



B.S.U. Association of Office Personnel

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Co-Editors: Donna Sistrunk and Pat Bowers

LETTER FROM THE PRESIDENT

This week has been proclaimed National Secretaries Week and what better time to exhort you to reassess your role and opportunities in the educational world. I truly wish to encourage you to seek membership and leadership in Boise State University Association of Office Personnel (BSU-AOP). It's here to stay, supported by Dr. Keiser and other administrators, and now affiliated with the National Association of Educational Office Personnel, and the Idaho Association of Educational Office Personnel.

We have sponsored two fine workshops, "Life and Career Planning" and "Joe Goes to College". Many of our members are active in the planning of state conferences, and some are serving on committees on the National level. Four of the past presidents of IAEOP are members of BSU-AOP.

My participation in these organizations have allowed me to: 1) recognize and respect women who have, and are making distinctive contributions to education through their professionalism in their offices; 2) meet women throughout the country (world even) to share common goals and interests; 3) expand my thinking and diminish my biases as a result of encouragement, support, and helpful feedback from other participants; 4) enrich my life with new friends with whom I've shared a marvelous candor and camaraderie; 5) want to encourage and stimulate other members and potential members through the inspiration I have received; 6) desire to know the future, even though I flounder in my effort to understand it (computers), and take joy in each accomplishment along the way. I have related this all to women just because it seems to be composed only of women at this point, this is not to say that we would not welcome men into the group.

Because I have been an active member of all three organizations, I seem to have a fuller understanding, greater pride, deeper satisfaction, and better appreciation of the talents, agelessness, loyalty and commitment, traditions, and purposes of our organization. Once you become involved you will realize you have potential for the same sorts of benefit.

BSU-AOP offers varied opportunities for involvement and leadership. Support BSU-AOP and Jackie Fuller, who will be our new president, and the rest of the officers and committee chairman, and by paying your dues, volunteering to help, and encouraging your coworkers to become interested.

Thanks for "Getting to Know You."

Maudie Garretson  
BSU-AOP President  
1981-1983

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**"ANNUAL BOSSES' BREAKFAST"**

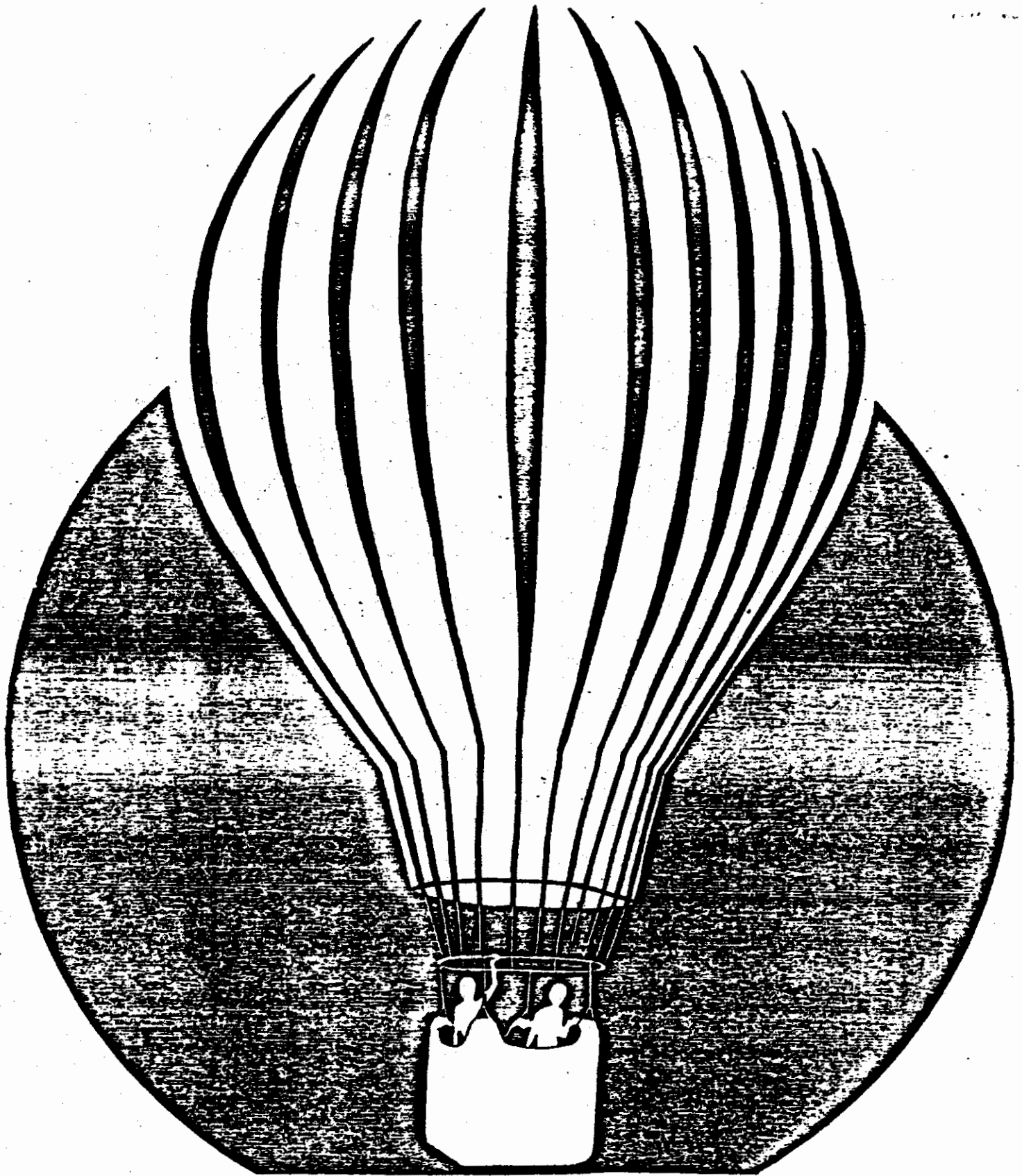
Have you sent in your reservations for the BSU-AOP Bosses' Breakfast? This event will be held in the SUB Ballroom, May 12, 1983 at 6:45 a.m.

We have some great BSU entertainers in store for you, and also, a surprise for the audience in our Slave Labor Escapade.

The reservations must be returned to Diane Cowles, E-406, by May 10, 1983.

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Now that Maudie Garretson has spent two years "GETTING TO KNOW YOU", Jackie Fuller is ready to take us "UP, UP, AND AWAY" for her year as President.

Installation of the new officers will be conducted by Mary Cozine at the Mandarin Palace across from Franklin School on Franklin Road, on May 24. This will be the last of our meetings until next Fall. We find that this restaurant can serve us two choices of food from a selection of six for only \$3.50. We've enjoyed meeting there before, so mark your calendars and be ready to fly UP, UP AND AWAY.

## PARLIAMENTARY LAW WORKSHOP

Jackie Fuller, President-elect, and Mary Cozine, Bylaws Chairman, attended an all-day workshop on Parliamentary Law on Monday, April 18. The workshop was sponsored by the Nampa Chapter of the National Association of Registered Parliamentarians. The presentors were the National Vice President from Portland, Oregon; the State president from Twin Falls and the Nampa President.

It was held at the Holiday Inn with approximately 25 attendees from throughout the State.

Jackie and Mary said they learned a lot; took notes and received handouts that will help each of them to perform their duties for our association with the help of Robert (Rules of Order!).

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## BSU-AOP MEMBERSHIP DUES

For those who are interested in joining Boise State University Association of Office Personnel (BSU-AOP), and as a reminder to all our present members, membership dues are \$5 per year, and can be paid anytime.

Contact Kathy Augustine, BSU-AOP Treasurer.

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## SEE'S CANDY

If you're looking for a nice gift for Mother's Day, or any other occasion, See's candy is a great idea!

Contact any BSU-AOP member if you want to buy some See's candy -- we'll have it available in time for Mother's Day.

Also, BSU-AOP members will be selling See's nuts, candy, and suckers at the Spring Conference.

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## MOTHER'S DAY

Mother's Day is a holiday that has been observed in the United States since 1914. Before that it had been observed in certain cities for several years. It was first observed in Philadelphia in 1910.

Mother's Day is the second Sunday in May. (May 8th this year)

Unlike most holidays, which are proclaimed by the governors of the separate states, Mother's Day is declared by a proclamation of the President of the United States.

On Mother's Day all mothers are honored, whether living or dead. There are special services held in some churches to do honor to the mother and to the home.

Many people buy their mothers presents or do something special for them on this day. In some parts of the United States it has become the custom to wear a red carnation if one's mother is living and a white carnation if she has died.

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### "Marriage Encounter"

Husband: Anniversaries & birthdays,  
How they complicate my life.  
For I'm an absent-minded  
husband  
Of a present-minded wife.

Wife: Skip the flowers, nuts and  
candy, (unless it's Sees!)  
Buy no blouse of palest pink.  
Change the washer on the  
faucet  
That is dripping in the sink!

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## IAEOP TO MEET

Educational office personnel from throughout Idaho will meet at the Red Lion Inn-Riverside in Boise on April 29 and 30, 1983, for the eleventh annual Spring Conference of the Idaho Association of Educational Office Personnel (IAEOP). The National Association of Educational Office Personnel President, Jeanne Haas of Tucson, Arizona, will be the keynote speaker and installing officer for the 1983-84 officers. Helen Werner, deputy state superintendent, and Jerry Evans, state superintendent of public instruction, will be guest speakers, as will Larry Craig, District 2 congressman.

Workshops are all designed by educational office personnel especially for persons employed in the offices of Idaho's educational institutions. Workshops on Friday will include "Occupational Burnout," presented by Dr. Thomas Fairchild, professor of Guidance & Counseling at the University of Idaho, and "Your Personal & Professional Growth," with Dr. Wallace Pfeiffer, director of the University of Idaho Foundation, as presenter.

Saturday's workshops will include "Dare to do -- Some Effective Circling," Jeanne Haas, president NAEOP, presenter; "Cardiac Pulmonary Resuscitation," Andrew Jackson, a certified CPR instructor, Boise City fireman, registered nurse and Army medic as presenter; "Micro-Computers Are Here -- Are You Ready" and "Understanding Computers," back-to-back workshops by Professor Emma Gebro, Idaho State University; "Evolution - Not Revolution in Office Technology," with Henry Reents of the Boise Cascade Corporation as presenter, "Legal Aspects of Writing Minutes," presented by Cumer Green, Boise attorney; and, "You Are Special," a self-esteem presentation by Professor Adelaide Woodcock of Northwest Nazarene College.

Certificates of attendance will be awarded and the workshops have been approved by the NAEOP for points toward the Professional Standards Program certificates.

IAEOP is allied with the Idaho Association of School Administrators and the Idaho Association of School Superintendents, and is affiliated with the National Association of Educational Office Personnel.

(From News & Reports, Idaho Dept. of Education)

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## NOTE FROM EDITORS --

If you haven't already registered for the Spring Conference, there will be an opportunity to do so at the Friday morning registration.

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## REPORT ON BSU-AOP WORKSHOP

The workshop "Joe Goes to College" arranged and conducted by Jackie Fuller, Secretary to the Psychology Department and BSU-AOP President-elect that was held March 17 and 31 was highly successful. From the evaluation sheets turned in by those attending, we have been able to determine that an annual workshop sponsored by BSU-AOP should continue. The topic most mentioned for next year's program seems to be in the area of business forms, procedures and policies that most pertain to the department secretary. It was the consensus that this should be an all-day session and repeated again as was done this year. The program overall rating was between Excellent and Very Good, with no Fair or Poor ratings.

The support and encouragement we received from administrators is gratefully appreciated and gives us the courage and enthusiasm to start planning for another workshop next year.

We are proud of Jackie and Maudie for planning and implementing this year's successful project!

Mary Cozine  
Counseling & Testing

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## "UNDER THE WEATHER"

Dorothy Huston, Secretary of the Allied Health Department, is recuperating from major surgery.

Here's wishing you a speedy recovery Dorothy!!

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