

Professionally Speaking

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NORTH CAROLINA ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS, INC.

DECEMBER 2007

Conference Dates - March 5-7, 2008

2008 NCAEOP Conference Newsletter



Annie Lee Sigmon
State President

Newton-Conover City Sch.
605 N. Ashe Avenue
Newton, NC 28658
annie_sigmon@nccs.k12.nc.us

Greetings, and congratulations
to the District Presidents and

wonderful members who helped to create such great District meetings! Thank you for the warm reception I received as I attended several of the meetings. I am sorry I could not attend all of them; however, from the reports I received all the district meetings were great. I'm sorry some of you were unable to attend because you missed a good day. Nevertheless, professionalism was in the forefront. Accolades to the district presidents and committees who worked diligently to plan these wonderful meetings!

Our carousel has been turning 'round and 'round! This newsletter includes all the information for the upcoming March Conference, and I hope you'll take time to read it thoroughly and make plans to attend. Take time to examine the essential points of the conference; inside the pages of the newsletter is a schedule of all conference events, registration form, hotel reservation form; and your voting card. Also, for your perusal, the candidates for NCAEOP offices are included. Read about the individuals running for state office and think seriously about voting for candidates who will serve your association next year. Pay close attention to the recommended changes in Constitution and Bylaws. Once you've marked your enclosed ballot, mail it immediately!

During conference, put on your 'professional hat' because we are *professionals*. Show consideration for others during the business session and workshops designed for everyone. Invite someone new to sit at your table for a meal function and do not be amiss in thanking the vendors for coming to our conference. Also, thank your administrators for coming and supporting you. Make plans to "get aboard" for conference and enjoy the good things being offered for your information and enjoyment.

Once again, I would like to say that it has been my pleasure to serve as your President for 2007-2008. It makes me feel so very thankful to know that when my calls for help and support have gone out, they have always been answered. You are a great organization and a special group of people. Some of you are going to be our future NCAEOP leaders. Please seriously consider taking a leadership role in your local, district, and state organizations. Don't be afraid to reach for the brass ring by taking a leadership role. I am so glad I did! I have had the opportunity to make so many friends across the state that I otherwise wouldn't have made. My knowledge about NCAEOP has been increased because I have seen and experienced the many facets of NCAEOP. It has been an exciting journey!

Wishing you happy holidays; a very Merry Christmas; a Happy New Year; and be safe in all your travels.

See you in March!

Annie Lee Sigmon





This page has answers to questions you may have about the conference. Please read it carefully and keep as a reference.

Conference Refunds: Conference registration is **NOT** refunded for any reason.

Membership: To attend conference, you **MUST** be a current member of NCAEOP. If you have not paid your membership dues for 2007-08, you must complete a membership application form (located in this newsletter) and send the form along with membership dues to Jean Waters, NCAEOP Finance Officer. Renewal memberships submitted after January 1 must include a \$10.00 late fee. *Your conference registration form cannot be processed until your check has cleared the bank.*

“Active members” of NCAEOP **cannot** be “guests” at meal functions. Active members must remit payment for one-day registration and the meal function(s).

Room Reservations: You are responsible for making your room reservation with the Sheraton Greensboro Hotel. A form for your room reservation is attached in this newsletter. One form is needed per room. All names of those sharing the room must be listed. **NO ROOM RESERVATIONS WILL BE ACCEPTED BY PHONE. Reservation deadline is February 3rd.** Picture ID may be requested by the hotel staff when checking in. Charges for phone use in the room will be applied to your room account.

The official room reservation form may be copied if necessary. However, room reservations will **ONLY** be accepted on this official form.

Conference Registration: Please use the attached conference registration form (on NCR paper.) **All four copies need to be returned with a check payable to the “NCAEOP Conference Fund”.** The form may also be found on www.ncaeop.org; however, this form must be downloaded, filled out, and **four copies submitted. Failure to submit “four copies” will delay your registration and may result in this convenience not being offered again.** You **cannot** submit registration on-line. The address for mailing is listed on the form. **Final registration DEADLINE: January 21, 2008.** Please note that this deadline is earlier than usual due to conference being held earlier than usual. There will be **NO** exceptions for the final deadline.

On-Site Registration: On-site registration will be available to paid members of NCAEOP for a fee of \$120.00. This fee is for registration only and **does not** include meal functions. Only cash, money orders or institution checks will be accepted. **NO PERSONAL CHECKS WILL BE ACCEPTED.** If you are NOT a member of NCAEOP, you will need to submit cash, money order or institution check for a total of \$45.00 (\$35.00 for membership and \$10.00 for late fees) in addition to the on-site registration fee. If you are a new member, the cost will be \$35.00 (payable as listed above) in addition to the on-site registration fee.

Hospitality Room: The Hospitality Room will be located in the Meadowbrook Room. There will be a *Hospitality Room Ticket* in your registration packet. Please take your ticket to the Meadowbrook Room to receive your goodie bag. **ONE BAG PER TICKET.** Please see the conference schedule for operation times.

\$\$\$ for Scholars: The raffle baskets provided by each district will be located in Colony AB. Please support the scholarship fund by visiting the *\$\$\$ for Scholars Room* and buying lots of tickets! This is our only means of raising funds for scholarships. Thank you for your support!! Check the schedule for operation times.

Special Projects: Special Project items will be located in the *\$\$\$ for Scholars Room* (Colony AB) and will operate on the same schedule. Special Projects will have a separate table for their items, which can only be paid for at this table.

Vendors: Please visit the vendors in the Third Floor Mezzanine area. Take time to visit all booths and thank them for being a part of our conference. Some vendors may have ‘freebies’ or door prizes to offer. Please have your vendor card ready for them to punch/mark. This card will be found in your registration packet.

Workshops: Workshops will begin promptly at the designated times. No one will be allowed to enter a workshop after it has been in session for 15 minutes. You must stay for the entire workshop to receive a PSP certificate.

Name Tags: Your name tag will be in your conference packet. Please make sure to wear your name tag at all functions except at the Administrators’ Banquet. **Your name tag will be your voting card at the First General Session.**

Special Tables: There will be tables in the Desk I area for early membership, PSP information and NAEOP membership/information. Paying your dues at conference not only makes sure you’ve taken care of your membership for next year, but your name is entered for door prizes as well!

Message Board: A message board is provided in the Desk I area. If you have tickets that you need to sell, you may list them on this board. Other conference-related information may also be placed on this board.

Cell Phones: While cell phones keep us connected to the world while we’re away, it is important that you turn them **OFF** during sessions and workshops. Your neighbors and the speakers thank you!

New for You: For all of the ‘morning’ people, we will have “Walking Buddies” on Thursday and Friday mornings. Meet Jean Waters, walking leader, at the main entrance for an exhilarating, fast-paced 30-minute walk at 7:00 am.

Highlights of Conference Schedule



NCAEOP 57th Annual Conference - March 4-8, 2008

"Catch the Brass Ring with NCAEOP"

Tuesday, March 4, 2008

1:00 pm	Conference Committee Meeting	Edinburgh
2:00 pm	Conference Committee Meeting with Hotel Staff	Edinburgh

Wednesday, March 5, 2008

11:00 am	Board of Directors' Meeting	Grandover
2:00-8:00 pm	Registration; Early Membership Table; PSP Table \$\$\$ for Scholars & Special Projects Vendors Hospitality Room	Desk I Area Colony AB Third Floor Mezzanine Meadowbrook
6:00 pm	Rehearsal for Installation of 2008-09 Board of Directors	Auditorium I
6:00-7:00 pm	Workshop - "3 P's to Professional Excellence"	Guilford DEFG
7:00 pm	Past Presidents' Dinner	Oak BC

Thursday, March 6, 2008

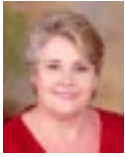
7:00-7:30 am	Walking Buddies	Main Entrance
7:30-9:00 am	Registration; Early Membership Table; PSP Table \$\$\$ for Scholars & Special Projects Vendors Hospitality Room	Desk I Area Colony AB Third Floor Mezzanine Meadowbrook
9:30 am	First General Session - "Get on Board"	Guilford DEFG
10:45 am-8:00 pm	Vendors	Third Floor Mezzanine
10:45-11:45 am	Registration; Early Membership Table; PSP Table \$\$\$ for Scholars & Special Projects Hospitality Room	Desk I Area Colony AB Meadowbrook
12:00-2:00 pm	Second General Session - Awards Luncheon - "Polishing the Brass Ring"	Guilford ABCH
2:00-2:30 pm	Break	
2:30-4:30 pm	Retirees Meeting	Oak BC
2:30-4:45 pm	Workshop - "Alan Hooker Presents..." (includes 15 minute break)	Guilford DEFG
5:00-6:00 pm	PSP Rehearsal	Guilford ABCG
5:00-7:00 pm	Registration; Early Membership Table; PSP Table \$\$\$ for Scholars & Special Projects Hospitality Room	Desk I Area Colony AB Meadowbrook

Friday, March 7, 2008

7:00-7:30 am	Walking Buddies	Main Entrance
7:30-8:45 am	Registration; Early Membership Table; PSP Table \$\$\$ for Scholars & Special Projects	Desk I Area Colony AB
7:30 am-1:00 pm	Vendors	Third Floor Mezzanine
9:00-10:00 am	Workshop - "Gang Awareness 101"	Guilford EFG
10:30 am-1:00 pm	Third General Session - PSP Brunch - "Every Day is a Brass Ring"	Guilford ABCG
1:00-1:30 pm	Break	
1:30-2:30 pm	Workshop - "Revisions to School Sanitation Rules" Workshop - "Do You Want Fries with That?"	Guilford D Guilford EF
2:30-3:00 pm	Break	
3:00-4:00 pm	Workshop - "Internet Crimes Against Children" Workshop - "Growing the Professional Way"	Guilford EF Guilford D
4:30-5:15 pm	NCAEOP 2008-09 Board Pictures	Cedar
5:30-6:30 pm	President-Elect's Reception	Colony
7:00-10:00 pm	Fourth General Session - Administrators' Banquet - "Going Full Circle"	Guilford ABCH
10:00 pm-12:00 am	Dance/Social - Bill Freeman, DJ	Guilford DEFG

Saturday, March 8, 2008

9:00 am	NCAEOP 2008-09 Board of Directors' Meeting	Guilford G
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Wednesday, March 5, 2008
6:00 - 7:00 pm

“3 P’s of Professional Excellence”
Linda Sockwell, NAEOP President

Potential, Pride, Purpose? This session discusses way to unleash our potential; take pride in our professional associations and our involvement; and, with a strong sense of purpose, break out of our comfort zone and take chances to reach new heights.



Thursday, March 6, 2008
Awards Luncheon

“Education Carousel Goes Round and Round and Round...”

Marvin Lynne Maxwell, State President, 2000-01

What are you doing to polish your talents and skills? How are you improving yourself to benefit others? Marvin Lynne will share stories concerning changes she has seen in 27 years of working in the school system and the changes from “then to now.” Be ready to laugh, reminisce, and to commit yourself to improve one of your talents.

Thursday, March 6, 2008
2:30 - 4:45 pm

“Alan Hooker Presents...”
Alan Hooker, Guilford County Schools



Friday, March 7, 2008
9:00 - 10:00 am

“Gang Awareness 101”
Officer David Hunt,
Albemarle Police Department

Officer Hunt will share general information about recognizing signs and symbols of some of the most popular gangs in North Carolina and what to look for.

Friday, March 7, 2008
PSP Brunch

“Every Day is a Brass Ring”
Melanie Elrod, Student Services Director
Newton-Conover City Schools

When you wake up in the morning, are you excited about grabbing the brass ring? Are you missing opportunities to seize fun and excitement? Learn how to turn the mundane happenings of everyday into a brass ring day! A brass ring is truly in grasping distance each day!



Friday, March 7, 2008
1:30 - 2:30 pm

“Revisions to School Sanitation Rules”
Ed Norman, MPH Program Head,
NC Children’s Environmental Health Branch

The workshop will review proposed amendments to the school sanitation administrative code. Specific toxic areas include new requirements for pre-K programs, storage of toxic chemicals, athletic facilities, treatment and training rooms, food preparation in areas outside of the cafeteria, special needs children, the grade sheet, and posting of grade cards.



Friday, March 7, 2008
1:30 - 2:30 pm

“Do You Want Fries With That?”
Melanie Elrod, Student Services Director
Newton-Conover City Schools

Who are your customers and how can you surpass their expectations in your workplace? This workshop will give you the techniques to provide your customers with superior service and always exceed their expectations. Come ready to laugh and learn.

Friday, March 7, 2008
3:00 - 4:00 pm

“Internet Crimes Against Children”
Special Agent Kevin West,
NC State Bureau of Investigation

This workshop will discuss Blog pages and *My Space* pages on the Internet and how safe the children are who post their personal information on these types of pages.



Friday, March 7, 2008
3:00 - 4:00 pm

“Growing the Professional Way”
Wilma Greene, NCAEOP PSP Registrar

An informative but informal workshop that will help individuals better understand the requirements of the PSP Program. This workshop will benefit new EOP’s going into the program and those who have a certificate, but will be in the renewal process. Attendees will have an opportunity to have their questions and concerns addressed.

Voting Information and Slate of Officers for 2008-2009

The postcard stapled in the center of this newsletter is your ballot for voting. Associate Members are NOT ELIGIBLE to vote.

Mark your ballot and mail it today to:

**Judy Hiskey, PO Box 5609,
Concord, NC 28027**

Deadline is January 21, 2008



Ada P. Barnes
Candidate for President-Elect
Retired EOP
District 11

Education: High School Graduate, Attended Edgecombe



Community College

Membership: NAEOP 20 yrs.; NCAEOP 30 yrs.

Professional Activities:

NCAEOP – State: Secretary, 1999-2000, Vice President, 2000-2001. Served on following committees: PSP, Nominations and Elections, Membership, Awards, Constitution & Bylaws (chair)

District: Served as President (4yrs), Vice President (1yr.)

Local: Served as President (7yrs.), Vice President (7 yrs.)

PSP Certification: Advanced Associate II, Renewed March, 2004

Completed Officer Training: Yes

Statement: When I joined NCAEOP 30 years ago, I had no idea of the integral part it would play throughout the rest of my life. My membership has been very gratifying. It has enabled me to meet new friends across the entire State. NCAEOP has offered me numerous opportunities for personal and professional growth. I love recruiting new members; I have received several “Membership Recruitment” Awards. My support for NCAEOP began at our first local meeting, when I was elected to serve as secretary. It has been my pleasure to serve NCAEOP on all levels: State Vice President for one year, State Secretary for one year, District 11 President for four years, District 11 Vice president for one year, local president for seven years, local vice president for seven years, as well as, serving as Member-at-Large, Secretary and Assistant Secretary on the local level. I have chaired and/or served on various committees each year of my membership. I believe these experiences have given me a greater understanding of the issues and responsibilities encountered by our state officers. As a retiree, I promise to devote the hours necessary to fulfill my obligations in this capacity. If you vote for me, I promise to work for YOU.



Sylvia W. (Linda) Spivey
Candidate for President-Elect
Central Carolina Community College
District 7

Education: Graduate of Lee County Schools; Associate Degree/Central Carolina Community College

Membership: NAEOP 5 yrs.; NCAEOP 24 yrs.

Professional Activities:

NCAEOP – State: Served as State Recording Secretary & Vice President; Awards Committee (chair); Registration (co-chair)

District: Served as President, President-Elect, Vice President & Secretary

Local: Served as President (2 yrs), Vice President, Parliamentarian & various committees

PSP Certification: Professional Associate II

Completed Officer Training: Yes

Statement: The education field offers many opportunities for professional growth but the most appealing for me has been NCAEOP. There have always been new challenges since joining in 1982, and I have enjoyed each new step. Soon after beginning work at Central Carolina Community College, I helped to organize our local unit and served as it’s first Vice President and later as President. Just a year later, I joined the state association; 2007 is my twenty-fourth year of membership. I enjoyed a new venture as District 7 President. This helped me to grow professionally and opened doors to serve on state committees thus encouraging my NAEOP membership. When I began participating in the Professional Standards Program, I earned my Advanced Associate II but later achieved my Professional Associate which I renewed in March, 2007. So, you see, NCAEOP has been good for me. My most recent and very interesting endeavor has been Parliamentarian for our local unit. With no experience other than presiding at meetings, I accepted the opportunity as another challenge. I am staying close to “Robert’s Rules” and enjoying my journey. I have been privileged to serve as Chairman of the State Awards Committee and State Co-Registrar. Venturing out to serve as state recording secretary proved to be very rewarding as it gave me new knowledge and a greater understanding of how our organization functions. I found that being involved was much more rewarding than sitting on the sidelines. As I serve as vice president, it is exciting to tell people about NCAEOP and encourage them to join us. I find that NCAEOP sells itself, it is just a “mere mention of the word.” The office of president-elect is a very important office, but still another step in professional growth. I look forward to the challenge of this office and will continue to do the very best I can for this wonderful organization.



Meet the Candidates



Mary L. Alston
Candidate for Vice President
Granville County Schools
District 10



Education: Graduate of Theodore Roosevelt High School; Received

Office Systems Technology Certificate from Vance-Granville Community College

Membership: NAEOP 12 yrs.; NCAEOP 20 yrs.

Professional Activities:

NAEOP: Served on Mid-Atlantic Scholarship Committee; Administrative Council Committee; Professional Development Committee. Served as Teller for General Session

NCAEOP - State: Served as State Secretary; Affiliations (chair); President's Historian

District: Served as President (2 yrs.); Secretary; Awards Committee (chair); Policy and Procedure Committee (chair); Parliamentarian

Local: Served as President (2 yrs.), Vice President, Secretary, Treasurer, Membership (chair), PSP (chair), Nominations and Elections Committee (chair), Awards Committee (chair), Historian

PSP Certification: Computer Technology (NCAEOP); Advanced III, Option I, CEOE (NAEOP)

Statement: It is truly the love I have for this great association that I submit my name as a candidate for vice president. I would like the opportunity to serve this association, and encourage EOPs to join and experience the many benefits NCAEOP has to offer through the certification and training programs.

It is my sincere desire to work for the continued growth and advancement of NCAEOP, and promote the goals of this organization to increase the membership. I have served my local, district, and state with commitment and dedication. Your vote will be appreciated.



Lisa B. Elmore
Candidate for Vice President
Pitt Community College
District 14



Education: AAS degree from Pitt Community College; currently enrolled in

the College Transfer Program

Membership: NAEOP - 6 yrs.; NCAEOP - 6 yrs.

Professional Activities:

NCAEOP - State: Served as State Recording Secretary; Served on State Board as District President for 2 yrs.; Program/Design Coordinator (chair)

District: Served as President (2 yrs.); Publications Committee (chair)

Local: Served as President, Vice President, Publications Committee (chair)

PSP Certification: Professional Associate

Completed Officer Training: Yes

Statement: I joined NCAEOP after being elected President of my local unit in 2002. After attending my first conference in March 2003, I knew NCAEOP was one of the best professional organizations I could ever be a part of. I have met wonderful people and have grown spiritually, personally, and professionally through my membership and service in this organization. It is very true that you can learn so much more about this wonderful association by being involved. Serving as the NCAEOP Secretary was a privilege, and I am excited about the opportunity to serve as your State Vice President. I will work hard to do the very best for NCAEOP.



Kay Bradley
Candidate for Recording Secretary
Wayne Community College
District 12



Education: Graduate of New Hanover High School; Attended Pembroke State University and Wayne

Community College

Membership: NAEOP - 3 yrs.; NCAEOP - 24 yrs.

Professional Activities:

NCAEOP - State: Served as State Board Member (District President for 2 years); Nominations and Elections Committee (chair), Scholarship Committee (3 yrs.) (chair), Scholarship Committee (co-chair), Conference Committee Decorations, Conference Site Committee (chair), Finance Committee (chair)

District: President (2 yrs.), Immediate Past President, Membership Committee, Scholarship Committee (chair and co-chair), Policy and Procedure Committee Chairman

Local: President (2 yrs.), Vice President, Treasurer; Chairman of the following: Hospitality, Constitution and Bylaws (4 yrs.), Nominations and Elections, Strive for Excellence (3 yrs.), Finance (2 yrs.), Ways and Means, Membership, Scholarship; and Constitution and Bylaws Committee (2 yrs.)

PSP Certification: Advanced Associate III

Completed Officer Training: Yes

Statement: After serving NCAEOP at the local, district, and state levels in many capacities, I realize how important this association has become to me personally and professionally. Personally, I have had the pleasure of serving with many outstanding leaders and seized the

opportunity to learn from them as much as I could. The friendships I made have been solid and long-lasting. Professionally, each meeting I've attended, each committee I've chaired, and each office I've held has left me wiser and stronger.

Serving as president of District 12 for two years has given me insight into the amount of time, preparation, and dedication that is needed to do a good job. I am ready and willing to commit to the office of recording secretary and do whatever is needed to serve this great association to the best of my ability.

In 1979, when I joined as a local member, tradition said that I was "just a secretary," but NCAEOP told me that I was a "professional." NCAEOP has been instrumental in my transformation into a top educational office professional and I feel good about who I am and what I do. I'm grateful to the North Carolina Association of Educational Office Professionals, Inc. for being my professional lifeline and would feel it an honor to serve as recording secretary for 2008-2009.



Barbara Thomasina Harrison
Candidate for Recording Secretary
Buncombe County Schools
District 1

Education: High School Diploma;
attended Blanton Business College

and Cecil Business College

Membership: NAEOP-3 yrs.; NCAEOP-10 yrs.

Professional Activities:

NCAEOP – State: Served as State Board Member (District President) (2 yrs.), In-Service West chair,

District: Served as President (2 yrs), Vice President (2 yrs.)

Local: Served as President (2 yrs), Vice President (2 yrs),

Constitution and Bylaws chair, Nominations and Elections chair, Audit/Finance, Membership, In-Service, Banquet, Nominations and Elections, Constitutions and Bylaws

PSP Certification: Associate, Advanced Associate II, Advance Associate II Renewal

Completed Officer Training: Yes

Statement: My involvement with NCAEOP has been one of the most rewarding experiences of my adult life. Having served on the local, district, and state levels, I feel confident about our organization and its programs. To serve as Recording Secretary would be both a challenge and a privilege. I pledge my time, abilities, and energy to uphold the high standards of this office. I cannot think of a greater honor than to serve as Recording Secretary of the greatest association in North Carolina – NCAEOP.

Constitution and Bylaws Committee

Louise Davis, Chairman

louisedavis@johnston.k12.nc.us

This year, members will vote on several Constitution and Bylaws changes. The postcard stapled in the center of this newsletter is your ballot for voting.

The NCAEOP Board of Directors approved the following recommended changes on November 13, 2007.

Change Constitution Article III, Section 2

From: *Membership shall be limited to persons who are or have in the past been actively employed as office personnel; administrators in any educational system, organization or institution in the State of North Carolina; or business that support the Association who have paid their dues. Honorary membership must be awarded as provided in the bylaws.*

To: *Membership shall be limited to persons who are or have in the past been actively employed as office personnel; administrators in any educational system, organization or institution in the State of North Carolina who have paid their dues. Honorary membership must be awarded as provided in the bylaws.*

Change Bylaws Article III, Section 3

From: *“Associate members shall be former members who have entered other fields of endeavor; administrators, retired or currently employed; or business that support the Association who have paid their annual dues. Associate members shall have all privileges of active members except that of holding office and voting.”*

To: *“Associate members shall be former members who have entered other fields of endeavor; administrators, retired or currently employed who have paid their annual dues. Associate members shall have all privileges of active members except that of holding office and voting.”*

Rationale: Businesses who pay dues would be entitled to use the list server and have access to membership lists. We feel that would create free advertising for businesses. Membership would also give them information concerning home addresses and other pertinent information about members.

CONSTITUTION & BYLAWS, Continued from Page 7

Change Bylaws Article III, Section 6

From: *“Honorary membership may be bestowed upon persons in recognition of outstanding service to the Association. The Board of Directors, after a majority vote, shall recommend the candidate to the Association at any annual meeting. A majority vote of the members assembled shall be required to confer the honor. Honorary members shall be exempt for paying dues and shall have all privileges of active members except that of making motions, holding office or voting.”*

Add These Sentences at End: *“Honorary memberships shall be limited to two consecutive years to begin with the fiscal year upon conferring of the honorary membership and the following fiscal year. NAEOP presidents’ honorary memberships shall be lifetime memberships.”*

Rationale: To determine length of all honorary memberships.

Change Bylaws Article XII

From: *Members present at the annual meeting shall constitute a quorum for the transaction of business. A majority of the members for the Board of Directors, or any appointed committee, shall constitute a quorum for the transaction of business.*

To: *Members present at the annual meeting and at the Policy and Procedures Committee meeting shall constitute a quorum for the transaction of business. A majority of the members for the Board of Directors and any appointed committee shall constitute a quorum for the transaction of business.*

Rationale: The Policy and Procedures Committee is not an appointed committee. This committee is comprised of all past state presidents and increases in size yearly therefore increasing the quorum requirement to transact business.



The postcard stapled in the center of this newsletter is your ballot for voting.



1

Emily Byrd
District 1 President

District 1 held their annual meeting on October 5th at McDowell High School in Marion, NC. Officers for 2008-09 are: President, **Tonja Hall**; Vice President, **Pam Baker**; Secretary, **Janie Butler**; Treasurer, **Jodie Tipton**. The Student Scholarship was awarded to **Logan Brackett** (N. Henderson High School). The EOP of the Year was won by **Jill Barger**, Brevard Middle School.

2

Darlene Oakley
District 2 President

District 2 held their annual district meeting on November 9th at Forestview High School in Gastonia. New officers for 2008-09 are: President, **Darlene Oakley**; Vice President, **Gail Johnson**; Secretary, **Becky Faust**; Treasurer, **Joyce Woodard**. District 2's EOP of the Year is **Linda Stone** (Lincoln Co.) and the Administrator of the Year is **T.C. Dunlap** (Gaston Co.). The Scholarship was won by **Frances Stover** who is attending Western Carolina University in Cullowhee. The Special Projects committee earned \$1,013.00 for the scholarship fund.

Charlotte-Mecklenburg - The local is preparing for their community service project in December. New officers for 2008-09 are: President, **Barnetta Carter**; President-Elect, **Janet McGrant**; Vice President, **Brenda Boyce**; Secretary, **Elizabeth Smith-Gragg**; Permanent Treasurer, **Becky Faust**; Departmental Director, **Avis Cuthbertson**; Elementary Director, **Blenda Allen**; Middle School Director, **Tameka Wise**; High School Director, **Ellen Blackwelder**.

Gaston County - Congratulations to our District 2 AOY, **Mr. T.C. Dunlap**, Principal at Webb Street School! The annual Christmas Luncheon was held December 4th. The local adopted a local family to help during this time of giving.

Lincoln County - The local has already had two workshop sessions this year. Congratulations to District 2 EOP of the Year, our own, **Linda Stone**!

3

Elizabeth Woods
District 3 President

The District 3 Annual Meeting was held on October 29th at the Broyhill Civic Center in Lenoir. Caldwell County hosted this year's meeting. The Scholarship Fund earned \$1,163.00 from selling raffle tickets. Officers for 2008-09 are: President, **Dianne Ballou**; Vice President, **Kelley Bare-Blevins**; Secretary, **Jackie Marsh. Ashe County** received the "President's Attendance Award"; Newton-Conover City Schools' **Robin Rudisill**, Director of Facilities and Safety, was named the Administrator of the Year; **Bonnie Caudle** (Caldwell Co.), was chosen EOP of the Year. Scholarship winners were as follows: **Sara Fletcher**, Catawba County and Appalachian State University student, won the \$1,000.00 Scholarship; **Laura Holler**, Newton-Conover High graduate, received the \$1,000 *Staples* Student Scholarship; **Patricia Hoke**, Community Schools of Newton-Conover, received the EOP Scholarship for 2008. (*District 3 officers for 2007-08 were: President, Elizabeth Woods; Vice President, Bonnie Caudle; Secretary, Alyce Story; Treasurer, Patricia Hoke; Parliamentarian, Annie Lee Sigmon.*)

Ashe County - Held their first meeting on August 1st. At the Bosses Breakfast in May, **Jerry Absher** was recognized as AOY and **Cindy Lewis** as EOP of the Year. **Julia Phipps**, daughter of member Debra Phipps, received the local scholarship for \$500.00; **Eric Rhodes**, son of member Sandy Rhodes, received the \$100.00 scholarship.

Caldwell County - **Bonnie Caudle** was awarded their EOP of the Year award.

Caldwell Community College & Technical Institute - **Reva Greene** was selected as the winner of the Julia D. Alexander Scholarship.

Catawba County - This year in the local new members were assigned a mentor to help them get involved in committees, participate in activities such as workshops, get ready to submit applications for PSP, attending conference and, most importantly, making new friends. **Sara Fletcher**, a graduate of Foard High and a student at Appalachian State University, was the recipient of the \$1,000.00 Student Scholarship.

Newton-Conover City - This year Newton-Conover had 100% membership for Active local members and 84% on the state level. At the Associate member level, they had 94% who joined the local and 37% who joined the state. **Robin Rudisill** was named local Administrator of the Year.

Wilkes County - Held their first annual workshop "Summer Daze in the Foothills" on July 27th. It was a huge success!

4

Ruby Scott
District 4 President

The District 4 Annual Fall Meeting was held on October 29th at Mt. Bethel Baptist Church in East Bend, NC. The meeting was hosted by the Yadkin County association.

5

Barbara Morrison
District 5 President

District 5 held its Annual Fall Meeting on October 30th at Lakeshore Middle School in Mooresville. Scholarships were presented to **Victoria Gracie Allen**, **Christopher David Childs** and **Sarah Colleen Grier**. District officers for 2008-10 are: President, **Marilyn Moore**; President-Elect, **Jean Millsaps**; Vice President, **Shelia Stanley**; Secretary, **Ruth Boger**; Treasurer, **Carmen Waugh**; Legislative Chairperson, **Barbara Barrier**; PSP Chairperson, **Yvonne Livengood**. District 5's charity for 2007-08 will be the Fifth Street Women's Center.

6

Joan Miller
District 6 President

District 6 held its Annual Fall Meeting on October 31st at Jesse Wharton Elementary School in Greensboro. New officers for 2008-09 are: President, **Frankie Woods**; Vice President, **Pat Wray**; Secretary, **Joan Strutton**; Treasurer, **Robin Gonsiewski**. Two students received scholarships: **Andrea Gilley**, Rockingham Co., and **Megan Summers**, Guilford Co. **Connie S. Cromer**, Guilford Co., received the EOP Scholarship. The EOP of the Year award was presented to **Frankie Woods**, Rockingham Co. **Rockingham County** won the Membership Award. The District Scholarship Fund received \$846.00 from raffle items and a 50/50 Jar.

Guilford County - Held its first meeting on October 8th at Golden Corral in Greensboro. Officers for 2007-08: President, **Bonnie Ham**; Vice President, **Sandy Jarrett**; Secretary, **Connie Cromer**; Treasurer, **Sandra Kinley**. The Holiday Event was held December 6th at Olive Garden. A Toy Drive was held again this year for the Salvation Army.

Rockingham County - Held its second meeting on November 15th. The Christmas Social was held December 4th at Mom's Kitchen.

See DISTRICT NEWS, Page 10

7

Faye McLeod District 7 President

District 7 held its Annual Meeting on October 8th at North Asheboro Middle School. Officers for 2008-09 are: President, **Shirley Bess**; President-Elect, **Donna Cox**, Vice President, **Brenda Misenheimer**, Secretary, **Patricia Mabe**; Treasurer, **Tammy Davidson**. The EOP of the Year was presented to **Faye McLeod** (Asheboro City). The Administrator of the Year award was awarded to **Tammy Howington**, Chief Finance Officer for Lee County. The Sarah T. Logan Scholarship (\$1,000.00) was awarded to **Kevin York** (Randolph Co.); the \$750.00 Student Scholarship was presented to **Mary Hanna Humphrey** (Moore Co.); the \$500.00 *Staples* Scholarship was presented to **Elsbeth Crawford** (Asheboro City).

Asheboro City - Held their annual "Mountain to Sea" workshop on November 5th. The local adopted a needy family and had their Christmas dinner on December 3rd.

Central Carolina Community College - The local held their "Silent Auction" on December 5th. They are busy working on their February "Heart in the Heart" workshop.

Lee County - The local fund-raising project was a raffle for a \$500.00 gift card.

Randolph County - Held their Meeting/Christmas Party on December 18th. They have several workshops planned for their members this year.

Union County - Held a PSP workshop on November 8th and their Christmas Party on December 3rd.

8

Jemma Johnson District 8 President

District 8 held its Annual Meeting hosted by Person County on October 29th in at Helena Elementary in Timberlake. Officers for 2008-09 are: President, **Jemma Johnson**; Vice President, **Lavern Manzano**; Secretary, **Phyllis Vincent**; Treasurer, **Sheila Wilkinson**. The EOP of the Year was awarded to **Rose E. Hetzel**, Chapel Hill-Carrboro City Schools. Two Student Scholarships of \$1,000.00 each were presented to **Bryce Terrell Horton** (UNC-Pembroke) and **Aaron Vernon Campbell** (Lenoir-Rhyne College). The Special Project raffle earned \$793.00 for the scholarship fund.

Orange County - The local sponsored a workshop on November 13th entitled "Creative Ideas" for their fundraiser. The association held a "Give a Kid a Coat" collection for students in their school system who could not afford new winter coats. Over 300 were made "wear-ready" by a local cleaner and then distributed to deserving students at Orange County Schools.

9

Tammy Lockamy District 9 President

The District 9 Annual Meeting was held on October 29th at Coats-Erwin Middle School in Dunn. New officers for 2008-09 are: President, **Nancy Walker**; Vice President, **Debbie Rode**; Secretary, **Willena Richardson**. The Administrator of the Year award was presented to **Dr. Deborah Friedman**. The EOP Scholarship was won by **Debra McQuaige-McBride**, Robeson Co. Two Student Scholarships were presented: **Brittany Allen**, Harnett Co., for \$1,000.00 and **Brittany Jones**, Robeson Co., for \$500.00. The Attendance Award was won by **Hoke Co.**

Cumberland County - The local held its annual "Holly Day" workshop on November 2nd. The Scholarship Fund made \$2,200.00 from this event! The workshop also netted over 125 lbs. of nonperishable food for the Urban Ministry Food Bank, and over 654 pairs of gloves and 214 hats for the Cumberland Co. Department of Social Services.

10

Patricia Parham District 10 President

District 10 held their Annual Meeting on October 29th at Vance-Granville Community College Civic Center in Henderson. Officers for 2008-09 are President, **Patricia Parham**; President-Elect, **Kizzy Stith**; Vice President, **Joyce Bullock**; Secretary, **Melinda Peedin**; Treasurer, **Mary McMannen**. Administrator of the Year was awarded to **Dr. Beverly (Marty) Smith** (Vance Co.); EOP of the Year was presented to **Linda Hicks** (Vance Co.). The district scholarship winner was **Cayton King** (Northern Vance High).

Vance County - Special Projects chair, Janet Ross and her committee, compiled a great selection of recipes into a cookbook to sell for the fundraiser. Plans are underway for the Christmas Breakfast.

11

Ada Powell Barnes District 11 President

District 11 held its Annual Fall Meeting on November 2nd at Pattillo A+ School in Tarboro. Officers for 2008-09 are: President, **Gwendolyn Williams**; Vice President, **Janice Privette**; Secretary, **Louise Davis**; Treasurer, **Evelyn Bowens**. The EOP of the Year award was presented to **Leon Faulcon Lee** from Halifax Co. The Administrator of the Year was presented to **Roland H. Whitted, Jr.**, Associate Superintendent of Edgecombe County Schools. The Student Scholarship was awarded to **Sherrelle Tann** (Halifax Co.). **Nash County-Rocky Mount** - The local hosted a very successful workshop entitled "Hot Times in Nash County."

12

Grace Lutz District 12 President

The District 12 Annual Meeting was held on October 29th at Northside High in Jacksonville. Officers for 2008-09 are: President, **Sharron James-Bizzell**; Vice President, **Lori Bryan**; Secretary, **Peggy Tate**; Treasurer, **Karen Stalling**. **Dr. Edward Wilson, Jr.**, retired President of Wayne Community College, was presented the Administrator of the Year award. **Kay Bradley** was named EOP of the Year. District 12 had three scholarship winners: **James E Moore** (Wayne Community College) received the \$1,000 Staples Scholarship; **Kamika D. Strickland** (Craven Co.) won the \$1,000 Carolyn J. White Memorial Scholarship; **Anna N. Kearney** (Wayne Co.) received the \$1,200 Shirley J. Tripp Memorial Scholarship. The 50/50 Jar raffle raised \$1,870.00 half of which (\$935.00) went into the scholarship fund. **Onslow Co.** received the Strive for Excellence Award and the Recruitment Award for **Sarah Murphey**.

Carteret Community College - On October 12th, the local held its annual Bosses Appreciation Brunch and Membership Drive. Carteret County Schools is looking at NCAEOP with interest. The members put together hygiene bags for the local Domestic Violence shelter in Carteret County.

Onslow County - The Christmas Social/Retiree recognition was held December 4th in Swansboro. **Sharon Ward**, Dixon High School retiree, was honored with a 15-bead necklace. Toys and books were collected at the meeting. The local collected food for the Soup Kitchen, Womens Center, Salvation Army and Onslow County Christmas Cheer.

Wayne Community College - The local donated toiletry kits to foster children as part of the Wayne Co. Days of Caring. The jewelry raffle basket raised \$574.00 for the local scholarship fund and half was donated to the District 12 scholarship fund. **Dori Frazier** (Wayne CC) received the recruiting award for recruiting 3 or more members to the state level.

13

Bonnie Lee District 13 President

District 13 held its Annual Meeting on October 19th at Whiteville High School. The Administrator of the Year was awarded to **Kathryn Faulk**, Child Nutrition Director for Whiteville City Schools. The EOP of the Year was presented to **Cheryl Batten** (Bladen Co.). The Student Scholarship winner (\$500.00) was **Olivia Williams** (Whiteville High Sch.). The Strive for Excellence was won by the **Whiteville City Schools** AEOP. Officers for 2008-

09 are: President, **Renatha Gibbs**; President-Elect, **Rosemary Robinson**; Vice President, **Clara Tanner**; Secretary, **Joy Culberth**; Treasurer, **Joyce Howell**. Special Project baskets earned \$717.00 and the 50/50 Jar raised \$159.00 for the scholarship fund.

14

Ann B. Land District 14 President

The District 14 Annual Meeting was held on October 12th at the Eastern 4-H Environmental Education Conference Center in Columbia. District 14 officers for 2008-09 are: President, **Judith T. Chapman**; Vice President, **Kathy Newman**; Secretary, **Connie Francis**; Treasurer, **Ida Albright**. The EOP of the Year award was presented to **Judith T. Chapman**. The Administrator of the Year was awarded to **Pamela C. Hodges**. The Student Scholarship winner was **Keoshia Shanelle Streeter** and the EOP Scholarship was won by **Constance Whitehurst**.

Pitt Community College - At Fall Fest, the local sold raffle tickets for a movie basket. Members took pictures of children with Santa at the Downeast Holiday Show. These were two of the local's scholarship fundraisers. The group will be doing a Christmas project with one of the local nursing homes.

Calendar of Events

Jan.	15	Deadline for notifying state scholarship winners
	21	Deadline for conference registration forms to be returned
	21	Deadline for ballots to be returned to Judy Hiskey
Feb.	1	Deadline for submitting Newsletter Contest entries to Bonnie Ham
Mar.	5-7	2007 Annual Conference, Koury Convention Center, Greensboro
	8	2008-09 Board of Directors' Meeting
	24	Deadline for submitting articles for <i>Professionally Speaking</i> to Bonnie Ham
Apr.	23	<i>Professionally Speaking</i> posted on website & mailed to all 2007-08 members with no Internet access
	30	Deadline for paying 2007-08 dues
	30	Local and District Presidents: 2007-08 Committee Service Reports (Form 7) due to PSP Registrar

THEY'RE MARRIED

- D3 - Jerri Vogler's son, *Zach*, married *Jessica Eaton* on September 1st.
- D3 - Geneva Spencer's son, *Greg*, married *Crystal Carson* on July 21st.
- D3 - Pat Mitchell was married on November 11th.
- D3 - Carrie Donley married *Devin* on September 15th.
- D9 - Midge Brown's son was married on November 7th. She became as instant Nana to two new granddaughters!



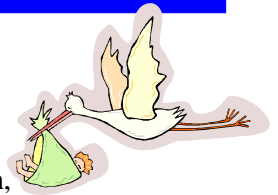
GET WELL WISHES

- D1 - Joan Gensch, husband Jim, recovering from accident
- D2 - Brenda Boyce, daughter
- D2 - Betty Hooks
- D2 - Elizabeth Smith-Gragg
- D2 - Dottie Walker, sister
- D2 - Mary Wilmore, father
- D2 - Linda Stone
- D3 - Anita Jenkins, recovering from surgery
- D3 - Linda Bolick, recovering from gall bladder surgery
- D3 - Pat Robinette, recovering from breast cancer surgery
- D3 - Maxine Shatley, illness of several family members
- D3 - Carolyn Deitz, recovering from back surgery
- D3 - Cynthia Parsons, illness of son Matthew
- D3 - Becky Setzer, recovering from a broken leg/ankle
- D3 - Melanie Roland, recovering from back surgery
- D3 - Elizabeth Woods, recovering from back surgery
- D3 - Pat Tyler's husband is awaiting a lung transplant
- D6 - David Wise, recovering from surgery
- D6 - Bill Holcombe, recovering from surgery
- D6 - Deborah Parson, recovering from ankle surgery
- D7 - Julia Cook
- D10 - Nancy Capps, recovering from knee surgery & broken wrist; husband, John, recovering from knee replacement surgery
- D12 - Phyllis Sumrall, husband took a severe fall and broke arm and hip
- D12 - Lynda Bryant
- D12 - Joyce Smith
- D12 - Sharon Bizzell's daughter, Shayna
- D14 - Mable Riddick
- D14 - Mary Smart's husband, Larry, accident/surgery



HAPPY BIRTHDAY!

- D2 - Stephanie Cloninger, birth of son, *Karson Eric Cloninger*, on June 28th
- D3 - Kim Chestnut, birth of granddaughter, *Layla*, on May 5th
- D3 - Carolyn French, birth of granddaughters, *Emma*, on June 28th and *Valerie* on August 16th
- D3 - Karen Spohn, birth of granddaughter, *Sydnee*, on August 5th
- D3 - Alisha Cloer, birth of son, *Jordan Austin*, on July 26th
- D3 - Sylvia Edsel, birth of granddaughter, *Nevaeh Rain Edsel*, born September 24th
- D3 - Debra Corpening, birth of granddaughter, *Lexie Elaine*
- D3 - Pansy Scuggs, birth of granddaughter, *Mylee Elizabeth Scuggs*
- D3 - Annie Lee Sigmon, birth of grandson, *Anthony Domenico Charles*, born September 16th
- D3 - Marty and Christy Parsons, birth of daughter, *Chaney Addison Parsons*, on November 6th
- D9 - Kay Langdon, birth of grandchild on September 11th
- D9 - Ann Collins, birth of granddaughter, *Gabrielle Ann*, on October 3rd
- D9 - Susan Martinez gave birth to twins, *Isabella Rose* and *Benjamin Trapper* on September 17th
- D9 - Rita Parrish gave birth to a baby girl, *Sadie Grace*, on October 24th. Kay Lovick is a happy "Nana"
- D9 - Vivian Wood, birth of grandson, *Parker Owen Wood*, born November 2nd
- D9 - Midge Brown, birth of grandson, *Caden Patrick Walker*
- D10 - Nancy Capps, birth of grandson, *Ryan Desmond Capps*, on August 30th
- D12 - Diana Smith, birth of grandson, *Philip Anthony DeMurry*, on October 29th
- D13 - Wanda Everette, birth of grandson, *Daniel Trey Everette*, on September 17th
- D14 - Sharion Freeman, birth of grandson, *Gabriel Michael Freeman*, on October 30th; and birth of granddaughter, *Hannah Marie Freeman*
- D14 - Rosa Mizelle, birth of granddaughter, *Aubrey Claire Mizelle*, on September 27th



(Some of the members listed have been sick since the last newsletter, but now are completely recovered or soon will be. We are including their names just in case you didn't know.)

WITH OUR SYMPATHY



- D2 - Sherelyn Harris, member from Gaston County
- D2 - Linda Geer, death of mother
- D2 - Margaret Lynch, death of aunt

- D3 - Tommye McNeely, loss of husband, Tom, on July 25th
- D3 - Ginger Crisp, death of grandmother June 2007
- D3 - Donna Absher, loss of grandmother in October
- D3 - Ashley Kirk, death of grandfather
- D3 - Ashley Starnes, death of father-in-law
- D3 - Linda Hallman, loss of nephew
- D6 - Flora Carter, loss of mother
- D6 - Susan Reid, loss of brother-in-law
- D6 - Pam Kendrick, loss of brother-in-law
- D6 - Teresa Eanes, loss of father-in-law
- D7 - Kay Moffitt, loss of mother
- D9 - Carolyn Chambers, loss of brother
- D10 - Bessie Wortham, death of sister-in-law
- D11 - Katie Richardson, death of father
- D12 - Patty Stroud, loss of father-in-law
- D12 - Robin Robinson, death of father
- D13 - Joanne Williams, death of aunt October 31st
- D14 - Judy Rankins, death of sister

CONGRATULATIONS!



- D3 - Donna Carlton's daughter, *Lindsay*, was elected President of the 2007-09 Dental Hygiene Class at UNC-Chapel Hill.

ENJOY YOUR RETIREMENT



- D1 - Joan Gensch (Transylvania Co.)
- D6 - Carole Marquardt (Guilford Co.)
- D7 - Linda Waugh (Asheboro City)
- D12 - Sharon Ward (Onslow Co.)
- D14 - Wanda Poorman (Beaufort Co.)

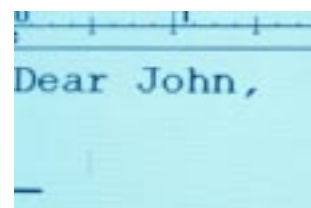
Darn Fonts - How Arial can Mess You Up

A lighthearted look at fonts. How we abuse them and how they can affect our reading speed and understanding. Tips included.

By **Louis Crowe**

Those darn fonts can be hard to get right!

We spend more time reading at work than almost anything else... so you'd imagine we'd have got it right by now. Unfortunately not, the fonts and font sizes we use often conspire against us. They slow our reading and occasionally make us seem like fools.



“Darn.” That is very different to “dam.” Yet in Times New Roman, a default font, the r and the n actually touch creating what looks like an m. A yarn can become a yam, etc. A diplomatic incident was averted when someone pointed out that “the stupid dutch” was in fact written as “the stupid clutch”... but in Tahoma, font size 12, c l looks very like a d. There are lots of examples... would you prefer to be “torn in two ways” or “tom in two ways”? to have a clue or a due?

Font choice is critical for ease of reading. With the right font choice you will read faster, with less eye strain and greater concentration. Studies at ReadPal show that optimal formatting can double people's reading speed. Yet people still write digital articles in Times New Roman. Presumably, this is because Microsoft has (criminally!) used this as a default font in their templates. Times New Roman reads very well when printed but on-screen the little tails it adds to letters, (known as serifs), are clunky and indistinct on-screen. No wonder we print out documents just to read them. So, if you are sending an article please use Tahoma, Verdana or even Arial, they are far superior on-screen and perform just as well when printed. With the proper font choices we could

See **ARIAL**, Page 14

National Membership Form

ARIAL, Continued from Page 13

save many a forest from being made into paper. A serif font can look classier when printed - but use Garamond instead.

Font choice is especially important at small sizes. If you wish to condense a document you can diminish the font size or choose a font which takes up less space. E.g. You are printing out a book and you want a serif font, as they look more intellectual. However, you want to conserve the number of pages. Instead of reducing the font size of Times New Roman or Garamond making them illegible choose Perpetua instead. Some fonts come in 'condensed' forms, e.g. Arial, these have a similar height and overall shape but are thinner, (this is a free font). In some circumstances they can work well.

Anti-aliasing is a smoothing technique that makes characters look crisper on-screen. It is very helpful but doesn't always work well, or sometimes at all, when the letter is just one pixel thick on your screen. So knowing the transition size from one to two pixels is important. In Tahoma this typically happens at font size 12, (with a normal screen). Below this the on-screen reading experience will be poor. Century Gothic and Courier are worse again. They are to be avoided unless you are making a B science-fiction film.

There are a lot of playful things you can do with fonts, (even free fonts). It amazes me how the spammers have not coped onto this. Instead of sending words filled with *s, with a little ingenuity, they could send properly written words that would just be read the 'wrong' way. For instance, sex is flagged by most anti-spamming software. Instead of se!*!! they could just write se>< in the Garamond font. The greater than and less than signs actually kiss in the middle forming a perfect "X". [Note to anti-spammer software writers there are only about 162 useful font-size-letter combinations so you will be easily able to filter these should they popularize].

So to se>< up your life and for fast, efficient reading choose your font carefully.

Louis Crowe is a doctor, inventor and cofounder of ReadPal. ReadPal was started because of the frustration of reading on-screen. People would insist on writing in small, ugly fonts that slow down your reading speed and irritate your eyes. People would print documents just to read them!

ReadPal takes the web page, email or Word document you are reading and with a single click it re-presents the text in the best font, size and color for you. The full screen mode eliminates glare. You'll no longer print things out just to read them. (Download free trial from ReadPal.com.)

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State Membership Form

Copy this form and mail it along with your check made payable to NCAEOP

NORTH CAROLINA ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS, INC.

NCAEOP membership year is May 1 through April 30

Dues are payable at conference or anytime thereafter during the membership year.

Name _____ Payment for _____ NCAEOP year
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If NEW member, recruited by:

NOTES: Deadline for continued insurance coverage is October 31

Deadline to pay dues for PSP is December 1

Deadline to pay dues to receive conference newsletter with ballots is December 1

Deadline for renewing members to avoid \$10.00 late fee is January 1

Deadline to pay dues in any year is April 30

Members are required to pay penalty when checks are returned for Non Sufficient Funds

By my signature below, I agree that any NCAEOP publications and/or forms that are developed by me
or from any NCAEOP committee on which I serve, will become the property of NCAEOP, INC.

Signature _____ District # _____ County _____ Date _____

Be sure you have completed the **ENTIRE** form. Please DO NOT send cash and please DO NOT staple check to form.

Make check payable to NCAEOP and mail to **JEAN WATERS, PO Box 37, PINETOWN, NC 27865**

May 1, 2007

NCAEOP Insurance Benefits

Our insurance program is underwritten by Horace Mann Insurance Company.

Coverage for our members is as follows:

\$1,000.00 of Life Insurance Coverage for all paid members regardless of age,

\$2,000.00 of Accidental Death and Dismemberment Insurance Coverage for all paid members, up to age 70.

All claims must be accompanied by an **original certified death certificate**. Inquiries should be sent to:

Jean H. Waters, Finance Officer
PO Box 37, Pinetown, NC 27865
Phone 252-927-3606
Email: jwaterseop@gotricounty.com

An Invitation to all Retired EOP's

I hope all of you will be able to attend the EOP Retired Club meeting at the Annual Conference on March 6, 2008. Please check the agenda to see the time and place for the meeting.

If you have never attended a retired club meeting, you are really missing a treat! If you can, please join us for some fun and fellowship. Please bring something for the auction that funds the scholarship given by the retirees.

Louise Davis, President
NCAEOP Retired Club

Conference Registration Form Also Available at ncaeop.org

The conference registration form can also be found on the NCAEOP website. This form must be downloaded, filled out, and four copies submitted. **Failure to submit "four copies" will delay your registration and may result in this convenience not being offered again next year.**

YOU CANNOT REGISTER ON-LINE!

The final registration DEADLINE is
January 21, 2008.

GO TO "Page 2" for complete registration information.

Keynote Speaker Administrators' Banquet Friday, March 7, 2008

**Dr. June S. Atkinson,
North Carolina State Superintendent
of Public Education**



BONNIE HAM, EDITOR
3217 DREISER PLACE
GREENSBORO, NC 27405

MEMBERSHIP TOTALS: As of December 4th, we have 1,930 Active & Associate; 418 Retired for a total of **2,348** NCAEOP members!

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