
NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

2018 Annual Report

NAEOP • Minnesota 2018



National Association of
Educational Office Professionals

**84th Annual Conference and Institute
DoubleTree by Hilton
Bloomington, Minnesota
July 17-20, 2018**

National Association of Educational Office Professionals

84th Annual Conference and Institute

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Bloomington, Minnesota
July 17-20, 2018



Lisa Morehouse, CEOE
NAEOP President
Lincoln, Nebraska

Theresa Coté, CEOE
Conference Chairman
Kansas State Department of Education
Topeka, Kansas

Diane Wasser, CEOE
Institute Co-Chairman
Online Student Services Specialist
University of Nebraska
Lincoln, Nebraska

Mary Guest, CEOE
Institute Co-Chairman
Executive Assistant Office of Research
University of Nebraska
Lincoln, Nebraska

**NATIONAL
ASSOCIATION
OF EDUCATIONAL
OFFICE
PROFESSIONALS**



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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Greetings! On behalf of the NAEOP Board and the North Central Area, it is our pleasure to welcome you to Bloomington, Minnesota for the 84th Annual NAEOP Conference.

Over the past 18 months, Conference Chairman Theresa Cote, Institute Co-Chairmen Mary Guest and Diane Wasser and the conference committee have been working hard to provide you with a week of endless opportunities for professional development and networking. From Institute classes and workshops to our Area meetings and banquets, our focus is to offer each of you new ideas and knowledge to help you grow in your roles as educational office professionals.



We extend a warm welcome to our First Time Attendees! Kicking off your conference experience will be a special welcome event just 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 buzzing with excitement!

I challenge each of you to take time during the conference to reach out and introduce yourself to someone new. One of the most positive experiences to come from participating in a conference like this is the networking and friendships that result from connecting with someone new. As many of us can attest...that connection goes with us long after we leave conference!

Serving as NAEOP President this year has afforded a plethora of opportunities. I met NAEOP members across the country, heard what they would like to see happen in NAEOP and learned what was important to them in their work as educational office professionals. What a remarkable experience!

I have had the privilege of working with an amazing team of leaders this past year. The 2017-2018 NAEOP Board of Directors kicked off our year with boundless enthusiasm as I challenged them to embrace the ideas of change and to make a difference in NAEOP. Through their endless creativity, energy and can do attitude...they met the challenge and have Become the Difference!

Our theme this year is: Accept the Challenge - Become the Difference! Every day we are faced with a multitude of challenges and every day we meet those challenges. By doing so, we make a difference in the life of a student, a co-worker or a friend!

On behalf of the 2018 Conference Committee and the NAEOP Board, we extend our hands in welcome as you prepare to enjoy a week of growth and friendship!

A handwritten signature in cursive script that reads "Lisa Morehouse".

Lisa Morehouse, CEO
NAEOP President 2017-2018

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2017-2018 NAEOP BOARD OF DIRECTORS

Executive Committee**President**

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

President Elect

Susan Belliston, CEOE (ID)
208-878-6606, ext. 2707
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Vice President

Jill Averyhart, CEOE (SC)
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Secretary/Treasurer

Katherine Reichley, CEOE (OH)
614-823-1173
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Immediate Past President

Wendy Heslink, CEOE (NY)
817-489-8217
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Area Directors**Mid-Atlantic Area**

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North Central Area

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Northeast Area

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Northwest Area

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South Central Area

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Southwest Area

Teresa Himmelberger, CEOE (UT)
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Council Chairmen**Administrative Council Chairman**

Georgette Council, CEOE (SC)
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Education Partners Council Chairman

Charlotte Zeller, CEOE (KS)
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Elementary Council Chairman

Debra Nordquist (ID)
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High School/Career Tech Council Chairman

Mary Beth Smith (OH)
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Higher Ed Council Chairman

Debra Hendricks, CEOE (NE)
402-472-9685,
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Middle School/Jr. High Council Chairman

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

Presidential Appointments**Presidential Advisor/Historian**

Sharon Griffiths, CEOE (MN)
763-712-1704
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Presidential Advisor/Educational Consultant

Kathy Buck, CEOE, (ID)
208-365-1190
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Ex-Officio Members**NAEOP Educational Foundation President**

Gayle Schnorenberg, CEOE (WY)
307-267-3957
gayle_schnorenberg@natronaschools.org

NAREOP President

Ellen Gamel, CEOE (AK)
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PSP Registrar/ Affiliate Coordinator

Jennifer Jackson
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National Association of
Educational Office Professionals

PAST PRESIDENTS

1934-40	Louise Henderson Nelson, PA*	1990-91	Patricia Huggins, MS <i>"Celebrate the Challenge"</i>
1940-42	Virginia A. Halsey, NJ*	1991-92	Charlie Holland Mace, NC <i>"Pointing to Excellence"</i>
1942-44	Betty Zimmerman, WI*	1992-93	Frances Johnson, AZ <i>"Diversity 2000—The Bridge to Excellence"</i>
1944-46	Constance King Cowardin, VA*	1993-94	Jackie Fuller, ID <i>"One Moment In Time"</i>
1946-48	Eleanor Dearden, MA*	1994-95	Martha Mettscher, KS <i>"Reach Out—Worlds to Discover"</i>
1948-52	Edna Atkinson, IL*	1995-96	Jean Fankell, WA*
1952-54	Emma Castner Richards, NJ*	1996-97	<i>"Set Sail to Your Dreams"</i>
1954-56	Martha S. Luck, IL*	1997-98	Marilyn James, TX <i>"The Magic of Believing"</i>
1956-58	Corrine Messenger, AR*	1998-99	Elizabeth "Liz" Sexson, IL*
1958-60	Rachel Maynard, AZ*	1999-00	<i>"Spread Your Wings"</i>
1960-62	Edith E. Hammond, NH*		Helen R. Wells, FL <i>"Together We Can Make a Difference"</i>
1962-64	Angie Holms, CA*		Gayna R. Warren, CO <i>"Follow Your Dreams for They are the Hope of the Future"</i>
1964-65	Isabel M. Paddock, NY*	2000-01	Ruby B. Allen, MS <i>"Reflections of the Past, Mirror to the Future"</i>
1965-66	Jean DeBerry Fritsche, MO*	2001-02	Sharon J. Griffiths, MN <i>"Stand Up and Be Counted"</i>
1966-67	<i>"Key to Opportunity"</i> Shirley Yetter, CO*	2002-03	Diane J. Callaway, DE <i>"Set Free Your Hidden Treasures"</i>
1967-68	<i>"Light the Way"</i> Juan R. Huseby, WA*	2003-04	E. Anne Bomar, KY <i>"One Voice"</i>
1968-69	<i>"Set the Course"</i> Marguerite E. Fitch, MA*	2004-05	Ann Sawicki, CO <i>"Light the Way"</i>
1969-70	Charlotte Jarratt, AZ*	2005-06	Connie Bergeson, AR <i>"Spirit of Success"</i>
1970-71	<i>"Think Positive"</i> Gloria Jirel, OR*	2006-07	Gloria Tisdale, SC <i>"Keep Dreaming; Keep Believing; Keep a Rainbow in Your Heart"</i>
1971-72	<i>"Take Time for NAEs"</i> Jean Priest Chisholm, NM*	2007-08	Linda Sockwell, TX <i>"NAEOP ~ Potential, Pride, Purpose"</i>
1972-73	<i>"Fellowship"</i> Olive T. Ritchie, VA*	2008-09	Linda Tribble, KY <i>"Explore the Facets of NAEOP"</i>
1973-74	<i>"The Stardust Trail to Service, Information, Recognition and Fellowship"</i> Vivian Valentine Fulton, MS	2009-10	Pam Posey, MS <i>"Shining Brightly, Touching Lives Around the World"</i>
1974-75	<i>"As a Man Thinks, So is He"</i> Viola Harris Miller, PA	2010-11	Kathy Lech, WA <i>"All Aboard with NAEOP – Discover the Incredible Journey"</i>
1975-76	<i>"Be the Best of Whatever You Are"</i> Mildred Hughes, AZ*	2011-12	Allie Faye Matthews, AZ <i>"Seeing the best in you emerge"</i>
1976-77	Dortha Voruz, OR *	2012-13	Lola Young, NE <i>"Caring Enough To Share"</i>
1977-78	<i>"Hands United"</i> Mona Smith, KS*	2013-14	Cathy Eberle, NY <i>"NAEOP Stars Coast to Coast"</i>
1978-79	<i>"Welcome to Our World"</i> Mildred "Millie" Bennett, TX	2014-15	Elizabeth Napolitano, CT <i>"Navigate Your Way to Success With NAEOP"</i>
1979-80	<i>"The Best is Yet to Be"</i> Wanza Y. Davis, NC*	2015-16	Patricia Stelmach, KY <i>"Put Your Best Foot Forward with NAEOP"</i>
1980-81	<i>"Your Future is Now"</i> Virginia "Gini" Fulton, CO	2016-17	Wendy Henslink, NY <i>"Learn, Inspire, Lead"</i>
1981-82	<i>"Onward and Upward Together"</i> Catherine Sullivan, MS *		
1982-83	<i>"Open Doors to Service, Information, Recognition and Fellowship"</i> Jeanne Haas, AZ*		
1983-84	<i>"Dream—Dare to Do"</i> Elverda "Butch" Bender, IA*		
1984-85	<i>"Respect for the Past; Confidence in the Future"</i> Patricia K. Fleming, MD		
1985-86	<i>"NAEOP Spans the Globe"</i> Jean Faulkenberry, TX*		
1986-87	<i>"Everybody is Somebody"</i> Carol M. Spencer, IA		
1987-88	<i>"Hold on to Your Dreams"</i> Ardis M. Morton, VA		
1988-89	<i>"Pride in Our Profession"</i> Geraldine "Boots" Owens, MS*		
1989-90	<i>"Above the Best"</i> Martha L. Leach, OH*		
	<i>"Competent, Committed, Caring"</i>		

*Deceased

ANNUAL CONFERENCE & INSTITUTE FROM 1935 TO PRESENT

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

NAEOP ANNUAL CONFERENCE



National Association of
Educational Office Professionals

National Association of Educational Office Professionals**84th ANNUAL CONFERENCE**

**DoubleTree by Hilton
Bloomington, Minnesota
Hosted by the North Central Area**

**First General Session
Wednesday, July 18, 2018 8:00 a.m.**

Presiding	Lisa Morehouse, CEOE <i>President</i>
I. Call to Order	Lisa Morehouse, CEOE <i>President</i>
NAEOP Greetings	
II. Welcome	Theresa Coté, CEOE <i>Conference Chairman</i>
III. Opening Ceremony	Lisa Morehouse, CEOE <i>President</i>
IV. Flag Presentation	Charla Callahan <i>Conference Flag Committee Chairman</i>
NAEOP North Central Area Our United States	Video Presentation
Presentation and Posting of Colors	
National Anthem	
The Pledge	Charla Callahan <i>Conference Flag Committee Chairman</i>
V. Roll Call of States	Katherine Reichley, CEOE <i>Secretary/Treasurer</i>
VI. Introduction of Keynote Speaker	Mary Guest, CEOE <i>North Central Area Director Conference Institute Co-Chairman</i>
VI. Keynote Address	Paul Wesselmann, "The Ripples Guy"
VII. Introduction of 2017-2018 NAEOP Board	Lisa Morehouse, CEOE <i>President</i>
VIII. Closing Remarks	

Second General Session
Thursday, July 19, 2018 2:45 p.m.

NAEOP Annual Business Meeting

Presiding

Lisa Morehouse, 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 2017 Meeting Minutes
- VI. Approval of Consent Agenda
- VII. Reading of Communications
- VIII. Financial Reports
- IX. Report of Executive Director
- X. 2018 Advisory Council Report
- XI. Unfinished Business
- XII. Closing Remarks

Katherine Reichley, CEOE
Secretary/Treasurer

Debbie Geib, CEOE
Executive Director

Donita Smith, CEOE
Northeast Area Director
Advisory Council Chairman

Immediately following Second General Session exhibit prize winners announced.

Third General Session
Friday, July 20, 2018 8:00 a.m.

NAEOP Educational Foundation Annual Meeting

Presiding

Gayle Schnorenberg, CEOE
Educational Foundation President

NAEOP Annual Business Meeting (cont'd)

Presiding	Lisa Morehouse, CEOE <i>President</i>
I. Call to Order	
II. Recognition of Hotel Staff	
III. Student Scholarship Presentations	Teresa Himmelberger, CEOE <i>Southwest Area Director/Committee Chairman</i>
IV. Affiliate & Membership Award Presentations	Jill Averyhart, CEOE, <i>Vice President</i> <i>Membership Committee Chairman</i>
V. Website Awards	Paula Rosenberger, CEOE <i>Mid Atlantic Area Director/Awards Chairman</i>
VI. Rachel Maynard Awards	Wendy Heslink, CEOE <i>Immediate Past President</i>
VII. Closing Remarks	

Fourth General Session
Friday, July 20, 2018 1:00 p.m.

NAEOP Annual Business Meeting (cont'd)

Presiding	Lisa Morehouse, CEOE <i>President</i>
I. Call to Order	
II. New Business	
A. Advisory Council and Area Election Results*	
III. Business Meeting Committee Member Elections	
A. Nominations & Elections Committee*	
B. Professional Standards Program Governing Board Committee*	
IV. Introduction of Keynote Speaker	Mary Guest, CEOE <i>North Central Area Director</i> <i>Conference Institute Co-Chairman</i>
V. Keynote Speaker	Tanya Kotlowski "Leadership: It's Not a Position"
VI. Call to 2019 NAEOP Annual Conference	Kathy Buck, CEOE <i>2019 Conference Co-Chairman</i>
VII. Closing Remarks	

* Record election results on pages 9 - 10.

2018 Election-Awards Results

Committee/Chairman	Elected at Advisory Council	Elected at Area Meetings
Affiliations & Advisory Council Teresa Himmelberger, CEOE 2018-2019 Chairman		
Awards Paula Rosenberger, CEOE 2018-2019 Chairman		
Bylaws Katherine Reichley, CEOE 2018-2019 Chairman		
Long Range Planning Vickie Eaves, CEOE 2018-2019 Chairman		
Membership Mary Guest, CEOE 2018-2019 Chairman		
Professional Development Program Jill Averyhart, CEOE 2018-2019 Chairman		
Professional Standards Program Dena Henricks, CEOE 2018-2019 Chairman		

Committee/Chairman	Elected at Advisory Council	Elected at Area Meetings
Public Relations Sue Hand, CEOE 2018-2019 Chairman		
Special Projects Donita Smith, CEOE 2018-2019 Chairman		
Student Scholarships Eldene Wall, CEOE 2018-2019 Chairman		
		Elected at Area Meetings Only
Foundation FUNdraising Committee Charla Callahan 2018-2019 Chairman		
Committee/Chairman	Elected at Business Meetings Only	
PSP Governing Board Dena Henricks, CEOE 2018-2019 Chairman Elect one member		
Nominations and Elections Donita Smith, CEOE 2018-2019 Chairman Elect two members		
Foundation Scholarship Committee MaryAnn Hollingsworth, CEOE 2018-2019 Chairman		
Foundation Marketing/ Corporate Sponsorships Program Cathy McHenry, CEOE 2018-2019 Coordinator		

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

Website Award Entries			
Association Name	State	Category	Placed
Pennsylvania AEOP	PA	Professional State	
Texas ESA	TX		
California AEOP	CA	Non-Professional State	
Illinois AEOP	IL		
Nebraska EOPA	NE		
South Carolina AEOP	SC		
Utah AEOP	UT		
Washington AEOP	WA		
Lincoln Public Schools OPA	NE	Non-Professional Local	
University of Nebraska OPA	NE		
Richland County AEOP	SC		
Bellevue AEOP	WA		

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

<i>Rachel Maynard Award Entries</i>				
Association Name	Publication Name	State	Category	Placed
Boise State University AOP	<i>The Keynoter</i>	ID	Newsletter Local Category 1 (100 members or less)	
University of Nebraska OPA	<i>UNOPA Notes</i>	NE		
Lincoln Public Schools OPA	<i>The Chronicle</i>	NE	Newsletter Local Category 2 (101 members or more)	
Richland County AEOP	<i>The Essential Piece</i>	SC		
Granite AEOP	<i>The Link</i>	UT		
California AEOP	<i>CALLIE</i>	CA	Newsletter State Category 1 (300 members or less)	
Illinois AEOP	<i>IAEOP Beacon News</i>	IL		
Minnesota AEOP	<i>MAEOP Newsletter</i>	MN		
New York State AEOP	<i>Empire News</i>	NY		
Educational Office Professionals of Ohio	<i>Buckeye Bulletin</i>	OH		
Pennsylvania AEOP	<i>PEPTalk</i>	PA		
Texas ESA	<i>The TESA Connection</i>	TX		
Utah AEOP	<i>The BuzzLine</i>	UT		
North Carolina AEOP	<i>Professionally Speaking</i>	NC	Newsletter State Category 2 (301 members or more)	

Judges for the Rachel Maynard Awards

Jennifer Latzke, Associate Editor, High Plains/Midwest Ag Journal, Dodge City, KS
 Cynthia Mines, Publisher/Editor, Wichita Times/Travel Kansas, Wichita, KS
 Jorene Brooks, CEOE, NAEOP Member, Sturgeon, MO

NAEOP ANNUAL CONFERENCE REFERENCE MATERIALS



National Association of
Educational Office Professionals

NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

BYLAWS

Preamble

As educational office employees we affirm our belief that an education is the birthright of every person and pledge ourselves to the preservation of that right. We believe in professional dedication, in the uniqueness and value of the profession and the individual, in diversity and equality. We believe potential can be developed. We believe in lifelong learning, a caring environment, and shared vision.

Article I—Name—Organization—Fiscal Year

- Section 1. The Corporation shall be known as the National Association of Educational Office Professionals.
- Section 2. The use of the Association’s name must be approved by the Board of Directors.
- Section 3. The Association is incorporated under the laws of the District of Columbia, pursuant to Articles of Incorporation filed July 1, 1969.
- Section 4. The Association shall be governed by the Articles of Incorporation and by these Bylaws.
- Section 5. The fiscal year of the Association shall be August 1 through July 31 of the following calendar year.
- Section 6. The Association shall not engage in any activity which is inconsistent with the status of a business league or professional association as defined in Section 501(c)(6) of the Internal Revenue Code of 1954 or any successor provision thereto.

Article II—Mission—Purpose—Objectives

- Section 1. The mission of the Association is to provide professional growth through leadership, education, achievement, recognition, and networking opportunities for educational office professionals.
- Section 2. The purpose of the Association shall be to promote the advancement of education by improving the quality of service by educational office personnel to institutions of learning and the profession.
- Section 3. The objectives of the Association shall be to provide professional growth opportunities; recognize educational office personnel as members of the educational team; and elevate the standards of office personnel in education.

Article III—Membership

- Section 1. Membership shall be open to persons interested in promoting the purposes of the Association.
- Section 2. There shall be six (6) classifications of membership: (1) Active, (2) Associate, (3) Retired, (4) Institutional, (5) Honorary, and (6) Corporate.
- Section 3. Rights and privileges, services, and obligations of each classification of membership shall be determined by the Board of Directors except as noted in subsequent sections.
- Section 4. Active membership shall be open to all persons actively employed as office personnel in an educational system or organization related to education or an active member of an affiliated association. Members who pay life dues will be considered Active members until they retire from their position as an educational office professional and then will be considered Retired members of the association. An Active member shall have the privilege of attending conferences, meetings, institutes, serving on committees, voting on all matters of the Association, and may hold office.
- Section 5. Associate membership shall be open to persons interested in advancing the purposes of the Association but who are not eligible to be Active members. Associate members shall have the privilege of attending conferences, meetings, institutes, and serving on committees. Associate members shall not have the privilege of voting or holding office.
- Section 6. Retired membership in the Association shall be open to individuals who were Active members of the Association and have retired from their employment in an educational system or organization related to education. Retired members shall have the privilege of attending conferences, meetings, institutes, serving on committees, and voting on all matters coming before the Association. Retired members shall not have the privilege of holding office.
- Section 7. Institutional membership shall be open to all educational institutions. The Institutional member shall receive a subscription to the official journal of the Association. Institutional members shall not have the privilege of voting or holding office.

- Section 8. Honorary membership may be bestowed upon a person in recognition of outstanding service to the Association. Candidates for Honorary membership shall be recommended by the Board of Directors and approved by the membership at an Annual Business Meeting. Honorary members shall be exempt from paying dues. Honorary members shall have the privilege of attending conferences, meetings, institutes, and serving on committees. Honorary members shall not have the privilege of voting or holding office.
- Section 9. Corporate membership shall be open to all businesses and corporations which share the objectives of the Association. The Corporate members shall receive a subscription to the official journal of the Association. Corporate members shall not have the privilege of voting or holding office.

Article IV—Officers

- Section 1. The officers of the Association shall be: President, President Elect, Vice President, Secretary/Treasurer.
- Section 2. The President Elect shall succeed to the office of President at the conclusion of the President's term of office or in the event of resignation, ineligibility, or incapacity of the President.
- Section 3. All officers shall be elected in the manner provided in Article VIII of these Bylaws.
- Section 4. The term of office of the President and the President Elect shall be one (1) year and each shall serve one (1) term or until their successors are duly elected and installed if after August 1 of the following year.
- Section 5. The term of office for the Vice President shall be one (1) year.
- Section 6. The Secretary/Treasurer shall be elected in odd-numbered years and shall serve a two-year (2) term.
- Section 7. An officer elected or appointed to a two-year (2) term shall be deemed to have served one (1) term if the officer has served for a period of more than twelve (12) consecutive months in the position.
- Section 8. An officer (other than President and President Elect) who has served less than one (1) term in any office shall be eligible for election to that office for two (2) full terms.
- Section 9. Elected officers shall serve no more than two (2) consecutive terms in the same office, except as noted in Section 4.
- Section 10. An elected officer shall not hold more than one office. In such a case, should a person be elected to two or more offices, a choice must be rendered to which office they will accept.
- Section 11. In the event of the resignation, ineligibility, or incapacity of any officer other than the President, the Board of Directors may, at its discretion, elect a replacement.
- Section 12. Elected officers shall be Active members during nomination, election, and for the duration of their term of office.

Article V—Board of Directors

- Section 1. The Board of Directors shall consist of the President, President Elect, Vice President, Secretary/Treasurer, Area Directors, Council Chairmen and the Immediate Past President.
- Section 2. The Area Directors representing the seven geographical areas shall be elected by the entire NAEOP membership.
- Section 3. Three of the Area Directors shall be elected in odd-numbered years; the other four shall be elected in even-numbered years. Each shall serve a two-year (2) term.
- Section 4. Area Directors shall serve no more than two (2) consecutive terms in that office.
- Section 5. With the approval of the Board of Directors, the President may appoint others to the Board in support or advisory capacities. These appointees shall have no voting privileges.
- Section 6. The NAEOP Educational Foundation, Inc. President shall serve as an ex-officio member of the Board of Directors.
- Section 7. The NAREOP President shall serve as an ex-officio member of the Board of Directors.
- Section 8. The Board of Directors shall perform the duties described in these Bylaws and shall conduct the affairs of the Association as determined by the membership and/or the Board of Directors.
- Section 9. The Board of Directors shall meet at least annually.
- Section 10. At meetings of the Board of Directors, a majority of the elected Board shall constitute a quorum.
- Section 11. An Executive Committee composed of the President, President Elect, Vice President, Secretary/Treasurer and Immediate Past President shall have and exercise the authority of the Board of Directors in the management of the Association during periods between meetings of the

- Board of Directors.
- Section 12. The Executive Committee shall meet at the call of the President and shall submit a report to the Board of Directors of any action taken within four (4) weeks following the conclusion of such a meeting.
- Section 13. At meetings of the Executive Committee, a majority of the committee members shall constitute a quorum.
- Section 14. In the event of the resignation or incapacity of any Director, the Board of Directors may, at its discretion, elect a replacement.
- Section 15. A director elected or appointed to a two-year (2) term shall be deemed to have served one (1) term if the director has served for a period of more than twelve (12) consecutive months in the position.

Article VI—National Office

- Section 1. A National Office shall be maintained to carry out the programs and objectives of the Association.
- Section 2. The location of the National Office shall be determined by the Board of Directors.
- Section 3. The National Office shall be under the jurisdiction and direction of the Board of Directors through its authorized representative, the President.
- Section 4. The National Office shall be under the management of the Executive Director.

Article VII—Meetings

- Section 1. The Association shall hold a Business Meeting at the Annual Conference at a time and place determined by the Board of Directors.
- Section 2. The Association may hold special meetings at a time and place determined by the Board of Directors.
- Section 3. The Association may hold an annual institute at a time and place determined by the Board of Directors.
- Section 4. The Association may hold special conferences and/or institutes at a time and place determined by the Board of Directors.
- Section 5. Written notices of meetings, conferences, institutes, and special meetings shall be given to each member at least thirty (30) days prior to the date for such events. Notice published in the official journal of the Association and posted on the NAEOP website or via other social media shall constitute written notice. All meetings of the association and its constituent bodies shall be open.
- Section 6. At meetings of the Association, one hundred (100) voting members shall constitute a quorum. The Membership Chairman shall report the total members present and declare a quorum.

Article VIII—Rules of Election

- Section 1. The Nominations and Elections Committee shall seek a slate consisting of at least two (2) and no more than four (4) nominees for each position vacant among officers and area directors.
- Section 2. Nomination for any office may be made by a member or by self-nomination. No candidate may be placed on the ballot without the candidate's consent. Consent to be nominated shall be demonstrated by completion of the candidacy application.
- Section 3. Candidates for any office shall be Active members of the Association and employed full time as office personnel in an educational system or organization related to education. Candidates shall be Active members during nomination, election, and for the duration of their term of office. A candidate shall have been a member for at least five (5) consecutive years immediately preceding nomination.
- Section 4. A candidate for the office of President Elect must have served previously as an elected member of the Board of Directors with no more than two (2) year hiatus. Candidates must have a minimum of three (3) years' experience on the Board; must have attended two (2) annual conferences within five (5) years prior to nomination; and must hold a current PSP certificate.
- Section 5. A candidate for Vice President must have served previously as an elected member of the Board of Directors; must have attended two (2) annual conferences within five (5) years prior to nomination; must have served on a NAEOP committee within two (2) years of nomination, and

- must hold a current PSP certificate.
- Section 6. A candidate for Secretary/Treasurer must have attended two (2) annual conferences within five (5) years prior to nomination; must have served on a NAEOP committee within two (2) years of nomination; and must hold a current PSP certificate.
- Section 7. A candidate for the office of Area Director must reside in the geographical area for which he or she is a candidate; must have attended two (2) annual conferences within five (5) years prior to nomination; and must have served on a NAEOP committee within two (2) years of nomination; and must hold a current PSP certificate.
- Section 8. Candidates receiving the highest number of votes for each office shall be declared elected.
- Section 9. In the event a write-in candidate receives the highest number of votes, the candidate must meet all the necessary qualifications of the office prior to being declared elected.
- Section 10. Ballots shall be retained by the Chairman of the Nominations and Elections Committee for a period of one (1) year from the date of certification of the results of the election.
- Section 11. No member may hold more than one (1) elected office at a time.
- Section 12. Officers and Area Directors shall be installed at the Annual Conference and shall assume their duties on the first day of August following their election or at the close of the Annual Conference should that meeting conclude after August 1.

Article IX—Committees and Appointments

- Section 1. The standing committees shall be:
- | | | |
|---------------------------------|---------------------------|---------------------------------|
| Affiliations & Advisory Council | Membership | Professional Standards Program |
| Awards | Nominations and Elections | Public Relations & Publications |
| Bylaws | Professional Development | Scholarship |
| Long Range Planning | | Special Projects |
- Section 2. The Board of Directors may authorize special committees.
- Section 3. Guidelines, duties, and responsibilities for each standing and each special committee shall be specified by the Board of Directors.
- Section 4. The chairman of each standing committee and each special committee shall be appointed by the President with the approval of the Board of Directors.
- Section 5. The chairman of the Membership Committee shall be the Vice President.
- Section 6. One (1) member from each Area shall be elected to each standing committee at the Area Meeting and two (2) at the Advisory Council. (This would exclude the nominations and elections committee). Those members elected must be in attendance at the time of election.
- Section 7. Additional members of each standing committee and the membership of each special committee shall be appointed by the committee chairman with the approval of the Board of Directors, except as stipulated in Article IX, Sections 8 and 9, and in Article X, Section 5.
- Section 8. The Nominations and Elections Committee shall be composed of six (6) members: four (4) elected members, the chairman, and the Executive Director serving ex-officio. Two (2) members shall be elected at the Advisory Council from the delegates and two (2) members shall be elected from the general membership at the Annual Business Meeting. Those members elected must be in attendance at the respective meeting.
- Section 9. There shall be Councils for each of the membership areas—Administrative, Elementary, Higher Education, Middle School/Junior High, High School/Career & Technical Education, and Education Partners.
- Functions of the Councils shall include membership promotion and forums.
 - Council chairmen shall be appointed by the President with the approval of the Board of Directors.
 - Council chairmen shall serve on the Membership Committee.
 - Council chairmen of a membership area shall be employed in the area of their chairmanship.
 - Council chairmen shall have voting privileges as members of the NAEOP Board of Directors; however, with no financial obligation from the association.
 - Council chairmen may serve only two consecutive years in the same chairmanship with the exception of councils with limited availability of members.
- Section 10. The President shall serve as an ex-officio member of all standing and all special committees except the Nominations and Elections Committee.

Article X—Advisory Council

- Section 1. There shall be an Advisory Council composed of one (1) delegate from each affiliated association. The President and the President Elect shall be ex-officio members of the Advisory Council. The Vice President, Secretary/Treasurer, Immediate Past President, Executive Director, and Area Directors shall serve as resource persons at meetings of the Advisory Council.
- Section 2. The Chairman of the Advisory Council Committee shall preside at meetings of that body.
- Section 3. The Advisory Council shall meet at the time and place of the Annual Conference.
- Section 4. At meetings of the Advisory Council, ten (10) percent of the total number of associations affiliated shall constitute a quorum.
- Section 5. The duties of the Advisory Council shall be (a) to make recommendations for programs for the promotion of the Association; (b) to advise the Board of Directors on matters concerning the Association; and (c) to elect two (2) members to each of the standing committees.
- Section 6. Only delegates in attendance at the Advisory Council meeting at the time committee members are elected shall be eligible to be nominated and elected.
- Section 7. Delegates to the Advisory Council shall be members of the Association and shall serve as the delegate of only one (1) affiliated association of which the delegate is a member.

Article XI—Affiliations

- Section 1. There shall be a program whereby local, county, regional, state and national associations of educational office personnel may affiliate with the Association. The program shall be governed by guidelines adopted by the Board of Directors.
- Section 2. Subject to the restrictions of Article IX of the Articles of Incorporation and with the approval of the Board of Directors, the Association may affiliate with another organized group or agency.
- Section 3. Subject to the restrictions of Article IX of the Articles of Incorporation and with the approval of the Board of Directors, the Association may join with one or more organized groups or agencies in a mutual association or endeavor.

Article XII—Professional Standards Program

- Section 1. There shall be a certification program known as the Professional Standards Program. The privilege of participation will be open to Active and Retired members only.
- Section 2. The purpose of the Professional Standards Program shall be to enhance the professional competency of the members through academic programs, annual conferences and institutes, and to award recognition based on education, professional activities, and work experience.
- Section 3. Advisors shall be appointed by the Chairman with the approval of the Board of Directors and shall provide guidance, support, and direction to the Committee.
- Section 4. The Professional Standards Program Governing body shall be composed of the President, President Elect, Professional Standards Program Committee Chairman, and appointed Advisors and shall be responsible for the program subject to the approval of the Board. The Executive Director and the Professional Standards Program Registrar shall be non-voting members of this Governing body.

Article XIII—Parliamentary Authority

Robert's Rules of Order, latest edition, shall govern the conduct of all meetings of the Association, the Board of Directors, the Executive Committee, the Advisory Council, and all standing and special committees.

Article XIV—Amendments

- Section 1. Amendments to the Articles of Incorporation shall be proposed by Resolution of the Board of Directors, shall set forth the proposed amendment(s), and shall direct that the amendment(s) be submitted to the membership for vote in the same manner as amendment(s) to the Bylaws.
- Section 2. Amendments to the Bylaws shall be submitted in writing to the Bylaws Committee Chairman. A report on proposed amendments shall be presented to the Board of Directors for information prior to presentation to the membership for vote.
- Section 3. Proposals of the Bylaws Committee shall be provided to the membership no later than thirty (30) days prior to scheduled voting.

- Section 4. Amendments shall be voted on individually.
- Section 5. Voting on amendments to the Bylaws shall be by electronic voting or by mail ballot if requested by the member.
- Section 6. Proposed amendments shall require approval of two-thirds (2/3) of those members voting.
- Section 7. Ballots from any bylaws referendum shall be retained by the Chairman of the Bylaws Committee for one (1) year from the date of certification of results of the referendum.

Approved by the membership:

Annual Meeting, Salt Lake City, Utah	July 14, 1973	
Amended at Annual Meeting, Houston, Texas	July 1974	
Amended by Mail Ballot	March 1975	
Amended by Mail Ballot	March 1976	
Amended by Mail Ballot	April 1977	
Amended by Mail Ballot	March 1978	
Amended by Mail Ballot	April 1979	
Amended by Mail Ballot	March 1981	
Amended by Mail Ballot	March 1982	
Revised and Amended by Mail Ballot	May 1986	
Revised and Amended by Mail Ballot	July 1987	
Revised and Amended by Mail Ballot	December 1990	
Revised and Amended by Mail Ballot	December 1991	
Revised and Amended by Mail Ballot	December 1992	
Revised and Amended by Mail Ballot	December 1993	
Revised and Amended by Mail Ballot	May 1997	
Revised and Amended by Mail Ballot	December 1999	
Revised and Amended by Mail Ballot	December 2002	
Revised and Amended by Mail & Online Ballot	December 2007	
Revised and Amended by Mail & Online Ballot	December 2008	
Revised and Amended by Mail & Online Ballot	December 2009	
Revised and Amended by Mail & Online Ballot	December 2012	
Revised and Amended by Mail & Online Ballot	December 2014	
Revised and Amended by Mail & Online Ballot	December 2015	
Revised and Amended by Mail & Online Ballot	December 2017	Mission

BUSINESS MEETING RULES

1. All NAEOP members must be properly registered. Only members in good standing may participate in the NAEOP Business Meeting.
2. Only members present may present business, vote, and be eligible for nomination/election to committees.
3. 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.
4. All communications to the head table must be made by the head page. Only official messages between officers and members shall be permitted.
5. After addressing the Chairman and being recognized, each speaker must give name and state represented.
6. No member may speak more than twice on one question without the consent of the assembly.
7. No member may speak more than two minutes or a second time if members are waiting to speak a first time.
8. 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.
9. 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.
10. An electronic voting device shall be distributed to members as they enter the meeting room.
11. A written election report shall be returned to the head table as soon as tabulation is completed.
12. Members elected to a committee at the advisory council may not be nominated nor elected to a committee at the annual business meeting.
13. 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.
14. During the election of members to serve on committees, the two candidates receiving the highest number of votes shall stand elected.
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 2017 Annual Meeting Minutes July 12-15 2017

Hyatt Regency Greenville, South Carolina

First General Session Thursday, July 13, 2017

Presiding

Wendy Heslink, CEOE (NY), NAEOP President.

Call to Order

The 83rd Annual Business Meeting of the National Association of Educational Office Professionals was called to order at 8:04 am.

Inspiration

This morning's inspiration was given by Nona Montoya, CEOE (SC). She shared a story and concluded with a quote about attitude from the keynote speaker.

Presentation and Posting of Colors

Mid-Atlantic Director, Jill Averyhart, CEOE (SC), conducted the flag ceremony and presentation of colors. Secretary/Treasurer Katherine Reichley, CEOE (OH), read the roll call of states. Representatives of the Wade Hampton High School AFJROTC presented the colors with Retired U.S. Marine Corps Corporal Roger Carson (IL) who posted the United States flag. Melody Wise Butler, CEOE (SC), 2017 Conference Co-Chairman, lead everyone in reciting the Pledge of Allegiance.

The NAEOP Conference Choir, directed by Sharon Griffiths, CEOE (MN), NAEOP Past President (2001-2002), performed "The Battle Hymn of the Republic."

Introductions

President Heslink introduced those seated at the head table. She introduced the NAEOP Board of Directors and acknowledged the hard work of the national office staff. She also acknowledged the contribution of the NAEOP Past Presidents.

New Mission Statement

President Heslink announced a new mission statement has been developed and is in the process of being fully approved. The membership will have the opportunity to vote on the statement in November. The proposed mission statement is Our mission is to provide professional growth through leadership, education, achievement, recognition, and networking opportunities for educational office professionals. She thanked members of the 2016 Advisory Council, Mary Guest, CEOE (NE), Jill Averyhart, CEOE (SC), and the 2016-2017 Long Range Planning Committee for their work to prepare the new statement.

Conference Committee Welcome and VIP Introduction

Paula Rosenberger, CEOE (SC), 2017 Conference Co-Chairman, brought a welcome from the South Carolina Association of Educational Office Professionals and introduced Dr. Gary Mason, Deputy Superintendent, Greenville County School District. Lisa Morehouse, CEOE (NE), responded to the welcome.

Keynote Speaker

Paula Rosenberger, CEOE (SC), introduced the Keynote Speaker, Sam Glenn, whose presentation was titled "It's All About Attitude." He is a gifted performance artist and author of more than a dozen books on personal and professional development.

Closing Comments

Lisa Morehouse, CEOE (NE), thanked Mr. Glenn for his inspirational and thought-provoking message.

Announcements

There were several announcements related to conference events. One of the conference sponsors, National Joint Powers Alliance (NJPA) represented by Duff Erholtz, was thanked for their support.

Recessed at 10:42 am.

PSP and Awards Banquet Thursday, July 13, 2017

Presiding

Wendy Heslink, CEOE (NY), NAEOP President.

PSP Promenade and Welcome

PSP Chairman Malinda Larey, CEOE (AR), welcomed members and guests to the celebration recognizing members who have qualified for a PSP certificate this past year. The people at the head table were introduced.

Patricia Stelmach, CEOE (KY), Immediate Past President, provided the inspiration.

Dinner was served.

Administrator and Office Professional of the Year Awards

Following dinner, Awards Chairman Deborah McFadden, CEOE (TX), presented the 2017 Educational Administrator of the Year Award to Dr. Baron R. Davis, South Carolina. Dr. Davis became the Superintendent of the Richland School District Two, Columbia, SC on July 1, 2017. Prior to this change, he served as one of the district's assistant superintendents. He has been an educator for almost 20 years. Dr. Davis wants students, office professionals, teachers, administrators, and bus drivers – every single employee – to maximize their gifts and talents as they pursue success. He expressed his appreciation for this award and thanked his local and state associations, as well as NAEOP.

Past Olive T. Ritchie Office Professionals of the Year were recognized. Louise Snipes, CEOE (SC), was recognized as the 2017 Olive T. Ritchie Office Professional of the Year. Louise has been employed with the Richland School District Two in Columbia, SC as an educational office professional for 17 years. She extends herself beyond basic duties by displaying initiative, creativity, and exemplary leadership. She is a committed member of the local, state, and national educational office professional associations. Louise encourages others to become better through advocating professional development.

Awards Presentation

Awards Chairman Debbie McFadden, CEOE (TX), presented the following awards. The Rachel Maynard Communication Awards were presented by Immediate Past President Patricia Stelmach, CEOE (KY).

Louise Henderson Nelson Awards

Local: None

State:

2nd place New York State AEOP

1st place Washington AEOP

NAEOP Website Awards

State Level Professional Design:

2nd place Arkansas AEOP

1st place Pennsylvania AEOP

State Level Non-professional Design

2nd place New York State AEOP

2nd place EOP Ohio

2nd place South Carolina AEOP

1st place Idaho AEOP

Local Level Non-professional Design:

3rd place Richland County AEOP

2nd place	Lincoln Public Schools AOP
1st place	University of Nebraska OPA

Rachel Maynard Communication Awards

Local Newsletter (100 members or less)

3rd place	Boise State University AOP
2nd place	San Jacinto College AEOP
1st place	USM AOP

Local Newsletter (100 members or more)

3rd place	NCAEOP – District 2
2nd place	Granite AEOP
1st place	Lancaster-Lebanon County AEOP

State Newsletter (300 members or less)

3rd place	Illinois AEOP
2nd place	Pennsylvania AEOP
1st place	Nebraska EOPA

State Newsletter (300 members or more)

2nd place	South Carolina AEOP
1st place	Washington AEOP

State Magazine

1st place	Texas ESA
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PSP Recognition Ceremony

Malinda Larey, CEOE (AR), assisted by Connie Bergeson, CEOE (AR), introduced the PSP recipients, who were congratulated by President Heslink. Members of the PSP committee, as well as the PSP Governing Board, were recognized for their work and assistance this past year. The South Carolina planning group was thanked for their assistance with the event.

NAEOP Choir Selection

The choir, led by Sharon Griffiths, CEOE (MN), NAEOP Past President (2001-2002), sang “You Raise Me Up.”

Closing Comments

Second General Session Friday, July 14, 2017

Reconvened at 2:05 pm.

Presiding

Wendy Heslink, CEOE (NY), NAEOP President.

Introductions

President Heslink introduced those seated at the head table. Sylvia Sullivan, CEOE (SC), provided the inspiration. She focused on the theme of how we are all here to inspire each other through the reading of a poem. She closed with a prayer.

Quorum Established

Vice President Susan Belliston, CEOE (ID), reported there were 287 voting members present. Article VII, Section 6 of the Bylaws requires 100 members to be in attendance at the meetings of the Association for the transaction of business. A quorum was established. President Heslink provided a special welcome to those attending for the first time.

Introduction of the Parliamentarian

President Heslink introduced Dr. Jon Hall, NAEOP Parliamentarian and Professor Emeritus with the University of Northern Iowa, to explain the parliamentary procedures for the annual business meeting.

Introduction of the Electronic Voting Method

President Heslink introduced Mr. Lyle Britt who explained usage of the electronic voting devices.

Motion #1: Motion Maker Julia Thompson (KS); seconded by Judy O'Malley (KS). I move to approve the official program of the day as printed on pages 13 through 15 of the conference booklet with any changes that may be necessary. Motion passed.

Motion #2: Motion Maker Sandra Thompson-Wallace (AK); seconded by Amey Tamagni, CEOE (AK). I move the rules of the Annual Business Meeting be approved as printed. Motion passed.

Motion #3: Motion Maker Denise Washington, CEOE (SC); seconded by Glenda Coard, CEOE (SC). I move that the minutes of the 82nd Annual Conference held in St. Louis, Missouri, be approved as printed on pages 20-32. Motion passed.

Motion #4: Motion Maker Penny Sorrick, CEOE (MD); seconded by Jeanne "Maria" Freeman (MO). I move to approve the consent agenda as projected on the screen. Motion passed.

Consent Agenda

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

Minutes Approval Committee:

Sylvia Sullivan, CEOE (SC), Chairman
Colleen Clarke, CEOE (NY)
Jennifer Bahr (NE)

Pages:

Lori Ortell, CEOE (CA), Head Page
Doreen Berrios-Castillo (NY)
Martha Carson (IL)
Delores Williams, CEOE (SC)

Tellers:

Tami Friend, CEOE (NE), Head Teller
Sharon Lucas, CEOE (NC)
Cheryl Smith, CEOE (WA)
Veronica Watkins (SC)

Timekeeper: Michelle Blake, CEOE (WY)

Recorders:

Jenny Jackson, NAEOP Affiliate/Membership Coordinator
Joette Cappello (NY)

Monitor: Lori Schumann, CEOE (MN)

Credentials Committee:

Sandra McCauley, CEOE (NY), Chairman
Ann Borengasser, CEOE (AR)
Annette Cline (SC)
E. Annette Dighton, CEOE (OK)
Karen Donovan, CEOE (AR)
Ellen Gamel, CEOE (AK)
Teresa Himmelberger, CEOE (UT)
Kathie Jarvis (NY)
Sharon Mena, CEOE (TX)
Debra Nordquist (ID)
Angela Thibou (SC)
Amy Torres (UT)

Board of Directors Reports

In an effort to save time, the Board of Directors did not give verbal reports. The reports can be found on the NAEOP website in the member's only section under conference reports.

Report of the Executive Director

Debbie Geib, CEOE, recognized the people who work as part of the national office staff. There were no major building issues this past year. Things are going well and they look forward to helping the organization and its members in the coming year.

Financial Report

Katherine Reichley, CEOE (OH), Secretary/Treasurer, and Debbie Geib, CEOE, gave the financial report. Due to budget constraints, the Board took action to decrease stipends by \$50 per meeting for elected and appointed board members starting July 2017. Clarification was provided about the column headings on the financial reports in the 2017 Annual Report. "1 Quarter Ended" are the financials for May, June, and July or the first quarter of the fiscal year. "4 Quarters Ended" are the financials for the entire fiscal year. President Heslink shared some additional information.

Unfinished Business

There was no unfinished business to bring to the assembly.

Advisory Council and Area Election Results

President Heslink introduced and announced members who were elected to 2017-2018 committees from the Area meetings and the Advisory Council meeting.

Affiliations and Advisory Council: Donita Smith, CEOE (OH), Chairman

Elected at Area Meetings:

North Central Area: Becky Moses (MO)
Mid-Atlantic: Melody Wise Butler, CEOE (SC)
Northeast: Sandy McCauley, CEOE (NY)
Northwest: Kim Nickerson (WA)
South Central: Lorenza C. Sanchez, CEOE (NM)
Southeast: Vanessa Brown, CEOE (MS)
Southwest: Sue Christensen (UT)

Elected at Advisory Council Meeting:

MaryAnn Hollingsworth, CEOE (TX)
Angela Garcia (ID)

Awards: Paula Rosenberger, CEOE (SC), Chairman

Elected at Area Meetings:

North Central: Gwendolyn Kramer, CEOE (KS)
Mid-Atlantic: Nona Montoya, CEOE (SC)
Northeast: Lisa McLaen, CEOE (NY)
Northwest: Lynne Hubbard, CEOE (WA)
South Central: Diana Rodriguez (TX)
Southeast: Joann Hollingsworth, CEOE (MS)
Southwest: Sarah Tierce (CA)

Elected at Advisory Council Meeting:

Tina Gilliard-Rice, CEOE (SC)
Darcy Blackstock (TX)

Bylaws: Katherine Reichley, CEOE (OH), Chairman

Elected at Area Meetings:

North Central: Jane Schneider, CEOE (NE)
Mid-Atlantic: Janet Timberlake, VA
Northeast: Stephanie Nallo (PA)
Northwest: Amey Tamagni, CEOE (AK)
South Central: N/A
Southeast: Judy Russell, CEOE (LA)

Southwest: Maria Moroyoqui (CA)
Elected at Advisory Council Meeting:
Sue Hand, CEOE (TX)
Diann Hunter (KS)

Long Range Planning: Vickie Eaves, CEOE (AR), Chairman

Elected at Area Meetings:

North Central: Mackenzie Hahn, CEOE (NE)
Mid-Atlantic: Georgette Council, CEOE (SC)
Northeast: Joette Cappello (NY)
Northwest: Shannon Fischer (WY)
South Central: Juliana Holmes (TX)
Southeast: Pamela Lehn, CEOE (AR)
Southwest: Stella Miyashiro (CA)

Elected at Advisory Council Meeting:

Diane Wasser, CEOE (NE)
Angela Middleton, CEOE (AR)

Membership: Jill Averyhart, CEOE (SC), Chairman

Elected at Area Meetings:

North Central: Peggy Clagett (NE)
Mid-Atlantic: Heather Bryan (SC)
Northeast: Connie Ralston, CEOE (OH)
Northwest: Alicia Woods, CEOE (AK)
South Central: N/A
Southeast: Linda Orr, CEOE (FL)
Southwest: Beth Heyden (CA)

Elected at Advisory Council Meeting:

Cory Williams (MS)
Sharon Lucas, CEOE (NC)

Nominations and Elections: Debbie McFadden, CEOE (TX), Chairman

Elected Advisory Council Meeting:

Tammy Johnson, CEOE (VA)
Mary Meyers, CEOE (UT)

Professional Development and Field Service: Susan Belliston, CEOE (ID), Chairman

Elected at Area Meetings:

North Central: Brenda Spieker, CEOE (NE)
Mid-Atlantic: Marybeth Gawrys, CEOE (SC)
Northeast: Vivian Champagne (ME)
Northwest: Jessica Mayabb (WA)
South Central: N/A
Southeast: Jennifer Lewis (MS)
Southwest: Julianne Hamblin (UT)

Elected at Advisory Council Meeting:

Jewel Adams, CEOE (MS)
Winopa Mbakop (MD)

Professional Standards Program: Mary Guest, CEOE (NE), Chairman

Elected at Area Meetings:

North Central: Amy Chandler, CEOE (NE)
Mid-Atlantic: Brian Weston, CEOE (SC)
Northeast: Naomi Strada, CEOE (VT)
Northwest: Cheryl Smith, CEOE (WA)
South Central: Sharon Mena, CEOE (TX)
Southeast: Karen Donovan, CEOE (AR)

Southwest: Gayna Breeze (UT)
Elected at Advisory Council Meeting:
 Linda Rush, CEOE (CA)
 Dena Henricks, CEOE (IL)

Public Relations & Publications: Eldene Wall, CEOE (WA), Chairman

Elected at Area Meetings:

North Central: Becky Rock, CEOE (NE)
 Mid-Atlantic: Michelle Springs (VA)
 Northeast: Lenore Filipovic (PA)
 Northwest: Robin Mallory, CEOE (WA)
 South Central: N/A
 Southeast: Marian “Mimi” Pike, CEOE (KY)
 Southwest: Christine Harris, CEOE, (CA)

Elected at Advisory Council Meeting:

Michelle Blake, CEOE (WY)
 Teresa Craft (DE)

Special Projects: Deborah McFadden, CEOE (TX), Chairman

Elected at Area Meetings:

North Central: Lori Schumann, CEOE (MN)
 Mid-Atlantic: April Turner, CEOE (SC)
 Northeast: Ronda Clifton (OH)
 Northwest: Cheryl Parker-McLane (WA)
 South Central: Annette Dighton, CEOE (OK)
 Southeast: Malinda Larey, CEOE (AR)
 Southwest: Maria Gonzalez (CA)

Elected at Advisory Council Meeting:

Albertha Johnson-Mikell, CEOE (SC)
 Deb Brown (MN)

Student Scholarships: Teresa Himmelberger, CEOE (UT), Chairman

Elected at Area Meetings:

North Central: Charla Callahan (SD)
 Mid-Atlantic: Joann Penner, CEOE (NC)
 Northeast: Jackie Flood (NY)
 Northwest: Annette Ambrosino, CEOE (WY)
 South Central: N/A
 Southeast: Sarah Foote, CEOE (MS)
 Southwest: Andrea Curtin, CEOE (UT)

Elected at Advisory Council Meeting:

Jeanne “Marie” Freeman (MO)
 Lori Ortell, CEOE (CA)

Foundation FUNdraising Committee: Charla Callahan (SD), Chairman

Elected at Area Meetings:

North Central: Betty Sokol (NE)
 Mid-Atlantic: Judy Cooper (SC)
 Northeast: Connie Van Hoesen, CEOE (NY)
 Northwest: Machel Salado, CEOE (WA)
 South Central: N/A
 Southeast: N/A
 Southwest: Susie Martinez, CEOE (CA)

Foundation Marketing/Corporate Sponsorship Program: Cathy McHenry, CEOE (PA), Chairman

North Central: N/A
 Mid-Atlantic: Gervonder Brown (SC)

Northeast: N/A
Northwest: Jo Purnell-Johnson, CEOE (AK)
South Central: N/A
Southeast: N/A
Southwest: N/A

Elections at General Session:

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

Nominations and Elections: Deborah McFadden, CEOE (TX), Chairman

Elected at General Session:

Shelia Stanley, CEOE (NC)
Esperanza “Hope” Eddy (SC)
Cassie Nelson, CEOE (SC), Alternate

PSP Governing Board: Mary Guest, CEOE (NE), Chairman

Elected at General Session:

Penny Sorrick, CEOE (MD)

There were several announcements related to conference events.

Recessed at 3:22 pm.

Third General Session Saturday, July 15, 2017

Reconvened at 9:21 am.

Presiding

Wendy Heslink, CEOE (NY), NAEOP President, introduced those seated at the head table. Vice President Susan Belliston, CEOE (ID), reported we had 168 members present. A quorum was established.

Report of the 2016 Advisory Council

Mary Guest, CEOE (NE), Advisory Council Chairman, provided an update on action taken by the Board of Directors on agenda items from the 2016 Advisory Council.

Item #1: Recommend NAEOP develop and implement a communications plan for effective communications to members.

This includes a review of all current and planned communication avenues. The Board will implement and provide a report to the Membership of this Communication Plan by January 31, 2017. A motion was made in General Session. The development of the communication plan is ongoing. All forms of communication will be included in the plan. The social media plan has been developed, and the Board continues to review all forms of communication including the NES, newsletters, Area Director communications, President communications, NAEOP office communications, etc. The NAEOP Board is addressing the communication plan and will report at the winter board meeting in January 2018 and then to the membership.

Item #2: Review the current awards and criteria (Marion T. Wood Student Scholarship; Louise Henderson Nelson Award; Educational Administrator of the Year Award; Office Professional of the Year Award; Website Award; and Rachel Maynard Award) and determine if the awards are relevant and the criteria reasonable.

The following awards were reviewed by the Awards Committee: Administrator of the Year, Olive T. Ritchie Office Professional of the Year, Rachel Maynard, and Website. The NAEOP Board approved discontinuing the Louise Henderson Nelson Award, converting all award submissions to an electronic format, removing the “magazine” category from the Rachel Maynard Award, define the website categories as “professional” and “nonprofessional,” and some editorial changes on July 12, 2017. Additionally, on the recommendation of the Scholarships Committee, the Board approved the change to electronic submission of scholarship applications beginning 2017-2018.

Item #3: Review current Membership Recruitment Incentive: If a current NAEOP member recruits a brand new active member, the member will receive \$5 off their next membership (up to 2). Evaluate success of the incentive and consider removing the limit of 2 recruitments. When you place limits, you limit potential. The NAEOP Board, on July 12, 2017, approved the increase of the membership incentive to \$10 per new member recruited with a limit of two (2) per year for a total of \$20.00.

Item #4: If an Area Association affiliates with the National Association of Educational Office Professionals, it must include all members of the National Association of Educational Office Professionals as members, not just members paying extra dues to the Area Association. No action was taken during Advisory Council and no motion was made during General Session. This item was discussed by the Area Directors but no further action was taken.

New Business Item: The Board of Directors consider adoption of the proposed rewording of the mission statement. Proposed revised mission statement: “Our mission is to provide professional growth through leadership, education, recognition and networking opportunities for educational office professionals.” The NAEOP Board took action in January 2017 to revise the mission statement to: “Our mission is to provide professional growth through leadership, education, achievement, recognition, and networking opportunities for educational office professionals.” This action requires a Bylaws change and will be included in the ballot fall 2017.

Report of the 2017 Advisory Council Action

Advisory Council Chairman Mary Guest, CEOE (NE), reported on the results of the 2017 Advisory Council. The Advisory Council items were listed on pages 14-16 in the Advisory Council booklet. There were 74 delegates in attendance. Six items were submitted for consideration.

2017 Advisory Council Action:

Item #1: Louise Henderson Nelson Award Application. Would like to see some of the criteria revised. Participation – h. Olive T. Richie Office Professional of the Year; the local affiliate gets no points if their nominee wins at the State level and is then sent up to the National by their State. i. – NAEOP Educational Administrator of the Year; the local affiliate gets no points if their nominee wins at the State level and is then sent up to the National by their State. (Submitted by Richland County AEOP)

Action by the NAEOP board made this suggestion unnecessary. The group was assigned to discuss award options which would be shared with the Awards Committee. One motion was made and forwarded from Advisory Council.

2017 General Session Action:

Motion #5: Motion maker Charlotte Zeller, CEOE (KS); seconded by Donna Berger, CEOE (WA). I move to refer to the Awards Committee the charge of developing and implementing a new affiliate recognition award based on the NAEOP mission. This award is to be implemented by August 1, 2018.

Vote: 204 Yes, 19 No. Motion passed.

2017 Advisory Council Action:

Item #2: We recommend that the duty of Special Projects tables’ coordinator be given to a NAEOP member who is not a part of the NAEOP Executive Board. Or, if this is not possible, that the board member appoint a person to be in-charge, and the board member oversees the set up and functioning of the special projects tables (area). (Submitted by Illinois AEOP)

One motion was made and forwarded from Advisory Council.

2017 General Session Action:

Motion #6: Motion maker Mary Beth Smith (OH); seconded by Dena Henricks, CEOE (IL). We recommend that the special projects chair work with the conference host committee to assign a liaison to ensure adequate table coverage during the conference. Effective with the 2018 Conference.

Vote: 222 Yes, 11 No. Motion passed.

2017 Advisory Council Action:

Item #3: We recommend that the Marion T. Wood Student Scholarship requirements be changed and the stipulation be modified so others besides an “office-related career or vocation” may apply for the scholarship. It seems limiting the applicants to an office-related career would present a very small window of students. Because of the restriction, state

affiliates who are offering a scholarship and wish to have it submitted to national must also limit their requirements.
(Submitted by Illinois AEOP)

One motion was made and forwarded from Advisory Council.

2017 General Session Action:

Motion #7: Motion maker Jewell Adams, CEOE (MS); seconded by Jeanne Marie Freeman (MO). I move to revise the guidelines and application for the Marion T. Wood Student Scholarship to reflect the business/technology profession.

Vote: 216 Yes, 22 No. Motion passed.

2017 Advisory Council Action:

Item #4: 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 meeting and a General Session, the agenda item goes into effect beginning with the upcoming fiscal year beginning in August.

(Submitted by NDE BRIDGE)

One motion was made and forwarded from Advisory Council.

2017 General Session Action:

Motion #8: Motion maker Carol Bom, CEOE (NE); seconded by Cory Williams (MS). I move that when an item passed by the Advisory Council and membership at the annual conference is forwarded to the Board of Directors, they (the Board) consult the motion maker for a full understanding and background prior to a board discussion. And the status and rationale (for the decision) to be communicated to the members immediately following the board meeting electronically.

Vote: 218 Yes, 13 No. Motion passed.

2017 Advisory Council Action:

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

(Submitted by New York State AEOP)

Require "Association Responsibilities" for PSP recertification. (Submitted by Nebraska EOPA)

No action was recommended on part one. One motion was made and forwarded from Advisory Council on the second part.

2017 General Session Action:

Motion #9: Motion maker Diane Wasser, CEOE (NE); seconded by Sherry Wilson, CEOE (UT). I move that the association responsibility requirements for recertification be increased to 10 points to be consistent with the association responsibility for both the certification upgrades that require 10 points respectively. If passed, this motion will be referred to the PSP governing board.

Vote: 183 Yes, 52 No. Motion passed.

2017 Advisory Council Action:

Item #6: The NAEOP budget should be presented to, and approved by, the NAEOP members. (Submitted by Nebraska EOPA)

One motion was made and forwarded from Advisory Council.

2017 General Session Action:

Motion #10: Motion maker Teresa Himmelberger, CEOE (UT); seconded by Pamela Lehnen, CEOE (AR). Recommend in the interest of better communication and transparency:

- 1. That as quarterly financials are available, correspond with members the link to the website for financial records.**
- 2. Members are encouraged to seek out information and ask questions as they arise. Questions may be directed to the NAEOP national office or Executive Board.**

Vote: 225 Yes, 6 No. Motion passed.

2017 Advisory Council New Business:

There were additional items of new business during the Advisory Council meeting. They will be presented during Fourth General Session.

Mary Guest thanked everyone who assisted her across the year. President Heslink thanked Mary Guest for a job well done during her second year in this position. She reminded people renewal deadline for affiliations is December 31.

Announcements:

There were several announcements related to conference events.

Recessed at 10:15 am.

**Fourth General Session
Saturday, July 15, 2017**

Reconvened at 1:47 pm.

Presiding

Wendy Heslink, CEOE (NY), NAEOP President. Vice President Susan Belliston, CEOE (ID), reported that we have 214 members present. A quorum was established.

Recognition of Hotel Staff

The Hyatt Regency Greenville staff in attendance received a standing ovation.

2017 Advisory Council New Business

There were additional items of new business during the Advisory Council meeting.

Motion #11: Motion maker Diane Wasser, CEOE (NE); seconded by Cory Williams (MS). I move that the PSP Governing Board organizational documents be made available to all members on the website.

Vote: 181 Yes, 38 No. Motion passed.

Motion #12: Motion maker Carol Bom, CEOE (NE); seconded by Diane Wasser, CEOE (NE). I move that the PSP Governing Board have staggered terms limits. Each member should only serve three (3) consecutive years and should only be reappointed for a total of two (2) terms or six (6) years.

Motion passed.

This concluded the business from the Advisory Council meeting. It was announced the Chairman for 2018 Advisory Council is Donita Smith, CEOE (OH).

Announcements

It was announced that more than \$600 was collected at the end of the Third General Session for the Elverda J. "Butch" Bender Educational Reimbursement Incentive (EDUBERI) fund.

New Business

Motion #13:

Motion maker Marianna Greer (NE); seconded by Jessica Mayabb (WA). I move to commend President Gayle Schnorenberg and the members of the NAEOP Foundation for its support of the association and its programs.

Motion passed.

Motion #14:

Motion maker Jessica Mayabb (WA); seconded by Jeanne Marie Freeman (MO). I move to commend NAEOP Executive Director Debbie Geib and her staff in the national office, Jenny Jackson and Lois Jordon for their contributions and support throughout the year and in making the 2017 Greenville conference a success.

Motion passed.

Motion #15:

Motion maker Judy Russell, CEOE (LA); seconded by Edie Schleiger, CEOE (NE). I move to commend Paula Rosenberger and Melody Wise Butler – 2017 Conference Co-Chairmen, and Redell Sherrill – Institute Chairman, and the members of the South Carolina delegation for the planning and implementation of a professionally rewarding conference.

Motion passed.

Motion #16:

Motion maker Gwendolyn Kramer, CEOE (KS); seconded by Claudia Cohen, CEOE (SC). I move to commend President Heslink and the 2016-17 Board of Directors for an outstanding year.

Motion passed.

President Heslink thanked Dr. Jon Hall for the services he has provided to NAEOP for many years. Dr. Hall shared he started with NAEOP in 1976. He shared how membership is an issue confronting all organizations. He has confidence we can persevere.

Affiliates and Memberships Presentations

Vice President and Membership Committee Chairman Susan Belliston, CEOE (ID), along with President Heslink, CEOE (NY), presented the following awards. Susan reported the current membership is 2175.

State Affiliates with largest increase in NAEOP Membership

3rd place New Hampshire AEOP and Utah EOPA – 7 new members each
 2nd place Washington AEOP – 11 new members
 1st place South Carolina AEOP – 72 new members

State Affiliates with the largest NAEOP membership

3rd place Alaska AEOP – 223
 2nd place South Carolina AEOP – 233
 1st place Washington AEOP – 408

Non-Board Member Recruiters

3rd place Deborah Blimline, CEOE (MD) – 4
 2nd place Amey Tamagni, CEOE (AK) – 6
 1st place Paula Jo Brave, CEOE (WA) – 8

Board Member Recruiters

3rd place Mary Meyers, CEOE (UT) – 4
 2nd place Lisa Morehouse, CEOE (NE) and Jill Averyhart, CEOE (SC) – 12 each
 1st place Wendy Heslink, CEOE (NY) – 24

Top Council Chairman Recruiters

3rd place Charlotte Zeller, CEOE (KS) – 1
 2nd place Mary Beth Smith (OH) – 2
 1st place Tina Gilliard-Rice, CEOE (SC) – 3

Areas with Increased Membership

2nd place Northwest
 1st place Mid-Atlantic

Areas with Largest Membership

3rd place North Central
 2nd place Mid-Atlantic
 1st place Northwest

Councils with Largest Membership

3rd place High School/Career Technology
 2nd place Elementary
 1st place Administrative

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

Student Scholarship Chairman Mary Meyers, CEOE (UT), announced the winners of the Student Scholarships valued at \$1,000 each:

MaiHan Bui, Lafayette, IN, sponsored by Indiana Association of Educational Office Professionals
 Talia Wolfe, Salt Lake City, UT, sponsored by Utah Association of Educational Office Professionals

Julie Didinger, Danville, OH, sponsored by Educational Office Professionals of Ohio
None of the recipients were able to attend the meeting. There were no applications for the Student with Special Needs Scholarship.

2018 NAEOP Annual Conference Invitation

Theresa Coté, CEOE (KS), and Mary Guest, CEOE (NE), Co-Chairman of the 2018 Annual Conference and Institute, were introduced. The North Central Area is hosting the conference in Bloomington, MN. More information will be distributed after the session concludes. They showed a short video about the keynote speaker and the area.

President Heslink announced the NAEOP Board accepted a bid from Idaho for the 2019 Conference. It will be held in Boise, ID.

Announcements

There were several announcements related to conference events.

Retiring of State Flags

Retired U.S. Marine Corps Corporal Roger Carson (IL) retired the U.S. Flag. The state flags were retired in addition to the NAREOP and NAEOP flags.

Closing Comments

President Heslink thanked the Credentials Committee, Pages, Tellers, Timekeeper, Monitor, Recorders, Minutes Approval Committee, Dr. Jon Hall, Parliamentarian, her advisors, the NAEOP Board of Directors, the national staff, and members of NAEOP who have inspired her.

Recessed at 3:09 pm.

“Accept the Challenge – Become the Difference” Installation Banquet, Saturday, July 15, 2017

Reconvened at 7:01 pm.

Debbie Geib, CEOE (KS), Executive Director, welcomed members and guests. President Wendy Heslink introduced those seated at the head table. Dale and Lila Comer, friends of President Elect Lisa Morehouse, CEOE (NE), provided the inspiration by singing “I Believe.” President Heslink presented the Conference Proclamation.

Dinner was served.

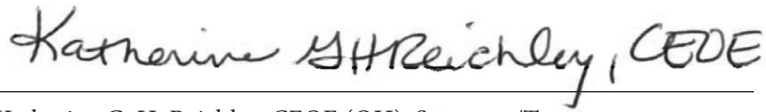
President Heslink recognized the current honorary members in attendance at the banquet. She presented the Jackie Evans Distinguished Service Award to Allie Faye Matthews, CEOE (AZ). She asked past winners of the award to stand and be recognized.

President Heslink gave her farewell speech.

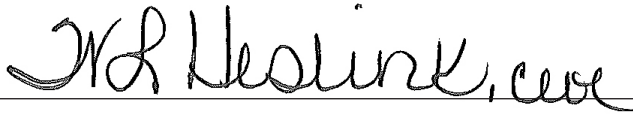
Dale and Lila Comer provided special music by singing “What a Wonderful World.”

Theresa Coté, CEOE (KS) conducted the Installation Ceremony. Lisa Morehouse, CEOE (NE), shared her theme “Accept the Challenge – Become the Difference.” Following the installation of the 2017-2018 officers, President Heslink passed the gavel to Lisa Morehouse. Lisa presented President Heslink with the past president’s pin and appreciation plaque.

Dale and Lila Comer along with the NAEOP Choir led by Sharon Griffiths, CEOE (MN), NAEOP Past President (2001-2002), concluded the evening by singing “Patriotic Medley.” Attendees were invited to join them in singing “God Bless America.” Wendy Heslink and Lisa Morehouse adjourned the 2017 Annual Conference and Institute at 9:37 pm. A reception honoring the 2017-2018 Board was held following the banquet.



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



Wendy Heslink, CEOE (NY), President



Sylvia Sullivan, CEOE (SC), Minutes Approval Chairman

NAEOP ANNUAL FINANCIALS



National Association of
Educational Office Professionals

**National Association of Educational Office
Professionals Statement of Financial Position -Tax Basis
As of July 31, 2017**

ASSETS

	<u>Jul. 31, 2017</u>
CURRENT ASSETS	
Southwest National Bank-checking	\$ 114,174.15
Credit Union of America-Commercial CD	158,096.11
Credit Union of America	6,090.78
Accounts receivable	4,220.00
Southwest National Bank-Scholarship CD	29,381.06
Credit Union of America-Scholarship CD	26,824.72
Prepaid insurance	1,814.73
Inventory	<u>2,450.51</u>
TOTAL CURRENT ASSETS	<u>343,052.06</u>
PROPERTY AND EQUIPMENT	
Property and office equipment	27,371.03
Computer equipment	7,815.02
Accumulated depreciation	<u>(35,186.05)</u>
NET PROPERTY AND EQUIPMENT	<u>0.00</u>
TOTAL ASSETS	<u>\$ 343,052.06</u>

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES	
Accounts payable	\$ 94,131.04
Payroll liabilities	<u>100.30</u>
TOTAL CURRENT LIABILITIES	<u>94,231.34</u>
TOTAL LIABILITIES	<u>94,231.34</u>
NET ASSETS	
Temporarily restricted net assets	52,036.71
Unrestricted net assets	<u>196,784.01</u>
TOTAL NET ASSETS	<u>248,820.72</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 343,052.06</u>

National Association of Educational Office Professionals
Statement of Activities -Tax Basis

	1st Quarter October 2016	4th Quarter July 31, 2017
REVENUES		
Active members	19,825.00	91,431.00
Retired members	1,830.00	7,400.00
Associated members	85.00	85.00
Corporate members	0.00	60.00
Institute members	0.00	255.00
Affiliate	121.10	4,693.66
R/NES	0.00	395.00
NES	400.00	1,600.00
Award nominations	0.00	1,120.00
PSP fee	3,930.00	10,615.00
CEO fee	1,645.00	4,385.00
Convenience fee	1,050.00	3,685.00
Webinars	125.00	9,090.00
Publications	0.00	20.00
Jewelry	265.00	525.00
Special projects income	4,381.25	4,381.25
General donations	0.00	64.91
Field service donations	540.00	2,779.20
Office equipment donations	34.94	34.94
Scholarship donations	0.00	50.00
Conference donations	0.00	500.00
Conference layaway	50.00	600.00
Interest and dividends	282.20	1,114.56
Scholarship interest (CD)	29.62	251.14
Other revenue	589.10	912.33
Conference registration and meals	61,959.50	107,650.98
Exhibits	650.00	1,175.00
Conference bags	150.00	250.00
Briefings	8,410.00	14,985.00
Administrative and accounting fees	2,250.00	9,000.00
Spring and fall institute registration	7,020.00	14,340.00
TOTAL REVENUES	115,622.71	293,448.97
EXPENSES		
Executive director cell phone	135.00	540.00
Executive director(+personally pd insurance)	12,625.02	51,029.13
Insurance - health	871.91	4,125.49
PSP registrar	2,715.66	10,755.64
FICA taxes	1,635.09	6,279.52
KS and federal unemployment fund	123.10	423.20
Membership coordinator	6,032.95	22,190.65
Office Staff development	0.00	205.00
Rent	2,700.00	10,800.00
Telephone	410.74	1,614.75
Depreciation	4.07	16.34
Office supplies	64.31	632.35
Postage	161.96	1,051.58
Lease payments	1,707.99	5,603.57
Computer	225.75	1,977.92
Credit card fees	1,166.57	2,991.55
Miscellaneous	0.00	2.03
Parliamentarian	350.00	575.00
Accountant	1,530.00	7,630.00
Insurance and bonding	(184.61)	2,554.16

**National Association of Educational Office Professionals
Statement of Activities -Tax Basis**

	1st Quarter October 2016	4th Quarter July 31, 2017
Business taxes	0.00	246.12
Bank charges	0.00	22.00
Website expenses	0.00	3,981.66
Internet provider	274.65	1,098.60
NAEOP Foundation assessment	269.00	1,084.00
Board meeting	242.72	2,999.99
Per diem	3,457.09	8,202.99
Travel	0.00	1,045.59
Nominations and elections	0.00	130.73
Public relations	433.75	631.55
Affiliations	0.18	20.38
Field service	1,333.43	6,369.92
Memberships	310.38	1,387.66
Payroll expenses	14.07	14.07
NES connector	848.28	4,418.01
NES connector editor	650.00	2,600.00
PSP	92.60	406.87
Scholarship grants	500.00	2,500.00
Award stipends	150.00	150.00
Webinar expenses	1,800.00	4,387.50
Executive director and staff	2,279.50	2,715.60
President, president-elect and parliamentarian	1,109.90	1,109.90
General fund budget	95,073.12	140,848.76
Institute speaker	1,675.00	1,675.00
TOTAL EXPENSES	<u>142,789.18</u>	<u>319,044.78</u>
CHANGE IN NET ASSETS	<u>\$ (27,166.47)</u>	<u>(25,595.81)</u>
BEGINNING NET ASSETS		<u>274,416.53</u>
ENDING NET ASSETS		<u>\$ 248,820.72</u>

National Association of Educational Office Professionals
Statement of Financial Position -Tax Basis
As of April 30, 2018

ASSETS

	Apr. 30, 2018
CURRENT ASSETS	
Southwest National Bank-checking	\$ 55,705.44
Credit Union of America-Commercial CD	159,089.91
Credit Union of America	6,104.43
Accounts receivable	2,250.00
Southwest National Bank-Scholarship CD	29,381.06
Credit Union of America-Scholarship CD	26,999.32
Prepaid insurance	1,084.42
Inventory	2,450.51
TOTAL CURRENT ASSETS	<u>283,065.09</u>
PROPERTY AND EQUIPMENT	
Property and office equipment	27,371.03
Computer equipment	7,815.02
Accumulated depreciation	<u>(35,186.05)</u>
NET PROPERTY AND EQUIPMENT	<u>0.00</u>
TOTAL ASSETS	<u><u>\$ 283,065.09</u></u>

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES	
Accounts payable	\$ 678.87
Payroll liabilities	<u>74.64</u>
TOTAL CURRENT LIABILITIES	<u>753.51</u>
TOTAL LIABILITIES	<u>753.51</u>
NET ASSETS	
Temporarily restricted net assets	53,942.11
Unrestricted net assets	<u>228,369.47</u>
TOTAL NET ASSETS	<u>282,311.58</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 283,065.09</u></u>

**National Association of Educational Office Professionals
Statement of Activities -Tax Basis**

	1st Quarter October 2017	3rd Quarter April 30, 2018
REVENUES		
Active members	26,745.00	69,690.00
Retired members	1,790.00	4,435.00
Associated members	0.00	50.00
Institute members	0.00	335.00
Affiliate	36.50	4,843.90
NES	315.00	915.00
Award nominations	900.00	900.00
PSP fee	1,335.00	7,265.00
CEOE fee	660.00	2,365.00
Convenience fee	1,075.00	2,625.00
Webinars	300.00	9,305.00
Jewelry	35.00	(11.40)
Special projects income	60.00	60.00
Field service donations	0.00	1,200.00
Office equipment donations	0.00	211.18
Scholarship donations	5.00	2,555.00
Conference donations	0.00	500.00
Conference layaway	728.00	1,453.00
Interest/dividends	387.88	1,007.45
Scholarship interest-CD	151.87	350.40
Conference registration/meals	33,707.00	39,020.00
Exhibits	325.00	325.00
Conference bags	60.00	80.00
Briefings	3,965.00	4,705.00
Administrative/accounting fees	4,500.00	6,750.00
Spring/fall institute registration	4,775.00	5,330.00
TOTAL REVENUES	81,856.25	166,264.53
EXPENSES		
Executive director cell phone	157.50	405.00
Executive director(+personally pd insurance)	15,023.75	38,632.50
Insurance - health	702.96	2,510.46
PSP registrar	1,306.94	6,198.26
Payroll tax expenses	1,949.53	4,839.02
Membership coordinator	6,606.49	17,270.66
Mileage/travel expenses	0.00	72.90
Office Staff development	198.54	198.54
Rent	2,700.00	8,100.00
Telephone	449.49	1,266.96
Office supplies	176.35	358.96
Postage	216.37	122.76
Maintenance equipment agreement	0.00	591.25
Lease equipment payments	1,393.41	4,602.69
Computer	258.00	1,166.27
Credit card fees	968.11	2,079.30
Parliamentarian	0.00	225.00
Accountant	2,390.00	5,510.00
Insurance/bonding	446.36	2,542.41
Business taxes	0.00	40.00
Website expenses	0.00	3,560.32
Internet provider	302.10	860.55
NAEOP Foundation assessment	253.88	758.13
Board meeting	32.21	2,098.43
Per diem	(347.77)	5,452.88

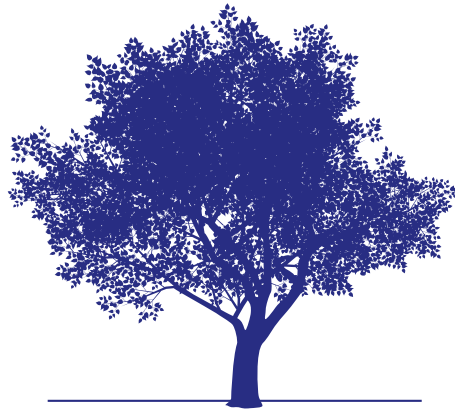
National Association of Educational Office Professionals
Statement of Activities -Tax Basis

	1st Quarter October 2017	3rd Quarter April 30, 2018
Travel	240.23	2,613.87
Nominations/elections	288.00	288.00
Affiliations	6.76	9.39
Field service	2,012.56	3,523.02
Memberships	162.20	592.08
Payroll Expenses	(82.22)	0.00
NES connector	799.53	3,111.08
NES connector editor	650.00	1,950.00
PSP	19.43	348.27
CEO	0.00	48.75
Scholarship grants	0.00	1,000.00
Webinar expenses	2,437.50	4,650.00
Executive director/staff	0.00	309.00
President/president-elect/parliamentarian	375.80	375.80
General fund budget	<u>2,385.64</u>	<u>4,491.16</u>
TOTAL EXPENSES	<u>44,479.65</u>	<u>132,773.67</u>
CHANGE IN NET ASSETS	<u>\$ 37,376.60</u>	<u>33,490.86</u>
BEGINNING NET ASSETS		<u>248,820.72</u>
ENDING NET ASSETS		<u>\$ 282,311.58</u>

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NAEOP EDUCATIONAL FOUNDATION

NAEOP



EDUCATIONAL
FOUNDATION

**NAEOP EDUCATIONAL FOUNDATION, INC.
BOARD OF TRUSTEES
2017-2018**

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/ FUNdraising Committee Chairman

MaryAnn Hollingsworth, CEOE, TX
Trustee/ Scholarship Chairman

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

Jill Averyhart, CEOE, SC
Trustee/NAEOP Board Representative

Carol Spencer, CEOE, MS
President Emeritus

Lisa Morehouse, CEOE, NE
NAEOP President/Ex Officio

Ellen Gamel, CEOE, AK
NAREOP President/Ex Officio

STAFF

Debbie Geib, CEOE, NAEOP Executive Director
Jenny Jackson, PSP Registrar/Affiliate Coordinator
1841 S. Eisenhower Ct., Wichita, KS 67209

National Association of Educational Office Professionals 84th ANNUAL CONFERENCE

**DoubleTree by Hilton
Bloomington, Minnesota
Hosted by the North Central Area**

Friday, July 20, 2018

Presiding	Gayle Schnorenberg, CEOE <i>President</i>
I. Call to Order	Gayle Schnorenberg, CEOE <i>President</i>
II. Quorum Established	Darlene Hovorka, CEOE <i>Secretary</i>
III. Introduction of Board Members	Gayle Schnorenberg, CEOE <i>President</i>
IV. Appointment of Minutes Approval Committee, Pages and Tellers	Gayle Schnorenberg, CEOE <i>President</i>
V. Minutes Approval 2017 Annual Meeting Minutes	Darlene Hovorka, CEOE <i>Secretary</i>
VI. Financial Report	Sherry Wilson, CEOE <i>Treasurer</i>
VII. Special Reports	
A. National Office Update	Debbie Geib, CEOE <i>NAEOP Executive Director</i>
B. Friends of the Foundation	Gayle Schnorenberg, CEOE <i>President</i>
C. Foundation FUNdraising Report	Charla Callahan <i>FUNdraising Committee Chairman</i>
D. Marketing/Corporate Sponsorships Report	Cathy McHenry, CEOE <i>Marketing/Corporate Sponsorships Chairman</i>
A. Marketing	
B. Corporate Sponsors	
C. Social Media	
E. NAREOP Update	Ellen Gamel, CEOE <i>NAREOP President</i>
VIII. Scholarships	MaryAnn Hollingsworth, CEOE <i>Scholarship Chairman</i>
A. Mona Smith Member Dependent	
B. Marion T. Wood Member	
C. EJBBEKI	
IX. Unfinished Business	Gayle Schnorenberg, CEOE <i>President</i>
X. New Business	
XI. Adjournment	

NOTES

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NAEOP EDUCATIONAL FOUNDATION REFERENCE MATERIALS

NAEOP



EDUCATIONAL
FOUNDATION

NAEOP Educational Foundation, Inc.

BYLAWS ARTICLE I BYLAWS

ARTICLE I - OFFICE

- Section 1. Principal Office - The principal office of the corporation shall be located at 1841 South Eisenhower Court, Sedgwick County, Wichita, Kansas 67209-2845, in the building owned by the Corporation.
- Section 2. Agent of Record - The Agent of Record shall be the Executive Director of the National Association of Educational Office Professionals Educational Foundation, Inc.

ARTICLE II - MEMBERSHIP

- Section 1. Membership - All members of the National Association of Educational Office Professionals (NAEOP) shall be members of this Corporation.
- Section 2. Voting Rights - Each member shall be entitled to one vote on each matter submitted to a vote of the members of the Corporation.

ARTICLE III - MEETINGS

- Section 1. Annual Meeting -The annual meeting of the membership shall be held during the Annual Conference of the National Association of Educational Office Professionals at a time and date specified by the Board of Trustees of the Corporation.
- Section 2. Special Meetings - Special meetings of the membership may be called by the President, the Executive Committee, or not less than five (5) members of the Corporation.
- Section 3. Notice of Meetings - Written notice of each Annual Meeting and/or special meeting shall be given to each member, either personally, by electronic transmission or by mail addressed to such member at the member's address appearing on the books of the Corporation. All such notices shall specify the place, day, and hour of the proposed meeting. Notice of special meetings shall include the general nature of the business to be transacted.
- Section 4. Quorum - The presence of one hundred voting members shall constitute a quorum for the transaction of business. The members present at a duly called meeting at which a quorum is present may continue to do business until adjournment, notwithstanding the withdrawal of enough voting members to leave less than a quorum.

ARTICLE IV - BOARD OF TRUSTEES

- Section 1. General Powers - The affairs of the Corporation shall be managed by its Board of Trustees which shall have the authority to exercise or delegate all of its powers and rights except to the extent prohibited by the laws of the State of Kansas, the Charter of Incorporation, or these Bylaws.
- Section 2. Number, Tenure, and Qualification of Trustees - The Board of Trustees shall consist of nine (9) members and Presidents Emeriti. Trustees must be members of the Corporation.

The honor of President Emeritus may be bestowed by the Board of Trustees of the Corporation. Presidents Emeriti shall receive notice of all meetings of the Corporation and the Board of Trustees and shall have voting privilege at meetings of both groups.

Trustees shall be appointed by the Board of Trustees of the National Association of Educational Office Professional Educational Foundation, Inc. as follows:

- A. One (1) member from the NAEOP Board of Directors. This position will be filled using a collaborative process between the NAEOP President and the Foundation President.
- B. One (1) members from the Retired Professionals of NAEOP. This position may not be filled by a retired Past President of NAEOP.
- C. One (1) member from the NAEOP Past Presidents. (May be retired)
- D. Six (6) members from the Active NAEOP membership.
- E. Of the above members every attempt will be made to include representation from each of the NAEOP geographic areas.

- The NAEOP & the NAREOP President shall serve as ex-officio members of the Board.
- The term of office for the member of the NAEOP Board of Directors shall be two (2) years. The term of the non-NAEOP Board Trustees shall be four (4) years. Effective July 2013, the maximum number of terms a Trustee may serve is two (2) terms. Once there has been a break in service a person will be eligible to be reappointed.
- In the event of membership status change, a Trustee shall either resign or if available, assume an applicable opening. All Trustees shall hold office until their respective successors are selected. If there is no replacement for a Trustee at the end of their second term, by general consent of the Board of Trustees that person can serve additional terms.
- A Trustee may be removed from office at any time for good cause by a majority vote of the members of the Board of Trustees.

- Section 3. Regular Meetings - The Annual Meeting of the Board of Trustees shall be held immediately preceding each Annual Meeting of the Corporation for the purpose of the transaction of any business as may be necessary.
- Section 4. Special Meetings - Special Meetings of the Board of Trustees may be called at any time for any purpose by the President or, if the President is unable to act, by the Vice President or Secretary. Notice of such meetings shall be given in writing by electronic transmission, delivered in person or mailed at least ten (10) days before the date of such meeting. If mailed, notice of such meeting shall be deemed to be delivered when deposited in the United States mail in a sealed envelope addressed with postage prepaid.
- Section 5. Quorum - A majority of the total number of Trustees shall be necessary to constitute a quorum for the transaction of business.
- Section 6. Vacancies - Any vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in these Bylaws for regular appointments to such office. A Trustee appointed to fill a vacancy shall be appointed for the unexpired term of the predecessor in office.
- Section 7. Compensation and Fees - Trustees shall not receive compensation for their services as trustees. By action of the Board of Trustees, Trustees may be reimbursed for expenses in attending meetings of the Board or while on other official business for the Corporation.
- Section 8. Employees - Employees shall not be members of the Corporation.
- Section 9. Electronic Meetings/Mail - Members of the Board of Trustees may participate in meetings of the Board of Trustees by means of a conference telephone call or similar communications equipment. Minutes shall be maintained of each such meeting.

Between meetings of the Board of Trustees, items of business may be handled by meetings such as that described above or by mail. Business of the Corporation handled by methods outlined in this article must be ratified at the next meeting of the Board of Trustees and must be recorded in the minutes of that meeting.

- Section 10. Executive Committee - An Executive Committee composed of the President, Vice President, Secretary, and Treasurer, shall have and exercise the authority of the Board of Trustees in the management of the Corporation during periods between meetings of the Board of Trustees.
- Section 11. Executive Committee Meetings - The Executive Committee shall meet at the call of the President and shall submit a report to the Board of Trustees of any action taken within four (4) weeks following the conclusion of such a meeting.
- Section 12. Executive Committee Quorum - At meetings of the Executive Committee, a majority of the committee members shall constitute a quorum.
- Section 13. Standing Committees – Standing Committees shall be appointed as needed. Membership on these committees will follow the same protocol as the committees of NAEOP. There will be one person elected at each Area meeting for the Standing Committees with exception of the Scholarship Committee members elected at the Foundation portion of the NAEOP Annual Business Meeting.

ARTICLE V - OFFICERS

- Section 1. Officers - The officers of the Corporation shall be: President, Vice President, Secretary, and Treasurer. These officers shall conduct the business of the Association in accordance with the governing documents and the parliamentary authority adopted by the Corporation.
- Section 2. Manner of Election - The officers of the Corporation shall be elected annually by the Board of Trustees. Each officer shall hold office for one year or until their successors in office shall be elected and qualified. There is no limit on the number of terms an officer may serve.
- Section 3. Vacancies - A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in these Bylaws for regular appointment to such office.
- Section 4. President - The President shall be an ex officio member of all committees of the corporation and shall serve as the liaison to the Board of Directors of the National Association of Educational Office Professionals.

ARTICLE VI - FISCAL YEAR

The fiscal years of the Corporation shall begin on the first day of August and end on the last day of July in each year.

ARTICLE VII - SEAL

The Board of Trustees shall provide a corporate seal, which shall be in the form of a circle and on which shall be inscribed the name of the corporation and the words “Corporate Seal.”

ARTICLE VIII - LIABILITY

Neither the members of the Corporation nor the members of the Board of Trustees shall be liable or responsible for debts or obligations of the Corporation. To the extent permitted by law, members, officers, trustees, and employees of the Corporation shall not be liable for the acts of other officers, trustees and employees performed in the capacity as officers, trustees, or employees or arising out of this status.

ARTICLE IX - PARLIAMENTARY AUTHORITY

ROBERT’S RULES OF ORDER, latest edition, shall govern the conduct of all meetings of the Corporation, the Board of Trustees, the Executive Committee, and all committees.

ARTICLE X - AMENDMENTS

- Section 1. Amendments to Article of Incorporation - Amendments to the Articles of Incorporation shall be proposed by Resolution of the Board of Trustees, shall set out the proposed amendment(s), and shall direct that the amendment(s) be submitted to the membership for vote. A two-thirds (2/3) vote of the quorum present at an annual or special meeting of the Corporation shall be required for adoption.
- Section 2. Amendments to Bylaws - These Bylaws may be altered, amended, or repeated and new bylaws may be adopted by a majority vote of a quorum present at any regular or special meeting of the Board of Trustees, provided that written notice of the proposed action has been given to each Director at least thirty (30) days prior to the date of the meeting.

Bylaws Approved—Board of Trustees—State of Kansas—February 14, 1986

Bylaws Revision—Board of Trustees—Tucson, AZ—July 20, 1993

Bylaws Revision—Board of Trustees—Wichita, KS—January 16, 2000

Bylaws Revision—Board of Trustees—Greenville, SC—July 21, 2002

Bylaws Revision—Board of Trustees—Tucson, AZ—July 10, 2005

Bylaws Revision—Board of Trustees—Bloomington, MN—July 18, 2009

Bylaws Revision—Board of Trustees—Kansas City, MO -July 3, 2010

Bylaws Revision—Board of Trustees—Costa Mesa, CA July, 7, 2012

Bylaws Revision—Board of Trustees—St. Louis, MO July 12, 2016

**NAEOP EDUCATIONAL FOUNDATION, INC.
2017 Annual Meeting Minutes July 12-15, 2017**

**Hyatt Regency
Greenville, South Carolina**

Call to Order

The NAEOP Educational Foundation Annual Meeting was called to order by President Gayle Schnorenberg at 8:01 am.

Quorum Established

Secretary Sherry Wilson established a quorum. According to Article III, Section 4, of the Bylaws, 100 members must be in attendance for a quorum at meetings of the Foundation in order to transact business. There were 168 members present. There was a quorum.

Introduction of those seated at head table:

Gayle Schnorenberg, President
Sherry Wilson, Secretary
Darcy Blackstock, Treasurer
Charla Callahan, FUNdraising
Sandra McCauley, Marketing/Corporate Sponsorship
MaryAnn Hollingsworth, Scholarship
Connie Bergeson, NAEOP Liaison
Darlene Hovorka, Trustee
Wendy Heslink, NAEOP President
Rebecca Crabtree, NAREOP President
Debbie Geib, NAEOP Executive Director
Dr. Jon Hall, Parliamentarian

Adoption of the Agenda

By consensus, the agenda as printed on page 45 of the conference book was approved as the Order of the Day.

Adoption of Annual Meeting Rules

By consensus the meeting rules on page 16 of the conference book were adopted as printed. Voting conducted by using the electronic voting devices.

Appointment of the Minutes Approval Committee

President Schnorenberg appointed the following to the 2017 Minutes Approval Committee:

Michele Newton, VA
Joann Penner, NC
Sharon Mena, TX

Appointment of Pages, Tellers, Timekeeper, and Recorder

By consensus, the pages, tellers, timekeeper, and recorder who agreed to serve for the NAEOP Annual Meeting served during the Foundation Annual Business Meeting.

Approval of Minutes

The minutes of the 2016 Annual Business Meeting were printed on pages 46-48 of the conference book. Members of the 2016 Minutes Approval Committee were Pam Lehen, AR; Jana Shepperson, WY; and Karen Aubrey, VT.

Motion #1 Motion Maker Pam Lehen; Seconded by Karen Aubrey

I move to approve the minutes of the 2016 NAEOP Educational Foundation Inc. Annual Meeting as printed in the conference booklet.

Motion passed.

Financial Report

Treasurer Darcy Blackstock presented the financial report as printed on pages 49-53 of the conference book. She explained the 1 Quarter and 4 Quarters column headings on some of the pages. "1 Quarter" does not mean the first quarter of the year in this instance. It means the one quarter between May 1 and July 31. The "4 Quarters" means all the quarters in the year from August 1 through July 31.

Darcy reported we have lost our renter and are working to get it filled. We have a \$318.71 deficit and have adopted an unbalanced budget. However, it is not as bad as it looks. She said the board had discussed our fundraiser for next year and decided to have a large cash incentive. She thanked all of the board members for donating their honorariums toward this incentive.

Special Reports

National Office & Brick Project

Executive Director Debbie Geib thanked Gayle for her leadership for the Foundation board becoming a team. The goal of the board is to work for the NAEOP members. Debbie said the building is well. Jenny and Debbie feel it is their home away from home and have rearranged to make the workflow better. She is actively pursuing a renter. Debbie invited everyone to stop by and visit the office if they are ever in Wichita.

Gayle thanked the national office staff who do a lot of "other duties as assigned." Gayle also recognized the past Foundation board members in attendance and thanked Darlene Hovorka for creating the new Foundation banner.

Friends of the Foundation

Gayle explained that NAEOP members are automatically a member of the Foundation. Members have the opportunity to play an active role in "their" association by being informed, asking questions, and visiting the website. Members also generously donate to support the programs of the Foundation.

Foundation FUNdraising Report

Charla Callahan thanked everyone who visited the Foundation table during Special Projects. Between the table items, BINGO, and donations we raised \$4,598 this week. She expressed appreciation to the members who donated items and funds.

Marketing/Corporate Sponsorship Report

Sandy McCauley reported this was the second year of the Educational Reimbursement Incentive, now known as EJBBERI (Elverda J "Butch" Bender Educational Reimbursement Incentive). The incentive encourages members to take advantage of educational offerings during the annual conference by providing financial support for those who are paying out of pocket. The program provides reimbursement of the fee of attending Briefings and Institutes. Briefings are reimbursed up to \$90 and Institutes are reimbursed up to \$200. Sandy was happy to report that 20 members participated this year, up from eight in 2016.

Jacqueline Alston, SC
Carol Bom, NE
Andrea Curtin, UT
Trishell Edwards, SC
Barbara Homer, NE
Jennifer Lewis, MS
Vermelle McCrea, SC
Bonnie Miller, PA
Kim Rhodes, ID
Arnetta Willis-Poole, VA

Beverly Balloon, GA
Vivian Champagne, ME
Vickie Eaves, AR
Angela Garcia, ID
Gwen Kramer, KS
Jessica Mayabb, WA
Sharon Mena, TX
Michele Newton, VA
Cory Williams, MS
Jackie Warner, MD

Sandy encouraged everyone who is on a quest to be a lifelong learner to apply for 2018.

Jill Averyhart mentioned that almost everyone has downloaded the conference app and encouraged everyone to download the association app. She also promoted the association's social media sites and blog. There is a Twitter contest happening during the conference and the winner will receive \$100 off next year's registration.

Marketing Coordinator

Gayna Warren handles the corporate sponsorship piece of marketing. Gayna was unable to attend the meeting so Gayle thanked Duff Erholtz, from the National Joint Powers Alliance (NJPA) for being a sponsor at the \$5,000 level. The Foundation donated a portion of those funds to the annual conference to assist with bringing Sam Glenn as the keynote speaker.

Scholarships

MaryAnn Hollingsworth announced that Nancy Harter from Lincoln, Nebraska is the recipient of the Marion T. Wood Member Scholarship. Nancy is studying Human Resource Management at Bellevue University. Nancy has been a NAEOP member since 2004. She holds an Advanced III, Option I, PSP certificate and CEOE designation. Nancy was honored to accept the scholarship. MaryAnn asked Nancy to let us know when she finished her degree.

Hannah Salome Sims, granddaughter of Mary White Thompson, was the winner of the \$1,000 Mona Smith Member Dependent Scholarship. Hannah will attend St. John's University in Queens, New York. She is pursuing a career as a Forensic Pathologist. Hannah was unable to accept the scholarship in person, as she was involved in a short-term internship. MaryAnn read a letter from her. Mary White Thompson accepted the scholarship for Hannah.

The 2016-17 Scholarship Committee Members were Cheri Goldrick, VT, Barbara Homer, NE and alternate, Doreen Berrios-Castillo, NY.

Retiree Report

Rebecca Crabtree and Ellen Gamel announced the two NAREOP student scholarship recipients were Riker Travis, MO, grandson of Julia Thompson, KS and Hannah Sims, VA, granddaughter of Mary Thompson White, VA. They thanked all the NAEOP members for supporting the retirees.

Unfinished Business

There was no unfinished business.

New Business

Gayle announced that after six years of dedicated service to the Foundation, Sandy McCauley is retiring from the board. Sandy took on every task asked of her and led the EFBBERI program along with her role as Marketing Liaison. Gayle thanked Sandy and presented her with a plaque. Sandy remarked she was hooked at her first conference in Louisville and has enjoyed volunteering during all these years. She said it meant a great deal to be encouraged to apply for the Foundation Board and encouraged all members to take the step to serve others.

Sandy's resignation created an opening for an active member position on the Board. Gayle was pleased to say there were five very qualified applicants for the position. Cathy McHenry, PA was selected and has already brought good ideas to the Board.

An election was held for the Scholarship Committee. The two members will work with MaryAnn Hollingsworth, the 2017-18 Scholarship Chairman. Cheri Goldrick, VT and Shaniqua Staples, SC were elected and Doreen Berrios-Castillo, NY will serve as the alternate.

An election was held for the Marketing/Corporate Sponsorship Committee. With approval of the assembly, all four nominees will serve on the committee with Cathy McHenry. Those members are Sharon Mena, TX; Lynne Hubbard, WA; Janet Timberlake, VA; and Veronica Watkins, SC.

Announcements

The following members will serve as the officers of the Foundation during the 2017-18 year:

Gayle Schnorenberg, President
Darcy Blackstock, Vice President
Darlene Hovorka, Secretary
Sherry Wilson, Treasurer

The following members will serve as Committee Chairman during the 2017-18 year:

MaryAnn Hollingsworth, Scholarship
 Charla Callahan, FUNdraising
 Cathy McHenry will be co-chairman of the Marketing/Corporate Sponsorship along with Jill Averyhart from NAEOP.
 Gayna Warren will serve as the Marketing/Corporate Sponsorship Coordinator.

The Foundation Board is appreciative of the work and advice given by our Parliamentarian, Dr. Jon Hall. It has been a pleasure working with him and we wished him well in his retirement. We also thanked Debbie Geib, Jenny Jackson, and Lois Jordan for their efforts on behalf of the Foundation. Most of all, a special thank you to the members for their attendance, participation, and support of the NAEOP Foundation.

Adjournment

The meeting adjourned at 9:03 am.



Sherry Wilson, CEOE, Secretary



Gayle Schnorenberg, CEOE, President

NOTES

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NAEOP EDUCATIONAL FOUNDATION FINANCIALS

NAEOP



EDUCATIONAL
FOUNDATION

NAEOP Educational Foundation
Statement of Financial Position -Tax Basis
As of July 31, 2017

ASSETS

	<u>Jul. 31, 2017</u>
CURRENT ASSETS	
General fund-Bank of America	\$ 21,267.43
Education fund-Bank of America	12,991.01
General fund CD-Bank of America	12,994.02
LHN Bldg restricted CD-Southwest National Bank	1,662.72
Woods scholarship-Credit Union of America	22,320.43
Education fund CD-Credit Union of America	21,041.02
Marion Wood CD-Credit Union of America	60,000.00
NAREOP -Southwest National Bank	6,130.46
J&A Evans scholarship-Southwest National Bank	2,317.63
NAREOP CD-Credit Union of America	6,606.55
M Smith CD-Credit Union of America	3,612.53
M Smith scholarship-Bank of America	215.49
Inventory	<u>174.90</u>
TOTAL CURRENT ASSETS	<u>171,334.19</u>
PROPERTY AND EQUIPMENT	
Building and land	93,229.68
Land-vacant lots	26,640.02
Land-Eisenhower Ct	15,324.20
Equipment and furniture	13,179.36
Accumulated depreciation	<u>(64,497.51)</u>
NET PROPERTY AND EQUIPMENT	<u>83,875.75</u>
TOTAL ASSETS	<u>\$ 255,209.94</u>

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES	
Accounts payable	\$ <u>2,908.19</u>
TOTAL CURRENT LIABILITIES	<u>2,908.19</u>
TOTAL LIABILITIES	<u>2,908.19</u>
NET ASSETS	
Permanently restricted net assets	80,000.00
Temporarily restricted net assets	44,088.59
Unrestricted net assets	<u>128,213.16</u>
TOTAL NET ASSETS	<u>252,301.75</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 255,209.94</u>

**NAEOP Educational Foundation
Statement of Activities -Tax Basis**

	1st Quarter October 2016	4 th Quarter July 31, 2017
REVENUES		
NAEOP rent	2,700.00	10,800.00
International AirSpares rent	0.00	4,795.00
Operating fund interest	5.87	7.80
LHN interest income	1.79	3.41
LHN fund donations	45.00	45.00
NAEOP assessment	215.20	1,142.80
NAREOP projects income	1,520.45	1,670.45
NAREOP interest income	13.67	51.83
NAREOP Jackie/Ann Evan interest	1.91	3.34
NAREOP Jackie/Ann Evan scholarship donations	1,245.00	1,831.00
NAREOP miscellaneous income	147.00	132.00
Marketing income	5,025.00	5,025.00
Bender incentive program revenue	1,208.00	1,678.00
General donations	721.59	801.59
Educational fund donations	25.00	25.00
Education fund interest income	52.42	191.06
Miscellaneous income	0.00	21.80
Friends fund donations	1,560.00	2,125.48
Disaster relief donations	15.00	15.00
Campaign	123.41	123.41
Fundraising income	1,810.00	1,810.00
Bricks	100.00	150.00
Wood donations	75.00	75.00
Wood interest income	159.36	607.07
Smith donations	178.80	410.70
Smith interest	11.06	43.73
TOTAL REVENUES	16,960.53	33,585.47
EXPENSES		
Electricity and gas expense	746.92	4,352.85
Water expense	163.95	639.42
Trash service expense	101.51	406.04
Insurance expense	2,695.30	6,455.38
Real estate taxes	0.00	2,605.03
Security system expense	164.85	684.40
Repairs and maintenance	0.00	251.13
Miscellaneous building expense	0.00	340.31
Lawn care	750.00	2,170.00
Depreciation expense	670.68	2,682.69
Postage and freight expenses	6.65	6.65
Administrative fees	2,250.00	9,000.00
Legal and accounting expenses	990.00	4,145.00
Fees and permits expenses	0.00	103.00
Office supplies expense	0.18	35.92
Meeting expense	73.53	73.53
Board travel	875.00	1,775.00
Marketing	2,114.72	3,867.40
General donations transfer expenses	1,000.00	1,000.00
Bender incentive program	1,520.00	1,520.00
NAEOP The BEAM	0.00	1,850.33
NAREOP operational expenses	323.62	323.62
Retiree Executive Board expenses	417.73	1,000.00
NAREOP J&A Evan scholarship	2,450.00	3,450.00
Mona Smith scholarship expense	1,000.00	1,000.00

NAEOP Educational Foundation
Statement of Activities -Tax Basis

	1st Quarter October 2016	4th Quarter July 31, 2017
TOTAL EXPENSES	<u>18,314.64</u>	<u>49,737.70</u>
CHANGE IN NET ASSETS	<u>\$ (1,354.11)</u>	<u>(16,152.23)</u>
BEGINNING NET ASSETS		<u>268,453.98</u>
ENDING NET ASSETS		<u>\$ 252,301.75</u>

NAEOP Educational Foundation
Statement of Financial Position -Tax Basis
As of April 30, 2018

ASSETS

	Apr. 30, 2018
CURRENT ASSETS	
General fund-Bank of America	\$ 6,163.39
Education fund-Bank of America	12,992.94
General fund CD-Bank of America	12,997.92
LHN Building restricted CD-Southwest National Bank	1,662.72
Woods scholarship-Credit Union of America	22,741.77
Education fund CD-Credit Union of America	21,197.33
Marion Wood CD-Credit Union of America	60,000.00
NAREOP -Southwest National Bank	6,471.51
J&A Evans scholarship-Southwest National Bank	2,890.49
NAREOP CD-Credit Union of America	6,653.53
M Smith CD-Credit Union of America	3,644.34
M Smith scholarship-Bank of America	215.49
Inventory	174.90
TOTAL CURRENT ASSETS	<u>157,806.33</u>
PROPERTY AND EQUIPMENT	
Building and land	93,229.68
Land-vacant lots	26,640.02
Land-Eisenhower Ct	15,324.20
Equipment and furniture	13,179.36
Accumulated depreciation	(66,509.52)
NET PROPERTY AND EQUIPMENT	<u>81,863.74</u>
TOTAL ASSETS	<u><u>\$ 239,670.07</u></u>

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES	
Accounts payable	\$ 99.12
TOTAL CURRENT LIABILITIES	<u>99.12</u>
TOTAL LIABILITIES	<u>99.12</u>
NET ASSETS	
Permanently restricted net assets	80,000.00
Temporarily restricted net assets	43,906.43
Unrestricted net assets	115,664.52
TOTAL NET ASSETS	<u>239,570.95</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 239,670.07</u></u>

NAEOP Educational Foundation
Statement of Activities -Tax Basis

	1st Quarter October 2017	3rd Quarter April 30, 2018
REVENUES		
NAEOP rent	2,700.00	8,100.00
Operating fund interest	2.35	5.83
LHN fund donations	0.00	25.00
NAEOP assessment	203.10	606.50
NAREOP projects income	238.00	338.00
NAREOP interest income	16.04	50.03
NAREOP Jackie/Ann Evans Interest	0.00	2.86
NAREOP J/A Evans scholarship donation	555.00	570.00
NAREOP miscellaneous income	0.00	204.00
Bender incentive program revenue	0.00	200.00
General donations	896.63	1,216.63
Education fund donations	0.00	104.50
Education fund interest income	51.08	156.31
Miscellaneous income	24.80	24.80
Friends fund donations	50.00	100.00
Campaign	0.00	100.00
Bricks	0.00	50.00
Wood donations	0.00	50.00
Wood interest income	169.67	421.34
Smith donations	50.78	201.63
Smith interest	9.67	31.81
TOTAL REVENUES	4,967.12	12,559.24
EXPENSES		
Electricity/gas expense	968.27	2,609.62
Water expense	125.69	447.40
Trash service expense	101.51	304.53
Insurance expense	743.32	1,821.39
Real estate taxes	0.00	2,661.56
Security system expense	164.85	494.55
Miscellaneous building expense	0.00	31.71
Lawn care	0.00	650.00
Depreciation expense	670.67	2,012.01
Administrative fees	2,250.00	6,750.00
Bank service charges	0.00	63.00
Legal & accounting expenses	1,590.00	3,570.00
Fees & permits expenses	40.00	80.00
Office supplies expense	0.12	0.12
Board travel	0.00	1,242.78
Miscellaneous expense	237.26	474.54
NAREOP The BEAM	522.21	1,076.83
MT Wood member scholarship	0.00	1,000.00
TOTAL EXPENSES	7,413.90	25,290.04
CHANGE IN NET ASSETS	\$ (2,446.78)	(12,730.80)
BEGINNING NET ASSETS		252,301.75
ENDING NET ASSETS		\$ 239,570.95

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