A Message from the President by Angela Garcia

I'll take this opportunity to extend a warm welcome to the start of another school year. Some activities which stand out in my memory of this summer are: settling into my new job in the Selland College of Applied Technology, PeopleSoft training, P-Card training, the NAEO national conference in Minnesota, IAEOP state board meeting in McCall, and white water rafting in Riggins with my daughter and Beth Collier. I imagine your summers passed all too quickly as well. Hopefully, we have somewhat settled into a routine as we progress through the month of September.

I'm excited to be working with a diverse and fun group of individuals on our BSUAOP board. They have been working diligently over the summer on activities relative to our organization. At our first board meeting on August 25th, the speakers for the monthly luncheons were announced; the progress of Professional Development Day plans were reported; and preparations for the Christmas Auction were discussed. Specifics of these activities are detailed for you in the articles that follow.

It takes all kinds of people with different talents (discovered and undiscovered) to keep our organization vital and relevant to YOU, the members. Do familiarize yourself with your Area Representative and make plans to attend the monthly luncheons. Their names and phone numbers are listed in this newsletter. I can be reached on Group Wise or at ext 1508. Join me as we look forward to a year of promoting professional development and advancement for office professionals!

BSUAOP Luncheons

My name is Lois Santillanes, your BSUAOP Vice President. It is my responsibility to schedule all our monthly luncheons and arrange for speakers. Our first luncheon will be September 8th in the Jordan C. Ballroom. Our speaker will be Gwen Smith-Training & Development Officer and BSUAOP Advisor.

Gwen’s topic will be "Celebrating Our Differences".

To all the new BSU employees I would like to say welcome to the BSU family it is a great place to work.

Holiday Auction

by Gwen Johnson

Holiday craft items are needed for the Annual Holiday Auction, to be held on Tuesday, December 8th in the Lookout Room in the SUB from 11:30 a.m. to 1:00 p.m. About 80 items are needed for the auction, and smaller items for the sale table. If you are a crafty person, and have holiday crafts to make and donate for this fundraiser, it would be so appreciated!

Also, if you know of vendors who might donate either items or gift certificates, that is good too! Give me a call if you can help. Thanks!
Conference Reflections
from Merrylea Hiemstra

It was wonderful to have so many first-timers attending conference! First-timers included Connie Charlton, Beth Collier, Rhonda Miracle, Beth Nash, Connie Hatch, and Traci Hossfeld. Special honors for our first-timers included PSP recognition for Rhonda Miracle and Traci Hossfeld’s election to the Scholarship committee (this was after being stuck on the 10th floor and missing her first committee nomination attempt). WOW!!! Idaho’s delegation was an impressive 18 members and 3 honorary members and we stayed very busy networking. While many of us did not cross paths much during the conference, it was great that we were expanding our network with members from other states—after all that is one of the reasons for attending a national conference!

I AM so PROUD of our Idaho delegation. What a thrill to have so many take an interest (*) in serving on national committees and to have 5 members elected (**) to serve!!! That was a thrill in itself, but it gave me considerable pride to hear so many positive remarks from the other attendees about “those Idaho gals.” Each person attending should take pride in knowing that we made a positive impact at conference!!!

It was an honor to be recognized during the Awards luncheon as the IAEOP’s nominee for the Olive T. Richie Office Professional of the Year award. Thank you for giving me that honor. Idaho can take pride in our honorary member, Jean Fankell, who received that prestigious award. She is well-deserving and represents us so wonderfully as an office professional. Congratulations Jean!!!

Conference attendees included:

ACAEOP
- Sandra Ash*
- Ruth Card*
- Connie Hatch
- Beth Nash
- Susan Pirrong**Public Relations
- Genie Pope

BSUAOP
- Beth Collier
- Connie Charlton
- Jackie Fuller
- Angela Garcia**Scholarship
- Valerie Garrett
- Cathy Hampton
- Merrylea Hiemstra** Nominations & Elections
- Gueneth Johnson*
- Rhonda Miracle

CIEOPA
- Annette Erickson

WISE
- Karen Piper**Bylaws

SIEOP
- Traci Hossfeld**Publications

Honorary Members (NAEOP Past Presidents)
- Jean Fankell, WA
- Marilyn James, TX

Professional Development Day by Helen Smith

Now is the time for all good women to come to the aid of their association! HELP! I need you as volunteers for the Professional Development Day Program. If you can spare some time, please let me know. I can use help with the door prizes, flyer/program, etc.

It will be presented October 13th, Tuesday, in the Student Union Building. Our theme this year is “Celebrating our Differences” which is a favorite of mine. I enjoy seeing various people blend their unique abilities in a rich, vibrant creation that is a celebration for all to see. To this end, we have invited Dr. Peg Blake to give our keynote speech this year. Then after her will come Gwynne Lethcoe to coach us on obtaining win/win solutions and/or Janet Stinnefort will present a video on e-mail etiquette.

Lois has arranged lunch with a Build-Your-Own-Sandwich Bar, green salad, fresh fruit and cookies. We will have some door prizes to hand out to the attendees and Angela is arranging for some entertainment. Then we will have Dr. Bill Ruud (Virtual...
Welcome to New Area Rep
by Angela Garcia

I would like to take this opportunity to introduce Gay Barzee, newly appointed Area Rep 1. Gay has worked at BSU for almost one year. Prior to coming to BSU, Gay worked with the Division of Vocational Education and State Tax Commission. Gay has been a part time student at BSU for 3 years working on a degree in Human Resource Management. She is married, has five children and two grandchildren. Her hobbies are reading, cross stitch, baking, piano, and movies. Gay loves to go out at lunch time and walk the greenbelt. She is looking forward to being a part of BSUAOP and getting to know others on campus. We are pleased to have Gay among our area representatives.

BSUAOP Treasurer’s Report by Lisa Johnson

The BSUAOP Local Fund account balance as of 6/30/98 is as follows:

- Luncheon: $34.34
- Membership: $688.28
- Ways & Means: $1,886.65
- Scholarship: $3,118.96
- Travel: $890.08
- Total: $6,618.31

Membership Committee by Valencia Garrett, Chair

Here we are at the beginning of a new school year. I was totally shocked when I had to turn the pages of my calendar to September. Where has the year gone?

Before time slips away from you, turn in your application for membership in BSU’s Association of Office Professionals. As a member you can apply for scholarships to further your education; earn your PSP, participate in workshops, and attend monthly luncheons. The cost for membership is only $7.00 per year. So fill out that application and send it to me today!

Valencia Garrett, MG225, x1631, fax x4061.

NAEOP Conference by Gwen Johnson

The 64th Annual NAEOP conference was a great experience. This was my third conference, and the first one I attended as the delegate representing BSUAOP. It was interesting to scrutinize and make recommendations on the issues to be voted on by the general membership. It was nice to have a forum where educational office professionals gather and honor each other and learn new skills or brush up on old ones.

Minneapolis is a big, beautiful city with a great deal to do. Some of us were fortunate enough to attend The Phantom of the Opera, and we are still singing the tunes in our heads. It was fabulous. Many shopped till they dropped at the Mall of America. All in all, it was a great experience, and I, for one, am looking forward to Wichita next year!
The goal of Boise State University Association of Office Professionals is to provide professional growth and renewal for all office personnel. Patterned after the four-point program of the National Association of Educational Office Professionals, with which BSUAOP is affiliated, the organization strives to offer the following:

**SERVICE:** Scholarship program; affiliation with NAEOP and IAEOP.

**RECOGNITION:** Professional Standards Program.

**INFORMATION:** BSUAOP sponsored in-service workshops; monthly meetings with speakers on timely topics; quarterly newsletters.

**FELLOWSHIP:** Monthly association luncheons; annual Professional Development Day; annual Holiday Auction; and annual Bosses' Breakfast.

If you are looking for a way to upgrade your job skills and are interested in meeting new people, BSUAOP is for YOU!

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**BSUAOP MEMBERSHIP APPLICATION**

$7.00 Membership dues. (Professional dues are tax deductible.)

Make check payable to BSUAOP and send with this form to Valencia Garrett, Geosciences, MG-225

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Membership: _______ New _______ Renewal or Retired Member since _______

I am a member of _______ IAEOP (State) _______ NAEOP (National)

I am interested in serving on a BSUAOP Committee
Affiliates Program

The NABOP Affiliates Program provides an opportunity for local, county, district, and state associations to affiliate with a national organization and to participate in national projects and programs which benefit office professionals in education.

The Affiliates Program is a central “clearinghouse” where ideas and suggestions from all affiliates are evaluated and then returned to the membership as viable programs which benefit affiliates, members, and NABOP.

Local, state, and national affiliation promotes professional unity and serves as a medium for recognition of the profession, the association, and the member.

Educational Foundation

The NABOP Educational Foundation, Inc., was established by the general membership in 1984 to enable NABOP to provide a variety of scholarships, i.e. the Marion T. Wood Memorial Member Scholarship and the Mose Smith Member Dependent Scholarship. The Foundation also provides NABOP members a variety of opportunities for personal and professional growth.

The purposes of the Foundation in no way conflict with the purposes and programs of NABOP, and Foundation funds will not be used for any regular operating costs of the Association. All contributions to the Foundation are tax deductible under the IRS tax code section 501(c)(3).
**History of NAEOP**

Superintendents of 157 cities during 1934 were asked to recommend secretaries to represent their school systems for a proposed organizational meeting. Nineteen 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, to National Association of Educational Office Personnel, and now the National Association of Educational Office Professionals—has developed outstanding programs for educational office personnel.

**Active Member Benefits and Services**

- Four issues of the National Educational Secretary
- Professional Standards Program (PSP)
- Reduced Conference/Institute registration fees
- NAOEP Publications
- NAOEP Jewelry
- Rental car discounts
- Accidental Death-Dismemberment Insurance
- Group Insurance
- Lenscrafters vision benefit
- Silver MasterCard®/VISA® Program
- NAOEP Career Awareness Week
- National Educational Bourses Week
- Scholarship Programs (Student/Member/Dependent)
- Awards Program
- Professional Development Program—available to affiliated associations and other organizations
- Networking—work and career-related information for individual members and affiliated associations

**NAEOP Membership**

Continuing Membership ensures that every member of NAEOP receives one full year of membership services and benefits.

**ACTIVE MEMBERSHIP—$40 per year**

Open to all educational office personnel employed in any educational system or organization related to education. Members are eligible to vote on association business, serve on committees, hold office, and receive four issues of the National Educational Secretary.

**LIFE MEMBERSHIP—$600 one-time payment or payable in four annual installments**

Open to all eligible for active membership with all rights and privileges of active membership. Life members who retire may receive an annual subscription to the BEAM and 50% reduction in NAOEP annual conference/institute registration fees, with no additional membership fees, by notifying the national office of their retirement date.

**RETIRED MEMBERSHIP—$10 per year/$150 one-time payment**

Open to educational office professionals who have retired. Includes an annual subscription to the BEAM (newsletter for retired members) and 50% reduction in NAOEP annual conference/institute registration fees. Retired members shall have the privilege of voting and may serve on committees. Retired members may subscribe to the National Educational Secretary at a reduced rate.

**ASSOCIATE MEMBERSHIP—$40 per year**

Open to all persons not eligible for active membership. Associate members receive four issues of the National Educational Secretary and have all rights and privileges of active membership except those of voting and holding office.

**INSTITUTIONAL MEMBERSHIP—$40 per year**

Open to educational institutions. The institutions shall receive a subscription to the National Educational Secretary and notices of all meetings and conferences. A non-voting representative is encouraged to attend conferences at active membership rates.

**CORPORATE MEMBERSHIP—$50 per year**

Open to all businesses and corporations endorsing the objectives of the association. The corporation or business member will receive a subscription to the National Educational Secretary and shall be eligible to send a non-voting representative to meetings, conferences, and institutes at the same registration fee as that charged to active members.

**PSP/CEOE**

The Professional Standards Program (PSP) is a certification program based on experience, education, and professional activities. This program is nationally endorsed by the American Association for Adult and Continuing Education, the American Association of School Administrators, the National Association of Elementary School Principals, and the National Association of Secondary School Principals. The underlying concepts of the program are endorsed by the National Academy for School Executives. The distinction of Certified Educational Office Employee (CEOE) is awarded to those who meet the established requirements. A recognition banquet is held at each annual conference.

Professional Standards Program certificates are increasingly being recognized by the administrators in professional and monetary increments.

**Annual Conference**

Each July, the annual conference is the highlight of NAOEP's year. Along with conducting the business of the association, speakers present timely topics geared for the educational office professional. Presentations are made for the various awards programs.

**Institutes**

The institute held in conjunction with the annual conference provides professional advancement through college credit courses, CEU credit courses, and workshops. One or more NAOEP institutes, consisting of professional growth and leadership sessions, may be held each year.
CORRECTION!

The year-end report from 1997-98 Vice President Connie Charlton was inadvertently not printed in its entirety in the final issue of last year. Our apologies to Connie! Here is the full report on her very successful year as Vice President and Programs chair.

Year-end report
by Connie Charlton, Vice President, 1997-98.

Committee members: Rebecca Howell, Judy Nelson, Connie Charlton

The 1997-98 year contained its challenges in getting commitments for luncheon meeting speakers largely due to the conflicts in schedules. For the first time, I was asked, "What do you pay?" My reply was: "No salary, just great benefits!"

The kickoff meeting on September 9 was nostalgic. Maudie Garretson and Mary Cozine provided a history of BSUAOP's initiation and evolution. At the November 11 meeting, Renee Anchustegui and Debi Cox, both Healing Touch practitioners from Energy Works, demonstrated ways to recharge by managing stress.

Dr. Marvin Cox gave an excellent presentation at the February 10 luncheon meeting. His topic was "The Power and Responsibility of Listening." We learned a lot about being a responsible listener and speaker. In March, BSUAOP was joined by ACAEOP to once again held a spring style show. This year it was hosted by BSUAOP. Fashions from the Dress Barn were modeled by members from both organizations, with decorations by co-managers Carol Williamson and Bobette Bailey.

April 14 presented an opportunity for BSUAOP members to learn about Project Access, its components, process and progress. Gwen Smith facilitated a panel who provided information and answered questions. At the May 19 meeting, new officers for 1998-99 were installed. Jackie Fuller — as usual! — did an excellent job of swearing in new officers with appropriate comments based on a theme of "We are like a deck of cards." At the same time, outgoing officers were thanked for the valuable contributions and service to BSUAOP during their terms in 1997-98.

At each of our meetings, we enjoyed good food catered by Fine Host, and wonderful door prizes provided by the BSU Bookstore. Thanks to all of you who attended and took advantage of the learning, networking, and comraderie!
"Celebrating Our Differences"

*****
Please join us for our monthly luncheon. These are scheduled the second Tuesday of each month. Contact your Area Rep for more info.

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YOUR 2 CENTS WORTH

"There are only three kinds of people: those that can count and those that can't."

This is your corner, any tips, quips, quotes, zany facts, or practical hints, we'll print them all.

Send your suggestions for "Your 2 Cents Worth" to: smcdaid@bsu.idbsu.edu

Check us out on the World Wide Web:

//www.idbsu.edu/bsuaop/