

Professionally Speaking

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NORTH CAROLINA ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS, INC.

SEPTEMBER 2007

“Catch the Brass Ring” at Your Annual District Meeting



**Annie Lee Sigmon,
State President**

Newton-Conover City Schools
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Hello! Gosh what a short summer! Next will be our fall district meetings, Thanksgiving,

Christmas, and before we turn around twice, Conference time! This has truly been an exciting time for me, and I look forward to going full circle. If you visited the website, you will see notes about NAEOP in Seattle, WA. It was a very moving experience for me to carry our North Carolina flag. It is a beautiful ceremony and made me even prouder of NCAEOP. Not all states are represented, but someone carries the state flag anyway. This was my third NAEOP Conference. One thing I noticed at each one is the friendly atmosphere displayed among all those attending. As warm as we are in the south, we can learn a lot from visiting other states. Each person you have contact with makes you feel as though you have made a new friend. EOP friends are definitely the lasting kind! Think about it in your own life, as you ventured out and began working outside your local, your district, your state – who did you grow close to? How many of those you met twenty years ago are still a close friend? No matter where you go, there is an EOP somewhere!

I challenge you to make changes this year at conference. I challenge you to break out of your shell and

make friends with someone in another county. Instead of *charging* into our meal sessions, saving a table for your local unit, keep a friend with you but sit down with some members you don't know. Instead of holding a table for your local and denying a seat to someone else, let them join you. After all, we spend our working time with our own local folks, isn't it time to open up and expand our base of friends? What better time to do this than at conference! You will find you have a lot of things in common with someone you don't know once your conversation begins. It's not hard to break through that barrier of being shy if you put your mind to it! Let that be a brass ring for you – make a new friend(s)!

I hope you periodically visit our website as new things are added. Our webmaster is wonderful, and I am always bragging about her! Join the Listserve! If you hesitated before because you didn't like all those replies we all got sometime, that has been remedied! Our website is www.ncaeop.org and it has a link to join the Listserve. Check it ALL out *today!*

Best wishes to all of you as you start a new school year. As busy as we ALL are, be sure to take some time for YOU!

Regards,
Annie Lee



Joyce Smith, President-Elect
jbs@carteret.edu

Summer vacation is over and it's a brand new year for educational office employees, even those of us who work all year long. You just cannot get past the excitement that is in the air with the shopping for school supplies and the school buses passing by filled with children. Those of us who work in community colleges experience that same excitement during the registration process for fall semester each year. This is also the beginning of activities for the 2007-2008 NCAEOP year. District PSP workshops and annual meetings will soon be taking place. State officers will be attending these sessions to bring news from the State Board meetings. Each new year with NCAEOP is one filled with excitement and anticipation.

After attending the annual NAEOP Conference in July, I was able to see firsthand what a great state organization we have. Our members are active even at the national level and are well respected. Each of them shone brightly as the true leaders they are, and I was proud to be known as an NCAEOP member.

We get just one chance to make the most of our lives and be a part of what is happening in the world instead of just being a bystander. Be a working part of NCAEOP and experience the joy of seeing how successful your local, district and state organization can become due to your efforts. Be the best that you can be and "Catch the Brass Ring with NCAEOP."

Note: *We need the talents and strengths of all of you to continue to be one of the best state organizations in NAEOP. Please let me know if you are interested in chairing or serving on a state committee next year during my term as President. My contact information is jbs@carteret.edu or (252) 222-6141, and I look forward to hearing from you.*



Sylvia W. (Linda) Spivey
Vice President – Membership Chairman
lspivey@cccc.edu

Hope your summer was fun and safe and that you are ready for an exciting fall. The chore this summer was to find a cool spot!

I really look forward to meeting many of you as I visit several of the annual district meetings. I am all about **membership** this year so I'm interested to see how each district promotes their membership. I want to get some new ideas.

As of August 15, 2007, our membership number was at 1,008 but our magic number is 3,000, so I would encourage you to get enthusiastic about reaching new members – we are a third of the way there. In keeping with our president's theme, "Catch the Brass Ring with NCAEOP," our membership motto this year is **EVERYONE CATCHES ONE**. This means everyone needs to recruit a new member or reinstate a non-renewal – at least one, if not more!



Some important dates you will want to remember:

October 31 – deadline for continued insurance coverage

December 1 – deadline to pay dues for PSP

December 1 – deadline to pay dues to receive conference newsletter with ballots

January 1 – deadline for renewing members to avoid \$10.00 late fee

April 30 – deadline to pay dues in any year

I am confident that our membership will reach 3,000, and please know that I want to assist you in anyway possible to make that goal a reality. Please stay in touch and thank you for what you do for NCAEOP.

NAEOP Conference/Institute 2007 Seattle, Washington

Two songs come to mind when I think of NAEOP in Seattle, WA – “Raindrops Keep Falling on my Head” and “Baby, It’s Cold Outside!” Despite the weather, the 24 members who attended the NAEOP Conference seemed to have a great time! I was proud to carry our North Carolina flag. It will always be a very special memory for me. There were approximately 450 national members registered for this conference.

- NCAEOP was recognized and received a certificate for having the **fifth largest membership in NAEOP** with 258 members.
- NCAEOP, District 2 was **tied for first place** in the Category #2 local newsletter award competition.

I have also included a picture of our members who attended. It looks like Linda Geer was cut out of the picture – but she was there and that is her sleeve on the far left side.



NCAEOP Members Who Attended 2007 NAEOP Conference

I encourage everyone to join NAEOP. It does have benefits as well. If you get the opportunity to attend the national conference – GO for it! It is another learning experience and gives you information you can bring back to share and think about! It’s another way to network and make long-lasting friends across the United States. I appreciate the opportunity and support from my administration and NCAEOP in being able to attend.

by Annie Lee Sigmon

PSP (Professional Standards Program) Board Action...

The NCAEOP Board voted and approved the following changes to the PSP program at its June 2007 Board Meeting.

- **Buy Back**...If a member, who currently holds a PSP Certificate, should have a one (1) year lapse in membership during the five (5) year renewal/upgrade period, a one time **ONLY** buy back of the lapsed year is available. The current membership year would be inclusive of the five-year renewal/upgrade period. Only EOP’s who hold PSP Certificates are eligible to buy back a year of membership. A buy back is one time **ONLY**...not one time each renewal period.
- **Computer Technology Certificates**...Non-renewable status has been removed from the Computer Technology Certificate and replaced with a renewable certificate. All CT certificates will now be considered as renewable certificates. Requirements will be the same as they were for the upgrade: 10 Association Responsibility Points; 60 Inservice Points (30 must be sponsored); and 60 additional computer technology hours.

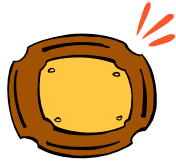
Updated PSP forms are on our website, under the “Professional Standards Program,” and should be used when applying for a PSP certificate. Copies of all out-of-date forms should be discarded.

2007 District Meetings

D1	October 5	McDowell High Sch., Marion
D2	November 9	Forestview High Sch., Gastonia
D3	October 29	Broyhill Civic Center, Lenoir
D4	October 29	Mt. Bethel Church, East Bend
D5	October 30	Lake Shore MS, Mooresville
D6	October 31	Jesse Wharton ES, Greensboro
D7	October 8	N. Asheboro MS, Asheboro
D8	October 29	Helena Elem. Sch., Timberlake
D9	October 29	Coats-Erwin MS, Dunn
D10	October 29	Vance-Granville Community Coll.
D11	November 2	Pattillo Elem. Sch., Tarboro
D12	October 29	Richlands Pri. Sch., Richlands
D13	October 19	Whiteville HS, Whiteville
D14	October 12	Eastern 4-H Environ. Conf. Center

State Committee Reports

Awards Committee
Donna Cox, Chairman
dcox@lee.k12.nc.us



When preparing your EOP and AOY awards, please make sure all application forms are *complete* and the *correct number of copies* are submitted to the Awards Chairman. Refer to the NCAEOP website under "Forms" for up-to-date guidelines, applications and deadlines.

Conference Coordinators
Martha Lou White, Chairman
marthalouwhite@yahoo.com

2008 March Conference:
**** March 5-8, 2008 ****

URGENT ATTENTION REQUESTED

Now is the time to mark your calendar for the March 2008 Conference. Also, note changes below:

- The *conference newsletter* will be mailed on **December 20, 2007**.
- The *registration deadline* has been moved to **January 21, 2008**. This is earlier than usual because the conference is earlier this year than usual.
- You will also find the *conference registration form* online at www.ncaeop.org. (The form will not appear on the website until the newsletter mail-out date.)
- You **cannot register online**, but the forms may be downloaded, filled out, printed, and the correct number of copies submitted with your check.

It is a good idea to mark January 21, 2008 on your calendar, also - in big, red letters - so you can "catch the brass ring" of conference 2008.

Remember, you cannot attend the conference unless you are a member of NCAEOP. Join now if you haven't already done so! The conference newsletters will be mailed to *members only*. If your coworker says he/she didn't get the newsletter, chances are membership was not paid by the December 1st deadline. Send your membership in now!

Nominations and Elections Committee
Judy Hiskey, Chairman
jhiskey@ctc.net

Deadline Date:
October 10, 2007

Application forms and guidelines for state officers are available on the website www.ncaeop.org. Serve your organization by taking an active role as a state officer.

Submit applications to Judy Hiskey, 75 McCurdy Street, NW, Concord, 28027, by the **October 10** deadline.

Correction: In the July issue of the newsletter, the deadline date for submitting an application for a state office was printed incorrectly. October 10, 2007 is the correct date.

Scholarship Committee
Patricia Mabe, Chairman - EOP
mabet@sandhills.edu
Ida Albright, Chairman - Student
ialbright@embarqmail.com



At last, the EOP and Student Scholarship Applications can be downloaded from the NCAEOP website (www.ncaeop.org). We hope this will be helpful to all of you. Even though the scholarship information is now on the website, a copy of the EOP and Student Applications were given to each District President at the June Board meeting. We urge each of you to encourage EOP's and students to apply for these worthwhile scholarships.

Calendar of Events

Oct.	10	Deadline for submitting applications for state offices to Judy Hiskey.
	7-13	<i>National Educational Office Career Awareness Week</i>
	31	Deadline for renewing members to pay dues for continued insurance coverage.
Nov.	1	District Presidents review and complete EOP, AOY, Scholarships, & Strive for Excellence applications for mailing to state committee chairs on December 1.

1 **Emily Byrd**
W. McDowell Junior High School
346 W. McDowell Jr. High School Road
Marion, 28752 ~ 828.652.3390

Emily Byrd has assumed the presidency of District 1 after Virginia Worthy had to step down.

2 **Darlene Oakley**
District 2 President
doakley@gaston.k12.nc.us

The first District 2 Board of Directors meeting was held on July 12th. The District 2 Fall Meeting is set for November 9th at Forestview High School in Gastonia. The *District 2 Networking* newsletter brought home first place in the NAEOP Local 2 category for Karen Drum, President and Dottie Walker, Editor. *Congratulations!*

Charlotte-Mecklenburg: A training session for new officers and committee chairman will be combined with the first board meeting on September 13. We had ten local members attend the NAEOP Conference in Seattle, WA. **Dottie Walker**, CEOE and **Belinda Trevino**, CEOE presented a workshop--"Creating a Stress Buster Group in the Workplace". CMAEOP had four members obtain PSP recertification at the NAEOP Conference: **Becky Faust**, CEOE; **Linda Geer**, CEOE, **Vivian McIntyre**, CEOE and **Dottie Walker**, CEOE. **Gail Johnson** received her Professional Associate certificate.

Gaston County: Their Special Project fund-raiser last year was a cookbook full of over 500 wonderful recipes. They still have some available if you are interested. They only cost \$10. Contact Elaine Glenn at eglenn@gaston.k12.nc.us.

Lincoln County: The 11th Annual Bosses' Breakfast was held on June 8th at the Lincoln Country Club. **Todd Black**, Principal of East Lincoln High School, was awarded the Administrator of the Year and **Linda Stone** received the Educational Office Professional of the Year award. A \$500.00 scholarship was awarded to **Caitlyn Jolley**, a senior at East Lincoln High School. Caitlyn will attend North Carolina State University. The 2007-2008 officers are: **Betty Patterson** and **Sandy Mauney**, Co-Presidents; **Gaye Knight** and **Tona Gantt**, Co-Vice Presidents; **Tara Jolley** and **Gail Dellinger**, Co-Secretaries; and **Helena Brittain**, Treasurer.

Ruby Scott
District 4 President
rjscott@wsfcs.k12.nc.us

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The District 4 Fall Meeting will be held on Monday, October 29th at Mt. Bethel Baptist Church in East Bend, NC. Yadkin County AEOP is the host for this year's meeting. Officers for 2007-08: President, **Ruby Scott**; Vice President, **Diane Wessell**; Secretary, **Melba Lindsay**; Treasurer, **Gray Stanfield**.

Winston-Salem/Forsyth County: The AEOP held its annual fall breakfast on August 14th at Omega House Restaurant. Local officers for 2007-08: President, **Marion Tuttle**; Vice President, **Barbara Young**; Secretary, **Melissa Slayton**; Treasurer, **Robin McKeown**. The local hosted a table at the school system's Benefits Fair on August 16th.

Joan Miller
District 6 President
millerj2@gcsnc.com

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The Rockingham County AEOP will hold its first meeting/cookout on September 20.

Faye McLeod
District 7 President
fmcleod@asheboro.k12.nc.us

7

Asheboro City: The "Mountain to Sea" workshop will be held November 5th. For more information contact Tammy Davidson at tdavidson@asheboro.k12.nc.us.

Union County: The AEOP held it's annual Administrators' Banquet in May 2007. **Denise Lamar** was chosen Administrator of the Year and **Eloise Chambers** was named EOP of the Year. Scholarships were awarded to **Samantha Pressley** (\$500.00); **Sarah Norris** (\$800.00); and **Bradley Williams** (\$1,000.00). The first local meeting for 2007-08 will be held on September 10th.

Tammy Lockamy
District 9 President
tlockamy@harnett.k12.nc.us

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Cumberland County: All EOPs who plan to attend the 2nd Annual PSP "Holly Day" Workshop on November 2, 2007 are invited to bring at least one canned good. All food will be donated to the local food bank.

12

Grace Lutz
District 12 President
glutz968@msn.com

District 12 is working hard to prepare for their annual six-point PSP Workshop on September 28th in Havelock. Then, on October 29th, it's off to Jacksonville for their Annual District 12 Meeting. President Lutz held her first board meeting at Wayne CC on July 13th. Lunch was catered by the WCC Local Unit as a fund-raiser for their scholarship fund.

Carteret Community College: On August 6 & 7, the local AEOP held it's 14th Annual "Shades of Summer" workshop with 111 attending. The money raised from the workshop will assist the local unit not only with two scholarships given to students at CCC, but also to start a third scholarship for a local unit EOP to continue his/her educational career. This year's scholarship winners are **Patricia Bayer** and **Nicholas LeClair**; both "Computer Information Systems" majors.

13

Bonnie Lee
District 13 President
blee@whiteville.k12.nc.us

District 13 is having its Annual District Meeting on October 19th at Whiteville High School in Whiteville, NC. Please contact President Lee if interested in attending.

14

Ann B. Land
District 14 President
aland@email.pittcc.edu

The District 14 Annual Meeting will be October 12th at Eastern 4-H Environmental Education Conference Center in Columbia.

Beaufort County: **Laura Beth Blake** of Belhaven is the winner of the local scholarship. BCAEOP had 10 members attend the "Shades of Summer" workshop at Carteret Community College.

Martin County: The local held a retirement luncheon for two of their longtime members on July 25th. **Elaine Roberson** of Williamston High School and **Janie Johnson** of Jamesville Elementary School were honored.

Pitt Community College: Congratulations to **Ida Albright** who will be retiring effective September 1st. PCCAEOP will be sponsoring their fourth annual "Turning New Leaves" workshop on September 17th.

Washington County: The local sponsored a School Uniform Raffle at their five high schools. Proceeds from the raffle will be used to purchase a school uniform for a deserving student with the remainder going into their scholarship fund.

Births

Sharon Dixon (D9) new grandson, *Queitin Jeremiah Williams*, born July 21st



Retirements

District 2 (Lincoln County):

Kathy Wise

Nancy Stokes

Dr. Jim Watson



Jill Eaddy

Dr. Elaine Jenkins

Gloria Leggett (D9) Cumberland County

Ann Brown (D13) Whiteville City Schools

Ida Albright (D14) on September 1st

Get Well Wishes



Judy Maness (D7 - Retired)

Marilyn Ward (D13) recovering well from a heart attack and stint surgery

Mary Lee Smart (D14) recuperating from surgery

(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.)

Just Married!



Vicki Lee's daughter, *Stephanie*, married Cory MacGilvary on July 28th (D4)

Tammi Romine's son, *Michael Plainte*, married Jaclyn Trimble on July 7th (D6)

Dale Starnes Chavez married on July 7th (D7)

With Sympathy

Wanza Davis (D1) loss of husband, Isiah

Sybil Moss (D2) death of mother, July 14th

Anne Moser (D4) loss of father

Vickie Kiser (D4) death of brother

Debbie Coley (D6) loss of husband, Danny

Sandy Jarrett (D6) death of son-in-law

Tammi Romine (D6) loss of grandmother

Mary Larr (D9) loss of mother and father

Gracie Davis (D10) death of brother-in-law

Cathy Critcher (D14) loss of sister on July 12th

Pam Hodges (D14) death of father and mother-in-law

Lisa Elmore (D14) death of uncle

Jean Waters death of brother, July 21st

Congratulations



Melba Lindsay (D4) awarded PSP certificate (2007)

Diane Wessell (D4) awarded PSP certificate (2007)

Andrea Lawrence's son, *Ricky*, will enter UNC-Charlotte this fall

National Membership Form

Copy this form and mail it with your payment to the National office.

NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

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www.naeop.org

- | | | | |
|---|------|--|------|
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| <input type="checkbox"/> Active Membership | \$45 | <input type="checkbox"/> NES Annual Subscription | \$25 |
| <input type="checkbox"/> Retired Membership | \$25 | <input type="checkbox"/> NES Annual Subscription (Retired) | \$15 |
| <input type="checkbox"/> Associate Membership | \$45 | | |

Membership Application

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

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

Name _____ Home Phone _____

Address _____ Office Phone _____

City _____ State _____ Zip _____ Fax _____

Recruited by (Name) _____

Email: _____

Active membership fees include a one-year subscription to the *National Educational Secretary*.

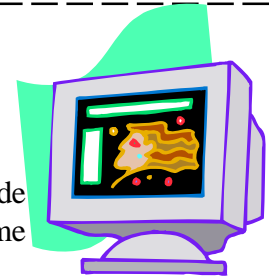
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Dues are not deductible as a
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- Elementary
- Middle School/Jr. High
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- Retired
- Other (specify): _____

NCAEOP Website Offers New Services to Membership

Units (locals or districts), who are sponsoring inservice, that open their registration to EOP's outside of their local unit, can request that their information be posted on the website. We will post the name of the workshop, date of workshop, the number of hours to be earned and who to contact for registration information. Units wishing to have their workshops posted must complete a Form 5 for prior approval, supplying all the necessary information along with who to contact for registration information.



For more information, you may contact Wilma Greene, PSP Registrar, at wilmag@charter.net.

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