

# KEYNOTER

Boise State University Association of Office Professionals — BSUAOP

## PRESIDENT'S MESSAGE

### President's Message—Rob Pangaro



#### TAKING THE WORLD BY STORM

It is a new year with new opportunities. I can tell you from experience that when life throws things in your path that you might feel are too big, I promise that you have the ability to overcome anything and turn it into a positive outcome.

Christopher Reeve, one of the greatest actors to play Superman, once said, "A hero is an ordinary individual who finds the strength to persevere and endure in spite of overwhelming obstacles."

This year I encourage every one of you to take this advice to heart. We will all have bumps in the road, even on the best of days, but we are all superheroes in our own right. It doesn't matter the size of the action, everything we do can and will affect others, and if we have the strength to push through what life has to throw at us we may very well be the example others look to in their own times of crisis.

One of my favorite events that AOP puts on is coming up, our Professional Development Day. This is a time where I can really interact with people and learn from them how they overcome the obstacles that I face in my everyday work. I find so many great ideas to tackle my own roadblocks that I have never thought of.

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## KEYNOTER—February/March 2018

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## **BOISE STATE UNIVERSITY**

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### **ASSOCIATION OF OFFICE PROFESSIONALS**



A professional organization for persons employed at  
Boise State University in educational office support positions

### **PURPOSE**

The purpose of this Association shall be to elevate the standards and promote professional growth of the office personnel (or those aspiring to be) within the University and to provide for a finer understanding of the relationship between the University and the community in order to promote positive attitudes and to encourage further training in specific skills relevant to each member's job responsibilities.

### **CODE OF ETHICS**

As educational office professionals, we affirm our belief that an education is the birthright of every person and pledge ourselves to the preservation of that right. We recognize the special province of the professional educator and the significance of the responsibilities assumed by the educator. We also recognize the unique role of the educational office professional and the importance of the contributions made.

**BSUAOP has its own email: [AOP@boisestate.edu](mailto:AOP@boisestate.edu)**

## **BSUAOP OFFICERS**

### **President:**

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### **Past President:**

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Continued from page 1—President's Message

I hope that you all plan to attend PDD. More information can be found on page 6. Registration information and links will come out around March 5th. We've found that departments across campus embrace PDD and many will pay for their personnel to attend. Check with your supervisors!

I hope your New Year has started off with a bang and I look forward to seeing you all at our [Annual Professional Development Day](#).



## **Holiday Auction Treasury Report**

**By Katy Lightfield, AOP Treasurer**

**\$3,521.87** Total Sales of Auction Items

**\$823.99** Total Lunch/Dessert sales

\$4345.86

**\$352.19** Donated to the ACE Goodwill Program

**\$1,041.69** Cost of the Holiday Auction

\$1,393.88

Total revenue raised for AOP from the Holiday Auction this year:  
**\$2951.98**

All monies raised through our organization go towards Scholarship funds that assist our members in their education (books, workshops, webinars) and attending conferences such as PDD, IAEOP and NAEOP annual conferences or other conferences that assist in developing increased skills in their workplace environment.

If anyone has fundraising ideas or would like to help plan any of our main events, you don't need to be on the Board to be a part of planning. All you need is a commitment to our organization and the willingness to help!

## STANDING COMMITTEES

### Website

Ramona Martin  
ramonamartin@boisestate.edu

### Scholarships & Awards

Shelly Doty  
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### Nominations & Elections

Shelly Doty

### PSP Representative VACANT

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### Bosses Breakfast

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### Holiday Auction VACANT

### Professional Development Day

Ramona Martin  
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### Photographer VACANT



## Introducing Trello

by Shannon Eddins

Need help staying organized and on top of large projects? Try Trello! Trello is a web based project management tool that is free and approved to use here at Boise State University. It can help you track the status of your project, assign tasks, track details, and numerous other tasks that will help you manage a large or small project in your department. This is especially helpful if you plan an event or project on a regular basis such as every semester. You can pull up your Trello board and have a list of everything that may need to be updated or done.

Trello is modeled after a Kanban board, which is a project management system of tracking a project as it moves through the process. Kanban boards were introduced to me in Lean Six Sigma Training. A simple Kanban board can be a white board with columns representing the status of a project from needs to be done, to started, in progress, to completed. Sticky notes with a task or deliverable is moved through the process by putting it into one of these columns. The process was created by Toyota to track production within their factories.

Trello allows you to electronically make boards, cards, lists, and attachments to manage all aspects of your project. It can be used as a checklist, a communication tool and a records management system all in one.

To start using Trello, simply go to [Trello.com](https://trello.com) and create an account. There are very good tutorials to help you get started using this fabulous tool. Trello is very user friendly and is catching on quickly throughout the university. I personally have started using this tool for several projects in the School of Social Work and it has been easy to get other staff/faculty members on board. It is definitely a tool worth checking out!

If you're already using it, share your expertise with others!

**BSUAOP  
MEMBER  
REPRESENTATIVES**

**Membership Committee  
Chair**

Pam Robbins  
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VACANT

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**2018 Change in Employee Compensation Committee**

If you're interested in finding out what went on during the 2018 CEC Committee meetings you can access the archived audio at: <https://legislature.idaho.gov/sessioninfo/2018/joint/cec/>. It takes a bit to download the files and they download as MP4.

More information on what affects us all can also be found at:

- <https://dhr.idaho.gov/PDFs/CEC/FY2019CEC.pdf>
- [http://media.spokesman.com/documents/2018/01/CEC\\_Recommendation\\_2018.pdf](http://media.spokesman.com/documents/2018/01/CEC_Recommendation_2018.pdf)



**84th Annual NAEOP  
Conference**

**July 16-20, 2018**

**Bloomington, Minnesota  
DoubleTree by Hilton Hotel  
Bloomington—Minneapolis  
South**

**7800 Normandale Blvd.  
Minneapolis, Minnesota**

Scholarship applications are due by  
April 15, 2018.

**Annual 2018 IAEOP  
Conference**

**April 13-14, 2018**

**Best Western Plus Burley Inn  
and Convention Center  
Burley, Idaho**

Scholarship applications are due by  
March 1, 2018 (date extended).

See page 12 for more in-depth information on the annual conference.





**BOISE STATE UNIVERSITY**  
ASSOCIATION OF OFFICE PROFESSIONALS

# Embrace the Future Professional

## Professional Development Day

April 6, 2018, 8 a.m. - 4:30 p.m.

<u>Be "YOUR" Best</u>	<u>Technology For Tomorrow</u>	<u>Work-Place Inclusion</u>
Emotional intelligence	Making/Posting a podcast	Inclusivity Assessment
Continuing Education Boise State - benefits/fee waivers/ classes/ certifications)	Career portfolio/ LinkedIn	Strengthsfinder 2.0
Life Coaching	The "Office" Specialist/ going paperless	Gender Equity
Conflict Management	VR office trial	Conversations Within Positions of Power/Subordination
Personal health toolkit	Google Integration	Building and Sustaining Inclusive Work Environments

2018 PDD will be hosted in the Micron Business and Economics Building (2360 W. University Drive).  
Registration opens March 5, 2018, and includes all conference materials, morning snacks and a lunch buffet.  
Boise State AOP membership is not required.

The President's Office has granted release time for employees to attend with supervisor approval.

Professional Development Day (PDD) is a one-day conference held annually by the Boise State University Association of Office Professionals (AOP) to better yourself, your work and your life. PDD provides training in resources and skills from office needs to personal growth and to support the purpose of AOP to elevate the standards and promote professional growth of the office personnel within the University and to provide for a finer understanding of the relationship between the University and the community so that ever-increasing efficient service may be rendered to our educational system.

**Boise State AOP**  
is a supportive campus organization  
that facilitates national and local  
networking for office professionals,  
and offers scholarships  
to assist members  
in professional development.

**A reduced AOP 2018-19 membership is available with Professional Development Day registration.**



## BSUAOP Holiday Auction

By Pam Robbins

Nearly 100 Boise State employees attended the Annual Holiday Auction on November 13th. There was a wonderful mix of faculty, professional and classified staff who enjoyed a delicious lunch, silent auction and spirited live auction.

Guests were able to peruse over 30 silent auction items from hand-crafted pieces and themed baskets, as well as hotel, entertainment and restaurant gift cards. There was truly something for everyone, which made the bidding lively and competitive. Many guests ended up with the winning item(s) they desired.



Event auctioneers were Andy Giacomazzi, Associate Dean of the School of Public Service, Richard Klautsch, chair of the Theatre Arts and Creative Writing Department, as well as retired provost office staff member Cindy Anson. They kept the live bidding going and the laughs flowing.



With 15 live auction baskets including a Boise Pub Crawl, Dog Basket, Twelve Days of Baking, Autographed Boise State Football and more, the auction raised over \$3000.00.

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Ten percent of all money raised was donated to the Boise State Goodwill Fund which assists classified employees at Boise State whose paychecks aren't always large enough to cover the cost of food between paydays. The remaining profit was deposited for AOP members to attend conferences, classes, workshops, and webinars.



A big thank you to chair Ellie Pierce and her hardworking AOP volunteers who once again made the spirit of the holidays shine at the Annual Holiday Auction.





**Rene' Delaney, retired Boise State employee and member of AOP, IAEOP and NAEOP, made this recipe for some friends and it was a big hit! Give it a try!**



**For chicken curry:**

- Cooking spray
- 6 boneless skinless chicken breast halves, about 5 ounces each
- Salt and freshly ground black pepper
- 1 to 2 tablespoons fresh lime juice
- 2 teaspoons curry powder
- 2 teaspoons turmeric powder
- 2 teaspoons ground cumin
- Olive oil, as needed to loosen

**For peanut dipping sauce:**

- 1 (14-ounce) can coconut milk
- 3 tablespoons peanut butter
- 1 lime, juiced
- 2 tablespoons brown sugar

**Directions**

For the chicken: Heat a stove-top grill pan or griddle with cooking spray to medium-high heat. Season both sides of chicken with salt and black pepper and set aside. In a small bowl, combine lime juice, curry powder, turmeric, cumin and olive oil, as needed to loosen mixture. Mix well with a spoon and brush mixture all over both sides of chicken. Place chicken on hot pan and cook 3 to 5 minutes per side, or until cooked through. Remove from heat and place on plate.

For the dipping sauce: While the chicken is cooking, in a small saucepan, combine coconut milk, peanut butter, lime juice, and sugar. Set pan over medium heat and bring to a simmer, about 5 minutes. Remove from heat.

Serve 4 of the chicken breast halves with all of the peanut sauce. Rene' served the meal with Jamaican rice that added an excellent touch!

The original recipe was found on the Food network website at:

<http://www.foodnetwork.com/recipes/grilled-chicken-curry-with-peanut-dipping-sauce-recipe-1953401#>.

Are you a member of NAEOP? Would you like to be?  
It's our national organization and offers great benefits!

## NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS MEMBERS

DO YOU KNOW SOMEONE WHO  
DESERVES TO BE RECOGNIZED?

CHECK OUT OUR AWARDS AND  
DOWNLOAD A FORM TODAY  
LOG ON TO <https://www.naeop.org> AND  
GO TO THE MEMBERS ONLY SECTION

NATIONAL EDUCATIONAL ADMINISTRATOR OF THE YEAR  
OLIVE T. RITCHIE EDUCATIONAL OFFICE PROFESSIONAL OF THE YEAR  
WEB SITE AWARD

RACHEL MAYNARD AWARD FOR EXCELLENCE IN COMMUNICATION

APPLICATIONS MUST BE  
POSTMARKED BY MARCH 15<sup>th</sup>



*Every project is an opportunity to learn, to figure out problems  
and challenges, to invent and reinvent. - David Rockwell*



## FOCUS ON MEMBERS

### BETH ALLEN

Hi! My name is Beth Allen. I'm new to BSUAOP this year and have enjoyed the contacts that I've made through this organization. I wasn't sure how to begin so I'll start with a little history.

I came to Boise State in 1981 from Mountain Home, Idaho. Boise was considered the big city at that time, its population around 100,000. When I arrived on campus the football team had just won the 1980 1-AA National Championship and the campus was bustling with students. Basketball games were held in the old gym and what a time that was sitting on the bleachers stomping your feet! People would stomp so hard you would think the whole building was going to fall.

There were a lot fewer buildings then. The pavilion was in the process of being built, now Taco Bell Arena. Rush was my first concert in the pavilion in 1982. I was part of the symphonic band which practiced and performed in what is now the Hemingway Center. Students used to play frisbee, football and soccer in the open field where the Morrison Center was later constructed. And ... I got a job as a student at the BSU Library.

We had everything you could think of for a library ... books, a card catalog, magazines and the like. I started out by attaching call numbers on the back of books and adding cards and pockets to the books for checkout. Everything was done by hand. Little technology was in the picture at that time.

I graduated with an Associate of Science in 1983 in Health Sciences (also working at St. Alphonsus RMC from 1985 until 2014) and decided to further my education (Bachelor of Science).

As my luck would hold, I became a classified employee in 1985. I really liked the title "Library Materials Conservator." Now the fun was to begin. My job was basically everything you did when you were in kindergarten. I created books from scratch, made paper, and preserved the materials that we had in the stacks. So basically 🧸 played with glue all day.

Then it hit. Technology. The card catalog went online, we recycled our card catalog, started getting materials online, and progress hasn't stopped. I moved from Library Materials Conservator to Library Assistant 2 and began doing some web content, then moved to a Web Design Specialist and then to a professional position of Web Developer. I am currently the Web and IT Support Specialist at Albertsons Library. I look back when people ask why have you stayed so long at Boise State and I think of the people. The people have made Boise State what it is today and I have been so enriched and rewarded by the amazing and fabulous people that I have had the opportunity to meet and collaborate with here on this campus.







## IAEOP 2018 Annual Spring Conference "Sharing the Gem Within You"

The Idaho Association of Educational Office Professional (our state organization) 2018 Annual Spring Conference is just around the corner!

**AOP scholarships are available to help with cost!** Fill out the [scholarship application](#) and submit it to Shelly Doty, [sdoty@boisestate.edu](mailto:sdoty@boisestate.edu), by March 1st\*.

When: April 13-14, 2018

Where: Best Western Plus Burley Inn and Convention Center, Burley, Idaho

Room Cost: \$93.99 (plus 6% state tax plus 2% hotel tax) per night

AOP Scholarship page: <https://orgs.boisestate.edu/bsuaop/scholarship/>

Here's a rundown of the conference planning so far:

**Sam Glenn, the Attitude Guy**

Opening Keynote Speaker Friday Morning

Sam energizes his audience sharing his message through creativity, humor and inspiration.

**Thursday, April 12** - IAEOP Executive Board Meeting at 5:00 p.m

**Friday, April 13** - IAEOP Conference Day 1

**Saturday, April 14** - IAEOP Conference Day 2

Confirmed speakers thus far are:

**Megan Dupre** - Everyone Has a Story (Personal & Professional Growth)

**Kelly McMurry** - The Closet Inc - A nonprofit organization which benefits teens who have need for clothing and shoes.

**Aimee Larson** - presentation on basics of OneNote.

**Kathy Buck** - presentation on PSP

\*AOP may limit the amount granted for scholarships this year due to funds currently held, number of applications, and our need to send representatives to the national NAEOP annual conference in July.

## MEMBERSHIP

Contact:

**Pam Robbins**

**Membership Chair**

**426-4281**

**[pamrobins@boisestate.edu](mailto:pamrobins@boisestate.edu)**

Get information on updating your membership for the year. Membership renewal will entitle you to receive the Keynoter in your inbox along with being eligible to apply for scholarships for conferences, workshops, training and education.

## Mentor Program

Starting a new job is always mindboggling, but wouldn't it have been nice if when you started working at Boise State someone had taken you under their wing, showed you around, and given you tips on where to go for supplies, printing and changes in phone service?

AOP has developed a mentor program for new office professionals. Our member representatives will send welcome letters and offers of mentorship to new office support staff as they are hired to work at Boise State. So let your member rep know of any new employees.



## **Network with Colleagues**

Want to attend a conference, but not sure you can afford the registration? Apply for a scholarship with BSUAOP! As a member of BSUAOP you are eligible to apply for a scholarship for professional development opportunities, including the IAEOP and NAEOP conferences.

The deadline to apply for scholarships to attend the conferences will be announced with notice of conferences. To apply, please visit <http://orgs.boisestate.edu/bsuaop/scholarship/> Application is at Scholarship Application online.

Once the application form is completed, please submit it to Shelly Doty, BSUAOP past president, Albertsons Library, MS 1430. If you have any questions, please contact Shelly Doty, 426-3559

The Boise State Association of Office Professionals offers monthly brown bag events featuring guest speakers on a variety of topics from health and well being to professional skills development. Presentations typically run approximately 50 minutes. If you would like to recommend a guest speaker for an upcoming event, please forward the information to [lisaderosier@boisestate.edu](mailto:lisaderosier@boisestate.edu). Type "Brown Bag Speaker Recommendation" in the subject line of your email. Indicate the name of the person you are recommending, the suggested topic for their presentation, and their contact information. Thank you.

## **BSUAOP Helpful Links**

**Main Website:** <http://orgs.boisestate.edu/bsuaop/>  
**Officers:** <http://orgs.boisestate.edu/bsuaop/officers/>  
**Bylaws:** <http://orgs.boisestate.edu/bsuaop/bylaws/>  
**Professional Standards Program:** <http://orgs.boisestate.edu/bsuaop/professional-standards-program/>  
**Scholarships:** <http://orgs.boisestate.edu/bsuaop/scholarship/>  
**Scrapbook** (digitized): <http://digital.boisestate.edu/cdm/compoundobject/collection/archives/id/2739>  
**Keynoter:** [http://scholarworks.boisestate.edu/bsuaop\\_newsletter/](http://scholarworks.boisestate.edu/bsuaop_newsletter/)

—KEYNOTER—  
INSTANT  
NOTIFICATION

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Do you want to get instant notification each time the Keynoter is published in [ScholarWorks](#)? Just follow these quick steps.

1. Start at the ScholarWorks page: <http://scholarworks.boisestate.edu> developed through Albertsons Library.
2. Click on University Documents in the middle of the page.
3. Click on Boise State University Association of Office Professionals—Keynoter.
4. Look at the top right of the list for the button that says *Follow*. Click on that button.
5. Click on *Create a free account* and fill out the information requested.

Simple as that!

## Recycling Program

Boise State Environmental Health, Safety, and Sustainability (EHSS), Facilities, Operations and Maintenance and Boise State AOP are working together through a program called [Funding Factory](#) to gather recyclable toner and ink cartridges campus wide.

### Collection locations:

All recycle collection sites or containers in each building on campus.

### What it does:

A portion of the money returned to Boise State supports additional recycling and sustainability initiatives and a portion provides continued funding to the Goodwill Program.



## FOCUS ON MEMBERS— *I'm Searching for You!*

We really enjoy our Focus on Members section. It's great to learn about the people who support the Association of Office Professionals, their time at the University and their life. Unfortunately, we can't do it without your help. Please consider volunteering to be highlighted in our Focus on Members section. Think about it and give me, Shelly Doty, a call! I can be reached by phone at 426-3559 or email at [sdoty@boisestate.edu](mailto:sdoty@boisestate.edu).





## BSUAOP Membership List 2017/2018

Elizabeth Allen	Kristen King	Pam Robbins
Rhosan Ames	Desiree Kohl	Kellie Rose
Brittany Archuleta	Keiko Knudson	Isabell Rowsell
Gaynel Barzee	Elaine Lambrou	Tom Schmidt
Jacob Bingham	Anita Lasher	Emily Sommer
Leslie Black	Katy Lightfield	Shanda Sorenson
Julia Camilli	Danya Lusk	Li Sperl
Kait Chase	Ramona Martin	Andrea Sullivan
Jeanju Clifton	Kili Murphy	Eden Taylor
Lisa DeRosier	Chris Murua	Elizabeth Taylor
Shelly Doty	Tina Myers	Susan Weese
Patricia Dudziak Kerr	Carol Nickel	Audrey Williams
Shannon Eddins	Rita Nuxoll	Tracy Yarnell
Jennie Ficks	Twyla Perkins	Chris Young
Rossitta Fleming	Lynelle Perry	
Collyn Halsted	Ellie Pierce	<b><u>Associate Members</u></b>
Angela Haugh	Gail Puccetti	Jackie Fuller
Valerie Hayes	Suzan Raney	Donna Knaple (Amaru)
Eva Horn	Shannon Reed	Maude Garretson
Guen Johnson	<div style="border: 2px solid green; padding: 5px;"> <p>To renew your membership fill out the membership form at  <a href="http://orgs.boisestate.edu/">orgs.boisestate.edu/</a> </p> </div>	Angela Garcia
Shawnee Karpuleon		Connie Charleton
Michele Kelly		Rene' Delaney

## **PSP ENDORSEMENTS**

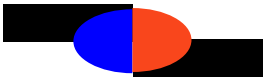
The PSP Program is endorsed by:

- \*The American Association of School Administrators
- \*The American Association for Public Continuing and Adult Education
- \*The Association of School Business Officials
- \*The National Association of Elementary School Principals
- \*The National Association of Secondary School Principals

The underlying concepts of the Program are endorsed by:

- \*The National Business Education Association
- \*The National School Boards Association

For questions contact  
BSUAOP  
Board Members



To find out even more check out the NAEOP website:

[http://  
www.naeop.org/2012-  
07-07-00-03-11/  
professional-standards-  
program.html](http://www.naeop.org/2012-07-07-00-03-11/professional-standards-program.html)

## ***Professional Standards Program***

**The Professional Standards Program (PSP)** is a voluntary program established by the National Association of Education Office Professionals (NAEOP) to encourage education office personnel to grow professionally. The privilege of participation is open to active and retired members only.

**The program is** designed as a series of five levels in Option I and nine levels in Option II. The awarding of a certificate based on education, experience and professional activity recognizes each level of achievement in the program. The current highest-level certificate must be recertified five years from issue date or upgraded according to the guidelines to be considered current by NAEOP.

**A member who** holds the Advanced III, Option I, or Associate Degree or higher under Option II is qualified to apply for the distinction of Certified Educations Office Employee (CEOE).

**The program is** governed by the Professional Standards Program governing body, referred to as the Governing Board. The PSP Committee makes recommendations to the Governing Board. The final decision is made by the NAEOP Board of Directors.

If interested in obtaining your PSP certificate, here is some useful information:

- \* Keep track of all training you receive either on or off campus ([Training Record Template](#))
- \* Get a copy of your unofficial transcript to verify your education credits
- \* Make copies of all certificates of training (make sure you get a certificate at each training you attend)
- \* Keep track of all your membership/volunteer work in BSUAOP, IAEOP, and NAEOP (10 points are needed for PSP applicants)

Membership = 1 point per year  
Elected Officer = 2 points per year  
Committee Chair = 2 points per year  
Committee Member = 1 point per year  
Workshop/Seminar leader or keynote speaker = 1 point per presentation

For complete requirements, request a PSP book from NAEOP, PO Box 12619, Wichita, KS, 67277-2619 or go to the [pspbook](#) from the Boise State AOP website.

# Boise State University Association of Office Professionals 2017-2018 Calendar



July 14, 2017	Executive Board Meeting—2:30-3:30— MBEB 3100
August 14, 2017	Executive Board Meeting—2:30-3:30—MEC 301
September 11, 2017	Executive Board Meeting – 2:30-3:30—EDUC 523
<b>October 1, 2017</b>	<b>Office Professional &amp; Administrator of the Year*</b>
October 9, 2017	Executive Board Meeting – 2:30-3:30—TBD
<b>October 13, 2017</b>	<b>Bosses Breakfast—7:30-9 am—Jordan Ballroom</b>
November 13, 2017	Executive Board Meeting – 2:30-3:30—TBD
<b>November 17, 2017</b>	<b>Holiday Auction—11:30 a—1:30 p—Simplot Ballroom</b>
December 11, 2017	Executive Board Meeting – 2:30-3:30—ALBR109A
January 8, 2018	Executive Board Meeting – 2:30-3:30—TBD
February 12, 2018	Executive Board Meeting – 2:00-3:00—EDUC 642
<b>March 1, 2018</b>	<b>IAEOP Conference Scholarship*</b>
March 12, 2018	Executive Board Meeting – 2:30-3:30—TBD
<b>April 6, 2018</b>	<b>Professional Development Day—MBEB</b>
April 9, 2018	Executive Board Meeting – 2:30-3:30—TBD
<b>April 13-14, 2018</b>	<b>IAEOP Annual Conference—Burley, Idaho</b>
<b>April 15, 2018</b>	<b>NAEOP Conference Scholarship*</b>
May 14, 2018	Executive Board Meeting – 2:30-3:30—TBD
<b>June 11, 2018</b>	<b>Annual Meeting – 2:30-3:30—TBD (Tentative)</b>
<b>July 16-20, 2018</b>	<b>NAEOP 84th Annual Conference—Minneapolis, MN</b>

**\*Application/Nomination deadline**