “Discover the Incredible Journey”**.

Middle School/Jr. High Council Chairman

Teresa L. Price

Hello from Delaware! I am Teresa L. Price and I will be serving as the 2010-2011 Middle School/Jr. High Council Chairman. I am very excited to be a part of the NAEOP Board! I have always felt it is not up to anyone else to make me give my best. This is my promise to you as we take a ride on this incredible journey together.

After returning from the 2010 NAEOP Conference and Institute in Kansas City, MO, I spent some time reflecting on what I had just experienced. What a week long celebration! Every event I attended was filled with excitement, enthusiasm and explosive energy. I was fortunate enough to receive my Professional Standards Program (PSP) certificate at this conference. The PSP Ceremony and Banquet was—in a word—THRILLING. I was proud to be a part of an association that recognizes your accomplishments. Working toward my goal of achieving my PSP this year was an exhilarating journey for me. Lois Jordan, CEOE, was always there for me with any question or concern I may have regarding my application process. My NAEOP friends from Delaware were a source of great information and helped me see that this goal was not so far away. The ceremony made me feel like the journey was well worth my efforts. If you have not received your PSP yet, I encourage you to continue pursuing this personal goal. To succeed you have to believe in something with such a passion it becomes a reality. I am here to lend a guiding hand.

Being installed as the 2010-2011 Middle School/ Jr. High Council Chairman at the Installation Ceremony was one of my favorite highlights of this conference. President Kathy Lech has selected “All Aboard With NAEOP- Discover the Incredible Journey” as her theme for 2010-2011. The celebration was welcoming as we all got on board for the journey. I am ready to travel with you as we explore, grow and learn from each other. Working with fellow NAEOP Board members has been and continues to be an uplifting experience. Each one has a different interpretation and wonderful experiences to share as you and I travel down this road to success. I am thankful they are there beside us lending support and guidance. If you continue to help others get ahead, you will always stand taller with someone else on your shoulders.

Attending the Council Breakfast continues to be one of the events I look forward to the most. It is a great way to celebrate successes, network with people in my own area and share ideas. Machel Salado, CEOE, has been a wonderful friend and a terrific Council Chairman. I am certain her shoes will be hard to fill. With your continued support, I gladly accept the challenge and will strive to always do my very best. I have many great ideas for the Middle School/Jr. High Council and want to share them all with you. If you have a suggestion or a new idea to share, please let me know. I am currently looking for a council member volunteer from each state to accept a new challenge. Digital Portfolios are in your future! Contact me to learn more about Digital Portfolios and what you can do to start your state’s portfolio.

As always, I look forward to communicating with each of you. Tell me, and I may forget. Show me, and I may not remember. But involve me, and I will understand. Get involved and understand what NAEOP can offer you on your incredible journey.





High School/Career & Technical Education Council

Susan Belliston, CEOE

By now summer has come to an end and school is back in full swing. The office is undoubtedly a busy place with students and parents needing information, patrons coming in asking about events in your school, teachers needing supplies and principals needing reports, just to name a few of the things each of us deals with on a daily basis.

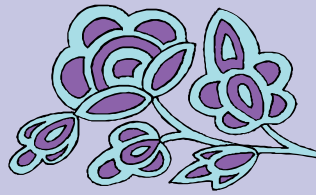
NAEOP's Membership Chairman, Lola Young, CEOE, has selected "Planting Seeds for NAEOP's Growth" as our theme this year. When I think about her theme, I ask myself "What kind of seeds will I plant for NAEOP this year?"

I think back to how other NAEOP members have helped me to grow and to become a better Office Professional. In fact, it began even before I became a member of NAEOP. It began when I joined my local AEOP. I was a shy, young thing. (After all, it was 20 years ago.) I was encouraged to attend the local meetings and workshops that were held to further my understanding of my job. One co-worker took me under her wing, to help me along and meet other Office Professionals from different school districts so that I could begin networking with them to further my understanding. Then, I was encouraged to attend the state conference where workshops would be held, speakers would encourage and I would get a shot in the arm to give me what I needed to finish out the school year. Again, I would meet new friends and be taken under the wing of other Office Professionals to learn and grow in my personal and professional experiences.

At the state conference I heard about NAEOP and its mission statement which includes service, information, recognition and fellowship. I learned of the Professional Standards Program. Mentors were there helping me each step along the way. I attended my first NAEOP Conference and Institute where almost immediately I found fellowship with others. Networking with other High School Office Professionals from all over the nation was a valuable tool in helping me to bring professionalism back to my office and my co-workers. And again, I found wonderful friends that took me under their wing, to help me along and help me grow both personally and professionally.

You probably are wondering "Where is she going with this?" If we see the value in NAEOP and its programs, shouldn't each one of us be mentoring and encouraging others to join us? Reach out to someone who may be shy or unsure of themselves. Plant some seeds of encouragement. Help them to see that attending a NAEOP Conference is possible and the experience will not only grow them professionally, but personally also. Bring them to the NAEOP Conference next July in Charleston, SC, so others can mentor them. Find the value and reward in watching them grow and achieve their potential.

I am looking forward to serving the High School/Career & Technical Education Council this coming year. I value your comments and suggestions. I am looking for committee members who will suggest topics for the Council Breakfast meeting July 22, 2011, in Charleston, SC, or help with contacting members who have forgotten to renew their membership. Please feel free to contact me via email at belliston@cablone.net. I look forward to hearing from you.



State Department Council

Charlotte Zeller, CEOE

In this ever-changing, fast-paced world we live in, it is imperative we continue to learn and grow to keep up with the latest technologies that are said to make our lives simpler but are challenging at the same time. How fortunate we are that we have available to us an amazing system of professional organizations to assist us with our personal and professional growth. I am very fortunate to have a local association at the Kansas State Department of Education. Our group is very active and provides many opportunities for community service and professional learning. Our first activity for this year was our annual ice cream social which provides funds for our scholarship program. In September, we will be hosting our Membership Drive Luncheon. Our friends from the Nebraska State Department of Education will be coming to Kansas to join us for the luncheon and our regular monthly meeting. Nebraska has a newly formed association just three hours away from us here in Topeka. We have been able to share information electronically and in person as some of our members visited Nebraska last fall. We have also begun a membership recruitment challenge between our two associations. This will be a year of learning and discovering not only internally here at KSDE but also long distance as we work together with Nebraska.

One of my goals for this year is to continue reaching out to existing State Department associations but to also network with individuals in other State Departments to help them discover the benefits of beginning a local association as well as membership in the National Association of Educational Office Professionals. Currently the State Department Council is a small but mighty group. Oh the mountains we can move by coming together to network across the nation. Who do you know in other states that might have contacts with other State Departments? What activities do you have going on in your local associations that might benefit others? I would love to hear from you so that we can work together to become a larger and mightier group. I can be reached at czeller@ksde.org. Any and all information is very welcome.

A very wise person told me that you should learn one new thing every day. I hope you are taking advantage of your association benefits, at the local, state and national levels so that you can keep learning every day. Let's "hop" on board NAEOP President Kathy Lech's train for a year of learning and an "incredible journey" together.

NCAESS affiliate, Casper, WY

Carol Glasgow, CEOE, Casper, WY

I have been a member of NAEOP for the past 12 years, Wyoming AEOP for 25 years and Natrona County Association of Educational Support Staff for 27 years. I am a past President of our local association and have held various offices in our State organization. I am also the local and state PSP registrar.

I began my career as Attendance Secretary at East Junior High School in Casper, WY. I remained in that position for five years until I became the Office Manager. I held that position until the building was torn down in 2003. At that time I moved to Central Administration and the Organizational Development Department, where I was the Secretary for two years. In 2005 I became the Compact Coordinator and that is where I am today. I have been in our school district for 30 years.

I became a member of NAEOP in 1998 and received my PSP and CEOE certification in 1999 in Wichita, Kansas. Also in 1999, I was inducted into the International Who's Who Among Professional Managers and in 2004 I received a Medallion of Excellence Award from Natrona County School District.

I am honored to be one of the original authors of the governance model for our school district and am very proud to be the coordinator of that model. This model is known as the Compact. When we wrote this agreement, we agreed to an organizational profile that included visionary leadership, learning-centered education, organizational and personal learning, valuing of faculty, staff, district and site level administrators and partners, relationships of value and trust, organizational agility, focusing on the future, managing for innovation, management by fact, public responsibility and citizenship and focusing on results and creating value. In this model, it is believed that decision-making occurs in a positive climate, in an inclusive organization, using a consensus-based, effective process with continuous evaluation and adjustment. It focuses on student learning through improvement of instruction, climate, programs, and services. A decision-making process that is collaborative allows all involved and affected by the decision the opportunity to understand the multiple perspectives and interests to better discover solutions that recognize and give legitimacy to values, expertise, knowledge and information. The Compact is driven by five guiding principles which are: Commitment to success for each student, commitment to honoring interest based decision-making, commitment to continual stakeholder training, commitment to stakeholder satisfaction and commitment to a systems approach.

“Step Up Action” – 2010 WAEOP Conference

Paula Jo Brave, CEOE

WAEOP Public Relations Chair

Our annual Spring Conference is always an event filled with learning, fellowship, recognition and fun. This year was no exception! The workshops presenters were informative and inspirational and left many wanting more. The hallways were buzzing throughout the weekend as members were sharing with their new found friends and catching up with friends from past years. We had yet another opportunity this conference to honor and recognize our members for their achievements, which was done at the PSP Dessert Celebration, the Scholarship and Awards Luncheon and at the Installation Banquet.

The board decided to implement some changes this year by having a two day conference, rather than the traditional 3 day that we have had in the past. This was done to allow our members to be home with their families on Sunday. We offered two workshops on Friday morning for those who were interested in earning additional PSP hours and we were pleasantly surprised when nearly 90 members signed up for the Friday AM workshops, 130 for the overall conference, with 33 attending conference for the first time.

Following the general session, Linda Tribble, Immediate Past President of NAEOP, spoke on “Life is Not a Dress Rehearsal”, followed by Kelly Morrison talking about “Activating Your Want-To”. Both presenters were dynamic and their topics complimented each other in a way that inspired the audience to take action to be the best they can be. Yeah Us!

Friday evening began with the PSP Dessert Celebration, where nearly 15 members were recognized for their PSP achievements. The celebration was followed by about 60 members enjoying an evening of socializing while participating in a lively game of Bunco.

Saturday was jam-packed with several workshops throughout the day, which allowed members to choose which topics most interested them. The workshops focused on “taking action” in your personal life, your professional life and in your community. Dr. Kip Herren, the Superintendent of Auburn School District, spoke on “Supporting and Creating a Collaborative Culture”. He had a powerful message that demonstrated his belief in how important our roles are to a smooth functioning school and/or school district.

There were many beautiful baskets containing a myriad of items, from coffee and chocolates to gardening and reading! There was also a great selection of silent auction items and of course the traditional 50/25/25 raffle. Thanks to the generosity of our members, we collected more than \$1,600 for the WAEOP Scholarship Fund. An additional \$1,550 was raised with a special raffle established to help off set expenses for Kathy Lech’s Installation as the NAEOP President for 2010-2011.

Dates to remember: *WAEOP Professional Development Programs*

Sept. 25— Area 5, Ferndale, WA

October 8—Area 10 Longview, WA

October 16—Area 4 Wenatchee, WA

October 23—Area 11 Tacoma, WA

November 6—Area 1 Location TBA

November 13—Area 6 Everett, WA

February 5—Area 8 Seattle, WA

February 26—Area 6 Everett, WA

March 5—Area 7, Auburn, WA

March 19—Area 2 & 3, Location TBA

April 29, 30—WAEOP Spring Conference
Wenatchee, WA

University of Nebraska Office Professionals Association (UNOPA) Lincoln, Nebraska

As the new academic year begins, our monthly UNOPA meetings will be held on the second Tuesday of each month (September – May) over the lunch hour. As the president, I get to choose an organization that will receive the proceeds from our 50/50 drawings this year. I've chosen the Lighthouse. It's a great organization that offers youth in grades 6 – 12 academic support, evening meals and enrichment/recreational activities during non-school hours, Monday – Friday, twelve months a year. They promote the physical, mental, emotional and spiritual well-being of adolescents. Kristi Lawrence, who's the program director will join us at our September 14 meeting to talk more about the programs the Lighthouse has to offer the youth in our community.

Our career development committee has been working hard to get ready for our first professional development workshop of the year that will be held on Friday, September 17, 9:00 a.m. – 4:00 p.m. on the University of Nebraska-Lincoln campus. Kim Ratz' presentation "Success Is Liking What You Do" will have some great messages for all of us to use in our day to day activities.

Submitted by,
Mari Greer
UNOPA President



MISSOURI AEOP

Pam Steele MAEOP Reporter

Missouri AEOP was well represented at the National conference this year. The following Missouri members were elected to national committees:

Debbie Geib – Affiliations & Advisory Council

Maggie Elder – Long Range Planning

Becky O'Riley – Professional Development Program

Sue Kerrigan – Public Relations & Publications

Becky Moses – Special Projects

Pam Steele (alternate) – Nominations & Elections

Missouri AEOP received 3rd place award for increase in membership

Iris Maxwell and Annette Miller were co-chairs of the conference this year. What a great conference – awesome job Iris and Annette. Many friendships were rekindled and new ones were made. Thank you to all the Missouri ladies who assisted with the conference.

Missouri's fall convention, Back to Basics #2, is October 28-30. It will be held at the Courtyard by Marriott in Blue Springs. Please come and enjoy a great convention. More information can be found on our website at www.maeop.net.



New York State AEOP News

Wendy L. Heslink, CEOE

NYSAEOP President

Greetings from the Empire State! I hope your summer was productive, successful and even a bit relaxing.

The NYSAEOP Executive Board has continued to be very busy the last few months conducting more Professional Development Days for our members. These days have allowed NYSAEOP to continue to offer professional development to all members without bearing the cost of a full conference. To date in 2010 there have been three very successful Professional Development Days and there is one more coming up soon.

The latest PDD was held at the Phelps-Clifton Springs Central School District in Clifton Springs, New York. NYSAEOP's Finger Lakes Region Director, Brenda Brickle, co-hosted this event with her colleague, Teresa Nemechek, and the event was sponsored by NYSAEOP. There were approximately 90 participants from many different school districts in attendance. The day started with an incredible keynote, given by Dr. Marla Iverson, Assistant Superintendent for School Improvement at the Wayne-Finger Lakes BOCES in Newark, New York. After the opening session, participants broke into smaller groups, attending workshops throughout the day including topics such as "Attitudes," "Identity Theft," "Your Career: Doing What Matters Most," "Know Your Numbers – Women's Health," "Professional Dress on a Limited Budget," and "Excel I and II," to name a few. From the evaluations received, it is evident that professional development of this nature was needed and appreciated.

The next scheduled Professional Development Day will be co-hosted by Terry Mitchell, NYAEOP Southern Tier Region Director, and Marie Drake from the Corning-Painted Post School District. This will be held at the Owego Treadway Inn on Saturday, September 18, 2010. If you'd like more information, please check out our website for more details and to obtain a reservation form.

I would like to invite each of you to the NYSAEOP annual fall conference, to be held November 4-7, 2010, at the beautiful Villa Roma Hotel in Callicoon, New York. This hotel is settled in the Catskill Mountains and Cathy Eberle, Conference Chair, has been working diligently to prepare another incredible conference. I hope you will consider joining us. Watch our website, www.nysaeop.org, or contact me at wheslink@fcsd.wnyric.org for more information.

Here's to the successful start of another school year!

A special "Thank You"

North Carolina would like to say a special "Thank You" to the KIMINI members as they did an awesome job at the 76th National Conference in July. This was my first National Conference and I truly was impressed with the members that helped us *First Timers*. The speakers were motivating & inspirational. I am encouraging more North Carolina members to join their National organization. We hope to have a lot of NC members at the 77th National Conference in Charleston, SC.

We have the following workshops scheduled at this time: Mountains to Sea on October 22, 2010 at Caraway Conference Center in Asheboro and District 5 has their workshop scheduled for Monday, November 1, 2010 in Mooresville. If you need any more information, please contact me at stanleys@davie.k12.nc.us or at 336-751-5921.

Lisa Elmore, NC President, has chosen the theme of snowflakes "One of a Kind" for the 2010-2011 year. I would like to invite everyone to come to North Carolina in March of 2011. Our Annual Conference will be March 2-4 at the Koury Convention Center in Greensboro. Ya'll come!





**Blue Sky Educational
Office Professionals Association
1015 Fair Street
Prescott, Arizona 86305**

BSEOPA (Blue Sky for short) sends you greetings from northern/central Arizona. Blue Sky is an affiliate of the Arizona AEOPA and we have just completed our first full year as an organization. Located 90 minutes north of the state capital of Phoenix, our membership includes all of Yavapai County. We are proud to boast 58 members as of the end of the 2009-2010 year.

The main focus of our organization is to provide affordable professional development for a wide spread and diverse membership. With the continual support of our local county superintendent of schools and his great staff, we have been able to hold workshops and full day conferences at little or no cost.

As president I could not hope for a better team of executive board members and committee chairs. They are the glue that holds us together as well as the grease on the wheels that get things done. The challenges we face, with a mountain range dividing our membership, keep us looking for better avenues in which to serve those who work so selflessly to assist in the education of the students in rural Arizona.

We owe a special thank you to the great ladies of the Arizona Educational Office Professionals Association. We couldn't have done it without your caring support. There are great things yet to be done here and our goal is to bring "The Three Es" of Education, Encouragement, and Empowerment to the great educational office staff in our area.

Sally Rackley
President



Omaha Education Office Professionals Association

Noretta Howard, Past President



OEOPA ended the last fiscal year successfully with the Administrator and three scholarships to graduating seniors awarded. Now we begin a new year with our first meeting, an annual potluck, welcoming new attendees, greeting returning members, and saluting a new president. Our 2010-11 president, Kathleen Weskirchen, is ready to begin with her agenda to carry OEOPA through past and new ventures. Our Ways and Means committee is eager to begin the fundraisers needed for events such as a family in need of help and our scholarship fund. As our organization takes another journey through the months, we hope to attain more members who will in turn become acquainted with our state and national organizations. We wish the best to all of the affiliates in accomplishing all that we can do together as office professionals.



NAEOP 2011 Conference

Charleston, SC

July 18-22, 2011

Make plans now to attend NAEOP 2011 in Charleston, SC because we are making **BIG** plans for your visit! We have arranged awesome speakers as keynotes, as well as, for the Institute, and Briefings. Take this opportunity to explore a beautiful historic city deep in the heart of the south and experience the local charm and customs, dine on southern favorites and some of the best seafood in the world, all while you learn and laugh with NAEOP.

The Embassy Suites, Airport/Convention Center will be our host hotel and is attached to the Charleston Area Conference Center. All rooms are 2 room suites that include microwave, refrigerator, coffee makers, and sleeper sofas. Rooms are \$145.00 per night. A cooked to order free breakfast buffet is offered every morning. (Area and Council Breakfasts will now be Area and Council "meetings" so you can eat your free breakfast before you go to the meeting.) The Embassy also includes the complimentary manager's reception in the evenings. The hotel provides free transportation to and from the airport, the nearby Tanger Outlets and parking is free! The hotel and Charleston Convention Center are located approximately 12 miles from Historic Downtown Charleston. Member and Guest registration will include free shuttle service to the downtown area on specified days and times.

Be prepared to learn, laugh and live life to the fullest in historic Charleston, South Carolina in 2011. Be sure to start planning now so you can take advantage of the *Cruise to the Bahamas* that will follow the conference leaving from the Charleston Port. Bring your family and make this a relaxed working vacation.



NAEOP
CARNIVAL FANTASY
JULY 23 - 29, 2011
6-NIGHT CRUISE SAILING FROM CHARLESTON

<u>DAY</u>	<u>PORT OF CALL</u>	<u>ARRIVE</u>	<u>DEPART</u>
Saturday, July 23	Charleston, SC		4:00 PM
Sunday, July 24	Fun Day At Sea	-	-
Monday, July 25	Nassau, Bahamas	7:00 AM	6:00 PM
Tuesday, July 26	Freeport, Bahamas	8:00 AM	4:00 PM
Wednesday, July 27	Key West, FL	7:00 AM	6:00 PM
Thursday, July 28	Fun Day At Sea	-	-
Friday, July 29	Charleston, SC	8:00 AM	

Inside cabins start at a rate of \$793.00 per person based on double occupancy. (third and fourth guests sharing the cabin are each \$573.00). Ocean view cabins start at a rate of \$853.00 per person based on double occupancy (third and fourth guests sharing the cabin are \$663.00 each). These rates include all taxes, port charges, government fees, meals and entertainment. A deposit of \$75.00 (non-refundable and non-transferable) per person is required to reserve your cabin. A second deposit of \$250.00 per person due prior to February 1st, 2011. Final payment is due by April 19, 2011. Penalties will apply for cancellations after the final payment date. The penalty for canceling 30 days from the cruise to the final payment date is \$325.00 per person. If you cancel 8 to 29 days from the cruise the penalty is 50% of the cost of your cruise plus \$75.00. Should you cancel 7 days or less from the date of sailing it is completely nonrefundable. We do recommend cancellation insurance; please call for details.

Proof of citizenship is required in the form of a passport or birth certificate (original or certified copy only) with a photo ID (drivers license).

Failure to provide a valid proof of citizenship will result in denied boarding. Legal names must be submitted. Failure to submit legal name and spelling as it appears on your passport will result in a \$50.00 name change fee imposed by the cruise line.

Please note that Carnival reserves the right to re-instate the fuel supplement for all guests at up to \$9 per person per day should the price of light sweet crude oil increases above \$70 per barrel according to the NYMEX (New York Mercantile Exchange Index).

Cruises For Less is pleased to provide at no charge a private cocktail party (based on 50 sold cabins) and a \$25.00 per cabin on board credit.

The lowest fare available will be quoted at the time of reservation – even if lower than the above group fares!!

CRUISES FOR LESS
1340 BEN SAWYER BLVD. SUITE H
MT. PLEASANT, SC 29464
(843-971-3334)

Enclosed please find deposit money for _____ people for an inside cabin _____ ocean view _____ cabin
 First deposits (\$75.00, per person), may be made by cash, check, or money order. Second and final payments may also
 be made by Visa, MasterCard, American Express, or Discover.

Do you prefer dining time early (6:00PM) _____ or late (8:15PM) _____

Full Legal Name: _____ Date of Birth _____
 Full Legal Name: _____ Date of Birth _____
 Full Legal Name: _____ Date of Birth _____
 Full Legal Name: _____ Date of Birth _____
 Address: _____
 Phone Number: _____ E mail Address: _____

NASSAU, on the island of New Providence, the capitol of The Bahamas, a large and busy city, offers many shopping opportunities just blocks from the ship, including jewelry stores, souvenir shops and more. Additionally, you can take a \$5.00 per person cab ride over to the world famous **Atlantis Hotel** and view the popular aquarium or try your luck at gambling in the large casino. You may also elect to take an excursion to explore all that Nassau has to offer!

FREEPORT, The Bahamas second largest city, is a "free trade zone" on the island of Grand Bahama. We suggest you take an inexpensive cab ride over to Port Lucaya and enjoy the shopping in the market place and enjoy the many restaurants and bars at the marina. There is also a beautiful white sand beach where you can swim and relax in the sun. There are many fun excursions to choose from, as well.

KEY WEST, Discover a city where real estate titles date back to the Kings of Spain. Stroll the palm-lined streets and discover gingerbread mansions, tin-roofed conch houses, the John Audubon House and Ernest Hemingway's home. Walk in the footsteps of Thomas Edison, Lou Gehrig, Harry Truman, and Tennessee Williams. Gaze at the fabled treasure of the galleon Atocha. Discover tomorrow's fine art treasures by Key West's well-known and unknown artists. In Key West, you can visit these and a host of other attractions by taking advantage of convenient public transportation, taxis, pedi-cabs, tour trains and trolleys. Don't miss the exciting shops, restaurants and bars on famous Duvall Street!

INSURANCE is available to cover any financial loss due to a covered reason, i.e. an illness or death of yourself or immediate family member. Insurance also covers "emergency medical evacuation". If you have to be transported off of the ship by helicopter or other means, it is a minimum cost of \$15,000.00, out of pocket. In other words, your normal medical and hospitalization insurance will not cover this service. However, travel insurance does cover it along with other coverages. It does cover baggage, trip interruption, emergency medical/dental, travel delay and more. Also, cancellations due to pre-existing conditions are covered as long as the insurance is purchased within 14 days of the initial deposit. The premium amount is based on one's age and the cost of the cruise. If interested, this premium amount can be quoted at the time of booking!

SHORE EXCURSIONS Once a reservation is under deposit, you can pre - book shore excursions (side trips offered by the cruise line while in port). These can be purchased in advance on-line or aboard the ship. However, it is advised to book in advance to insure your space and to avoid a potential sell-out. Listed below is a sampling of the excursions:

Nassau:

Blue Lagoon private Island Getaway
Cable Beach Golf Course
Catamaran Snorkel and Beach
Discover Atlantis
Beach Day Getaway

Freeport:

Bottom Fishing
Glass Bottom Boat
Dolphin Close Encounter
Freeport Biking Adventure
Deluxe Beach Break and Shopping

Key West:

Key West Pub Crawl
Hemingway House and History Tour
Historic Homes and Gardens
Conch Train/Old Town Trolley Tour
Key West Parasailing

There is a **cashless** system aboard cruise ships. You have your own "charge account". The only time cash is used is to tip your room service steward when they deliver your free room service meals (all food is included in your cruise fare, along with coffee, tea, non - bottled water and juices). Sodas and alcohol are extra. **Gratuities** for the waiters, bus persons, head waiter and room steward are additional. The total gratuity amount for all, is \$50.00, per cruise guest (\$10.00, per person, per day). This amount of \$50.00, can be prepaid or upon the ship. If not paid ahead of time, your on-board account will be charged for this amount. Please advise if you wish to prepay. An envelope will be provided in your cabin on the last night for your Maitre D's gratuity. If you feel as though this is deserved, take it to dinner with you on the last night.

Cruise lines do not send out paper tickets. The Security Border Act initiated after 9/11 requires all U.S. Citizens leaving and re-entering the United States to provide some information to their carrier (Carnival) prior to travel. This immigration information is collected by Carnival in the form of a "FunPass". Cruises For Less will direct you and inform you of how this is done. We will also provide you with a pre - cruise checklist. Additional information of things to know before you go can be found on our website at www.cruisesforlessincharleston.com.

The **inside cabin** price is based on a category 4B (Riviera deck) This cabin is 185 square feet with two twin beds that convert to a king bed. They will accommodate a third and/or fourth guest in a bunk bed, rollaway or trundle bed. There is no window in this cabin. The **ocean view cabin** is based on a category 6B (Riviera Deck). This cabin is 185 square feet with a 3' x 5' window that does not open. The bedding configuration is the same as the inside cabin. **Balcony cabins** are available, but on The Fantasy, they are only found in the Junior Suites and Grand Suites. All cabins and suites do have private baths, phones and flat screen T.V.s.