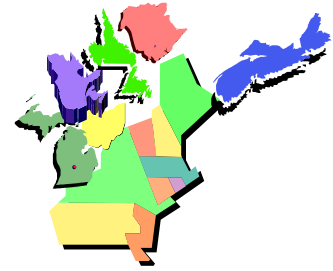


# Northeast Area News

2010 - 2011



*Connecticut, New York, Vermont, New Hampshire, Pennsylvania, Ohio, Maine, Massachusetts, Rhode Island, Michigan, New Jersey and Canada: Labrador, New Brunswick, Nova Scotia, Newfoundland, Prince Edward Islands, and Quebec*

Volume 4, Issue 1



Fall is here and the weather is getting cooler already. Where did the summer go?

The Charleston conference was a blast! There were 43 members present at our Northeast Area meeting! That is the most from the Northeast area we have had in a long time. At that meeting we discussed holding the NAEOP Annual Conference in 2015 in the Northeast Area and a few of the state presidents offered to help with the planning. If you have any ideas for speakers or any suggestions, please let me know. I will keep you updated as we progress.

I hope you all enjoyed the conference and plan to attend the annual conference next year in Costa Mesa, California. Pass the word along to your colleagues and invite them to attend next year. If you start saving right now the cost will be minimal when the conference registration arrives at your door in January.

I am also in the planning stage for Northeast Area Professional Development Days to be held at the Stoweflake Resort in Stowe, Vermont in March 2012. If you have any ideas for speakers or would like to help in the planning, please email or call. My information is included at the end of this newsletter.

I hope you will share this newsletter and encourage others to become a member of NAEOP so that they can have the opportunity to share Service, Information, Recognition and Fellowship! Be sure to go to the NAEOP website at [www.naeop.org](http://www.naeop.org) to see what NAEOP has to offer.

*Elizabeth Napolitano, CEOE*  
Northeast Area Director  
NAEOP Long Range Planning Chair

“Ability is what you are capable of doing.  
Motivation determines what you do.  
Attitude determines how well you do it.”

-Lou Holtz



## NEW NAEOP MEMBERS

New Hampshire  
Belinda Schadler

Vermont  
Rebecca Otis

New Jersey  
Vicki Franken  
Kelli Nutt

Pennsylvania  
Linda Askey  
Ronda Vannatter

### New York

Cory Clark  
Grace Griffiee  
Rebecca Petrocci  
Kristine Shoenberger  
Judy Trask

Margaret Greiner  
Robin Manzolina  
Kathleen Robinson  
Diane Stocking

## ***NEWS FROM NORTHEAST AREA AFFILIATES***

### New Hampshire

New Hampshire Association of Educational Office Professionals will hold its' Fall dinner meeting in Manchester, New Hampshire at the Puritan Back Room from 5:00-9:00 p.m. on October 20, 2011.



### Connecticut

On November 16, 2011 Connecticut Association of Educational Office Professionals, in conjunction with Arum & Associates, will hold a training day in Waterbury, Connecticut. "Making the Difference for Educational Office Professionals" will include topics such as Strategies for Exceptional Customer Service, Technology Update, Dealing with Difficult People and Building Better Office Relationships. The full day registration, including meals & materials will cost \$85.00. A conference flyer will be emailed soon.

## **New York State Association of Educational Office Professionals**

The New York State Association of Educational Office Professionals will hold its 59<sup>th</sup> Annual Meeting at the Holiday Inn Arena and Conference Center in Binghamton, New York from October 27 to October 29, 2011. A re-affirmation ceremony will be held for all officers and committee chairmen.

We are honored that NAEOP President, Allie Faye Matthews will be joining us and will present two workshops to conference attendees. In addition, workshops will be held on How to Be Happy and Healthy Now, Sleep Deprivation, How to Go from Overwhelmed to Organized, Genealogy, and the A, B, C's of Team Building.

PSP certificates will be distributed as well as the awarding of a Member Scholarship, a Student Scholarship, and a Student with Disabilities Scholarship and Incentive Awards.

For more information, please contact conference chairman, Colleen Clarke, Rochester City School District, at 585-262-8420 or [colleen.clarke@rcsdk12.org](mailto:colleen.clarke@rcsdk12.org).

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## **NEW JERSEY**

The **NEW JERSEY ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS 74<sup>th</sup> Annual Convention** will be held on Thursday, November 10, 2011 in the Historic Towne of Smithville, NJ at the Lantern Light Restaurant.

This year's theme is "*ENJOY the OLD—EMBRACE the NEW*" with the focus on **NEW OFFICE TECHNOLOGIES** presented by Atlantic Cape Community College Professor JoAnne Barbieri.

Enjoying the old will be showcased by a "Victorian" and/or "Vintage" theme. Table centerpieces, favors, door prizes reflect this focus. All attendees will enjoy an excellent workshop, and an equally excellent lunch featuring a choice of Prime Rib, Chicken Franchise, or Flounder Florentine followed by a Chinese Auction offering a large variety of beautifully decorated baskets provided by the NJAEOP Executive Board members.

After everyone has had the opportunity to put as many tickets as they like on the basket(s) of their choice, a name for each basket will be selected and awarded; then a 50-50 drawing, centerpiece giveaway, awarding of 25 Year Member Certificate(s) and PDP certificates will complete the wonderfully enjoyable time everyone will have.

After all this enjoyable fun, everyone can spend the rest of the afternoon shopping in all the very quaint variety of Historic (old) shops in the Towne of Smithville. There is plenty of **FREE PARKING**.

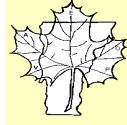
If anyone from out of town would like to join us, the Colonial Inn B & B has rooms available. The Inn is located in the Village Green with many more quaint shops and is connected to the other shops by a walking bridge.

We are all looking forward to "**ENJOYing the OLD----EMBRACing the NEW**" in the Historic Town of Smithville, NJ.

Check it out at [www.njaeop.org](http://www.njaeop.org) or for more information contact Judi Schwenger @ email: [gejud@verizon.net](mailto:gejud@verizon.net).



## Vermont AEOP



Glory Martin, VAEOP President

This picture is a common sight throughout many parts of Vermont right now. Hurricane Irene came and made quite a mess to many homes and roads. But we are Vermont Strong! And we are working our way back to the way we belong!

The VAEOP Board has been very busy organizing the Annual fall conference. The theme is *“Are You Ready to VAEOP2? (Visit Another **E**xciting **O**pportunity **P**rofessionally & **P**ersonally) – BRING IT ON!!”* The conference will start with activities on Friday, October 28, 2011 at the Stowflake Conference Center in Stowe, VT. Followed by a full day presentation on Saturday by Triad Consulting with helpful technology information. VAEOP holds elections every odd year and that means that we have elections for a new VAEOP Executive Board. Kathy Lech, NAEOP Immediate Past President, will present the installation of the new officers.

Those attending are invited to join the Board the night before for some personal attention...skin care with Mary Kay, candles from Party Lite and other wellness activities. Facilities at the Stowflake also include a spa, use of Sports Club and grounds, great places to dine, and shops galore! More detailed information and the registration will be available online during the week of September 19....be on the look out for it! We would love to have you visit the Green Mountain State!

Please contact me if you have any questions about our upcoming conference. I can be reached at 802-877-3332 or [gmartin@anwsu.org](mailto:gmartin@anwsu.org).



## **STAY ON TOP OF FILING**

Despite promises of a paperless office by workplace experts, one look around your office probably tells a different story. Many people are still buried in paper and struggle to keep it organized. In particular, it still seems as though some office workers have trouble staying on top of their filing. It's true that filing seems to be a thankless task that we tend to put off, but the longer you wait to do your filing, the more it will pile up and take a toll on your productivity. Here are four tips to help you keep up with your filing:

### **Be more selective about what you keep**

If you haven't quite embraced the electronic age by storing more paper in soft copy, begin thinking about what you can really do without in hard copy. Print and file only papers that you really need. If you don't have a scanner, make a case to your manager that scanning and storing documents electronically is more efficient and will allow you to save space.

### **Establish a filing routine**

Some people are able to file as they go, putting documents away as quickly as they receive them. Others run into trouble as they allow paper to pile up. If you can't take a few minutes each day to do your filing, at least set aside time once a week to do so. This will do more than any other step to help you keep your filing under control.

### **Make a plan to tackle the piles**

If you have already allowed your filing to pile up, put aside blocks of time each day or week to work on it until you catch up. When you work on the backlog of filing, start by taking a portion of the documents to be filed, then put the rest out of sight. Focus just on the pile you have. Keep a recycling bin handy. Sort all the documents into piles that make sense to you. You might have a number of documents that will go into the same file. Or you might need to sort them into categories for action, forwarding and pending. Don't get sidetracked on trying to handle any of the tasks required by these items; just concentrate on getting them sorted and filed.

### **Remember to purge periodically**

One reason we procrastinate is because our files are already so packed with documents, it requires super-human strength to separate them to slide a sheet of paper into a file. Create a plan for routinely purging your files, whether you do it every six months or work your way through your files alphabetically, doing two or three letters each month. ~ *The Office Professional*

### **Benefits of NAEOP Membership**

The National Association of Educational Office Professionals (NAEOP) provides the opportunity for members to enhance their professional competencies through academic programs, conferences, and institutes. These incentive activities enable members to take progressive steps to their desired professional growth level. Each Professional Standards Program certificate is based on requirements in three areas: education, experience, and professional activity. Filing dates for PSP applications are: January 15, May 15, and September 15. You will also appreciate the networking with other members and through information through the *NES Connector* magazine. For more information go to [www.naeop.org](http://www.naeop.org).

### **Information**

A *Northeast Area Newsletter* goes out by email to all Northeast Area members quarterly each year. If you have any information or any suggestions you would like to include please contact me. You can include conference information, pictures, information about your association, etc.

The NAEOP Listserv is a great communication and networking tool for members only. If you have a question you need answered about almost anything you can post it on the Listserv and get answers from other office professionals all around the country.

**Questions?** For more information about NAEOP or the Northeast Area, please contact me or go to the [www.naeop.org](http://www.naeop.org) website. I'm here to serve you as your Northeast Area Director and I would love to hear from you.

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