ADVISORY COUNCIL 2020



National Association of Educational Office Professionals

86th Annual NAEOP Virtual Conference and Institute July 21, 2020

NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS ADVISORY COUNCIL MEETING Virtual Conference Tuesday, July 21, 2020 11:00 a.m.

STATEMENT OF PURPOSE

Advisory Council is the meeting forum for the associations which have affiliated with the National association; it is composed of one delegate from each affiliate. The delegate must be a member of the National association.

"The duties of the Advisory Council shall be to develop programs for the promotion of the Association's purposes and activities in the various states and localities; to advise the Board of Directors in matters concerning the Association; to elect two members to each of the Nominations and Elections Committee."

(NAEOP Bylaws)

ADVISORY COUNCIL ELECTRONIC MEETING RULES

- 1. Notice of electronic meetings must include a description of how to participate. For conference calls, call-in numbers and access codes will be provided to all participants. For online meetings, links will be provided to all participants, as well as call-in information. It is the responsibility of the participants to check the link and verify their connectivity.
- 2. Roll call will take place in a manner that is supported by the choice of electronic forum. For example, for audio conference calls, members will identify themselves upon entry; for video conferencing, members are identified on the screen as they enter; etc.
- 3. All phones/microphones shall be on mute unless the member is speaking.
- 4. Main motions and complicated amendments shall be submitted by email to ensure they are recorded in written format.
- 5. No member shall speak more than two (2) minutes on any question, or more than twice on the same question if others are waiting to speak.
- 6. Members shall seek recognition from the chair by sending a text or instant message to the Executive Director, or designee, to assist the President who is conducting the meeting. The Executive Director, or designee, will maintain the speakers list. (Some online meetings provide the means for people to be recognized.)
- 7. Votes shall be taken either by unanimous consent, roll call, or secret ballot. If a secret ballot is required, votes shall be sent to the Executive Director, or designee, who shall act as teller. Or voting could be conducted via Survey Monkey, Google, or other medium that protects the identity of the voter.
- 8. Voting in email meetings can be more complex than in face-to-face meetings, so it is recommended to establish who will distribute ballots, receive and count returned ballots, and announce results. It is recommended that this duty be assigned to the Executive Director, or designee.
- 9. If voting by email is done outside of a regular meeting, the results will be recorded in the minutes of the next meeting. Email ballots will be deleted and any printed ones will be destroyed.
- 10. Concurrent web presence is not required for conference calls, but may enhance the ability to participate.
- 11. Each member is responsible for his or her connection to the telephone conference call or online meeting; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented him or her from participating in the meeting.

NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS ADVISORY COUNCIL MEETING Virtual Conference Tuesday, July 21, 2020 11:00 a.m.

AGENDA

I. Call to Order

- II. Introduction of Ex-officio Council Members and Guests
- III. Determination of a Quorum
- IV. Adoption of Advisory Council Meeting Rules
- V. Adoption of Advisory Council Agenda
- VI. Introduction of Parliamentarian
- VII. Approval of 2019 Advisory Council Minutes
- VIII. Approval of Consent Agenda

(All items listed on the consent agenda will take one motion. If, after reading the items on the consent agenda, you would like further discussion or clarification, that particular item may, upon request, be pulled from the consent agenda to be discussed under "Unfinished Business.")

- A. Appointment of Secretary, Taylor Moore, AAM
- IX. Introduction of Affiliations and Advisory Council Committee Members
- X. Report on Status of Agenda Items from 2019 Advisory Council Meeting
- XI. No items were submitted by Affiliated Associations for consideration by the 2020 Advisory Council
- XII. Announcement of elected delegates to Nominations & Elections Committee.
 - A. Nominations and Elections
 - 1.

2.

- XIII. Unfinished Business
- XIV. New Business
- XV. Comments
- XVI. Adjournment

National Association of Educational Office Professionals Advisory Council Meeting Boise, Idaho Thursday, July 18, 2019

I. CALL TO ORDER

Teresa Himmelberger, Advisory Council Chairman, called the 2019 Advisory Council Meeting of the National Association of Educational Office Professionals (NAEOP) to order at 8:01 a.m.

Jill Averyhart, 2018-19 President Elect gave the inspiration and flag salute.

II. WELCOME AND INTRODUCTIONS

Chairman Teresa Himmelberger welcomed the delegates to the 2019 Advisory Council Meeting. Chairman Himmelberger introduced those seated at the head table.

Debbie Geib, CEOE	NAEOP Executive Director
Katherine Reichley, CEOE	NAEOP Secretary/Treasurer
Susan Belliston, CEOE	2018-19 NAEOP President
Connie Bergeson, CEOE	Parliamentarian
Jill Averyhart, CEOE	2018-19 NAEOP President Elect
Lola Young, CEOE	2018-19 Advisory Council Advisor
Wendy Heslink, CEOE	2018-19 Advisory Council Advisor
Teresa Himmelberger, CEOE	2018-19 Advisory Council Chairman

Chairman Himmelberger noted that the 2018-2019 Vice President, Secretary/Treasurer, Immediate Past President, Area Directors and the Executive Director are designated in the Bylaws to serve as resource persons for the Advisory Council. She explained the purpose of the Advisory Council as established in the NAEOP Bylaws. She informed members that any action taken here would be presented to the membership at the Annual Business Meeting.

This year we used electronic voting devices to vote. Lyle Britt gave a short explanation on how to use the voting devices.

III. DETERMINATION OF QUORUM

Article X, Section 4, of the NAEOP Bylaws states: At the meeting of the Advisory Council, 10% of the total number of associations affiliated shall constitute a quorum. Kathie Jarvis, CEOE, NY, Chairman of the Credentials Committee, stated there were 46 delegates present.

There were 103 affiliated associations for the 2018-19 fiscal year. Since 10% of those associations had a delegate present at this Advisory Council Meeting, a quorum was declared.

IV. ADVISORY COUNCIL MEETING RULES

Chairman Himmelberger called for a motion to adopt the Advisory Council Meeting Rules as printed.

Motion #1: Motion made by Malinda Larey, CEOE, Arkansas AEOP, seconded by Brenda Brickle, CEOE, New York State AEOP to adopt the Advisory Council rules as printed. Motion passed.

V. ADOPTION OF ADVISORY COUNCIL AGENDA

Chairman Himmelberger called for a motion to adopt the Advisory Council Agenda as printed.

Motion #2: Motion made by Mary Beth Smith, Educational Office Professionals of Ohio, EOPO, seconded Machel Salado, CEOE, Washington AEOP to approve the Advisory Council Agenda as printed. Motion passed.

VI. INTRODUCTION OF THE PARLIAMENTARIAN

Chairman Himmelberger introduced NAEOP Parliamentarian, Connie Bergeson, CEOE, who explained the voting procedure used during Advisory Council and encouraged delegates to feel free to make motions or ask for clarification of any motion. She then thanked the Advisory Council for having her serve as parliamentarian.

VII. APPROVAL OF THE 2018 ADVISORY COUNCIL MINUTES

The minutes of the 2018 Advisory Council Meeting held in Bloomington, MN, were emailed to delegates in their preconference packets. A copy of these minutes can be found beginning on page 9 of the Advisory Council booklet. Chairman Himmelberger called for a motion to approve the minutes of the 2018 Advisory Council Minutes.

Motion #3: Motion made by Lori Schumann, CEOE, Minnesota, AEOP, seconded by Debra Nordquist, Idaho AEOP to accept the 2018 Advisory Council minutes as printed. Motion passed.

VIII. APPROVAL OF CONSENT AGENDA

Chairman Himmelberger called for a motion to approve the Consent Agenda as presented.

Motion #4: Motion made by Deborah Brown, New Hampshire AEOP, seconded by Vickie Eaves, CEOE, Southeast Area AEOP to approve the consent agenda as presented. Motion passed.

Consent Agenda

- A. Appointment of Secretary
- B. Appointment of Committees for the 2019 Advisory Council
 - 1. Minutes Approval
 - 2. Credentials
 - 3. Assistant Recorder
 - 4. Recorder
 - 5. Monitor

IX. INTRODUCTION OF AFFILIATIONS AND ADVISORY COUNCIL COMMITTEE MEMBERS

Chairman Himmelberger introduced and thanked the Advisory Council Committee members elected at the 2018 Advisory Council Meeting and Area Business Meetings and appointed members in Bloomington, MN, as well as those who volunteered after the conference, for their willingness to serve.

Chairman Himmelberger thanked the entire committee and her advisors for their help this year in reviewing and proofing documents and communications, all who were working during the meeting and in promoting the affiliations program of NAEOP.

X. REPORT OF STATUS OF AGENDA ITEMS FROM THE 2018 ADVISORY COUNCIL MEETING

Chairman Himmelberger reported on the 2018 agenda items listed in the 2018 Advisory Council Minutes beginning on page 10 of the Advisory Council booklet. There were 6 agenda items; 1 of which required action.

Agenda Item #6: Split the South Central Area and combine as follows: Texas and Oklahoma join with the Southeast Area, and Colorado and New Mexico join with Southwest Area.

A motion was made in Advisory Council for the Area Directors to investigate realignment and report to the board in January 2019. Motion was brought to the General Session and passed.

Follow up: The area directors had several Zoom conference calls; no decisions were made. The NAEOP Board President assigned the Long-Range Planning Committee at July 2019 board meeting to work through this and report back at January 2020 board meeting.

Advisory Council New Business Items:

There was discussion of changing the Advisory Council format or doing away with Advisory Council. An Ad Hoc committee was already assigned by President Morehouse to look into these suggestions. No action required at this time.

XI. CONSIDERATION OF 2018 ITEMS SUBMITTED BY AFFILIATED ASSOCIATIONS

Five (5) agenda items have been received from affiliates. The Council delegates were divided into five study groups and facilitation guidelines were presented. Delegates were pre-assigned their discussion items and resource people named as follows:

Group 1 – Item 1, Paula Rosenberger - Trailblazer Award Group 2 – Item 2, Dena Hendricks - Jackie Evans Award Group 3 – Item 3, Lisa Morehouse - Calendar of Deadlines Group 4 – Item 4, Mary Guest - Eliminate the Parliamentarian Group 5 – Item 5, Debbie Geib - Logo Change or Add 5th Wave

The groups were given 45 minutes to discuss their agenda items. After the designated time elapsed, Chairman Himmelberger called the delegates back to order.

Agenda Item #1 – Develop a 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 certification.

Advisory Council Action taken July 18, 2019 – A motion was made by Kim Brannon, NAEOP Past OPY, seconded by Paula Brave, Bellevue AEOP, to direct the Awards Committee to establish a NAEOP Trailblazer Award, following the recommendations that they be a NAEOP member for 3 or more years; recognized as showing leadership, initiative, the five pillars of L.E.A.R.N; the award be based on NAEOP participation; and to be nominated by a NAEOP member or self-nominated. This would be first awarded at the 2021 Conference. Motion passed.

Agenda Item #2 – Open nominations for the Jackie Evans Distinguished Service Award up to the entire membership.

Advisory Council Action taken, July 18, 2019 – Two recommendations were made. #1 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 the guidelines under procedure for nomination, add "any member can make a recommendation to a board member."

Agenda Item #3 - Calendar of Deadlines

Advisory Council Action taken, July 18, 2019 – A motion was made by Tammy Johnson, CEOE, Virginia AEOP, seconded by Lorri Kilby, CEOE, Past President of California AEOP, that the calendar of deadline 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.

Agenda Item #4 – Eliminate the position of NAEOP Parliamentarian.

Advisory Council Action taken, July 18, 2019– It was noted that the Parliamentarian is needed and is an appointment made by the NAEOP President. No action taken.

Agenda Item #5- Change the current logo to include a 5th wave or completely change the logo.

Advisory Council Action taken, July 18, 2019 – Current logo is currently representative of NAEOP. The branding is easily recognizable. No action taken.

XII. ELECTION OF DELEGATES TO COMMITTEES

Chairman Himmelberger read the *Rules for Nomination* for the following NAEOP standing committees. Before each nomination, Chairman Himmelberger read a summary of the duties for that committee and named the person who will serve as the 2019 – 2020 Chairman.

Affiliations and Advisory Council Committee: Sue Hand, CEOE, South Central Area Director will serve as the Chairman for 2019-2020. Pre-nominations were Tina Gilliard-Rice, CEOE, SC, and Cheryl Reynolds, CEOE, SC, and were elected by acclamation.

Awards Committee: Amey Tamangi, CEOE, Northwest Area Director, will serve as the Chairman for 2019-2020. There were no pre-nominations. Nominations from the floor included: Mary Alice Means, CA, Sharron James Bizzell, NC, and Nancy Manning, VT. Sharron James Bizzell, NC, and Nancy Manning, VT were elected.

Bylaws Committee: Charlotte Zeller, CEOE, 2019-2020 NAEOP Secretary/Treasurer, will serve as the Chairman for 2019-2020. Pre-nomination was Brenda Brickle, NY and she was elected by acclamation.

Long Range Planning Committee: Bonnie Miller, CEOE, Northeast Area Director, will serve as the Chairman for 2019-2020. Pre-nomination was Katherine Reichley, OH and she was elected by acclamation.

Membership Committee: Paula Rosenberger, CEOE, NAEOP Vice President, will serve as the Chairman for 2019-2020. There were no pre-nominations. Nomination from the floor included: Mary Alice Means, CA, and she was elected by acclamation.

Nominations and Elections Committee: Teresa Himmelberger, CEOE, Southwest Area Director, will serve as the Chairman for 2019-20120. There were no pre-nominations. Nominations from the floor included: Lori Schumann, MN, and Mary Meyers, UT and they were elected by acclamation.

Professional Development Committee: Mary Guest, CEOE, President Elect, will serve as the Chairman for 2019-2020. Pre-nomination was Eronda Jackson, SC, and she was elected by acclamation.

Professional Standards Program Committee: Dena Henricks, CEOE, North Central Area Director, will serve as the Chairman for 2019-2020. (elections were held at business meeting)

Public Relations and Publications Committee: Georgette Council, CEOE, SC, Mid-Atlantic Director will serve as the Chairman for 2019-2020. Pre-nomination was Laurie Cannon, SC and she was elected by acclamation.

Special Projects Committee: Teresa Himmelberger, CEOE, Southwest Area Director, will serve as the Chairman for 2019-2020. There were no pre-nominations. Nominations from the floor included: Marie Freeman, MO, and Rhonda Quinton, WA, and they were elected by acclamation.

Student Scholarship Committee: Malinda Larey, CEOE, Southeast Area Director, will serve as the Chairman for 2019-2020. There were no pre-nominations. Nominations from the floor included: Annette Ambrosino, WY, and Deborah Brown, NH and they were elected by acclamation.

XIII. UNFINISHED BUSINESS None

XIV. NEW BUSINESS None

XV. COMMENTS

Sue Hand will serve as the Advisory Council Chairman for the coming year. Please direct your inquiries about Affiliations or Advisory Council to her during the 2019-2020 year.

President Susan Belliston addressed the assembly.

Chairman Himmelberger reminded the delegates that the affiliation year is from August 1 through July 31. The deadline for renewing your affiliation with NAEOP is December 31. Be sure to renew your association's affiliation immediately so all materials from NAEOP can be sent to you throughout the year and your association will be eligible to participate in all affiliate activities. Advisory Council is the voice of the affiliates. Affiliation gives your association the opportunity for representation at Advisory Council. It is important to affiliate early.

Chairman Himmelberger thanked everyone who assisted with the Advisory Council meeting and hoped everyone would go back to their association and share the information they learned here, in the General Sessions, Institute, Briefings, Council, and Area Meetings.

XVI. ADJOURNMENT

The Advisory Council for 2019 was adjourned at 10:37 a.m.

Teresa Himmelberger, UT Advisory Council Chairman Jackie Flood, NY Advisory Council Secretary

Kathie Jarvis, NY Credentials Chairman

2020 ADVISORY COUNCIL DELEGATES (22)

(82 Active Affiliates)

- Nat'l NAEOP Past Presidents Council Delegate: Susan Belliston, CEOE
- Area Southwest Area Association Delegate: Teresa Himmelberger, CEOE
- AK TOTEM Association of Educational Support Personnel Delegate: Alicia Woods, CEOE
- ID Idaho Association of Educational Office Professionals Delegate: Shelly Doty
- ID Boise State University Association of Office Professionals Delegate: Ramona Clark
- IL Illinois Association of Educational Office Professionals Delegate: Martha Carson
- MS University of Southern Mississippi Association of Office Professionals Delegate: Jennifer Lewis, CEOE
- MS Mississippi Association of Educational Support Staff Delegate: Pamela Posey, CEOE
- NC North Carolina Association of Educational Support Staff Delegate: Carrie Lucas, CEOE
- **NE** Nebraska Educational Office Professionals Association Delegate: Mary Klucas
- **NE** "The Frolikers" UNOPA Past Presidents Association Delegate: Jane Schneider
- **NE** Lincoln Public Schools Association of Office Professionals Delegate: Tami Friend, CEOE
- **NE** Nebraska Department of Education BRIDGE Delegate: Carol Bom, CEOE
- **NE** Nebraska Educational Office Professionals Association-Past Presidents Delegate: Lola Young, CEOE
- **NY** New York State Association of Educational Office Professionals Delegate: Brenda Brickle, CEOE
- OH Past Ohio Presidents Delegate: Katherine Reichley, CEOE
- PA Pennsylvania Association of Educational Office Professionals Delegate: Louise Mikowychok, CEOE
- **SD** Association of Educational Office Professionals Delegate: Charla Callahan
- **TX Texas Educational Support Staff Association** Delegate: Darcy Blackstock
- UT Granite Association of Educational Office Professionals Delegate: Julianne Hamblin, CEOE

- VA Virginia Association of Educational Office Professionals Delegate: Tammy Q. Johnson, CEOE
- **WY** Wyoming Association of Educational Support Staff Delegate: Ruth M. Putnam, CEOE

2019-2020 AFFILIATES (82)

NAEOP Past Educational Office Professionals Helen R. Wells, CEOE	FL
NAEOP Past Presidents Council Susan Belleston, CEOE	ID
Mid-Atlantic Area Association of Educational C	Office Professionals
Georgette Council, CEOE	SC
Southwest Area Professional Development Da	ys
Teresa Himmelberger, CEOE	UT
TOTEM Association of Educational Support Per	rsonnel
Sandra Thompson Wallace	AK
Arkansas Association of Educational Office Pro	o <mark>fessionals</mark>
Billie Garlin	AR
Arkadelphia Association of Educational Office	Professionals
Stacy Goza	AR
Arkansas Past Presidents Association of Educa	tional Office Professionals
Malinda Larey, CEOE	AR
Fort Smith Association of Educational Office Pr	rofessionals
Connie Bergeson, CEOE	AR
Fort Smith Frontier Association of Educational	Office Professionals
Ann Borengasser, CEOE	AR
California Association of Educational Office Pro	ofessionals
Mary Alice Means	CA
Association of Educational Office Employees -	LAUSD
Maria Sara Gonzalez	CA
Past Presidents of California Association of Ed	ucational Office Professionals
Kathy Ramos, CEOE	CA
Cherry Creek Association of Educational Office	e Professionals
Kris Atkin, Funds Allocation Chair	CO
Littleton Association of Educational Office Pro-	fessionals
Denise Lee, CEOE	CO
Sarasota County Association of Educational Of	f ice Professionals
Bill Ramos	FL
Idaho Association of Educational Office Profes	sionals
Debra Nordquist	ID
Boise State University Association of Office Pro	ofessionals
Shelly Doty	ID
Idaho Past President's Association Carol Arpke, CEOE	ID
Illinois Association of Educational Office Profe	ssionals
Martha Carson	IL

Vermilion County Association of Educational Office ProfessionalsRuth A. Burgess, CEOEIL
Indiana Association of Educational Office Professionals Rhonda Richey IN
Kansas Association of Educational Office ProfessionalsDebbie OpheimKS
Kentucky Association of Educational Office ProfessionalsJaclyn Fey, CEOEKY
Fayette County Association of Educational Office ProfessionalsJaclyn Fey, CEOEKY
Maryland Association of Educational Office Professionals Susan Slade, CEOE MD
Minnesota Association of Educational Office Professionals Lila Rehnelt MN
Missouri Association of Educational Office Professionals Marie Freeman MO
Cass County Association of Educational Office Professionals Pamala Hecker MO
Dogwood Hills Association of Educational Office Professionals Sandy Rickert MO
Gateway Association of Educational Office Professionals Laura Heidenreich MO
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North Carolina AEOP-Past President's Club Lavern Manzano MuDiwa

North Carolina Association of Educational Office	e Professionals Retirees	
Gwen Williams	NC	
North Carolina Association of Educational Office Mary Wilmore	e Professionals-District 2 NC	
Nebraska Educational Office Professionals Assoc	ciation	
Lora Sypal	NE	
"The Frolikers" UNOPA Past Presidents Associati	ion	
Marianna Greer	NE	
Lincoln Public Schools Association of Office Profe	essionals	
Tami Friend, CEOE	NE	
Nebraska Department of Education BRIDGEJeannie ChastainN	NE	
Nebraska Educational Office Professionals Assoc	ciation-Past Presidents	
Carol Bom, CEOE	NE	
University of Nebraska Office Professionals Asso	ociation	
Jana Wood	NE	
New York State Association of Educational Office	NH	
Commack School Secretary Association Fran Weinstein	NY	
Hilton Central School Office Employees Associati	ion	
Claudia Engel, CEOE	NY	
Educational Office Professionals of OhioKatherine Reichley, CEOEControl	ЭН	
Past Ohio PresidentsMary Beth SmithC	ЭН	
Pennsylvania Association of Educational Office P	Professionals	
Bonnie Miller, CEOE	PA	
Lancaster-Lebanon County Association of Educat	tional Personnel	
Janice Boyer P	PA	
South Carolina Association of Educational Office	e Professionals	
Eronda L Jackson, CEOE	SC	
AEOP of Sumter County Epiphany McCloud-Rose S	5C	
Richland County Association of Educational Office ProfessionalsMelody Wise Butler, CEOESC		
South Dakota Association of Educational Office I	Professionals	
Charla Callahan S	5D	
Texas Educational Support Staff Association Marie Enax T	гх	

Lamar Consolidated Educational Support-Staff A	Association
Erica Alvarado	TX
Mesquite Educational Paraprofessional Associa	tion
Lisa Porter	TX
Richardson Educational Support Staff Association Abbi Wreyfold	on TX
Rio Grande Valley Educational Support Staff As	sociation
Mary Ann Gallegos	TX
Granite Association of Educational Office Profest	ssionals
Teresa Himmelberger, CEOE	UT
Association of Educational Office Professionals	VA
Richmond Association of Educational Office Pro	fessionals
Sandra Bullock-Lomax, CEOE	VA
Tri-City Association of Educational Office Profes	ssionals
Thelma Jefferson	VA
Vermont Association of Educational Office Prof	essionals
Nancy Manning	VT
Washington Association of Educational Office P	Professionals
Machel Salado	WA
Bellevue Association of Educational Office Prof	essionals
Paula Jo Brave, CEOE & Charlene Jones, CEOE	WA
Northshore Education Association Robbi Reed	WA
Northshore Educational Office Personnel Assoc	iation
Christy Skurski	WA
Puyallup Association of Education Office Profes	sionals
Beth Hawn	WA
Shoreline Educational Support Professionals As	sociation
Barbara Cruz/Kendahl Adjorlolo	WA
Washington Association of Educational Office P	Professionals-Past Presidents
Marilyn Mason, CEOE	WA
Wenatchee Valley Educational Office Professior	nals
Brenda Lindsey	WA
Wyoming Association of Educational Support St	taff
Ruth Putnam, CEOE	WY
Natrona County Classified Professionals Associa	ation
Gayle L. Schnorenberg, CEOE	WY

Make sure you affiliate for the coming year. Affiliation year is from August 1, 2020, to July 31, 2021. Please do not send the form for the new year until after August 1, 2020. Applications for affiliations can be found on the website at <u>www.naeop.org</u>.