"A Lifetime of Excellence"

March/April Newsletter 2023

NAREOP

President's Message



Sarah Tierce, CEOE NAREOP President, 2022-2023 This newsletter is a little late and I hope you will forgive me. Just when I sit down to type my thoughts, life gets in the way!

Nominations and Elections committee has done a fabulous job contacting members about openings on the 2023-2024 NAREOP Board. They took a

big job and made it look easy, effortless and undemanding. Those of us who have served in similar capacities know this is not the case. I'd like to thank Charla Callahan, Susie Martinez, Brenda Blodgett, Rose Hill and committee chairman Becky Shipley for your efforts and continual support of NAREOP. I appreciate you!

Here are the nominations:

President - Sharon Lucas President Elect - Donna Tapp Vice President - Colleen Clark Secretary - Maria Sara Gonzalez

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Ballots have gone out with a return date of April 17, 2023. Please complete your ballot and return it to Becky Shipley by email: beckyorr2013@gmail.com or By USPS to:

Becky Shipley 42761 Timber Ridge Road Howe, OK 74940

Bonnie Miller, NAEOP President recently sent out the following information regarding rooms for conference in Omaha, NE:

"NAEOP Annual Conference – Omaha, NE Cultivate, Motive, and Unite with NAEOP July 16-19, 2023.

Registration, brochure, schedule at-a-glance, and hotel information can be found on the website. https://www.naeop.org/annual-conference. It is highly recommended members utilize the hotel link located on our website to reserve their room. The sleep rooms are spacious, and the hotel has long hallways, therefore requesting a room closest to the elevator is recommended for those who may have issues walking. This request may be made after June 1, 2023, by sending an email to:

<u>Christopher.Brown3@hilton.com</u> and requesting a *notation* be made for room preference closer to an elevator."

Il hope this helps you when making your reservations for conference. See you soon!

Sarah Tierce, CEOE NAREOP President, 2022-2023

Leadership

With a new board on the horizon, I thought this article was appropriate. Although the article is written more for a business, you can use the information with any organization. I hope you enjoy it.

I believe that strong, ethical leadership is at the heart of respectful workplaces. A dynamic leader not only possesses high moral standards, but operates with a high sense of ethics and integrity; preferably for the good of the employees and the office. Leaders take risks and understand the importance of change. Does this mean that effective leaders never make mistakes? Absolutely not. While leaders make mistakes, they use their mistakes as a learning tool so their chances of making the same mistake are minimalized. The following are some traits of a dynamic leader.

- Focus on the goals of the organization or office. To be an effective leader you must have a firm understanding of the vision of the business and maintain that vision in everything you do.
- Surround yourself with talented people. It's also important to assess employee needs: tools, systems, workplace changes, team interactions, etc. Engaging employees and coworkers and making them feel valued, empowers them to think, act, and innovate in a way that is natural to each of them. Lead your team to empower, encourage and enable each other.
- Develop your communication skills.
 It's important that you have good communication with your team so they properly understand your instructions and expectations. Keep your team up to date on progress with projects and big news, as well as up to date on events and achievements. The better you can keep employees and coworkers updated

with news and the vision of the school or office, the more they'll feel like a real part of the team as opposed to just a cog in the machine. Finally, be approachable and available for your coworkers to offer guidance and help find solutions.

 Keep it simple. Be aware of your own management style and learn how you can take advantage of your own personality to be a good leader. Don't overcomplicate things for your coworkers and pat yourself on the back when you are able to swoop in and save the day. Hold yourself to the same standards you hold your coworkers.

It is important for leaders to have strong core values and ethics in the workplace. Core values are defined as those things which we believe are the most important aspects of who we are and how we treat others. In workplace leadership, our core beliefs about people and how we treat them will impact how we work with them day-to-day.



First, we must determine what our core values are and what it ought to be to promote positive leadership in the workplace. When you study great leaders and list your favorites, you will notice one consistent characteristic that they possess — integrity. Integrity is the stable force behind countless leadership role models. Great leaders model integrity by being honest and doing what is right \square no matter the circumstances. Integrity requires you to make the right choice (even when you may not receive personal gain from the outcome) and to put your own personal agenda aside for the greater good of the organization and

Leadership - continued

the people. Effective leaders know that people need a leader who has integrity; without it, people are missing a vital ingredient in their ability to perform.

Much like the foundation of a building, integrity is essential for lasting success and provides a work environment with three key qualities: stability, safety and reference.

A good question to ask yourself and your leadership team is, "How much do we value integrity and how are we demonstrating it?" It may not need to be said, but haven't we seen too many examples of leaders in the business world who lack integrity? Isn't it obvious the negative impact those leaders have on their employees and patron as well as their business? If leadership is only as good as the foundation it is built upon, a leader must have a foundation that is as steady as a rock. Having integrity in our workplace gives us this foundation, with a foundation of integrity, a leader is ready to build his/her own unique leadership style.

Unfortunately, there are moments when you need to point out the obvious as to why it is so important to treat each other appropriately. Depending on the level of trust you have within the workplace as a leader, this will either fall completely on deaf ears or will be remembered forever by those present. A few things to remember when working with people:

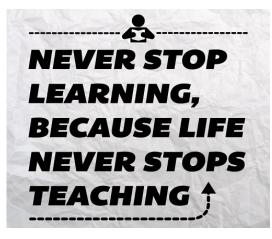
- Always remain hopeful (be positive and optimistic about their situation),
- Always be mindful and considerate of each other (appreciate the fact that there is no personal space in some circumstances), and
- Always treat each other with compassion (be respectful in language and attitude).

Scholarships - Deadline Quickly Approaching!

Do you have a grandchild or great-grandchild graduating from high school this year? If so, NAREOP is excited to offer scholarships to help them achieve their dream of going to college.

Linda Rush, CEOE Scholarship Co-Chairman is accepting scholarship applications for the 2023-2024 educational year.





<u>Deadline to submit</u> <u>applications is April 1,</u> 2023.

The application can be found on the NAEOP website (naeop.org/about/nareop). Remember: the application must be complete and submitted on time to be considered for a scholarship. It would be beneficial to have someone review the application to insure every necessary part of the application has been completed or is enclosed.

Good luck!

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WAYS AND MEANS

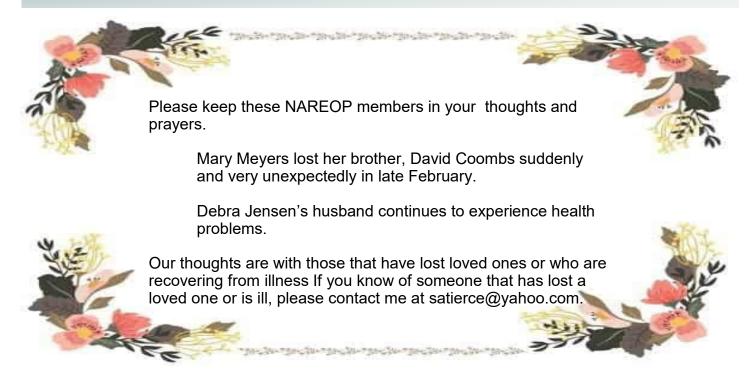
NAREOP 2023 Ways and Means Tickets
If you need more tickets, please feel free to duplicate. **Must be postmarked by July 8, 2023**. Complete and mail with donation to:

Debora Jensen, CEOE, 120 N. Maize Rd., #21, Wichita, KS 67212-4675

Homemade Afghan made by Ellen Gamel Color will vary (Please print or use return address labels)	\$100.00 Cash (Please print or use return address labels)			
Name	Name			
Address	Address			
City/State/Zip	City/State/Zip			
\$1 each or 6 for \$5 – Donation to NAREOP	\$1 each or 6 for \$5 – Donation to NAREOP			
\$250.00 Visa Gift Card	\$250.00 Visa Gift Card			
(Please print or use return address labels)	(Please print or use return address labels)			
Name	Name			
Address	Address			
City/State/Zip	City/State/Zip			
\$1 each or 6 for \$5 – Donation to NAREOP	\$1 each or 6 for \$5 – Donation to NAREOP			
Evergreen Earrings & Bracelet By Park Lane (Please print or use return address labels)	Amethyst Necklace & Earrings Set By Park Lane (Please print or use return address labels)			
Name	Name			
Address	Address			
City/State/Zip	City/State/Zip			
\$1 each or 6 for \$5 – Donation to NAREOP	\$1 each or 6 for \$5 – Donation to NAREOP			







Call for Elections - Reminder

It's now time to submit your name for consideration for the NAREOP Executive Board. Positions open for nominations are:

- President-Elect
- Vice President
- Secretary

Becky Shipley, CEOE is Chairman of the Nominations and Elections Committee and would love to hear from you! Please email her at beckyorr2013@gmail.com.

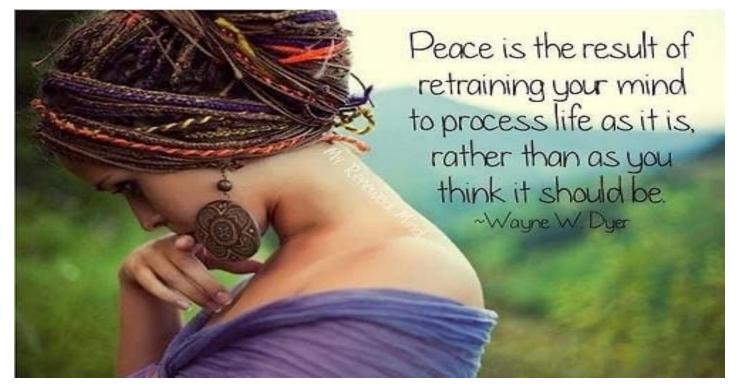
Membership - Reminder

Do you know of anyone who will be retiring this year? Please remind them to notify Taylor Moore at National Association of Educational Office Professionals, staff@naeop.org, (316) 942-4822 of their status change. This will ensure they are correctly identified and will receive the appropriate information like the monthly newsletter you're reading right now! Help us communicate better with our members and future members.

Spread the word and join now! We want to keep in touch with you!



Inspiration



Found on Facebook

Recipe - Blue Plate Beef Patties

Ingredients

- 1 large egg, room temperature
- 2 green onions with tops, sliced
- 1/4 cup seasoned bread crumbs
- 1 tablespoon prepared mustard
- 1-1/2 pounds ground beef
- 1 jar (12 ounces) beef gravy
- 1/2 cup water
- 2 to 3 teaspoons prepared horseradish
- 1/2 pound fresh mushrooms, sliced

Minced fresh parsley, optional



Directions

- 1. In a large bowl, beat the egg; stir in onions, bread crumbs and mustard. Add beef and mix lightly but thoroughly. Shape into four 1/2-in.-thick patties.
- 2. In an ungreased skillet, cook patties until meat is no longer pink, 4-5 minutes on each side; drain.
- 3. In a small bowl, combine gravy, water and horseradish; add mushrooms. Pour over patties. Cook, uncovered, until mushrooms are tender and heated through, about 5 minutes. If desired, sprinkle with parsley.

Scholarship - Spring Fundraiser



\$300.....

Want a chance to receive it?



NAREOP is continuing our fundraising for scholarships.

A \$1,000 scholarship was presented to a graduating high school senior last year. Recipients are a child, grandchild or great-grandchild of one of our members. Our scholarship recipients are successful in their collegiate applications and continuing their careers.

Our plan is to increase our awards this year.

Opportunity	drawing	tickets are	1/\$5 or	5/\$20

TO PARTICIPATE:

Complete this form (or make a copy of the form to use) and mail to the address below. Ticket stubs will be mailed to you as your receipt.



Funds must be received/post-marked by April 15, 2023

NAME:				
MAILING ADDRESS:				
CITY:				
DAYTIME PHONE: ()		_	
I AM ENCLOSING \$ _	_FOR	TICKETS.	CHECK #	

Mail your check payable to NAREOP and mail with a copy of this form to:

Becky Shipley NAREOP Scholarship Committee 42761 Timber Ridge Road; Howe, OK 74940

Questions? Call (661) 331-5080 or email Becky at beckyorr2013@gmail.com



Annual Conference



Another reminder to get your reservations in for the 2023 NAEOP Annual Conference in Omaha, Nebraska!

Please use the special portal on the NAEOP website to make your hotel reservations. This will ensure the special room rate of \$149.00++ is applied to your account.

The Executive Board will meet Monday evening, July 17 for our annual board meeting. Tuesday morning, July 18 will be our Annual Meeting from 8:00-10:00 am. Light refreshments will be served, as our meeting is followed by Area Meeting brunches at 10:30 a.m.

Also, please be sure to check the box stating you will attend the Annual Meeting. This is important so that 1. we know you are coming, and 2. we can get an accurate count for the breakfast snacks, coffee and hot tea.

There are so many great breakout sessions to choose from this year! Don't forget the five sessions designed especially for retirees:

- Home Fit staying in your home as you age, a speaker from AARP
- Brain Health speaker from AARP

- Health Benefits of Laughter Debbie Wade will design this breakout and tailor it for retirees
- Getting the most of your cell phone we're looking to see if we can do one session on iPhone and one for Android
- Cybersecurity this is for everyone, but it was something the retirees had requested

These sessions are geared toward retirees, although anyone can attend. This is the same for any other session that catches your attention, so feel free to go to any of the fabulous subjects Mary Guest and Marie Freeman have found for all members.

I'm looking forward to seeing you in Omaha!

"Education is the most powerful weapon which you can use to change the world."

Nelson Mandela