

# WAEOP Area 3 News

August 2009

Area 3 Director, Marilyn Mason, CEOE  
104 N 4th Avenue  
Yakima, WA 98902

WAEOP President, Rhonda Quinton, CEOE  
P.O. Box 829  
Connell, WA 99326

## Message from Marilyn Mason WAEOP Area 3 Director

I would like to take this opportunity to introduce myself as your Area 3 Director. I have worked in the Yakima School District for over 15 years. I worked in Financial Services for 12 years and presently, I am the Accounting Coordinator for Food and Nutrition Services.

This year marks my 13th year as a member of WAEOP (Washington Assn of Educational Office Professionals) and I am also a member of Yakima Valley Association of Educational Office Professionals (YVAEOP) and currently serve as President of YVAEOP. I am also a Past President of Yakima EOP and YVAEOP.

I have been married to Rick for 22 years and have two step-children and two grandchildren.

My hobbies include golfing, golfing and more golfing! I also enjoy reading, working on my family genealogy, and camping.

I would like to encourage everyone to join their local associations, WAEOP and NAEOP, as well as attend either the Fall Institute/Summit or Spring Conference. Also, if you have not yet attained your PSP and CEOE certifications, I would encourage you to do so. Please refer to the NAEOP webpage ([www.naeop.org](http://www.naeop.org)) for more information. For WAEOP information, go to [www.waeop.org](http://www.waeop.org).



The mission of the WAEOP (Washington Association of Educational Office Professionals), the only state-level professional organization specifically dedicated to the

professional and personal enrichment of educational office professionals and office support staff, is to promote the professional standards of its diverse membership through networking, information, and educational opportunities.

## “Shine Your Star” Spring Conference 2009

WAEOP Spring Conference this year was held March 6-8, 2009 at the Best Western Tacoma Dome Hotel.

Pam Posey (what a hoot!), NAEOP President Elect from Mississippi, was the Keynote Speaker. She presented, “*The Difference Between the Ordinary and the Star Office Professional.*” The workshop focused on the qualities of an office professional, which can distinguish the *good* worker and the *star* employee. We learned about proper dress for today’s office professional, as well as the latest styles of communication. Pam was delightful and so much fun!

As usual, the workshops were fantastic. Topics included were: *Understanding Your Credit Score, PSP, Telephone/Email Etiquette & Customer Service, Ergonomics, Feel Like a Star, Skyward Activities/Athletics, Time Management, Making your Budget Work, How to be a Shining Star for Kids, Communicate Like a Star, and Memoirs of a Star.* Machel Salado, a WAEOP member, facilitated a Friday Night Special Event in which we shared personal ideas and skills that we each bring into our workplace. What better way to learn, than from each other!

Thank you Dana Ballou and members of the Spring Conference planning committee for all of your hard work in planning this years conference.

If you have never attended a WAEOP state event, (the next one is October 9-10), or a NAEOP national Conference (July 5-9, 2010), I highly recommend doing so. There is so much information to be learned and you also have the opportunity to make friends and network with others in your profession.

By Karen Penewell, Area 7 Director

## Calendar of Events

August 29.....	Leadership Training-Ellensburg - Inn at Goose Creek 9:00- 4:00pm
September 15 .....	PSP filing deadline
October 9-10.....	WAEOP Fall Summit-Hosted by Yakima EOP and YVAEOP at Davis High School in Yakima
January 15 .....	PSP filing deadline
February 1 .....	WAEOP Scholarship and Awards deadline
April 23-24 .....	WAEOP Spring Conference— Hosted by Bellevue AEOP at Renton Holiday Inn
July 5-9.....	NAEOP-Kansas City, MO

## WAEOP Board and Committee Chairs 2009-2010

**A**s your area director, I am the board member who voices your questions, suggestions, comments and/or concerns at WAEOP board meetings. When you communicate with your area director, be assured that your voice is heard at the state level!

President, Rhonda Quinton ..... 509-234-0496  
 President-Elect, Sheri McGraw ..... 509-378-0355  
 Past-President, Rachel Ott ..... 509-882-3244  
 Secretary, Violet Holland ..... 509-677-8141  
 Treasurer, Robin Mallory (cell) ..... 206-300-7604

Area Director Coordinator,  
 Paula Jo Brave ..... 425-255-1781  
 Area 1 Director, Tina Schuler ..... 509-677-3275  
 Area 2 Director, Arlene Ochoa ..... 509-269-4667  
 Area 3 Director, Marilyn Mason ..... 509-452-0560  
 Area 4 Director, Sariann Meredith ..... 509-884-7063  
 Area 5 Director, Tammy Bengen ..... 360-383-9207  
 Area 6 Director, Pam James ..... 360-659-7579  
 Area 7 Director, Karen Penewell ..... 425-572-5554  
 Area 8 Director, Vivian Belcher ..... 206-781-8476  
 Area 9 ..... Vacant  
 Area 10 Director, Jennifer Robinson ..... 360-363-0053  
 Area 11 Director, Dana Ballou ..... 253-884-5445

Affiliations, Sheri McGraw ..... 509-378-0355  
 Awards, Tina Schuler ..... 509-677-3275  
 Bylaws/Handbook, Sariann Meredith ..... 509-884-7063  
 Conference/Institute Coordinator,  
 Terri Cerna ..... 509-234-4866  
 Continuing Education, Eldene Wall ..... 509-884-0812  
 Elections/Nominations,  
 Dana Ballou ..... 253-884-5445  
 Historian, Billie Mikesell ..... 206-362-5783  
 Legislation, Tammy Bengen ..... 360-383-9207  
 Membership, Nan Hensley ..... 509-829-6778  
 Newsletter, Eldene Wall ..... 509-884-0812  
 Parliamentary Advisor, Terri Cerna ..... 509-234-4866  
 Professional Standards,  
 Emily Marley ..... 206-783-8834  
 Public Relations/Website, Paula Jo Brave ..... 425-255-1781  
 Retiree Representative,  
 Billie Mikesell ..... 206-362-5783  
 Scholarships, Arlene Ochoa ..... 509-269-4667  
 Strategic Planning, Terri Cerna ..... 509-234-4866  
 Ways and Means,  
 Karen Penewell ..... 425-572-5554  
 Pam James ..... 360-659-7579

Several WAEOP committees still need members. If you would like to volunteer to serve on a committee, contact the respective committee chairman.



*The mission of the Washington Association of Educational Office Professionals (WAEOP) is to promote the professional standards of its diverse membership through networking, information, and educational opportunities.*

Renew your WAEOP membership or join as a new or returning member today. Mail your completed registration form and dues to:  
WAEOP MEMBERSHIP CHAIRMAN  
Nanette Hensley, CEOE  
2212 North Granger Road  
Zillah, WA 98953

Name \_\_\_\_\_ Do you have your CEOE?  Yes  No  
Address \_\_\_\_\_ If you do not have a PSP certificate, would you like  
someone to contact you with information about how  
you can earn one?  Yes  No  
City \_\_\_\_\_ Zip code \_\_\_\_\_ Are you a member of NAEOP?  Yes  No  
E-mail address \_\_\_\_\_  
School district \_\_\_\_\_ Building/Department \_\_\_\_\_

Recruited by Marilyn Mason, CEOE In which WAEOP area do you work? \_\_\_\_\_ Your membership fee in-  
cludes a one-year subscription to the *WAEOP News*. Your membership is continuous for 12 full months.

Please check area in which you work:  Administration  Elementary  Higher Education  High School  
 Middle/Junior High  State Department  Vocational  
 Retired  Other \_\_\_\_\_

Check your membership classification:  New—\$35  Renewal—\$35  Retired—\$5  Associate—\$10  Student—\$5  
Enclose your check or money order, payable to WAEOP, and mail your membership form today!

Renew your NAEOP membership or join as a new or returning member today. Mail your completed registration form and dues to:  
NAEOP MEMBERSHIP CHAIRMAN  
PO BOX 12619  
WICHITA KS 67277-2619

Name \_\_\_\_\_ Do you have your CEOE?  Yes  No  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_  
E-mail address \_\_\_\_\_

Recruited by Marilyn Mason, CEOE, WA Please check one:  Renewal  New Membership

Please check one:  Administration  Elementary  Higher Education  High School  
 Middle/Junior High  State Department  Vocational  Retired  
 Other \_\_\_\_\_

Check your membership classification:  Active Membership—\$45 (includes *NES* subscription)  
 Associate Membership—\$45  
 Corporate Membership—\$55  
 Institutional Membership—\$80  
 Retired Membership—\$25 (does not include *NES* subscription)

If applicable, check subscription box:  *NES* Annual Subscription—\$25 (*NES* subscription included with active membership)  
 *NES* Annual Subscription for retired members—\$10

Payment method:  Check/Money Order enclosed  
 Charge my Visa Card number \_\_\_\_\_ Expires \_\_\_\_\_  
-OR-  
 Charge my MasterCard Signature \_\_\_\_\_

Active membership fee includes a one-year subscription to the *NES* (the *NES* costs \$25 separately, \$10 for retired members).  
Your membership is continuous for 12 full months. Dues are not deductible as a charitable contribution for income tax purposes.  
Enclose your check or money order, payable to NAEOP, and mail your membership form today!

## “Technology-Tips, Tricks and Shortcuts”

I am asking for volunteers to serve on committees for Fall Summit to be held in Yakima on October 9-10, 2009. The format of Fall Summit will provide 15 hours of PSP education credit. The theme will be technology related classes. We have 5 computer labs at Davis High School and will be offering five 3-hour classes on the following subjects: Word, Excel, PowerPoint, Publisher and Photography Editing (using a free on-line program.) The computers are all PC's and the software is Office 2002. We are gearing the classes for Advanced Beginner to Intermediate.

There are no meal decorations as we only host one luncheon, which will be held in Davis cafeteria and prepared by the kitchen staff. Attendees make their own hotel reservations and eat dinner and breakfast at their personal choice of restaurants.

Volunteers are needed to chair or serve on the following committees:

Registrar-Joanne Weier  
Registration table  
Goody Bags  
Donations of items for goody bags  
Packet of Information  
Refreshment table-Paula Thomas and Jo Cluck  
Printing of certificates, committees, etc.

I am very excited to be chairman for this event. I know it is going to “knock your socks off” and hopefully everyone will leave with some tips, tricks and/or shortcuts.

Registration brochure will be mailed in the next two weeks.



## Leadership Training

WAEOP Leadership Training will be held in Ellensburg at the Inn at Goose Creek on 8-29 2009. The cost of the Institute is \$15.00, which includes lunch. The training will be from 9:00 a.m. - 4:00 p.m. Registration forms will need to be turned into Terri Cerna, CEOE by August 25th. Check [www.waeop.org](http://www.waeop.org) for details.

## Highlights from NAEOP 75th Annual conference

The National Association of Educational Office Professionals held their 75th annual conference in Bloomington, Minnesota on July 20-24, 2009. Twenty-two members of WAEOP attended the conference and took part in all the activities.

Paula Thomas and Rachel Ott represented Area 3 and YVAEOP. Highlights of the conference were the awarding of the 1st place Louise Henderson Nelson award for states - Washington State and to local associations—YVAEOP (the 7th year in a row for YVAEOP); having Donna Berger installed as President of the Retirees' Association; Margaret Cook installed as the Secretary-Treasurer for the Retirees'; Kathy Lech installed as President-Elect for NAEOP; and Machel Salado installed as Middle School-Junior High Council Chair.

Kathy Lech will be installed as President of NAEOP at next year's Conference in Kansas City, Missouri on July 5-10, 2010. It would be nice to have a large delegation of Washington members attend.

By Paula Thomas

## Thinking About Cleaning Out Your Files?

Remember these four rules:

1. Stay focused. Remember, it's “weeding”, not “reading.”
2. Keep moving forward. No going back in the trash to rescue anything, with the exception of accidentally discarded money or legal documents.
3. Use a ticking timer, and set it in 15-minute increments to create urgency.
4. If you're stuck and can't decide whether to keep, toss or refile a piece of paper, ask yourself: Did you remember that you had this? If you tossed it, could you obtain it again, and would it be worth the trouble? If you keep it, will you know where to find it?

Courtesy of [www.Admin-Pro.com](http://www.Admin-Pro.com); [Administrative Professional Today](#)

mason.marilyn@yakimaschools.org  
Marilyn Mason, CEOE  
104 N 4th Avenue  
Yakima, WA 98902

## WAEOP AREA 3 NEWS

### START PLANNING NOW — FOR NEXT YEAR

Members of WAEOP and NAEOP may qualify for a scholarship or you may be eligible to nominate your son or daughter for one.

Application deadlines for the following WAEOP scholarships will be February 1, 2010.

**WAEOP Dependent Student Scholarship** (*member sponsored*) - \$1,000 scholarship: Candidates must be sponsored by a current WAEOP member. Scholarship is offered to a high school senior pursuing higher education or a current college student pursuing a course of study. Scholarship deadline is February 1, 2010.

**WAEOP Affiliate-Sponsored Student Scholarship** - Two \$750 scholarships: Candidates must be pursuing an office related business program of study and be sponsored by a current affiliate of WAEOP. The Scholarship deadline is February 1, 2010.

**WAEOP Member Scholarship** - Two \$500 scholarships: Candidate must be a current member of WAEOP and does not require an affiliate sponsor. Scholarship deadline is February 1, 2010.

**WAEOP Irene Usitalo Member Scholarship** - Amount to be determined: Candidate must be a current member of WAEOP and does not require an affiliate sponsor. The scholarship deadline is February 1, 2010.

All WAEOP scholarship forms are available on the website in PDF format ( [www.waeop.org](http://www.waeop.org)) or from a WAEOP board member.

Application deadlines for the following NAEOP scholarships will be March 15, 2010.

**NAEOP Marion T Wood Member Scholarship** - Two \$750 scholarships. Candidate must be a member for three years prior to awarding of the scholarship. They must also be pursuing a PSP Certificate, have attained the CEOE distinction or are pursuing a college degree. Scholarship deadline is March 15, 2010.

**NAEOP Mona Smith Member Dependent Scholarship** - One \$1000 scholarship. Candidate must be a dependent of an active NAEOP member who has been a member for at least three years. The scholarship deadline is March 15, 2010.

#### IMPORTANT REMINDER:

In order to be eligible to apply for any WAEOP Scholarships, you must be a member or an affiliate as of November 1st .

In order to be eligible to apply for any of the NAEOP scholarships, the candidate must be a NAEOP member for three years or the dependent of a NAEOP member that has been active for the last three years.