

Driven to Succeed



Danielle Kitchen
UAEOP President

For the past year, my theme as your UAEOP president, has been "Driven to Succeed". As some of you know, I am a NASCAR fan. Just last month I traveled with my family to Las Vegas for NASCAR weekend. As I watched the races, I tried to imagine how it would feel to get behind the wheel of one of those race cars. I can't imagine the constant adrenaline the drivers must feel when they buckle up and drive their amazing cars. In order for these athletes to be successful they must remain composed and in complete control at all times. I'm sure it takes many years to master the driving skills they possess. Since these cars are so close and racing at incredible speed, fans are often on the edge of their seats. Watching a race live is an awe-inspiring experience.

Vince Lombardi said "A man can be as great as he wants to be. If you believe in yourself and have the courage, the determination, the dedication, the competitive drive and if you are willing to sacrifice the little things in life and pay the price for the things that are worthwhile, it can be done."

Anything in this world is possible and you have the capacity to acquire all that you set your sights on. You must believe in yourself, you must possess the inner drive to accomplish all of your desires. If you commit yourself entirely to the things you want and maintain the strength to follow through, you will succeed in reaching your goals.

Winston Churchill said, "Success consists of going from failure to failure without loss of enthusiasm." In order to be successful you must realize that there will be difficulties to face along the way. Never lose your eagerness and drive towards what inspires you. Don't wait until everything is just right. It will never be perfect. There will always be challenges, obstacles and less than perfect conditions. So what. Get started now. With each step you take, you will grow stronger and stronger, more and more skilled, more and more self-confident and more and more successful.

I want to thank the UAEOP board for the time they spent planning the conference. If you were unable to attend, we missed you and we hope that you will plan on joining us next year in St. George. Watch for information about our conference in future issues of the *BuzzLine*.



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*

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UAEOP Executive Board Meeting

The UAEOP Board Meeting was held at the Granite Education Center on March 15, 2013 prior to the annual conference. President Danielle Kitchen conducted the board meeting as officers and committee chairmen gave their reports. New board members attended the meeting and shared with outgoing counterparts. Membership stands just over 100 and the checking account balance is \$9,618.97 prior to conference expenses.

Board meetings are open to all members. The next board meeting will be June 15, 2013 at the Granite Education Center. If you would like to attend, contact Danielle Kitchen at dfkitchen@graniteschools.org.

UAEOP Elections

submitted by Mary Meyers, Past President

We'd like to congratulate the three ladies who ran for offices on the UAEOP board for the 2013-2014 year.

Vicki Coon – President-Elect
Charlotte Graham – Vice President
Lyla Tuttle – Mentor Team Leader

We also appreciate those who have accepted appointed positions on the UAEOP board.

Your support of the UAEOP board is needed. As we work to plan next year's conference, we would appreciate hearing from you as to the kind of classes you would like to see. We are always looking for new office professionals to serve on the board. If you would be interested, please contact Danielle Kitchen and come help UAEOP be "Driven to Succeed."

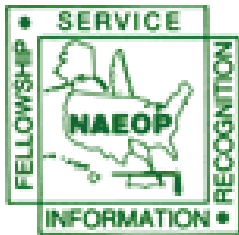
NAEOP/Southwest Area News

submitted by Mary Meyers, NAEOP Liaison

Sherry Wilson, CEOE, 2013 Institute Co-chair

Pat Thompson, NAEOP Foundation & NAREOP President-elect

The 2013-2014 NAEOP board members have been announced. They will be installed at the annual conference in July.



NAEOP Board

President - Cathy Eberle (NY)
President Elect - Elizabeth Napolitano, CEOE (CT)
Vice President - Patricia Stelmach, CEOE (KY)
Secretary/Treasurer - Carol Bom, CEOE (KS)
Immediate Past President - Lola Young, CEOE (NE)

Area Directors (2 year term)

Central - Lisa Morehouse, CEOE (NE)
Mid-Atlantic - Teresa Price, CEOE (DE)
North Central - Lori Schumann, CEOE (MN)
Northeast - Wendy Heslink, CEOE (NY)
Northwest - Susan Belliston, CEOE (ID)
South Central - MaryAnn Hollingsworth, CEOE (TX)
Southeast - Malinda Larey, CEOE (AR)
Southwest - Mary Meyers (UT)

NAEOP Educational Foundation Quilt Raffle

This brand new quilt top was pieced/quilted by members of the Stitchers Quilt Guild of Kentucky. Blending beautiful individual squares of "civil war" print fabrics in brown, beige, blue, pink, and red, the quilt is 76 inches wide x 95 inches long with a larger beige border not seen in this picture. The backing is a brown/red floral fabric.

Go online to www.naeop.org to print out ticket(s).

Drawing will be held at 2013 NAEOP Annual Conference, July 21-25, 2013

You don't need to be present to win - deadline for mailing entries is June 30, 2013.

\$1 each or 6 for \$5.00; Send tickets & money to:

Mimi Pike, Fundraising Chairman
5115 Rineyville-Big Springs Rd
Rineyville KY 40162

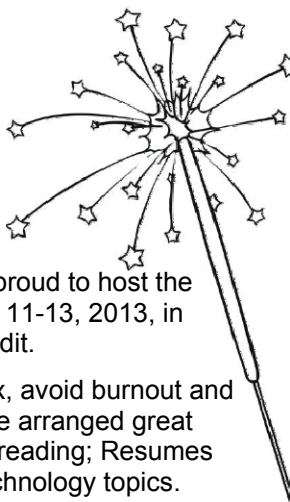
You are also invited to distribute tickets at State, Area, and Local Meetings!

Please make checks payable to NAEOP. Thank you for helping with the Foundation Fundraiser!



NAEOP Campaign 2013

The NAEOP Foundation is holding a fundraiser called \$20.13 in 2013. Donations will cover the rising costs of utilities for the National Office building and salaries for the NAEOP staff. Contact Pat Thompson for a donation envelope. All contributions to the Foundation are tax deductible under the IRS tax code section 501(c)(3).



Get Sparked!
 ~ by Sherry Wilson, CEOE

“Don’t sit on your ashes”
 Attend some hot classes.
 It’s not confidential...
 Ignite Your Potential
 Where you’ll rekindle your dream.

Rather than fizzle
 You really will sizzle.
 Be quintessential...
 Ignite Your Potential
 NAEOP October 2013.

Seek out success
 While you progress.
 Become obsessional...
 Ignite Your Potential
 Come join our team.

If you don’t join us, more’s the pity
 You WILL get sparked in Salt Lake City.
 Fire up! Office Professionals...
 Ignite Your Potential
 Come on – Emit a Gleam!

The Utah Association of Educational Office Professionals is proud to host the Fall 2013 NAEOP Institute. The Institute will be held October 11-13, 2013, in Salt Lake City. This Institute will provide 15 hours of PSP credit.

This is a great opportunity to fire up your professional toolbox, avoid burnout and network with other office pros from around the country. We’ve arranged great classes – Communication; Ethics; Writing, Grammar & Proofreading; Resumes & Interviews; Secrets of Happiness at Work, and in-depth technology topics.

For detailed registration information visit www.naeop.org or contact one of the chairmen.

We’re looking forward to you coming to Salt Lake City and discovering if your “coals are smoldering” or if your “flames are hot and high”! If you have any questions, please contact Institute co-chairs:

- Sherry Wilson, CEOE (slwilson@graniteschools.org)
- Kathy Goodfellow (kgoodfellow@graniteschools.org)

Save Your Change Fundraiser

We’re having an easy fundraiser. Donate all your spare change and the Utah members who attend the NAEOP Institute will benefit. Give your change to one of the board members listed on page 7 and they will bring it to the June board meeting or contact Sherry Wilson for a collection point.

UAEOP Conference Highlights

submitted by Sherry Wilson, CEOE



Thoughts from Brad Barton, Keynote Speaker

Check out BradBartonSpeaks.com for how to book this magical speaker. You can also sign up for his *Magical Message* blog or order his *Beyond Illusions* book.

“You don’t have to be sick to get better. If we’re driven to get better, we’re more apt to succeed.”

“Don’t get caught up in the minutia that you miss the big picture.”

“Project positive energy.”

“You have to bring your best self every day because you don’t know what impact you will make.”

“There is an enormous difference between the way a person is and what they can become.”

“It isn’t what happens to us that affects our behavior, it’s our interpretation of what happens to us.”

“Be Human Becomings.”



Check it Out - more pictures from the conference are posted on our website.

UAEOP Conference Highlights - continued

Burnout in 5 Easy Steps

presented by Annette Brinkman & Tim Frost

- Your mind never “leaves” work
- You make your job title the most important element of your identity
- You make work accomplishments your highest overall priority
- You don’t use your vacation or discretionary time
- If you are feeling burned out, you don’t tell anyone, you just work harder

What to Do About It...

Accept that you have limits...Time, Energy, Focus - Rest & Fuel - “Have to” v. “Want to” - Turn off, Tune in, Talk it Out

Go Mobile

presented by Jared Covili

todaysmeet.com helps you embrace the backchannel and connect with your audience in realtime. You can encourage the room to use the live stream to make comments, ask questions, and use that feedback to tailor your presentation, sharpen your points, and address audience needs. Basic service is free.

www.yogile.com is an easy way to share photos temporarily. With a free account, all albums that are more than 14 days old will be automatically deleted. With a paid account, albums will never be automatically deleted as long as you’re on the paid account.

[AppStart](#) for iPad is a free app that will help you understand your iPad and recommend the best apps. Find it in the App Store. Free.

www.evernote.com helps you remember everything. Available in a paid version or a more restricted, advertising-supported, free version.

[Keynote](#) app makes it easy to create, deliver, and share stunning presentations on your iPad, iPhone, and iPod touch. Find it in the App Store. Cost \$9.99.

www.remind101.com is a safe way for teachers to text message students and stay in touch with parents. Free.

www.aurasma.com is the world’s leading augmented reality platform. Available as a free app for iPhones, iPads and high-powered Android devices, Aurasma uses advanced image and pattern recognition to blend the real-world with rich interactive content such as videos and animations called “Auras”. For video tutorials and demos, check out Aurasma’s YouTube channel.

Check out www.uen.com for more tips. Click on the Professional Development tab and then click on an instructor. Look at the Handouts for the classes. A really good one to look for is Google Tools under Jared Covili and then Google for Educators under Course Handouts.

Stress v. Burnout

Stress

Over-committed
Emotions are over-reactive
Loss of energy
Leads to anxiety disorders
Physical damage
May kill you prematurely

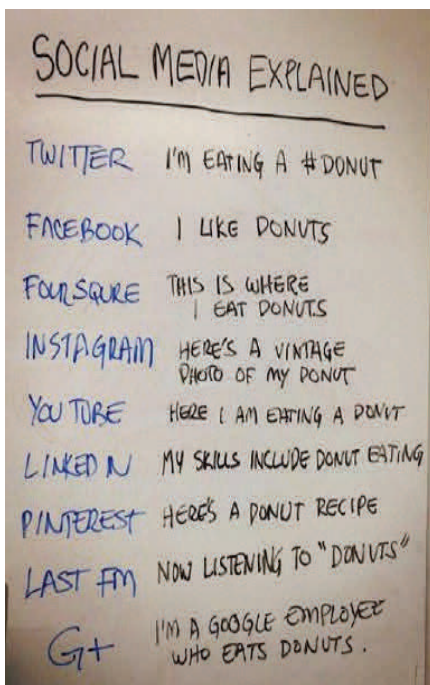
Burnout

Isolation
Don’t feel emotions
Loss of motivation
Leads to depression
Emotional damage
May make life seem not worth living

Connecting Through Social Media

presented by Ben Horsley

- Over 100 Million active users, half of which login everyday.
- 40% don’t actually tweet, but simply follow
- 55% of twitter users access twitter via a mobile device
- Children in the U.S. are more likely to own a mobile phone than a BOOK!
- Facebook has 845 million active users
- An average Facebook user has 130 friends and likes 80 pages
- 56% of consumer say they are more likely to recommend a brand after becoming a fan on Facebook
- Each week on Facebook more than 3.5 billion pieces of content are shared
- 4 out of 5 internet users visit social networks and blogs
- On a busy day, twitter sees about 175 million tweets
- One hour of video is uploaded to YouTube every SECOND
- YouTube sees 4 billion video views everyday
- There are more iPhones sold per day (402k) than global births (300k)
- Mobile internet use has almost doubled every year since 2009



Some people "hauled home a basket" when they won baskets or the 50/50. Thanks to all of those that brought a basket or contributed to our fundraising efforts.

Basket Winners: Past Presidents – Arlene Fors, Granite; CUES – JoAnn Monroe, Granite; Washington County – Dawnette Dial, Granite; Canyons – Dorilynn Roberts, Canyons; Granite - Linda Oaks, Retired

50/50: Ronnie Ellingson, Canyons

Service Project: Thanks to everyone's efforts we collected over \$100 and two large boxes of food for the Utah Food Bank. Everyone who participated had their names put in a drawing and the winner was Jannine Henningson, South Sanpete.



2013 UAEOP Conference Donors

2013 UAEOP Conference Vendors

Barnes & Noble, Sugarhouse	Holiday Inn Express
Bath & Body Works	Jones Center
Canyons School District	Little America Hotel
Desks, Inc.	Ogden School District
Entertainment Publications	Staples
Granite AEOP	UAEOP Past Presidents
Granite Education Foundation	UAGC
Granite School District	Washington Co. School District

For information regarding any of the following vendors, please email Shirley Ayrtton at smayrton@graniteschools.org

Essential Oils, Tayna Adams
 In a Pickle, Marianne Porter
 Lula Roe, Angela Martin
 Mary Kay Cosmetics, Gail Dawson
 Norwex, Clarissa Vogel
 Paparazzi Jewelry, Jana Varney
 Scentsy, Karen Charboneau
 Thirty-One Bags - Tammy Furst

A special '**Thank You**' to the Utah School Employees Association (USEA) for their continuing generous contribution to our conferences.

UAEOP Office Professional & Administrator of the Year

submitted by Charlotte Graham, Awards Chairman



Krystine Hancock has been selected as the Office Professional of the Year. Krystine is the Administrative Assistant at East Sandy Elementary in Canyons School District. Krystine is an active and contributing member of UAEOP. She also serves as a Vice President of the CESP Association for Canyons School District. Krystine is always professional and creates an atmosphere that is welcoming and accommodating to the students, parents and faculty of East Sandy Elementary. She is always positive and willing to help in any way necessary.

Mitch Robison has been named Administrator of the Year. Mitch has worked for Granite School District as the Director of Budget Development for 23 years. Among many other duties, Mitch constructs and monitors the detail of the annual budget that is adopted by the Board of Education. He helps all district employees understand the complex budget policies and procedures. Mitch graduated from BYU and belongs to several financial organizations. He has

received the ASBO Meritorious Budget Award from 1999-2012 and was named GAEOP Administrator of the Year for 2010-2011. Mitch also serves as the President of Granite Credit Union. Mitch and his wife, Deanne, live in Kaysville. They have three children and three grandchildren.



Congratulations Krystine & Mitch!

Judy Anderson Student Scholar

submitted by Paula Bosgieter, Scholarship Chairman



Emily Bott is the recipient of the 2013 Judy Anderson Student Scholarship. Emily is a senior at Davis High School in Kaysville, where she is involved in many school activities such as cross country, track, girls basketball, and the Davis High Senior Committee. She has taken a wide range of business classes including three years of Accounting, Desktop Publishing, advanced placement Macro/Microeconomics, and computer technology.

Emily is an excellent student; she comes to class prepared and uses her time effectively. Emily is extremely motivated and very capable, yet she is a very unassuming person with a drive to succeed. Emily takes the initiative to better herself and to succeed at whatever she does.

Congratulations Emily!



Office professionals really are the connectors that keep business from breaking down. That's why the International Association of Administrative Professionals recently unveiled a new and permanent brand for Administrative Professionals week.

Every April for the past 61 years, the association has led efforts to honor office professionals for the vital roles they play in businesses around the world. Administrative Professionals Week and Administrative Professionals Day have become among the most widely recognized events of their kind, with thousands of celebrations marking the great work done by office professionals.

This year, IAAP is changing its approach to APW. Instead of having a new logo and theme every year, APW will now have a permanent brand that will carry over annually.

The new APW brand reflects the single most important and fundamental job done by office professionals: bringing all the elements of business together into a unified and organized whole. IAAP is committed to advancing the fact that office professionals are valuable members of their business teams. The work they do is technical and demanding. They link human, financial and technical resources. At the center of every well-run office is a well-trained office professional. This new logo represents that fact.

APW is April 21-27 and APD is Wednesday, April 24. To learn more about APW, the new brand and how your office can mark the occasion, visit www.iaap-hq.org.

IAAP is the sole sponsor of Administrative Professionals Week® April 24-30, 2011 and Administrative Professionals Day® on Wednesday, April 27 (formerly called Professional Secretaries Week® and Professional Secretaries Day®). Further information, including history and a facts sheet on APW, is available from the IAAP Web site at: www.iaap-hq.org/events/apw.

Happy Birthday to You!

Happy Birthday to the following UAEOP Members:



- Arlene Fors - May 2**
Granite School District
- Mardi Reber - May 2**
Jordan School District
- Krystine Hancock - May 4**
Canyons School District
- Joyce Bullock - May 9**
Jordan School District
- Sheri Isom - May 9**
Iron School District
- Dawnette Dial - May 15**
Granite School District
- Lynda Phillips - May 15**
Canyons School District
- DoriLynn Roberts - May 16**
Canyons School District
- Darlene Olsen - May 21**
Canyons School District
- Jackie Bradshaw - May 24**
Granite School District
- Colleen Lynch - May 24**
Granite School District

- Joan Harry - May 31**
Jordan School District
- Kim Oliver - May 31**
Jordan School District
- Traci Pritchett - June 1**
Granite School District
- Carol Ericson - June 2**
Retired
- Danielle Kitchen - June 2**
Granite School District
- Kellie Davis - June 5**
Jordan School District
- Linda Oaks - June 14**
Retired
- Helen Corkran - June 16**
Park City School District
- Janene Nelson - June 16**
Canyons School District
- Annette Hancock - June 26**
Ogden School District
- Ronnie Ellingson - June 26**
Canyons School District

- Lucinda Josie - July 1**
Garfield School District
- Melissa Bowdren - July 3**
Jordan School District
- Patricia Thompson - July 11**
Retired
- Andrea VanHazelen - July 12**
Canyons School District
- Angela Montague - July 13**
Jordan School District
- Lorie Pearce - July 21**
Park City School District
- Lori Waltman - July 22**
Granite School District
- Debi Tuttle - July 23**
Canyons School District
- Susan Strebel - July 26**
Jordan School District
- Carol Hermansen - July 29**
Retired

- Charlotte Graham - August 10**
Canyons School District
- Karen Allen - August 14**
Jordan School District
- Karla Allen - August 14**
Rich School District
- Nadine Troxel - August 14**
Jordan School District
- Shelly Axtell - August 18**
Jordan School District
- Cyndi Pellegrino - August 19**
Jordan School District
- Carolyn Simons - August 26**
Granite School District
- Shirley Ayrton - August 27**
Granite School District
- Jana Varney - August 27**
Granite School District
- Gay Lynn Osness - August 30**
Granite School District



We're Celebrating 20 Years!

UAEOP was reorganized on November 6, 1993.

Future issues of the *BuzzLine* will feature information about how UAEOP came to be.



Utah Association of Educational Office Professionals

2013-2014 UAEOP Board

Committee Chairmen

Awards - Angela Montague
angela.montague@jordandistrict.org

Bylaws - Diane Bybee
diane.bybee@cues.k12.ut.us

Continuing Education - TBD
Historian - Annette Hancock
hancocka@ogdensd.org

Legislative - Amy Torres
antorres@graniteschools.org

Marketing/Corp Sponsorship - Patricia Thompson
thompson644@msn.com

Membership - Charlotte Graham
NAEOP 2013 Institute -

Kathy Goodfellow
kgoodfellow@graniteschools.org

Sherry Wilson, CEOE
slwilson@graniteschools.org

NAEOP Liaison - Mary Meyers

NAEOP Foundation Liaison - Sherry Wilson, CEOE

PSP - Marlene Wilson, CEOE
mwilson@richschool.org

Public Relations -

Sherry Wilson, CEOE

Scholarships - Natalie Yates
nyates@graniteschools.org

Ways & Means - Jana Varney
Website - Polly Alles & Liz Healy
polly.alles@canyonsdistrict.org
liz.healy@canyonsdistrict.org

Region Representatives

Region I - Arlene Brewer
brewera@ogdensd.org

Region II - Shirley Ayrton
smayrton@graniteschools.org

Region III - TBD

Region IV - Stacey Banks
stacey.banks@canyonsdistrict.org

Region V - Lyla Tuttle
ltuttle@hmsk12.org

Region VI - Patsy Nielson
patsy.nielson@cues.k12.ut.us

Region VII - Dixie Sperry
dixiesper2@yahoo.com

Past Presidents' Advisory

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

Executive Board Members

President - Danielle Kitchen

home: 801-446-8239

work: 385-646-4525

dfkitchen@graniteschools.org

President Elect - Vicki Coon

vicki.coon@canyonsdistrict.org

Vice President - Charlotte Graham

charlotte.graham@canyonsdistrict.org

Treasurer - Jana Varvey

jvarney@graniteschools.org

Secretary - Paula Bosgieter

bosgieterp@ogdensd.org

Mentor Team - Shirley Ayrton

smayrton@graniteschools.org

Mentor Team - Lyla Tuttle

ltuttle@hmsk12.org

Welcome New Members!

Kathy Bailey, Granite School District
Ashley Beesley, Granite School District
Ronnie Ellingson, Canyons School District
Liz Healy, Canyons School District
Leanne Helbling, Granite School District
Jannine Henningson, South Sanpete School District

Theresa Jensen, Emery School District
Becky Jones, Tintic School District
Marie Orton, Granite School District
Traci Pritchett, Granite School District
Sheri Veter, Emery School District
Paula Winn, Granite School District

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

Type of Membership:

New Renew
Active Retired

Annual Dues: \$15 Active Association Member ~ \$5 Retired

Make check payable to: UAEOP

Send to: Charlotte Graham, UAEOP Vice President

East Midvale Elementary School, 6990 South 300 East, Midvale, UT 84047

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

A Capitol Affair



There is still time to register for the NAEOP Annual Conference and Institute. Utah has several members planning to attend as we will celebrate Mary Meyers being installed as the Southwest Area Director and Pat Thompson being installed as the NAREOP President. All the details regarding registration are available at www.naeop.org.

Thought of the Month:

“We must always change, renew, rejuvenate ourselves; otherwise we harden.”

~ Johann Wolfgang von Goethe

Save the Date & Deadlines:

April 24, 2013	Administrative Professionals Day
May 15, 2013	PSP Filing Date
May 19-26, 2013	National Educational Bosses Week
June 1, 2013	BuzzLine, Summer Issue Articles Due
June 15, 2013	UAEOP Board Meeting, Salt Lake City, Utah
July 22-26, 2013	NAEOP 79 th Annual Conference & Institute, Alexandria, Virginia
October 11, 2013	UAEOP Board Meeting, Salt Lake City, Utah
October 11-13, 2013	NAEOP Institute, Salt Lake City, Utah
January 4, 2014	UAEOP Board Meeting, TBA
March 14, 2014	UAEOP Board Meeting, St George, Utah
March 14-16, 2014	UAEOP Annual Conference, St. George, Utah
July 14-17, 2014	NAEOP 80 th Annual Conference & Institute, Portland, Oregon

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. 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 Charlotte Graham at charlotte.graham@canyondistrict.org.