

Reaching New Heights



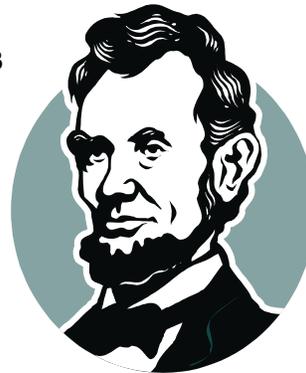
Mary Meyers
UAEOP President

After pondering for years, I have concluded that persistence is the quality in life that separates achievers from the rest. It is the one factor in life that makes a person experience successes in personal and professional endeavors. It separates those who endure spiritual battles from those who succumb to them. Persistence in one's vision brings the anticipated blessings or outcome.

I heartily believe that even when nothing seems to come out of a project, persistence pays off. Abraham Lincoln is an example. He is among the great leaders who had a major impact in changing the beliefs and practices of his time. A closer look at his career portrays somebody who would have been relatively unknown were it not for his spirit of persistence.

Failed in business at age 22
Ran for the legislature and was defeated at 23

Failed again in business at 24
Won a seat in the legislature at 25
His sweetheart died when Abraham was 26
Suffered from a nervous breakdown at 27
Defeated for speaker at 29
Defeated for elector at 31
Defeated for Congress at 34
Elected to Congress at 37
Defeated for Congress at 39
Defeated for Senate at 46
Defeated for Vice President at 47
Defeated for Senate at 49
Elected President of United States of America at 51



Lincoln

His persistence, courage and perseverance brought blessings to himself and others. His personal and political life shows that the odds were against him. Yet, he persisted and won his place in the pages of history and in the hearts of his countrymen down to this day and far beyond. You must come to grips with the realities of life if you are to receive the blessings that come from persistence. In life, there are challenges that must be met. Sorrows abound and must be overcome. Tragedies must be faced courageously. Struggles must be fought tenaciously.

Life offers enormous blessings for those who persist. Blessings start with accepting life as a gift. In life, opportunities present themselves daily... take them. When you view life as a mission field, you are bound to fulfill it. Persistent people get their ultimate rewards because they don't adopt common alibis such as age, gender or material possession. Other commitments, present skills and abilities never prevent them from getting their goal started and accomplished. (Shared from e-newsletter "Overcoming Buffaloes")

My years as serving as your UAEOP president have been an enormous learning and growing experience for me. I've discovered many new talents and abilities that I didn't realize I had. I'm grateful for the part that each of you has played in my life and for the lessons I have learned from you. Once again I encourage you to serve on an association board, take responsibility for your own growth, and reach new heights.

This issue of *The Buzzline* is our conference issue. I encourage you to continue our journey of "Reaching New Heights", by joining us in St. George at our annual conference. Take this time for you, to learn, to grow, and to come back rejuvenated to finish out the 2011-12 school year. Make the time; take the time to invest in you as we present "A World of Opportunities."

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

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Buzzing Around Utah

UAEOP Executive Board Meeting



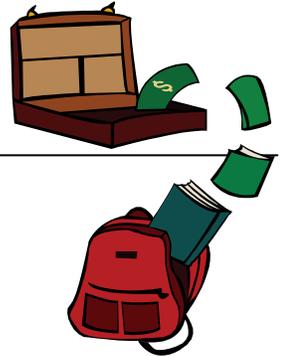
The UAEOP Board Meeting was held at the Garden of Eat'n in Fillmore on October 8, 2011. The focus of the meeting was the upcoming UAEOP conference. Officers and committee chairmen gave their reports. Membership stands at 135. Board meetings are open to all members. The next board meeting will be January 21, 2012 at Canyons School District. If you would like to attend, contact Mary Meyers at mcmeyers@graniteschools.org.

Scholarships

Submitted by Paula Bosgieter, Scholarship Chairman

UAEOP members are eligible to apply for the UAEOP Member Scholarship valued at \$100. This scholarship is designed to assist members who are pursuing a Professional Standards Program (PSP) Certificate through continuing education. The application is due on or before January 31. NAEOP members are eligible to apply for the NAEOP Marion T. Wood Member Scholarship, which is valued at \$1,000.

Application forms are also available for the UAEOP Judy Anderson Student Scholarship for high school seniors focusing on business education, the NAEOP Special Needs Student Scholarship for high school seniors with an identified disability who will be pursuing a post-secondary program, and the NAEOP Educational Foundation Mona Smith Member Dependent Scholarship. Deadlines and specific requirements for each scholarship are listed on the application. Application forms for all scholarships can be found on the UAEOP website at www.uaeop.org then click on Awards.



Utah AEO P SP Recipients

Submitted by Roxane Siggard, CEOE, PSP Chairman

The following Utah office professionals have earned a Professional Standards Program (PSP) certificate from the National AEO P. We'd love to see your name added to the list! You may qualify for a certificate and not even know it. Contact UAEOP PSP Chairman, Roxane Siggard (roxane.siggard@jordan.k12.ut.us) for help getting started.

Associate Professional

Krystine Hancock, Canyons
Danielle Kitchen, Granite
JoAnn Monroe, Granite

Bachelor

Kathy Goodfellow, Granite

CEOE

Judy Anderson, Murray
Jolene Ellertson, Granite
Jana Klein, Granite
Shawna Nay, Granite
Gay Lynn Osness, Granite
Karen Phillips, Granite

Joanne Potter, Granite
Roxane Siggard, Jordan
Dixie Sperry, Retired
Midge Treglown, Granite
Beverly Vowell, Retired
Marlene Wilson, Rich
Sherry Wilson, Granite

NAEOP/Southwest Area News

Submitted by Sherry Wilson, CEOE, NAEOP Liasion

NAEOP 2012 Spring Institute ~ Seeing The Best In You Emerge ~ April 20-22, 2012



The Southeast Area is pleased to have the opportunity to host the NAEOP Spring Institute April 20-22, 2012 at the Embassy Suites in Rogers, Arkansas. We are excited to offer you this professional growth opportunity and hope you will be able to join us. We know our institute program will be of interest to you and worthwhile educationally. We have tried to give you an excellent educational opportunity with the least amount of time away from family and work. In just one weekend you will be able to earn 15 hours of PSP credit. Most attendees will be able to arrive on Friday and leave sometime after 12:30 on Sunday.

Nestled in the foothills of the Ozark Mountains, the Embassy Suites offers complimentary, full cooked-to-order breakfast served each morning. It is located in close proximity to major recreational activities, shopping, restaurants, and boutique shops within walking distance. Parking is complimentary. The nearest airport is Northwest Arkansas Regional Airport which houses several shuttle services available at a reasonable price. Hotel rooms will be \$119.00 per night plus 13% tax. Registration fees are \$195.00 per person and includes all institute materials and two meals. For specifics, go to www.naeop.org and click on Institutes or contact Patricia Stelmach (patricia.stelmach@owensboro.kyschools.us). We look forward to seeing you in Arkansas in the spring of 2012 for an institute you won't want to miss.

2012 NAEOP Conference

"Here is why- West Coast Swings"

Your host state friends (California, Washington, Utah and Arizona) invite you to the 78th NAEOP Annual Conference/Institute, July 9-13, 2012 in Costa Mesa, California at the Hilton Orange County/Costa Mesa. The Hilton is centrally located to all of Orange County and Southern California's most popular attractions offering complimentary roundtrip shuttle service to John Wayne Orange County Airport (SNA). Costa Mesa's largest hotel offers a full range of impressive services and amenities located within walking distance to South Coast Plaza, International Shopping Destination, and minutes from famed beaches, and near the Irvine business district.



Conference Chairman Becky Shipley says, "We have an awesome conference planned that incorporates changes recommended by the NAEOP members, which includes time for fun and laughter, and also includes a great lineup of institute speakers and briefings presenters. I know our members won't be disappointed!" From a nationally known motivational speaker and former film and television personality, to a well-known professional speaker with a topic on "No Boundaries: No Arms, No Legs, No Handicaps" to workshops on relevant topics for the 21st Century, attendees will not be disappointed. Tours of the area will also be offered.

Registration information, complete with speaker and workshop details, will be available in early January on the NAEOP website – www.naeop.org or contact Sherry Wilson (slwilson@graniteschools.org) for a sneak peak at the conference brochure.

Southwest Area Challenges Other NAEOP Areas in Fund Raiser!



Bring your quarters, nickels, dimes and pennies to the Hospitality Room or the Special Projects room during the NAEOP conference. We are having a contest between the eight areas. The area that brings in the most donations will receive half of the total proceeds collected from all areas. This could be a huge donation for your area, so start collecting now.

(UAEOP Members – if you are unable to attend the national conference and still want to donate your change, bring it to the UAEOP conference in March and we will collect it and take it to California).

Are You Breathing?

from Joseph G. Pelizza, P.T. www.pelizza.com

Breathing Awareness and Deep Breathing Exercises

- Lie down or sit in a comfortable chair, maintaining good posture. Your body should be as relaxed as possible. Close your eyes. Scan your body for tension.
- Pay attention to your breathing. Place one hand on the part of your chest or abdomen that seems to rise and fall the most with each breath. If this spot is in your chest you are not utilizing the lower part of your lungs.
- Place both hands on your abdomen and follow your breathing, noticing how your abdomen rises and falls.
- Breathe through your nose.
- Notice if your chest is moving in harmony with your abdomen.
- Now place one hand on your abdomen and one on your chest.
- Inhale deeply and slowly through your nose into your abdomen. You should feel your abdomen rise with this inhalation and your chest should move only a little.
- Exhale through your mouth, keeping your mouth, tongue and jaw relaxed.
- Relax as you focus on the sound and feeling of long, slow, deep breaths.

Complete Natural Breathing

- Sit or stand with good posture.
- Breathe through your nose.
- Inhale, filling first the lower part of your lungs, then the middle part, then the upper part.
- Hold your breath for a few seconds.
- Exhale slowly. Relax your abdomen and chest.

Living Guidelines for Women: What you Need to Know

The American Heart Association, in collaboration with national organizations dedicated to women's health, has released new lifesaving guidelines for the prevention of heart disease. Experts recommend that every woman know her risk level for heart disease. Knowing your risk has been linked to taking preventive action.

What is Your Risk Level for Heart Disease?

HIGH RISK

You have one or more of the following:

- Existing coronary heart disease (heart attack, bypass surgery, heart stents)
- Stroke or carotid artery disease (narrowed or blocked arteries that take blood to your brain)
- Blocked arteries in your legs
- Abdominal aortic aneurysm (weakness in the artery in your abdomen)
- Chronic kidney disease
- Diabetes
- Your personal risk factors predict a high risk of heart and vascular disease in the next 10 years (based on the Framingham 10-year CVD Risk tool).

AT RISK

One or more major risk factors:

- Cigarette smoking
- Poor diet
- Lack of regular physical activity or can't complete a treadmill exercise test
- Overweight (Body Mass Index [BMI] 25-29.9) or Obesity (BMI higher than 30)
- Family history of heart or vascular disease
- Blood pressure higher than 120/80
- Abnormal cholesterol levels
- Heart or other vascular diseases
- Lupus or rheumatoid arthritis
- Metabolic syndrome
- Pregnancy complications including the development of high blood pressure or diabetes, delivering a pre-term infant

IDEAL CARDIOVASCULAR HEALTH

A healthy lifestyle with all of the following:

- Blood pressure less than 120/80 mm Hg and not on medicine for blood pressure
- Total cholesterol less than 200 mg/dL and not on medicine for cholesterol
- Fasting blood glucose less than 100 mg/dL and not on medicine for blood sugar
- Body mass index less than 25 kg/m²
- Never smoked or quit over one year ago
- Performs 150 minutes of moderate exercise or 75 minutes of vigorous exercise a week
- Eats a diet of fruits and vegetables, wholegrains and high-fiber foods. Eats fish, especially oily fish twice a week or more. Pregnant women avoid fish with high mercury levels
- Limits saturated fat, cholesterol, alcohol, sodium, sugar, and avoids trans-fatty acids

Lifestyle Guidelines for ALL Women

Eat Heart Healthy

- Eat a diet rich in fruits and vegetables, whole-grain and high-fiber foods.
- Eat fish at least twice a week, preferably oily fish, or talk to your healthcare provider about taking omega-3 fatty acid (fish oil) supplements
- Do your best to eat less salt (sodium). Try to limit your sodium to 1500 mg a day.
- Avoid trans-fatty acids. No trans fats is the goal.
- Eat very little saturated fat (such as fat from meat, cheese and butter); less than 7 percent of your total calories a day.
- Eat less than 150 mg of cholesterol a day.
- Drink no more than one alcoholic drink a day. No alcohol is best!

Stop Smoking Cigarettes

- Get counseling, nicotine replacement or drug therapy (if needed) and find a group program to help you stop smoking.

Exercise and Weight Loss

- Get 150 minutes of moderate intensity exercise a week, such as brisk walking. If you're trying to lose weight, then you will need 60 to 90 minutes a day.

Women with recent heart problems should join a cardiac rehabilitation or physician-guided exercise program following heart attack, stroke or other cardiac conditions. For more information, visit the following websites:

www.GoRedForWomen.org
www.womenshealth.gov
www.womenheart.org

www.pchna.net/women
www.nhibi.nih.gov



You've Been Warned

from the American Heart Association & American Stroke Association

Some heart attacks are sudden and intense, but most of them start slowly, with mild pain or discomfort. Here are signs that can mean a heart attack is happening:

- ◆ Chest discomfort. Most heart attacks involve discomfort in the center of the chest that lasts more than a few minutes, or that goes away and comes back. It can feel like uncomfortable pressure, squeezing, fullness or pain.
- ◆ Discomfort in other areas of the upper body. Symptoms can include pain or discomfort in one or both arms, the back, neck, jaw or stomach.
- ◆ Shortness of breath. This feeling often comes along with chest discomfort. But it can occur with or without chest discomfort.
- ◆ Other signs. These may include breaking out in a cold sweat, nausea, or lightheadedness.

If you or someone you're with has one or more of these signs, call 911...get to the hospital right away. Don't drive yourself unless you have absolutely no other option.

Stroke is a medical emergency. Every second counts, because time lost is brain lost! Know these stroke warning signs and teach them to others.

- ◆ Sudden numbness or weakness of the face, arm or leg, especially on one side of the body.
- ◆ Sudden confusion, trouble speaking or understanding.
- ◆ Sudden trouble seeing in one or both eyes.
- ◆ Sudden trouble walking, dizziness, loss of balance or coordination.
- ◆ Sudden, severe headache with no known cause.

If you or someone with you has one or more of these signs, don't delay! Immediately call 911 so an ambulance – ideally with advanced life support – can be sent for you. Also, check the time so you'll know when the first symptoms appeared. It's very important to take immediate action. If given within three hours of the start of symptoms, a clot-busting drug can reduce long-term disability for the most common type of stroke. For more information go to www.americanheart.org.



National Wear Red Day is February 3, 2012

Work, Goals & Action

from Joseph G. Pelizza, P.T. www.pelizza.com

“Nothing will work unless you do.”
~ Maya Angelou

“When people go to work,
they shouldn't have to leave their hearts at home.”
~ Betty Bender

“To find joy in work is to discover the fountain of youth.”
~ Pearl S. Buck

“Every job is a self-portrait of the person who does it.
Autograph your work with excellence.”
~ Unknown

“When it is obvious that the goals cannot be reached,
don't adjust the goals, adjust the action steps.”
~Confucius





2012 UAEOP Professional Development Conference

A World of Opportunities

March 9 - 11, 2012

Lexington Hotel - St. George, Utah

Come journey with us to the UAEOP 2012 Conference and discover "A World of Opportunities". "Go West, young man," was the legendary advice given to young Americans living on the East Coast during the mid 19th century; the nub of the message being that untold opportunities awaited those who could harness the land's natural resources in the vast expanse of the interior and beyond. These days, the advice to seek after that world of opportunities could appropriately be aimed at Educational Office Professionals as we strive to explore the myriad possibilities for growth and development. A better world begins with YOU! With energy, drive and a spirit of collaboration, there are no limits to what we can achieve. Pack your bags and join us at a conference sure to take us out of this world – "To infinity and beyond!"

Conference Schedule

Friday, March 9, 2012

- 5:00 - 7:00 pm Executive Board Meeting/Dinner
7:00 - 8:30 pm Registration & Hospitality Room Open

Saturday, March 10, 2012

- 7:30 - 8:15 am Registration & Continental Breakfast
8:15 am Opening Session
Welcome / Introductions
Flag Ceremony / Inspiration
Greetings
UAEOP Business Meeting
9:00 am Keynote Speaker - Former Governor Olene Walker
"A World of Opportunities"
9:55 - 11:10 am Workshop - Session 1
11:20 am - 12:35 pm Workshop - Session 2
12:45 - 2:45 pm Luncheon
UAEOP Awards
Installation of 2012-2013 Officers
2:55 - 4:00 pm Group Workshop - "Close Encounters"
Drawing for Door Prizes (must be present to win)

Sunday, March 11, 2012

- 8:00 - 9:00 am Breakfast
Inspiration
9:00 - 10:30 am "Driven to Succeed"
Allie Faye Matthews, CEOE - NAEOP President

Lodging Information

When making your lodging reservations, ask for the UAEOP group rate. Reservations must be made by February 20, 2012

Lexington Hotel & Conference Center
(www.lexingtonhotels.com/property.cfm?idp=22049)
850 S Bluff Street, St. George UT 84770
1-800-457-9800

Room Rate: \$89.99/night double occupancy + tax

Check In/Out: 3:00 pm/11:00 am

UAEOP Service Project



Our service project this year will be a book drive for North Elementary School in Iron County School District (Cedar City). North Elementary has partnered with Southern Utah University as a STEM (Science, Technology, Education, Mathematics) school and is in need of non-fiction books that focus on these areas. We invite you to drop off new or gently used books in a designated box during the conference. We will also have envelopes for those that want to make a monetary donation. Anyone who donates will receive a chance at winning a great prize.

Conference Workshop Session Information

Keynote Speaker

Former Utah Governor Olene Walker ~ "A World of Opportunities"



Olene Smith Walker was sworn in as Utah's fifteenth governor and first female governor in 2003. Prior to that she served for over ten years as lieutenant governor where she spearheaded many initiatives including education, volunteerism, healthcare and workforce development. She chaired the Healthcare Policy Task Force which created the CHIP program giving Utah's low income children healthcare. She headed the Workforce Task Force that created the Department of Workforce Development. She helped establish Volunteer Commissions throughout the state and started the Lieutenant Governor's art show at the Capitol. During this time she served as Chair of the National Association of Lieutenant Governors and also as President of the National Association of Secretaries of State.

Olene served in the Legislature in the 1980's where she served in leadership as assistant Majority Whip and Majority Whip. She is best known as sponsoring the legislation that established the "Rainy Day Fund". As Governor, Olene established fourteen initiatives including literacy, tax reform, interoperability of technology, resolution of public lands, watershed environmental enhancement and economic development through universities and colleges working together to create high paying jobs. She had a strong desire to prove that a woman could be a capable governor. She started the Salt Lake School District's Education Foundation and served as Executive Director and was Director of Community Development for the State of Utah prior to being elected Lieutenant Governor.

Olene received her Bachelor's, Master's and Doctorate from Brigham Young University, Stanford University and the University of Utah respectively. She is married to J. Myron Walker has seven children, twenty-five grandchildren and seventeen great grandchildren.

Former Utah Governor Olene Walker urged Utah adults to improve the quality of education in the state by reading with a child each day for 20 minutes. "Good education demands not only adequate public funding, but personal investment of time. Nothing would improve the education quality in our state more than having every adult read with a child for 20 minutes every day. I call on each of you to spend the most important 20 minutes of your day reading with a child. It's also rewarding for an adult."

Saturday Workshop Sessions: (choose two)

Our workshops are sure to boost your ability to discover the world of opportunities which is out there for each of us. We have so many choices in life (and at our conference) with how we will access the universe of information out there. Climb aboard as we take flight! "Live Long and Prosper."

"Help me Obi-Wan Kenobi. You're my only hope."

~ presented by Paula Bosgeiter

The Force will be with us as we strive to improve our customer service to both internal and external customers. The public opinion of your school or office depends on your competence, courtesy, warmth, and interest. Let it be said of you, "The Force is strong with this one."

"Houston We Have a Problem."

~ presented by LuAnne Forrest

We have all dealt with the opportunities presented to us by angry people. Do we choose to get angry ourselves, or do we truly listen? Do we discount the person's concerns or do we try to understand? Are we judgmental or do we search for common ground? With a little practice we may soon begin to comprehend what this astronaut was trying to teach: "We came all this way to explore the moon, and the most important thing is that we discovered the earth."



Saturday Workshop Sessions (cont.): (choose two)

“Space – The Final Frontier.”

Is “space” an unheard of commodity in your office? Maybe we could unload a ship-full of Tribbles before they create more trouble. Learn how to prioritize and organize as we work with more confidence and ability to attain more opportunities in our careers. “Beam me up, Scotty.”

“Meditate on this, I will.”

~ presented by Lucy Bateman

Learn how to catch the grammar mistakes that can hurt your credibility by attending this high-energy training. A refresher on the basics of business English. As Yoda said, “Much to learn, you still have.”

“Second star to the right . . . and straight on ‘til morning.”

~ presented by Roxane Siggard, CEOE

What a wonderful opportunity we have to be able to participate in PSP. Smooth sailing will be yours as you come to understand this program and put its components into practice. Neil Armstrong said it best, “That’s one small step for a man; one giant leap for mankind.”

Saturday Group Workshop

Close Encounters

~ presented by Danielle Kitchen & Sherry Wilson, CEOE

Join us for this fun, interactive/intergalactic workshop that’s designed to enhance your discussion, facilitation, problem solving, team work, communication, interpersonal, and “take me to your leader”-ship skills along with giving you increased awareness of the contribution of others, benefitting you not only on a professional level but on a personal level as well. Then, you too can say, “I am completely operational, and all my circuits are functioning perfectly.”

Guest Speaker

Allie Faye Matthews, CEOE, NAEOP President ~ “Driven to Succeed”



Allie Faye Matthews is currently the sole Risk Management Specialist for Sunnyside Unified School District and has served as the Liability/Worker Compensation Claims manager for 25 years. During her tenure, the district has received numerous awards recognizing their achievement in safety. Employed in various positions throughout her 36 years at Sunnyside, some of her positions have included office assistant, clerk typist and administrative secretary.

Allie is the Immediate Past President of the Sunnyside Educational Office Professionals Association. She is also a member of the Arizona Educational Office Professionals Association, serving two terms as President. She has been a member of the National Association of Educational Office Professionals (NAEOP) for 30 years, serving on numerous committees. In NAEOP elected capacities, Allie has served as the Southwest Area Director, Vice President, President Elect and is currently the president of NAEOP. She has earned the distinction of Certified Educational Office Employee (CEOE), by completing college required courses.

Loving volunteer services, Allie also serves as the corresponding secretary to the Tucson Chapter of Compassionate Friends, an organization who works with grieving parents after the death of their child. Allie has two children, one grandchild, and a devoted husband of 37 years and enjoys traveling, movies, reading, and anything chocolate!

Ways & Means

submitted by Marlene Wilson, CEOE, Treasurer

Every year at conference we raise funds so that UAEOP can provide services to the members. Various associations donate baskets. You can buy a ticket/candy for \$1 or 6 tickets/candy for \$5. Then choose which basket or baskets you want to try to win by dropping your ticket in. We also have the “Half and Half” drawing where half of the money donated goes toward our Scholarship Fund and the other half goes to you – if you have the winning ticket!





2012 UAEOP Professional Development Conference

A World of Opportunities

March 9 - 11, 2012

Lexington Hotel - St. George, Utah

Name _____

Home Address _____

Home Phone _____ Work Phone _____

Work Location/District _____

Work Address _____

E-mail Address _____

Are you a member of UAEOP? Yes No Have you attended a UAEOP Conference before? Yes No

**Registration – Due by February 10, 2012 – Get your registration in today!
No Refunds will be given after February 24, 2012**

Conference (<i>includes Saturday sessions, breakfast & lunch and Sunday breakfast</i>)		
Member (UAEOP & USEA)	\$85.00	\$ _____
Non-member	\$105.00	\$ _____
Saturday Conference only (<i>includes breakfast & lunch</i>)	\$70.00	\$ _____
Late Fee (postmarked after February 10, 2012)	\$10.00	\$ _____
UAEOP Annual Membership Dues (optional)	\$15.00	\$ _____
<i>(Complete the membership form on the following page when including membership fee)</i>		
TOTAL ENCLOSED		\$ _____

Saturday Conference Sessions

(circle two)

Help me Obi-Wan Kenobi. You're my only hope.

Houston We Have a Problem.

Space – The Final Frontier.

Meditate on this, I will.

Second star to the right . . . and straight on 'til morning.



Make check payable to:
UAEOP

Mail Registration to:
Vicki Coon

c/o Canyons School District
9150 South 500 West, Sandy, UT 84070

Save the Date & Deadlines:

January 15, 2012	PSP Filing Date
January 21, 2012	UAEOP Board Meeting, Canyons School District
January 31, 2012	Scholarship Applications Due
March 1, 2012	BuzzLine, Spring Issue Articles Due
March 9, 2012	UAEOP Board Meeting, St. George, UT
March 9 - 11, 2012	UAEOP Annual Conference, St. George, UT
April 20 - 22, 2012	NAEOP Spring Institute, Rogers, AR
July 9 - 12, 2012	NAEOP Annual Conference, Costa Mesa, CA
July 21 - 25, 2013	NAEOP Annual Conference, Alexandria, VA

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 Vicki Coon at vicki.coon@canyondistrict.org.

Happy Birthday to You!

Happy Birthday to the following UAEOP Members:

Janice Richardson - January 2
Granite School District

Patsy Nielson - January 3
CUES

Sharon Ryle - January 6
Uintah School District

Midge Treglown - January 7
Granite School District

Janene Hixson - January 9
Granite School District

Cathy Woolsey - January 11
Garfield School District

Melanie Mitchell - January 13
South Summit School District

Jo Potter - January 14
Granite School District

Marilyn Smith - January 18
Jordan School District

Donna Spade - January 20
Jordan School District

Laura Decker - January 28
Ogden School District

Ginger Torres - January 28
Grand School District

Deann Jensen - February 4
Granite School District

Sally Forman - February 20
Jordan School District

Teresa Himmelberger - February 21
Granite School District

Joyce Egbert - March 1
Jordan School District

Cathy Eberle - March 5
New York City

Heidi Hodgkinson - March 8
Canyons School District

Melanie Miller - March 8
Ogden School District

Mary Meyers - March 10
Granite School District

Denise McDougal - March 16
Murray School District

Patti Sanchez - March 17
Sevier School District

Vickie Burrow - March 20
Granite School District

Kathy Goodfellow - March 21
Granite School District

Sue Cook - March 24
Grand School District

Dixie Parks - March 25
Retired

Anne Bailey - March 26
Jordan School District

Marilyn Twitchell - April 1
Garfield School District



Debra Kaye Rackley - April 4
Jordan School District

Shawna Nay - April 6
Granite School District

Judy Anderson - April 7
Murray School District

Lillian Sweet - April 7
Park City School District

Karine Simper - April 9
Uintah School District

Paula Everill - April 16
Jordan School District

Deborah Sanderson - April 17
Jordan School District

Susan Burns - April 19
Canyons School District

Debra Schmidt - April 19
Jordan School District

Sally McKee - April 21
Canyons School District

Mary Hardy - April 23
Canyons School District

Gail Dawson - April 30
Granite School District

Staying Positive in the Office

from Joseph G. Pelizza, P.T. www.pelizza.com



Staying positive can be hard in today's work, but here's one small way to work a little positivity in your daily routine. Each day, before you sit down to work, grab a small piece of paper and write a nice thought down about someone you work with. Later, when you see that person, work your positive thought into your conversation. It's a small way of making the world just a little nicer, and it just takes a minute to plan and a short time to deliver.

Is Your Name on the List?

The following is a list of current UAEOP members. If your name is on the list, we thank you for being a member of UAEOP. If you think it should be or you want it to be, please contact us, we'd love to have you join us.



Karla Allen	Diane Bybee	Cindy Hair	Mary Meyers	DoriLynn Roberts	Debi Tuttle
Pauline Alles	Kaye Cherrington	Krystine Hancock	Melanie Miller	Darlene Robinson	Lyla Tuttle
Judy Anderson	Sue Collins	Amanda Hansen	JoAnn Monroe	Sharon Ryle	Marilyn Twitchell
Doris Arko	Sue Cook	Patti Ann Harris	Shawna Nay	Patti Sanchez	Jana Varney
Shelly Axtell	Vicki Coon	Joan Harry	Janene Nelson	Deborah Sanderson	Beverly Vowell
Shirley Ayrtton	LeeAnn Christensen	Sandra Hash	Ruth Ann Nelson	Debra Schmidt	Megan Whitmire
Anne Bailey	Kellie Davis	Denise Haycock	Patsy Nielson	Lola Searle	Marlene Wilson
Stacey Banks	Laura Decker	Carol Hermansen	Linda Oaks	Marilyn Smith	Sherry Wilson
Mary Barger	Joyce Egbert	Teresa Himmelberger	Darlene Olson	Merrie Jo Smith	Cathy Woolsey
Shela Barker	JoLene Ellertson	Heidi Hodgkinson	Gay Lynn Osness	Dixie Sperry	JanaCai Zigich-Cox
Lucy Bateman	Carol Ericson	Teri Hodgkinson	Jen Ostergaard	Susan Stebel	
Colleen Boggess	Paula Everill	Lu Holt	Dixie Parks	Lillian Sweet	
Paula Bosgieter	Sally Forman	Stacey Hunter	Lynda Phillips	Babette Tali	
Sammi Bowden	Kim Forrester	Lucinda Josie	Karen Phillips	Patricia Thompson	
Jackie Bradshaw	Arlene Fors	Danielle Kitchen	Pam Posey	Lori Todd	
Arlene Brewer	Judy Gagnier	Dorothy McConkie	Jo Potter	Ginger Torres	
Cheryl Brown	Kathy Goodfellow	Denise McDougal	Debra Kaye Rackley	Midge Treglown	
Joyce Bullock	Charlotte Graham	JoAnn Merkley	Mardi Reber	Nadine Troxel	
Linda Burnside	Suzette Green	Julie Merrick	Jan Richardson	Dawna Troyer	

Welcome New Member

Vickie Burrow, Granite School District

If you have changed offices, addresses, districts, phone numbers, or email addresses, please send your new information to Vicki Coon at vicki.coon@canyonsdistrict.org so that our mailing lists are up to date.

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: Vicki Coon, UAEOP Vice President
Canyons School District, 9150 South 500 West, Sandy, UT 84070**

2011-2012 UAEOP Board

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work: 385-646-4906
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Vicki Coon, Vice President

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Midge Treglown, CEOE, Bylaws

UAEOP Board, 2012 Conference

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Danielle Kitchen, Historian

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Mary Barger, Region VI Chair

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Pat Thompson, Region VIII Chair

Lyla Tuttle, Region X Chair

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Lucinda Josie, Region XI Chair

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Paula Bosgieter, Scholarships

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Marlene Wilson, CEOE

Ways and Means

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JoAnn Monroe

Sherry Wilson, CEOE

Patti Sanchez

Sue Cook

Beverly Vowell, CEOE

Midge Treglown, CEOE

Judy Anderson, CEOE

Dixie Sperry, CEOE

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, Granite School District, 2500 South State Street, Salt Lake City, Utah 84115-3110
slwilson@graniteschools.org

Thought of the Month:

"It is not enough to simply teach children to read; we have to give them something worth reading. Something that will stretch their imaginations--something that will help them make sense of their own lives and encourage them to reach out toward people whose lives are quite different from their own."

~ Katherine Patterson

