

# ADVISORY COUNCIL 2019



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National Association of  
Educational Office Professionals

**85<sup>th</sup> Annual NAEOP Conference and Institute**  
**The Riverside Hotel**  
**Boise, Idaho**  
**Thursday, July 18, 2019**



**NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS  
ADVISORY COUNCIL MEETING  
Boise, Idaho  
Thursday, July 18, 2019  
8:00 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 following standing committees: Affiliations & Advisory Council, Awards, Bylaws, Long Range Planning, Membership, Nominations and Elections, Professional Development Program, Public Relations, Student Scholarships, and Special Projects.”

(NAEOP Bylaws)

**ADVISORY COUNCIL MEETING RULES**

1. Each delegate shall present a delegate card, signed by the president of the association represented, and be a NAEOP member in good standing to participate in the Advisory Council Meeting.
2. Delegates must wear official identification in order to be admitted to the section reserved for delegates.
3. Only delegates seated in the reserved section may present business, participate in discussion, and vote.
4. All communications to the Advisory Council Chairman shall be made by the head page, and only official messages between the Chairman and delegates will be permitted.
5. After addressing the Chairman and being recognized, each speaker must give name and affiliate represented.
6. Discussion time for agenda items shall not exceed 45 minutes.
7. No delegate may speak more than twice on one question without the consent of the assembly.
8. No delegate may speak more than two minutes or a second time if other delegates are waiting to speak a first time.
9. 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 delegate has the floor, except when waiting in line to speak.
10. All motions must be in writing on the proper motion form. Motions must be signed by the maker and the seconder, and the affiliated associations they represent must be indicated.
11. Delegates to Advisory Council are eligible for election to only one committee during Advisory Council. Though delegates may be nominated for one or more committees, once the delegate’s election to a committee has been announced, any subsequent nominations are nullified.
12. During the election of delegates to serve on a committee, the two candidates receiving the highest number of votes shall stand elected.
13. An electronic voting device shall be distributed to delegates.
14. Voting will be done by electronic voting devices. A written election report shall be returned to the head table as soon as tabulation is completed.
15. Cell phones shall be turned off during all sessions. Use of a cell phone shall take place outside the meeting room.
16. These rules may be suspended or amended by a two-thirds (2/3) vote of the assembly.

**NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS  
ADVISORY COUNCIL MEETING  
Boise, Idaho  
Thursday, July 18, 2019  
8:00 a.m.**

**A G E N D A**

- I. Call to Order
- II. Introduction of Ex-officio Council Members and Platform 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 2018 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
- B. Appointment of Committee Members for the 2019 Advisory Council
  - 1. Minutes Approval
  - 2. Credentials
  - 3. Pages and Tellers
  - 4. Timekeeper
  - 5. Recorders
  - 6. Monitor
- IX. Introduction of Affiliations and Advisory Council Committee Members
- X. Report on Status of Agenda Items from 2018 Advisory Council Meeting
- XI. Consideration of 2019 Items Submitted by Affiliated Associations & NAEOP Board Members
- XII. Election of Delegates to Committees (TWO TO BE ELECTED TO EACH COMMITTEE)
  - A. Affiliations & Advisory Council
    - 1.
    - 2.
  - B. Awards
    - 1.
    - 2.

C. Bylaws

- 1.
- 2.

D. Long Range Planning

- 1.
- 2.

E. Membership

- 1.
- 2.

F. Nominations and Elections

- 1.
- 2.

G. Professional Development Program

- 1.
- 2.

H. Public Relations

- 1.
- 2.

I. Student Scholarships

- 1.
- 2.

J. Special Projects

- 1.
- 2.

XIII. Unfinished Business

XIV. New Business

XV. Comments

XVI. Adjournment

**National Association of Educational Office Professionals**  
**Committee Descriptions – 2019-2020**

Committee	Chairman Contact Information	Committee Responsibility
Affiliations & Advisory Council	Sue Hand, CEOE (TX) <a href="mailto:lhand@lcisd.org">lhand@lcisd.org</a>	<ul style="list-style-type: none"> <li>• Ensure representation of the affiliated associations at the Annual Business meeting.</li> <li>• Provide affiliates an opportunity to broaden their horizons and strengthen both associations.</li> </ul>
Awards	Amey Tamagni, CEOE (AK) <a href="mailto:tamagni_amey@asdk12.org">tamagni_amey@asdk12.org</a>	<ul style="list-style-type: none"> <li>• Secure qualified judges for the <i>Olive T. Ritchie Educational Office Professional of the Year</i>, <i>Educational Administrator of the Year</i>, and <i>Affiliate of the Year</i> awards.</li> <li>• Recognize outstanding local and state affiliates with the presentation of the Louise Henderson Nelson Award.</li> </ul>
Bylaws	Charlotte Zeller, CEOE (KS) <a href="mailto:czeller@ksde.org">czeller@ksde.org</a>	<ul style="list-style-type: none"> <li>• Assure the Bylaws of the Association remain current and reflect the will of the membership.</li> <li>• Review the Bylaws and recommend changes.</li> </ul>
Long Range Planning	Bonnie Miller, CEOE (PA) <a href="mailto:bmiller@paceschools.org">bmiller@paceschools.org</a>	<ul style="list-style-type: none"> <li>• Study the programs and functions of the Association and make recommendations for changes to the Board of Directors.</li> </ul>
Membership	Paula Rosenberger, CEOE (SC) <a href="mailto:prosenbe@richland2.org">prosenbe@richland2.org</a>	<ul style="list-style-type: none"> <li>• Inform educational office professionals of the value of NAEOP membership.</li> <li>• Promote new memberships and renewals.</li> <li>• Review membership brochure and recommend changes.</li> </ul>
Nominations & Elections	Teresa Himmelberger, CEOE (UT) <a href="mailto:tdhimmelberger@graniteschools.org">tdhimmelberger@graniteschools.org</a>	<ul style="list-style-type: none"> <li>• Seek a slate of at least two qualified nominees for each position vacant for officers and area directors.</li> </ul>
Professional Development	Mary Guest, CEOE (NE) <a href="mailto:mary.guest@unl.edu">mary.guest@unl.edu</a>	<ul style="list-style-type: none"> <li>• Develop programs, which provide training sessions and disburse information to members, affiliates, and prospective affiliates and associations.</li> <li>• Provide assistance for in-service training to affiliated associations and non-affiliate organizations through field service.</li> </ul>
Professional Standards Program	Dena Henricks, CEOE (IL) <a href="mailto:dhenricks@highlandcusd5.org">dhenricks@highlandcusd5.org</a>	<ul style="list-style-type: none"> <li>• Implement the Professional Standards Program as adopted by the members of NAEOP.</li> <li>• Review annually pertinent material and information.</li> </ul>
Public Relations	Georgette Council, CEOE (SC) <a href="mailto:gcouncil@richland2.org">gcouncil@richland2.org</a>	<ul style="list-style-type: none"> <li>• Promote the Association through publicity among members, administrators, co-workers (who are non-members) and the community with L.E.A.R.N.</li> <li>• Evaluate the extent to which publications fulfill the purpose, need, and review the substance for timeliness and content as determined by the Board of Directors.</li> <li>• Source of information for editors and those responsible for compiling publications.</li> </ul>
Student Scholarships	Malinda Larey, CEOE (AR) <a href="mailto:mlarey@fortsmithschools.org">mlarey@fortsmithschools.org</a>	<ul style="list-style-type: none"> <li>• Secure qualified judges to review applications for NAEOP sponsored scholarships.</li> </ul>
Special Projects	Teresa Himmelberger, CEOE (UT) <a href="mailto:tdhimmelberger@graniteschools.org">tdhimmelberger@graniteschools.org</a>	<ul style="list-style-type: none"> <li>• Suggest, develop, and carry out special projects activities which will aid NAEOP in professional growth and/or financially.</li> <li>• Fund raising activities during Annual Conferences.</li> </ul>

## 2019 ADVISORY COUNCIL PRE-NOMINATIONS

Committee	Name	State
<i>Affiliations &amp; Advisory Council</i>	Tina Gilliard-Rice, CEOE	SC
	Eronda Jackson, CEOE	SC
	Cheryl Reynolds, CEOE	SC
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<i>Awards</i>		
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<i>Bylaws</i>		
	Brenda Brickle, CEOE	NY
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<i>Long Range Planning</i>		
	Katherine Reichley, CEOE	OH
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<i>Membership</i>		
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Committee	Name	State
<i>Nominations &amp; Elections</i>	Marie Freeman	MO
	Tina Gilliard-Rice, CEOE	SC
	Tammy Q. Johnson, CEOE	VA
	Katherine Reichley, CEOE	OH
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<i>Professional Development</i>		
	JoAnn Greenwell, CEOE	MO
	Eronda Jackson, CEOE	SC
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<i>Public Relations</i>		
	Laurie Cannon, CEOE	SC
	Cheryl Reynolds, CEOE	SC
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<i>Student Scholarships</i>		
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**National Association of Educational Office Professionals  
Advisory Council Meeting  
Bloomington, MN  
Thursday, July 19, 2018**

**I. CALL TO ORDER**

Donita Smith, Advisory Council Chairman, called the 2018 Advisory Council Meeting of the National Association of Educational Office Professionals (NAEOP) to order at 8:02 a.m.

Teresa Himmelberger, Southwest Area Director and the 2018-2019 Affiliations and Advisory Council Chairman, gave the inspiration and flag salute.

**II. WELCOME AND INTRODUCTIONS**

Chairman Donita Smith welcomed the delegates to the 2018 Advisory Council Meeting. Chairman Smith introduced those seated at the head table.

Debbie Geib	NAEOP Executive Director
Joette Cappello	Timekeeper
Lisa Morehouse	2017-2018 President
Susan Belliston	2017-2018 President Elect
Kathy Buck	2017-2018 Education Consultant and Presidential Advisor
Teresa Himmelberger	2018-2019 Advisory Council Chairman
Cathy Eberle	2017-2018 Advisory Council Chairman Advisor
Allie Faye Matthews	2017-2018 Advisory Council Chairman Advisor
Jackie Flood	2017-2018 Advisory Council Secretary
Mary Guest	Parliamentarian
Donita Smith	2017-2018 Advisory Council Chairman

Chairman Smith noted that the 2017-2018 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. Colleen Clarke, Chairman of the Credentials Committee, stated there were 62 delegates present.

There were 103 affiliated associations for the 2017-2018 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 Smith called for a motion to adopt the Advisory Council Meeting Rules as printed.

**Motion #1:** Motion made by Becky Moses, Ozarks Area AEOP, seconded by Iris Maxwell, St. Louis AEOP. I move to accept the Advisory Council Meeting Rules as presented. Motion passed.



## V. ADOPTION OF ADVISORY COUNCIL AGENDA

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

**Motion #2:** Motion made by Machel L. Salado, CEOE, Washington Past Presidents, seconded by Sariann Meredith, CEOE, Washington AEOP. I move to approve the Advisory Council Agenda as printed. Motion passed.

## VI. INTRODUCTION OF THE PARLIAMENTARIAN

Chairman Smith introduced NAEOP Parliamentarian, Mary Guest, 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 our parliamentarian.

## VII. APPROVAL OF THE 2017 ADVISORY COUNCIL MINUTES

The minutes of the 2017 Advisory Council Meeting held in Greenville, SC, were emailed to delegates in their pre-conference packets. A copy of these minutes can be found beginning on page 6 of the Advisory Council booklet. Chairman Smith called for a motion to approve the minutes of the 2017 Advisory Council Minutes.

**Motion #3:** Motion made by Nona Montoya, CEOE, Richmond County AEOP, and seconded by Rob Pangaro, Pals of Boise State UAEOP. I move to accept the 2017 Advisory Council minutes as presented. Motion passed.

## VIII. APPROVAL OF CONSENT AGENDA

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

**Motion #4:** Motion made by J. Marie Freeman, Missouri AEOP, seconded by Pam Steele, Cass County AEOP. I move to approve the consent agenda as amended. Motion passed.

### Consent Agenda

- A. Appointment of Secretary
- B. Appointment of Committees for the 2018 Advisory Council
  1. Minutes Approval
  2. Credentials
  3. Pages and Tellers
  4. Timekeeper
  5. Recorders
  6. Monitor

## IX. INTRODUCTION OF AFFILIATIONS AND ADVISORY COUNCIL COMMITTEE MEMBERS

Chairman Smith introduced and thanked the Advisory Council Committee members elected at the 2017 Advisory Council Meeting and Area Business Meetings, and appointed members in Greenville, SC, for their willingness to serve.

Chairman Smith 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 2017 ADVISORY COUNCIL MEETING

Chairman Smith reported on the 2017 agenda items listed in the 2017 Advisory Council Minutes beginning on page 8 of the Advisory Council booklet. There were 6 agenda items; 6 of which required action.

**Agenda Item #1:** Regarding the Louise Henderson Nelson Award application found on page 8, along with the motion that was passed in Advisory Council and at General Session.

**NAEOP Board Action, January, 2018:** The board terminated the award, as it was. The Awards Committee Chairman and her committee developed a new award to take its place. This award was approved at the 2018 Winter Board Meeting and the revised forms will be presented at the 2018 summer board meeting for approval. The award will be announced and awarded for the first time in July 2019.

**Agenda Item #2:** Regarding the recommendation that the duty of Special Projects (now Marketplace) tables' Coordinator may be given to a NAEOP member who is not part of the NAEOP Executive Board is found on page 8 along with the motion that was passed in Advisory Council and at General Session.

**NAEOP Board Action, January 2018:** Debbie McFadden is working with the 2018 Special Projects Committee as well as the 2018 conference planners. Lori Schumann is the conference liaison for special projects and will reach out to Debbie McFadden (Debbie was not at the January board meeting).

**Agenda Item #3:** Regarding the recommendation that the Marion T. Wood Student Scholarship requirements be changed, and the stipulation are modified so others besides an "office-related career or vocation" may apply for the scholarship, is found on page 9 along with the motion that was passed in Advisory Council and at General Session.

**NAEOP Board Action, January 2018:** The new application is already online. It was updated January 2018.

**Agenda Item #4:** Regarding when an Advisory Council agenda item has a motion brought forward from the committee discussion at the Advisory Council, and the motion passes, or was amended and passed, at both the Advisory Council and General Session, the agenda item goes into effect beginning with the upcoming fiscal year beginning in August.

**NAEOP Board Action, January 2018:** An ad hoc committee was formed to review this item. This committee will do a comprehensive breakdown and review of the Advisory Council processes; review the bylaws, guidelines, handbook...basically any and all information currently followed.

**Agenda Item #5a:** Regarding making membership in your state association (if there is a state association) a requirement for PSP certification.

**NAEOP Board Action, January 2018:** The NAEOP board will not act on this until it has been reviewed by the PSP Governing Board.

**Agenda Item #5b:** Regarding "Association Responsibilities" for PSP recertification.

**NAEOP Board Action, January 2018:** The NAEOP board will not act on this until it has been reviewed by the PSP Governing Board.

**Agenda Item #6:** Regarding the NAEOP budget and how it should be presented to, and approved by, the NAEOP members.

**NAEOP Board Action, January 2018:** Financials are posted in "Members Only" area of the NAEOP website. The budget is a guideline. Any questions regarding the budget should be directed to the Treasurer for explanation.

**Advisory Council New Business Items ~ As part of new business a motion was brought to the Advisory Council:**

Regarding the PSP Governing Board organizational documents being made available to all members on the website.

**NAEOP Board Action, January 2018:** This item was discussed electronically by the PSP Governing Board in the fall of 2017. It was noted the only documents that exist are the NAEOP handbook and the NAEOP bylaws that outline the responsibilities and duties of the PSP Governing Board.

Regarding the PSP Governing Board having staggered term limits where each member should only serve three consecutive years and should only be reappointed for a total of two terms, or six years.

**NAEOP Board Action, January 2018:** The NAEOP board will not act on this motion until it has been reviewed by the PSP Governing Board. An ad hoc committee was formed at the 2018 winter board meeting to look at the processes, procedures, and make-up of the PSP Governing Board. Members of this ad hoc committee will include the PSP Governing Board, the PSP Committee, Debbie Hendricks, Charlotte Zeller, and Debra Nordquist.

#### **XI. CONSIDERATION OF 2018 ITEMS SUBMITTED BY AFFILIATED ASSOCIATIONS**

Six (6) agenda items have been received from affiliates. The Council delegates were divided into six 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, Mid-Atlantic Area Director
- Group 2 – Item 2, - REMOVED -
- Group 3 – Item 3, Paula Rosenberger, Mid-Atlantic Area Director
- Group 4 – Item 4, Debbie Geib, NAEOP Executive Director
- Group 5 – Item 5, Jill Averyhart, NAEOP Vice President
- Group 6 – Item 6, Jill Averyhart, NAEOP Vice President

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

**Agenda Item # 1** – To provide childcare during the NAEOP Conference

**Advisory Council Action taken July 19, 2018** – A recommendation was made by Louise Snipes, CEOE, Past EOPOTY, and seconded by Teresa Craft, Delaware AEOP, that the Conference Planning Committee includes information on family friendly activities available in the area the conference is in. Child care options were discussed but the group did not come to a consensus. Recommendation noted.

**Agenda Item #2** – Past Presidents should be allowed to be fully active members of NAEOP by being elected to committees, serving on committees, and being nominated for awards if they so choose.

**Advisory Council Action taken, July 19, 2018** – A motion was made by Wendy Heslink, CEOE, NAEOP Past President's Council, and seconded by Lola Young, CEOE, University of NE OPA, to withdraw Item #2 from Advisory Council agenda items. Motion passed.

**Agenda Item #3** – In order to professionally represent the prestigious Olive T. Ritchie Educational Office Professional of the Year award, a work appropriate jacket/blazer/sweater or other article of clothing may be given to the recipient.

**Advisory Council Action taken, July 19, 2018** – The Past Educational Office Professionals Association provided the sash, name badge, and pendant as is written in our by-laws. At the PEO meeting July 18, 2018, it was decided to discontinue the sash but will continue to provide the name badge and pendant or lapel pin if the recipient is a male. Presented by Lola Young, CEOE, University of NE OPA. No action required.

**Agenda Item #4** – NAEOP should develop a tagline to go along with our mission statement and eliminate themes that change each year. The President could have an installation theme of her choosing. A tagline is a short text which serves to clarify a thought for, or is designed with a form of, dramatic effect. Many tagline slogans are reiterated phrases associated with an individual, social group, or product.

**Advisory Council Action taken, July 19, 2018**– It was learned that NAEOP considers LEARN as the tagline. The tagline will be on NAEOP’s website and in our publications. This will be promoted through social media.

**Agenda Item #5** - NAEOP Strategic Plan – need to make a plan to monitor/evaluate NAEOP’s strategic plan annually. The Long Range Planning committee is in charge of it, but we need to be sure it stays in the forefront of member minds. It needs to be updated annually.

**Advisory Council Action taken, July 19, 2018** – Guidelines and timelines are already established. No action taken.

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

**Advisory Council Action taken, July 19, 2018** – A motion was made by Mary Meyers, Utah AEOP, and seconded by Patti Walling, TESA Texas, to ask the Area Directors to look at realigning all the NAEOP areas with a report due to the board by January, 2019. The group felt that all areas need to be looked at, not just the South Central. Motion passed.

## **XII. ELECTION OF DELEGATES TO COMMITTEES**

Chairman Smith read the *Rules for Nomination* for the following NAEOP standing committees. Before each nomination, Chairman Smith read a summary of the duties for that committee and named the person who will serve as the 2018 – 2019 Chairman.

**Affiliations and Advisory Council Committee:** Teresa Himmelberger, CEOE, Southwest Area Director, will serve as the Chairman for 2018-2019. There were no pre-nominations. Nominations from the floor included: Marie Freeman, MO and Mary Meyers, UT. Marie Freeman, MO, and Mary Meyers, UT, were elected by acclamation.

**Awards Committee:** Paula Rosenberger, CEOE, Mid-Atlantic Area Director, will serve as the Chairman for 2018-2019. There were no pre-nominations. Nominations from the floor included: Lorri Kilby, CA, and Rose Hill, WY. Lorri Kilby, CA and Rose Hill, WY, were elected by acclamation.

**Bylaws Committee:** Katherine Reichley, CEOE, NAEOP Secretary Treasurer, will serve as the Chairman for 2018-2019. There were no pre-nominations. Nominations from the floor included: Pam Steele, MO and Rob Pangaro, ID. Pam Steele, MO and Rob Pangaro, ID were elected by acclamation.

**Long Range Planning Committee:** Vickie Eaves, CEOE, Southeast Area Director, will serve as the Chairman for 2018-2019. There were no pre-nominations. Nominations from the floor included: Christie Knight, SC and Albertha Johnson-Mikell, SC. Christie Knight, SC, and Albertha Johnson-Mikell, SC, were elected by acclamation.

**Membership Committee:** Mary Guest, CEOE, NAEOP Vice President, will serve as the Chairman for 2018-2019. There were no pre-nominations. Nominations from the floor included: Deborah McNally, NY, and Tamla Miller, KS. Deborah McNally, NY, and Tamla Miller, KS were elected by acclamation.

**Nominations and Elections Committee:** Donita Smith, CEOE, Northeast Area Director, will serve as the Chairman for 2018-2019. There were no pre-nominations. Nominations from the floor included: Shelia Stanley, NC and Janet Timberlake, VA. Shelia Stanley, NC and Janet Timberlake, VA were elected by acclamation.

**Professional Development Committee:** Jill Averyhart, CEOE, President Elect, will serve as the Chairman for 2018-2019. There were no pre-nominations. Nominations from the floor included: Ramona Martin, ID and Marybeth Gawrys, SC. Ramona Martin, ID and Marybeth Gawrys, SC, were elected by acclamation.

**Professional Standards Program Committee:** Dena Henricks, CEOE, North Central Area Director, will serve as the Chairman for 2018-2019. There were no pre-nominations. There were no nominations from the floor.

**Public Relations and Publications Committee:** Sue Hand, CEOE, South Central Area Director will serve as the Chairman for 2018-2019. There were no pre-nominations. Nominations from the floor included: Teresa Craft, DE and Patti Walling, TX. Teresa Craft, DE and Patti Walling, TX, were elected by acclamation.

**Special Projects Committee:** Donita Smith, Southeast Area Director, will serve as the Chairman for 2018-2019. There were no pre-nominations. Nominations from the floor included: Michelle Johnson, VA and Becky Steen, SD. Michelle Johnson, VA and Becky Steen, SD, were elected by acclamation.

**Student Scholarship Committee:** Eldene Wall, CEOE, Northwest Area Director, will serve as the Chairman for 2018-2019. There were no pre-nominations. Nominations from the floor included: Winopa Mbakop, MD, and Sariann Meredith, WA. Winopa Mbakop, MD, and Sariann Meredith, WA, were elected by acclamation.

### XIII. UNFINISHED BUSINESS

None

### XIV. NEW BUSINESS

There was discussion from various members of the assembly regarding doing away with Advisory Council and/or changing the format by shortening the meeting. It was also brought up that maybe the format could be changed to more of a “town hall” type of meeting. The original purpose of Advisory Council was to be a communication tool. More items are overturned or also discussed in General Session which has been a waste of time. It was suggested that the process for items brought forth to the Advisory Council should be updated as there are communication concerns regarding getting the information out. Further discussion suggested that Advisory Council could require pre-nominations for all committees and to make them 2-year terms instead of 1 year term, to shorten the meetings. Due to electronic voting at Advisory Council, it was suggested not to have so many Pages and Tellers for the meetings. Another suggestion that was made was that the NAEOP Board move one of their meetings to after Advisory Council and before a General Session. The general consensus was that Advisory Council is important for smaller groups and sometimes the only place to get your voice in and everyone needs their voice heard. Advisory Council is a great tool; teaches how to join committees and learning group work.

### XV. COMMENTS

Teresa Himmelberger will serve as the Advisory Council Chairman for the coming year. Please direct your inquiries about Affiliations or Advisory Council to her during the 2018-2019 year.

Teresa Himmelberger addressed the assembly.

President Lisa Morehouse addressed the assembly.

Chairman Smith reminded the delegates that the affiliation year is from August 1 through the following 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 Smith thanked everyone who assisted with the Advisory Council meeting and hoped everyone would go back to their association and share the information that they learned here, in the General Sessions, Institute, Briefings, Council, and Area Meetings.

**XVI. ADJOURNMENT**

The Advisory Council for 2018 was adjourned at 11:05 a.m.

*Donita C. Smith, CEOE*

Donita Smith, OH  
Advisory Council Chairman

*Jackie Flood*

Jackie Flood, NY  
Advisory Council Secretary

*Sandra McCauley, CEOE*

Sandra McCauley, NY  
Credentials Co-Chairman

*Colleen Clarke, CEOE*

Colleen Clarke, NY  
Credentials Co-Chairman

# **Guidelines for Advisory Council Discussion Group Facilitators and Participants**

The purpose of the discussion group is to reach consensus on their assigned agenda item. The discussion group may make a motion for action, may recommend no further action on the item, or make a recommendation to be forwarded to the members and the NAEOP board.

To reach consensus, there does not need to be a unanimous vote on the action to be taken. However, each member should recognize the action is representative of the statements expressed during discussion, is willing to accept the action, and believes it is a workable solution that is in the best interest of NAEOP and its members.

## **Ground Rules for Discussion Groups:**

- One person speaks at a time; no side-bar discussions
- All group members must have the opportunity to speak
- Discussion should be honest and respectful
- Keep discussion focused; respect the groups' time
- A variety of points of view are put forward and discussed
- Consider all comments seriously and try to evaluate them fairly
- Don't be defensive if someone disagrees with you
- Find common ground to come to a consensus on assigned agenda item

## **Discussion Group Facilitation Guidelines**

- Appoint note-taker/motion writer
- Keep the group on track to achieve objectives in given time frame
- Keep track of time
- Recognize when group members are unclear about process or agenda item; encourage them to ask questions
- Invite quiet participants to contribute; ensure all members have the opportunity to share their ideas and thoughts
- Solicit ideas and suggestions from all members of the group
- Maintain open, balanced, and clear communication
- Ask for guidance, when needed, from your assigned resource person and/or Connie Bergeson, NAEOP Parliamentarian

## **Effective Group Discussion Participant**

- Incorporate prior knowledge into group discussion
- Ask questions of group members in an open-minded way
- Build on comments of other group members to enhance discussion
- Volunteer ideas in a constructive manner
- Help group to summarize their thoughts
- Identify potential missing items from discussion

# ADVISORY COUNCIL MEETING

Boise, Idaho

Thursday, July 18, 2019

8:00 a.m.

## 2019 ADVISORY COUNCIL AGENDA ITEMS

- 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

**Rationale:** to recognize newer, younger members who join and fully support the mission of the association. This would be an incentive to newer members to get involved, learn about the association and be useful ambassadors for the organization and its initiatives. This would also give added value for their membership and possibly encourage them to become more involved and to involve others as well.

**Action taken:**

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- 2. Open nominations for the Jackie Evans Distinguished Service Award up to the entire membership.** Submitted by Richland County AEOP

**Rationale:** To allow ALL members to nominate worthy association members for this prestigious award. There are many long-serving members in our association who may have contributed to our success and supported our mission beyond just board members or past presidents. Additionally, some board members have not been members of the association long enough to know someone to nominate. We believe this would serve as another added value for membership in providing another way to recognize members who have provided “extraordinary” services to NAEOP and to possibly identify some “Unsung Heroes” in the association.

**Action taken:**

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- 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

**Rationale:** the current affiliate renewal deadline of December 31 falls during Winter Break for most districts and colleges throughout the US. This break is a long and very busy period of time for everyone. Many associations have had only one meeting prior to December 31 and the question of whether to affiliate with NAEOP is often not part of the business during that first meeting of the year. We suggest delaying the



deadline to January 31 to allow association members to return to work following Winter Break, finalize their affiliation paperwork then submit it to NAEOP in plenty of time before the deadline. Adjusting the deadline will potentially encourage more associations to affiliate, thus bringing in additional interest and revenue throughout each of the NAEOP programs (affiliates, awards, scholarships, membership, PSP, etc.)

We suggest combining the Advisory Council Agenda Item submission deadline with the existing Awards and Scholarship deadline. This eliminates a deadline from the NAEOP calendar, allows for a more reasonable time frame to submit agenda items, and still allows plenty of time for the NAEOP Executive board to review and respond to the submitted items.

We suggest maintaining the existing deadline of May 15 for the Affiliate packet. This coincides with Conference Early Bird deadline. Having each of these items, which are key for finalizing Conference documents, due at this time allows the affiliates to maximum time to complete and submit accurate information and allows the National Office to prepare for Conference.

**Action taken:**

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**4. Eliminate the position of NAEOP Parliamentarian.** Submitted by the Kansas State Department of Education AEOP

**Rationale:** As a professional association, we're aware that there is a need to have someone who is very knowledgeable about parliamentary procedures to assist the NAEOP board and members in proper parliamentary procedures. In checking with the International Association of Administrative Professionals (IAAP), they do not have a Parliamentarian as a position. They have board members who are knowledgeable about parliamentary procedures; however, if there are any issues that arise that a member is unfamiliar with, they refer to "Robert's Rules of Order." Consider having the NAEOP Past President serve in this role.

**Action taken:**

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**5. To change the current logo to include the 5<sup>th</sup> wave or completely change the logo.** Submitted by the South Carolina Association of Educational Office Professionals

**Rationale:** Revised/create a logo that supports visually the Mission Statement of the association. Perhaps adding the acronym somehow to the logo and/or waves.

**Action taken:**

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# 2019 ADVISORY COUNCIL DELEGATES (41)

(100 Active Affiliates)

- Nat'l NAEOP Past Educational Office Professionals**  
*Delegate: Kim Brannon, CEOE*
- Nat'l NAEOP Past Presidents Council**  
*Delegate:*
- Area Mid-Atlantic Area Association of Educational Office Professionals**  
*Delegate: Cheryl Reynolds, CEOE*
- Area South Central Area Educational Office Professionals**  
*Delegate: Sue Hand, CEOE*
- Area Southeast Area Association of Educational Office Professionals**  
*Delegate: Vickie Eaves, CEOE*
- Area Southwest Area Association**  
*Delegate:*
- AK TOTEM Association of Educational Support Personnel**  
*Delegate:*
- AR Arkansas Association of Educational Office Professionals**  
*Delegate:*
- AR Arkadelphia Association of Educational Office Professionals**  
*Delegate: Billie Garlin*
- AR Arkansas Past Presidents Association of Educational Office Professionals**  
*Delegate: Malinda Larey, CEOE*
- AR Fort Smith Association of Educational Office Professionals**  
*Delegate:*
- AR Fort Smith Frontier Association of Educational Office Professionals**  
*Delegate: Ann Borengasser, CEOE*
- AR Ozarks Unlimited Resources AEOP**  
*Delegate:*
- CA California Association of Educational Office Professionals**  
*Delegate: Mary Alice Means*
- CA Association of Educational Office Employees - LAUSD**  
*Delegate:*
- CA Kern Association of Educational Office Professionals**  
*Delegate:*
- CA Past Presidents of California Association of Educational Office Professionals**  
*Delegate: Lorri Kilby, CEOE*
- CO Cherry Creek Association of Educational Office Professionals**  
*Delegate:*
- CO Littleton Association of Educational Office Professionals**  
*Delegate:*

- DE Delaware Association of Educational Office Professionals**  
*Delegate: Teresa Craft*
- FL Florida Association of Educational Office Professionals - Past Presidents**  
*Delegate: Helen Wells, CEOE*
- FL Sarasota County Association of Educational Office Professionals**  
*Delegate:*
- ID Idaho Association of Educational Office Professionals**  
*Delegate: Debra Nordquist*
- ID Boise State University Association of Office Professionals**  
*Delegate:*
- ID Idaho Past President's Association**  
*Delegate:*
- IL Illinois Association of Educational Office Professionals**  
*Delegate: Martha Carson*
- IL Vermilion County Association of Educational Office Professionals**  
*Delegate:*
- IN Indiana Association of Educational Office Professionals**  
*Delegate:*
- KS Kansas Association of Educational Office Professionals**  
*Delegate: Charlotte Zeller, CEOE*
- KS Kansas State Department of Education AEOP**  
*Delegate:*
- KS Wichita Association of Educational Office Professionals**  
*Delegate:*
- KY Kentucky Association of Educational Office Professionals**  
*Delegate:*
- KY Fayette County Association of Educational Office Professionals**  
*Delegate:*
- MD Maryland Association of Educational Office Professionals**  
*Delegate:*
- ME Maine Association of Educational Office Professionals**  
*Delegate:*
- MN Minnesota Association of Educational Office Professionals**  
*Delegate:*
- MN Minnesota AEOP Past Presidents Association**  
*Delegate:*
- MO Missouri Association of Educational Office Professionals**  
*Delegate: Marie Freeman*
- MO Dogwood Hills Association of Educational Office Professionals**  
*Delegate:*
- MO Gateway Association of Educational Office Professionals**  
*Delegate: JoAnn Greenwell, CEOE*

- MO Independence Association of Educational Office Professionals**  
*Delegate: Annette Miller, CEOE*
- MO Ozarks Area Association of Educational Office Professionals**  
*Delegate: Iris Maxwell, CEOE*
- MO St. Louis County Association of Educational Office Professionals**  
*Delegate:*
- MS Mississippi Association of Educational Office Professionals**  
*Delegate:*
- MS Hattiesburg Association of Educational Office Personnel**  
*Delegate:*
- MS Hinds County Association of Educational Office Professionals**  
*Delegate:*
- MS Mississippi Association of Educational Office Professionals - Higher Education Division**  
*Delegate:*
- MS University of Southern Mississippi Association of Office Professionals**  
*Delegate: Jewel Adams, CEOE*
- MS Mississippi Association of Educational Office Professionals Past Presidents**  
*Delegate:*
- NC North Carolina Association of Educational Office Professionals, Inc.**  
*Delegate: Sharron James-Bizzell*
- NC North Carolina AEOP-Past President's Club**  
*Delegate:*
- NC North Carolina Association of Educational Office Professionals Retirees**  
*Delegate:*
- NC North Carolina Association of Educational Office Professionals-District 11**  
*Delegate:*
- NC North Carolina Association of Educational Office Professionals-District 2**  
*Delegate:*
- NE Nebraska Educational Office Professionals Association**  
*Delegate:*
- NE "The Frolikers" UNOPA Past Presidents Association**  
*Delegate: Kathleen Bennetch, CEOE*
- NE Lincoln Public Schools Association of Office Professionals**  
*Delegate: Tami Friend, CEOE*
- NE Nebraska Department of Education BRIDGE**  
*Delegate:*
- NE Nebraska Educational Office Professionals Association-Past Presidents**  
*Delegate: Lola Young, CEOE*
- NE University of Nebraska Office Professionals Association**  
*Delegate: Jane Schneider, CEOE*
- NH New Hampshire Association of Educational Office Professionals**  
*Delegate:*

- NJ New Jersey Association of Educational Office Professionals**  
*Delegate:*
- NY New York State Association of Educational Office Professionals**  
*Delegate: Brenda Brickle, CEOE*
- NY Hilton Central School Office Employees Association**  
*Delegate:*
- OH Educational Office Professionals of Ohio**  
*Delegate: Mary Beth Smith*
- OH Past Ohio Presidents**  
*Delegate: Katherine Reichley, CEOE*
- PA Pennsylvania Association of Educational Office Professionals**  
*Delegate: Bonnie Miller, CEOE*
- PA Lancaster-Lebanon County Association of Educational Personnel**  
*Delegate:*
- SC South Carolina Association of Educational Office Professionals**  
*Delegate: Eronda Jackson, CEOE*
- SC Berkeley County Association of Educational Office Professionals**  
*Delegate:*
- SC Lexington District One Educational Office Professionals**  
*Delegate:*
- SC Richland County Association of Educational Office Professionals**  
*Delegate: Laurie Cannon, CEOE*
- SC South Carolina AEOP-Past Presidents**  
*Delegate: Tina Gilliard-Rice, CEOE*
- SD South Dakota Association of Educational Office Professionals**  
*Delegate: Charla Callahan*
- TX Texas Educational Support Staff Association**  
*Delegate: Darcy Blackstock*
- TX Lamar Consolidated Educational Support-Staff Association**  
*Delegate:*
- TX Mesquite Educational Paraprofessional Association**  
*Delegate:*
- TX Richardson Educational Support Staff Association**  
*Delegate:*
- TX Rio Grande Valley Educational Support Staff Association**  
*Delegate:*
- TX TESA Past Presidents Association**  
*Delegate:*
- UT Utah Association of Educational Office Professionals**  
*Delegate: Mary Meyers, CEOE*
- UT Granite Association of Educational Office Professionals**  
*Delegate: Julianne Hamblin, CEOE*

- VA Virginia Association of Educational Office Professionals**  
*Delegate: Tammy Johnson, CEOE*
- VA Association of Educational Office Professionals of Norfolk**  
*Delegate:*
- VA Chesterfield Association of Educational Office Professionals**  
*Delegate:*
- VA Norfolk State Association of Educational Office Professionals**  
*Delegate:*
- VA Richmond Association of Educational Office Professionals**  
*Delegate:*
- VA Tri-City Association of Educational Office Professionals**  
*Delegate:*
- VT Vermont Association of Educational Office Professionals**  
*Delegate: Nancy Manning*
- WA Washington Association of Educational Office Professionals**  
*Delegate: Machel Salado, CEOE*
- WA Bellevue Association of Educational Office Professionals**  
*Delegate:*
- WA Northshore Education Association**  
*Delegate:*
- WA Northshore Educational Office Personnel Association**  
*Delegate:*
- WA Puyallup Association of Education Office Professionals**  
*Delegate:*
- WA Seattle Association of Educational Office Professionals**  
*Delegate:*
- WA Shoreline Educational Support Professionals Association**  
*Delegate:*
- WA Washington Association of Educational Office Professionals-Past Presidents**  
*Delegate: Rhonda Quinton, CEOE*
- WA Wenatchee Valley Educational Office Professionals**  
*Delegate:*
- WY Wyoming Association of Educational Support Staff**  
*Delegate: Annette Ambrosino, CEOE*
- WY Natrona County Classified Professionals Association**  
*Delegate: Rose Hill, CEOE*

## 2018-2019 AFFILIATES (100)

### **NAEOP Past Educational Office Professionals**

Helen R. Wells, CEOE FL

### **NAEOP Past Presidents Council**

Lisa J. Morehouse, CEOE NE

### **Mid-Atlantic Area Association of Educational Office Professionals**

Paula Rosenberger, CEOE SC

### **South Central Area Educational Office Professionals**

Sue Hand, CEOE TX

### **Southeast Area Association of Educational Office Professionals**

Vickie Eaves, CEOE AR

### **Southwest Area Professional Development Days**

Teresa Himmelberger, CEOE UT

### **TOTEM Association of Educational Support Personnel**

Sharon Baker AK

### **Arkansas Association of Educational Office Professionals**

Karen Donovan, CEOE AR

### **Arkadelphia Association of Educational Office Professionals**

Billie Garlin AR

### **Arkansas Past Presidents Association of Educational Office Professionals**

Malinda Larey, CEOE AR

### **Fort Smith Association of Educational Office Professionals**

Pennie Clark, CEOE AR

### **Fort Smith Frontier Association of Educational Office Professionals**

Ann Borengasser, CEOE AR

### **Ozarks Unlimited Resources AEOP**

Barbara Rhodes, CEOE AR

### **California Association of Educational Office Professionals**

Lorri Kilby, CEOE CA

### **Association of Educational Office Employees - LAUSD**

Maria Sara Gonzalez CA

### **Kern Association of Educational Office Professionals**

Kenton Miller, CEOE CA

### **Past Presidents of California Association of Educational Office Professionals**

Kathy Ramos, CEOE CA

### **Cherry Creek Association of Educational Office Professionals**

Kris Atkin, Funds Allocation Chair CO

### **Littleton Association of Educational Office Professionals**

Denise Lee, CEOE CO

### **Delaware Association of Educational Office Professionals**

Teresa Craft DE

**Florida Association of Educational Office Professionals - Past Presidents**

Helen R. Wells, CEOE FL

**Sarasota County Association of Educational Office Professionals**

Bill Ramos FL

**Idaho Association of Educational Office Professionals**

Carol Arpke, CEOE ID

**Boise State University Association of Office Professionals**

Ramona Martin ID

**Idaho Past President's Association**

Debra Nordquist ID

**Illinois Association of Educational Office Professionals**

Martha Carson IL

**Vermilion County Association of Educational Office Professionals**

Ruth A. Burgess, CEOE IL

**Indiana Association of Educational Office Professionals**

Rhonda Richey IN

**Kansas Association of Educational Office Professionals**

Charlotte Zeller, CEOE KS

**Kansas State Department of Education AEOP**

Pat Bone KS

**Wichita Association of Educational Office Professionals**

Diann Hunter Nelson KS

**Kentucky Association of Educational Office Professionals**

Jaclyn Fey, CEOE KY

**Fayette County Association of Educational Office Professionals**

Jaclyn Fey, CEOE KY

**Maryland Association of Educational Office Professionals**

Janis Smith/Susan Slade, CEOE MD

**Maine Association of Educational Office Professionals**

Kimberly Hall ME

**Minnesota Association of Educational Office Professionals**

Lori Schumann, CEOE MN

**Minnesota AEOP Past Presidents Association**

Carol Schmitz, CEOE MN

**Missouri Association of Educational Office Professionals**

Marie Freeman MO

**Dogwood Hills Association of Educational Office Professionals**

Sandy Rickert MO

**Gateway Association of Educational Office Professionals**

Laura Heidenreich MO

**Independence Association of Educational Office Professionals**

Jeanette Wickman MO



**Ozarks Area Association of Educational Office Professionals**

Erylene Sibley; Shelley L Stokes, CEOE MO

**St. Louis County Association of Educational Office Professionals**

Christine Bounds MO

**Mississippi Association of Educational Office Professionals**

Catherine D Herron MS

**Hattiesburg Association of Educational Office Personnel**

Margaret R. Hull, CEOE MS

**Hinds County Association of Educational Office Professionals**

Ruby Allen, CEOE MS

**Mississippi Association of Educational Office Professionals - Higher Education Division**

Vivian Gullledge MS

**University of Southern Mississippi Association of Office Professionals**

Cory Williams, CEOE MS

**Mississippi Association of Educational Office Professionals Past Presidents**

Sarah Foote, CEOE MS

**North Carolina Association of Educational Office Professionals, Inc.**

Shelia Stanley, CEOE NC

**North Carolina AEOP-Past President's Club**

Kay Bradley NC

**North Carolina Association of Educational Office Professionals Retirees**

Jean H. Mahaffey NC

**North Carolina Association of Educational Office Professionals-District 11**

Donna Watson NC

**North Carolina Association of Educational Office Professionals-District 2**

Carla Gillespie NC

**Nebraska Educational Office Professionals Association**

Nancy Harter, CEOE NE

**"The Frolikers" UNOPA Past Presidents Association**

Marianna Greer NE

**Lincoln Public Schools Association of Office Professionals**

Peggy Clagett NE

**Nebraska Department of Education BRIDGE**

Carol Bom, CEOE NE

**Nebraska Educational Office Professionals Association-Past Presidents**

Lola Young, CEOE & Carol Bom, CEOE NE

**University of Nebraska Office Professionals Association**

Kelsey Sims NE

**New Hampshire Association of Educational Office Professionals**

Deborah Brown NH

**New Jersey Association of Educational Office Professionals**

Judith Schwenger, CEOE NJ

**New York State Association of Educational Office Professionals**

Brenda Brickle, CEOE NY

**Hilton Central School Office Employees Association**

Claudia Engel, CEOE NY

**Educational Office Professionals of Ohio**

Mary Beth Smith OH

**Past Ohio Presidents**

Cathy Kerns, CEOE OH

**Pennsylvania Association of Educational Office Professionals**

Lynelle Fitzmier, CEOE & Bonnie Miller, CEOE PA

**Lancaster-Lebanon County Association of Educational Personnel**

Janice Boyer PA

**South Carolina Association of Educational Office Professionals**

Eronda L Jackson, CEOE SC

**Berkeley County Association of Educational Office Professionals**

Christina Baumis, CEOE SC

**Lexington District One Educational Office Professionals**

Robbie Lastinger SC

**Richland County Association of Educational Office Professionals**

Georgette Council, CEOE SC

**South Carolina AEOP-Past Presidents**

Tina Gilliard-Rice, CEOE SC

**South Dakota Association of Educational Office Professionals**

Jill Drolc SD

**Texas Educational Support Staff Association**

Darcy Blackstock TX

**Lamar Consolidated Educational Support-Staff Association**

Kendra Ramirez TX

**Mesquite Educational Paraprofessional Association**

Yvonne Smeltzer TX

**Richardson Educational Support Staff Association**

Mary Rodriguez TX

**Rio Grande Valley Educational Support Staff Association**

Patricia Garcia TX

**TESA Past Presidents Association**

Patti A Walling, CEOE TX

**Utah Association of Educational Office Professionals**

Mary Meyers, CEOE UT

**Granite Association of Educational Office Professionals**

Teresa Himmelberger, CEOE UT

**Virginia Association of Educational Office Professionals**

Tammy Q. Johnson, CEOE VA

**Association of Educational Office Professionals of Norfolk**  
Chantel Williams VA

**Chesterfield Association of Educational Office Professionals**  
Mary Ann Bookheimer VA

**Norfolk State Association of Educational Office Professionals**  
Patrice Johnson VA

**Richmond Association of Educational Office Professionals**  
Michelle Johnson VA

**Tri-City Association of Educational Office Professionals**  
Alesia F. Meredith VA

**Vermont Association of Educational Office Professionals**  
Nancy Manning VT

**Washington Association of Educational Office Professionals**  
Sariann Meredith, CEOE WA

**Bellevue Association of Educational Office Professionals**  
Paula Jo Brave, CEOE & Charlene Jones, CEOE WA

**Northshore Education Association**  
Robbi Reed WA

**Northshore Educational Office Personnel Association**  
Clarissa Dillard WA

**Puyallup Association of Education Office Professionals**  
Beth Hawn WA

**Seattle Association of Educational Office Professionals**  
Elizabeth Ward-Robertson WA

**Shoreline Educational Support Professionals Association**  
Barbara Cruz/Kendahl Adjorlolo WA

**Washington Association of Educational Office Professionals-Past Presidents**  
Rhonda Quinton, CEOE WA

**Wenatchee Valley Educational Office Professionals**  
Melisa White, CEOE WA

**Wyoming Association of Educational Support Staff**  
Jana Shepperson WY

**Natrona County Classified Professionals Association**  
Gayle L. Schnorenberg, CEOE WY



National Association of  
Educational Office Professionals

**Make sure you affiliate for the coming year. Affiliation year is from August 1, 2019, to July 31, 2020. Please do not send the form for the new year until after August 1, 2019. Applications for affiliations can be found on the website at [www.naeop.org](http://www.naeop.org).**