

In the Hive...



**Sherry Wilson, CEO
UAEOP President**

In July, eleven Utah office professionals attended the NAEOP Conference and Institute in Greenville, South Carolina. Five were first-time attendees. It was another great week of learning and fun. The moment keynote speaker, Sam Glenn, shared his story about running over Zig Ziglar in a buffet line we knew we were in for an excellent presentation. Sam shared his thoughts on attitude while creating an amazing chalk painting. In his new book, "Attitude Changes Everything," Sam says "your attitude is your brand, your logo, your culture, your leadership, your service, your product, your communications, your actions, your message and most importantly – YOUR LEGACY." Sign up for Sam's monthly newsletter or read his blog at www.samglenn.com.

The week was also exciting as UAEOP and the Southwest Area won membership awards, celebrated Mary Meyers and Andrea Curtin receiving PSP recognition and, best of all, Talia Wolfe was one of the NAEOP Student Scholarship recipients. She will receive \$1,000 toward her education. See page 4 for more conference news.

After two years of thought and discussion, the UAEOP Board voted to send an invitation to NAEOP to host a national conference in 2019. You may remember at our conference in March we talked about this and the membership held a vote to support UAEOPs invitation along with the appointed co-chairs for 2019 only. In July we made a presentation to the NAEOP Board. Idaho AEOP also submitted an invitation and the NAEOP Board voted to award the bid to them, so the conference will be held in Boise in 2019. We have offered to help if they need it. The NAEOP Southwest Area, of which Utah is a part, has voted to submit a bid for 2020. The UAEOP Board has decided not to support this as a state association. Individuals are welcome to help the Southwest Area if they choose.

It's never too early to start planning to attend a national conference. The 2018 conference will be in Bloomington, Minnesota. If that is not a possibility, then a road trip to Boise in 2019 might be! Please let me know if you are interested in attending either conference so we can start making arrangements.

In honor of UAEOPs 25th conference, the Board decided to give away a membership to every Utah district superintendent's secretary and university and college president's secretary. In turn, they will be able to pick a second person to give a membership too. This will give the association more exposure.

You won't want to miss our 25th annual conference on March 10, 2018. Add it to your calendar right now and tell a friend too. The Learn committee has some exciting ideas and plans to celebrate our silver anniversary! The NAEOP President, Lisa Morehouse, will be joining us so you will get to meet her.

Follow UAEOP if you are on Facebook or Twitter. Or follow our Blog at www.uaeop.org. The information on the blog automatically posts to Facebook and Twitter. The Connect committee will be blogging on different topics each month.

The Grow committee is working on the application for our new office professional "Committed to Excellence" award. It will be given three times a year and the recipient will receive a two-year membership and a certificate.

I want to thank all the board members for their dedication and commitment to UAEOP. They are truly living our mission statement of "Supporting Utah Educational Office Professionals through professional development, networking and recognition."

**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

Inside:

- 2 Buzzing Around Utah
Nominations & Elections
Save the Dates & Deadlines
Welcome New Members
- 3 NAEOP Conference
UAEOP Conference
Thought of the Month
UAEOP & USEA
- 4 NAEOP Conference Pictures
- 5 Bits & Pieces
- 6-7 Taking Care of Yourself
- 8 UAEOP Board
Reminder
Membership Application

Buzzing Around Utah

UAEOP Executive Board Meeting

The UAEOP Board meeting was held at Taylorsville High on June 3, 2017. The main goals for the day were 1) have conference plans well under way; 2) website updated, plan for blog and social media, banner design; and 3) award details decided. This will be our 25th annual conference and the committee has some exciting ideas. As of May 18th, the balance in the checking account is \$15,066.36. Secretary Karen Bowden resigned her position due to family health issues. The Executive Board, in accordance with the bylaws, appointed Angela Montague, Jordan School District, to fill the position for the remaining term.

Board meetings are open to all members. The next board meeting will be October 7, 2017 at Taylorsville High School. If you would like to attend, contact Sherry Wilson (srwilson@graniteschools.org).

Nominations & Elections

Submitted by Mary Meyers, President-Elect



Hear Ye! Hear Ye! Calling all UAEOP Members!

We are seeking energetic, motivated office professionals to run for positions on the UAEOP Board! Your 2018-19 UAEOP Nominations and Elections Chairman is hard at work seeking eligible candidates to run for a UAEOP office.

Following are the positions we need to fill this year:

- Secretary
- Treasurer

UAEOP is striving to cultivate new ideas and inspire growth in our association. To do this, we need a motivated group of members to step forward and help lead UAEOP.

- Are you a leader at your local level?
- Have you wanted to learn more about UAEOP and share your talents with other office professionals?
- Are you willing to take a step forward, reach out and seek new adventure?
- Are you willing to help UAEOP become an association that continues to grow and evolve?

Serving on the UAEOP board gives you an opportunity to work with office professionals from all over the state of Utah and have an important impact on our association!

Contact Mary Meyers by November 30th at 385.646.4906 or mcmeyers@graniteschools.org for more information.

Take the next step...Become a candidate for a UAEOP office!

Save the Date & Deadlines:

October 4, 2017	UAEOP/USEA Workshop, Taylorsville High
October 7, 2017	UAEOP Board Meeting, Taylorsville High
October 16, 2017	Bosses Day
November 15, 2017	Winter BuzzLine Articles Due
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

Welcome New Members!

Wendi Kesler - USEA
Courtney Williams - Granite



NAEOP Conference

Submitted by Sherry Wilson, CEOE, UAEOP President

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

The Bloomington Convention and Visitors Bureau says,



"From the attractions at Mall of America to the activities in Minneapolis and St. Paul, there's plenty to entertain you

during your stay in Bloomington, MN. Bloomington attractions include Mall of America®, Minnesota Valley National Wildlife Refuge, museums, outdoor activities and more!" Day trip to nearby wineries and breweries, the charming town of Excelsior, or to Cannon Falls. If you have not seen one of the Great Lakes, head north to Duluth for a look at Lake Superior. Check out www.bloomingtonmn.org for more info and a visitor's guide.



25th Annual UAEOP Conference

**Saturday, March 10, 2018
Granite Education Center**

More Information Coming Soon!



Utah Association of Educational Office Professionals

Thought of the Month:

"Carry out a random act of kindness, with no expectation of reward, safe in the knowledge that one day someone might do the same for you."

~ Princess Diana

UAEOP & USEA...A Continuing Partnership

Submitted by Sherry Wilson, CEOE, UAEOP President

UAEOP and USEA have had an informal partnership for a number of years. USEA's focus has been more on the negotiating side of advocating for Utah's classified employees and UAEOP's focus has been on the professional development side for Utah educational office professionals. In the last few years, both associations have gone through an organizational transformation or reinvention.

Recognizing the need to provide more professional development opportunities for both our member groups, Jerad Reay, USEA President, Bryan Sprague, USEA Executive Director, Danielle Kitchen, UAEOP Past President, and I have been meeting every few months to decide how the two associations can combine resources and expertise to do just that. So far, we have co-sponsored a "Close Encounters" communications workshop in Richfield and "Bully Free, It Starts With Me" keynote and workshop in Salt Lake City.

Office professionals fall under classified groups in most districts but can be a separate entity. As an example, in Granite School District, GESPA (a USEA affiliate) represents the classified employees and GAEOP represents the office professionals...providing both professional development but also advocating. UAEOP does not provide any negotiating...we are strictly an association that focuses on professional development.

All this alphabet soup can be a little confusing. Suffice it to say, that both UAEOP and USEA have their member's professional interests at the forefront of their mission. If you would like more information, please visit our website at www.uaeop.org.



**Utah
School
Employees
Association**

NAEOP Conference Pictures

(picture credit: Tracy Scoville, Trinity Studios)

More NAEOP conference photos at www.uaeop.org



PSP/Awards Banquet

Pictured l-r: Wendy Heslink, Mary Meyers (top center), Andrea Curtin (bottom center), Malinda Larey



NAEOP Foundation Board & NAEOP Staff



Granite AEOP/UAEOP Members arriving in Greenville, SC
Pictured l-r: Julianne Hamblin, Teresa Himmelberger, Amy Torres, Leesa Rij, Gayna Breeze



Southwest Area Luncheon

Pictured l-r: Sarah Tierce (CA), Sue Christensen, Marlene Wilson, Paula Bosgieter, Andrea Curtin (UT)

Bits and Pieces

The End of Punctuation?!?

Real Simple September 2015

You text your friend Christine and suggest inviting Jen to dinner tonight. Christine replies, "OK." —with a period. Instantly you know that something's wrong. Thanks to the lax communications habits technology has ushered in, the humble period in a text "can be taken as the flat intonation of someone suppressing irritation," says Tyler Schnoebel, Ph.D., the founder and chief analyst at Idibon, a language analytics company in San Francisco. If Christine were truly OK with Jen's joining in, chances are she would have ended her tiny missive with an exclamation point (today's period!) or nothing at all. As we approach National Punctuation Day (September 24), let's recognize the old and new roles of, say, asterisks (d'oh *facepalm*) and question marks (why do they so often travel in groups nowadays?????). Will punctuation ever be the same again? Schnoebel says probably not: "Language is constantly changing, and people are great at adapting it to their needs. But the transition doesn't happen evenly and can cause confusion." Luckily, there are few communication mysteries that a simple :-) can't solve.



"Women with the most optimism had a nearly 30 percent lower risk of dying from five major causes of death compared to the women with the least amount of optimism." ~ Harvard T.H. Chan School of Public Health

Brain Reboot

From Martha Stewart Living magazine July/August 2017

Louise Kamps writes that "time outdoors reboots our brains: we have two types of attention, experts say, 'directed,' the active kind we use when doing focused tasks in our desk-bound lives; and 'involuntary,' the effortless kind that flips on when our surroundings are inherently interesting or exciting. At a certain point, we deplete our capacity to actively direct our attention (which is why, after we've fielded 46 emails, figuring out dinner can be impossible). But when we get outside and our involuntary, sensory-based system takes in the scent of fresh-mown grass or the sound of chirping crickets, the business part of our brain (aka the prefrontal cortex) appears to hit pause: studies consistently find that we feel revitalized, calmer, and more able to think clearly. So rise with the sun and take a walk, and stroll again after dinner."



What to Keep in Your Car During the Winter

- Shovel
- Scraper/Brush
- Waterproof gloves and hand warmers
- Hat
- Blanket
- Car charger
- External cell phone battery with cables
- Flares or reflective triangles
- Cat litter or sand
- Spray on deicer
- Jumper cables
- Flashlight and extra batteries
- Bottled water and nonperishable snacks



Stay Warm to Beat a Cold

From Redbook magazine February 2017



Your mom was right: Skimping on the layers really can make you sick. The cold virus spreads through the body more quickly when your core temperature drops below a healthy 98.6 degrees, a Yale University study found. This happens, in part, because key proteins and enzymes that help your immune system fight off a bug are less active at that point, says study author Akiki Iwasaki, Ph.D. So bundle up, and use a scarf to cover your mouth and nose.

Taking Care of Yourself: A Path Focused Self-Care

By Julie Perrine

It was the end of August 2013. I had just finished a major client project that had drawn a lot of public scrutiny and media attention. And it had consumed a lot of my time, energy and emotion for the previous 18 months. I was filled with relief and exhaustion when I turned off the lights and left the office that afternoon for the long holiday weekend.

The day before, my youngest sister had gone into labor to deliver her first child. I knew I'd be receiving happy news at any minute as I drove home that day. Just knowing this helped to balance out the exhaustion.

But things didn't go as planned that weekend.



Miracles and Tragedies

My sister ran into complications that resulted in a record-setting labor and an emergency surgery to deliver her baby girl. As I paced by the phone and clutched my iPad waiting for notification from anyone, my body was preparing me for the worst. By a miracle, my sister and her baby girl, Ellyana, both came through the surgery alive and healthy. But the impact this had on me physically, mentally, emotionally and spiritually was palpable.

Ten weeks later, my second youngest sister went into labor... five weeks early. Sadly, this time the outcome was tragic.

By a complete miracle, my sister survived the delivery, but her newborn baby girl, Emma, died within an hour. It still seems impossible to explain the tidal wave of emotions that washed over me as I processed the news of the birth...and then the loss of the newborn minutes later. I felt like time stood still. In between those two births, my grandfather died. My husband and I were traveling internationally when it happened, so we were unable to get home in time for his funeral. Then three months later, my mother was diagnosed with breast cancer.

Learning from Heartbreak

The past 12 months have been some of the most difficult and challenging of my entire life. During this time, many well-meaning and supportive family members and friends encouraged me to take care of myself. I'd nod politely in agreement, but I had no idea how to even begin to take care of myself when it felt like everything was crumbling around me. I was trying to be there for my sisters and my parents. I was trying to keep a business running even though work was the last thing I wanted to think about. I was trying to keep my house from becoming one giant pile of dishes and laundry. All I wanted to do was collapse when I walked into the house each night. How was I supposed to take care of myself in the middle of all that?

Desperate for ideas, I did what I often do when I don't have answers: I asked other people. And the ideas started pouring in. I started to identify what to do to help myself cope and grieve so that I could continue to take care of my loved ones. I created a list called "self-care" with more than 50 items on it. I know it takes about three weeks to create a new habit, so I decided to dedicate a full month to taking care of myself. I dubbed it: 30 Days of Focused Self-Care. Each day, I picked one item from my list and scheduled or determined a time to do it. When an item was completed, I wrote it down on my self-care tracker. The outcome was exactly what my head and heart needed – relief, relaxation, reinvigoration and healing. I was hooked on this new habit of taking care of myself.

A New Attitude About Self-Care

The past few months have drastically changed how I treat those who are going through tough times. I know from my own experience that sometimes you just need to step in and do what someone needs without asking. I also know that you can't just tell someone to take care of themselves – you have to build accountability into it. Otherwise it won't happen. Now, rather than telling someone, "take care of yourself," the conversation goes more like this:

- * What are you going to do today (or this week) to take care of you?
- * When can I check in with you to see how it went?
- * What can I do to help you make it happen? Can I schedule it for you? Do it for you? Join you in doing it?

When life is taking its toll, it's hard to know what we need. It can be a challenge to get dishes and laundry done, let alone schedule a hair appointment or meeting. Asking supportive questions that help a person go through the decision-making process more logically can make all the difference, especially when you combine it with built-in accountability!

During my 30 Days of Focused Self-Care, I realized another important lesson. When some people think of self-care, they often think of pampering – which it can be. But self-care oftentimes comes in the form of completing basic household duties, such as emptying the dishwasher or folding the clothes. It also means making time to schedule the dentist appointment or getting new heels put on a pair of shoes. Self-care includes everything from wellness and relaxation to getting errands run and a healthy meal served to your family. One of the most important discoveries for me throughout my month of focused self-care was that it doesn't necessarily equal pampering.

Taking Care of Yourself: A Path Focused Self-Care (cont.)

(continued from previous page)

A Self-Care Challenge

Throughout the month, I made notes in my journal about my self-care experiences, and it dawned on me that many of the items on my list are directly linked to habits of The Innovative Admin™.

To become more innovative, it's important to practice focused self-care. To generate ideas and solutions, we must keep our heads and hearts in top shape. When our batteries are drained, we have nothing left to give anyone around us.

Focused self-care is the only way to recharge and maintain the healthy levels required for innovating in our administrative careers. So my challenge to you is this: Dedicate the next 30 days to your own focused self-care.

- Find a journal to make notes in, and ask yourself, "What am I going to do today to care for me?"
- Each day, pick one item from the list. I've provided one or you can make your own. Just be sure to include things that you enjoy or find important.
- Make time to do one activity each day.
- Record the date and the activity you chose each day in your journal. And write down the thoughts or insights you have as you do these activities.
- Do this for 30 consecutive days.

It's okay if you repeat some activities throughout the 30 days, but try to select as many different things as you can. At the end of the 30 days, see how you feel. When you put your focus on improved self-care, schedule it, and build accountability in, you'll experience a recharged and reinvigorated outlook on life and work. You'll not only be taking care of yourself, you'll feel better, too.

Self-Care List Ideas

Enjoy a meal with someone (breakfast, lunch, or dinner).
Eat out.
Order in.
Take a nap.
Go to bed earlier.
Sleep in late.
Take a break from email.
Treat yourself to a _____.
Go for a walk (without your phone).
Turn off your phone for a few hours.
Exercise.
Get a massage.
Take a coffee break.
Take a tea break.
Allow yourself to work on a creative project.
Make something.
Learn something new.
Cook a meal you enjoy.
Bake a treat or dessert you like.
Get a manicure.
Get a pedicure.
Schedule a facial.
Watch a movie at home.

Go out to a movie.
Read a book.
Read a magazine.
Schedule time to do absolutely nothing.
Send a package to a friend.
Take a bubble bath.
Turn off your computer for the weekend.
Turn off all of the notifications on your electronic devices.
Go shopping.
Go window-shopping.
Go to a hotel for a day or two to get away.
Go out for ice cream.
Watch the sunrise.
Watch the sunset.
Go for a drive.
Sing to the radio in your car.
Listen to soothing music.
Take a one-day vacation.
Take a multi-day vacation.
Take a half-day vacation.
Eat healthy.
Plan your meal menus for a week.
Get your hair cut and styled.

Schedule a date night with a friend or loved one.
Enjoy a sweet treat.
Call a friend.
Call a family member.
Research an item on your "someday list".
Spend time in silence.
Spend time journaling or writing.
Spend time with a friend.
Play with your pet(s).
Go to church.
Say a prayer.
Make a list.
Donate items you no longer use to charity (clothes, household goods).
Clean a room.
Clean your desk.
Buy new sheets for your bed.
Get your teeth cleaned.
Schedule your annual physical.
Tour a national monument.
Tour a garden or a park.
Do something you love to do.
Work from home.

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*Julie Perrine, CAP-OM, is the founder and CEO of All Things Admin, providing training, mentoring and resources for administrative professionals worldwide. Julie applies her administrative expertise and passion for lifelong learning to serving as an enthusiastic mentor, speaker and author who educates admins around the world on how to be more effective every day. Learn more about Julie's books — *The Innovative Admin: Unleash the Power of Innovation in Your Administrative Career* and *The Organized Admin: Leverage Your Unique Organizing Style to Create Systems, Reduce Overwhelm, and Increase Productivity*. And request your free copy of our special report "From Reactive to Proactive: Creating Your Strategic Administrative Career Plan" at www.AllThingsAdmin.com*

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-Coordinators - Andrea Curtin, CEOE

Professional Development - Tracy Silcott
Conferences - Debbie Burtenshaw, Jennifer Vargo & Jana Varney

Connect Co-Coordinators - 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-Coordinators - 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)