

Keeping Affiliates Active

National Association of Educational Office Professionals



President's Message



Sitting at my computer and writing this article as your president, I am looking back on how my NAEOP career began 34 years ago. Attending my first local meeting, not only was I impressed with the formal process, I was enamored by being in a room with other office professionals who understood that the most challenging responsibility most of us faced was the mimeograph machine! One year after I began attending local and state meetings, Jeanne Haas, Past NAEOP President, invited me to attend my first national conference in Cincinnati, Ohio. Shortly after returning home from conference, Jeanne sat me down and shared, "I see potential in you and someday you will see it too." Her "building" words touched my life and helped shape the transformation of my personal and professional path.

There are so many who have provided support throughout my NAEOP career, and there is not enough space to name each of you, but I would be remiss if I didn't say thank you for believing in me and encouraging me to do, and be, my best!

For those who attended the national conference you experienced NAEOP at its best. The South Carolina Association of Educational Office Professionals did an outstanding job on every aspect of the conference—from registration to installation—it was exceptional. Your 2011-2012 NAEOP Board of Directors will be viewing the conference evaluations closely as we continue to work on improving services to our members and affiliates.

This is an exciting time for NAEOP, and your voice has played an integral role as we continue the transformation of our association. In the coming months we will reveal a new membership system, the online national magazine, and a facelift to our association website. This is your organization and as these services become available, I encourage you to let us hear from you—your Board of Directors is just a phone call or email away.

Throughout the year many organizations are planning professional development opportunities. President Elect Lola Young has completed the 2011-2012 online Professional Development Brochure and it has been posted to the website. I encourage you to visit www.naeop.org and click on the professional development link for a listing of presentations by your elected officers.

The *Keeping Affiliates Active* newsletter is geared toward providing an update from the officers on current committee happenings and our membership councils. It also includes information on professional development opportunities, as well as NAEOP deadlines. As an affiliate President you are receiving this e-newsletter and we hope we can count on you to share the newsletter with your members or prospective members. Editor Patricia Stelmach would love to include an article about your association's happenings, and welcomes your submission at patricia.stelmach@owensboro.kyschools.us.

My theme for this year is *Seeing the Best in you Emerge* and is symbolized by the butterfly that goes through a remarkable series of changes before it transforms into a delicate and beautiful creature. Our lives are similar in that we progress through different stages until we too emerge. Along this path, we feed upon many things, but none more importantly than words. Simple words can build a person up or break them down and it can often mean the difference between success and failure. As an office professional you have the opportunity to impact the lives of so many children and adults every single day. I encourage you to be attentive and caring, don't wait for a cry for help before showing your concern—it will warm the hearts of others to know that you care. Be compassionate and kind—always look for opportunities where you can help others. Even the simplest things, like helping someone carry his/her belongings, is very much appreciated by others. Practice daily the "golden rule"—treat others as you would like to be treated. If you envision and speak to others success you too will achieve your best!

Please do not hesitate to contact me throughout the year and let me know how I may help you.

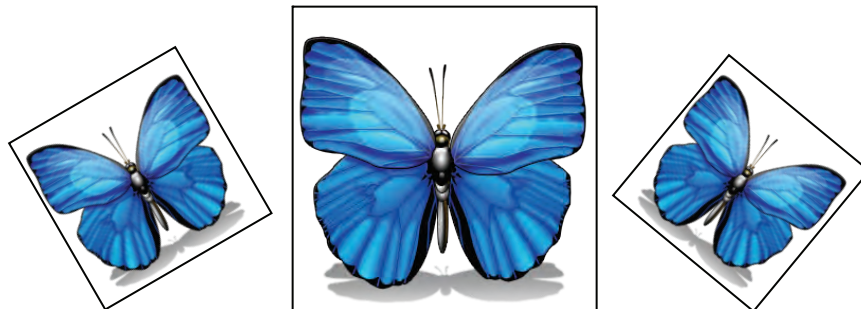
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**Lola Young, CEOE
President Elect
Professional Development Committee Chairman**



Seeing the best in you emerge!

Each year associations ask themselves what they can do to attract members to come to their workshops and conferences. NAEOP's Field Service program may be just what your association is looking for. Your elected NAEOP Board members are qualified presenters who have traveled the nation and have a plethora of topics ready for you. In addition, if you desire a special theme or focus, they will work to make the best in themselves emerge in creating the perfect presentation to fit your needs. These professionals can also serve in the capacity of keynote speaker, are more than willing to promote NAEOP and would consider it an honor to assist with or conduct your installation of officers. What do you, as your affiliates contact person, need to do to arrange one of these visits? Simply visit NAEOP's website at www.naeop.org and click on the Professional Development link to pre-view elected board member topics and descriptions, fill out the appropriate form and send it in.

Only affiliated associations may request field service and requests must be submitted at least 90 days prior to the visit to ascertain NAEOP's ability to make all of the necessary arrangements. This program is primarily supported by our affiliates through financial contributions. In order to cover associated costs, a contribution to the NAEOP Field Service Program is required. To take advantage of this outstanding opportunity, visit the association website or contact the National Office at 316.942.4822.

The Professional Development - Partners Reaching Out program is designed to provide professional development to associations, organizations, school systems and other educational entities at a nominal fee (plus all expenses). Those utilizing this option will, obviously, pay a higher amount than our affiliates for this service.

Progress continues in the formation of the "speakers bureau." Great strides were made during meetings at the conference this summer. However, we have a great deal of research to complete and work to be done before we can implement the program. I will keep you informed as the development continues.

Feel free to contact me at lyoung5@unl.edu if you have questions or comments on either the Field Service Program or the Professional Development – Partners Reaching Out program. As affiliates (and non-affiliates) take advantage of these programs, it will enable them to enjoy seeing the best in you (and others) emerge.

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Membership Incentive

The NAEOP affiliates are an integral part of this association in bringing the message of professional development, information on the Professional Standards Program and the scholarships available to the members of each affiliate. Someone once asked me why I belonged to a national association as well as my state's association..... and my answer was quite simple..... why not??? Where else can you go to share in each other's expertise? Where else can you go to speak with others who work in your area and understand the everyday dilemmas? Some of the greatest teachers are those who have experienced a situation and found a solution and are willing to share what they learned with you. Where else would you get the opportunity to travel and see the country – or state for that matter? Those are some of the reasons why I belong. What are yours? That's why my membership theme is "*The Time is Now... for YOU*" because YOU deserve it. I hope you will take the time to continue to reach out to new members and get them involved at your local, state and national levels.

It's my pleasure to announce a new membership incentive – in the 2011-2012 membership year, any member who self-renews ***on time*** will be eligible for a drawing to receive a refund of the membership dues or opt to have the dues rolled over to the next membership year. This new incentive is being sponsored through the generosity and support of NAEOP's Past Presidents and I am extremely thankful to each of them for their encouragement. Additional information will be available in the next edition of the *NES Connector*.

President Allie Faye Matthews' theme is "*Seeing the Best in You Emerge*" and I know first hand how the comfort of living in a 'cocoon' helped me to 'emerge' as NAEOP's Vice President... a level I never thought I could accomplish but one that I am ready and willing to tackle with your assistance.

Cathy Eberle
Vice President
Membership Chairman



Kathy Lech, CEO
Immediate Past President

Why Not Affiliate?

There are times when we ask ourselves, "Why affiliate with NAEOP?" My question to you is, "Why not?" The benefits for your local/state association are numerous – they include opportunities to:

- ◆ Submit suggestions to the NAEOP Board through the yearly Advisory Council meeting
- ◆ Send a voting delegate to that meeting each year to voice your concerns
- ◆ Nominate an Administrator and an Office Professional for the prestigious NAEOP Educational Administrator of the Year or the Olive T. Ritchie Office Professional of the Year awards
- ◆ Submit a worthy candidate for several different scholarships offered by NAEOP and the NAEOP Foundation
- ◆ Network with other state/local affiliates through the *Keeping Affiliates Active* quarterly publication
- ◆ Share with other state/local affiliates through the NAEOP Listserve
- ◆ Obtain a quality speaker for your conferences or Professional Development Days through the NAEOP Field Service Program
- ◆ Host a NAEOP Institute or annual Conference and Institute
- ◆ Develop a network of officers/board members in different states
- ◆ Etc. The possibilities are endless.....

The cost is nominal in comparison. In these tough economic times, we need each other. We can't all go to everything! Perhaps no one from your state/local can go to the national conference. IF you are affiliated, you can always send your thoughts to the Advisory Council through another state/local affiliate. That's okay. The important thing is to get your voice heard.

Lets' all join forces, send in our affiliation paperwork and start this journey with NAEOP anew. Let the *Best in You Emerge!*

Patricia Stelmach, CEOE
Southeast Area Director
Affiliations/Advisory Council Chairman

If you were unable to attend the National Conference in Charleston, South Carolina, I'm sorry. You missed an exciting, wonderful and historical meeting. The NAEOP website will soon be under construction. A new and exciting updated, user friendly site will happen this year. Every effort is being made to give you more—more workshops, briefings, and professional development. NAEOP continues to make every effort to meet the needs of the membership.

The excitement and energy from National Conference can quickly slip away if we allow it to. We return to our jobs and home life and very soon the good intentions begin to fade. The Jewel of the South becomes a pleasant memory and the things we learned and the new ideas we were going to put into practice become a cocoon that lays dormant, never quite having what it takes to emerge, burst forth, as the beautiful butterfly that was meant to be. I challenge each of you as I challenge myself to be your best, do your best, spin your cocoon and emerge as the butterfly you were meant to be. Ask someone to join NAEOP!

The Southeast was pleased to have one of our own named the Olive T. Ritchie Educational Office Professional of the Year. She is Linda Jones, CEOE from Arkansas.

With the rest of the NAEOP world who had the privilege of knowing her, we have mourned, the passing of Geraldine

“Boots” Owens. She was one of the first members of NAEOP on the national level I knew. She had the ability to make each person feel special. She loved NAEOP and all that it stood for and served the association well. Boots had a wealth of knowledge she was always willing to share with all who would listen.

The Southeast Area is proud to be hosting the 2012 NAEOP Spring Institute which will be held in Rogers, Arkansas in April 2012. All information including registration forms is included in this newsletter. We have worked very hard to give you more “Bang for your Buck”.

In just one short weekend you will be able to earn a total of fifteen (15) hours of PSP credit. We certainly hope you will be able to join the members of the southeast in April 2012. Complete Institute information is included in this publication.



Don't let time run out!
Renew your membership in
NAEOP TODAY! Be eligible for a
drawing for a free membership.

Patricia Stelmach, CEOE
Southeast Area Director
Affiliations/Advisory Council Chairman

It is time for all associations to affiliate with the national association for the 2011-2012 year. Doing so assures your association of all news, professional development opportunities, representation at Advisory Council, and general information. This past year there were seven (7) agenda items at Advisory Council.

The Advisory Council is the affiliates voice and only meets once a year at our annual conference. The items were as follows:

1. **Guests who are non-family members attending with NAEOP members are required to pay full registration or are required to join NAEOP to avoid these costs even though they will not be attending meetings, institutes, or briefings.** A motion was made and passed that a non family member attending NAEOP Conference with a member would pay the guest registration fee as long as they were not eligible for membership in NAEOP.
2. **Add a component to the Recertification requirements of the PSP program that requires association involvement through committee work at the local, state, or national associations. Specifics to be determined by an ad hoc committee to be designated by the NAEOP President.** This item was referred to the PSP Governing Board.
3. **Restructure and apply term limits to the PSP Governing Board.** This item was referred to the PSP Governing Board.
4. **Restructure and apply term limits to the NAEOP Foundation Board.** There were three (3) motions that came from this agenda item, all being referred to the NAEOP Foundation for Review. Those motions are as follows:
 - A motion was made that the NAEOP Foundation Board review its bylaws to consider adding an additional member elected to the Foundation Board, elected by NAEOP members during the NAEOP Foundation meeting at the annual conference. The motion carried.
 - A motion was made that the NAEOP Foundation Board review the foundation bylaws with a goal of staggering terms. The motion carried.A motion was made that the NAEOP Foundation Board review the foundation bylaws with a goal of establishing term limits for trustees. The motion carried.
5. **Give PSP credit to alternate delegates and others in attendance at the Advisory Council meeting.** A motion was made and passed to give alternate delegates and others in attendance at Advisory Council PSP credit for attendance.
6. **Allow the NAEOP Council Chairmen a vote on the NAEOP Board of Directors. Currently, the Council Chairs represent Administration, Elementary, Higher Education, Middle School/Junior High; High School /Career & Technical Education and State Department. The chairmen are appointed by the President and serve a one-year term with approval of the Board of Directors.** A motion was made and approved, and will be referred to the bylaws committee.
7. **Consider restructuring the awards announced at the PSP Banquet. Consider changing the day and time of the Awards**

MaryAnn Hollingsworth, CEOE
South Central Area Director
Nominations and Elections Committee Chairman

Hello from TEXAS! I am MaryAnn Hollingsworth, your new South Central Area Director. What an honor to be serving as South Central Director to those in Colorado, Oklahoma, New Mexico, Texas and those in South America.

For those who joined us in South Carolina at our area meeting, I want to say thank you. For those that could not attend, we missed you and hope to see you in sunny California for the 2012-2013 Conference. We had a great meeting and want to say that the South Central Area will be well represented on all of NAEOP's committees.

I would like to thank Bettye Ruth Wilson (TX), who served as the South Central Area Director for two years, and, for the wonderful job she did to keep us up to date on all that was going on. Bettye Ruth you were awesome!

One of my goals this year is to have a monthly newsletter for our area. This can only be achieved when each of us contributes, so please send any tidbits of information, stories, pictures, jokes, articles, etc. Send all information to me at the following email addresses: Work: mh70@txstate.edu or Home: speedyg1997@austin.rr.com

What an opportunity we have to share the news about NAEOP to all educational staff we come across in our daily lives. Share it with someone you know.

Elizabeth Napolitano
Northeast Area Director
Long Range Planning Committee Chairman

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

The annual conference in Charleston was great! It was obvious that a lot of hard work and planning went into it. Forty-six members attended the Northeast Area meeting in July at the National conference. It was the best turnout we've had in a long time. A few the Northeast affiliates will be collaborating to put together the Northeast Area Professional Development Days that will be held at the Stoweflake Resort in Vermont in the spring of 2012. There will be more information to follow.

Conferences coming soon to the Northeast area:

Vermont (VAEOP)

Fall Conference
October 29, 2011
Stoweflake Resort
Stowe, Vermont

New York (NYAEOP)

Annual Conference
October 27-29, 2011
Holiday Inn Arena & Conference Ctr
Binghamton, New York



Delaware

Fall Banquet
October 26, 2011
Felton Fire Hall
Felton, Delaware

New Jersey

Annual Conference
November 10, 2011
Historic Town of Smithville
Smithville, New Jersey

The Northeast has a Quarterly E-Newsletter and this is a good time to share any news, tips or professional development opportunities for your state. If you would like something published in the newsletter please email information to my attention at ENapolitano@wallingford.k12.ct.us or you can call me at 203-949-6509 or 203-793-7694.

Long Range Planning

This year I am the Long Range Planning Chairman for NAEOP. The Long Range Planning Committee's charge is to study the programs and functions of the association and make recommendations to the Board of Directors. This is your association and we want it to serve you in the best way possible. ***Please make suggestions and tell me where you see NAEOP going in the next five years. Let me know what you expect to receive as a member of NAEOP.*** You can email your answer to me at ENapolitano@wallingford.k12.ct.us.

"If your actions inspire others to dream more, learn more, do more and become more, you are a leader."

John Quincy Adams

Sherry M Hubbard, CEOE
Southwest Area Director
Student Scholarships Chairman



The members and affiliates in the Southwest Area are looking forward to an exciting year. Our area includes Arizona, California, Hawaii, Nevada, Utah, and the following countries: Australia, Malaysia, and Saipan. Affiliates are making plans for a variety of activities ranging from recruiting new members and retaining current members, to fund raising for their individual special projects, planning breakfasts, luncheons, or dinners that will recognize our bosses, our members, and the students to whom many of us provide scholarships each year. In addition to the work each affiliate is doing to plan their new year, the Southwest Area along with the state of Washington are working hard to put the finishing touches on plans for the 2012 NAEOP conference in Costa Mesa, California. As with any NAEOP conference you will find opportunities for education, fun, and socializing. I hope you will start planning now so you will be able to join us. If you are a southwest member and wish to assist in various areas of the conference, please contact Becky Shipley, 2012 NAEOP Conference Chairman at bshipley@khsd.k12.ca.us.

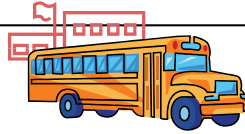
Chris Whitmire, CEOE
Mid-Atlantic Area Director
Public Relations & Publications Committee Chairman

“Where did the summer go?” is the question many are asking now. We are about to begin the 2011-2012 school year, and indeed, many of us want to know how the summer got by us so fast. Soon the buses will be rolling, school bells will be ringing, and our students will be returning full of anticipation for the new school year. Now, along with beginning a new school year, I’m beginning a new “adventure” as NAEOP Mid-Atlantic Area Director. I hope to have the opportunity to meet many of you. Please contact me at cwhitmire@lexington1.net if I may assist you in anyway.

Special thanks to Sibyl Hoover for stepping up to serve as Interim Mid-Atlantic Area Director. Sibyl did a wonderful job carrying us forward to a new term.

Mid-Atlantic Area Meeting Appointments, July 21, 2011, Charleston, SC – Teresa Price, DE, was appointed secretary, and Elaine Miles, SC, was appointed treasurer.

Mid-Atlantic Area Scholarships Awarded – Mary Catherine Young, SC, Deanne Callaway, NC, and Timothy Schumate, NC, were awarded \$500 scholarships for 2011 at the area meeting. Three \$500 scholarships will be awarded for 2012 to children or grandchildren of NAEOP Mid-Atlantic Area members. Scholarship applications may be requested by contacting me at my email address. The application return deadline is March 31, 2012.



Join us at the 2011 Professional Development Days, October 20-21, hosted by Maryland Association of Educational Office Professionals, in Ocean City, Maryland, at the Clarion Resort Fontainebleau Hotel. We hope to see you there. Contact me if you need registration information.

2013 NAEOP Annual Conference and Institute will be hosted by the Mid-Atlantic Area, July 18-27, 2013, in Alexandria, VA. The Core Committee will be composed of the 2010 Mid-Atlantic Area State AEOP Presidents. The Mid-Atlantic Area and NAEOP Past Presidents will serve as advisors to the Core Committee. The Core Committee will meet on October 19 in Maryland before the Mid-Atlantic Professional Development Days. The Co-Chairmen for the conference are Donna Lazar, SC, and Sibyl Hoover, DE. The Co-Chairmen for the Institute are Lisa Elmore, NC, and Laura Nossel, MD. Veronica Waddey, VA, is the Core Committee Chairman.

Public Relations and Publications Committee – President Allie Matthews assigned me as chairman of the Public Relations and Publications Committee. I’m in the process of obtaining information for the committee so it may proceed with the assigned responsibilities that include reviewing and updating NAEOP publications.



NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS
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New Renewal

- Active Membership \$50
- Retired Membership \$30
- Associate Membership \$50
- Institutional Membership \$85
- Corporate Membership \$60
- Magazine Annual Subscription \$30
- Magazine Annual Subscription (Retired) \$15

Membership Application
Continuous Membership
(12 full months)
 All fees must be paid in
 U.S dollars

Outside of U.S. special postage
 and handling charges apply.
 Please add an additional \$15.

- Elementary
- Middle School/Jr. High
- Secondary/High School
- Higher Education
- State Department
- Administration
- Career & Technical Ed.
- Retired
- Other (Specify): _____

Name: _____ Home Phone: _____
 Address: _____ Office Phone: _____
 City: _____ State _____ Zip: _____ Fax: _____
 Recruited by (Name): _____
 E-mail: _____

Active membership fees include 3 online issues of the association magazine and 1 issue (Winter issue) in print. If you wish to receive all 4 issues in print, you will need to request an annual magazine subscription in addition to your annual membership.

Check Enclosed VISA MasterCard Discover
 Card Number _____ Expiration _____
 Signature _____

Dues are not deductible as
 a charitable contribution
 for income tax purposes.

Lisa Morehouse, CEOE
Central Area Director
Professional Standards Program Chairman



Jump in Feet First

Since I was a little girl, I have always jumped into things feet first and totally immersed myself in whatever I was involved with. Those of you who know me may have heard my excitement and seen the passion I have for my local association-Lincoln Public Schools Association of Educational Office Professionals (LPSAOP) as well as the state and national associations. My involvement in these three associations has given me the confidence to move forward professionally. Through the associations, I was encouraged to attend classes, institutes and workshops that sharpened my office skills as well as my leadership skills. I had the courage to apply for jobs with more responsibility and to take the lead at work when new projects were introduced. I believe it is important to learn, to grow and to share your talents and what you've learned with other office professionals.

Our associations work hard to grow with their members. Currently we are experiencing change at every level of our association; local, state and national. In order to continue to grow, we need to take extra steps to not only embrace the changes that occur but we have to invest time and effort to maintain the foundation of each association.

The Central Area states gathered last March in Missouri to address many of the problems all of our affiliates are facing. We not only looked the problems straight in the eye; we also discussed possible solutions that we could take back to our local and state associations. I have heard from many of the associations and they are trying new ideas. Some of them include: Rewriting committee guidelines, promoting the aspect of what is gained by being involved, focusing on the members and what they want, as well as changing the format of state conferences. We have discovered that we need to change in order to grow. And we can change!

Each member can contribute to the growth and the stability of our foundation. I want to encourage each of you to get involved in some capacity with our educational office associations! You will not regret your involvement and your investment will be returned to you many times over! I know the time and effort that I have put into each of the educational office associations over the years has been one of the wisest investments I have ever made.

My involvement as a member of these three educational office professionals associations has afforded me opportunities to improve my skills as an office professional and as a leader. It has enabled me to gain confidence and grow as an individual. And all of this has also allowed me to forge lifelong friendships that I cherish deeply. I feel very fortunate to have the opportunity to share my passion for our educational office associations with you. I hope you'll take the opportunity to JUMP IN FEET FIRST and become involved!



It's In the Cards--Special Projects 2012

Lori Schumann, CEOE
North Central Area Director
Special Projects Committee Chairman

“Greetings NAEOP members and friends, I would like to introduce myself as the Special Projects Chairman for the 2012 National conference in Costa Mesa, California. I want to continue the great hand dealt us this past July with the continuation of special project activities in Costa Mesa.

We all enjoy the state/affiliate baskets, the 50/50 Split the Pot, and the silent auctions so much, I know you will want to go “All In” with your support for 2012. I will be presenting an idea to the NAEOP Board for something that will ensure you have a “Royal Flush” with excitement over the possibility of winning.

But to make this committee be one for the record books, I

will need your assistance. Besides the committee members elected at the 2011 Annual Conference, we need more volunteers! I would like for you to contact me at Lori.Schumann@anoka.k12.mn.us if you would be willing to serve. What a better way to meet new friends than to work the Special Projects table? And if you know you can't attend the 2012 conference, but want to help in contact members to donate and support, you can still be part of the committee. Also if you have an idea that would insure a “Full House” at the Special Projects table, contact me – remember I am only the Dealer” of this committee, you the members are the “Players”.

A special thanks to my advisor Linda Tribble.

**Gayle Schnorenberg, CEOE
President
NAEOP Educational Foundation**

Based on last year's Foundation business we had a busy time in Charleston at the Conference this year.

We were delighted to have elections for the newly established Foundation committees conducted during the area meetings and Sandra McCauley from New York filled the vacancy for the Northeast Area.

Last year in Kansas City the Foundation Board instituted an application process to solicit members to serve on the Foundation Board. In fact our newest Board member, Sandra McCauley, went through the application process. However, there is still a vacancy on the Foundation Board that needs to be filled. We are currently taking applications for the North Central Area. So if you're interested in being on the Foundation Board, fill out that application and turn it in! You can request an application by emailing me at gayle_schnorenberg@natronaschools.org.

This year an item was submitted to the Advisory Council regarding the way Board members are selected to serve on the Foundation Board along with establishing term limits. A similar agenda item was submitted to the 2009 Advisory Council. Last year, based on the 2009 item, the Foundation Board made adjustments to the bylaws. One more board member was added so all geographic areas have representation and, in order to give more members the opportunity to assist the Foundation, Fundraising and Liaison committees

were created. Members for these committees are elected at the area meetings in the same manner as the NAEOP committees.

With the initiation of the Fundraising Committee and the Liaison Committee, both Mimi Pike and Patricia Thompson have been busy! These committees will assist the Board with fundraising and getting information out about the Foundation.

Mimi Pike chaired the Fundraising Committee and did a great job of putting together a small committee to help her with this year's conference. And then we waited for the election returns to the Foundation Committees to take place at the Area Meetings to name the elected committee members.

Patricia Thompson, Chairman of the Liaison Committee, will be finalizing the packet of information to be sent to the Liaison Committee members. This information will allow the liaisons to share information about the Foundation in a consistent manner.

The NAEOP Foundation Board will meet at the NAEOP Winter Board meeting in January to discuss the agenda item that was brought to this year's Advisory Council regarding the way Board members are selected to serve on the Foundation Board and establishing term limits.

2011-2012 Foundation Board Members

Gayle Schnorenberg, CEOE, WY, President, NAEOP Board of Directors, Northwest Area
Marilyn James, CEOE, TX, Secretary, NAEOP Past Presidents, South Central Area
Deb Ryan, CEOE, NE, Treasurer, active NAEOP membership, Central Area
Mary Thompson, CEOE, VA, Scholarship Chairman, Retired Professionals of NAEOP, Mid-Atlantic Area
Vacancy, active NAEOP membership, North Central Area
Mimi Pike, CEOE, KY, Fundraising Chairman, active NAEOP membership, Southeast Area
Patricia Thompson, UT, Liaison Committee Chairman, Retired Professionals of NAEOP, Southwest Area
Sandra McCauley, CEOE, NY, active NAEOP membership, Northeast Area
Allie Faye Matthews, CEOE, AZ, Ex officio NAEOP President, Southwest Area
Darlene Hovorka, CEOE, MN, Ex officio NAREOP President, North Central Area



Gayle Schnorenberg, CEOE
Northwest Area Director
Awards Committee Chairman

Membership Begins With Me

“Seeing the best in you emerge” is President, Allie Faye’s theme; so I am giving you a challenge to increase our membership in the National Association of Educational Professionals.

Membership is the backbone of any organization and sits at the heart of NAEOP. The definition of membership varies from person to person. Some see membership as just paying dues and waiting for things to happen. Others see membership as a two way street with both the organization and the person giving.

But what exactly is membership in NAEOP all about? What can it offer? Well, as a member you’re part of a group of people – a real community – who share the same goals. Some basic services are provided to our members and they revolve around the four areas in our Mission Statement:

- Professional Growth
- Leadership
- Recognition and
- Fellowship

In order to attract new members we need to do a better job of promoting our association and it takes all of us to do just that. Talk to people about *why* you belong to NAEOP; word of mouth can be one of the best marketing tools out there. Tell them about our website (www.naeop.org) and let them know what is available to them if they join:



- Memberships
 - Active
 - Retired
 - Associate
 - Institutional
 - Corporate
- Professional Standards Program (PSP)
- Student Scholarships
- Member Scholarship
- Awards programs
- Professional development
- Term Life Insurance and Group Insurance discounts
- Member Listserv – an email discussion group
- Networking – work and career related information
- Membership Councils: Elementary, Middle/Jr. High School, High School/Career & Technical Education, Administrative, Higher Education, and State Department
- Rental car discounts
- Four issues of the *NES Connector*, our Association magazine

Another tool is the NAEOP Annual Conference. Attending a conference not only gives the opportunity for professional growth it also gives you the chance to meet other EOP’s and network in a safe comfortable way and in a different location every year.

Membership also means getting involved. Play a more hands-on role by serving on a committee or taking a leadership role. We must make sure that what we are offering makes it worth someone’s time to join. We need to set clear goals, expect the best, pay attention to the members’ needs, recognize accomplishments, celebrate our successes and lead by example. Invite a co-worker to join you the next time you attend an association meeting or function at the local, state or national level. Make them feel welcome and help them grow to be the best they can be.

So, are you content with being wrapped up in your cocoon or are you ready to emerge into a butterfly and lead the way in NAEOP? Remember “MEMBERSHIP” begins with “ME.”

Mary C. Meyers
Elementary Council Chairman

Finding Strength To Overcome

Over the course of our lives, we will run into bumps, curves, and great mountains that we will need to find the strength within ourselves to overcome. This strength comes in many ways and many forms. For each of us, it will be different. As we continue on our path this year, to have the “Best in You Emerge,” I would like to share a story about an amazing man who found that “best” in himself and overcame great obstacles to become a great artist.

Paul Smith, a man with extraordinary talent was born in Philadelphia on September 21, 1921, with severe cerebral palsy. Not only had Paul beaten the odds of a life with spastic cerebral palsy, a disability that impeded his speech & mobility but also taught himself to become a master artist as well as a terrific chess player even after being devoid of a formal education as a child. When typing, Paul used his left hand to steady his right one. Since he couldn't press two keys at the same time, he almost always locked the shift key down and made his pictures using the symbols at the top of the number keys. In

Across seven decades, Paul created hundreds of pictures. He often gave the originals away. Sometimes, but not always, he kept or received a copy for his own records. As his mastery of the typewriter grew, he developed techniques to create

This great man passed away on June 25, 2007, but left behind a collection of his amazing artwork that will be an inspiration for many.

Can you believe that this art was created using a typewriter?



“What lies behind us and what lies before us are tiny matters compared to what lies *within* us.” – Ralph Waldo Emerson

As the Elementary Council Chairman, I encourage each of you to volunteer, to dig deep inside, and share the best of you with all of us by becoming involved in NAEOP. If you have questions regarding NAEOP or the Elementary Council, or would like to serve on a committee, please contact me at mcmeyers@graniteschools.org or meyersmary@hotmail.com.

**THOSE WHO BRING SUNSHINE TO THE LIVES OF OTHERS
CANNOT KEEP IT FROM THEMSELVES.**

Sir James Barton

**Teresa L. Price, CEOE
Middle School/
Jr. High Council Chairman**

Hello from hot and humid Delaware! I am Teresa L. Price and I am excited to be a returning member of the NAEOP Board as the 2011-2012 Middle School/Jr. High Council Chairman. I have always felt that mentoring others makes you grow professionally. This is my promise to you as I continue to see the best in you emerge throughout the year.

After returning from the 2011 NAEOP Conference and Institute in Charleston, SC, I spent some time reflecting on what I had just experienced. It was a week long celebration where every event I attended was filled with excitement, enthusiasm and explosive energy. I was fortunate enough to receive my next level Professional Standards Program (PSP) certificate and my CEOE at this conference. The PSP Ceremony and Banquet was in a word—EXHILARATING. I was proud to be a part of an association that recognizes your educational accomplishments. Working toward my goal of pursuing my PSP Advanced III and CEOE was a thrilling journey for me. The ceremony made me feel like this personal journey was well worth my efforts. If you have not received your PSP yet, I encourage you to continue pursuing this professional goal.

To succeed you have to believe in something with such a passion it becomes a reality. I am always here to lend a guiding hand.

Being installed as the 2011-2012 Middle School/ Jr. High Council Chairman at the Installation Ceremony was one of my favorite highlights of this conference. President Allie Faye Matthews has selected “Seeing the best in your emerge” as her theme for 2011-2012. The celebration was simply beautiful as we all emerged into NAEOP butterflies. 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 the 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.

Preparing for 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.

This year we learned about creating a digital portfolio for your state association, embracing technology with an introduction to Google Docs and other online programs and spent valuable time learning about how you can enroll in educational courses to help you achieve your PSP goal.

I have many great ideas for the 2011-2012 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 encourage council participation. This year we will be supporting the NAEOP and NAREOP joint service project. As we partner up with the Jenesse Center, Inc. located in South Los Angeles, California, I ask each of you to start collecting personal hygiene items for adults and children. These families are survivors of domestic violence. For more detailed information, please contact me. I will be glad to share their website, the specific item list and the address for shipping.

As always, I look forward to communicating with each of you. Remember that if change never happened, there would be no beautiful butterflies. Get involved and understand what NAEOP can offer you as you emerge into all that you can professionally become.

“Little minds are tamed and subdued by misfortune, but great minds rise above them.”

-Washington Irving

Debbie Geib
State Department Council Chairman

On May 22, a massive tornado destroyed one-third of Joplin, Missouri in the southwest corner of the state. The tornado cut a path of destruction approximately three-quarters of a mile wide and seven miles long. Nearly 8000 structures were either destroyed or damaged. Three school buildings, including Joplin High School, were destroyed and several others were severely damaged.

In an effort to help the school district in its recovery, our state association began “The Joplin Project” to collect items the district needs in order to start school on time this month. Boxes of items are being collected from around the state and later this month we will be delivering them to Joplin. “The Joplin Project” is just one example of how our state association can help our colleagues in times of need. But we also need to ask ourselves how we are serving our members who are not facing a crisis. Are we meeting their needs effectively? It’s a question we should consider as we try to reach out to more office professionals and help in the areas of professional development and growth.

Recently a group from the Central Area met and discussed how we can serve our members better and grow our state and national associations. Some ideas that came from that meeting include:

- Understanding change
- Building value in the association
- Learning why members join
- Starting new members off right – give them the tools they need
- Listening to members
- Planning for success



During these tough times when we have to make our paychecks stretch even further, we need to consider our members and what we are providing them. Are we doing everything we can to help them succeed in their jobs? Please take some time to review your plan of action for your association and see if changes do need to be made.

To quote a saying taken from a Dove chocolate wrapper, “If you live in the present, every moment is a new beginning.” Take time to share your new beginning with others and help your association grow.

Susan Belliston, CEOE
High School//Career & Technical Education Council
Chairman

Summer’s over and fall is setting in fast. The hustle and bustle of the school year is now in full swing. You are beginning to settle into your routine and feeling at ease. It’s been a successful start of the year.

NAEOP Vice President/Membership Chairman, Cathy Eberle, has chosen “The Time is Now . . .” as her theme. As I reflect on my time as a member of NAEOP, I remember the various stages through my career and NAEOP was there for me through all of them.

Time of Learning—institute classes and conferences helped me develop the skills needed in my job. College courses caught my interest and I signed up for them. I enjoyed the learning experience and gained respect among my peers.

Time of Growing—some of my friends coaxed me into stepping out of my comfort zone. I served on various committees in local, state and national. I gained a sense of confidence through the process.

Time of Success—my time of learning and growing developed into a time of success. I was awarded my Basic PSP, Option I. It was very rewarding to be recognized for the achievement.

Time of Celebration—because of the PSP program, a goal of mine was to earn my CEOE. Even though my school district and state do not financially reward those who have achieved their CEOE, it was still my goal. My NAEOP friends celebrated with me when I reached my goal. It was a wonderful feeling.

NAEOP was there for me through all of them.

These are just a few of the benefits to being a member of NAEOP. As Cathy’s theme states, “The Time is NOW—to invest in YOU because YOU deserve itand NAEOP is here for YOU!” Plan now to attend the next NAEOP Annual Conference and Institute in Costa Mesa, CA, July 9-13, 2012. Utilize the layaway program through the national office to begin investing in YOU. If you have any suggestions for the HSCTE Council meeting that will take place on July 13, I welcome your input. This is your council and I want to make it beneficial for all who are able to attend. Please contact me at bel-susan@sd151.k12.id.us.

I also want to put together quarterly newsletters. If you have an article of interest that you would like to contribute or a subject you would like to see in the newsletters, please contact me. I look forward to hearing from you.



Wendy L. Heslink, CEO
Administrative Council Chairman

Have you ever read, I mean really read, the NAEOP Mission Statement? “The mission of the National Association of Educational Office Professionals (NAEOP), the only national professional association for educational office personnel, is to provide professional growth opportunities, leadership and service for employees in education through a specifically-designed certification program, quality training, a network for sharing information and ideas, recognition of achievements and fellowship.” Within that statement are the four key words that are the foundation for our association: Service, Recognition, Information and Fellowship.

According to www.merriam-webster.com, one definition of the word *service* is, “contribution to the welfare of others.” Isn’t that what we, as educational office professionals, do every day in our work environments? The work we do for our administrators, faculty, staff, parents, community and especially students is definitely a contribution to the welfare of all involved. Sometimes we forget the impact our work has on so many people, and on the whole organization for which we work. As an organization, NAEOP provides professional and personal development, networking opportunities, resources and many other benefits, thus serving its members.

Recognition means a formal acknowledgment of something accomplished; a favorable notice of an achievement. Have you ever received a commendation or award for a job well done? Wasn’t it a great feeling for you to know someone recognized your efforts and valued your accomplishment? Appreciation is a powerful tool. Billy Martin once said, “There’s nothing greater in the world than when somebody on the team does something good, and everybody gathers around to pat him on the back.” NAEOP is constantly acknowledging people for the good work they have done, whether it be for members serving on committees, presenting workshops, receiving their PSP certifications, or being named Office Professional of the Year.

The amount of information a member can obtain through NAEOP is amazing. Through various media such as the NAEOP website, *NES Connector*, this *Keeping Affiliates Active* newsletter, the Area and Council newsletters, just to name a few, members have a wealth of knowledge at their fingertips. Our annual conference/institute, area institutes and professional development days, as well as the various state affiliate conferences/workshops are also additional ways members can obtain information to help them improve in their careers.

To me, networking, camaraderie, friendship and partnership are other words for fellowship. If you have ever attended any function for office professionals at the local, state and/or national level, you understand this word already. One of the greatest benefits I have received from my membership in NAEOP is the life-long friendships I have made with colleagues from my local area, across my state and across the nation. These friends I call on when I have a question or problem and always get their support and encouragement.

I encourage you to continue your support of NAEOP and its mission.



NAEOP WEBSITE

Exciting updates and changes will be made to the NAEOP website during the course of this year. Be on the look out for a new design and updated information. Decisions were made at the conference this summer to make these changes.

**Gretchen Walker, CEOE
Higher Education Chairman**

By now we have all returned from conference and are facing the piles of work that accumulated on our desks, answering hundreds of email messages, and returning calls to those that were only able to leave us a message.



NAEOP's Membership Chairman, Cathy Eberle, has selected "The Time is NOW" as her theme this year. When I think about her theme, I ask myself, "Is it time to get out of my comfort zone and lead the NAEOP Higher Education Council members from their cocoons into blossoming butterflies?"

We tend to go through life doing what is most comfortable for us and what feels safe. That is great. However, how many opportunities are we letting slip by because we do not want to feel uncomfortable? We are unwilling to step out and take the risk in order to achieve our dreams. I was talking with a colleague the other day and she said the perfect thing, "big risks bring big rewards." That means we have to leave our safety zone in order to achieve our highest and best. You have to be willing to do whatever it takes and most times that means stepping outside your comfort zone. The good news is, the time you spend now outside your comfort zone will afford time in the future to live the life of your dreams. In other words, agree to be uncomfortable now, so you can live in comfort later.

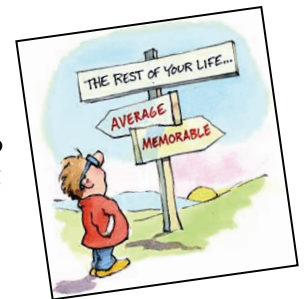
Yes, there are certain things we may refuse to give up comfort in order to attain. For example, I would rather wear comfortable shoes than have on four-inch heel pumps just to make a statement and then have hurting feet all night. But, that is just me. However, if it is to attain a dream or goal of mine, then I am willing to leave my comfort zone and try something new in order to get it. That did not come easy. The minute I decided I needed to make a change, I realized I must go outside my comfort zone.

Well, recently I decided to step outside my comfort zone and become your Higher Education Council Chairman. I questioned, "Am I the right person for this position; can I handle the additional responsibility; or am I taking the opportunity away from someone else?" Then I attended the NAEOP Executive Board meetings at the recent national conference. I observed their commitment and dedication to educational office professionals across the country. I actually had fun and met some really nice people. It was no longer scary.

The point is, we will be pleasantly surprised at how good it feels and the wonderful opportunities we see when we step outside our box for a moment. Are you letting any opportunities pass you by because you are too comfortable to make a move? Are you stuck in the same job or situation because you are too comfortable to do anything different? You are unhappy, even miserable, but you are comfortable and secure, or so it seems. You know what you get, when you keep doing the same thing over and over but expect something different. You keep getting the same thing. I encourage you to do something different and see and feel the difference.

The Time is NOW! Encourage others to get out of their comfort zone and join NAEOP.

I am looking forward to serving as your Higher Education Council Chairman this coming year. I am also looking for members to serve on various committees, or who will suggest topics for the Council meeting in July 2012 in Costa Mesa, CA, or help in contacting members who have forgotten to renew their membership. Please feel free to contact me via email at gwalker1@unl.edu. I look forward to hearing from you.



MARK YOUR CALENDARS!

July 9-12, 2012

Costa Mesa California

The dates and the site of the 2012 National Conference and Institute. All information will be included in the Winter Issue of the NES Connector.

California Here We Come!





Darlene R. Hovorka, CEOE
NAREOP President

Greetings from Wisconsin....

It is my honor and pleasure to serve as the 2011-2012 NAREOP President. My motto this year is "Keep Growing with NAREOP" and my symbol is an oak tree. With the help of the new Board of Directors and faithful members, this organization can grow to be strong, deep-rooted and able to withstand any strong winds that may blow.

Some of my goals this year are to communicate with members and our NAREOP colleagues, to promote membership in both organizations, keeping members informed via email and the *BEAM* and, hopefully, to have a web page on the NAREOP website. If you have members in your organization who are planning to retire, encourage them to join NAREOP. How about giving them a gift membership?

The NAREOP Service Project for the coming year is the Jenesse Center located in Los Angeles, California. This is a domestic violence intervention center. Their overall goal is to change the pattern of abuse in the lives of women and children. They teach self sufficiency and enable women to make good decisions for themselves, while helping families to stay together. They believe that "Peace in our homes is a human rights issue."

We've teamed together with NAREOP to help NAREOP donate useful articles for the Jenesse Center. The members of NAREOP have agreed to donate new pajamas, any size and style, to the Center to be used by their clients while in residence at the Center. NAREOP members will donate personal items which include shampoo and conditioner, soap, deodorant, etc. All these items may be sent to:

Barbara Friese, 2012 NAREOP Liaison
2204 Avondale Drive
Bakersfield CA 93306
Phone: 661-871-6395
bfriese@att.net

We are excited to be able to help with this worthwhile project where together we can help to heal families. You may find more information about the Jenesse Center by logging on to www.jenesse.org

As we "Keep Growing with NAREOP," please feel free to contact me at dlhovorka@frontier.com.



Jenesse Center, Inc.

DOMESTIC VIOLENCE INTERVENTION PROGRAM

Our program philosophy is based on the following principles:

- Domestic violence is a family issue
- Women and children are our primary clients
- Clients should receive culturally sensitive and culturally competent services
- Children are equal victims of domestic violence
- Clients must receive more than shelter—they must receive life skills
- Services must transform victims into survivors
- Services must be provided to populations that are generally turned away elsewhere
- Public opinion and public policy must be impacted to combat domestic violence
- Men have to be a part of the conversation

Announcement

NAEOP 2012 Spring Institute



Seeing The Best In You Emerge

The Southeast Area is pleased to have the opportunity to host the NAEOP Spring Institute to be held April 20th to the 22nd, 2012 at the Embassy Suites in Rogers, Arkansas.

Nestled in the foothills of the Ozark Mountains, the Embassy Suites offers complimentary, full cooked-to-order breakfast served each morning. It is located in close proximity to major recreational activities, shopping, restaurants, and boutique shops within walking distance. Parking is complimentary. The nearest airport is Northwest Arkansas Regional Airport which houses several shuttle services available at a reasonable price. Many of you may be able to drive.

We are excited to offer you this professional growth opportunity and hope you will be able to join us. We know our institute program will be of interest to you and worthwhile educationally. We have tried to give you an excellent educational opportunity with the least amount of time away from family and work. In just one weekend you will be able to earn 15 hours of PSP credit. Most attendees will be able to arrive on Friday and leave sometime after 12:30 on Sunday.

Hotel rooms will be \$119.00 per night plus 13% tax. Registration fees are \$195.00 per person and includes all institute materials and two meals.

We look forward to seeing you in Arkansas in the spring of 2012 for an institute you won't want to miss.

If you have any questions, please contact:

Malinda Larey – mlarey@fortsmithschools.org,

Patricia Stelmach – patricia.stelmach@owensboro.kyschools.us, or

Melissa Carpenter – melissa.carpenter@usm.edu

Allie Faye Matthews, CEOE
NAEOP President

Opening Speaker for the Institute

Allie Faye Matthews is currently the sole Risk Management Specialist for Sunnyside Unified School District and has served as the Liability/Worker Compensation Claims manager for 25 years. During her tenure, the district has received numerous awards recognizing their achievement in safety. Employed in various positions throughout her 36 years at Sunnyside, some of her positions have included office assistant, clerk typist and administrative secretary.

Allie is the Immediate Past President of the Sunnyside Educational Office Professionals Association. She is also a member of the Arizona Educational Office Professionals Association, serving two terms as President. She has been a member of the National Association of Educational Office Professionals (NAEOP) for 30 years, serving on numerous committees. In NAEOP elected capacities, Allie has served as the Southwest Area Director, Vice President, President Elect is currently the president of NAEOP. She has earned the distinction of Certified Educational Office Employee (CEOE), by completing college required courses.

Loving volunteer services, Allie also serves as the corresponding secretary to the Tucson Chapter of Compassionate Friends, an organization who works with grieving parents after the death of their child.

She has two children, one grandchild, and a devoted husband of 37 years and enjoys traveling, movies, reading, and anything chocolate!

President Matthews will open the NAEOP Spring Institute with a presentation entitled "Becoming a Better You."



Educational Learning Sessions

NAEOP 2012 Spring Institute



1. Networking Magic: “Schmoozing” Your Way to Success

Networking is an essential business tool to today’s professionals, regardless of what they do for a living. Strong business relationships are formed face-to-face. Learn the importance and power of networking, how to get and share information quickly, and get the opportunity to meet fellow conference attendees.

2. The Art of Influencing Others (Sub-Title: Tackling Crucial Conversations & Conflict)

During this session, you will learn how to (1) transform anger and hurt into powerful dialogue (2) Make it safe to talk about almost anything (3) Be persuasive, not abrasive (4) Improve nearly every professional and personal relationship (5) yield improvements in productivity and quality.

3. The Power to Connect

Compelling Care and Service is the lifeblood of any organization. Everything flows from it and is nourished by it. “It’s An Attitude.” Everything Matters: Telephone Skills, E-Mail Etiquette, Knowledge of Services, Interpersonal Communication Skills for Handling Various Customer Types.

4. Bird’s of a Feather

On your feet – Let’s have some fun while learning valuable content!! During this highly interactive session, you will learn that many people have predictable patterns of behavior – specific personality styles.

5. “But I Thought You Said...”

Communication is not only the key to individual success – Communication is the key to an organization’s success. In this session we will examine some of the problem areas that inhibit communication, review some of the rules for better communication, and take a closer look at specific situations such as meetings, and public speaking.

6. An “Egg-Citing” Place to Work

As you may have guessed from the title, this does involve an egg or two. Don't worry -- it's not messy. This tons-of-fun activity helps you understand how teams solve problems together while confronted with limited resources, competition, limited budgets and time constraints.

7. The 7 Habits of Highly Effective Office Professionals

You came to the conference to participate and contribute. Right? (Answer: YES...) During the first half of this session, attendees will be divided into 7 groups. Each group will come up with their list of 7 habits and discuss how that habit causes one to be highly effective. Each group will present their list of habits with explanations to the entire conference group. During the second half of this session, the facilitator will reveal his listing of 7 habits and explain how they can make one more effective in all they do.

8. Beyond Success: Making a Difference

A Surprise! (Facilitator’s wrap-up keynote)



Registration Form

NAEOP 2012 Spring Institute

Registrant Name _____ Title _____
 Address _____ Educational Institution _____
 City _____ State _____ Zip _____
 Phone _____ Fax _____ Email _____

Friday, April 20, 2012

Session A – 6:30 – 9:30 p.m.
”Becoming a Better You”

Saturday, April 21, 2012

Session B – 8:00 am to 12:00 Noon
”Networking Magic:”Schmoozing”
Your Way to Success

Registration Fee Includes:
All institute sessions and materials
Full made to order breakfasts
One (1) dinner (Friday)
One (1) lunch (Saturday)

- *The Art of Influencing Others*
- *The Power to Connect*
- Session C – 1:00 – 5:000 pm
- *Bird’s of a Feather*
- *”But I Thought you Said...”*
An “Egg-Citing” Place to Work

Sunday, April 22, 2012

- Session D 8:00 am – 12:00 Noon
- *The 7 Habits of Highly Effective Office Professionals*
- *Beyond Success: Making a Difference*
A Surprise! (Facilitator’s wrap-up keynote)

INSTITUTE REGISTRATION FEE:	\$ 195.00/person	\$ _____
(Deadline: Postmark March 9, 2012)		
Late Fee (Postmark Deadline March 20, 2012)	\$ 5.00/person	\$ _____
Total Amount Enclosed		\$ _____

PAID BY: _____ Check (Checks for the full amount should be made payable to 2012 NAEOP Spring Institute)
 _____ Credit Card: ___ VISA ___ MASTER CARD ___ DISCOVER

Card/Account Number _____ Expiration Date _____

(Signature _____)

ALL FEES MUST BE PAID IN U.S. DOLLARS. Mail registrations to: NAEOP, PO Box 12619, Wichita, KS 67209. For further information, contact the national office at 316-942-4822. Cancellations received prior to March 9, 2012 will entitle the registrant to a full refund less a \$25 administrative fee. Cancellations received between March 10-20, 2012 will entitle the registrant to a 50% refund. There are no refunds for cancellations after March 20, 2012. There are no refunds for no-shows.

ARRIVAL AND DEPARTURE INFORMATION:

Arrival: Airline & Flight Number: _____
 Date / Time of Arrival: _____
Departure: Airline & Flight Number: _____
 Date / Time of Departure: _____

EMERGENCY CONTACT INFORMATION:

Name _____ Relationship _____

SCHEDULE

NAEOP SPRING INSTITUTE
APRIL 20-22, 2012
EMBASSY SUITES
ROGERS, ARKANSAS

FRIDAY, APRIL 20

4:30-5:15 Registration
5:30-6:30 Dinner (Included in Registration Fee)
6:30-9:30 Speaker

SATURDAY, APRIL 21

8:00-12:00 Speaker
12:00-1:00 Lunch (Included in Registration Fee)
1:00-5:00 Speaker

Saturday evening will be a free evening. No organized activities are scheduled. Information will be included in the registration packet regarding restaurants and local points of interest.

SUNDAY, APRIL 22

8:00-12:00 Speaker

Willie Johnson, CHBC, PITC

Performance Improvement and Training Consultant,
J.B. Hunt Transport Services, Inc.; one of the largest
Truckload carriers in the U.S.; a Fortune 500 company;
NYSE:JBHT; World Headquarters, Lowell, AR. 72745
{ Website: www.williejav.com }



Certifications:

- Certified Human Development Consultant
- Certified DISC and Extended DISC Training Provider
- Certified Trainer: The 5 Dysfunctions of a Team
- Certified Trainer: The 7 Habits of Highly Effective People (Covey)
- Certified Trainer: The 4 Roles of Leadership (+ Other Workshops)

Certified Trainer: Crucial Conversations, a program developed from the NY Times Best-Selling Book of the same name (Introduces an audience to principles needed to handle crucial conversations and difficult communication interactions)

As a Performance Improvement & Training Consultant, Willie is certified to facilitate Vital Smarts, Crucial Conversations Workshop. He is also certified to facilitate The 7 Habits of Highly Effective People and other Franklin Covey programs. Willie also give monthly corporate workshops on topics such as Customer Service, Influencing Others, Resolving Conflicts, Presentation Skills & Tips, Behavior Styles & Personalities, and Developing Excellence in Yourself and Others'; just to name a few.

Willie's greatest enjoyment comes when giving motivational and inspirational presentations to local community entities, associations, and school groups, surrounding the theme: Mapping Your Life for Success.

Mr. Johnson will be our speaker for Saturday and Sunday of the Institute. He is a delightful, motivational, inspirational speaker.

Hotel Reservation Form

2012 NAEOP Spring Institute – *Seeing the Best in You Emerge*

Embassy Suites-Northwest Arkansas

3303 Pinnacle Hills Parkway, Rogers, Arkansas 72758

Phone: 479-286-0152

Fax: 479-845-2001

The Embassy Suites offers spacious two-room suites with a sofa bed in the living room. Included in each room is a microwave, coffee maker, and a mini refrigerator. Complimentary cooked-to-order breakfast is available each morning as well as a complimentary evening Manager's Reception. Room rates are \$119.00 per night plus 13% tax.

Name _____

Name of School/District/Company _____

Street Address _____

City, State, Zip _____

Business Area Code and Phone Number _____

Fax Number _____ Email address _____

Arrival Date: _____ Departure Date: _____

A link has been set up for online booking for our Institute. Some "shoulder dates" have been added in case someone wants to come in a day early or stay a day later. This way you will receive the same rate. The link is as follows:

http://embassysuites.hilton.com/en/es/groups/personalized/X/XNAESES-NA2-20120419/index.jhtml?WT.mc_id=POG

- Reservations must be made online by April 6, 2012.
- Rate of \$119.00 is for single occupancy. An extra person charge per person may apply for 2 or more guests sharing the same guestroom.
- Payment for room and tax and all incidental charges is due in full upon check out. Payment can be made by cash, by certified check, or credit card.

A limited number of rooms for guests with special needs, in accordance with ADA, are available. Please contact the hotel reservations department to confirm your arrangements.

All reservations must be received by April 8, 2012. The special room rate of \$119.00 plus tax per night is available until April 8th or until the group block is sold-out, whichever comes first. **Be sure to identify yourself as being with the National Association of Educational Office Professionals.**

Individuals will be able to make reservations by PHONE, FAX, or ONLINE :

PHONE: 1-479-286-0152 or 1-800-EMBASSY

FAX : – 1-479-845-2001



2012 ANNUAL NAEOP CONFERENCE/INSTITUTE

"West Coast Swings"
July 9-13, 2012



Hilton Orange County Costa Mesa Hotel
3050 Bristol Street; Costa Mesa, CA 92626

\$99.00/night + Taxes

Complimentary Self Parking

Complimentary Airport Transportation to John Wayne Airport

Complimentary Shuttle Transportation to South Coast Plaza Mall

Complimentary Use of Hotel's Precor Fitness Center

Conference Dates Available Three Days Prior and Three Days Post

Becky Shipley, CEOE; Conference Chairman

Rhonda Quinton, CEOE; Institute/Briefings Coordinator

Email: rquinton@nfsd.org

Email: rshipley@bak.rr.com



ORDER FORM

2012 NAEOP CONFERENCE SHIRT

Description: Short sleeve lightweight dark denim
Men's and Women's Shirts available

Sizes: SM, MD, LG, XL, 2XL, 3XL, 4XL

\$40 each (Price includes sales tax)

Qty	Size	Men's or Women's	Price	Total
		<input type="checkbox"/> men's <input type="checkbox"/> women's		
		<input type="checkbox"/> men's <input type="checkbox"/> women's		
		<input type="checkbox"/> men's <input type="checkbox"/> women's		
		<input type="checkbox"/> men's <input type="checkbox"/> women's		
		<input type="checkbox"/> men's <input type="checkbox"/> women's		

Subtotal	\$
Shipping*	\$
Total	\$

**Add \$5.00 for each shirt to be shipped ▶▶▶▶*

Name: _____

Address: _____

Phone: (Daytime) _____ (Evening) _____

Email address: _____

Payment type: CASH _____ or CHECK # _____

Make all checks payable to: SWAPDD
(Southwest Area Professional Development Days)

Send to: Barbara Friese, 2204 Avondale Drive; Bakersfield, CA 93306
Ph: (Daytime) 661.871-6395 or Email: bfriese2008@att.net

You're Invited to a Pajama Party

When: Monday, July 9, 2012
Time: 9-10 pm
Where: Hospitality Suite
Costa Mesa Orange County Hilton Hotel

At the 2012 NAEOP Annual Conference

What to Wear: Come dressed in your best PJ's



The National Association of Retired Educational Office Professionals are being joined by the National Association of Educational Office Professionals in sponsoring a special service project. Each person attending the Pajama Party is asked to donate a new pair of pajamas—all sizes, male or female which will be donated to the Jenesse Center in South Los Angeles.

Don't wear pajamas? Come anyway in your relaxing clothes!

The Jenesse Center, Inc. is the oldest domestic violence intervention program in South Los Angeles. The Center was founded in 1980 by five African American women who were survivors of domestic violence. Their mission is to provide victims of domestic violence with a comprehensive, centralized base of support to assist them in addressing their immediate crisis and changing the patterns of their lives.

NAEOP appreciates the opportunity to join with NAREOP in this worthy project!

Announcing

NAEOP AREA COMPETITION



The Southwest Area is issuing a challenge to the other seven NAEOP areas!

Ready for change? Ready to kick it up a notch in your NAEOP Area?

How about a bunch of change?

Start collecting your quarters, dimes, nickels and pennies and bring them to the 2012 Conference in Costa Mesa. (Bills also welcome!)



Deposit them in your area's jar at the 2012 conference in Special Projects or the Hospitality Room and the area with the largest amount in their jar wins 1/2 of the total funds received in all jars! The remaining 1/2 goes to the 2012 Conference expenses.

Raise money for NAEOP when you search or shop online!



Raise a penny (or more!) for our organization every time you search the web. www.iGive.com is the internet's first online search engine and shopping mall where a penny or more per search and a portion of each purchase is donated to your favorite cause. Over 800 of the web's best stores participate in this free program, and

Totally Free | No Hidden Fees | No Limits | Monthly Donation Checks

Search and shop online at www.iGive.com!