

In the Hive...



**Sherry Wilson, CEO
UAEOP President**

Once the holidays are over, most of us start thinking of New Year's Resolutions. Since the majority of people fail to keep their resolutions, a better way to set yearly goals is to say, "I want to create a positive change in my life." One of the first ways you can create a positive change is to register now for our 25th annual conference on March 10th. Our keynote speaker, Dr. Paul Jenkins, will share his insights on how to become pathologically positive!

As you will see from the conference information on pages 6-9, chairman Andrea Curtin and her committee have been actively preparing another informative and enjoyable opportunity for us. Won't you mark this date on the calendar as "your" day to refresh, renew, and invigorate yourself and celebrate our silver anniversary?

This year we have chosen the Utah Food Bank as our service project. One in six Utah children face the pain and stress of hunger and our monetary donations, no matter how large or small, can help change the situation.

This is my last message as UAEOP President. It has been a pleasure serving the first-rate office pros of Utah for a second time. My thanks and gratitude go to the board members that served the last three years. It would be absolutely impossible to function in this position without their support, encouragement, and willingness to do anything they were asked. My best wishes go to Mary and the incoming board as they carry on the successes of our great organization. And to the members of UAEOP, I thank you for helping me learn, connect, and grow.

As I reflect back to when we began UAEOP and the ensuing years, we have had countless learning opportunities, great experiences, road trips, and lots of laughter. Technology has changed rapidly in that time and we can literally now get training at our fingertips. But there is something about learning alongside other people, networking, the personal touch that forms friendships and creates an energy and sense of belonging.

Retaining and recruiting association members at all levels and in most professions have been a topic of conversation for the last 20 years. Members are the lifeblood of any organization and each member of UAEOP is valued – not for their dues but for the talents and experiences they bring to the rest of the group. It is easy to say "if my employer isn't going to pay for me to attend a conference or pay for my dues, I won't belong" or "why should I go and spend my own time and money?"

I think Louise Henderson Nelson, president emeritus of NAEOP, said it best, "Membership in your local, state, and national association is a small investment in dollars and efforts, considering the rewards. Your success can be measured by the amount of effort you expend. Your association investments pay large dividends."

What benefits are gained by belonging to UAEOP? Professional development opportunities offer solutions and provide the tools and knowledge needed to be successful office employees. Networking gives us a chance to meet and connect with new people, renew friendships, and replenish our working souls. Holding an office or serving on a committee develops leadership skills. Our success to have the finest professional association depends upon each of us investing our time and talents. So maybe the question to ask is "What will I miss by not belonging?" As a volunteer organization, we've accomplished a lot in the last 25 plus years, but I look forward to the next 25 and what those years will bring. It's up to each one of us to help the association and the members continue to learn, connect, and grow.

Wishing you a 2018 rich with the blessings of love, joy, warmth, and laughter!

The Utah Association of Educational Office Professionals

Mission Statement

Supporting Utah Educational Office Professionals through professional development, networking and recognition.

Learn · Connect · Grow

*UAEOP is an affiliate of the
National Association of
Educational Office
Professionals*

www.uaeop.org

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Buzzing Around Utah

UAEOP Executive Board Meeting

The UAEOP Board Meeting was held on October 7, 2017. President Sherry Wilson conducted the meeting as the board discussed assignments. Most of the discussion revolved around conference plans. Membership stands at 154 and the checking account balance as of October 5 is \$13,368.61.

Board meetings are open to all members. The next board meeting will be January 6, 2018 at Taylorsville High School. If you would like to attend, contact Sherry Wilson (slwilson@graniteschools.org).

Save the Date & Deadlines:

January 6, 2018	UAEOP Board Meeting, Taylorsville High
January 15, 2018	PSP Filing Date
March 1, 2018	Spring BuzzLine Articles Due
March 9, 2018	UAEOP Board Meeting, Salt Lake City, Utah
March 10, 2018	25th UAEOP Annual Conference Granite Education Center, SLC, Utah
April 25, 2018	Administrative Professionals Day
May 15, 2018	PSP Filing Date
June 1, 2018	Summer BuzzLine Articles Due
June 2018	UAEOP Board Meeting, TBD
July 17-20, 2018	NAEOP 84th Annual Conference & Institute Bloomington, Minnesota
July 2019	NAEOP 85th Annual Conference & Institute Boise, Idaho

Thought of the Month:

"Don't be afraid to take chances. Never be that person who looks back on life at the end of your years wondering what could have been. Don't tell stories of what you wished had happened, tell stories of what did happen"

~idlehearts.com

Welcome New Members!

- | | | |
|------------------------------------|----------------------------------|------------------------------|
| Lisa Alleman, Salt Lake | Susan Feichko, Grand | Ruthann Nelson, Uintah |
| Karla Allen, Rich | Vickie Finlinson, Davis | Trish Newman, South Summit |
| Bonnie Bairett, Beaver | Kathy Firmage, Provo | Krista Nielson, Sevier |
| Raquel Baum, Nebo | Gloria Fox, Piute | Charlene Nielson, Juab |
| Diane Bennett, Duchesne | Kathy Goodfellow, Granite | Karri Oldham, Wasatch |
| Carolyn Benson, Cache | Peggy Gordon, Emery | Sue Olorenshaw, Daggett |
| Julie Black, North Summit | Emily Gourley, Alpine | Monique Olsen, Logan City |
| Kim Blake, Kane | Cindy Hair, Park City | Annette Orton, Garfield |
| Kajsia Boyer, Washington County | Tina Hatch, Salt Lake | Lorie Pearce, Park City |
| Lisa Bradford, San Juan | Marci Hatch, Box Elder | Tammy Remund, Duchesne |
| Cherilyn Bramall, Granite | Denise Haycock, Canyons | Jeri Santos, Box Elder |
| LaCeena Bringard, Millard | Lisa Hilton, Davis | Shelley Shelton, Provo |
| Holly Broadhead, Wasatch | Roxann Hoffman, Nebo | Roxane Siggard, Jordan |
| Jana Brown, Morgan | Tammy Hoffman, Rich | Merrie Jo Smith, Millard |
| Clair Brown, Weber | Ann Hunt, Cache | Janene Southwick, Canyons |
| Missy Butler, Daggett | Stacey Hunter, Logan City | Misty Souza, Grand |
| Tiffany Caine, Morgan | Stacey Irvine, Washington County | Leslie Taysom, South Sanpete |
| Jennifer Carter, Ogden | Becky Jones, Tintic | Toni Thayn, Carbon |
| Coral Chappell, Wayne | Sonja Laird, Tintic | Allison Tobaben, Jordan |
| Claudia Christensen, North Sanpete | Heather Martines, Carbon | Monica Torres, Iron |
| Jennifer Christensen, Sevier | Cindy McKone-Beynon, Salt Lake | Diane Valdez, Tooele |
| Jill Cottam, Wasatch | Susan Mindrum, Weber | Karen Waite, Davis |
| Kristen Davis, Murray | Amanda Morley, North Sanpete | Eva Workman, San Juan |
| Phyllis Elgiar, Uintah | Rhonda Mortensen, Alpine | |

NAEOP Conference

The next NAEOP conference will be held in Bloomington, Minnesota, July 17-20, 2018.



Paul "the Ripples Guy" Wesselmann will be the keynote speaker at the NAEOP conference in Bloomington, Minnesota, July 17-20, 2018. With degrees in psychology and higher education, Paul provides dynamic skill training and inspiring leadership development. Paul created Ripples, an inspiration Monday morning email that transformed into The Ripples Project, an organization with over 30,000 members whose mission is to encourage small waves of kindness. Check out his conference greeting at www.naeop.org.



The conference will be held at the DoubleTree by Hilton Bloomington. The three letter code for guests to book is NAE. Room rates from \$135/night. Hotel reservations and conference registration information is available at www.naeop.org, click on Events.

UAEOP PSP Recipients

The following UAEOP members have earned a Professional Standards Program (PSP) certificate from the National AEO. We'd love to see your name added to the list! You may qualify for a certificate and not even know it. A PSP class will be offered at the annual conference where you can bring your own paperwork and get hands on help with the PSP process.

Associate Professional

Annette Hancock, Retired
Danielle Kitchen, Granite
JoAnn Monroe, Granite

Bachelor

Kathy Goodfellow, Granite

CEOE

Judy Anderson, Murray
Paula Bosgieter, Ogden
Andrea Curtin, USBE
Teresa Himmelberger, Granite
Raimee Hunt, Provo
Mary Meyers, Granite
Gay Lynn Osness, Granite
Joanne Potter, Granite
Dixie Sperry, Retired
Midge Treglown, Retired
Beverly Vowell, Retired
Marlene Wilson, Rich
Sherry Wilson, Granite

Student Scholarship

The UAEOP Judy Anderson Student Scholarship is designed to assist business education students who wish to continue their education and pursue office related careers, preferably in the educational field. The scholarship is valued at \$500.

The application is available at www.uaeop.org. Click on Grow and Student Scholarship.

Application must be postmarked by January 31, 2018.

This information was sent to all counselors and CTE Business teachers, however, please feel free to forward to students, staff, and/or post in your school offices.



Committed to Excellence Award

This award recognizes educational office professionals who are committed to excellence. The recipient will receive a two-year UAEOP membership. This award is for non-UAEOP board members. The recipient does not need to be a current UAEOP member.

One nominee will be selected three times per year in January, June, and October.

The nomination form is available at www.uaeop.org. Click on Grow and Award.

This is a wonderful opportunity for anyone to nominate a colleague who consistently excels in their profession.

National Wear Red Day – February 2, 2018

Why Go Red? Cardiovascular disease in the U.S. kill approximately one woman every 80 seconds. The good news is that 80 percent of cardiac events may be prevented with education and lifestyle changes.

Go Red For Women is a movement that starts with you. Lead by example and make the time to “Know Your Numbers.” It’s knowledge that could save your life. Five numbers that all women should know to take control of their heart health are: Total Cholesterol, HDL (good) Cholesterol, Blood Pressure, Blood Sugar and Body Mass Index (BMI). Knowing these numbers can help women and their healthcare provider determine their risk for developing cardiovascular diseases. Visit www.goredforwomen.org for more info.



Together to End Stroke™

WOMEN FACE HIGHER RISK OF STROKE

NEW GUIDELINE OFFERS WAYS TO LOWER YOUR RISK

WOMEN HAVE MORE STROKES THAN MEN, AND STROKE KILLS MORE WOMEN THAN MEN.

Talk to your healthcare provider about how to lower your risk, using the below information from the new American Heart Association/American Stroke Association prevention guidelines.

1 in 5 WOMEN has a STROKE at some point in her life

	Stroke RISK GOES UP due to ...	LOWER YOUR RISK for stroke by...
	<p>PREGNANCY About 3 out of 10,000 pregnant women have a stroke during pregnancy compared to 2 out of 10,000 young women who are not pregnant.</p>	<p>Pregnant women with very high blood pressure should be treated with safe blood pressure medications.</p>
+	<p>PREECLAMPSIA This is a term for high blood pressure that develops during pregnancy, and it doubles the risk of stroke later in life.</p>	
	<p>BIRTH CONTROL PILLS May double the risk of stroke, especially in women with high blood pressure.</p>	<p>Women should be screened for high blood pressure before taking birth control pills. Women should not smoke, and they should also be aware that smoking and the use of oral contraceptives increases the risk of stroke.</p>
	<p>HORMONE REPLACEMENT THERAPY Once thought to lower stroke risk, this in fact increases the risk.</p>	
	<p>MIGRAINES WITH AURA + SMOKING Strokes are more common in women with migraines with aura who also smoke.</p>	<p>Smokers who have migraines with aura should quit to avoid higher stroke risk.</p>
	<p>ATRIAL FIBRILLATION Quadruples stroke risk and is more common in women than men after age 75.</p>	

STROKE BY THE NUMBERS

About **55,000** more women than men have a stroke each year.

STROKE IS THE

#3 cause of **DEATH** in Women

#4 cause of **DEATH** in Men

Number of STROKE DEATHS IN ONE YEAR

77,109 Women **52,367** Men

(from 2010, the most recent year the statistics are available)

Do you know how to identify a stroke and when emergency help is needed?

Learn how to spot a stroke F.A.S.T. at StrokeAssociation.org/warningsigns

Bits and Pieces

"TIP Cards"

The Granite School District Educational Technology Department has created "TIP Cards" – Technology Integration Progress Cards. The cards are a quick desk reference, which provide instructions and tips for classroom technology tools and digital learning resources. While the cards are designed to be used by teachers, some of the information is helpful for all employees. Below are a couple of the tips. You can access the entire set of cards as well as additional resources at edtech.fun.



Suggestions for Creating and Keeping Passwords Secure

- Do not give your password out to anyone. If you do write your passwords down (though not suggested), keep the list in a secure place.
- Do not use a solitary word, derivative of your name, or a name of a family member or pet.
- Begin with a phrase and condense it or change letters to other characters in a way that makes it unique but memorable to you.
- Use a unique password for different accounts.

Information and Media Literacy

An important component of information literacy is the ability to critically evaluate information we have found to determine whether it is credible and accurate. Kathy Schrock's 5 Ws of Website Evaluation (www.schrockguide.net) provides an easy way to start evaluating the information encountered online.

Who is the author and are they an expert? Is a biography of the author included? How can I find out more about the author?

What does the author say is the purpose of the site? What else might the author have in mind for the site? What makes the site easy to use? What information is included and does this information differ from other sites?

When was the site created? When was the site last updated?

Where does the information come from? Where can I find out more about the sponsor of the site?

Why is this information useful for my purpose? Why should I use this information? Why is this page better than another?

Printed with permission GSD Educational Technology.

UAEOP Listserves

UAEOP has two listserves...one strictly for UAEOP members and one for all educational office pros or others interested in our profession. Members are included on both lists so sometimes you may receive duplicate emails. Both listserves are meant to be a place of collaboration and information exchange.

The members only listserve address is uaeop@ls.graniteschools.org. Any UAEOP member can automatically send to the list. The other listserve address is uaeop@lists.uen.org. Any educational office professional can subscribe by going to <https://lists.uen.org/mailman/listinfo/uaeop>. If you have problems accessing either list, contact Sherry Wilson at slwilson@graniteschools.org.

Please keep in mind the following etiquette when sending and receiving information:

- Any reply to a listserv message is sent to the entire list. We would encourage members to reply to ONLY the sender to maintain relevancy to the members. Please copy and paste, or type the email address into the "To:" and do not click "reply". Example: If you are in need of the same information requested through a message, please send an email to the original sender and request to have the information forwarded to you as they receive any feedback from the members.
- UAEOP prohibits any commercial solicitation on the listserves.
- Include a signature tag on all messages. Include your name, affiliation, location, and e-mail address.



25th Annual UAEOP Conference

Learn • Connect • Grow

Saturday, March 10, 2018

Granite Education Center

2500 S State Street, Salt Lake City, Utah

Our 25th conference promises to be a celebration of learning, connecting, & growing for you, the educational office pro. We'll start off the day learning about positivity. Dr. Paul Jenkins says, "keeping a positive perspective through the challenges we encounter on a regular basis is essential to our mental health and sense of happiness. Positivity allows us to see life's challenges in a different light, which opens up possibilities for what we can do with them." Even if you normally see the glass half full, you can expand your horizon and broaden your perspective.

The morning continues with a variety of workshops from which you will be able to choose two – PSP, Office 365, Excel, Sway, Healthy Lunches, Money, Sleep, as well as the opportunity to take a Certiport Microsoft Office Specialist test. After lunch, we'll have an assortment of networking sessions, including one presented by the National AEOP President, Lisa Morehouse. Networking is an essential part of our jobs...helping to find opportunities, building relationships, and leading to success.

Notes...

- The first 50 to register will receive a free Certiport voucher and Gmetrix practice software for Microsoft Office Specialist certification testing!
- Breakfast & lunch are included with your conference registration.
- Registration, Membership, Optionals, etc.
 - This year we are using Eventbrite for registration.
 - The Ticket screen is itemized.
 - You can choose combinations of conference and membership or ala carte.
 - In addition to paying for conference registration and membership, we've also listed optional items such as Ways & Means and the Service Project. Unfortunately there is not a way to pay with multiple credit cards so if your educational institution is paying for registration and you want to pay for membership or optional items, you will need to do two separate transactions. If you do this, the system will ask for required information (job, title, addresses, classes, etc.) again. We will be able to delete the duplicate information.
 - Optional items may be purchased at the conference with cash or check.
 - A nominal service fee will be added to the conference & membership items.
 - Payment by credit card or electronic check is preferred. If you need to pay by check, select "Pay by Invoice" as Payment Method. The registration will be submitted once you press "Send Invoice" at the bottom of the page.
 - If you're unable to attend conference – you can still pay your 2018-19 membership dues and make donations online. Contact Andrea or Sherry (info below) for instructions.

If you have any questions or need technical help, please don't hesitate to contact Andrea Curtin (801.538.7865) or Sherry Wilson (385.646.4497)

Whether this is your 25th conference, your first, or one in between, we look forward to you helping us celebrate our silver anniversary!



Our Keynote Speaker

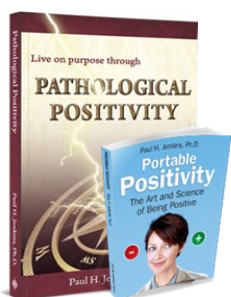
“How to Become Pathologically Positive”

~Presented by Dr. Paul Jenkins

Dr. Paul Jenkins is the positivity psychologist. His presentation increases engagement, productivity, and happiness. We are about to hear from a speaker who knows the science, and presents it in an engaging and fun way. Prepare to get an iron grip on powerful psychological principles that make an immediate difference in our personal, family, and professional lives. It is like having an owner’s manual for your brain – one you can actually read, understand, and apply.



- ◆ 20+ Years Experience as a Professional Psychologist
- ◆ Author, Speaker, Positivity Expert, Personal Development Coach
- ◆ Past President of the National Speakers Association, Mountain West
- ◆ Host of “Live On Purpose Radio” since 2007
- ◆ Featured on “Live On Purpose TV”
- ◆ Multiple Radio and TV Appearances



Signed copies of *Pathological Positivity* and its pocket-sized companion *Portable Positivity* will be available at our conference at special event pricing.

www.PathologicalPositivity.com
www.PortablePositivity.com
www.drpauljenkins.com

Conference Schedule

Friday, March 9, 2018

4:00 - 6:00 pm Executive Board Meeting

Saturday, March 10, 2018

7:00 - 8:00 am Registration & Continental Breakfast Basket & 50/50 Ticket/Candy Sales

8:00 am Opening Session
 Welcome / Introductions
 Pledge of Allegiance
 Inspiration
 Greetings
 UAEOP Business Meeting

Keynote Presentation
 ~ Dr. Paul Jenkins
 “How to Become Pathologically Positive”

9:40 - 10:40 am Workshop - Session 1

10:50 - 11:50 am Workshop - Session 2

12:00 - 1:00 pm Luncheon
 PSP Recognition
 UAEOP Scholarship Recipient
 UAEOP Awards
 Introduction of 2017-2018 Officers

1:00 - 2:30 pm Networking Mini-Sessions

2:40 - 3:40 pm Nifty Networking
 ~ Lisa Morehouse, CEOE, NAEOP President

3:40 - 4:00 pm Wrap Up & Door Prizes
 (must be present to win)

UAEOP Service Project



We have chosen the Utah Food Bank for our service project this year.

The Utah Food Bank works tirelessly with community partners and volunteers to continue making an impact and fulfilling their mission of Fighting Hunger Statewide.

One in 6 children in Utah face the pain and stress of hunger. Food deprived children not only feel the physical pain of an empty tummy, but when an empty tummy makes it hard to concentrate in school, it hurts their future too. Hungry children are more likely to be chronically absent from school, and when they do attend, they have a hard time concentrating. These children often feel powerless, afraid and hopeless, and all too often what little food they can access isn’t enough to provide the nutrition their developing bodies need.

Our monetary donations, no matter how large or small, can help change this. For every \$1 donated, the Utah Food Bank can provide \$7.81 in goods and services. You can either donate at the time of registration or bring your donation to the conference. (If you want to use your donation for income tax purposes, bring your check, made out to the Utah Food Bank and we will mail it with the monies we collect as a group).

Workshop Session 1

The PSP Puzzle

~ presented by Lisa Morehouse, CEOE &
Raimee Hunt, CEOE

NAEOP offers members the opportunity to develop professional skills and grow as leaders through a prescribed regime of experience, education, in-service and association responsibility requirements. Putting all these pieces together is truly a puzzle we can help you with! When you choose to pursue your PSP certification you are making a statement that professional development is important to you, both professionally and personally. Join me as we sort the pieces, line up the edges, fill in the middle and piece together the PSP Puzzle of Professional Certification! Bring your own paperwork and get hands on help with the PSP process.

Achieve More with Office 365

~ presented by Patrick Mendez & Justin Lee

Achieve more with Office 365 in your school and collaboratively with your team! In this workshop, you will learn more about the latest Office features including Teams, Sway, OneNote, and Forms.

If, Ands and Buts of Excel

~ presented by Adam Little, IT Analyst, USBE

This course will help users develop and understand functions in Excel. The course will cover a variety of functions that will help improve your knowledge and skill level in Excel.

Healthy Lunches that WORK

~ presented by Maria Givler, M.Ed., R.D., PEHP Dietitian

Learn about the healthy eating guidelines and how to apply them in your work environment. Explore common barriers that impact our ability to eat healthfully at work and how to overcome barriers. This seminar comes complete with easy and healthy lunch ideas and recipes.

Certiport Microsoft Office Specialist Test

~ presented by Sara Cox, Deployment Manager, Certiport

There are a limited number of testing opportunities at the conference. Sign up through the registration process. Take a MOS test to increase your resume, prove your knowledge, check off a performance objective, and realize your potential. Learn more at: <http://www.certiport.com/portal/desktopdefault.aspx?page=common/pagelibrary/mos2016/mos-2016/whats-new.html>

Workshop Session 2

Create Unique Presentations with Sway

~ presented by Patrick Mendez & Justin Lee

Sway is a free, new Microsoft online product that will bring out your creative side. From newsletters to training, creating presentations can be a long and sometimes difficult process. In this workshop, you will be introduced to Sway, an incredible, easy to use presentation application that works on any device! As part of Office 365 Sway makes creating your next presentation easy and interactive with your audience.

Excel with Data

~ presented by Adam Little, IT Analyst, USBE

This course will help users develop advanced skills in Excel. The course will cover a focus on creating and manipulating pivot tables.

The Game of Money - An Adventure in Growing Up

~ presented by Kimberly Boettcher

To learn about life as an adult, we have to help our kids experience their own big adventure! In this session you will learn about practical and creative methods to help them move toward a positive financial path.

Sleep From A to Zzzz

~ presented by Jody Treu, PEHP Healthy Utah Specialist

Sleep is a basic necessity of life, as important as air, food, and water. It determines if we wake up feeling refreshed, alert, and ready for the day or if our jobs, relationships, productivity, health, and safety suffer. If you are one of the 74% of Americans who experience sleep problems a few nights a week, then this seminar is for you. This seminar will cover general information and myths about sleep, as well as how sleep affects your health and fitness goals. You will leave with practical, healthy sleep tips and relaxation techniques that can be used to get a better night's sleep.

Certiport Microsoft Office Specialist Test

~ presented by Sara Cox, Deployment Manager, Certiport

There are a limited number of testing opportunities at the conference. Sign up through the registration process. Take a MOS test to increase your resume, prove your knowledge, check off a performance objective, and realize your potential. Learn more at: <http://www.certiport.com/portal/desktopdefault.aspx?page=common/pagelibrary/mos2016/mos-2016/whats-new.html>

Registration Information

Conference Registration

(includes Saturday keynote, workshops, breakfast & lunch)

Member (UAEOP & USEA)	\$80.00
Member (Retired)	\$50.00
Non-Member	\$105.00
Late Fee	\$10.00
<i>(after February 9, 2018)</i>	
2018-19 Active Membership Dues	\$20.00
2018-19 Retired Membership Dues	\$10.00
2018-19 Student Membership Dues	\$5.00

Register online at

[www.2018uaeopconference.
eventbrite.com](http://www.2018uaeopconference.eventbrite.com)

**Once you register,
you will have the option to
pay online or by invoice**

**Get your registration in today!
Registration closes February 10, 2018
No Refunds will be given after March 2, 2018**

Lodging Information

Home2Suites by Hilton is a hip, casual hotel in a contemporary and inviting environment. Some of the amenities include:

- Flexible standard studio suites with fully equipped kitchens
- Free inspired continental breakfast daily
- Complimentary high-speed internet access
- Hilton HHonors where guests earn both Points & Miles
- Satisfaction guaranteed - if you aren't completely satisfied, let us make it right or that night's on us.

The hotel is located 3.6 miles south of the GEC. In order to take advantage of the special UAEOP rate of \$92 plus tax for a Double Queen, you must make your reservation before February 9, 2018. Call the hotel directly to make your reservation. Use code CGRA.

[Cancellation within 48 hours before arrival date 100% of total room revenue.](#)

Home2Suites

4927 S State Street
Murray, Utah
801.288.1234



<http://home2suites3.hilton.com/en/hotels/utah/home2-suites-by-hilton-salt-lake-city-murray-ut-SLCMUHT/index.html>

Ways & Means



Every year at conference we raise funds so UAEOP can provide services to the members. You can help by purchasing tickets/candy for \$1.00 each or 6 for \$5.00. Then you can choose which of the several donated baskets to put your ticket into with the hope of taking that basket home!

In addition, we have our 50/50 drawing where half of the money donated goes toward our Student Scholarship and other half goes to you---if you have the winning ticket!

New this year, you can prepay for your tickets/candy when you register...they will be ready and waiting for you in your registration packet the day of conference. You can also buy them the day of conference.

If you would like to donate a basket, please contact Marlene Wilson at 435.793.2135.




Like us on Facebook Follow us on Twitter
or
Visit our blog @ www.uaeop.org

2017-2018 UAEOP Board

Executive Board

President - Sherry Wilson, CEOE
President Elect - Mary Meyers, CEOE
Vice President - Natalie Yates
Secretary - Angela Montague
Treasurer - Marlene Wilson, CEOE



Board Members

Learn Co-Coordinator - Andrea Curtin, CEOE
Professional Development - Tracy Silcott
Conferences - Debbie Burtenshaw, Jennifer Vargo & Jana Varney

Connect Co-Coordinator - Shirley Ayrton & Lyla Tuttle
Mentoring - Danielle Kitchen, JoAnn Monroe, Dixie Sperry, CEOE & Midge Treglown, CEOE
Publicity/Marketing - Cathy Gray
BuzzLine - Danielle Kitchen & Sherry Wilson, CEOE
Website - Natalie Yates
Social Media - Vanessa Park
Fellowship - Diane Bybee & Patsy Nielson
History - Cathy Gray

Grow Co-Coordinator - Paula Bosgieter, CEOE & Charlotte Graham
Recognition -
PSP - Raimee Hunt, CEOE
Scholarship -
Awards -

The Buzz Line is the official newsletter of the Utah Association of Educational Office Professionals (UAEOP) and is published on a quarterly basis. We urge our readers and UAEOP members to contribute to our publication by sending us your comments, letters, information about your local and regional activities, or any articles you feel would be beneficial for Utah educational office employees. Send contributing materials to: Sherry Wilson, slwilson@graniteschools.org
We reserve the right to accept, edit or reject any contributing materials.
Editor: Sherry Wilson;
Graphic Artist: Danielle Kitchen

Reminder:

UAEOP has two e-group lists to use if you would like feedback from other office professionals regarding a certain topic. uaeop@ls.graniteschools.org is the list for members only. uaeop@lists.uen.org includes all members and others involved in our profession. If you experience problems accessing the list, contact Sherry Wilson at slwilson@graniteschools.org.

Moving? Retired? New e-mail?

If so, notify us of your new address so you don't miss any UAEOP information.
Contact Natalie Yates at nyates@graniteschools.org.

UAEOP Membership Application

Name _____ Home Phone _____ Birthday (Month/Date) _____

Home Address _____ City _____ State _____ Zip _____

School/Office _____ District _____ Phone _____

Business Address _____ City _____ State _____ Zip _____

E-mail Address _____

PSP Certificate (circle one) Yes No Level _____ NAEOP Member (circle one) Yes No

Would you be willing to serve on a committee? (circle one) Yes No If yes, which committee _____

Circle one: Elementary Secondary Administration/District Office Higher Ed Other

Annual Dues (circle one) : \$20 Active Association Member ~ \$10 Retired ~ \$5 Student

Make check payable to: UAEOP
Send to: Natalie Yates, UAEOP Vice President
Bonneville Jr. High School, 5330 S 1660 East, Holladay, UT 84117

OR

Pay Online @
www.uaeop.org
(\$2 convenience fee added)