

Keeping Affiliates Active



May 2015

Volume 1, Issue 4

Upcoming NAEOP Events

June 17-20— 2015
TESA Summer Work
Conference in Austin,
TX

July 22-25—NAEOP
Annual Conference in
Buffalo, NY

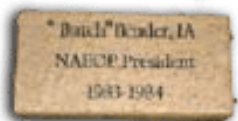
July 22-25— NAEOP
awards to be an-
nounced at Annual Con-
ference

August 1— Affiliation
for 2015-2016 begins

September 15— PSP
Deadline

December 15— PSP
Deadline

**Help Pave
the Way!**



Buy a Brick
NAEOP Foundation

Navigate Your Way to Success With NAEOP



Elizabeth A. Napolitano, CEOE
2014-2015 NAEOP President

At this point in my one year term as President I can look back at what I have accomplished and be satisfied that I did not only what was expected of me but some of what I wanted to do. I am hoping the

members who attended the Installation Banquet did their part in recruiting some new members; I know I did. I had a great time traveling to all the associations in a number of states, and I appreciate all the new friends I made along the way, the new concepts I learned while attending some of the workshops and I will treasure my honorary memberships. My daughter, Lisa, made a beautiful scrapbook of all the cards, letters and honorary membership certificates I received over the year. I will treasure it forever along with my travel journal where members wrote some very nice messages.

During the year, the wonderful Board members I worked with helped to move NAEOP forward as I knew we could. I thank all the Board members for everything they did to help me do my job as President. They made life a lot easier for this shy lady from Connecticut. I also thank my advisors for proof reading articles, and their sug-

gestions on a variety of issues. I am leaving feeling that I grew personally and professionally by putting myself out into the world and traveling to places where I would never have gone. I learned that each state association does things a little differently and I was able to offer some new directions for them to move in also. I feel proud to have been elected to the position of President and hope I will be remembered as someone who Navigated their way to Success with NAEOP.

Soon I will move into the ranks of the Past Presidents. It will be a joy to work with these wonderful ladies as Chairman of the Past Presidents Council. And then, on to the Retirees group very soon.

It has been one of the most wonderful years of my life and I thank everyone involved for all they did to make it so great.

Elizabeth A. Napolitano, CEOE
2014-2015 NAEOP President



Great Workshops, Great Fellowship & Great Networking

Susan Belliston, Northwest Area Director

The Idaho AEOP recently had its conference in Boise, Idaho. During the Membership Luncheon the Board had time set aside to hear from the members. They wanted to know what the membership wanted from the association and what they could do better. It was a great time of listening and hearing what had been done right and what could be done better.

I came away from that time with a greater sense of what was happening in our local associations and what the members were going through. One member spoke about an Idaho board member who had mentored her and helped her understand the student information system that her school uses. She felt comfortable calling for help throughout the year and she appreciated the friendship and networking that she received from members of Idaho AEOP.

One local association in the Boise area disbanded which was disappointing. Two members from this local affiliate decided they were going to step it up and become involved in the state and national associations even if their local was no longer available to them. They chose to continue growing in their profession and could see the value in belonging to Idaho AEOP and NAEOP.

The Idaho Association has been struggling the past few years with low numbers resulting in difficulty filling all the positions on the board. By having this discussion at the membership luncheon, we were able to draw in some new blood and new excitement on the board. We mentioned the need to fill positions on the board and were able to find volunteers to help build our board back up enabling us to continue supporting the membership.

By being vulnerable and showing our weaknesses while at the same time being willing to hear from our members, the members stepped up to help make us strong again. The weekend of the Idaho AEOP Conference always gives me the “shot in the arm” needed to finish the school year strong. This year was no exception! Great conference, great workshops, great fellowship and great networking!

Southwest Area “Shuffling Off to Buffalo”

Mary Meyers, Southwest Area Director

The time is quickly approaching for us to be “shuffling off to Buffalo” for the annual NAEOP Conference and Institute in Buffalo, New York, July 22-25. There is still time to register if you have not done so yet. We need to take the time to refresh our skills and re-energize our “batteries” for the new school year. The bonus to all this is renewing friendships and making new friends from around our wonderful country.

During the Southwest Area Breakfast on Saturday, July 25th we will be discussing **The Importance of Being a “Life-Long Learner.”** We will look at the various aspects of our lives and answer the questions of: Why do I need to be a life-long learner? Where can I go to learn? Do I need to continue learning in other areas of my life other than work? How does being a life-long learner for my job help my personal life? What is your personal attitude to being a life-long learner?

I am looking forward to seeing and learning from each one of you as we finalize our Journey with President Elizabeth Napolitano and Navigate Your Way to Success with NAEOP.

2015 NAEOP Gathering Information for Tomorrow (Gift) in Buffalo, NY, July 22-25, 2015

SPECIAL AUCTION

The Educational Office Professionals of Ohio (EOPO) have donated a one-of-a-kind, hand blown piece of glass in the shape of a cat to be given away at the 2015 conference. This piece of art, valued at over \$300, was hand blown by world-renowned artist and Ohio resident, Baker O'Brien from Grand Rapids, Ohio. You can learn more about the artist by visiting her website,

<http://www.labinostudio.com/index.asp>.

Tickets for this valuable piece of glasswork are \$5 each or 5 for \$20. For further details contact:

Katherine Reichley, CEOE
Office of Academic Affairs
Otterbein University
1 S. Grove Street
Westerville OH 43801

South Central Area News

MaryAnn Hollingsworth
South Central Area Director

Wow! What a privilege it has been for me to serve as your South Central Area Director for the last four years, but as it has been said *all good things must come to end*. I have met many of you either by phone, email, or at our NAEOP Conference. The South Central Area is not the biggest NAEOP area, but we do make ourselves known.

NAEOP elections have taken place and we have a new South Central Area Director. Ms. Debbie McFadden hales from Texas and is employed by the University of Houston Clearlake. At the present time Ms. McFadden is the President of the Texas Educational Support Staff Association, our state association, but will turn over her gavel in August and will be leading the South Central Area starting August 2015. I hope that each of the members will make her feel welcome.

Again to each of you, the members of the South Central Area, thanks for allowing me the privilege to have been your South Central Area Director.

Southeast Area Update...

Malinda Larey, CEOE
Southeast Area Director

The 2014-2015 school year has been a tough year for many of our affiliates in the Southeast . The Southeast Area cancelled our annual Professional Development Seminar for the second year in a row and many of our members have lost the once strong support of their school districts. What is happening? Why are we failing to gain new members and retain our old members? There is no magic wand that we can wave to go back to the prosperous years but there are things we can do to grow stronger.

The Southeast Area Breakfast and Business Meeting will be held on Saturday, July 25th from 8:00 to 10:00. We will have a discussion on "Why We Fail" and try and develop some group insight into this often occurring issue. Am I trying hard enough? What's wrong with me? What can I do? Why am I wasting my time? All of these questions affect the success or failure of everything we do. We will discuss some common mistakes we make and the sometimes simple ways to succeed.

The Southeast Area is proud to have one of our own, Patricia Stelmach of Kentucky installed on Saturday night , July 25 as 2015-2016 NAEOP President. Pat has faithfully served Kentucky, the Southeast Area and NAEOP for many years and will make a great leader for our organization.

I look forward to seeing my many NAEOP friends in Buffalo and will miss all of you that for whatever reason must stay home.

Update from the North Central Area

Mary Guest, CEOE
North Central Area Director

The NCA PDD was held in Lincoln, NE, on April 24-25. We welcomed 82 members to our conference from six states. We tried something new this year, and offered 15 hours of education credit along with the PDD sessions. This meant we asked our participants to agree to put in long hours to obtain the 15 hours in two days, in addition to our business meeting and additional conference activities. Our planning committee hoped we would have 20 people take advantage of this opportunity. Much to our surprise, we had 60 register! Usually, you can count on a no-show or two, but not this time. There were zero no-shows, and three additional people. As you can imagine, this required some adjustment to the logistics, but it all turned out well.

We found that offering the educational credits to our members gave them an opportunity they don't usually get close to home. For members working on their PSP and needing the education hours, this provided just the little nudge they needed to complete their PSP requirements. The evaluation results confirmed the success of offering the education credits, and we will look at offering this again at future NCA PDD.

We had two days packed full of a variety of workshops, outstanding speakers, networking, fellowship, and not to forget – great food! The NCA state presidents, presidents-elect, and state representatives had an opportunity to meet and talk about the strengths of their organizations, as well as the challenges. We brainstormed some ideas for coming together as an Area. Each state has their own individual identities, customs, and practices; but we all share the purpose of providing professional development for our members and supporting them in their professional and personal growth.

The North Central Area business meeting was held on Saturday, April 25. Once again, it was great to hear from all of the states and look at ways to strengthen the North Central Area. We look forward to continuing these conversations in Buffalo at the North Central Area breakfast on Saturday, July 25.



SPECIAL PROJECTS

You are invited to visit the Special Projects area at the 2015 NAEOP Conference in Buffalo for your chance to win a State Basket donated by one of our affiliate associations, an electronic tablet device, a jewelry set, and some extra cash by taking part in the 50/50. Not only will you have the opportunity to take some gifts or cash home, your purchase of raffle tickets will assist NAEOP to carry out our purpose of providing professional growth opportunities for employees in education.

Visit the NAEOP Special Projects Area at the conference

Thursday, July 23, 8:00 a.m. - 6:00 p.m.

Friday, July 24, 8:00 a.m. - 2:30 p.m.

Drawing for all raffle items will be on Friday, July 24, at 4:30 p.m. in the Special Projects room.

Affiliate Baskets - Raffle tickets are \$1.00 each; 6 for \$5.00; 13 for \$10.00.

Special Raffle Item – An electronic tablet device will be available. Ticket prices are 1 for \$5.00 and 3 for \$10.00.

Jewelry set – A nautical-themed jewelry set (bracelet, necklace and earrings) will be available as a silent auction item.

50/50 Drawings - the ever popular 50/50 drawings will be available. Drawings will be held during the general sessions. Times and locations will be announced. Tickets will be sold prior to the start of the general sessions, and at the Council and Area meetings. Tickets are \$1.00 each; 6 for \$5.00; 13 for \$10.00.

If you are attending the conference and would like to work in the Special Projects Area, please contact Mary Guest at: mary.quest@unl.edu

Get ready to have fun and maybe go home with a raffle item or a little extra cash in your pocket!



“Decision Making and Goal Setting to Get Where You Want to Be”

Submitted by Chris Whitmire, CEOE

South Carolina AEOP

Decision making and goal setting often go hand in hand. Have you ever considered how many decisions we may make or how many goals we may set in one day? Mark Twain once said, “Good decisions come from experience. Experience comes from making bad decisions.” Well, surely not all decisions become bad experiences, but we can certainly make better decisions if we learn from the consequences of bad decisions.

Decision making is sometimes a process and other times it is necessary to make an immediate, quick decision. To make good decisions we may need to follow a process that may involve considering the possibilities, setting a time table, gathering information, determining the risks and importance of the decision, and considering the pros and cons. Immediate decisions that need to be made may be more a combination of intuition measured with the facts of the situation. Either way, time will tell us if the decision is good or bad.

Goal setting is something we do every day whether it is for a simple short-term goal like cleaning out a cluttered closet or a long-term goal like career or financial planning. As we consider goals, it is helpful to think of the goals in positive terms and state them that way being precise with dates, times and other details. With that said, we should also set priorities within the goals that are realistically achievable so we don’t become overwhelmed as we strive for the goals.

Of course, decisions must be made to set goals. To decide on goals we should ask ourselves how important they are in the big picture of our lives and how will they change or affect our lives once they are achieved or if they are not achieved. This exercise may give a clear picture of how important the goals really are in the long run.

Consider this quote by Don Lancaster if you feel a goal you are considering seems impossible or difficult. “Most ‘impossible’ goals can be met simply by breaking them down into bite size chunks, writing them down, believing them, and then going full speed ahead as if they were routine.” This may true of any goal, and this strategy could help you achieve where you want to be at the end of the goal.

There is one decision and goal you may want to consider if you haven’t already. As you participate in your local and state affiliates and NAEOP, have you thought about enrolling in the Professional Standards Program? The program is a wonderful opportunity to work toward a worthy goal that will encourage you to achieve every level of success offered in the program. Making the decision to pursue this goal is rewarding personally and professionally. Do you need more in-service points for your PSP application? Join us for our next Mid-Atlantic Area Professional Development Days in Winston-Salem, NC on November 12 & 13, 2015. The registration form and all details are now available on our website at www.mid-atlanticaea.com. We look forward to growing professionally with you!

Win \$5,000 for your school!

Help your school work smarter with TeacherLists and your school could win big! TeacherLists, a free online solution, allows schools to post and manage school supply lists easily and parents to view them on any device. It has quickly become the solution of choice for thousands of schools.

Simply plug your school into the power of TeacherLists for back to school 2015-2016 to qualify for these great prizes:

One lucky school will win \$5,000 in the TeacherLists Schools Work Smarter Sweepstakes! Schools must upload their supply lists to TeacherLists.com and share them with parents by August 31, 2015 to qualify!

Ten schools will win a Scholastic Library Reading Rooms (\$499 value) featuring a 100 book collection, book bins and more. To qualify schools must upload their lists by June 30, 2015.

The first 100 schools to upload all their school's lists will also receive a \$200 school supply pack!

Learn more at www.teacherlists.com/prizes

Creating, collecting, and posting back-to-school supply lists is one of those tasks that seems like it should be easier than it is. The annual chore requires cooperation from several people, from teachers to office staff to the school webmaster. It's not a first-line priority for anyone, but it has to be done in a timely manner.

Likewise, the way supply lists typically are shared doesn't work that well for parents, either. A file posted on the school website isn't easily viewable on a mobile phone. And printed lists sent home to parents can get misplaced or end up crumpled or coffee-stained.

It's not surprising, then, that the popularity of TeacherLists has exploded over the last two years.

Once lists are posted on TeacherLists, they immediately become available online as well as at popular retail outlets. In addition, the site provides simple code that a school's webmaster can plug in to make the lists display—in a mobile-friendly frame—on the school's own web pages.

The biggest payoff may come with year-to-year management of the lists. The site notifies schools that it's time to update their lists. With a few clicks, the lists can be changed as needed for the following year. Updated lists are immediately available through the website link, TeacherLists.com and at select retailers -- no need to do it again each year.

TeacherLists is the smarter way to manage, share and find school supply lists. Get your school started today at www.teacherlists.com/schools.



TeacherLists
**Schools
Work Smarter**
\$5,000
SWEEPSTAKES

Plug your school into the power of
TeacherLists for a chance to win \$5,000!

- (1) Post your 2015-2016 back-to-school supply lists on TeacherLists.com
- (2) Share them on your school website

It is that easy to qualify! Learn more at
www.teacherlists.com/schools-work-smarter

Challenge to our Members....

Wendy Heslink, NAEOP Vice President

I have tried diligently over the years to bring NAEOP to a more vibrant status in any way I could think of. Through my dedication to not only NAEOP, but the New York State AEOP and the Chautauqua County AEOP, I will continue to work to encourage more professional development for our members at all levels. I can only do this with your help.

I believe our association has a very dedicated membership. Many conversations have been had with various NAEOP members about why our membership is declining and why it is difficult to get people to attend our conferences. Some say it is the cost that is too high. If you ever served on a conference planning committee, you would understand that it is extremely difficult to plan a conference for a group of 350 people at a small cost. Are there other reasons people aren't attending conferences? Is it because our newsletter announcing the date/time is lost, or because people don't care to socialize with colleagues from across our nation? Maybe it's become a "sign of the times" – family concerns, sports, practices, lessons, illnesses or work obligations are taking precedence.

When our association was originally formed, it was done by group of enthusiastic women who had busy lives, but also had a vision to create this association to help us advance and/or survive and grow in our profession. They thrived to make NAEOP a part of their lives. So, I ask you – what has changed?

I would like nothing more than to see our professional associations be vibrant once again. What do I mean by being vibrant? According to the dictionary, vibrant means "pulsating with life, vigor or activity." I cannot stand idle and watch our association die or become lifeless. We need to work together to overcome our dropping enrollment, offer more professional development and perhaps offer some social alternatives, as well.

Here is my challenge to you. Let me know what you think! Please take a minute to help me understand the why's for the decline in participation/membership. Let me know what you think could be done differently to encourage membership in NAEOP. Do you have suggestions/recommendations for professional development workshops? Let me know! I promise you that any/all information you send me will be taken seriously, but when I tally the results, I will not mention names at all. While the information you give me will be shared, your name will not be associated with any of it. You will be kept anonymous.

Over the years I have been so very proud of my association in the Chautauqua County, New York State and National Associations for Educational Office Professionals. I would really hate to see these fine organizations cease to exist and know I did nothing to help keep that from happening, especially after all they have done to help me in my professional career. I want the very best for them – and for you, my colleagues.

Our associations at the local, state and national levels, need some TLC, and I think working together we can achieve this. Please email me your thoughts: wheslink@fcsd.wnyric.org.

2015 Advisory Council

Malinda Larey

2014-2015 Affiliates and Advisory Council Chairman

Advisory Council Delegate Registration will be completed when you first register at the NAEOP registration desk.

Advisory Council will be held on Friday, July 24 and will begin promptly at 8:00 a.m. and continue until 12:00 noon, or until the agenda has been completed. We will also have a delegate meeting at 7:00 a.m. for all delegates to answer any questions they might have.

At Advisory Council, agenda items submitted by affiliates are discussed and acted upon, and recommendations made to the general membership at the annual meeting. Also, delegates are elected to each NAEOP standing committee during Advisory Council.

All NAEOP members are encouraged to attend Advisory Council as guests and watch the Advisory Council process as it unfolds. There will be a special guest seating area for our non-delegate attendees.

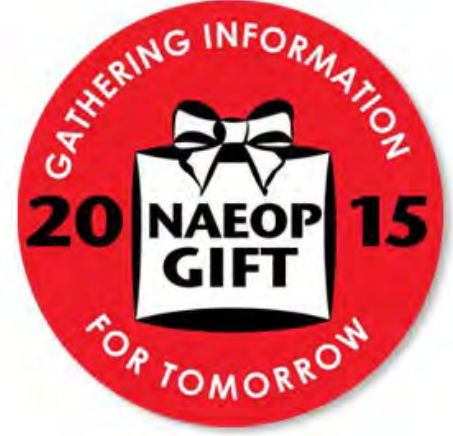
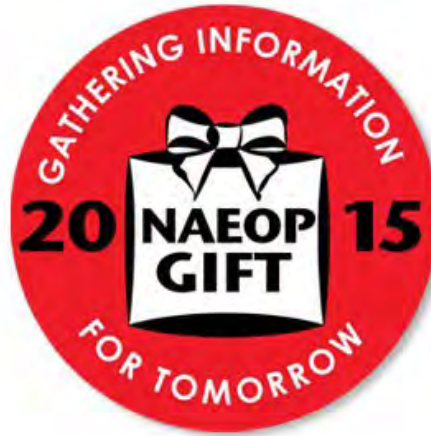
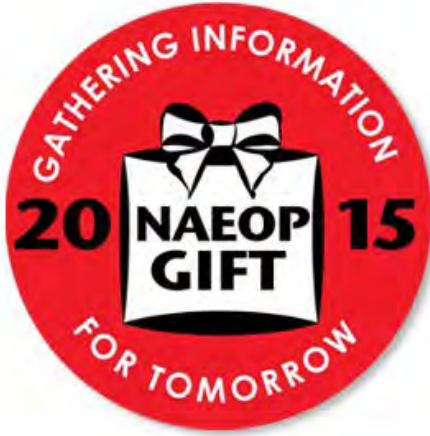


Order Conference Sweaters Now for Buffalo...

The 2015 NAEOP Conference sweaters are Modern Stretch Cotton, with updated fit and figure-flattering details. The extra soft cotton is combined with a dash of spandex to retain its shape and make the most of yours! A cozy top layer, this cardigan has feminine darts in the front and back and extra length in the sleeves for comfort. Made of 6.5 ounce, 96/4 cotton/spandex stretch fabric, these 7-button cardigans come in navy blue with the 2015 conference logo on the left chest. It's just the right weight for those chilly meeting rooms at conference!

To order your sweater, send a check/money order, payable to NAEOP, to:
Wendy Heslink, CEO
Fredonia Central School, 425 East Main Street, Fredonia NY 14063

Indicate your sweater size and address on your check. Costs: Small, Medium, Large, and XL are \$35 each. 2X are \$36, 3X & 4X are \$37. Please include \$6 per sweater for postage. If you have any questions, please email Wendy at wheslink@fcsd.wnyric.org.



***2015 NAEOP Annual Conference
Gathering Information for
Tomorrow (Gift) in Buffalo, NY,
July 22-25, 2015***

There is still time to register to attend the National Association of Educational Office Professionals 81st Annual Conference and Institute July 22-25, 2015, Buffalo, New York.

The NAEOP Northeast Area states cordially invite you to the 81st NAEOP Annual Conference and Institute in Buffalo, New York. This fantastic event will take place at the beautiful Hyatt Regency Buffalo hotel and the Buffalo-Niagara Convention Center, July 22-25, 2015. The conference site is located in the heart of entertainment and business districts.

The Buffalo Niagara International Airport is serviced by most all major carriers with over 200 flights arriving and departing daily. It is located approximately 10 miles from downtown and the Hyatt Regency Buffalo. There are over 40 restaurants, pubs, nightclubs, coffee shops and deli's within walking distance of the hotel, as well as many attractions. We hope to see you in Buffalo as together we Gather Information for Tomorrow!

Conference Chairman Wendy Heslink, CEOE wheslink@fcsd.wnyric.org

Check the NAEOP website for further information!