

ANNUAL REPORTS



National Association of
Educational Office Professionals

2017-2018



President

Lisa Morehouse, CEOE

- Attended the July 2017 NAEOP Annual Conference in Greenville, South Carolina attending all Board meetings, Executive Committee meetings, Tri-Executive meeting, Administrative Council, North Central Area meeting and general sessions
- Presided over the 2018-2019 NAEOP Board meetings held in July 2017 (Greenville, SC), and January 2018 (Albuquerque, NM)
- Communicated regularly with board members
- Reviewed board member board reports, newsletter articles, and committee reports
- Communicated regularly with my advisors, the President-Elect, Vice President, all NAEOP Board members, the Executive Director and NAEOP office staff throughout the year
- Submitted articles for all issues of the *NES Connector* and various affiliate newsletters
- Reviewed revisions to the handbook as submitted by NAEOP Board Members
- Created welcome letters for the NAEOP website and the annual conference book
- Developed four field service presentations for professional development
- Attended conference meeting in Mound City, MO, October 15-16, 2017
- Visited the NAEOP office for annual review of organization records and processes; met with Executive Director, Membership/Affiliations Coordinator and PSP Registrar
- Reviewed plans for 2018-2019 Webinar series with President-Elect Belliston, Vice President Jill Averyhart and Jenny Jackson
- Participated in NAEOP webinars
- Presided over January Winter Board Meeting in Albuquerque, NM, January 12-14, 2018
- Attended the 2018 Conference planning meeting in Bloomington, MN, March 17-18
- Promoted NAEOP membership at Field Service events and via email communications, social media
- Assisted NAEOP members with PSP applications
- Communicated with Theresa Cote, 2018 Conference Chairman; Mary Guest, 2018 Institute Chairman regarding 2018 Conference preparations
- Reviewed NAEOP bills as submitted by the Executive Director
- In conjunction with President Elect Susan Belliston, appointed Sue Hand as the 2018-19 South Central Area Director due to the resignation of Debbie McFadden
- Conducted Field Service visits for: New York State, Kansas, Arkansas, South Carolina, Utah, North Carolina, Nebraska and Washington
- Appointed Sherry Wilson, UT and Paula Rosenberger, SC to serve as co-chairmen of the Conference Guidelines Review committee
- Appointed Mary Guest, NE and Wendy Heslink to serve as co-chairmen of the Advisory Council Review committee
- In conjunction with President Elect, Susan Belliston, appointed Connie Bergeson, AR, to serve as parliamentarian for the remainder of 2017-18 and 2018-19

President Elect
Susan Belliston, CEOE
Professional Development
Handbook Committee

- Attended the July 2017 NAEOP Annual Conference in Greenville, South Carolina and the 2016-17 Board Meeting, 2017-18 Board Meeting, Executive Committee and Joint Executive Board Meeting
- Developed workshops for Field Service
- Received and reviewed presentation descriptions from all elected Board Members for the Field Service Program and submitted to Executive Director Debbie Geib for the website
- Received, reviewed and approved requests for Field Service
- Received and reviewed communications, board reports, and newsletter articles from board members
- Corresponded with Professional Development Committee Members regarding ideas for future webinars and professional development
- Sent Handbook electronically to Board Members and asked for corrections and changes
- Asked Board Members to help with introduction and closing for various webinar sessions
- Corresponded with my advisors, President Morehouse, and NAEOP Office Staff
- Attended the FAM Tours in Boise, hosted by the Boise Visitors Bureau visiting various possible sites for hosting the 2019 NAEOP Conference in Boise, ID
- Submitted article for Winter *NES Connector* and Spring *NES Connector*
- Requested changes to the Handbook from Board Members attending Winter Board Meeting and July Board Meeting; compiled suggested handbook changes for both Board meetings; and revised handbook as approved by the Board
- Visited the NAEOP office to learn more about the operations of the Executive Director, Membership/Affiliations Coordinator and the PSP Registrar
- Attended the Winter Board meeting in Albuquerque, NM in January and the July Board Meeting in Bloomington, MN
- Discussed plans for 2018-2019 Webinar series with President Morehouse, Jill Averyhart, Jenny Jackson and Jeff Olefson; including feedback from Professional Development Committee
- Assisted with surveys of current webinar participants
- Participated in NAEOP webinars
- Communicated with 2018-2019 Board members on committee assignments and installation information
- Attended the 2018 Pre-Conference meeting in Bloomington, MN, March 17-18
- Promoted NAEOP at the IAEOP Board Meeting in January, the South Idaho AEOP meeting in March and the IAEOP Spring Conference in March
- Appointed Sue Hand, TX, to fill remaining one-year term of South Central Area Director
- In conjunction with President Lisa Morehouse, appointed Connie Bergeson, AR, parliamentarian for the 2018-19

Vice President

Jill Averyhart, CEOE

Membership Chairman

- Attended the 2017-18 Board of Directors Meeting at the 2017 NAEOP Annual Conference in Greenville, SC, July 13, 2017, and Winter Board Meeting in Albuquerque, NM, January 12-14, 2018
- Communicated with my advisors (Gloria Tisdale, CEOE and Lola Young, CEOE), President Morehouse, President Elect Belliston, and the national office staff regarding association business
- Set goals for the year
- In partnership with the membership committee members, updated the membership brochure and application, and created and implemented two membership drives, mentoring program/guidelines, membership infographic, and member anniversary email
- Authored and submitted articles for the *NES Connector*
- Proofed council chairmen communications and board reports
- Created a Screencast video for council chairmen to view and use to develop their individual council websites
- Communicated with mentees
- Emailed congratulations to the PSP recipients
- Presented at UNOPA Workshop, November 3, 2017, Lincoln, NE, and installed officers at the VAEOP Spring Institute, April 21, 2018, in Norfolk, VA
- Attended the 2018 South Carolina AEOP Conference in Myrtle Beach, SC, March 1-4, 2018, where I presented a workshop and distributed NAEOP materials
- Prepared for the 2018 NAEOP Conference Briefings

Secretary/Treasurer

Katherine Reichley, CEOE

Bylaws Committee Chairman

- Attended the July 2017 NAEOP Annual Conference in Greenville, South Carolina. Served as Secretary for both board meetings, executive committee meeting, and all general sessions; Attended the 2017-2018 Board Orientation; Completed minutes for the 2016-2017 and 2017-2018 NAEOP Board of Directors meetings, the 2016-2017 Executive Committee meeting, and 2017 Conference; Worked with the appropriate minutes approval chairmen, committees, and president on the final revisions of minutes
- Prepared two presentations to offer NAEOP members through the Field Service Program
- Communicated with President Morehouse, President Elect Belliston, advisors, and NAEOP Office Staff on various topics
- Submitted a feature article for the fall 2017 *NES Connector* and one smaller article for the spring 2018 *NES Connector*
- Provided a list of January board meeting highlights for President Morehouse to include in her *NES Connector* article. Submitted a short article for the NAEOP Blog December 2017
- Prepared Bylaws information for member voting. Updated Bylaws and supplied to the National Office for posting on the website
- Sent cards on behalf of the NAEOP Board to various people as directed by President Morehouse
- Submitted agenda items for all Board and Executive Committee meetings across the year
- Attended the January 2018, Board of Directors meeting in Albuquerque, New Mexico. Completed minutes for the Board and Executive Committee meetings
- Worked with the minutes approval chairman, committee, and president on the final revisions of minutes
- Tracked and reported on all email voting conducted between meetings

Secretary/Treasurer report continued

- Updated the Motion Book
- Reviewed bank statements, quarterly financial reports, expense reports, and proposed budget as supplied by the Executive Director; Approved payment of NAEOP expenses based on requests from the Executive Director
- Sent an initial welcome email to the 2017-2018 members of the Bylaws Committee, and communicated with them as needed throughout the year
- Attended the fall and spring professional development conferences for the Educational Office Professionals of Ohio (EOPO) where I promoted NAEOP and the PSP program

Immediate Past President

Wendy Heslink, CEOE

Past President's Council Chairman

- Attended and presided over all NAEOP meetings at the 2017 NAEOP Annual Conference and Institute in Greenville, SC
- Attended 2017 NAEOP Past Presidents' Luncheon and Business Meeting
- Reviewed minutes of the 2016-2017 NAEOP July 2017 Board Meeting, as well as General Business Sessions held at the 2017 conference
- Created and distributed monthly editions of the Past Presidents Council newsletter
- Created and distributed a Past President's Member Directory
- Submitted various articles for *NES Connector*
- Submitted recommendations for changes to the NAEOP Handbook
- Participated on a committee to revise conference guidelines
- Participated on a committee to review the operation of, effectiveness of, and possible changes to the Professional Standards Program Committee and Governing Board
- Participated on a committee to review the operation of, effectiveness of, and possible changes to Advisory Council
- Emailed Past Presidents, NAEOP President, and the NAEOP Executive Director regarding association business and updates on members
- Attended the 2018 Winter Board Meeting in Albuquerque, New Mexico
- Conducted Field Service to California AEOP, Vermont AEOP, and Granite AEOP. Served as workshop presenter, keynote speaker, endnote speaker and/or installing officer
- Presented a workshop at the Genesee Valley School Boards Institute, gave greetings to participants on behalf of NAEOP, and promoted NAEOP
- Presented two workshops at the Monroe 2 BOCES Staff Development Day, promoted NAEOP, and discussed the PSP Program with their Human Resources Director
- Served as advisor for Southwest Area Director – assisting, proofreading, leading, encouraging
- As a member of the PSP Governing Board, reviewed several PSP applications
- Submitted my registration and made travel arrangements to attend the 2018 NAEOP Annual Conference and Institute
- Worked with 2018 Conference Planning Committee Liaison to prepare for the Past Presidents meeting at the July conference
- Arranged professional development workshops for Hamburg Central School office professionals, promoted NAEOP and explained the Professional Standards Program
- Recruited new NAEOP members
- Continued to promote NAEOP whenever and wherever possible

Immediate Past President's report continued

As my term serving on the NAEOP Board of Directors comes to an end, I would like to express my sincere appreciation to the NAEOP members, employees, committee members, past presidents, and current, as well as past, Board members for their honesty, integrity, openness, communication, support, encouragement, lessons, work, and professionalism over the last ten years. It was a journey that I will never forget, full of great memories and life lessons. It is no wonder we are so proud of our association, when we look at all that we do, as individuals and as a group, for our colleagues and for ourselves. I wish nothing but wonderful things for all of you, and our beloved association, in the years to come. May you all continue to learn, inspire and lead!

Mid Atlantic Area Director

Delaware, District of Columbia, Maryland, North Carolina, South Carolina, Virginia, West Virginia

Paula Rosenberger, CEOE

Awards Chairman

- Attended the 2017-18 Board of Directors Meetings and the 2017 NAEOP Annual Conference in Greenville, SC and the 2018 NAEOP Winter Board Meeting in Albuquerque, NM
- Served as a mentor for a conference first timer
- Emailed a welcome to all Mid-Atlantic Area members highlighting the President's theme
- Welcomed new Mid-Atlantic members via email
- Prepared agenda/attended the 2017 Mid-Atlantic Area Professional Development Days business meeting which was held in Ocean City, Maryland, October 19-20, 2017
- Communicated with Awards Committee members about reviewing the Louise Henderson Nelson award which we were asked to do by the Advisory Council
- Created Google Sheet and started discussion about the LHN Award. Used information gathered to create a new Outstanding Affiliate Award and Judges Scoring Sheet
- Serving co-chair Conference Guidelines Review Committee for handbook
- Submitted an article for the winter NES magazine
- Communicated with President, President Elect, Vice President, Advisor and National Office
- Promoted NAEOP
- Signed up to be a mentor for a new NAEOP member
- Gave away a NAEOP Membership at the MAA PDD
- Presented the New Affiliate Award at the winter Board Meeting.
- Continued communication with Awards Committee members for changes in all awards
- Attended the South Carolina Annual Conference and sponsored membership for two new NAEOP members
- Created a new Mid-Atlantic Area Website using Google Sites
- Shared the new website link with all Mid-Atlantic Area Members
- Lined up judges through committee members and NAEOP members for the Administrator of the Year Award, Office Professional of the Year Award and Mid-Atlantic Area Scholarship

Northeast Area Director

Connecticut, Maine, Massachusetts, Michigan, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont

Donita Smith, CEOE

Affiliations/Advisory Council Chairman

- Attended the annual conference and board meetings in Greenville, SC

Northeast Area Director report continued

- Updated the Northeast Area website
- Created and distributed Fall Northeast Area News e-mail
- Mailed “Welcome” postcards to new Northeast Area members
- Corresponded with my advisers on Association matters
- Corresponded with Mary Guest, CEOE on Advisory Council
- Mailed NAEOP information to new and renewing members of Educational Office Professional of Ohio
- Posted NAEOP membership challenge on Educational Office Professionals of Ohio Facebook page
- Created welcome e-mail for committee members for my advisers’ approval
- Wrote article for “*NES Connector*” for Special Project report
- Reviewed by-laws and handbook for updates and questions regarding Advisory Committee
- Created and sent Thank You cards to affiliations that renewed
- Coordinated with Jenny Jackson to send renewal e-mails to affiliations that have not renewed
- Emailed handbook to the Affiliations/Advisory Council committee for review
- Completed report for Special Projects
- Attended the NAEOP Winter Board meeting in Albuquerque, NM
- Communicated with the Affiliations / Advisory Committee
- Communicated with the Advisory Council Ad Hoc Committee created during the winter board meeting
- Continued work on Northeast Area website
- Continued work on Northeast Area brunch for conference
- Continued work on conference session “Technology Tips, Tricks & Fun”
- Donated a NAEOP membership at the Educational Office Professionals of Ohio fall & spring conferences; Gave the names of non-winners to Katherine Reichley, NAEOP Chairperson for follow-up
- Updated the Advisory Council script for approval
- Updated the advisory letter to affiliation presidents

Northwest Area Director

Alaska, Idaho, Montana, Oregon, Washington, Wyoming

Eldene Wall, CEOE

Public Relations Committee Chairman

- Attended the 2017 NAEOP Conference in Greenville, SC, in July 2017
- Wrote an article for the Fall 2017 *NES*
- Set date and invited speakers to present at the March 10, 2018, NAEOP NW Area PDD “The Leader in You Part II: Learning by Leading” scheduled in Pasco, WA
- Working on the Fall NW Area Newsletter
- Working on putting together a NAEOP Communications Plan
- Promoted NAEOP at WAEOP Board meeting, local association meetings, and in contact with prospective members
- Communicated with President and my advisor on several items
- Put together NW Area Director newsletter and sent out to NW Area members
- Corresponded with my advisor, the President, President-Elect, various NAEOP Board members and the NAEOP Executive Director regarding association business
- Planned the March 10, 2018, NAEOP NW Area PDD “The Leader in You Part II” in Pasco, WA, and invited previous NAEOP Administrators of the Year from our region to speak; Arranged location, lunch and hotel and sent out invitations to attend

Northwest Area Director report continued

- Promoted NAEOP at WAEOP Board meeting, local association meetings, and in contact with prospective members
- Served as NAEOP Publicity and Publications Committee Chair and put together a draft Communications Plan
- Attended January 2018 Winter NAEOP Board meeting in Albuquerque, NM
- Corresponded with my advisor, the President, President-Elect, various NAEOP Board members and the NAEOP Executive Director regarding association business
- Facilitated the March 10, 2018, NAEOP NW Area PDD “The Leader in You Part II” in Pasco, WA, and invited previous NAEOP Administrators of the Year from our region to speak; Attendance was great and attendees were enthusiastic; They love the concentrated leadership training they have received the past two years
- Promoted NAEOP at WAEOP Board meeting, local association meetings, and in contact with prospective members
- Served as NAEOP Publicity and Publications Committee Chair and continued work on the Communications Plan. Added detail as requested and sent to committee for review
- Send out spring issue of NAEOP NW Area newsletter

North Central Area Director

Illinois, Indiana, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Wisconsin

Mary Guest, CEOE

Professional Standards Program Chairman

- Submitted articles for the *NES Connector*
- Provided monthly updates to NCA members
- Corresponded with my advisors, the President, President-Elect, various NAEOP Board members and the NAEOP Executive Director regarding association business
- Corresponded with NCA state presidents and presidents-elect regarding 2018 NAEOP conference, 2018 NCAPDD, and NCA practices
- Attended Winter Board meeting. PSP Handbook revisions were approved. Items from 2017 Advisory Council that were acted on by the PSP Governing Board via email were presented to the NAEOP Board of Directors for action; Only one item from the 2017 Advisory Council remains for the Governing Board to act on; This item required further discussion
- Communicated with state and local PSP chairmen regarding changes to the PSP that were approved at the Winter board meeting
- Facilitated email discussion with PSP Governing Board/Committee ad hoc committee to determine steps to implement staggered terms on the Governing Board and consider the possibility of combining the PSP Governing Board and PSP Committee; Developed new “PSP Governing Committee” to be presented to the 2017-2018 NAEOP Board of Directors at the 2018 summer board meeting
- Responded to questions from NAEOP office and members regarding PSP
- Updated PSP Committee webpage
- Began working with Dena Henricks to begin the transition as NCA Director and to develop the NCA webpage
- Sent monthly welcome emails to new NCA members
- Completed planning for the 2018 Institute and Briefings. Secured speakers for keynote, Institute and briefings

North Central Area Director report continued

- Promoted NAEOP and the PSP at local and state association meetings and in contact with prospective members
- Attended 2018 NAEOP Conference planning meeting, March 17-19, in Bloomington, MN
- Attended 2018 Missouri AEOP state conference, March 22-24, 2018, in Kansas City, MO; Presented opening session and PSP workshop
- Attended 2018 NCAPDD in Lincoln, NE. Conducted NCA Business Meeting
- Prepared for 2018 PSP/Awards Banquet rehearsal and ceremony, communicated with and recognized PSP recipients
- Prepared for 2018 PSP Governing Board meeting

South Central Area Director

Colorado, New Mexico, Oklahoma, Texas

Deborah McFadden, CEOE

Nominations and Elections Chairman/Special Projects Chairman

Following are some of the highlights for myself and the committee members:

- Reviewed guidelines and timelines for the duties of the awards chairman
- Updated SC Area Website
- Updated the Nomination Packet for 2018-2019 Election of Board Members
- Submitted article on changes to the Awards packets for the *NES Connector* Fall issue
- Submitted information for the *NES Connector* Fall issue on recipients of the “Olive T. Ritchie Educational Office Professional Award” and the “National Educational Administrator of the Year Award”
- With the assistance of the South Central Area Treasurer, Donna Cubstead, submitted the area’s affiliation dues for 2017-2018
- Corresponded with committee members for Nominations/Elections to confirm ballot for the 2018-2019 NAEOP Board Members
- Confirmed with Debbie Geib the results from the nominations ballot and submitted report for the Winter Board Meeting
- Emailed members for South Central Area with news and updates for NAEOP and encouraging members to renew their membership
- Emailed South Central Area Educational Office Professionals (SCAEOP) members to encourage renewing membership in the affiliate, minutes from the July 2017 meeting, and updates on upcoming events and news
- Conferred with the Special Projects committee members on item(s) for the 2018 conference raffle and Special Projects table. Also corresponded with the committee members for schedules to sell 50/50 raffle tickets and work the tables in the exhibit hall
- Purchased the Echo dot and personally donated a Kindle Paperwhite as raffle items
- Promoted NAEOP when presenting TESA STEM classes during 2017-2018
- Corresponded with my advisors, the President, the Vice President, various NAEOP Board Members and the NAEOP Executive Director regarding association business during 2017-2018

It has been my pleasure and honor to serve the NAEOP membership in 2017-2018. The Nominations/Elections committee started the year in August 2017 by encouraging members to be on the 2018-2019 ballot and the Special Projects committee members corresponded by email with ideas for item(s) for the raffle. It has been a busy year for both committees and I’d like to thank everyone for their support and assistance during the year.

Southeast Area Director

Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, Tennessee

Vickie Eaves, CEOE

Long Range Planning Committee Chairman

- Updated Southeast Area information on the NAEOP website
- Created a database of Southeast Area members for correspondence and a greeting was sent by electronic mail
- Contact has been made with the Arkansas representative concerning the 2018 Southeast Professional Development Seminar
- Affiliated Southeast Area with NAEOP
- Prepared a list of Long-Range Planning committee members for future correspondence
- The 2018 Southeast Professional Development Seminar has been scheduled for April 27-29, 2018 located at Holiday Inn Airport in Little Rock, Arkansas; The contract was reviewed and the search for speakers was successful
- Promoted NAEOP along with President Morehouse at the Arkansas AEOP Conference
- Contact was made with the Long-Range Planning Committee members which included a welcome and the NAEOP Five-Year Strategic Plan (2015-2020); Committee members were asked to review the plan
- Attended the NAEOP Winter Board Meeting January 12-15, 2018, in Albuquerque, New Mexico
- The 2018 Southeast Area Professional Development Seminar was held April 27-29, 2018, at the Holiday Inn Airport in Little Rock, Arkansas; The SE Area PD Seminar information and Registration was sent to the members and affiliate presidents
- The Long-Range Planning Committee has been requested to review Section 7e-Purpose in the NAEOP Handbook; Contact has been made to the committee members; After the committee has reviewed the suggestions, a recommendation will be made to the NAEOP Board during the July Board Meeting

Southwest Area Director

Arizona, California, Hawaii, Nevada, Utah

Teresa Himmelberger, CEOE

Student Scholarships Committee Chairman

- Launched the new Southwest Area website, logo and Facebook page
- Corresponded with Southwest Area members in regard to association related subjects including 2020 NAEOP Conference bid, reminders and deadlines for NAEOP
- Created a revised Southwest Area newsletter and distributed quarterly
- Corresponded with NAEOP Student Scholarship committee members about various duties of the committee including revising the application, procure judges and discuss their duties. Promoted with SW Area members and colleagues on the NAEOP Board of Directors
- Recruited new members to the Southwest Area
- Wrote various articles for the NES Connector
- Attended NAEOP Winter Board meeting in Albuquerque, NM
- Updated the scholarship applications for the NAEOP website
- Corresponded with advisors about various association business
- Designed an advertisement for the NAEOP Scholarships
- Attended CAEOP and UAEOP Conferences

Southwest Area Director report continued

- Completed the scores for the NAEOP Student Scholarship. Sent correspondence to winning/non-winning affiliate Presidents, as well as letters to the winners/non-winners
- Prepared agenda and program for July 2018 SW Area Meeting

Thank you for challenging me this year!

Administrative Council Georgette Council, CEOE

- Attended the 2017 NAEOP Annual Conference in Greenville, S.
- Attended part of the 2016-17 Board Meeting and the 2017-18 Board Meeting in its entirety. Also attended the 2017 Advisory Council Meeting and served as the presenter at the 2017 Administrative Council Brunch. Led two briefings and co-presented on one briefing at the 2017 Annual Conference
- Welcomed existing Administrative Council Members to new year via email
- Updated Administrative Council information on NAEOP Website
- Emailed anniversary greetings to members monthly
- Signed up for and emailed new members in service as a NAEOP Mentor
- Welcomed new administrative council members via email
- Emailed membership renewal reminders to members with expiring memberships
- Corresponded with Membership Committee members regarding membership recruitment and other business related to NAEOP membership
- Worked with Membership Committee members to set a membership recruitment goal of 10%; created a "We Miss You" email; created mentoring program/guidelines; and reviewed use of council websites
- Penned an article for the Winter, Spring and Summer editions of the NES Connector
- Corresponded with my Advisor, the President, the President Elect, Vice President, Secretary and the NAEOP Executive Director regarding association business
- Attended the NAEOP Winter Board Meeting in Albuquerque, N
- Promoted the NAEOP at the South Carolina AEOP Annual Conference. Sponsored two (2) new NAEOP memberships from South Carolina
- Corresponded with Membership Committee Members regarding Spring membership recruitment campaign
- Collaborated with Administrative Council Brunch Committee regarding 2018 NAEOP Conference Council Brunch

Education Partners Charlotte Zeller, CEOE

- Attended the 2016-17 and 2017-18 Board of Directors Meetings, 2017 First Timers Reception, 2017 Advisory Council Meeting, and the 2017 NAEOP Annual Conference in Greenville, SC
- Attended and participated in a 2018 NAEOP Annual Conference planning meeting, October 15-16, 2017, Mound City, Missouri
- Attended and participated in the Winter 2017-18 Board of Directors Meeting, January 13-14, 2018, in Albuquerque, New Mexico
- Updated the Education Partners Council webpage on the NAEOP website
- Created the Education Partners website replacing the Council PDF documents on the NAEOP website
- Emailed Education Partners Council members a bi-monthly "News Flash"
- Communicated with the Education Partners Council committee members via email seeking their input regarding Council activities

Education Partners Council report continued

- Submitted articles for the Winter and Spring *NES Connector* regarding the Education Partners Council event for the 2018 NAEOP Annual Conference
- Began the “*How to Think Like Leonardo DiVinci*” book study with the interested members of the Education Partners Council
- Sent out “Happy NAEOPiversary” notes to Education Partners Council members during the month of their NAEOP membership anniversary
- As part of the NAEOP Membership Committee set a membership recruitment goal of 10 percent; created a “We Miss You” email; emailed non-renewals; created mentoring program/guidelines; reviewed use of council websites; etc
- Sent out a welcome email to new members of the Education Partners Council
- As part of a panel, shared with the membership of the Kansas State Department of Education, Association of Educational Office Professionals an overview of the 2017 NAEOP Annual Conference
- Attended the KAEOP Retreat at Rock Springs 4-H Camp and conducted planning for Kansas’ responsibilities for the 2018 NAEOP Annual Conference
- Continued to follow-up with my first-timers from the 2017 First Timers Reception
- Corresponded with my advisors, the President, President Elect, Vice President, various NAEOP Board Members, and the NAEOP Executive Director regarding association business

Elementary Council

Debra Nordquist, CEOE

- Attended the 2017-18 Board of Directors Meetings, 2017 Advisory Council Meeting, and the 2017 NAEOP Annual Conference in Greenville, SC
- Updated the information for the NAEOP Elementary Council website
- Worked in the Ad Hoc Committee for the PSP Governing Board with thoughts and suggestions for combining the PSP Governing Board and the PSP Committee
- Worked on recruitment of potential NAEOP members
- Corresponded with list of members for membership renewal
- Worked on recruitment of new members
- Sent out holiday message to Elementary Council members
- Attended the NAEOP Winter Board Meeting, January 12-14, 2018, Albuquerque, NM
- Worked with the Membership Committee to create the Spring Membership Drive flyer and marketing email
- Corresponded with potential NAEOP members for Membership Drive
- Corresponded with my advisors, the President, President Elect, various NAEOP Board Members, Council Chairmen, and the national staff regarding association business

High School/Career & Technical Education Council

Mary Beth Smith

- Corresponded with Cathy Eberle (Advisor), Jill Averyhart, Debbie Geib and President Lisa Morehouse
- Attended the 2017-2018 NAEOP Board of Directors meeting in Greenville, SC and the January 2018 NAEOP Board of Directors winter meeting in Albuquerque, NM
- Hosted & presented at the High School/Career Technical Education Council Brunch in Greenville, SC
- Completed Council Website Update
- Communicated to HSCTE Committee Members – August 2017, February 2018, April 2018
- Communicated to all HSCTE Members – August 2017, October 2017, January 2018, April 2018

High School/Career & Technical Education Council report continued

- Sent emails to HSCTE Non-Renewals, encouraging to renew
- Signed up to serve as Mentor to New NAEOP Member
- Corresponded with my new NAEOP Mentee
- Submitted Winter and Summer NES articles
- Completed new Council Website in Google Sites
- Attended Ohio Career Centers Superintendent Secretaries Conference, shared NAEOP information with 49 Secretaries
- Hosted 18 area Superintendent Secretaries to a luncheon and shared NAEOP information
- Recruited and promoted NAEOP throughout the year
- Corresponded with my two 2017 Conference First Timers
- Sent notecards (US mail) to all EOPO (Ohio) members encouraging them to join NAEOP

Higher Education Council Debbie Hendricks, CEOE

- Attended the NAEOP 2016-17 and 2017-18 Board Meetings held in Greenville, SC. Attended the 2017 Advisory Council Meeting, the PSP Governing Board meeting and the Annual Conference. Attended the January 2018 NAEOP Board meeting held in NM
- Updated the annual Higher Education Council Webpage on the NAEOP website, and worked with Higher Education Committee in posting a new webpage via Google midyear
- Participated in Membership Committee Discussions
- Sent e-mail to NAEOP non-renewing members, encouraging them to renew and welcomed new Higher Education Council members via personal email
- Emailed Quarterly Updates to Higher Education Council members
- Sent e-mail congratulatory notes to Higher Education Council members earning their PSP and/or recertification at the PSP deadlines
- Sent appreciation notes to Higher Education Council members celebrating a NAEOP “anniversary,” reminding them to renew their membership
- Authored a feature article for the Fall 2017 NES Connector and submitted Higher Education Council articles for other issues of the magazine
- Wrote and submitted news articles for three local association newsletters. Reviewed and made suggestions for revisions to select sections of the NAEOP Handbook
- Submitted agenda items to NAEOP Board appointing Higher Education Council Committee members
- Applied for and coordinated a national officer presenting a workshop as a field service at a local affiliate. Planned and coordinated four presentations at local affiliate meetings
- Participated on the Briefings and Institute Planning Committee in preparation for the 2018 Annual Conference. Worked with the Higher Education Committee in planning the 2018 Higher Education Council Luncheon, and prepared remarks for it
- Communicated with my advisor, the President, various NAEOP Board members and other Council Chairmen regarding association business

Middle School Jr. High Council Louise Snipes, CEOE

- Communicated with advisors (Pat Stelmach, CEOE and Lola Young, CEOE) and Vice President Jill Averyhart, CEOE
- Set goals for the year
- Communicated with mentees

Middle School Jr High Council report continued

- Communicated with new Middle School/Jr. High members
- Communicated with NAEOP members regarding session topics
- Updated Middle School/Jr. High Council webpage on NAEOP website
- Presented PSP Workshops and professional development sessions to members of the Richland County AEOP
- Attended South Carolina AEOP Conference March 1-4, 2018, in Myrtle Beach, SC
- Prepared presentation for the Middle School/Jr. High Council Luncheon at the 2018 NAEOP Conference in Bloomington, MN

NAEOP Historian

Sharon Griffiths, CEOE

- Attended the 2017-2018 NAEOP Board meeting in Greenville, SC
- Attended MAEOP Conference in St. Cloud; presented inspiration message; serve as parliamentarian; presented a workshop on how to run a meeting
- NAEOP Foundation has made the decision to sell the Wichita office
- Membership voted to change the Mission Statement
- Olive T. Ritchie passed away
- Attended a PSP presentation by two MN women with 8 Minnesotans in attendance
- Reviewed materials from President-Elect regarding Webinars; responded to “history” questions from several members

I cannot speak for any of the Past Presidents – but – it is truly an honor to serve in an honorary position on the NAEOP Board.

NAEOP Advisor/Educational Consultant

Kathy Buck, CEOE

- Attended the summer board meeting, July 2017 in South Carolina
- Corresponded with President, President Elect and other board members in an advisory capacity
- Attended the winter board meeting, January 2018 in New Mexico
- Surveyed other Past Presidents about the role of Educational Consultant on the board
- Attended the summer board meeting, July 2018 in Minnesota; Installed the 2018-19 Board of Directors
- Chairman of the 2019 Annual Conference in Boise, Idaho

NAEOP Educational Foundation President

Gayle Schnorenberg, CEOE

- Conducted Foundation Board & General Meetings in Greenville, SC
- Attended NAEOP Board Meetings in Greenville, SC
- Promoted NAEOP Foundation at all functions during 2016 NAEOP Conference in Greenville, SC
- Promoted NAEOP Foundation at State and Local meetings
- Worked with Foundation Executive Board regarding building
- Communicated with Debbie regarding the sale of the building
- Attended Winter Board Meeting

NAEOP Educational Foundation President report continued

- Participated in the Tre-Executive Meeting in Albuquerque, NM
- Conducted Foundation Executive Board Meeting in Albuquerque, NM
- Conducted Foundation Board Meeting in Albuquerque, NM

NAEOP Executive Director Debbie Geib, CEOE

- Attended the July 2017 NAEOP Annual Conference in Greenville, South Carolina
 - Attended Tri Exec Meeting, PSP Governing Board meeting, Foundation meeting, 2016-17 NAEOP Board meeting, 2017-18 NAEOP Board meeting and the NAREOP Board meeting
- Finalized all conference proceeds and depositing them in the appropriate accounts
- Finalized end of the year income and expenses and provided all necessary paperwork to the CPA firm for completion of financials for NAEOP and Foundation
- Secured hotel and arrangements for 2018 Winter Board meeting in Albuquerque, New Mexico
- Hosted a 2018 Preplanning meeting in Mound City
- Worked with the 2018 Conference Chairman, Institute Chairmen and conference committee to prepare for conference
- Finalized information, schedule and registration forms for 2018 NAEOP Conference and posted them on the website
- Attended the Trust in Insuring Educators 44th Annual Business Meeting, October, in Omaha, NE
- Secured arrangements for President Morehouse and President Elect Belliston to visit the national office in November
- Shared national office procedures with President Morehouse and President Elect Belliston
- Worked with local realtor in preparation for putting the NAEOP office space up for sale
- Investigated office spaces available in the Wichita area and other areas for possible relocation of the office. Reported findings to the Foundation President and NAEOP President
- Provided necessary information to CPA firm to file taxes
- Attended a seminar provided by our CPA firm
- Finalized plans for the 2018 Winter Board Meeting
- Prepared agenda and board meeting exhibits and posted them to the NAEOP website for access for our board members and past presidents
- Attended the Winter Board Meeting in Albuquerque, New Mexico
- Continue working on possible upcoming conference sights
- Planned and prepared for 2018 Conference Preplanning meeting in Bloomington, MN
- Worked with Conference Chairman and committees on needs for the upcoming conference
- Attended Rendezvous South Conference at the expense of the Convention South magazine and met with other meeting planners and educators
- Sadly, said goodbye, but happy retirement to Lois Jordan, PSP Registrar
- Working with Jenny Jackson as the interim PSP Registrar
- Attended the Conference Preplanning Meeting in Bloomington, MN
- Attended the Missouri AEOP Conference, in Kansas City, MO
- Finalizing plans for upcoming 2018 NAEOP Conference
- Attended KAEOP Meeting at the national office
- Deposited moneys as needed to appropriate accounts during the fiscal year
- Paid bills through the CPA firm program during the fiscal year

Executive Director report continued

- Sent emails to members throughout the fiscal year on various topics related to NAEOP
- Corresponded with board members and executive committee with NAEOP, Foundation board members and president and NAREOP members on various issues over the fiscal year
- Corresponded with NAEOP members throughout the fiscal year on various topics
- Promoted NAEOP and sought new members throughout the fiscal year

