

**National Association of Educational Office Professionals  
2019 Annual Meeting  
Minutes**

**Riverside Hotel  
Boise, Idaho  
July 15-19, 2019**

**Opening General Session  
Wednesday, July 17, 2019**

**Presiding**

Susan Belliston, CEOE (ID), NAEOP President.

**Call to Order**

The 85<sup>th</sup> Annual Business Meeting of the National Association of Educational Office Professionals was called to order at 8:02 a.m. President Belliston recognized the 35 first time attendees of the 249 people attending.

**Presentation and Posting of Colors**

President Belliston conducted the flag ceremony followed by the presentation of colors. Secretary/Treasurer Katherine Reichley, CEOE (OH), read the roll call of states. The United States flag was carried by members of the Ore Ida Council of the Boy Scouts of America, Troop 813. The Pledge of Allegiance was recited by those present. The National Anthem was sung by Taylor Music from Boise State University.

**Conference Committee Welcome**

Kathy Buck, CEOE (ID), 2019 Conference Co-Chairman, welcomed people to the 2019 NAEOP Conference. She introduced Idaho Governor Brad Little who welcomed everyone to the state and conference.

**Keynote Speaker**

Kathy Buck introduced the Keynote Speaker, Ashley Ludlow. Her presentation was entitled "Rediscovering What Makes You Shine."

**Closing Comments**

President Belliston thanked Ms. Ludlow for her musical, inspirational, and thought-provoking message.

**Introductions**

President Belliston introduced the 2018-2019 NAEOP Board of Directors and National Office Staff acknowledging their hard work over the past year.

**Announcements**

There were several announcements related to conference events. It was noted the NAEOP Board is preparing to host the 2021 conference as there are no invitations from any affiliates. If there is interest in hosting a future conference, people should contact their Area Director, Susan Belliston, or Jill Averyhart.

Recessed at 9:50 a.m.

**Awards Banquet  
Wednesday, July 17, 2019  
6:30 p.m.**

**Presiding**

Susan Belliston, CEOE (ID), NAEOP President.

### **PSP Promenade and Welcome**

PSP Chairman Dena Henricks, CEOE (IL), welcomed members and guests to the celebration recognizing members who have qualified for a PSP certificate this past year.

Lisa Morehouse, CEOE (NE), Immediate Past President, provided the inspiration.

Dinner was served.

### **Administrator and Office Professional of the Year Awards**

Following dinner, Awards Chairman Paula Rosenberger, CEOE (SC), presented the 2019 Educational Administrator of the Year Award to Dr. Kevin R. Fitzgerald, Delaware. Dr. Fitzgerald is Superintendent of Caesar Rodney School District where he previously served as Assistant Principal and Principal. Dr. Fitzgerald serves as an adjunct faculty member at the University of Delaware teaching courses in Leadership and Secondary School Administration. In 2018, he was selected as the National Superintendent of the Year by the National Association of Schools Superintendents. He expressed his appreciation for this award and thanked his state association, as well as NAEOP.

Past Olive T. Ritchie Office Professionals of the Year were recognized. Nona Montoya, CEOE (SC), was recognized as the 2019 Olive T. Ritchie Office Professional of the Year. Nona has been employed by Richland School District Two in Columbus, South Carolina, in the District Mailroom since 2005. She believes strongly in professional development and growth no matter what your job title. Nona has a passion to serve others which she does through her local church and many community service projects. She claims her greatest leadership role is being a mom.

### **Jackie Evans Distinguished Service Award**

President Belliston asked the previous recipients of the Jackie Evans Distinguished Service Award to stand and be recognized. The Jackie Evans Distinguished Service Award was presented to Wendy Heslink, CEOE (NY).

### **PSP Recognition Ceremony**

Dena Henricks, CEOE (IL), assisted by Lisa Morehouse, CEOE (NE), introduced the PSP recipients, who were congratulated by President Belliston. Members of the PSP Committee, as well as the PSP Governing Board, were recognized for their work and assistance this past year.

### **Closing Comments**

President Belliston provided some closing comments. She led those present in singing "America the Beautiful."

## **Second General Session Thursday, July 18, 2019**

Reconvened at 2:30 p.m.

### **Presiding**

Susan Belliston, CEOE (ID), NAEOP President. She introduced those seated at the head table.

### **Quorum Established**

It was reported there were 206 voting members present. Article VII, Section 6 of the Bylaws requires 100 members to be in attendance at the meetings of the Association for the transaction of business. A quorum was established.

### **Introduction of the Parliamentarian**

President Belliston introduced the Time Keeper, Mary Meyers, CEOE (UT) and Chairman of the Credentials Committee, Ellen Gamel, CEOE (AK) and explained their role in the business meeting procedures. The Parliamentarian, Connie Bergeson, CEOE (AR), was introduced. She shared some rules for discussion.

### **Introduction of the Electronic Voting Method**

Mr. Lyle Britt was introduced. He explained usage of the electronic voting devices.

**Motion #1: Motion Maker Ellen Gamel, CEOE (AK); seconded by Darcy Blackstock (TX). I move to approve the official program of the day as printed on pages 15 through 18 of the conference booklet with any changes that may be necessary.**

**Motion passed: 200 yes, 2 no.**

**Motion #2: Motion Maker Rebecca Shipley, CEOE (CA); seconded by Annette Dighton, CEOE (OK). I move to approve the rules of the Annual Business Meeting as printed on page 21 of the conference booklet.**

**Motion passed: 206 yes, 1 no.**

**Motion #3: Motion Maker Sandra McCauley, CEOE (NY); seconded by Linda Rush, CEOE (CA). I move to approve the minutes of the 2018 Annual Conference held in Bloomington, Minnesota, as available on the website.**

**Motion passed: 197 yes, 3 no.**

**Motion #4: Motion Maker Mary Beth Smith (OH); seconded by Pam Posey, CEOE (MS). I move to approve the consent agenda as projected on the screen.**

**Motion passed: 205 yes, 2 no.**

### **Consent Agenda Items**

**Secretary:** Katherine Reichley, CEOE (OH), General Sessions/Business Meeting

### **Minutes Approval Committee**

Kim Brannon, CEOE (MO), Chairman  
Colleen Clarke, CEOE (NY)  
Cheri Goldrick (SC)

### **Credentials Committee**

Ellen Gamel, CEOE (AK), Chairman  
Kathie Jarvis, CEOE (NY)  
Sandy Thompson-Wallace (AK)  
Stacey McCue, CEOE (WA)  
Iris Maxwell, CEOE (MO)  
Lisa McLaen, CEOE (NY)  
Annette Miller, CEOE (MO)  
Marie Freeman (MO)  
JoAnn Greenwell, CEOE (MO)

### **Recorder:**

Jenny Jackson (KS)  
Joette Cappello (NY), Assistant

**Timekeeper:** Mary Meyers, CEOE (UT)

## **Communications and Financial Report**

President Belliston reported there were no communications received. The financial reports are available on the website. If people have questions they should contact the Secretary/Treasurer or Executive Director.

## **Report of the Executive Director**

Debbie Geib, CEOE, asked those present to give all the people from Idaho a hand for their hard work in preparing for the conference. Debbie noted the national office moved into an office complex, and they are still unpacking to some degree. At the North Central Area meeting yesterday, they voted to purchase a portable hard drive. The national office is very fortunate to recently have Debra Jensen, CEOE, join them on Friday afternoons. Debbie Johnson is here volunteering for the conference. Jenny Jackson has been with NAEOP for over 13 years. Next week she begins a new adventure with a new job. We look forward to seeing her light shine with the new organization. Debbie invited people to visit the office when they are in the Wichita area. If there are questions, please call or email. Debbie thanked everyone for allowing her to serve as the executive director.

President Belliston invited Jenny Jackson to the stage. Jenny is going to be missed. She was given a token of appreciation from the board. Lisa Morehouse, CEOE (NE), also presented Jenny with a gift from the Past Presidents.

## **Report of the 2019 Advisory Council Action**

Advisory Council Chairman Teresa Himmelberger, CEOE (UT), reported on the results of the 2019 Advisory Council. The Advisory Council items were listed in the Advisory Council booklet. There were 46 delegates in attendance. Five items were submitted for consideration.

### **2019 Advisory Council Action:**

**Item #1: Develop a NAEOP Trailblazer Award to recognize new members who join the association and immerse themselves in the business of the association. This is beyond simply joining a committee or entering the PSP.** (Submitted by Richland County AEOP)

One motion was made and forwarded from Advisory Council.

### **2019 General Session Action:**

**Motion #5: Motion maker Kim Brannon, CEOE (MO); seconded by Paula Jo Brave, CEOE (WA). I move to direct the Awards Committee to establish a NAEOP Trailblazer Award following the attached recommendations to be first awarded at the 2021 Conference.**

**Motion passed: 174 yes, 29 no.**

Recommendations:

- NAEOP member for three or more years
- Recognize showing leadership, initiative, the five pillars (L.E.A.R.N.)
- NAEOP participation
- Nominated by a NAEOP member or self-nominated

### **2019 Advisory Council Action:**

**Item #2: Open nominations for the Jackie Evans Distinguished Service Award up to the entire membership.** (Submitted by Richland County AEOP)

There were two recommendations from Advisory Council shared at General Session:

1. We recommend to increase awareness about the award through all viable means. A clear description of the award should be placed on the website under "Awards."
2. On the Jackie Evans Award guidelines under Procedures for Nomination add "any member can make a recommendation to a board member."

**2019 Advisory Council Action:**

**Item #3: Propose that the calendar of deadlines for affiliates be adjusted to the following:**

**January 31:** Affiliate renewal deadline

**March 15:** Awards and scholarships submission deadline;  
Advisory Council Agenda items submission deadline

**May 15:** Affiliate packet deadline (including Advisory Council Delegate, Flag Carrier,  
Memorial Ceremony names, Committee pre-nominations, State Member  
Contact, etc.)

(Submitted by Wichita AEOP)

One motion was made and forwarded from Advisory Council.

**2019 General Session Action:**

**Motion #6: Motion maker Tammy Johnson, CEOE (VA); seconded by Lorri Kilby, CEOE (CA).**

**I move that the calendar of deadlines for affiliates be adjusted to the following:**

**January 31:** Affiliate renewal deadline

**March 15:** Awards and scholarships submission deadline;  
Advisory Council Agenda items submission deadline

**May 15:** Affiliate packet deadline (including Advisory Council Delegate, Flag Carrier,  
Memorial Ceremony names, Committee pre-nominations, State Member  
Contact, etc.)

**Motion passed: 193 yes, 12 no.**

**2019 Advisory Council Action:**

**Item #4: Eliminate the position of NAEOP Parliamentarian.** (Submitted by Kansas State Department of Education AEOP)

No action was taken by Advisory Council.

Rationale: The study group felt a Parliamentarian is needed. Currently the President is responsible to appoint an individual that is knowledgeable about parliamentary procedures. It is felt this current practice should continue.

**2019 Advisory Council Action:**

**Item #5: To change the current logo to include the 5<sup>th</sup> wave or completely change the logo.**

(Submitted by South Carolina AEOP)

No action was taken by Advisory Council. It was felt the current logo works for the organization.

Rationale: The study group felt the current logo is the branding and visual representation of the organization. The waves in the logo are a visual design not meant to represent the wording in the mission statement. L.E.A.R.N. is the tagline that describes our current mission statement, which does not drive the design of the logo.

**2019 Advisory Council New Business:**

There was no new business from Advisory Council for the General Session.

President Belliston thanked Teresa Himmelberger for her work with Advisory Council this year. The Advisory Council delegates were asked to stand and were thanked for their participation. NAEOP affiliates are the backbone of the association. She commended each for appointing a delegate.

**Closing Comments**

After a few announcements related to conference events, President Belliston thanked everyone for attending this important business session. The session recessed at 3:27 p.m.

## **Third General Session Friday, July 20, 2019**

### **Recognition of Hotel Staff and Others**

The Riverside Hotel staff in attendance received a standing ovation. This was done prior to the Educational Foundation meeting.

Reconvened at 9:01 a.m. with President Susan Belliston presiding.

### **Advisory Council**

Advisory Council Item #2 was revisited to ensure both recommendations were understood by those attending the General Session. They were presented again with the floor open for discussion. There was no further discussion.

### **Marion T. Woods Student Scholarship and Student with Special Needs Scholarship**

Student Scholarship Chairman Eldene Wall, CEOE (WA), announced the winners of the Student Scholarships valued at \$1,000 each:

- Emma Kathleen Graebe, Nabb, Indiana
- Laura Lynn Kocher, Fort Smith Arkansas
- Katherine Jayne Van Liew, Wenatchee, Washington

Special Needs Scholarship Winner: Lincoln Lineberry, Two Rivers, Wisconsin

None of the recipients were able to attend the meeting, but videos, thank you messages, and pictures were shared during the presentation. Affiliates were encouraged to sponsor nominees for future scholarships.

### **Quorum**

It was reported there were 178 voting members present. A quorum was established.

### **Affiliates and Memberships Presentations**

Vice President and Membership Committee Chairman Mary Guest, CEOE (NE), along with President Belliston, CEOE (ID), presented the following awards. Mary reported the current membership is 2,345 with 268 of those being new members. She encouraged each member present to recruit at least one new one in the coming year as well as work to retain our current members. She reported the winners of the membership drive as follows:

- 3<sup>rd</sup> place Paula Jo Brave, CEOE (WA) – received a free NAEOP membership
- 2<sup>nd</sup> place Susan Hampel, CEOE (MO) and Chantel Williams (VA) – \$75 off NAEOP Annual Conference Registration
- 1<sup>st</sup> place Amey Tamagni, CEOE (AK) – free registration for the 2018-2019 NAEOP Webinar series

### ***State Affiliates with largest increase in NAEOP Membership***

- 3<sup>rd</sup> place Kentucky and Alaska – 5 new members
- 2<sup>nd</sup> place New Jersey – 6 new members
- 1<sup>st</sup> place Missouri – 11 new members

### ***State Affiliates with the largest NAEOP membership***

- 3<sup>rd</sup> place Alaska – 208
- 2<sup>nd</sup> place South Carolina – 229
- 1<sup>st</sup> place Washington – 414

### ***Areas with largest membership***

- North Central – 285

- Mid-Atlantic – 485
- Northwest – 661

***Council with largest membership:***

- High School/Career Tech. Education – 294
- Elementary – 425
- Administrative – 693

New members and the 35 first time conference attendees were recognized. Those who recruited new members were asked to stand and be recognized. Three-dimensional members who belong to local, state, and the national association were recognized.

***Top Member Recruiters***

- 3<sup>rd</sup> place Susan Roesch, CEOE (MO) – 4
- 2<sup>nd</sup> place Paula Jo Brave, CEOE (WA) – 12
- 1<sup>st</sup> place Amey Tamagni, CEOE (AK) – 27

The NAEOP members are the best resource for marketing our association, recruiting new members, and retaining the current members. Everyone was thanked for spreading the word about NAEOP. No one knows the value of being a member of our professional organizations better than the members.

***Awards Presentation***

Awards Chairman Paula Rosenberger, CEOE (SC), presented the following awards.

***NAEOP Website Awards***

State Level Professional Design:

- 2<sup>nd</sup> place Washington AEOP (WA)
- 1<sup>st</sup> place TESA (TX)

Local Level Non-professional Design:

- 3<sup>rd</sup> place University of Nebraska OPA (NE)
- 2<sup>nd</sup> place Lincoln Public Schools OPA (NE)
- 1<sup>st</sup> place Richland County AEOP (SC)

State Level Non-professional Design

- 3<sup>rd</sup> place California AEOP (CA)
- 2<sup>nd</sup> place Pennsylvania AEOP (PA)
- 1<sup>st</sup> place New York State AEOP (NY)

The Rachel Maynard Communication Awards, sponsored by the NAEOP Past Presidents, were presented by Immediate Past President Lisa Morehouse, CEOE (NE).

***Rachel Maynard Communication Awards***

Local Newsletter (100 members or less)

- 2<sup>nd</sup> place *K-News*, Kern AEOP (CA)
- 1<sup>st</sup> place *The Keynoter*, Boise State University AOP (ID)

Local Newsletter (101 members or more)

- 2<sup>nd</sup> place *The Chronicle*, Lincoln Public Schools AOP (NE)
- 1<sup>st</sup> place *The Link*, Granite AEOP (UT)

State Newsletter (300 members or less)

- 2<sup>nd</sup> place *Empire News*, New York State AEOP (NY)
- 1<sup>st</sup> place *PEP Talk*, Pennsylvania AEOP (PA)

State Newsletter (301 members or more)

- 2<sup>nd</sup> place *Professionally Speaking*, North Carolina AEOP (NC)
- 1<sup>st</sup> place *The TESA Connection*, TESA (TX)

### **Advisory Council and Area Election Results**

President Belliston introduced and announced members who were elected to 2019-2020 committees from the Advisory Council meeting and Area meetings.

**Affiliations and Advisory Council:** Sue Hand, CEOE (TX), Chairman

**Elected at Advisory Council Meeting:**

Tina Gilliard-Rice, CEOE (SC)

Cheryl Reynolds, CEOE (SC)

**Elected at Area Meetings:**

North Central: Jane Schneider, CEOE (NE)

Mid-Atlantic: Hope Eddy, CEOE (SC)

Northeast: Sandra McCauley, CEOE (NY)

Northwest: Sandy Thompson-Wallace (AK)

South Central: Marie Enax (TX)

Southeast: N/A

Southwest: Sarah Tierce, CEOE (CA)

**Awards:** Amey Tamagni, CEOE (AK), Chairman

**Elected at Advisory Council Meeting:**

Sharron James-Bizzell, CEOE (NC)

Nancy Manning (VT)

**Elected at Area Meetings:**

North Central: Kim Brannon, CEOE (MO)

Mid-Atlantic: Janet Timberlake, CEOE (VA)

Northeast: Judith Gagnier, CEOE (NY)

Northwest: Rose Hill, CEOE (WY)

South Central: Diana Rodriguez (TX)

Southeast: Catherine Herron (MS)

Southwest: Nelida Gil (UT)

**Bylaws:** Charlotte Zeller, CEOE (KS), Chairman

**Elected at Advisory Council Meeting:**

Brenda Brickle, CEOE (NY)

**Elected at Area Meetings:**

North Central: Debora Jensen, CEOE (KS)

Mid-Atlantic: Kimberley Coward, CEOE (SC)

Northeast: Brenda Blodgett, CEOE (VT)

Northwest: Emily Marley, CEOE (WA)

South Central: N/A

Southeast: Judy Russell, CEOE (LA)

Southwest: Becky Shipley, CEOE (CA)

**Long Range Planning:** Bonnie Miller, CEOE (PA), Chairman

**Elected at Advisory Council Meeting:**

Katherine Reichley, CEOE (OH)

**Elected at Area Meetings:**

North Central: Becky Steen (SD)

Mid-Atlantic: Teresa Price, CEOE (DE)

Northeast: Jackie Flood (NY)

Northwest: Andrea Nester (WY)

South Central: N/A

Southeast: N/A



Southwest: Julianne Hamblin, CEOE (UT)

**Membership:** Paula Rosenberger, CEOE (SC), Chairman

**Elected at Advisory Council Meeting:**

Mary Alice Means (CA)

**Elected at Area Meetings:**

North Central: Trista Kramer (NE)

Mid-Atlantic: Jodi Granger (VA)

Northeast: Mary Beth Smith (OH)

Northwest: Ramona Martin (ID)

South Central: Juliana Holmes (TX)

Southeast: N/A

Southwest: Angela Montague (UT)

**Nominations and Elections:** Teresa Himmelberger, CEOE (UT), Chairman

**Elected Advisory Council Meeting:**

Lori Schumann, CEOE (MN)

Mary Meyers, CEOE (UT)

**Professional Development:** Mary Guest, CEOE (NE), Chairman

**Elected at Advisory Council Meeting:**

Eronda Jackson, CEOE (SC)

**Elected at Area Meetings:**

North Central: JoAnn Greenwell, CEOE (MO)

Mid-Atlantic: Kelsie Carter (SC)

Northeast: Kathie Jarvis, CEOE (NY)

Northwest: Jennifer Quinn (WY)

South Central: Stacy Wright (TX)

Southeast: N/A

Southwest: Beth Heyden, CEOE (CA)

**Professional Standards Program:** Dena Henricks, CEOE (IL), Chairman

**Elected at Area Meetings:**

Mid-Atlantic: Nona Montoya, CEOE (SC)

South Central: N/A

Southeast: Vickie Eaves, CEOE (AR)

Southwest: Lorri Kilby, CEOE (CA)

**Public Relations:** Georgette Council, CEOE (SC), Chairman

**Elected at Advisory Council Meeting:**

Laurie Cannon, CEOE (SC)

**Elected at Area Meetings:**

North Central: Charla Callahan (SD)

Mid-Atlantic: Teresa Craft (DE)

Northeast: Lynn Shady (NY)

Northwest: Robin Mallory, CEOE (WA)

South Central: N/A

Southeast: N/A

Southwest: Gayna Breeze, CEOE (UT)

**Special Projects:** Teresa Himmelberger, CEOE (UT), Chairman

**Elected at Advisory Council Meeting:**

Marie Freeman (MO)

Rhonda Quinton, CEOE (WA)

**Elected at Area Meetings:**

North Central: Debbie Hendricks, CEOE (NE)

Mid-Atlantic: Melody Wise Butler, CEOE (SC)

Northeast: Sadie Blauvelt, CEOE (NY)

Northwest: Darren Herbst (WY)

South Central: Annette Dighton, CEOE (OK)

Southeast: Angie Troutman, CEOE (KY)

Southwest: Lyla Tuttle (UT)

**Student Scholarships:** Malinda Larey, CEOE (AR), Chairman

**Elected at Advisory Council Meeting:**

Annette Ambrosino, CEOE (WY)

Deborah Brown (NH)

**Elected at Area Meetings:**

North Central: Martha Carson (IL)

Mid-Atlantic: Tammy Johnson, CEOE (VA)

Northeast: Tina Bixby (VT)

Northwest: Tammy Bengen, CEOE (WA)

South Central: N/A

Southeast: Ann Borengasser, CEOE (AR)

Southwest: Linda Rush, CEOE (CA)

**Foundation Scholarship Committee:** Mary Meyers, CEOE (UT), Chairman

**Business Meeting Elections:**

Melody Wise Butler, CEOE (SC)

Winopa Mbakop, CEOE (PA)

Shelia Stanley, CEOE (NC), \*Alternate

**Elections at General Session:**

President Belliston introduced the chairmen of committees which required elections at the General Session. Nominations were presented and voting done with the following results:

**PSP Committee:** Dena Henricks, CEOE (IL), Chairman

McKenzie Hahn, CEOE (NE)

**Nominations and Elections:** Teresa Himmelberger, CEOE (UT), Chairman

Louise Snipes, CEOE (SC)

Monica Brown (VA)

Liz Vazquez, CEOE (NY), \*Alternate

**2020 NAEOP Annual Conference Invitation**

Teresa Himmelberger, CEOE (UT), 2020 Annual Conference and Institute Chairman, was introduced. She and other members of the Conference Committee did a presentation and invited members to the 2020 conference in Salt Lake City, Utah.

**New Business**

**Motion #7:**

**Motion maker Malinda Larey, CEOE (AR); seconded by Pat Stelmach, CEOE (KY). I move to commend President Gayle Schnorenberg, CEOE, and the members of the NAEOP Foundation for its support of the association and its programs.**

**Motion passed.**

**Motion #8:**

**Motion maker Angie Troutman, CEOE (KY); seconded by Cathy McHenry, CEOE (PA). I move to commend NAEOP Executive Director Debbie Geib, CEOE, and the staff in the national office, Jenny Jackson and Debra Jensen, CEOE, for their contributions and support throughout the year and in making the 2019 Boise, Idaho, conference a success.**

**Motion passed.**

**Motion #9:**

**Motion maker Martha Carson (IL); seconded by Rebecca Shipley, CEOE (CA). I move to commend Kathy Buck, CEOE, and Carol Arpke, CEOE, 2019 Conference Co-Chairman; Leslie Black and René Delaney, Institute Co-Chairmen; and the members of the Idaho Association of Educational Office Professionals for planning and implementing a professionally rewarding conference.**

**Motion passed.**

**Motion #10:**

**Motion maker Mary Meyers, CEOE (UT); seconded by Kim Rhoades (ID). I move to commend President Susan Belliston, CEOE, and the 2018-2019 Board of Directors for an outstanding year.**

**Motion passed.**

**Motion #11:**

**Motion maker Wendy Heslink, CEOE (NY); seconded by Lisa Morehouse, CEOE (NE). I move to formally thank Jenny Jackson for her years of dedicated service to each and every member and her devotion to NAEOP. We wish her well in her future endeavors. She will be missed.**

**Motion passed.**

**Announcements**

There were several announcements related to conference events.

**Closing Comments**

President Belliston thanked the Credentials Committee, Pages, Tellers, Timekeeper, Monitor, Recorders, Minutes Approval Committee, Parliamentarian, her advisors, the NAEOP Board of Directors, the national staff, and members of NAEOP who have inspired her by letting their light shine. She encouraged everyone to continue supporting the association and its leaders.

**Retiring of State Flags**

Retired U.S. Marine Corps Corporal Roger Carson (IL) retired the United States Flag.

Recessed at 10:38 a.m.

**“Picture the Possibilities”**

**Installation Luncheon**

**Friday, July 19, 2019**

**11:30 a.m.**

Reconvened at 11:40 a.m. with President Susan Belliston presiding.

Debbie Geib, CEOE (KS), Executive Director, welcomed members and guests. Winopa Mbakop, CEOE (PA), provided the inspiration.

Lunch was served.

Honorary members present were asked to stand and be recognized.

President Belliston gave her farewell speech.

Gloria Tisdale, CEOE (SC), conducted the Installation Ceremony. Jill Averyhart, CEOE (SC), shared her theme “Picture the Possibilities.” Following the installation of officers, Jill presented President Belliston with the Past President’s pin and appreciation plaque. President Belliston passed the gavel to Jill Averyhart.

Susan Belliston and Jill Averyhart adjourned the 2019 Annual Conference and Institute at 1:39 p.m. A reception honoring the 2019-2020 Board was held following the luncheon.

*Katherine G. H. Reichley, CEOE*

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Katherine G. H. Reichley, CEOE (OH), Secretary/Treasurer

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Susan Belliston, CEOE (ID), President

*Kim Brannon*

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Kim Brannon, CEOE (MO), Minutes Approval Chairman