

# THE



# VOICE

South Carolina Association of Educational Office Professionals, Inc.

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## SCAEOP'S KALEIDOSCOPE IN MOTION

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### 2010-2011 Theme:



### FROM THE PRESIDENT'S DESK

Chris Whitmire, CEOE  
SCAEOP President 2010-2011



Chris Whitmire, CEOE

The theme I chose for my term as your president is SCAEOP's Kaleidoscope in Motion. I can honestly say SCAEOP has been in motion. Some of the activities have included

hosting the Mid-Atlantic Professional Development Days in November, preparing for SCAEOP's 29<sup>th</sup> Annual Conference, March 3-6, at the Myrtle Beach Hilton and preparing for the NAEOP Annual Conference, July 18-22, in Charleston, S.C.

Gloria Tisdale and her team did an excellent job in presenting the Mid-Atlantic Professional Development Days. It was my first opportunity to attend one of these events, and I found the sessions very informative and encouraging. Also, it was a great opportunity to interact with other members from the Mid-Atlantic area.

Renee Hammett, Conference Chair, Belindra Broome, Conference Co-Chair, and Donna Lazar, Conference Advisor, have been working hard to make the SCAEOP conference informative and successful. Please take time to look at the information on the new website at [www.scaeop.com](http://www.scaeop.com). The Marian Garrett Student Scholarship and the Member Scholarship will be awarded as well as Administrator of the Year and the Betty Blanton Educational Office Professional of the Year awards. I don't think you will be disappointed with all that will be offered at this conference.

Please remember donations for the South Carolina Free Clinic Association, SCAEOP's Community Service Project. Donations will be collected at the conference, and if you aren't able to attend, please send your donations with someone who will attend. A list of needed items is

in the conference registration brochure. If you have any questions, please contact Virginia Broussard, Community Service Chairman at [rdgrrnr1@yahoo.com](mailto:rdgrrnr1@yahoo.com).

Plans are also going well for the NAEOP Annual Conference, July 18-22, in Charleston, S.C. Conference Chairman, Donna Lazar, and the CORE committee have been working along with NAEOP representatives to cover all the bases for the conference. Please let us know if you are planning to attend and are available to help in any way. Many NAEOP members from all over the United States have expressed excitement about coming to Charleston for the conference, and we do want to make the *Jewel of the South* shine brightly.

My term as president has been a wonderful experience, serving with a very dedicated executive board. Each board member, whether elected as officers or District Directors, whether in permanent or appointed positions, has carried out their duties with obvious professionalism. Presidential Advisors Rebecca Crabtree, Vivian Duffie and Donna Lazar have been just a phone call or email away when I needed advice or guidance. SCAEOP is rich with many "voices of experience" that speak with wisdom and care for the association. We have faced some challenges, but those can be counted as opportunities to learn and grow professionally. We can be proud of our organization as it moves forward, especially in difficult economical times.

The images I've always had of SCAEOP's Kaleidoscope in Motion have been beautiful and awesome, but they are even more so after working with the members and the board this term. I have a whole new appreciation for how this association maintains a huge level of commitment and encouragement to educational office professionals. Remember, it takes all of us. Thank you for all you do for SCAEOP.

**PRESIDENT ELECT'S CORNER**

**Linda Honeycutt**  
President Elect 2011-2012



Linda Honeycutt

Thanks so much for the honor of serving as President-Elect this past year. Although I have served on the Board, it's a little different to be the next one in line for the President's position. I have listened and learned and now I am ready to move to the next step. We have a wonderful group of women, who work very hard to make SCAEOP successful. Thank

you to everyone who served this past year on the SCAEOP level and on your local level as well. We are all under stress with budget cuts and layoffs but our association is still going strong and will continue to do so as long as you "Get on the Bus" with me and we move forward.

*See you at Myrtle Beach!*

**MENTORING**

**Glenda D. Coard, CEOE**  
Clarendon County

I am excited to report that we have a mentoring page on the website. Please take the time to read the information. National Mentoring Month was in January and *Thank Your Mentor Day* was held on January 25, 2011.

Please visit the website for additional information about mentoring, and I encourage you to mentor a child and make a difference in his/her life. When you ask a student about his/her day or show them support by coming to their sports events, you are mentoring. Any kind of encouragement is mentoring. A child responds in a positive way when he/she knows you care.

If you have any questions, or would like to email me a story about mentoring in your district, please email your articles or stories to me at [coardg@yahoo.com](mailto:coardg@yahoo.com).

**SCAEOP 2011: Candidates and Election Results**

**Donna Brown Newton, CEOE**

The Committee would like to thank every member that took part and voted in the 2011 elections.

The Nominations and Elections Committee mailed election ballots on December 14, 2010 with a deadline date of January 7, 2011. At the January 22<sup>nd</sup> Executive Board Meeting the election results were reported. The nominations committee mailed 290 ballots to all active SCAEOP members, 103 ballots were returned to the committee by the deadline date. The candidates and results of the election are listed below.

**AND THE CANDIDATES WERE.....**

**... FOR PRESIDENT ELECT**

Elizabeth (Ann) Waiters, Moore  
Bessie (Cukye) Yvonne Nelson, CEOE  
Lynda Rigsby\*\*



Lynda W. Rigsby,  
CEOE



Bessie (Cukye)  
Yvonne Nelson,  
CEOE



Elizabeth Ann  
Walters-Moore,  
CEOE

**... FOR VICE PRESIDENT**

Tonia Jenell Jenerette, CEOE\*\*  
Donna Brown Newton, CEOE



Tonia Jenell  
Jenerette, CEOE



Donna Brown  
Newton, CEOE

**... FOR SECRETARY**

Lisa Coker (*not pictured*)  
Georgette Council, CEOE\*\*



Georgette Council,  
CEOE

**... FOR DISTRICT 9 DIRECTOR**

Blondell Marie Miles-Gadsden\*\*  
Fortrena "Trena" Haskell



Blondell Marie  
Miles-Gadsden



Fortrena "Trena"  
Haskell

**... FOR DISTRICT 10 DIRECTOR**

Connie Poole\*\* (*not pictured*)

**... FOR DISTRICT 11 DIRECTOR**

Deanna Johnson\*\* (*not pictured*)

**... FOR DISTRICT 12 DIRECTOR**

Janie H. Williams McLeod, CEOE\*\*



Janie Williams  
McLeod, CEOE

**\*\*Denotes the Winners  
of the 2011 Elections!**

*Congratulations!*

## SOMETIMES A CHALLENGE IS JUST AN OPPORTUNITY WAITING TO HAPPEN

**Donna Lazar, CEOE**  
Conference Chairperson



Donna Lazar, CEOE

This week I heard a story about a kind-hearted business CEO who wanted to retire. His children were not interested in his life's work so he took his top 10 employees and met with them. He explained his situation and told them each he was giving them a seed. He wanted them to plant the seed and in one year's time they would meet again to see what

they would grow. Whoever's plant was the best would be the new CEO of the company. Each employee left the office with big dreams in their heads of how their plant would be the best in one year's time.

One man went home and told his wife about the opportunity the CEO had given him. He planted his seed with great excitement, and he and his wife nurtured, watched and waited patiently for the plant to grow. They watered it, moved the pot to the catch the morning sun, gave it food, but the seed never sprouted. All the while the man worked hard at his job. As the year long deadline approached, he agonized about what to do about his empty pot. He and his wife agreed he'd return with the empty pot and tell the CEO they had tried everything, but the seed would just not grow.

On the big day, the other nine employees gathered for the meeting. There were nine beautiful plants. Some were



fragrant flowers while others large leafy green plants, and one was a small flowering tree. The man's heart sank as he looked around the room. He noticed the other employees snickering and pointing at his empty pot. The CEO arrived and called the man to the front of the room. The man had a sick feeling in the pit of his stomach... was he going to be fired? He needed this job to support his family, and he had worked hard. As he stood by the CEO, the man, red faced, quietly told him that he had tried everything, but his seed would just not grow. To his surprise, the CEO announced to the other employees, "Meet your new boss!"

The employees were dumbfounded, including the man. Seeing the confusion in their eyes the CEO explained, "I gave you all boiled seeds. That means they would not grow, and this man is the only one of you who was honest enough to admit that his seed did not grow. He works hard, and he has integrity. He will replace me as the new CEO."

As I reflected on the story, I thought about our association. We are a group of volunteers who have come together to better ourselves and our schools. We work hard always striving for better things. Right now with the way budgets are in South Carolina, everyone is feeling the pinch; our seeds don't seem to be growing. But if we continue to work hard, keep our association membership active, even if we can't attend the conference each year, we will reap good things in ourselves and our association. We will hold on to our integrity and move forward making this challenge an opportunity.

We should keep our membership active in our association so that it remains strong. In the meantime, you can benefit from the newsletter, the friendships you have made and the staff development you have received. Keep your membership active; submit an Administrator of the Year nomination, encourage a student to complete the SCAEOP scholarship application or nominate an Office Employee of the Year. Participate in the SCAEOP Mentoring Program in your own school or district. Because in time, you may be the CEO.



### BEST TIMES TO REHYDRATE

**Mary Graham, CEOE**  
SCAEOP-R

Drinking water at the correct time maximizes its effectiveness on the human body. Here are four of the best times as well as the amounts and health benefits:

- 2 glasses of water after waking up helps activate internal organs.
- 1 glass of water 30 minutes before a meal helps with digestion.
- 1 glass of water before taking a bath helps to lower blood pressure.
- 1 glass of water before going to bed helps to avoid strokes or heart attacks.



# 29<sup>TH</sup> ANNUAL SCAEOP CONFERENCE

March 3 – 6



## Hilton Myrtle Beach Resort

10000 Beach Club Drive, Myrtle Beach, South Carolina 29572 • 1-843-449-5000

### WORKSHOPS OFFER SOMETHING FOR EVERYONE

#### Donna Lazar, CEOE, Conference Chair

The 29th Annual SCAEOP Conference is sure to be an awesome event for everyone attending. The workshops include something for all skill levels.

For everyone using Power School there is the Power School for Beginners and Power School Advanced Session presented by Amanda Dobson, Director of Instructional Technology, Spartanburg District Six. Gloria Tisdale, CEOE, is presenting a workshop on Team

Building that will help increase your clarity, confidence, and charisma. The Professional Standards Program workshop with Sybil Hoover, CEOE, will help you with accreditation questions. First Timers can network, learn and laugh together in a workshop designed just for them. Allie Faye Matthews, CEOE, NAEOP President Elect, will give us tips on Getting Out Of Our Own Way and Email Etiquette.

*WE'LL SEE YOU AT THE BEACH!*

### SCAEOP CONFERENCE SPEAKERS

#### Donna Lazar, CEOE Meeting Site Coordinator

Don't miss the fantastic speakers we have arranged for the SCAEOP Conference on March 3-6, 2011. Our opening Keynote will be **Carolyn Taylor**. Ms. Taylor's presentation is "Carolina Women: Portraits of Strength and Courage." This one-woman show is done in dramatic monologues and is based on the lives of three historical characters who bravely faced the economic, social and cultural challenges of their time. The figures portrayed include Addie O'Brian, a southern farm woman who lived through the great depression; and three women, black and white, who were cotton-mill workers; Mary McCloud Bethune, the black educator and South Carolina resident who founded Bethune-Cookman College and a comedy character, the Charleston Tour Guide.



Carolyn Taylor

The Friday Afternoon Keynote is **Archie Burkel**, President and Founder of The Hat Ladies. As President, Archie is known as the "Top Hat" of The Hat Ladies. A hat is not just a hat when it is worn by one of The Hat Ladies of Charleston. Instead it is a symbol of compassion, camaraderie, community service—of course

fashion. The Hat Ladies have become known as a stylish brigade of volunteers who are making a difference in the lives of their community.

Our Sunday morning speaker is **Dr. James N. (Chuck) Epps**, Superintendent of Fort Mill School District 4. Dr. Epps has over twenty-seven years of professional service in Fort Mill School District and is a product of the Fort Mill School System. He has served as a teacher assistant, classroom teacher, coach, assistant principal, principal, director, and assistant superintendent. He has a Bachelor of Science degree in Administrative Management from Clemson University; Masters of Education and Education Specialist degrees in Education Administration from Winthrop University; and, a Doctor of Philosophy degree in Educational Leadership from the University of South Carolina. He is involved in many community clubs and boards and was recently chosen as Fort Mill's Citizen of the Year by the local Chamber.

We also offer nine workshop sessions on Saturday (you can choose two) that will peak your interests and give you the opportunity to upgrade your skills as well as recapture your motivation.

## WAYS AND MEANS

**Margaret Buckaloo,**  
Chairman, Ways and Means Committee

The Ways and Means committee is looking forward to a profitable year at the 2011 annual conference in Myrtle Beach this year. We will have some items from past years like the lunch totes, umbrellas, scarves and note cards along with a couple of new items. The lunch totes have been reduced from \$12 to \$10 so plan on purchasing one to help you save money (taking instead of buying your lunch) and also supporting SCAEOP. We will also have a new golf shirt for sale and new key chains. Please stop by and see these new items.

We are also looking forward to having some vendors we have had in the past back with us and also, hopefully a few new ones.

The Ways and Means committee would like to thank you for your support and we are looking forward to seeing you at the conference!

### SCAEOP Community Service Project

You can help the SCAEOP Community Service Project by bringing supplies for the SC Free Clinic Association. Items needed are:

- Ace Bandages
- Band-Aids
- Alcohol Pads
- Latex Free Gloves
- Tongue Depressors
- Cotton Balls

All donations are appreciated.

## CALLING ALL NAEOP CONFERENCE COMMITTEE CHAIRS

**Donna Lazar , CEOE**  
Meeting Site Coordinator

Please remember to sign up for the double session of the NAEOP Conference Committee Meeting offered on Saturday afternoon at the SCAEOP Conference. This will be the time that you report on the progress of your area, receive input and give ideas that will make our NAEOP Conference a success.

### Please come with:

- A written report for your area
- An estimate of how many people you believe you will need for manpower
- If you are a meal chairman, please bring a sample of your center pieces, favor and a program
- Bring Ideas for vendors – Names, addresses, and e-mail contact information
- Any door prizes or goodie bag items you may have and
- Your enthusiasm

I look forward to seeing YOU, at the conference planning meeting.



### Don't Forget...

- ... to check out the Vendors tables.
- ... to stop by the SCAEOP table.
- ... to visit the Retirees table.
- ... to buy your ticket for a chance at one of our beautiful gift baskets.



## THE HOSPITALITY SUITE

**Belindra M. Broome, Chairman**  
**Elizabeth Ann Moore, CEOE, Assistant**

We are looking forward to seeing all of you at our 2011 South Carolina Association of Educational Office Professionals Conference. Please take time to come to our Hospitality Suite. We are planning an exciting meeting for our First Timers. Some of the events we have planned are bingo, eating, dancing (bring your own music if you desire). Telling jokes (think of a good clean joke you can share with us), and sharing pictures from the past years of conferences. We will be open Thursday, Friday and Saturday night.

If you have any food to donate, please make sure that it is individually wrapped. Thank you in advance for your contributions.

**We will see you March 3-6, 2011 at the Myrtle Beach Hilton, North Myrtle Beach, SC. God Bless!**



## CANDY REQUEST

Please bring a bag of individually wrapped candies to donate to the NAEOP 2011 Conference in Charleston this summer. We will take the candies and make welcome bags for our 2011 guests. Just a little extra something to show our Southern Hospitality in action and to make our guests feel special. You can leave the candy at the registration desk when you pick up your registration. Many Thanks!

# 2011 NAEOP CONFERENCE

## July 18-22



### *TEMPUS FUGIT...*

#### Have You Made Your Plans for the 2011 NAEOP Conference in Charleston, SC?



**Donna Lazar, CEOE  
Conference Chairperson**

If you haven't registered for the 2011 NAEOP Conference to be held in Charleston, SC, July 18-22, 2011, it is not too late. You still have time so run to your NES Winter issue and turn to page 18-19 and fill out the form and mail it no later than tomorrow. Oh no! Can't find your winter issue? Then turn to your trusty computer and go to [www.NAEOP.org](http://www.NAEOP.org) and you will find the complete listing of activities, tours and educational opportunities under the Conference Information area. This application can be completed on-line and submitted directly to the NAEOP office with the click of a button. But hurry, don't be left out.

Things to look for:

- Cardigan Conference Sweater that comes in all sizes and reasonably priced.
- Registration for your guests...Only registered guests and registered members will be able to ride the free shuttle to downtown from the hotel.
- Sunday Morning Inspiration in Gullah presented by The Washingtons
- Sign up for the free seminar "The Raising of the Hunley"
- Institute Classes
- Briefings – This year you can take up to six
- Banquets for both the Professional Standards Program and the Installation of the new officers and board
- Awards Luncheon
- Area and Council Meetings
- Tours for every age and personality
- And last but not least the Bahamas Cruise at the end of the conference. This is a time to reflect on all you have learned and just how to implement those ideas, while you relax and have fun with family and friends.



Join your friends, make new contacts, and renew your attitude and spirit. Join us in Charleston, SC for 2011 NAEOP Conference. We look forward to seeing you there!

## NAEOP Conference Keynote Speakers

**Donna Lazar, CEOE**

Here is a quick look at the exciting speakers we have lined up for our 2011 NAEOP Conference in Charleston. For complete bios on these speakers go to [www.naeop.org](http://www.naeop.org).

### Sunday Morning Inspiration: The Washingtons

Music has always played an important role in the lives of this husband and wife duo. Linzy, son of a farmer/gin house worker and Karen, daughter of a preacher and teacher, learned to sing spirituals as they grew up in the sandhills and midlands of South Carolina.

The Washingtons have sung classical and Broadway show tunes but they continue to dedicate their voices to the preservation of the spirituals, which bear witness to the faith, courage, and strength of their ancestors.



### Opening Session Keynote:

**Carl R. Wells**

A gifted presenter and motivational speaker, Mr. Wells has served as Diversity Education Consultant or trainer for numerous agencies.

Perhaps the most intriguing and impressive thing about Mr. Wells is his humble nature. Many have known him and have been impacted by him for years without ever knowing the wealth of experiences and credentials he possesses – I believe that is truly the mark of a man bent on making a difference rather than seeking personal glory or attention.



### Friday Keynote:

**Jane Jenkins Herlong, CSP**

Jane came from a meager background and was informed she was dyslexic and labeled as not too pretty at an early age.

With money earned from working in her father's tomato fields and the reward of a scholarship in hand, Jane graduated from Columbia College with a bachelor's degree in sociology and pursued graduate studies in public administration at The College of Charleston. From there she went on to win the title of Miss South Carolina and represented her state in the Miss America Pageant.



And from then until now, Jane has accomplished plenty—inspiring audiences everywhere as a nationally known speaker with the highest rank of speaker certification. She is also an award-winning professional singer, recording artist and author.



## Touring Charleston

**Donna Lazar, CEOE**

Tours for the 2011 NAEOP Conference will be handled by Adventures in Charleston. Pricing is subject to change by no more than \$3.00 per tour in 2011.



**Charleston History Overview .....\$35**

Enjoy a guided overview tour of the city, visit Heyward Washington House and the Citadel and have time in the market to browse.

**Mepkin Abbey and Cypress Gardens .....\$64**

Visit the historic Abbey and breathtaking Cypress Garden and eat a picnic lunch on the Cooper River.

**Magnolia Plantation/Gardens.....\$49.50**

Enjoy a guided tour of the gardens and plantation home followed by a narrated Tram Tour of the perimeter of the gardens.

**Middleton Place Plantation Dinner.....\$90**

Two hour tour of the oldest gardens in America, the plantation home and stable yards then treat yourself to southern plantation cooking.

**Starlight Dinner Cruise .....\$78**

Enjoy dinner aboard the "Spirit of Carolina", a specially designed harbor cruising yacht. You will cruise Charleston's Historic Harbor, the Ashley and Cooper Rivers.

**Confederate Submarine H.L. Hunley Tour .....\$44**

**South Carolina Aquarium and Market.....\$40**



**Charleston Historic House Tours with a Twist .....\$43.50**

**Ghost Walk.....\$43.50**  
Walk the city with a guide who will inform you of the history and hauntings of Charleston.

**Charleston Harbor Nature Cruise.....\$49.50**

Learn the history of the harbor while scouting for dolphin and wildlife.

**Charleston Harbor Ghost and Pirates Tour .....\$49.50**

Experience the fascinating horror of the Holy City's Pirates, wars and storms.

**Fort Sumter Harbor Cruise .....\$39**

Cruise the Charleston Harbor on your way to tour historic Fort Sumter.

**Patriots Point Tour.....\$39**

Explore all Patriots Point has to offer; The Yorktown, The Congressional Medal of Honor Museum and the Naval River Patrol-Vietnam Memorial.

**Fort Moultrie and Boone Hall Plantation.....\$45**

Arrive at Boone Hall through the "Avenue of Oaks" and see the plantation home of one of the first settlers, Major John Boone. This plantation has been used in the filming of both "North and South" and "Gone with the Wind". Fort Moultrie is located on Sullivan's Island and has been restored to show American Seacoast Defense.



**Cruise: A 6 day cruise to the Bahamas!**

**Leaving on Saturday the 23<sup>rd</sup> and returning on the 29<sup>th</sup>.**

**Visit [www.naeop.org](http://www.naeop.org) for itinerary and complete details.**

## AN EFFECTIVE TEAM

**Gloria Tisdale, CEOE**  
SCAEOP Past President  
NAEOP Past President



Gloria Tisdale, CEOE

Teamwork is defined in Webster's New World Dictionary as "a joint action by a group of people, in which each person subordinates his or her individual interests and opinions to the unity and efficiency for the group." This means for an effective team all individuals involved come together and work towards a common goal.

Teams come together for different reasons, but their goals are the same. To succeed everyone needs to combine their efforts. Each person's individual role must be recognized and appreciated. Every person needs to understand how important it is for them to work smoothly together to be successful.

An effective team must have a clear goal and be allowed to operate in a way that produces results. Competent members must be a part of the team and must have a unified commitment. This doesn't mean that they agree upon everything; however they must be directing their efforts towards the same goal. There must be a climate of trust produced by honest, open, consistent and respectful behavior. They must know what is expected of them individually and collectively. To motivate teams, encouragement and praise works, just as it does for individuals. A successful team needs someone to lead the effort. A good leader works for the good of the team, not for personal recognition.

Thomas Edison, when asked why he had a team of twenty-one assistants replied, "If I could solve all the problems myself, I would."

Max DePree says, "The key elements in the art of working together are how to deal with change, how to deal with conflict, and how to reach our potential ... the needs of the team are met when we meet the needs of individual persons."

Working together as a team can improve learning and is a much needed skill in today's workplace.

### *Special Thanks!*

**Janie W. McLeod, CEOE, Editor**  
**Mary W. Hannah, Co-Editor**

We would like to offer a special thanks to Gloria Tisdale, CEOE for her valuable assistance in the production of this issue of *The Voice*.

Thanks to all who have sent in articles and supported our efforts through the years.



## USE YOGA TO STOP THE CLOCK

*Slow the signs of aging and feel younger with a simple Yoga regimen*

By Marianne McGinnis,  
former *Prevention* Associate Editor  
Submitted by Gloria Brown, CEOE



Gloria Brown, CEOE  
Newsletter Advisor

Many women try yoga for stress reduction, but they stick with it because it makes them feel--and look--younger, says Larry Payne, PhD, a yoga director at Loyola Marymount University and co-author of *Yoga Rx*. Unlike traditional exercise, yoga blends anti-aging moves that improve circulation, balance, flexibility, and strength with meditative

techniques such as deep breathing. "My students call yoga a natural face-lift," he says. "It cleanses, relaxes, and restores."

Here's how yoga helps anti-aging:

### Minimizes wrinkles

Yoga can reduce stress by nearly a third, reports a German study of 24 women. As a result, clenched jaws and furrowed brows relax, helping to smooth away wrinkles. Yoga may also rejuvenate skin's glow by reducing oxidative stress, which breaks down skin's elasticity. In an Indian study of 104 people, oxidative stress levels dropped by 9% after just 10 days of yoga.

### Slows weight gain

During a 10-year University of Washington study of 15,500 men and women over age 45, those who didn't do yoga gained up to 13.5 pounds. Those who practiced regularly lost up to 5 pounds.

### Eases pain

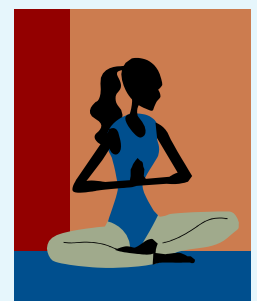
Yoga is twice as effective as stretching at relieving back pain, according to another University of Washington study that had 101 people with lower-back pain do either yoga or stretching once a week for 3 months.

### Helps you sleep like a baby

Levels of the brain's natural nighttime sedative, melatonin, decrease with age, but another Indian study found that when 15 men, ages 25 to 35, practiced yoga daily for 3 months, their melatonin levels increased.

### Keeps you sharp

Researchers at Jefferson Medical College discovered that just one yoga class helps keep the stress hormone cortisol in line. Elevated amounts may contribute to age-related memory problems.



## SCAEOP-RETIREES SEPTEMBER BOARD MEETING



“The SCAEOP-R met on September 17, 2010 in Columbia. Eighteen members, from all areas of South Carolina, enjoyed being together for the annual meeting. They appreciated the business part and also, a social visit with state-wide friends.”

Left to right

First Row: Wilma Hayes and Erma Busbee

Second Row: Barbara Bowman, Gloria Tisdale, Jan Roberts, Dot Aiken, Vivian Duffie, Pauline Alford

Third Row: Annie Dorn, Mary Taylor, Rebecca Crabtree, Jean Robinson, Judy Chappell, Geraldine Butler, Helen Deas, Edith Stewart, Flora Barnes, Mary Graham

### Barbara Bowman, CEOE SCAEOP-R President, 2010-11



Barbara Bowman, CEOE

I hope that Rebecca Crabtree, CEOE, will go with me to a meeting again! I did not think about the length of time we would need, and although I knew how to get there, I turned off Highway 20 before getting to Highway 1. We were late when we got there. Although we missed the devotional given by Pat Prioleau, CEOE, minutes, and membership report, they were discussing the

financial reports when we got there. Anyway, Rebecca, I am sorry, but we will take the trip together again.

It was pleasant to hear reports from committee chairmen telling us many ideas; we have a good part of the business going on by SCAEOP. Although we do not work in educational offices now, we retirees keep the feeling forever about the mental, social, and creative training of all our students.

Since I am planning a program on “Harmony” with a group at my church, thoughts came to me at the board meeting that harmony appeared in all the work by the organization. Our editor gave a report on the newsletter and asked for news from each committee giving information to each member throughout the state organization. For instance, each committee or assigned person is to send an article to the editor of *The Voice*. With the work from each area of the board, harmony is used through the state, giving news and receiving the work of members who read the state newsletter. We must tell Editor Janie McLeod, CEOE, that her work brings some success through harmony.

Our harmony shows as we attend board meetings and annual meetings. SCAEOP-R supports Marian Garrett

Scholarship awards, Betty Blanton Office Professional, Administrator of the Year, and also supports the NAEOP.

We can tell you we have our new officers who will be installed at the installation at our March conference at North Myrtle Beach. It is great to know that Gloria Tisdale, CEOE, past president from NAEOP, will be installed as the 2011-2012 president of SCAEOP-Retired. In receiving today a letter from Dot Aiken, CEOE, Nominations Chairman, we learned that the president elect will be Becky Self, CEOE; vice president, Mary Taylor, CEOE; and secretary, Rebecca Crabtree, CEOE.

Retirees will be excited about the 50/50 jar that Dot Aiken will have for the conference. All attending folks will hopefully visit the big jar place at the Crafts Table that Gloria Tisdale will manage. Dot will also have \$200 cash offered. The winning person will receive the check if their entry is chosen. We use part of the profits for the SCAEOP projects.

We ask all the state members to bring fun, sellable items for Gloria for the Crafts Tables. All types of items such as purses, knitted dishcloths, used jewelry, and canned jellies and pickles will be for sale at our Craft Tables!

First Timers attending will have a good time and get information at a workshop headed by Judy Chappell, CEOE. All of us appreciate the time given to new members.

As SCAEOP-R members, we are happy to show both first timers and long-time members we continue to stay active in the wonderful SCAEOP group. We love the projects, and we still love the harmony in education both given and received by our students.



## SCAEOP MEMBERSHIP REPORT

### Membership as of 2/27/11

#### Membership Fee

Active Membership... (Includes All Categories).....	314
Honorary Members .....	Complimentary.....-33
“LIFE” Members (75 years) .... No fee .....	-19
ACTIVE/ASSOCIATE/RETIRED Members Paying Dues...	262
NOTE: ACTIVE PAYING Members (\$30).....	214
Retired Members..... Reduced fee (\$15*).....	48
Inactive Members.....	121
Archived Members.....	754



Pauline A. Alford, CEOE

Everyone needs to **recruit a new member** for SCAEOP. You can download a membership application by accessing our web site at [www.scaep.com](http://www.scaep.com). Please check the website often as it has lots of good information for you.

“LIFE” Membership! A benefit for our members who have attained the age of 75 years, and have been current on their membership for a minimum of five consecutive years prior to their 75th birthday. If you have that status please contact me via email at [palford@scaep.com](mailto:palford@scaep.com) or by letter. To be able to keep our database up-to-date with this important information, I am requesting that you provide me with your **date of birth including the year**, whenever you renew your membership.

Also, keep in mind that you have a term life insurance policy worth \$1,100. Please inform your family of this great benefit. When completing your membership renewal form, please list your life insurance beneficiary so I can verify that it is correct in the SCAEOP database. You can list ESTATE in place of specific name and ID number. You can make that change any time by contacting me via email or phone 864-595-0640 or cell 864-316-4841.

**Please contact me if your mailing address or email address changes. Thank you for allowing me to serve you, the MEMBERS!**

Pauline A. Alford, CEOE  
Membership Recorder



Janie McLeod, CEOE

## THE VOICE

### EDITORS' MESSAGE



Mary Hannah

Janie W. McLeod, CEOE, Editor  
Mary A. W. Hannah, Co-Editor

Happy New Year to all members of “The Voice”! During the five (5) years Mary and I have served as editors, we sincerely thank you and acknowledge with a deep sense of appreciation our committee members, directors, past presidents and members of the SCAEOP for their hard work and personal sacrifices they have shown in helping us to make the SCAEOP Newsletter, “The Voice,” successful over the past five (5) years. We are forever grateful for the leadership opportunities that have been afforded to us.

We look forward to working with the board members to continue to make “The Voice” all that it can be. To do this we must work together as a team, be supportive, reflective and accomplish all the possibilities we have.

We want to ensure that “The Voice” continues to provide you with more insightful articles on a broader range of topics. We want you to send articles of your affiliates’ successes and ideas for articles of interest to you. We look forward to receiving your articles, pictures and suggestions. This is your newsletter, “The Voice.” We need you to express your **VOICE** and hearing from you can help us to serve you more effectively.

This issue is filled with many informative articles and information on the 2011 SCAEOP Annual Conference and the 2011 NAEOP Annual Conference. **Mark your calendar!** The SCAEOP will be hosting the 2011 NAEOP Annual Conference, July 18-22, 2011 in Charleston, SC. Please make plans to attend. We hope you enjoy reading this issue which brings joy, fosters love and smiles to all the members of the SCAEOP. We look forward to your input in “**The Voice.**”

*Wishing You All  
A Speedy Recovery!*

Janie W. McLeod, CEOE, Editor  
Mary W. Hannah, Co-Editor

Belindra Broome, District Director, who has been sick, is doing much better.

To other members of SCAEOP who have been sick or hospitalized, we the staff of “The Voice” are praying and wishing you all a speedy recovery.



## South Carolina Association of Educational Office Professionals, Inc.

### 2010 - 2011 Executive Board

#### OFFICERS

##### President:

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#### APPOINTED POSITIONS

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##### District 2 - Vacant

##### District 3 - Linda Rogers

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##### District 4 - Vacant

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##### District 8 - Vacant

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##### District 17 - Lindy Shaw

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**SCAEOP's  
Kaleidoscope  
In Motion**

2010-2011 SCAEOP Theme

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ASSOCIATION OF EDUCATIONAL  
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Blondell Gadsden, Charleston District

**WE'RE ON THE WEB!**

VISIT US AT OUR NEW SITE:

**WWW.SCAEOP.COM**

*Thanks to Jill Averyhart of Richland Two  
for "constructing" the new website.*

**Florence School District Three**

Post Office Drawer 1389  
Lake City, SC 29560

**MISSION STATEMENT**

The mission of the South Carolina Association of Educational Office Professionals is to raise the standards of educational office professionals in our state through professional and personal growth opportunities; recognition of professional achievements; participation in a specifically-designed certification program; promotion of integrity; pride in our profession; networking and fellowship with other educational office professionals.

**Endorsed by South Carolina Association of School Administrators and affiliated with National Association of Educational Office Professionals.**

**CALENDAR OF EVENTS**

**March 3-6, 2011**

**SCAEOP Conference**

Myrtle Beach Hilton • North Myrtle Beach, SC 29582

**July 18-22, 2011**

**NAEOP Conference**

North Charleston, South Carolina 29418

**Filing Dates for PSP Applications:**

**January 15, 2011 • May 15, 2011 • September 15, 2011**

**Scholarships/Awards Deadline:**

**March 15, 2011**

**Publications/Website Contest Deadline:**

**March 15, 2011**

**Affiliates Renewal:**

**May 1, 2011**

CURRENT RESIDENT