

# National Association of Educational Office Professionals

## 85th Annual Conference

The Riverside Hotel

Boise, Idaho

July 15-19, 2019



LET YOUR *Light Shine* WITH  
**NAEOP**

**Susan Belliston, CEOE**

**NAEOP President**

Registrar/Counseling Center Secretary

Cassia County School District

Burley, Idaho

Kathy Buck, CEOE  
Conference Co-Chairman  
Retired  
Emmett, Idaho

Carol Arpke, CEOE  
Conference Co-Chairman  
Rimrock Elementary  
Idaho Falls, Idaho

Leslie Black  
Institute Co-Chairman  
Management Assistant, Office of the Dean  
College of Health Sciences, Boise State University

René Delaney  
Institute Co-Chairman  
Retired  
Boise, Idaho





Congratulations on your decision to attend the National Association of Educational Office Professionals (NAEOP) conference. As Dean of the College of Health Sciences at Boise State University, I recognize the critical role that administrative office professionals play in the success of any educational setting. I know that the College of Health Sciences of Boise State would not be able to be the leaders that we are without our dedicated and talented staff.

I am happy to share my support and gratitude to educational office professionals across the United States. Welcome to beautiful Boise, Idaho, and have a tremendous conference!

Dr. Tim Dunnagan  
Dean and Professor



# GENERAL INFORMATION

## NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS



### Allied with

*American Association  
of School Administrators*

### Affiliated with

*National Association of  
Elementary School Principals*

### Endorsed by

*National Association of Secondary  
School Principals*

*Association of School Business  
Officials International*

*National School Public Relations  
Association*

*American Association for Adult  
and Continuing Education*

### Mission:

*The mission of the Association  
is to provide professional  
growth through leadership,  
education, achievement,  
recognition, and networking  
opportunities for educational  
office professionals.*

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FAX: 316•942•7100  
EMAIL: [naeop@naeop.org](mailto:naeop@naeop.org)**

Greetings! On behalf of the NAEOP Board and the Idaho AEOP, it is our pleasure to welcome you to Boise, Idaho, for the 85th Annual NAEOP Conference!



The Conference Co-Chairmen, Kathy Buck, CEOE, and Carol Arpke, CEOE, the Summit Co-Chairmen, Leslie Black and René Delaney, along with the conference committee have been working hard to provide you with a week of endless professional development and networking opportunities. From summit classes and breakouts to our area meetings, luncheons and banquet, our focus is to offer you new ideas and knowledge to help each of you grow in your roles as educational office professionals.

We extend a warm welcome to our First Time Attendees, with Monday evening's event dedicated especially for you. You'll get an idea of what the conference week ahead looks like, meet NAEOP members who have been "bitten by the conference bug" and are here to help mentor you through the events of the conference, exchange business cards/state pins and make new friends. I am positive you will be a "Survivor" and be excited to return again and again to be with your "tribe"—the members of NAEOP!

"Let Your Light Shine" by expanding your comfort zone and taking the time to reach out and introduce yourself to someone new, make new friends and network with others. By making new connections through NAEOP, you will gain confidence and knowledge making you a better office professional. I know I have grown personally and professionally since joining the NAEOP family.

Serving as NAEOP President this year has truly been a blessed experience. I have traveled to places I have never been before, met many new friends and have gained many memories that will last a

lifetime. My coworkers and workplace have benefited by my sharing treasured experiences picked up along my journey. This year has been unforgettable as I endeavored to “Let My Light Shine with NAEOP”

This year NAEOP was met with challenges that involved selling our office and building, finding a new home for our office staff and then choosing a different path for the association’s official publication. This publication, *The L.E.A.R.N. Newsletter*, was born from a brainstorming session at a Board Meeting and it is still evolving into the fresh and relevant publication our members desire. Please continue to let your Board know what your vision for NAEOP is so we will continue to shine.

On behalf of the 2019 Conference Committee and the NAEOP Board, please enjoy a week of growth and friendship! “Let Your Light Shine with NAEOP.”

A handwritten signature in blue ink that reads "Susan Belliston, CEOE". The signature is written in a cursive, flowing style.

Susan Belliston, CEOE  
NAEOP President 2018-2019

This image shows a full page of white paper with horizontal blue or grey ruling lines. The word "NOTES" is printed at the top left corner. The lines are evenly spaced and extend across the width of the page.

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2018-2019 NAEOP BOARD OF DIRECTORS

**EXECUTIVE COMMITTEE**

**President**

Susan Belliston, CEOE (ID)  
208-878-6606, ext. 2707  
belsusan@cassiaschools.org

**President Elect**

Jill Averyhart, CEOE (SC)  
803-738-3206  
presidentelect@naeopboard.org

**Vice President**

Mary Guest, CEOE (NE)  
402-472-3123  
mary.guest@unl.edu

**Secretary/Treasurer**

Katherine Reichley, CEOE (OH)  
614-823-1173  
kreichley@otterbein.edu

**Immediate Past President**

Lisa Morehouse, CEOE (NE)  
402-440-8985  
lisa.naeop@lps.org

**AREA DIRECTORS**

**Mid Atlantic Area Director**

Paula Rosenberger, CEOE (SC)  
803-691-4870, Ext. 31504  
prosenbe@richland2.org

**North Central Area Director**

Dena Henricks, CEOE (IL)  
618-654-2106  
dhenricks@highlandcUSD5.org

**Northeast Area Director**

Bonnie Miller, CEOE (PA)  
412-244-1900  
bmiller@paceschool.org

**Northwest Area Director**

Eldene Wall, CEOE (WA)  
509-662-9027  
eldenew@ncesd.org

**South Central Area Director**

Sue Hand, CEOE (TX)  
832-223-0541  
lhand@lcisd.org

**Southeast Area Director**

Vickie Eaves, CEOE (AR)  
870-653-7859  
vickie.eaves@foukepanthers.org

**Southwest Area Director**

Teresa Himmelberger, CEOE (UT)  
801-266-2557  
tdhimmelberger@graniteschools.org

**COUNCIL CHAIRMEN**

**Administrative Council Chairman**

Georgette Council, CEOE (SC)  
803-738-3236  
gcouncil@richland2.org

**Education Partners Council Chairman**

Pam Sherts (PA)  
717-783-9780  
psherts@pa.gov

**Elementary Council Chairman**

**Presidential Aide**

Debra Nordquist (ID)  
208-855-4335  
nordquist.debra@westada.org

**High School/Career Tech  
Council Chairman**

Paula Chapman, CEOE (WY)  
307-253-3519  
paula594@myncsd.org



## **Higher Ed Council Chairman**

Debra Hendricks, CEOE (NE)  
402-472-9685  
dhendricks1@unl.edu

## **Middle School/Jr. High Council Chairman**

I. Louise Snipes, CEOE (SC)  
803-699-3580, ext. 3005  
lsnipes@richland2.org

## **PRESIDENTIAL APPOINTMENTS**

### **Presidential Advisor**

Allie Faye Matthews, CEOE (AZ)  
520-837-4389  
alliematt@cox.net

### **Presidential Advisor**

Lola Young, CEOE (NE)  
402-472-6623  
lyoung5@unl.edu

### **Hisitorian**

Sharon Griffiths, CEOE (MN)  
763-443-8444  
sandgriff@gmail.com

### **Parliamentarian**

Connie Bergeson, CEOE (AR)  
479-785-2501, Ext. 1211  
cbergeso@fortsmithschools.org

## **EX OFFICIO MEMBERS**

### **NAEOP Educational Foundation, Inc. President**

Gayle Schnorenberg, CEOE (WY)  
307-267-3957  
gayle444@myncsd.org

### **NAREOP President**

Connie Van Hoesen, CEOE (NY)  
585-293-1829  
van40002@gmail.com

## **NAEOP NATIONAL OFFICE**

### **Executive Director**

Debbie Geib, CEOE  
316-942-4822  
debbie@naeop.org

### **PSP Registrar/Affiliate Coordinator**

Jennifer Jackson  
316-942-4822  
jenny@naeop.org

### **Membership Assistant**

Debora Jensen, CEOE  
316-942-4822  
debora@naeop.org



## PAST PRESIDENTS

|         |  |         |  |
|---------|--|---------|--|
| 1934-40 | Louise Henderson Nelson, PA*   | 1982-83 | Jeanne Haas, AZ*   |
| 1940-42 | Virginia A. Halsey, NJ*  |         | <b><i>"Dream—Dare to Do"</i></b>                                       |
| 1942-44 | Betty Zimmerman, WI*   | 1983-84 | Elverda "Butch" Bender, IA*  |
| 1944-46 | Constance King Cowardin, VA*   |         | <b><i>"Respect for the Past; Confidence in the Future"</i></b>         |
| 1946-48 | Eleanor Dearden, MA*   | 1984-85 | Patricia K. Fleming, MD  |
| 1948-52 | Edna Atkinson, IL*   |         | <b><i>"NAEOP Spans the Globe"</i></b>                                  |
| 1952-54 | Emma Castner Richards, NJ*   | 1985-86 | Jean Faulkenberry, TX*   |
| 1954-56 | Martha S. Luck, IL*  |         | <b><i>"Everybody is Somebody"</i></b>                                  |
| 1956-58 | Corrine Messenger, AR*   | 1986-87 | Carol M. Spencer, IA   |
| 1958-60 | Rachel Maynard, AZ*  |         | <b><i>"Hold on to Your Dreams"</i></b>                                 |
| 1960-62 | Edith E. Hammond, NH*  | 1987-88 | Ardis M. Morton, VA  |
| 1962-64 | Angie Holms, CA*   |         | <b><i>"Pride in Our Profession"</i></b>                                |
| 1964-65 | Isabel M. Paddock, NY*   | 1988-89 | Geraldine "Boots" Owens, MS*   |
| 1965-66 | Jean DeBerry Fritsche, MO*   |         | <b><i>"Above the Best"</i></b>   |
|         | <b><i>"Key to Opportunity"</i></b>   | 1989-90 | Martha L. Leach, OH*   |
| 1966-67 | Shirley Yetter, CO*  |         | <b><i>"Competent, Committed, Caring"</i></b>                           |
|         | <b><i>"Light the Way"</i></b>  | 1990-91 | Patricia Huggins, MS   |
| 1967-68 | Juan R. Huseby, WA*  |         | <b><i>"Celebrate the Challenge"</i></b>                                |
|         | <b><i>"Set the Course"</i></b>   | 1991-92 | Charlie Holland Mace, NC   |
| 1968-69 | Marguerite E. Fitch, MA*   |         | <b><i>"Pointing to Excellence"</i></b>                                 |
| 1969-70 | Charlotte Jarratt, AZ*   | 1992-93 | Frances Johnson, AZ  |
|         | <b><i>"Think Positive"</i></b>   |         | <b><i>"Diversity 2000—The Bridge to Excellence"</i></b>                |
| 1970-71 | Gloria Jirel, OR*  | 1993-94 | Jackie Fuller, ID  |
|         | <b><i>"Take Time for NAES"</i></b>   |         | <b><i>"One Moment In Time"</i></b>                                     |
| 1971-72 | Jean Priest Chisholm, NM*  | 1994-95 | Martha Mettscher, KS   |
|         | <b><i>"Fellowship"</i></b>   |         | <b><i>"Reach Out—Worlds to Discover"</i></b>                           |
| 1972-73 | Olive T. Ritchie, VA*  | 1995-96 | Jean Fankell, WA*  |
|         | <b><i>"The Stardust Trail to Service, Information, Recognition and Fellowship"</i></b> |         | <b><i>"Set Sail to Your Dreams"</i></b>                                |
| 1973-74 | Vivian Valentine Fulton, MS  | 1996-97 | Marilyn James, TX  |
|         | <b><i>"As a Man Thinks, So is He"</i></b>  |         | <b><i>"The Magic of Believing"</i></b>                                 |
| 1974-75 | Viola Harris Miller, PA  | 1997-98 | Elizabeth "Liz" Sexson, IL*  |
|         | <b><i>"Be the Best of Whatever You Are"</i></b>  |         | <b><i>"Spread Your Wings"</i></b>                                      |
| 1975-76 | Mildred Hughes, AZ*  | 1998-99 | Helen R. Wells, FL   |
| 1976-77 | Dortha Voruz, OR *   |         | <b><i>"Together We Can Make a Difference"</i></b>                      |
|         | <b><i>"Hands United"</i></b>   | 1999-00 | Gayna R. Warren, CO  |
| 1977-78 | Mona Smith, KS*  |         | <b><i>"Follow Your Dreams for They are the Hope of the Future"</i></b> |
|         | <b><i>"Welcome to Our World"</i></b>   | 2000-01 | Ruby B. Allen, MS  |
| 1978-79 | Mildred "Millie" Bennett, TX   |         | <b><i>"Reflections of the Past, Mirror to the Future"</i></b>          |
|         | <b><i>"The Best is Yet to Be"</i></b>  | 2001-02 | Sharon J. Griffiths, MN  |
| 1979-80 | Wanza Y. Davis, NC*  |         | <b><i>"Stand Up and Be Counted"</i></b>                                |
|         | <b><i>"Your Future is Now"</i></b>   | 2002-03 | Diane J. Callaway, DE  |
| 1980-81 | Virginia "Gini" Fulton, CO   |         | <b><i>"Set Free Your Hidden Treasures"</i></b>                         |
|         | <b><i>"Onward and Upward Together"</i></b>   |         |  |
| 1981-82 | Catherine Sullivan, MS *   |         |  |
|         | <b><i>"Open Doors to Service, Information, Recognition and Fellowship"</i></b>         |         |  |

## GENERAL INFORMATION

|         |   |         |   |
|---------|---|---------|---|
| 2003-04 | E. Anne Bomar, KY<br><b><i>“One Voice”</i></b>  | 2011-12 | Allie Faye Matthews, AZ<br><b><i>“Seeing the Best in You Emerge”</i></b>                |
| 2004-05 | Ann Sawicki, CO<br><b><i>“Light the Way”</i></b>  | 2012-13 | Lola Young, NE<br><b><i>“Caring Enough To Share”</i></b>                                |
| 2005-06 | Connie Bergeson, AR<br><b><i>“Spirit of Success”</i></b>  | 2013-14 | Cathy Eberle, NY<br><b><i>“NAEOP Stars Coast to Coast”</i></b>                          |
| 2006-07 | Gloria Tisdale, SC<br><b><i>“Keep Dreaming; Keep Believing;<br/>Keep a Rainbow in Your Heart”</i></b> | 2014-15 | Elizabeth Napolitano, CT<br><b><i>“Navigate Your Way to Success<br/>With NAEOP”</i></b> |
| 2007-08 | Linda Sockwell, TX<br><b><i>“NAEOP ~ Potential, Pride,<br/>Purpose”</i></b>                           | 2015-16 | Patricia Stelmach, KY<br><b><i>“Put Your Best Foot Forward with<br/>NAEOP”</i></b>      |
| 2008-09 | Linda Tribble, KY<br><b><i>“Explore the Facets of NAEOP”</i></b>                                      | 2016-17 | Wendy Henslink, NY<br><b><i>“Learn, Inspire, Lead”</i></b>                              |
| 2009-10 | Pam Posey, MS<br><b><i>“Shining Brightly, Touching Lives<br/>Around the World”</i></b>                | 2017-18 | Lisa Morehouse, NE<br><b><i>“Accept the Challenge, Become<br/>the Difference”</i></b>   |
| 2010-11 | Kathy Lech, WA<br><b><i>“All Aboard with NAEOP –<br/>Discover the Incredible Journey”</i></b>         |         | <b><i>*Deceased</i></b>   |

**ANNUAL CONFERENCE & INSTITUTE FROM  
1935 TO PRESENT**

|                               |      |                       |      |
|-------------------------------|------|-----------------------|------|
| Denver, CO                    | 1935 | Cedar Falls, IA       | 1976 |
| Portland, OR                  | 1936 | Biloxi, MS            | 1977 |
| Detroit, MI                   | 1937 | Dearborn, MI          | 1978 |
| New York City, NY             | 1938 | Denver, CO            | 1979 |
| San Francisco, CA             | 1939 | Lincoln, NE           | 1980 |
| Milwaukee, WI                 | 1940 | Baltimore, MD         | 1981 |
| Boston, MA                    | 1941 | Cincinnati, OH        | 1982 |
| Denver, CO                    | 1942 | Urbana, IL            | 1983 |
| Chicago, IL                   | 1943 | Hershey, PA           | 1984 |
| (Exec. Board only due to war) |      | Boise, ID             | 1985 |
| Pittsburgh, PA                | 1944 | Lexington, KY         | 1986 |
| (Exec. Board only)            |      | Hot Springs, AR       | 1987 |
| New York City, NY             | 1945 | San Francisco, CA     | 1988 |
| (Exec. Board only)            |      | Wichita, KS           | 1989 |
| Niagara Falls, NY             | 1946 | Denver, CO            | 1990 |
| (Exec. Board only)            |      | Winston-Salem, NC     | 1991 |
| Chicago, IL                   | 1947 | Biloxi, MS            | 1992 |
| Cleveland, OH                 | 1948 | Tucson, AZ            | 1993 |
| Salt Lake City, UT            | 1949 | Atlanta, GA           | 1994 |
| St. Louis, MO                 | 1950 | Austin, TX            | 1995 |
| Berkeley, CA                  | 1951 | Seattle, WA           | 1996 |
| Detroit, MI                   | 1952 | Arlington Heights, IL | 1997 |
| Denver, CO                    | 1953 | Minneapolis, MN       | 1998 |
| Eugene, OR                    | 1954 | Wichita, KS           | 1999 |
| Chicago, IL                   | 1955 | Louisville, KY        | 2000 |
| Los Angeles, CA               | 1956 | Salt Lake City, UT    | 2001 |
| Philadelphia, PA              | 1957 | Greenville, SC        | 2002 |
| Boulder, CO                   | 1958 | Boise, ID             | 2003 |
| St. Louis, MO                 | 1959 | Boston, MA            | 2004 |
| Durham, NH                    | 1960 | Tucson, AZ            | 2005 |
| Corvallis, OR                 | 1961 | Dallas, TX            | 2006 |
| Emporia, KS                   | 1962 | Seattle, WA           | 2007 |
| Newark, DE                    | 1963 | Broomfield, CO        | 2008 |
| Seattle, WA                   | 1964 | Bloomington, MN       | 2009 |
| Whitewater, WI                | 1965 | Kansas City, MO       | 2010 |
| Los Angeles, CA               | 1966 | Charleston, SC        | 2011 |
| University Park, PA           | 1967 | Costa Mesa, CA        | 2012 |
| Denver, CO                    | 1968 | Alexandria, VA        | 2013 |
| Albany, NY                    | 1969 | Portland, OR          | 2014 |
| Tucson, AZ                    | 1970 | Buffalo, NY           | 2015 |
| Greensboro, NC                | 1971 | St. Louis, MO         | 2016 |
| Portland, OR                  | 1972 | Greenville, SC        | 2017 |
| Salt Lake City, UT            | 1973 | Bloomington, MN       | 2018 |
| Houston, TX                   | 1974 | Boise, ID             | 2019 |
| Fayetteville, AR              | 1975 |                       |      |

# NAEOP ANNUAL CONFERENCE



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National Association of  
Educational Office Professionals



**National Association of Educational Office Professionals**

**85th ANNUAL CONFERENCE**

**The Riverside Hotel  
Boise, Idaho  
Hosted by the Idaho AEOP**

**First General Session  
Wednesday, July 17, 2019 8:00 a.m.**

|  |  |
|--|--|
| Presiding                                      | Susan Belliston, CEOE, <i>President</i>                  |
| I. Call to Order                               | Susan Belliston, CEOE, <i>President</i>                  |
| II. Opening Ceremony                           | Susan Belliston, CEOE, <i>President</i>                  |
| Flag Presentation                              |  |
| Presentation and Posting<br>of Colors          | Boy Scouts of America   Ore Ida<br>Council, Troop 813    |
| Pledge   |  |
| National Anthem                                | Taylor Music & Bob Wood<br><i>Boise State University</i> |
| III. NAEOP Greetings                           | Susan Belliston, CEOE, <i>President</i>                  |
| IV. Welcome                                    | Idaho Governor Brad Little                               |
| V. Roll Call of States                         | Katherine Reichley, CEOE<br><i>Secretary/Treasurer</i>   |
| VI. Introduction of Keynote Speaker            | Kathy Buck, CEOE<br><i>Conference Co-Chairman</i>        |
| VII. Keynote Address                           | Ashley Ludlow, “Rediscovering What<br>Makes You Shine”   |
| VIII. Introduction of 2018-2019<br>NAEOP Board | Susan Belliston, CEOE, <i>President</i>                  |
| IX. Closing Comments                           |  |

# ANNUAL CONFERENCE

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Second General Session  
Thursday, July 18, 2019 2:30 p.m.

## NAEOP Annual Business Meeting

Presiding Susan Belliston, CEOE, *President*

I. Call to Order

II. Establishment of a Quorum

III. Adoption of the Official Meeting  
Agenda

IV. Adoption of the Rules of the Meeting

V. Approval of 2018 Meeting Minutes

VI. Approval of Consent Agenda

VII. Reading of Communications Katherine Reichley, CEOE  
Secretary/Treasurer  
Financial Report

VIII. Report of Executive Director Debbie Geib, CEOE  
Executive Director

IX. Unfinished Business

X. 2019 Advisory Council Report Teresa Himmelberger, CEOE  
Southwest Area Director  
Advisory Council Chairman

XI. Unfinished Business

XII. Closing Comments



**Third General Session**  
**Friday, July 19, 2019 8:00 a.m.**

## NAEOP Educational Foundation Annual Meeting

Presiding Gayle Schnorenberg, CEO  
*Educational Foundation President*

**NAEOP Annual Business Meeting** (cont'd)

Presiding Susan Belliston, CEOE, *President*

## I. Call to Order

II. Recognition of Hotel Staff

Debbie Geib, CEO  
*Executive Director*

III. Student Scholarship Presentations Eldene Wall, CEOE  
Northwest Area Director/Student  
Scholarship Committee Chairman

|  |  |
|--|--|
| IV. Affiliate & Membership Award Presentations | Mary Guest, CEO<br><i>Vice President</i><br><i>Membership Committee Chairman</i> |
|--|--|

V. Website Awards

Paula Rosenberger, CEO  
*Mid Atlantic Area Director/Awards  
Chairman*

VI. Rachel Maynard Awards

Lisa Morehouse, CEO  
*Immediate Past President*

## VII. New Business

### A. Advisory Council and Area Election Results\*

## VIII. Business Meeting Committee Member Elections

### A. Nominations & Elections Committee\*

B. Professional Standards Program  
Committee Member\*

# ANNUAL CONFERENCE

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IX. Call to 2020 NAEOP Annual  
Conference

Teresa Himmelberger, CEOE  
*2020 Conference Chairman*

X. Closing Comments

XI. Retiring of the American Flag

Roger Carson,  
*Retired US Marine Corp.*

\* Record election results on pages 22-23.

# **NAEOP ANNUAL CONFERENCE REFERENCE MATERIALS**



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National Association of  
Educational Office Professionals



## BUSINESS MEETING RULES

- A. All NAEOP members must be properly registered. Only members in good standing may participate in the NAEOP Business Meeting.
- B. Only members present may present business, vote, and be eligible for nomination/election to committees.
- C. The doors of the meeting room shall be closed when the meeting is in session but may be opened at intervals by direction of the President.
- D. All communications to the head table must be made by the head page. Only official messages between officers and members shall be permitted.
- E. After addressing the Chairman and being recognized, each speaker must give name and state represented.
- F. No member may speak more than twice on one question without the consent of the assembly.
- G. No member may speak more than two minutes or a second time if members are waiting to speak a first time.
- H. When a member has been recognized, the member may be interrupted only for parliamentary cause. It is out of order to be standing when another member has the floor, except when waiting in line to speak.
- I. All motions must be in writing on the proper motion form. Motions must be signed by the maker and the seconder, and the states they represent must be indicated.
- J. An electronic voting device shall be distributed to members as they enter the meeting room.
- K. A written election report shall be returned to the head table as soon as tabulation is completed.
- L. Members elected to a committee at the advisory council may not be nominated nor elected to a committee at the annual business meeting.
- M. Members are eligible for election to only one committee during the annual business meeting. Though members may be nominated for one or more committees, once the member's election to a committee has been announced, any subsequent nominations are nullified.
- N. During the election of members to serve on committees, the two candidates receiving the highest number of votes shall stand elected.
- O. Cell phones shall be turned off during all sessions. Use of a cell phone shall take place outside the meeting room.
- P. These rules may be suspended or amended by a two-thirds (2/3) vote of the assembly.

**Notes for election of members to committees:**

| <b>Committee/Chairman</b>   | <b>Elected at Advisory Council</b> | <b>Elected at Area Meetings</b> |
|---|------------------------------------|---------------------------------|
| <b>Affiliations &amp; Advisory Council</b><br><br><b>2019-2020 Chairman:</b><br><b>Sue Hand</b> |                                    |                                 |
| <b>Awards</b><br><br><b>2019-2020 Chairman:</b><br><b>Amey Tamagni</b>                          |                                    |                                 |
| <b>Bylaws</b><br><br><b>2019-2020 Chairman:</b><br><b>Charlotte Zeller</b>                      |                                    |                                 |
| <b>Membership</b><br><br><b>2019-2020 Chairman:</b><br><b>Paula Rosenberger</b>                 |                                    |                                 |
| <b>Professional Development Program</b><br><br><b>2019-2020 Chairman:</b><br><b>Mary Guest</b>  |                                    |                                 |

| <b>Committee/Chairman</b>  | <b>Elected at Advisory Council</b>       | <b>Elected at Area Meetings</b> |
|--|--|---------------------------------|
| <b>Profesional Standards Program</b><br><b>2019-2020 Chairman:</b><br><b>Dena Henricks</b>   |  |                                 |
| <b>Public Relations</b><br><b>2019-2020 Chairman:</b><br><b>Georgette Council</b>  |  |                                 |
| <b>Special Projects</b><br><b>2019-2020 Chairman:</b><br><b>Teresa Himmelberger</b>  |  |                                 |
| <b>Student Scholarships</b><br><b>2019-2020 Chairman:</b><br><b>Malinda Larey</b>  |  |                                 |
| <b>Committee/Chairman</b>  | <b>Elected at Business Meetings Only</b> |                                 |
| <b>PSP Committee :</b><br><b>2019-2020 Chairman:</b><br><b>Dena Henricks</b><br><b>(Only one member)</b>                               |  |                                 |
| <b>Nominations &amp; Elections Committee:</b><br><b>2019-2020 Chairman:</b><br><b>Teresa Himmelberger</b><br><b>(Only two members)</b> |  |                                 |
| <b>Foundation Scholarship Committee:</b><br><b>2019-2020 Chairmen:</b><br><b>Mary Meyers</b><br><b>Cathy McHenry</b>                   |  |                                 |

| Membership Recruitment Awards                |       |   |        |
|--|-------|---|--------|
| Name   | State | # | Placed |
| State Affiliate with Largest Member Increase |       |   |        |
|  |       |   | 3rd    |
|  |       |   | 2nd    |
|  |       |   | 1st    |
| State Affiliate with Largest Membership      |       |   |        |
|  |       |   | 3rd    |
|  |       |   | 2nd    |
|  |       |   | 1st    |
| NAEOP Member Recruitment Recognition         |       |   |        |
|  |       |   | 3rd    |
|  |       |   | 2nd    |
|  |       |   | 1st    |



| <b>Website Award Entries</b>      |              |                               |               |
|-----------------------------------|--------------|-------------------------------|---------------|
| <b>Association Name</b>           | <b>State</b> | <b>Category</b>               | <b>Placed</b> |
| <b>TESA</b>                       | <b>TX</b>    | <b>Professional State</b>     |               |
| <b>Washington AEOP</b>            | <b>WA</b>    |                               |               |
| <b>California AEOP</b>            | <b>CA</b>    | <b>Non-Professional State</b> |               |
| <b>Delaware AEOP</b>              | <b>DE</b>    |                               |               |
| <b>Illinois AEOP</b>              | <b>IL</b>    |                               |               |
| <b>New York State AEOP</b>        | <b>NY</b>    |                               |               |
| <b>Pennsylvania AEOP</b>          | <b>PA</b>    |                               |               |
| <b>Boise State University</b>     | <b>ID</b>    | <b>Non-Professional</b>       |               |
| <b>Lincoln Public Schools AOP</b> | <b>NE</b>    |                               |               |
| <b>University of Nebraska OPA</b> | <b>NE</b>    |                               |               |
| <b>Richland County AEOP</b>       | <b>SC</b>    |                               |               |

### Judges for the NAEOP Website Awards

Chris James, Manager, Technical Services, Paul Saas and Associates, Wichita, KS

Scott Benney, Owner, Benney Computer Business, Montgomery City, MO

Joe Provost, Technician, Paul Saas and Associates, Wichita, KS

NAEOP REFERENCE MATERIALS

| Rachel Maynard Award Entries |                                |       |  |        |
|------------------------------|--------------------------------|-------|--|--------|
| Association Name             | Publication Name               | State | Category   | Placed |
|                              |                                |       |  |        |
| Kern AEOP                    | <i>K-News</i>                  | CA    | Newsletter Local<br>Category 1<br>(100 members<br>or less) |        |
| Boise State University AOP   | <i>The Keynoter</i>            | ID    |  |        |
| University of Nebraska OPA   | <i>UNOPA Notes</i>             | NE    |  |        |
|                              |                                |       |  |        |
| Lincoln Public Schools AOP   | <i>The Chronicle</i>           | NE    | Newsletter Local<br>Category 2<br>(101 members<br>or more) |        |
| Richland County AEOP         | <i>The Essential Piece</i>     | SC    |  |        |
| Granite AEOP                 | <i>The Link</i>                | UT    |  |        |
|                              |                                |       |  |        |
| Minnesota AEOP               | <i>MAEOP Musings</i>           | MN    | Newsletter State<br>Category 1<br>(300 members<br>or less) |        |
| Mississippi AEOP             | <i>Magnolia Miss</i>           | MS    |  |        |
| New York State AEOP          | <i>Empire News</i>             | NY    |  |        |
| Pennsylvania AEOP            | <i>PEPTalk</i>                 | PA    |  |        |
| Washington AEOP              | <i>WAEOP News</i>              | WA    |  |        |
|                              |                                |       |  |        |
| North Carolina AEOP          | <i>Professionally Speaking</i> | NC    | Newsletter State<br>Category 2<br>(301 members<br>or more) |        |
| TESA                         | <i>The TESA Connection</i>     | TX    |  |        |

Judges for the NAEOP Rachel Maynard Awards

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Murray, Kentucky

# NAEOP EDUCATIONAL FOUNDATION

NAEOP



EDUCATIONAL  
FOUNDATION



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# **NAEOP EDUCATIONAL FOUNDATION, INC.**

## **BOARD OF TRUSTEES**

### **2018-2019**

Gayle Schnorenberg, CEOE, WY  
Trustee/President

Darcy Blackstock, TX  
Trustee/Vice President

Sherry Wilson, CEOE, UT  
Trustee/Treasurer

Darlene Hovorka, CEOE, WI  
Trustee/Secretary

Charla Callahan, SD  
Trustee/Scholarship Chairman

Cathy McHenry, CEOE, PA  
Trustee/Marketing & Corporate Sponsorships Committee

Mary Meyers, CEOE, UT  
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Lisa Morehouse, CEOE, NE  
Trustee

Jill Averyhart, CEOE, SC  
NAEOP Board Representative

Carol Spencer, CEOE, MO  
President Emeritus

Susan Belliston, CEOE, ID  
NAEOP President/Ex Officio

Connie Van Hoesen, CEOE, NY  
NAREOP President/Ex Officio

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**NAEOP Educational Foundation, Inc.**  
**2019 Annual Meeting**  
**The Riverside Hotel**  
**Boise, Idaho**  
**July 19, 2019**

**AGENDA**

- |  |   |
|--|---|
| I. Call to Order   | Gayle Schnorenberg, CEOE<br>President         |
| II. Quorum Established   | Darlene Hovorka, CEOE<br>Secretary            |
| III. Introduction of Board Members   | Gayle Schnorenberg, CEOE<br>President         |
| IV. Appointment of Minutes Approval<br>Committee and Credentials Committee | Gayle Schnorenberg, CEOE<br>President         |
| V. Minutes Approval<br>2018 Annual Meeting Minutes                         | Darlene Hovorka, CEOE<br>Secretary            |
| VI. Financial Report   | Sherry Wilson, CEOE<br>Treasurer              |
| VII. Special Reports   |   |
| A. National Office Update  | Debbie Geib, CEOE<br>NAEOP Executive Director |
| B. Friends of the Foundation   | Gayle Schnorenberg, CEOE<br>President         |
| C. Scholarships  | Charla Callahan<br>Scholarship Chairman       |
| VIII. NAREOP   | Connie Van Hoesen, CEOE<br>NAREOP President   |
| IX. Unfinished Business  | Gayle Schnorenberg, CEOE<br>President         |
| X. New Business  |   |
| XI. Adjournment  |   |

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National Association of  
Educational Office Professionals





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This image shows a full page of white paper with horizontal blue or grey ruling lines. The word "NOTES" is printed at the top left corner. The lines are evenly spaced and extend across the width of the page.