

PRESIDENT'S MESSAGE



Welcome to the start a new semester, year, and decade. It is my sincere hope that you have returned to the work place, after the holiday break, with a sense of renewal and refreshment.

Looking forward to upcoming activities, I would like to remark on two important award opportunities for our chapter: 1) Nominations for Office Professional of the Year and Administrator of the Year; and 2) member scholarships for workshops, courses, and conferences.

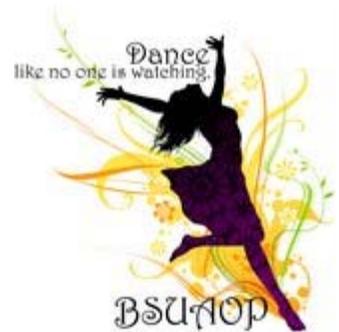
The recognition of both these awards (Office Professional of the Year and Administrator of the Year) is held each spring at the Bosses Breakfast in May. The nomination deadline for both awards is March 15. Office Professionals are recognized for their education, certifications, membership/leadership, community service, personnel ratings and letters of recommendation.

Administrators are largely recognized for the interest they have shown in education office personnel; recommendation of sponsoring individual; and letters of recommendation.

The nomination process is outlined on line at: <http://www.boisestate.edu/bsuaop/index.htm> and click on "Awards". Use this opportunity to honor a member or administrator deserving of this award. Contact me if you have questions about the process.

Secondly, and equally as important, BSUAOP has scholarship funding available for professional development of its members. Members should consider their continuing education, learning new skills, and opportunities for professional improvement through taking courses and workshops or attending State or National Conferences. The instructions and application form are available on line at the link listed above and then click on "Scholarships". February 15 is the scholarship application deadline for IAEOP and NAEOP Conference. IAEOP is April 16-17 at the Owyhee Plaza in Boise. The NAEOP Conference is in Kansas City on July 5-9.

*"Work like you don't need the money,
Love like you've never been hurt,
Dance like no one is watching!"*



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BSUAOP BOARD OF OFFICERS 2009—2010

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RECAP—HOLIDAY AUCTION—2009

by Sue Antonich

The 2009 Holiday Auction was a great success, despite a late start! We raised over \$4000 and after expenses were deducted, we were able to donate \$400 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 and donated items for the auction. And again this year, local businesses were very generous with their donations.

Next year's event will be chaired by Linda Hamson.

More holiday auction pictures on our web site at <http://www.boisestate.edu/bsuaop/PhotoGallery.htm>



NOMINATIONS AND ELECTIONS

by Sue Antonich

We will soon be taking nominations for officer and Area Rep positions that will open at the end of the year. Serving on the Board in AOP is a GREAT way to gain confidence, learn leadership skills, and network with BSU employees. Please contact me if you are interested in a position or have any questions at 426-1996.

FEBRUARY MONTHLY LUNCHEON



by Guen Johnson

Have you used your Google calendar and thought, "gee, there has got to be a better way..", than join Danielle DeVoe for **February 9th BSUAOP Brown Bag lunch**. Danielle will be addressing such topics as; Shared Calendars, the busy search feature, Labs, and more.

Danielle DeVoe currently works in the Dean's office for the College of SSPA as an AAIL, is a full time student majoring in Business Management, and serves as chair for the BSUAOP Awards and Scholarship committee. She holds certification in Microsoft Word, Excel, and PowerPoint 2003.

Danielle utilizes the Google calendar daily and wishes to share what knowledge she has gained with the rest of you. Please join us on February 9th for the Brown Bag lunch and bring questions along for her to answer.

The following poem is re-printed with permission of the author and BSUAOP Member Sharon Brown.

Sharon works in the Department of Communications.

Today I Set My Spirit Free

© 2008

by Sharon S. Brown

Today I set my spirit free ~

Let go of the past
That still haunted me
Released the pain
That clung so tightly

Forgave unkind words
That had been spoken
Forgot about promises
That have been broken

Put down the sword
That I'd been carrying
Laid down that hatchet
That needed burying

Handed over burdens
That weighed me down
And all those worries
Which made me frown

Cast off doubts
That held me back
Stopped keeping score
No need to keep track

Held my tongue
Tempered my comments
Dropped preconceived notions
That clouded my judgment

Freed myself from the fear
That held me in chains
Stepped into sunshine
And out of the rain

Yes, today I set my spirit free ~

Opened up my heart
Embraced my vulnerability
Examined my motives
And took responsibility

Looked for God
In every face
Within human frailty
I saw Grace

And saw the Beauty ~

In every moment
Of every day
Life seems far richer
When lived that way

Rebuilt bridges
Mended fences
Extended many
Olive branches

Reached out my hand
To those in need
Sowed compassion
Planted seeds

Forgot about myself
For awhile
Took a stroll
Wore a smile

Stopped along the way
To smell the roses
Forgot about time
Enjoyed the moment

Turned a corner
Within my soul
Relinquished control
Went with the flow

Much more content
To let things be
And enjoy the peace
Of tranquility

Savor time spent
In a contemplative mood
Reflecting on life
In my solitude

Learning to walk
In humility
And transcend my ego
For all eternity

Did I finally remove
That weight on my shoulder
Or perhaps this is the wisdom
That comes with getting older

Today I set my spirit free ~

I stood in the Light
And let It wash over me
And became the Lighthouse
My soul was always meant to be

By accepting the Red Rose
Of Love into my heart
I Thank You, Great Spirit
For this brand new start

**VOLUNTEERS NEEDED
FOR BSUAOP FUND RAISING**

Greetings fellow BSUAOP members! My name is Marsha Hale and I am the Ways and Means Committee Chair. I have come up with a unique and profitable idea to raise funds for BSUAOP.

BSUAOP volunteers are needed for each building on campus to collect printer cartridges in their building. I can provide boxes with labels for you to use in packing the cartridges. We are required to have at least eight cartridges per box; however the boxes will hold 10 or more cartridges depending on the size of the return cartridge box.

When returning cartridges, we do still need to put them in their return box for protection. The boxes we ship are limited to 40 lbs or less. I have researched the weight for 10 of the larger cartridges and they weigh about 40 lbs. All brands

of printer cartridges are accepted: HP, Del, Brother, etc. cartridges. There is a list of all cartridges approved for funding and I can send a copy to anyone who would like one.

Right now, I am having everyone sending all cartridges, and I will discuss with the Funding Factory if this is acceptable. We may not receive funds for all cartridges but if they will accept all, it will eliminate us having to separate them before shipping.

Two boxes have been sent in and BSUAOP will realize \$53 for them. This is a worthwhile effort.

There is a gift coming to us as well. An educational software has been selected (Geo Safari) which has 4 CD programs, science history is one. We can keep these for next year's s Holiday Auction; it is valued at

\$99.00. There may be other kinds of gifts to select from as well. The educational software programs seem to be fitting for a university.

Once this project gets started and we have it mastered, this will be an on-going fund raiser that will continue to make money for BSUAOP. If \$50 will be the average for every two boxes shipped and we do that on a weekly basis (which I believe we can), we could be looking at \$2600 per year.

If you have any questions, please call me at 64868 or email me at marsha-hale@boisestate.edu. Thank you all in advance for your support.

Check the BSUAOP Website for the brochure for this fundraiser. It will be linked after January 26.



“Going to Kansas City, Kansas City Here I Come.”

NAEOP Conference

July 5 - 9, 2010

Westin Crown Center Hotel
1 E Pershing Road
(816) 474-4400

Room Rates are \$119

Kansas City,

“We cannot direct the wind, but we can adjust our sails.” ~ Author Unknown

IAEOP Annual Conference

April 16 - 17

Owyhee Plaza
1109 W. Main
Boise, ID

(208)424-3691

MEMBER REPRESENTATIVES

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Area VIII: V, W, X, Y, Z

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MEMBERSHIP

Welcome to Boise State University of Office Professionals (BSUAOP)! Since we may not have met yet, let me introduce myself. My name is Danya Lusk and I am an Administrative Assistant in the Dean's Office for the College of Health Sciences. Currently, I am also the Membership Committee Chair. While I have only worked at Boise State for a year, I have been fortunate enough to make good friends with my coworkers, many of whom are also involved with BSUAOP. I quickly learned about the warmth, support and opportunities BSUAOP has to offer.

BSUAOP currently has 57 active members, with 18 new members. Sixteen new members joined during the Professional Development Day registration period. 2009-2010 membership cards were mailed out during the first week of November. If you paid your dues but did not receive your new membership card, contact me at 426-1687.

If you have any questions about what BSUAOP has to offer, please contact me at 426-1687 or danyalusk@boisestate.edu. Information is also available on BSUAOP's website, <http://www.boisestate.edu/bsuaop/>.

If you would like to join BSUAOP or know someone who would like to join, please fill out our membership form, available online at: <http://www.boisestate.edu/bsuaop/MEMBERSHIP%20APPLICATION.pdf>, and return it to me at mail stop 1800.

Thank you so much for the work you do for Boise State! I look forward to meeting each of you at one of BSUAOP's upcoming events.



TEN THOUGHTS ON WHOLE LIVING

By Terri Trespicio

Taken from February 2010 Whole Living body + soul

1. Multitask stuff, not *people*. Look someone in the eye when you talk to her.
2. *Reconnect* with your work. Think beyond what you do to how it affects others.
3. Living *sustainably* isn't only about what you use, but what you fail to use.
4. Just as a seed contains all it needs to sprout, so are you already equipped to thrive.
5. Don't torture yourself over a few wayward snacks. Make your *next* choice a healthy one.
6. True *love* begins with both curiosity about and acceptance of yourself.
7. *Coping* with stress becomes easier when you know what deeper fear it's triggering.
8. Real awareness isn't about hanging on to the moment, but simply *recognizing* it's there.
9. Consider this year the *opportunity* of a lifetime. Start fresh.
10. Heartbreak does more than just hurt. It *opens* you up to love in a whole new way.

BOISE STATE UNIVERSITY

The purpose of BSUAOP is to assist its members in reaching a professional level of excellence, to promote positive attitudes and to encourage further training in specific fields relevant to each member's responsibilities within the university.

PUBLICATION INFORMATION

The Keynoter is published four times per year by BSUAOP. It is delivered primarily by email and is posted on the organization's website at:
www.boisestate.edu/bsuaop

If you wish to receive a hard copy, please contact Angela Garcia, Keynoter Editor at 426-3929 or agarcia@boisestate.edu



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Boise State University
Association of Office Professionals
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CALENDAR

JAN	26	Board Meeting, Gipson, 12:00 – 1:00
FEB	9	Monthly Luncheon Google Apps Calendaring – Danielle Devoe Farnsworth, 11:30 – 1:00
	15	Application Deadline: Scholarships for IAEOP and NAEOP Annual Conferences
	23	Board Meeting, Gipson, 12:00 – 1:00
MAR	9	Monthly Luncheon TBA Student Union, Barnwell, 11:30 - 1:00
	15	Nomination Deadlines: Office Professional of the Year Administrator of the Year
MAY	15	Application Deadline: PSP Applications due NAEOP