

# The Keynoter

Winter Edition 2007



Association  
of  
Office Professionals

## President's Address by Leslie Black

I'm

sure that most of you, like me, have been receiving more than the normal number of mushy, humorous and meaningful e-mails with messages pertaining to the holiday season. I received one the other day that the subject line said it was a Christmas story and it was about a lady with several small children whose husband walked away leaving her and the children penniless and hungry. They were just grateful that there would be no more beatings. After hunting all day for a job she finally was able to obtain a waitress position for the night shift at a truck stop diner. The story goes on to say how the women and her children were helped out anonymously, but assumingly by the customers at the diner, with new tires for her old, run down car, and a car full of food, clothing, and toys for all of them on Christmas morning. The story reminded me of how much I love this time of year because so many people go out of their way to help out or do something nice for their fellow man.



A closer-to-home example of this is the experience my daughter had while in the drive-through at Starbucks. She wanted a coffee so badly but didn't have any money so she conned her dad into letting her use some of the credit on a card he had found. In order to do this she had to drive to his...

*(President's Address continued page 6)*

## BSUAOP Monthly Meeting by Angela Garcia

### JANUARY LUNCHEON

The guest speaker for the January luncheon will be Lynda Benson from the College of Applied Technology. As the program head for the Administrative Office Technology Program, Lynda holds certification in Microsoft Office 2003 Word (expert), Excel (expert), Access and PowerPoint. Her presentation will be on 3-D referencing in Excel and mail merge in Word. If time allows, she would be happy to answer questions from the audience.

Please join us on Tuesday, January 9 at 11:30 a.m. in the Jordan C Ballroom. It will be a brown bag lunch as we will be

meeting during the semester break. The cost is \$1.00 per person.

### FEBRUARY LUNCHEON

You are invited to attend the BSUAOP's Monthly Luncheon on February 13, 2007. The speaker is Leah Barrett, Director of the Student Union and Student Involvement. The title of her presentation is "The Value of Administrative Assistants." Leah will address developing and maintaining a strong relationship between a manager and the administrative assistant and how this is critical to a manager's success. We will discuss how both the manager and the administrative assistant have a role to play

in this critical relationship and how we can work together to be successful.

Bring yourself, bring a friend, bring your administrator and join us at 11:30 in the Student Union, Hatch C. The catered lunch through Aramark is a 'Soup and Salad Buffet' for \$8.40. Brown baggers are welcome. Reserve your seat by February 9 by contacting your area rep with your reservation.



**Leah Barrett**

## 2006-2007 Executive Board

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lblack@boisestate.edu

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### Treasurer

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## Area Representative News

### Area II—Misty Wynn

Thanks to everyone for another successful Holiday Auction. I hope everyone is keeping PSP on their mind...let's see how many PSP awards we can earn in Seattle. I will miss you all at the January luncheon because I will be home taking care of my little one, who will be here any day.

I hope everyone's Christmas was merry! Be sure and RSVP for the January luncheon to President Leslie Black if you are in Area II.

### Area III—Connie Charlton

My BSUAOP New Year's resolution: get better acquainted and communicate more frequently with staff in Area 3. My goal for early January 2007 is to get the most updated list of names of personnel in the Business Building, Academic Technologies, and the Administration Building (Area 3), and send each person a "Happy New Year" e-mail, along with an invitation to join BSUAOP or at the minimum, come to a meeting and learn more about what a wonderful organization and networking opportunity is available to them right here on campus!

### Area VI—Teresa Geissler

Hi! My name is Teresa Geissler. I am the representative for Area VI and that includes Canyon County, Applied Tech, Tech Service Building, Culinary Arts, FO&M, Engineering & Tech, ISBDC, Micron Engineering, Civil Engineering.

I am an Administrative Assistant in Student Services at the Canyon County Center in Nampa. I work for Enrollment Management and Student Success for the Larry Selland College of Applied Tech, the Center for Workforce Training, and the Adult Basic Education program. I am usually the only AA in Student Services so I run the office and help students all day.

I would like to get to know other AOP members in my Area so if you are in Area VI give me a call at 562-2100 anytime.

I would like to start the New Year off right and attend the luncheon, next Tuesday January 9th. I hope to see many of the Area VI members so that I can get know all of you.

## Ways and Means Report by Valencia Garrett, Chair

We have been busy with a couple of projects this past semester. We started out selling 2007 Entertainment Books but stopped when an Entertainment associate advertised the same books in our HR Review for less than we could buy them. We did sell 25 books prior to that netting us a profit of \$125.00. Unless Entertainment changes their policy we will not sell the 2008 Entertainment Books. Thanks to everyone that helped make this project a success!!

We tried something new this year. We hawked Bronco gear at three of the home football games. We sold \$3983 worth of gear netting us a profit of \$796! Thanks to Carrie Applegate, Karen Baker, Leslie Black, Connie Charlton, Beth Collier, Anita Castello, Julie Gerrard, Guen Johnson, Ona Law, Misty Lovato, Chris Peterson, Suzan Raney, Therese Ryan and Andrea Witters. (I hope that I did not miss anyone. If I did, it was not intentional). I think everyone that participated found this to be a fun and challenging experience.

We are always looking for new ways to generate funds for our Ways and Means account. If you have an idea please contact me so that we can discuss it.

### ACAEOP WINTER WORKSHOP—\$4.00 for lunch

January 18, 2007 — 6:00-9:00 p.m.

Mountain View High School

**EXCEL ESSENTIALS** by Shana Hawkins

**SPICE UP NEWSLETTERS & DOCUMENTS** by Barbara Leeds

**QIGONG!** by Marisol Mayell

The workshops are free! Contact Phyllis Sanderson at [sanderson.phyllis@meridianschools.org](mailto:sanderson.phyllis@meridianschools.org) for information or see registration form soon at [boisestate.edu/bsuaop](http://boisestate.edu/bsuaop)

## Joint March Luncheon by Leslie Black



You won't want to miss this year's annual fashion show and luncheon to be held on March 13, 2007 in conjunction with National Women's History Month!! BIG plans are underway, which cannot yet be revealed. I can give you one hint, though – it

will involve a clothing drive for donation to a needy organization. More information will follow. Mark your calendars now!

## Area Representatives

Area 1—Coleen Dudley  
College of Health Sciences x63383  
[cdudley@boisestate.edu](mailto:cdudley@boisestate.edu)

Area 2—Misty Wynn  
BSU Foundation x61799  
[mwynn@boisestate.edu](mailto:mwynn@boisestate.edu)

Area 3—Connie Charlton  
College of Business x63110  
[ccharl@boisestate.edu](mailto:ccharl@boisestate.edu)

Area 4—Ona Law  
English Department x61426  
[Olaw@boisestate.edu](mailto:Olaw@boisestate.edu)

Area 5—Christine Peterson  
Communications Department x63320  
[cpeters@boisestate.edu](mailto:cpeters@boisestate.edu)

Area 6—Teresa Geissler  
Student Services—Canyon County  
Ph. 562-2100  
[TeresaGeissler@boisestate.edu](mailto:TeresaGeissler@boisestate.edu)

Area 7—Debbie Porter  
OIT Business Services x63096  
[debbieporter@boisestate.edu](mailto:debbieporter@boisestate.edu)

Area 8—Martha Plascencia  
Student Housing x61087  
[mplascen@boisestate.edu](mailto:mplascen@boisestate.edu)

## The History of NAEOP

Superintendents of 157 cities during 1934 were asked to recommend secretaries to represent their school systems for a proposed organizational meeting. Ninety-six secretaries responded. This effort was sparked by Louise Henderson Nelson who was active in the Philadelphia Clerical Assistants organization. Since that exciting day in the spring of 1934, the National Association of School Secretaries - later changed to National Association of Educational Secretaries, now the National Association of Educational Office Professionals - has developed outstanding programs for educational office personnel.



**LOUISE HENDERSON NELSON**  
NAEOP FOUNDER

NAEOP MEMBERSHIP FORM*			
Membership Type:	\$45 <input type="checkbox"/> Active	<input type="checkbox"/> Associate	\$25 <input type="checkbox"/> Retired
Continuous Membership (12 full months)			
<input type="checkbox"/> New	<input type="checkbox"/> Renewal	Membership # _____	
Membership Information (check one):			
<input type="checkbox"/> Elementary	<input type="checkbox"/> Middle School/Jr. High	<input type="checkbox"/> Secondary/High	<input type="checkbox"/> Higher Ed
<input type="checkbox"/> State Dept.	<input type="checkbox"/> Administration	<input type="checkbox"/> Career & Tech Ed.	<input type="checkbox"/> Retired <input type="checkbox"/> Other
Name _____			
Address _____			
City _____		State _____	Zip _____
Hm Ph _____		Office Ph _____	
Fax _____		E-mail _____	
Recruited by (name) _____			
Payment:	<input type="checkbox"/> Check	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa
Cardholder's name _____			
Card # _____		Exp. Date _____	
Signature _____			
<p><i>*Note: All fees must be paid in U.S. Dollars. Active membership fees include a one-year subscription to the associate magazine. Dues are not deductible as a charitable contribution for income tax purposes.</i></p>			

## BSUAOP Board Meeting Minutes Highlights

At the November 7, 2006 BSUAOP meeting the board discussed funding for members to go to the national conference, noting that VP of Finance Pearson wanted to be informed about any departments not supporting AOP members to attend conferences and training.

At the November 28, 2006 BSUAOP meeting, the board approved a change to the Standing Rules that states that "AOP expenditures, reimbursements and any purchase made with the P-Card must be approved prior to purchase using the BSUAOP Voucher Form."

## Holiday Auction Review by Terri Shafer



*Terri Shafer and Ed Baker have Bronco Holiday Spirit!*

The 2006 Holiday Auction was a success, despite a late start! We raised around \$3,600. After expenses are deducted, ten percent of that amount will be donated to the City of Light Mission. The remainder goes to support BSUAOP and for member scholarships.

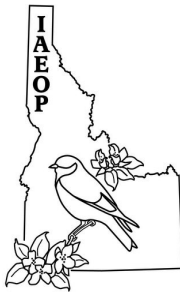
Thank you to everyone for their hard work on this event. The BSU community came

through again with fabulous baskets for the auction, members and friends came through with items for sale, and local vendors stepped up with great gift certificates and items.

Next year's event will be chaired by Leslie Black. We'll see you then!



*Sue Crichton and Anita Castello take money at the Holiday Auction*



### IDAHO ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS EVENTS

- January 10, 2007 Awards/Scholarship Applications due
- January 10, 2007 Nominations due to [Rosalie Siegel](#)
- January 15, 2007 Gem Articles due for February publication to [Sue Belliston](#)
- January 15, 2007 [NAEOP PSP](#) Application Deadline
- January 17, 2007 RSVP Board Meeting Attendance to [Cindy Manning](#)
- January 17, 2007 Written reports due to [Cindy Manning](#) if unable to attend
- January 27, 2007 IAEOP Executive Board meeting in Boise. Location TBA
- February 1, 2007 Conference information included in Gem
- February 15, 2007 Ballots for Nominations and Elections mailed to members
- April 19-20, 2007 IAEOP Spring Conference—Holiday Inn, Boise

Want to join IAEOP? Go to this link for a membership form — <http://www.idahoeop.org/Membership.htm>

## Nominations and Elections by Suzan Raney



We are looking for candidates for a special election during January for President-elect. Are you ready to step up to the challenge? You would finish this year as President-elect, and then be installed in May as the BSUAOP President for 2007-2008. Contact me if you are interested at x4114.

During January we will begin taking nominations for other officer and Area Rep positions that will be open at the end of the year. A trial ballot will be presented to the Executive Board in February, but additional nominations will be taken from the floor at the March luncheon and general meeting. Won't you join the BSUAOP leadership?

## Scholarships & Awards by Suzan Raney

If you are taking classes at BSU during the Spring semester, and you are an active AOP member, why not apply for a scholarship to help pay for fees and books? The deadline for spring scholarships is January 15, 2007. We take scholarship applications for other types of training and classes too.

Deadline for Office Professional and Administrator of the Year is April 2, 2007. Who do you know that deserves this honor?

We're on the web!  
[boisestate.edu/bsuaop](http://boisestate.edu/bsuaop)

*(President's address...continued from Page 1)*

...office to get it from him and take a chance that it would be empty. When she pulled up to the drive - through window to pay for her order the clerk informed her that the car ahead of her had already paid for her order and that they said if she wanted to keep the Christmas spirit going she could pay for the car behind her. What a simple, but giving thing to do!

The other day I heard some DJs on the radio conducting a phone in survey about the anonymous giving that people in the Treasure Valley do during this time of year. One person somehow learned that someone needed new tires for her car so rather than giving to the charity organization that was helping he went directly to the tire store and paid for four new tires, then had them call her to say that she had won them in a drawing. Another person said that each year at Christmas time he and his wife go out to dinner at a random restaurant and order something inexpensive from the menu. When they are ready to leave and pay the bill they leave a \$100 tip to whoever their waiter/waitress was.

One of my favorite bumper stickers is: *Practice Random Acts of Kindness*. All of these stories are examples of regular folk with all different levels of income practicing random acts of kindness. My wish for you is that you will, in some way, be a part of 'random acts of kindness' – whether it is giving or receiving – not just at Christmas but all through the year in 2007. Happy New Year, and may 2007 be the best year yet for us all!



Dr. Edward T. Baker, III

## **BSUAOP ADVISOR'S CORNER** by Dr. Ed Baker

Greetings from your Faculty Advisor!

I have enjoyed working with the BSUAOP this first semester. The Holiday Auction was fantastic and I enjoyed working for you as a reindeer! Have a great 2007 and remember: You climb a mountain one step at a time!"

—Ed Baker



**KEYNOTER CO-EDITORS:**

Guen Johnson & Valencia Garrett

**ORIGINALLY DESIGNED BY:**

Misty Wynn

# January 2007

SUN	MON	TUE	WED	THU	FRI	SAT
	1 Closed 	2	3	4	5	6
7	8	9 BSUAOP Lunch 11:30	10	11	12 Payday	13
14	15 MLK! Closed	16 Classes Start	17	18 ACAEOP Winter Wkshp	19	20
21	22	23 BSUAOP Board Meeting Ah Fong 11:30	24	25	26 Payday	27
28	29	30	31			


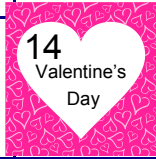



**2007 NAEOP CONFERENCE**  
**SEATTLE, WASHINGTON**  
**JULY 16-20, 2007**  
 Look for details and registration forms on the web in January 2007!

# February 2007



**Reminder!**  
**Next Board Meeting:**  
**Tuesday**  
**January 23**  
**Ah Fong Room**

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2 	3
4	5	6	7	8	9 Payday	10
11	12	13 BSUAOP Lunch 11:30	14 Valentine's Day 	15	16	17
18	19  Closed	20	21	22	23 Payday	24
25	26	27 BSUAOP Board Meeting Ah Fong 11:30	28			