

## In the Hive...



**Sherry Wilson, CEO  
UAEOP Acting President**

We are constantly bombarded with terrible news... school shootings, murders, robberies, earthquakes, fires, floods, etc., that sometimes it's hard to remember there is much more good in the world than bad. Continuous negative news to me is just another type of energy vampire. Not that I'm going to stick my head in the sand about the world, but I am choosing to focus on positive things. Kym Yancey, the CEO and Co-Founder of *Live Happy* magazine recently wrote, "When you want to make anything happen in your life, it requires commitment, practice and dedication. Just saying the words, 'I choose to be happy' will not make you happy; they are not a magical incantation. Happiness takes work, and that work will be rewarded."

Another energy vampire is my to-do list. Or to be more specific, my to-do lists plural. They come in many forms...every day, week, month, phone, Outlook, piles of sticky notes, etc. In order to whittle down the pile, I need to apply that same principle of commitment, practice and dedication. I really don't want another month to fly by without having accomplished the things I need/have to do in order to do some of the things I want to do.

One of those things I **want** to do is to represent all of you amazing office professionals as best that I can. I recently received an email from a member who was retiring. She said, "I just want you to know how much I enjoyed my membership in UAEOP and my association with so many fine individuals. I learned so much and enjoyed the many conferences that I attended. I came back to work knowing I could go another year. Please give my regards to all the hardworking and wonderful women who put so much of themselves into making everything so wonderful." Her sentiment is why I continue to belong to UAEOP. I truly love this association. I am grateful for all of you and know that working together we can support and encourage each other in our chosen career.

As I write this, ballots are coming in for the bylaw changes. I am anxious to see if the changes pass so that we can move forward with our reinvention.

Our next issue of *the BuzzLine* will have all the annual conference information in it. Please mark your calendar to attend on March 12, 2016. We are changing to a one day format. The committee is working on an amazing day of professional development just for you.

*Wishing you and yours a very  
Happy Thanksgiving!*



### The Utah Association of Educational Office Professionals

#### Mission Statement

- Promote awareness of educational issues through information and education
- Promote opportunities for professional growth
- Gain recognition for the role of office professionals on the educational team
- Elevate standards of Utah educational office professionals

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

[www.uaeop.org](http://www.uaeop.org)

#### Inside:

- 2 Buzzing Around the State Shop for Holiday Gifts  
NAEOP 2016 Conference  
UAEOP 2016 Conference
- 3 NAEOP 2015 Conference Report
- 4 Bits and Pieces  
Welcome New Member  
Thought of the Month
- 5 UAEOP Board  
Dates & Deadlines  
Reminder  
Membership Application

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](mailto:slwilson@graniteschools.org). We reserve the right to accept, edit or reject any contributing materials.  
Editor: Sherry Wilson;  
Graphic Artist: Danielle Kitchen

## Buzzing Around the State

The UAEOP board meeting was held at beautiful Ben Lomond High School on October 3, 2015. Acting President Sherry Wilson conducted the meeting as board members discussed a variety of topics with focus on the annual conference.

Board meetings are open to all members. The next board meeting will be January 9, 2016, at Taylorsville High School. If you would ever like to attend a board meeting, contact Sherry ([slwilson@graniteschools.org](mailto:slwilson@graniteschools.org)).

## Shop for Holiday Gifts Early



Looking for gift ideas for yourself or a friend? Don't know what to get? How about registration for the UAEOP conference? Registration is very reasonable. Want a bigger gift? What about a trip to the NAEOP conference in St. Louis, Missouri? Or just a UAEOP membership. That's only \$20! Contact Sherry Wilson at [slwilson@graniteschools.org](mailto:slwilson@graniteschools.org) for more info.

## NAEOP Conference

The legendary Union Station Hotel has been selected for its location in the center of St. Louis and is within walking distance to many area attractions. The hotel is only 20 minutes from Lambert International Airport and has direct MetroLink access to the airport. The room rate will be \$149 with this rate being in effect from July 10-19 for attendees wishing to arrive early or stay after the conference concludes. Guests are able to reserve rooms at [http://doubletree.hilton.com/en/dt/groups/personalized/S/STLUSDT-NAE-20160710/index.jhtml?WT.mc\\_id=POG](http://doubletree.hilton.com/en/dt/groups/personalized/S/STLUSDT-NAE-20160710/index.jhtml?WT.mc_id=POG) to ensure attendees receive the special room rate. Discounted daily parking rates will be \$12 valet or \$10 self-parking.



The theme "Meet NAEOP in St. Louis" is reflective of the 1904 World's Fair which was held to celebrate the 100th anniversary of Thomas Jefferson's vision of a continental United States through the purchase of the Louisiana Territory and to honor Lewis and Clark's journey to the west. To get to the fair, thousands traveled to the city by train, and they were greeted by a stunning architectural gem in St. Louis Union Station. Today, the National Historic Landmark has been beautifully restored and redeveloped as a festival marketplace of specialty shops, restaurants and a luxury hotel.

The Institute will give you the opportunity to complete in-depth focus during one or two full days of training. The Annual Conference will be packed full of briefings for your professional development needs. The General Sessions will allow for NAEOP business and recognitions, while the Advisory Council will meet to consider recommendations to be made during the business meeting. Tours will give you the opportunity to relax and enjoy some of the many attractions in St. Louis. The list goes on, and on, and on! Start making plans now to "Meet NAEOP in St. Louis"!

# Learn ~ Connect ~ Grow

UAEOP Annual Conference  
**Saturday, March 12, 2016**

Granite Education Center  
2500 S State Street  
Salt Lake City, Utah

Plan now to attend...look for more information in the next issue of the *BuzzLine*.

# 2015 NAEOP Conference

Submitted by Sherry Wilson, CEOE

Eleven Utah office professionals and three husbands attended the NAEOP conference and enjoyed Buffalo (wings, anyone?). We presented Bob Thompson with a UAEOP Honorary Membership. The board voted to give this to Bob for his many years of service and support of the association.

Highlights from the conference:

- ◇ Celebrated Arlene Brewer, Annette Hancock, & Paula Bosgieter, CEOE, being recognized for attaining their PSP certificates.
- ◇ Elected to the Foundation – Pat Thompson, Treasurer; Sherry Wilson, CEOE, Secretary
- ◇ Mary Meyers installed as Southwest Area Director. Mary also recognized for top Area Director recruiter.
- ◇ Granite AEOP took 3<sup>rd</sup> place in the Rachel Maynard Communication Awards for *The Link*
- ◇ Keynote speaker Millie Grenough shared ways to give ourselves extreme self-care in her “Oasis in the Overwhelm” presentation. She says “you CAN Change Your Channel from Chaos to Calm in JUST 60-seconds”. She said if we feel like the saying “I try to take just one day at a time but lately several days attack me at once”, it’s important to change the channel. Check out her website at [www.milliegrenough.com](http://www.milliegrenough.com).



Pictured, bottom row l-r: Mary Meyers, Teresa Himmelberger; middle row l-r: Pat Thompson, Arlene Brewer, Sherry Wilson, Kari Parry; back row l-r: Karla Allen, Marlene Wilson, Annette Hancock, Paula Bosgieter. (picture credit, Teresa Himmelberger)



NAEOP Area Directors  
Pictured l-r: Mary Meyers, Malinda Larey, Susan Belliston, Debbie McFadden, Mary Guest, Jill Averyhart. (picture credit: Tracy Scoville, Trinity Studios)



NAEOP Foundation Board  
Pictured, bottom row l-r: Pat Thompson, Gayle Schnorenberg, Sherry Wilson; top row, l-r: Pat Stelmach, Charla Callahan, Connie Bergeson, Darcy Blackstock, Becky Shipley Orr. (picture credit: Tracy Scoville, Trinity Studios)



Teresa Himmelberger carried the Utah flag. (picture credit: Tracy Scoville, Trinity Studios)



Congratulations Arlene Brewer, Paula Bosgeiter, Annette Hancock pictured l-r (picture credit: Tracy Scoville, Trinity Studios)



Pictured l-r: Marlene Wilson, Pat Thompson, Mary Meyers, Sherry Wilson, Teresa Himmelberger, Kari Parry. (picture credit: Tracy Scoville, Trinity Studios)

## Bits and Pieces

From *Spry Living* comes an article on “The Power of Curiosity” by Petra Kolber (petrakolber.com) talking about when people are curious, they are happier and “tend to be perceived as better conversationalists and good listeners.” One way to increase your curiosity is to focus on people.

Give it a try with one of these curiosity challenges:



- **Interview an older relative or friend.** Ask them about their childhood, their first job or their most cherished memories.
- **Go beyond “How are you?”** Ask a neighbor what their favorite restaurants around town are, or ask a co-worker you don’t know very well to name their dream vacation. Try to collect one interesting fact about a different person each day.
- **Borrow a friend’s favorite book.** Grab a coffee after you’ve finished reading, find out why your friend loves it and share your thoughts.”

“Meditation for Beginners” from *Martha Stewart Living* July/Aug 2015, suggests “apps like Headspace or Insight Timer, which offers guided meditations from luminaries like Eckhart Tolle (both are free from the App Store or Google Play)” to help clear and focus your mind. Some of the apps are as brief as five minutes.

“If you can’t be still, try moving meditation. If you can knit or chop vegetables, you can meditate. “There’s meditation when you’re focusing on making each stitch as you’re knitting,” Suze Yalof Schwartz says. Indeed, a series of books by Thich Nhat Hanh—including *How to Walk* and *How to Eat* (Parallax Press; \$10 each)—provides instruction on how to mediate while engaging in everyday activities.”

Or “if you don’t have time, try taking a breath. ‘You can cumulatively meditate—one minute of every hour. That’s all you need,’ Schwartz says. ‘You can do this while in line at Starbucks. Take a breath for two or three seconds, observe the situation, identify how you feel, then exhale and proceed with your life. You’ve just meditated.”

In a *Martha Stewart Living* September 2015 article entitled “Give Your Brain a Boost” one of the suggestions on how to reclaim your memory, concentration and mental acuity is *Tone Down The Tech*. “As we get older, our ability to resist interference declines,” says Adam Gazzaley, M.D., a professor of neurology, physiology, and psychiatry at the University of California, San Francisco. So in an era when our phones are constantly dinging at us, our working memory—responsible for immediate tasks and thoughts—often falters. Distractions may affect long-term memory, too. “If you’re not paying attention, you don’t get the information in your memory storage and can’t retrieve it later,” says Gary Small, M.D., director of the UCLA Longevity Center and author of *2 Weeks to a Younger Brain* (Humanix).



The solution? “It sounds simple, but controlling your environment and minimizing distractions make a big difference,” says Gazzaley. In other words, he recommends giving the smartphone—or TV, or whatever it is that encourages you to multitask—a break. In a 2011 study published in *Psychiatry Research*, researchers found that people who participated in eight weeks of mindfulness sessions—a form of meditation that stresses living in the moment—showed increased density in regions of the brain involved in learning and memory.

## Welcome New Members

Amanda Morley  
North Sanpete School District



## Thought of the Month:

*“Gratitude can transform common days into thanksgivings, turn routine jobs into joy, and change ordinary opportunities into blessings.”*

~ William Arthur Ward

## 2015-2016 UAEOP Board



Utah Association of Educational Office Professionals

### Elected Board Members

**Acting President - Sherry Wilson, CEOE**

home: 801-571-5932

work: 385-646-4302

slwilson@graniteschools.org

**Vice President - Charlotte Graham**

charlotte.graham@canyonsdistrict.org

**Treasurer - Jana Varvey**

jvarney@graniteschools.org

**Secretary - Krystine Hancock**

krystine.hancock@canyonsdistrict.org

**Mentor Team - Shirley Ayrton**

smayrton@graniteschools.org

### Board Members

**Paula Bosgieter**

pbosgieter@ogdensd.org

**Diane Bybee**

diane@mycues.org

**Natalie Christner**

natalie.christner@canyonsdistrict.org

**Andrea Curtin**

andrea.curtin@schools.utah.org

**Cathy Gray**

cgray@graniteschools.org

**Angela Montague**

angela.montague@jordandistrict.org

**Patsy Nielson**

patsy@mycues.org

**Amy Torres**

antorres@graniteschools.org

**Lyla Tuttle**

lyla.tuttle@hmsk12.org

**Marlene Wilson**

mwilson@richschools.org

**Natalie Yates**

nyates@graniteschools.org

### Past Presidents

**Vicki Coon**

**Danielle Kitchen**

**Mary Meyers**

**Patricia Thompson**

**JoAnn Monroe**

**Sherry Wilson, CEOE**

**Patti Sanchez**

**Sue Cook**

**Beverly Vowell, CEOE**

**Midge Treglown, CEOE**

**Judy Anderson, CEOE**

**Dixie Sperry, CEOE**

## Save the Date & Deadlines:

January 9, 2016 UAEOP Board Meeting, Taylorsville, Utah  
 January 15, 2016 PSP Filing Date  
 March 11, 2016 UAEOP Board Meeting, Salt Lake City, Utah  
 March 12, 2016 UAEOP Annual Conference, Salt Lake City  
 July 13-16, 2016 NAEOP 82<sup>nd</sup> Annual Conference & Institute, St. Louis Union Station, St. Louis, Missouri



## Reminder:

UAEOP has an e-group list. If you are a member of UAEOP and would like feedback from other office professionals regarding a certain topic, please use this list. The email address is [uaeop@ls.graniteschools.org](mailto:uaeop@ls.graniteschools.org). If you experience problems accessing the list, contact Sherry Wilson at [slwilson@graniteschools.org](mailto: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 Charlotte Graham at [charlotte.graham@canyonsdistrict.org](mailto:charlotte.graham@canyonsdistrict.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: \$20 Active Association Member ~ \$10 Retired ~ \$5 Student (circle one)**

**Make check payable to: UAEOP  
 Send to: Charlotte Graham, UAEOP Vice President  
 East Midvale Elementary School, 6990 South 300 East, Midvale, UT 84047**