

Professionally Speaking

VOL. XXXI NO. 2

NORTH CAROLINA ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS, INC. SEPTEMBER 2009

A Symphony of Professionalism



Linda Spivey, President
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lspivey@cccc.edu

It's amazing how time flies when you're having fun and making beautiful music. This summer has been all of that. Now that school bells are ringing, new activities beginning and everyone is getting busier than ever, it is time to remember that we are in our

particular workplace because of the students. Let's make every effort to help them stay in tune. I do hope you had a wonderful vacation, got lots of rest and were safe. Thank you for the opportunity to attend the NAEOP Annual Conference in Bloomington, Minnesota in July. I came away feeling so excited. What an honor to carry the North Carolina flag as the representative for NCAEOP and to bring home two awards! (See *Affiliations*, pg. 3 for details.) One thing they do at National that really impressed me was their seating for meal functions. You are seated by the way your registration for conference is received. This means that you have the opportunity to "make new friends and keep the old". I found myself stopping to think where I really was as I had so many opportunities to meet those from other states and learn that we all do things a little different but accomplish the same goals for our students - a chance to think outside the box.

District presidents are making big plans for their annual meetings coming up and your State Officers are excited about attending. Here again, it is always good to see how each district does things differently but accomplishes the same goal. Your Conference Committee is busy making this the best conference ever - exciting workshops, some new vendors, leadership training and lots of beautiful music. Remember to plan ahead for the expense of conference in these difficult economic days.

All current paid members should now be on Listserv and I am sure you will consider it a wonderful benefit. It is a great way to keep abreast of NCAEOP happenings. Visit the Website periodically for valuable information.

Remember to continue your professional development in spite of travel restrictions. We need to be creative in our planning and seek new ways to make it work. Let's stay in tune knowing that the economy will get better.

Thanks again for this wonderful opportunity to serve as your president. The blessing has been mine and I challenge you to continue to make beautiful music for our symphony. Stay in touch!

Linda

Because of the leadership in the past and the constant love she shared with EOPs, Mildred Chrisco made it possible for us to still have music. "And The Band Plays On!"



MILDRED CHRISCO
Written by Flora Carter

The best adjective to describe our friend and Past President of NCAEOP is professional. Given a job to do in NCAEOP or in her position as Finance Officer for Asheboro City Schools, the finished product was always impeccable! In 1974, Mildred served as Chairman of the PSP Program. She and her committee were given the task of writing the proposal for the Professional Standards Program. As the charge was given to her, it was written and adopted upon her presentation to the Executive Board. Whatever commission she was assigned, it was done in a timely fashion with proficient quality. If an assignment was complicated or somewhat thorny it was a unanimous decision to assign it to Mildred because we knew she'd come back to the table with an excellent product. Our association named a scholarship in her honor because she gave so unselfishly for NCAEOP without any accolades or applause. Her main goal was to groom new members to acquire their PSP certificate so they would feel good about themselves in their achievement. She was very comfortable in being a mentor for others.

Mildred meant so much to all of us as we served along side one of the best "conductors" ever. Her ideas were well thought out before she presented them to others. She was a solid rock for NCAEOP and her expertise was instrumental in many policies and procedures for our association. During the Past Presidents' Dinner each year, we have missed her presence and our conversations have been sprinkled throughout about her. She hugged us; she loved us, both verbally and in the written word. We'll always remember the kindnesses she demonstrated for the members of NCAEOP. Now, as we reminisce about Mildred, we will say we had precious moments we shared with her through the years and they will be ours to keep as we speak fondly of her goodness and friendship which was always on display for our Association.

**The "Autumn Leaves" of *Professionally Speaking*
Rake up a few as you read on.**



Our Executive Board Makes Music Together



Lisa Elmore, President-Elect
Pitt Community College
lelmore@email.pittcc.edu

I hope everyone had a relaxing summer and that your school year is off to a wonderful start.

In July, I had the privilege to attend the annual National Association of Educational Office Professionals Conference (NAEOP) in Bloomington, Minnesota. It was interesting to see how the national conference is conducted. I attended the orientation session for those attending for the first time as well as other informative sessions. Congratulations to our NCAEOP winners who came home with National awards.

District meetings have begun. I encourage you to participate in your respective district meetings. Not only do you have the opportunity to earn PSP credits, but you have time to fellowship and share with your fellow EOPs.

Get involved with the "NCAEOP Symphony" and again, thank you for all you do for NCAEOP.

Kay Bradley, Vice President
Goldsboro, NC
kbradley771@yahoo.com



I am even more excited to serve you as your Vice President and your Membership Chairman than I was at the beginning of the year. My committee made up of District Vice Presidents is busy contacting locals and assisting them in increasing membership. Have YOU contacted your first recruit for membership yet? I hope so! With our membership motto, "Each One, Reach One", we can see how our membership could skyrocket for 2009-2010. Of course, it will take some effort by you, our members. District meetings are in the planning mode right now, and I hope that each district will have a table set up for information about our State Association and will have the District Vice President there to collect new memberships and renewals. Remember, two memberships for one--State and District--a big bang for your money!

In August, I was asked to speak at the Wake County Public Schools Support Staff Training Day about membership in NCAEOP. They were especially interested in our Professional Standards Program and how it is an incentive to continue educational goals and professional development. We had a great time and my message was very well received. Do you know of another school system that would like to organize? If so, please let me know, and I will contact them.

A BIG thanks for all of your support and assistance and remember, Recruit, Recruit, Recruit and Renew, Renew, Renew.



*Friends will not only live in harmony,
but in melody.* Henry David Thoreau



Tammy Lockamy, Secretary
Coats-Erwin Middle School
tlockamy@harnett.k12.nc.us

Greetings Fellow EOPs!

I hope each of you have had an opportunity this summer to take a little time for YOU! You deserve a bit of pampering for all you've done and all you are about to do in the upcoming year.

I encourage you to get involved with NCAEOP if you are not already, and I encourage those involved to stay involved!!

We are all going through "economic trauma," however, I know that together we can get through this and we can keep NCAEOP going stronger than ever!

What a team we are!

I look forward to a great year!

**Joyce Smith,
Imm. Past President**
Carteret Community College
jabs@carteret.edu



My favorite time of year is approaching fast with the holiday season right around the corner. I just love fall and the anticipation of Thanksgiving and Christmas. Now you know why angels mean so much to me.

I remain forever a child at heart with some of my best memories being of events held from October through December. NCAEOP plays a big part in this with the annual District meetings, PSP workshops, District and State Executive Board meetings. I always look forward to spending time with all my NCAEOP friends that I only get to see at these activities.

State conference is just around the corner and this is our time to attend professional development sessions at a fraction of the cost it would normally be to attend these types of workshops. We don't just learn through seminars but also through networking. It's a great time to find out how other schools/colleges handle situations without having to reinvent the wheel. We all need to be cost conscious with our resources and NCAEOP is a perfect means to meet a lot of our needs.

I encourage all of you to share NCAEOP with your co-workers. With all the fall events, now is a perfect time to bring them in on the professional experience and the fun of being a member of this great organization. I think we are a well kept secret at a lot of institutions but we are a great plus that should be shared with all support staff and administrators. Blow your horns and let them all know we are here and we are strong. Invite them to become a part of "A Symphony of Professionalism" and help NCAEOP continue to be one of the best state organizations in the NAEOP.

Blessings on all of you.



What are you humming today? Keep a song in your heart.

An EOP Orchestra needs a **Conductor** (President), **Sheet Music** (Executive Board), **Instruments** (District Presidents), and **Singers** (Committee Chairs and Committee Members) to make great music for their **Audience** (Membership).

COMMITTEE REPORTS

AFFILIATIONS - Janet McGrant

North Carolina brings home two awards from the National Conference - **First Place** - Paid Professional Webmaster Designed Site - Nancy Patterson, Webmaster; **Second Place** - Marion T. Wood Student Scholarship - Ashley Janice Smith, District 12. NCAEOP was well represented when President Linda Spivey carried in the North Carolina flag at the 75th Annual Conference and Institute in Bloomington, Minnesota in July. Adding to the excitement was bringing home the winners - congratulations to both and to Joyce Smith, IPP as the website was judged for this past year, "angels Watching Over You". The incoming National President, Pam Posey, is from Mississippi and is planning to be at our March Conference.

CONFERENCE COMMITTEE - Brenda Misenheimer

The 2010 conference, *A Symphony of Professionalism*, plans are well under way. All the workshop speakers are confirmed and one of the keynote speakers will be Mr. "Honey Hush!", Michael Mozingo. There are eight hours of workshops being offered for PSP credit.

Remember to pay your membership dues early to receive the conference newsletter so your registration can be processed quickly. Please note that if several registrations are paid with one school check and someone has not paid their dues, none of the registrations are processed until all dues are paid.

Registration confirmations will be sent weekly via the NCAEOP listserver so please make sure that you are on the listserver, which is a secure NCAEOP site.

Sneak Peek of Workshops & Speakers

Wednesday - **Marvin Lynne Maxwell** - *The First Chairs in the Symphony* - 4:30-6:30 p.m. - Leadership and communications from all EOP levels being beneficial to district and local officers. Open to all members considering leadership positions on any level.

Pam Posey - NCAEOP President 5:30- 6:30 p.m.

Thursday - **Ashley Janine Smith McPhall** (State & National Scholarship Winner) - Awards Luncheon.

Michael Mozingo - 2:30-4:30 p.m.

Friday - **Robert Logan** - Superintendent, Chatham County Schools - 9:00-11:30 a.m.

Austin Ramsey - Musician/Speaker - PSP Luncheon

Marvin Lynne Maxwell - 2:30-3:30 p.m. - Chorus Workshop

Wilma Greene - 2:30-3:30 p.m. - PSP Program

Charlie Holland Mace - 2:30-3:30 p.m. - Protocol

Heather Misenheimer - Registered Sanitation Specialist 2:30-3:30 p.m. - Sanitation

Bill Leslie - Anchor for Raleigh station WRAL, Songwriter, Musician, native North Carolinian story teller - Administrators' Banquet

Start making your Conference plans now. You don't want to miss this.

CONSTITUTION & BYLAWS - Patricia Mabe

Board members presenting changes that will effect the Constitution & Bylaws need to get the information to the C&B chairman by November 1, 2009. They are to be presented to the membership at the 2010 Conference.

LEGISLATIVE - Rebecca Brewer

With a \$4.7 billion budget shortfall facing North Carolina, state employees will see job losses in the \$19 billion General Assembly budget which passed both the House and Senate Chambers on August 5. Many things were brought up in order to balance the budget without cutting state services the taxpayers depend upon, and there was some success in getting many programs restored.

Community colleges and the university system were given "management flexibility" to make cuts where they deem appropriate with a major emphasis on non-instructional positions. Gov. Bev Perdue signed the budget into law on Friday, August 7.

"These are the times that try men's souls." To all EOPs who are affected by these decisions, stand strong in hopes of better days to come.

EOP & STUDENT SCHOLARSHIPS - Ida Albright, EOP & Ann Land, Student

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. If you have a problem downloading any of these applications, please contact Ida Albright for the EOP Scholarships and Ann Land for Student Scholarships. We urge each of you to encourage EOPs and students to apply for these worthwhile scholarships. Please note the deadlines that are indicated on the forms; they will be strictly adhered to. Ida Albright, EOP Chair - Albright.ida@gmail.com Phone: 252-355-6291 and Ann Land, Student Chair - aland@email.pittcc.edu or aland@embarqmail.com Phone 252-493-7309 or 252-756-5170.

PUBLICATIONS - Grace Lutz

It is very important to keep your mailing address and e-mail address current with the Membership Recorder, Susan Webber swebbereop@verizon.net If either changes within the membership year, it is the member's responsibility to notify Mrs. Webber. You may miss out on a very important and informative newsletter.



Sour Notes! - Tune: "I'm Sorry!"

Corrections from the July Issue

1. Diane Wessell - name misspelled
2. Retirees' dues are \$10.00 instead of \$5.00
3. Yvonne Livengood's # 910-875-4284

The Editor apologies.

Committees are not all about Chairs. You can't sit on a committee chair, but you can put weight on them if you do not meet the deadlines required. Have you hugged a Committee Chair today? G. Lutz, Editor



September's Song

Births

District 4

Jean Mahaffey - great-grandson, Andrew Jackson Wade, Feb. 24, 2009

Karen Higgins - grandson, Hoyt Dawsyn Butler

District 5

Yvonne Livengood - granddaughter, Hailey Madison Livengood, born 07-08-09

District 9

Dianne McDonald - granddaughter, Madison Alivia, 4-30-09

District 10

Kizzy Stith, D10 President - son, Justin Marquette Stith, July 4th, 2009

District 13

Rhonda Bullard-Dutton - Grandson, Blake Ryan Stocks

District 14

Linda Cordon - new grandchild

Weddings

District 6

Gail Brewer's son, Tony married Timothy Leah Brinson on June 20, 2009



Anniversaries

District 7

Linda and David Spivey - 50th anniversary Nov. 7

District 8

Louise & Shelton Davis - 45th anniversary Sept. 12



Achievements

District 8

Patricia Coleman's daughter, Sara Coleman, introduced President Obama when he visited Raleigh.

District 9

Belinda McGugan & Zachary Ritter earned their Advanced Associate III PSP certificates

Veronica Houston received BS Degree in Business Administration, May 2009

Terry Byrd's son received Engineering Degree, NC State Engineering School, May 2009

District 14 - College Graduates

Andrea Chapman, Beaufort Co.; Robert Jones, Ernestine Russell, Tonya Davis, Rickey Freeman, Kimberly Moore - all from Bertie Co.

Get Well Wishes & Concerns

District 2

Yvonne Livengood - surgery on left foot

District 4

Jane Long - stroke

Jean Mahaffey - surgery

District 6

Pam Kendrick's mother, Gertrude Burch - surgery

Katie Widel's father-in-law, Howard Widel - hospital stay

Lori Hancock's father, Lanford Stone - surgery



Get Well Wishes & Concerns (Continued)

District 7

Merry Pittman - Central Carolina Community College

Gail Miller - Moore County Schools

District 8

Louise Briggs - husband Jimmy had surgery

District 9

Dianne McDonald - surgery

Christina Harris - hospitalized for illness

Rhonda Eller - hospitalized for illness



District 12

Grace Lutz - sister, Becky Dunbar - long-term illness

Our Military Family

District 7

Karen Sasser - Central Carolina CC - Son, Ronald A. Sasser, Jr., USAF - Korea in January, 2010

Martha Youngblood - Central Carolina CC - Nephew, Devon Bray, US Army - Iraq

Nancy Freeland - Moore Co. - Daughter, SSgt.

Christina Brown, USAF - Kandahar, Afghanistan

Pam Carter - Moore Co. - Son, Richard Carter, National Guard - Iraq

Patricia Mabe - Moore Co. - Soon to be son-in-law,

Stuart Moneymaker, 82nd Airborne Army - Iraq

Retirees

District 1

Virginia Worthy - Asheville City Schools - Aug. 1, 2009

Deaths

District 2

Sybil Moss - husband, Dr. Charles E. Moss 08-04-09

District 3

Lucinda Sigmon passed away August 25, 2009

District 4

Mildred "Millie" Clark - Died at the age of 98 as oldest member. Was a local and district president.

Evelyn Styron - husband, Jack Styron

Gray Stanfield - loss of his mother-in-law, Edna Talley

District 6

Elizabeth (Betsy) Harvey - Chapel Hill-Carrboro 06-09-09

Betty Harmon - loss of brother-in-law

District 7

Midred Chrisco, NCAEOP Past President 08-14-09

Barbara Seago - loss of stepmother

District 9

Margaret Strickland - loss of husband & mother-in-law



Psalm 23: 1 - Words that make your heart sing with peace and joy -
"The Lord is my Shepherd. I shall not want."
In the good and bad that comes our way in life,
He is in control!

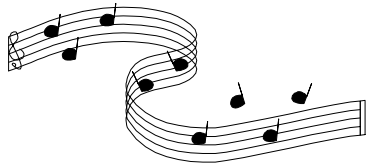
The National Association of Educational Office Professionals, Inc.

invites you to join them

November 1 - 3, 2009

at the

MID - ATLANTIC PROFESSIONAL DEVELOPMENT DAYS



SHEARTON ATLANTIC BEACH
ATLANTIC BEACH, NC



Hosted By

NORTH CAROLINA ASSOCIATION OF
EDUCATIONAL OFFICE PROFESSIONALS, INC.

Charlie Mae Holland-Mace, Co-Chairman, 828-659-3088 or charliemae26@yahoo.com
To receive Registration and Reservation Forms and an Agenda List, contact:

Joyce Smith, Co-Chairman
Carteret Community College
3505 Arendell Street
Morehead City, NC 28557
252-222-6141
jbs@carteret.edu

or

Joseph Croom, Registrar
Carteret Community College
3505 Arendell Street
Morehead City, NC 28557
252-222-6154
croomj@carteret.edu

To save on your registration expenses, contact them as soon as you get your newsletter. They can be reached by mail, e-mail or phone. The forms need to be returned by **November 1, 2009**. Registrations recieved between **November 1 and November 15, 2009** will be charged a late registration fee depending on one- or two-day registration. Make sure you complete both forms and return them as soon as possible.

Food, Fellowship and 11.5 Workshop hrs. during these National Development Days

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

NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

PO Box 12619 • Wichita, KS 67277-2619 • 316/942-4822 • FAX 316/942-7100

www.naeop.org

- | | | | |
|---|------|--|------|
| <input type="checkbox"/> New | | <input type="checkbox"/> Institutional Membership | \$80 |
| <input type="checkbox"/> Renewal | | <input type="checkbox"/> Corporate Membership | \$55 |
| <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

Continuing 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*.

Check Enclosed VISA MasterCard

Card Number _____ Expiration _____
 Signature _____

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

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

NCAEOP Districts Begin to Rake Up the "Autumn Leaves" of Professionalism



Tonja Hall, President
Clyde A. Erwin High School
Asheville, NC 28806

Due to the budget issues and many of our members not knowing what funding will be for conference, we have discussed doing some fund-raising projects to help out those who plan to attend.

Our Fall Meeting is October 23 and we hope to have some wonderful speakers and Fall door prizes. Some of our members have shown interest in a weekend getaway to Pigeon Forge or Commerce, GA for a weekend of fun, fellowship and shopping.

The District Web Class is currently on hold.

Joyce Woodard, President
Gaston County Schools
Gastonia, NC 28503



District 2 is off to a great start this year. Everyone has tuned up their talents and is excited to join in. We are pulling everything together for our Annual Meeting on November 6, 2009 at Forestview High School in Gastonia. Our main workshop presenter will be Michael Mazingo from Duplin County Schools. Michael is sure to keep your attention and make you smile, maybe even laugh out loud.

With the recent issues of budget within our state, District 2 has decided to try raising money to offset the cost of the NCAEOP meeting in March in Greensboro, NC. We will be selling the World's Finest Chocolate to assist with the cost of registration for those members who participate.

Our PSP committee is hard at work on pulling more workshops together for us. We have a workshop on attaining your PSP Certification set for September 17, 2009 in the board room of Gaston County Schools.

Our membership is growing everyday thanks to Joann Penner and her committee. I want to encourage everyone to acquire just one new member this year. Remember that the deadline to become a member and still get the continued insurance coverage is October 31st and the deadline to be a member and attend the NCAEOP conference in March is December 1st.



Jane Nichols, President
Wilkes County Schools
North Wilkesboro, NC 28659

.....
• Take a music bath once or twice a week
• for a few seasons. You will find it
• is to the soul what a water bath
• is to the body.
• Oliver Wendell Holmes
•
.....



Diane Wessell, President
Winston-Salem/Forsyth County Schools
Winston Salem, NC 27103

Ciara Robertson, District 5 2008-09 scholarship winner, is attending NC A&T University in Greensboro this fall. Several District 4 members attended the "Summer Daze in the Foothills" PSP workshop and had a wonderful time with the membership from Wilkes County AEOP.

Yadkin County AEOP 2009-2010 Officers: President - Geraldine H. Brannon, Vice President - Julie Young, Secretary - Carmen Hutchens, Treasurer - Kristy Groce.

The Yadkin County EOPs have scheduled its first fall meeting for Friday, October 2, 2009, at 1:30 p.m.; January 5, 2010 at 12:00 p.m. (PSP workshops); and April 2, 2010 (elect officers for the coming year). All meetings are held at Yadkin County's Central Office.

Winston-Salem/Forsyth County AEOP Officers: President - Tammy Taylor; Vice President - Vicki Lee; Secretary - Mechele Stoltz; Treasurer - Heather Surratt

The WS/FCS EOPs have started the year off running. The annual "Back to School Breakfast Meeting" was held August 20th. They offered mini workshops to the local membership to help earn PSP credits. The "Lunch & Learn" and "Happy After Hours" workshops are being offered once a month and include the topics: Frustration, Retirement, SEANC, WSFCS Technology Direction, Stress and the Holidays, FMLA, State Changes and Budget, Health Issues and an Intermediate Technology Workshop. WS/FCS EOPs will host the District 4 Fall Meeting on October 30th at the Career Center High School. Their goals this year include revision of their Constitution & Bylaws as well as updating and streamlining committees and procedures.



Marilyn L. Moore, President
Elizabeth Duncan Koontz Elementary
Salisbury, NC 28146

District President, Marilyn Moore officiated the first District 5 Board Meeting on June 23, 2009. Discussion at the meeting included: Committee chairs, District 5 Meeting plans, fund-raisers, and community service.

The District 5 Fall Meeting will be Friday, October 30, 2009 at Elizabeth D. Koontz Elementary School in Salisbury, NC. An informative and festive meeting is planned around the State President's theme "A Symphony of Professionalism". They plan to raise money for their scholarships by raffling some very interesting baskets filled with wonderful things. President Moore's choice for community service is for members attending the District Meeting to bring canned goods for the Rowan Helping Ministry. The Director of this charity will be speaking at the District Meeting and is providing a truck to take the canned goods back to the ministry. The county with the largest contribution will be given a prize. The food is given out to families with financial problems due to the economy.

Our EOP Districts Continue to Gather "Autumn Leaves" of Professionalism

Jo B. Carpenter, President
Guilford County, Retired
Greensboro, NC 27410



Nancy Walker, President
Hoke County Board of Education
Raeford, NC 28376



District 6 Meeting plans are underway. It will be held at Jesse Wharton Elementary School on October 26 with two workshops planned. Committees are formed and making plans for this very special event.



Donna Cox, President
Warren Williams Child Development Ctr.
Greensboro, NC 27410

The District 7 Annual Meeting will be held on Friday, September 25, 2009 at the Dennis A. Wicker Civic Center in Sanford. A two-hour workshop "From Loss to Experience" will be given by Marlo Francis. Lunch will be provided by Chef Paul's Catering of Sanford. Entertainment by the Broadway Elementary Chorus will be after lunch. Student and EOP Scholarships along with EOP and AOY awards will be presented.

Asheboro City Schools - Plans are being finalized for their 10th annual "Mountains to Sea Workshop" to be held on November 9, 2009 at the Caraway Conference Center in Asheboro. Five (5) hours of PSP workshops will be presented.

Central Carolina Community College is in the process of scheduling a Health Fair for all staff in November. Lee County Schools will also participate in this project. Their yearly fund-raiser, A Silent Auction, will be held in December. Proceeds from the auction go to their scholarship program.

Lee County Schools held their first meeting of the year on June 4th at the Heins Educational Building. Two fund-raisers are planned for the year.



Lavern Manzano, President
Chapel Hill - Carrboro City Schools
Chapel Hill, NC 27516

Chatham County EOPs are working diligently planning their Fall Meeting that is scheduled for Monday, October 19, 2009 at the Best Food Cafeteria in Siler City, NC. Members can earn up to 4 hours of PSP credits. Cost of the meeting is \$25.00 which includes continental breakfast and buffet-styled lunch.

With great sadness, **Chapel Hill-Carrboro** EOPs lost member Elizabeth (Betsy) Harvey on June 9, 2009 following a brief illness. Betsy was a long-time Chapel Hill-Carrboro employee having served the district for many years, beginning in the late 80s and was working as the Administrative Assistant to the principal, Dave Thaden at East Chapel Hill High. Betsy served as scholarship chair to CHCAEOP and a member of NCAEOP. With Betsy's unexpected passing, staff, family members and friends are encouraging people to get cancer screenings. In addition to the heightened awareness of cancer, East Chapel Hill High has started a scholarship fund in her name. A total of \$33,000 has been collected to date. If you are interested in contributing, please make checks payable to East Chapel Hill High School, The Betsy Harvey Scholarship Fund, 500 Weaver Dairy Road, Chapel Hill, NC 27514.

The District 9 Annual Meeting will be held on October 9, 2009 at **Robeson Community College** in the A. D. Lewis Auditorium, Lumberton, NC. Their workshop presenter will be Ms. Cher Holton, Ph.D., CSP, of the Holton Consulting Group, Inc. Ms. Holton will address *Dancing Through Life on Two Left Feet: How to Keep Beat with the Symphony of Professionalism When Life Seems Out of Tune*.

On June 9, 2009, the **Cumberland County** Board of Education voted to hire Dr. Franklin Till, Jr. as its new Superintendent of Schools. Dr. Till comes to the Cumberland County Schools (CCS) with experience in two of the nation's largest school districts as well as leadership experience in the non-profit arena. Dr. Till has shown his support of CCCAEOP and NCAEOP by granting Reason 4 approval for our members to attend meetings and workshops in 2009-2010. We look forward to working along with Dr. Till to provide the very best professional service to help our children.

Join us for the annual Holly Day Workshop Friday, November 6, 2009 from 8:00 am - 4:30 pm, at the Educational Resource Center Auditorium (ERC), 396 Elementary Drive, Fayetteville, NC. Enjoy a continental breakfast, hot lunch, door prizes, great speakers, and receive 5 sponsored hours of PSP Credit. Also, we would like to invite all attendees to participate in a service project by bringing one (or more) canned goods and dropping it off at the door. All foods will be donated to the local food bank. For more information please contact Mary Larr at maryl@ccs.k12.nc.us.

The Cumberland County Chapter has created a Web site to let people know about our organization and the importance of what we as Educational Office Professionals do for our administrators and students we serve. We are very proud of our Web site and invite you to visit at: <http://www.ccc-naeop.org>

Harnett County AEOP conducted a PSP Preparation workshop in June. Donna Cox was the presenter. We had four EOPs who already have enough credit for an Advanced Associate III certificate. This year HCAEOP is putting special emphasis on working toward PSP certification.

Robeson Community College has formed a local NCAEOP unit. An organizational meeting was held in February and officers were elected. Approximately twenty office professionals expressed an interest in forming a local unit. RCCAEOP met again in June to approve the constitution and bylaws. Committees were formed and are off and running! Wilma Green has agreed to hold a PSP Workshop for the unit when they meet again in August 25.

•••••
• *Cheerful giving to others puts a special* •
• *song in everyone's heart.* ~ Grace Lutz •
•••••

When the wind blows, rake harder.



**Kizzy Stith, President
Warren County Schools
Warrenton, NC 27589**

Greetings from District 10! As the summer comes to an end the District 10 members hope that each of you took time to relax and listen to the music. The sound of school bells are now ringing in your ears so prepare to walk to a different beat.

District 10 is busy planning their Annual Fall Meeting on October 15, 2009. They promise to bring the same informative and inspiring production as in the past.

Their special project this year will be a handle tote for all use. The totes are \$10 each. More information about the fall meeting will be forth-coming in the District newsletter "In Harmony".

As our lives start to
change stations
just remember to
stop and listen to the music.

**Gwendolyn Williams, President
Nash Central Middle School
Nashville, NC 27589**



With the many cuts in the state budget, several locations have had to make some changes in each organization. Many positions have been cut while others are being reorganized. More responsibilities have been placed on many of us. But because we are all professionals in the NCAEOP we accept all responsibilities with pride and pleasure.

We are looking forward to our upcoming District Meeting on October 30 at Johnston County.

Editors Note: Well said!



**Sharron James-Bizzell, President
Lenoir County Board of Education
Kinston, NC 27502-0729**

District 12 is preparing for their Annual District Meeting on the beautiful campus of Wayne Community College in Goldsboro, NC. Scholarships, awards, PSP credit, raffle baskets for fund-raising along with a 50-50 drawing, entertainment, doorprizes, food and fine fellowship are in the offering. The meeting will be on October 20, 2009.

On Friday, September 4, 2009 the annual District 12 workshops were held at the Herman Park Center in Goldsboro. Five hours of PSP credits were earned by those who attended the workshops offered.

**Janice Nichols, President
Cape Fear Elementary School
Rocky Point, NC 28457**



Whiteville City Schools officers for 2009-10 are: President, Heather Dowless; President-Elect, Annette Hamilton; Vice President, Ruby McArthur; Treasurer, Linda Johnson; and Secretary, Sharon Hayward. Their unit meets the third Thursday of each month with dues set at \$10 for local membership. Their goal each year is to have at least two to three sponsored PSP workshops to encourage our local EOPs to obtain their PSP Certification. They give a \$500 scholarship each year to a graduating senior at Whiteville High School. They have 22 members, with 5 holding a CEOE Certification. Each year they have a luncheon to honor their administrators. Several of their EOPs have traveled to district workshops planned by Asheboro, Mooresville, and N. Wilkesboro units. These units have done a wonderful job planning and implementing these workshops enabling members across the state to join them in their professional development. NCAEOP making music together!



**Kathy Newman, President
SW Snowden Elementary School
Aurora, NC 27806**

District 14 is busy preparing for their Annual District Meeting for October 16, 2009. Pitt Community College will host this wonderful event. PSP workshops are in the planning stage at this time, but we are looking forward to informational and fun speakers.

District 14's fund-raiser for the year will be a \$500 gas card raffle. The winner will be drawn at the fall conference. Contact any District 14 member if you would like tickets.

.....
• There will be a State Board Member representing NCAEOP at each District Meeting. Make them feel welcomed and if the spirit moves you, sing their praises!
• **Your Editor**
.....

**Professional Offerings Are
Just Around the Corner**

Start planning now. Make all arrangements necessary to enable you to attend your District Meeting this fall.

Don't slack up. As soon as this meeting is over, start working on getting your ducks in a row so you will be able to attend our NCAEOP Annual Conference.

For an added bonus, if time and funds allow, plan to attend the NAEOP Mid-Atlantic Professional Development Days, hosted by NCAEOP and to be held at Atlantic Beach, November 1-3, 2009.

Do You Know What It Takes To Make a Conference a Symphony?

If you have never been a State Officer, District President, or served on the Conference Committee, you probably do not have a clue. We hope that this article will open your eyes wide and that you will realize that conference does not just come together around the first of March.

As soon as the gavel switches hands from one president to the other, the crystal ball starts spinning. The Conference Chairman and the new President probably have been making plans even before then.

In June after the Board members have had a chance to shake off the dust of the past EOP year, there is a Board Meeting. The day before that Board Meeting the Conference Committee meets for an all-day planning session. After a welcome from the President, the meeting is turned over to the Conference Chair. A short devotion and a much needed prayer is said and then the fun begins.

The first thing we do is develop a budget with the skills and whiz of our Finance Officer, Jean Waters. This is a tremendous task and nothing else can be done until we know how much the budget says we can spend.

If all goes well, we move on to the Conference Registrar(s) who have already made a Registration Form for proofing and suggested changes. It will not be complete until they hear from the Workshop Coordinator.

This coordinator has been busy from the first of May searching for presenters and speakers who will not only keep our attention, but also develop a more professional EOP membership. Each presenter on her list is discussed and considered. In this day and time, the fee they are charging is the first thing we consider, then what they have to offer, and then if they will keep the attention of the audience. If we do not have all we need, the Workshop Chair has to get busy finding someone else and the Registrars wait until the next meeting to complete the Registration Form.

Now it is time for the creative member of the committee to speak up. She is in charge of the decorations for each conference function based on the theme of the President. These decorations also should coordinate with the Conference program design. After she shows an example of what she has in mind, it is discussed and the President gives her stamp of approval or suggest she go back to the drawing board. This too is based on the cost and time to make the decorations.

The Decorations Coordinator is also responsible for taking care of the hotel room reservations of the Executive Board, Conference Coordinators and any visitors we have like the National President. If the Workshop presenters or key note speakers need a room, she also secures that.

Before the final decision is made about the decorations, the chairman calls on the Program Design/Printing Coordinator. This person has samples of designs for each conference functions. Usually, she gives the President at least two or three choices for each function. This coordinator is available for any of the other coordinators if they need help in designing certificates, forms, table tents, table signs and numbers, conference schedule, handouts for the packets and anything else request by the Committee or Officers.

This being done, the chairman moves on the report from the Vendor Coordinator. Before this meeting she has been busy getting names and addresses of former and new vendors. Then she secures a contract from the hotel and the company the provides the tables and backdrops for the booth. After letters and forms are mailed to the prospected vendors, she begins to keep records and making lists of who is coming plus making sure the checks get to the Finance Officer.

After we have lunch, we meet with each District President and discuss the responsibilities their district will have at the conference. The work they do helps pull this all together and makes the conference a task of the entire membership. According to the assignments given to the District, their work includes decorating, serving as doorkeepers, putting together packets, working at the registration desk, and setting up and selling tickets in the \$\$\$ for Scholars room. Everyone is involved and everyone feels good when the conference is successful.

While all this work is being done the Conference Chair and the President are planning the agendas for each function. Reports are made at all three Board Meetings during the year and time flies before the real music begins.

All of the work is like a beautiful symphony orchestra playing the entire time conference is in session. A wonderful sound of professionalism and friendship and a time when friendships develop that last for a lifetime. As Jackie Gleason used to say, "How sweet it is!"

When you see someone who is on the Conference Committee, stop and tell them thank you. In return, they should say the same back to you.



Calendar



Musician's Prayer

God, please bless my music
That it might glorify your name,
May using it to serve you
Always be my aim.

Let it be a witness
To your majesty and love,
And remind us that you're watching
From your throne above.

May others see your beauty
In every note they hear,
And when they hear my music
May they feel your presence near.

Oh Lord, I ask for guidance
In everything I do,
And pray you'll make my music
An Instrument for you.

Amen.

Romana K. Ceil



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What Do You Want To See In Your NCAEOP Leaders

- Professionalism • Intelligence •
- Organizational Skills • Planning Skills •
- Character • Integrity • Personality •
- Charm and Poise • Caring •
- Willingness to Listen and Learn •
- Dependability • Responsibility •
- Creativeness • Respect • Friendly •
- Love • Music in Their Soul •

Most people don't have all of these at once, but we want as much as we can get from those in charge of our Association. If you have any of these skills and want to be a leader, consider running for a Local, District or State office.

October 2009

- 1 District & Local Membership Chairs contact all 2008-09 members who have not renewed membership reminding them of Oct. 31 deadline
- 10 **DEADLINE** for application for State office to Ellen Blackwelder, Nominations Chairman
- 16 **DEADLINE** for agenda items for November Board of Directors Meeting to Linda Spivey
- 31 **DEADLINE** for renewing members to pay dues for continued insurance coverage

November 2009

- 1 District Presidents complete EOP, AOY & Strive for Excellence applications which are due to Dale Chavis, Awards Chairman at Nov. Board Meeting
- 1 District Presidents complete Scholarship applications which are due to Ida Albright, EOP & Ann Land, Student at November Board Meeting
- 1 District Presidents remind Local Presidents of **December 1 PSP DEADLINE**
- 17 State Officers & Conference Coordinators' Mtg., Greensboro
- 18 NCAEOP Board of Directors' Mtg., Greensboro
- 18 **DEADLINE** for submitting EOP, AOY, & Strive for Excellence to Dale Chavis, Awards Chairman
- 18 **DEADLINE** for articles for *Professionally Speaking* conference issue to Grace Lutz
- 18 **DEADLINE** for State Officers to send judge's information to Dale Chavis, Awards Chairman

December 2009

- 1 **DEADLINE** for submitting completed PSP applications for March 2010 conference to PSP Registrar
- 1 **DEADLINE** for mailing District Student Scholarship applications to Ann Land, Student Chairman
- 1 **DEADLINE** for mailing EOP Scholarship applications to Ida Albright, EOP Scholarship Chairman
- 31 Last day for membership renewal

January 2010

- 1 Renewal membership paid on January 1 or after require \$10.00 late fee
- 5 *Professionally Speaking* conference issue mailed to all 2009-2010 members (active & retired members' issue to include ballots for voting)
- 15 **DEADLINE** for notifying State Scholarship winners

February 2010

- 1 **DEADLINE** for submitting Newsletter Contest entries to Grace Lutz
- 15 **DEADLINE** for ballots to be returned to Ellen Blackwelder, Nominations Chairman

March 2010

- 15 **DEADLINE** for submitting articles for *Professionally Speaking* to Grace Lutz
- 15 **DEADLINE** for mailing Award and Scholarship winners to NAEOP
- 16 Officers & Conference Coordinators Meeting, **17-19 2010 Annual Conference**, Koury Convention Center, Greensboro
- 20 NCAEOP 2010-2011 Board of Directors' Meeting

April 2010

- 10 *Professionally Speaking* on website & mailed
- 30 **DEADLINE** for paying 2009-10 State membership

MAKE SURE YOU HAVE PAID YOUR MEMBERSHIP!

THOSE DEAD LIONS ARE GOING TO SHOW UP PRETTY SOON!

The Deadlines are listed on your form below.

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 _____
Last First Middle

Payment for 20 - 20 NCAEOP Year

Address _____
Street, Apt. #, PO Box

School System

City State Zip

Membership Number (last four digits of SS number)

E-Mail Address _____

Do you have Internet access? _____

Telephone Numbers: Home _____

Work _____

For Institutional Associate Members ONLY: Name of Institution _____
Attach a LIST of administrators, including address, phone #, and last four digits of SS #

CHECK ONE

New

Renewal

CHECK ONE

Active \$35.00

Associate \$35.00

Institutional \$35/each

Retired \$17.50

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.

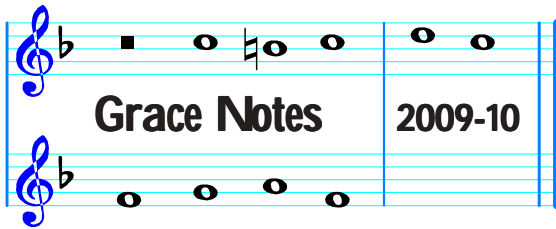
Signature _____ District # _____ County _____ Date _____

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

Revised 5-1-07

Plan to Attend Your Fall District Meeting

D1 October 23 Buncombe Co. Schools, Asheville	D8 October 19 Best Food Cafeteria, Siler City
D2 November 6 Forestview HS, Gaston	D9 October 9 Robeson CC, Lumberton
D3 October 22 Stone Family Ctr., N. Wilkesboro	D10 October 16 Warren County HS, Warrenton
D4 October 30 Career Center HS, Winston-Salem	D11 October 9 Smithfield-Selma HS, Smithfield
D5 October 30 Elizabeth D. Koontz Elem., Salisbury	D12 October 20 Wayne CC, Goldsboro,
D6 October 26 Jesse Wharton Elem., Greensboro	D13 October 30 Cape Fear Schools, Rocky Point
D7 September 25 Dennis A. Wicker Civic Ctr., Sanford	D14 October 16 Pitt CC, Greenville



I hope you enjoyed your first edition of *Professionally Speaking*. It seems I just finished it and now I'm at it again. I'll be working on our most valuable Conference Newsletter before I can blink an eye or perhaps sing a song!

In a few weeks you will be going to or getting

ready for your Annual District Meetings. Do your very best to attend because this will be where the beat of professionalism will get in your veins. You will walk, or dance, away with a renewed excitement about our Association. The very thought of being together with my District EOP friends puts a song in my heart. All across this state there are people who will change your life professionally and personally. I know because I have been there.

I also know that each of you will have a different problem in getting to your meetings - work load, travel time that is hard to find, and expenses. Start planning now to be ahead of your work, to ask early for permission to attend or for annual leave if you have to. And as far as expenses, cut back on where you go for lunch and eat less so you can save some money for your registration and of course for any fund-raisers they may be having for scholarships. Who knows you may be a winner. If that is the case, you will not only be singing, you will be dancing! Along with all the fun you will have when you could be at work, you will grow professionally through the workshops and being around other professionals with some of the same goals you have in your heart. We are good for each other, so plan to attend your Annual District Meeting. You will not regret it.

It's Fine Today
by Douglas Malloch
1877-1938

Sure, this world is full of trouble
I ain't said it ain't.
Lord, I've had enough and double
Reason for complaint:
Rain and storm have come to fret me,
Skies are often gray;
Thorns and brambles have beset me
On the road--but say,
Ain't it fine today?

What's the use of always weepin',
Making trouble last?
What's the use of always keepin'
Thinkin' of the past?
Each must have his tribulation--
Water with his wine;
Life, it ain't no celebration,
Trouble? I've had mine--
But today is fine!

It's today that I am livin',
Not a month ago.
Havin'; losin'; takin'; givin';
As time wills it so.
Yesterday a cloud of sorrow
Fell across the way,
It may rain again tomorrow,
It may rain--but say,
Ain't it fine today?

Editor's Note: I found this poem in the August/September issue of *Reminisce* magazine. It was written in the early 1900s, but it strikes a cord in the way we should look at our trials today -- one day at a time.GL

Grace J. Lutz
2634 Stevens Mill Road
Goldsboro, NC 27530

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