

## Driven to Succeed



Danielle Kitchen  
UAEOP President

I recently read an article about becoming workplace leader without the official authority. In an office setting, often times the office professional is considered “the boss” even though technically they are not. The following are four tips to show your potential and get noticed as a leader even if you have no official authority at work.

**Build Positive Relationships with Your Colleagues and Customers ~**

Focus on providing superior service when dealing with patrons. Develop your interpersonal relationships in the office by being generous with praise for their work. Help others look good.

**Look for Leadership Possibilities Beyond Your Official Role ~** Demonstrate your leadership potential by volunteering for new initiatives that don’t fall under the supervision of any particular person. Volunteer to organize an event such as a conference or social event.

**Ask for What you Want ~** If you are eager to take on additional responsibilities, don’t just sit there waiting for it to happen on its own – ask. Make it clear when

you want more responsibility, and show what you are capable of.

**Manage Up ~** Focus on doing whatever you can to make your supervisor’s job easier. Be proactive about what your supervisor needs.

Psychologists developed a set of dimensions that are used to define the human personality, everyone falls somewhere on the scale for each trait. Not all leaders behave in similar ways, however a number of studies have found similarities in how they rank on the “Big 5” personality scale. Consider the strategies below for developing your own leadership qualities.

- **Need for stability, negative emotionally, neuroticism ~** Leaders are typically found to be resilient; that is, they aren’t easily fazed by stressful situations. Focus on learning to become comfortable in new or chaotic situations in the workplace to become the “rock” that others can depend on.
- **Extraversion, positive emotionally, sociability ~** Rather than isolating themselves from others, natural leaders tend to be highly sociable and eager to talk to anyone in the workplace. Expand your social horizons by having lunch with some co-workers you haven’t spent much time with before.
- **Originality, openness, imagination ~** Leaders are highly original, creative thinkers. Instead of simply following the accepted method of doing something, spend time thinking about how you might improve some existing workplace processes.
- **Agreeableness, accommodation, adaptability ~** Generally, leaders aren’t that agreeable – that is, they won’t simply do something because someone tells them to if they have other ideas. Don’t be argumentative for no reason, but if you have a firm opinion, don’t be afraid to express it.
- **Consolidation, conscientiousness, will to achieve, goal-oriented ~** Leaders, by their nature, are heavily focused on a goal, and will not let outside circumstances distract them. If you’re working on a major project that could help you advance in the workplace, consider putting your social life on the back burner until the project is complete.



I invite you to join us at our annual conference March 15 & 16 at the Granite Education Center. Whether you are building your leadership skills, earning your PSP or gaining more knowledge...there is something for everyone.

### 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)

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## Buzzing Around Utah

### UAEOP Executive Board Meeting



The UAEOP Board Meeting was held at the Ogden School District offices on October 6, 2012. The focus of the meeting was the upcoming UAEOP conference. Officers and committee chairmen gave their reports. Membership stands at 84.

Board meetings are open to all members. The next board meeting will be January 26, 2013 at Canyons School District. If you would like to attend, contact Danielle Kitchen at [dfkitchen@graniteschools.org](mailto:dfkitchen@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](http://www.uaeop.org) then click on Awards.



## Utah AÆOP PSP Recipients

*Submitted by Marlene Wilson, CEOE, PSP Chairman*

The following Utah AÆOP members have earned a Professional Standards Program (PSP) certificate from the National AÆOP. 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, Marlene Wilson (435-793-2135 x100, [mwilson@richschool.org](mailto:mwilson@richschool.org)) for help getting started.

### Associate Professional

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

### CEOE

Judy Anderson, Murray  
Shawanna Nay, Granite  
Gay Lynn Osness, Granite  
Joanne Potter, Granite  
Dixie Sperry, Retired  
Midge Treglown, Granite

Beverly Vowell, Retired  
Marlene Wilson, Rich  
Sherry Wilson, Granite

### Bachelor

Kathy Goodfellow, Granite

## NAÆOP Institute

*Submitted by Sherry Wilson, CEOE, Institute Co-Chairman*

"Are you alive with excitement about your work? Are you doing what you love? Light yourself on fire" author Glenn Van Ekeren encourages in *12 Simple Secrets of Happiness at Work*. He says we need to "become a passionate, self-igniting morale arsonist rather than operating on the erroneous assumption that someone else will make your job more exciting or more challenging." We'll find out if your "coals are smoldering" or if your "flames are hot and high" at the NAEOP Institute, October 11-13, 2013.

Detailed information will be coming in future AÆOP publications.



Also, save your change for our fundraiser. UAEOP members who attend the institute will benefit from the fundraiser. We'll collect it at board meetings and the UAEOP conference. If you have any other questions, please contact the Institute Co-chairmen:  
Sherry Wilson, CEOE ([slwilson@graniteschools.org](mailto:slwilson@graniteschools.org); 385.646.4302)  
or  
Kathy Goodfellow ([kgoodfellow@graniteschools.org](mailto:kgoodfellow@graniteschools.org); 385.646.4523)

## 2013 NAEOP Conference



### "A CAPITOL AFFAIR"

Alexandria, Virginia is the site of the 2013 NAEOP Annual Conference and Institute. Please mark July 22-26, 2013 on your calendars NOW and plan to attend. The Mid-Atlantic area states (Delaware, DC, Maryland, North Carolina, South Carolina, Virginia & West Virginia) are hosting this conference.

Here's what you'll miss if you don't attend this NAEOP conference...fabulous speakers, multiple professional development opportunities, friendship, encouragement, rejuvenation and caring.

The hotel is the Hilton Alexandria Mark Center Hotel, 5000 Seminary Rd, Alexandria, Virginia, 22311, 703.845.2617. Rates \$139+tax single/double, \$150+tax triple, \$179+tax quad occupancy. Complimentary shuttle to Reagan/Washington National Airport, Old Town Alexandria, Pentagon City Mall and the Metro Station.

Order your commemorative sweater for those cool evenings and meeting rooms at the conference. The NAEOP 2013 Conference Sweater is a white long sleeve button down sweater (95% cotton and 5% spandex) with an American flag logo on the left front. All sizes are \$30. Add \$5 shipping costs for each shirt ordered. Available in sizes: XS, S, M, L, XL, 2XL, 3XL or 4XL. See the website below for order information.



More information on the events will be coming soon or check out the website [www.mid-atlanticarea.com](http://www.mid-atlanticarea.com).

## PSP - Professional Standards Program

*Submitted by Marlene Wilson, CEOE, NAEOP Liaison*

In the Summer issue, I said I wanted to see each of you receive your PSP certificate. You probably already have much of what it takes. So in this issue we'll discuss the education requirement.

### Part I - Education

Gather all your information - transcripts, training and inservice certificates - since you graduated from high school and add them up - you might already have the education part of your PSP certificate. Two options are available for meeting education requirements for Basic, Associate Professional, Advanced I, Advanced II, and Advanced III certificates.

Education courses must be a minimum of 30 classroom hours for a total of 60 hours, three CEUs, two semester credit hours or three-quarter credit hours. A maximum of three courses in related subject matter may be combined to equal required 30 classroom clock hours.

1 CEU = 10 classroom clock hours

1 semester credit hour = 15 classroom clock hours

1 quarter credit hour = 10 classroom clock hours

Courses must be documented by an official sealed college transcript or a signed certificate of completion from the granting institution. For other than transcripts, the certificates must include authorized signature, name of course, date(s) and total number of clock hours completed, or an official course description stating such attached to the certificate.

#### Option I - can be met by any one or a combination of the following:

1. Adult Education
2. Continuing Education Units (CEU)
3. Inservice Courses
4. College-Level Examination Program (CLEP)
5. Business College
6. Colleges and Universities
7. Institutes - two 15-hour NAEOP Institute courses may be used to meet one 30-classroom clock hour course.
8. Internet Courses

#### Option II - College Credit Only

1. Colleges and Universities - Educational institution must be approved by a professional accrediting body.
2. Official Transcripts - must submit official transcripts

A great opportunity to receive education credit will be October 11-13, 2013, when the NAEOP Institute will be held at the Granite Education Center/Little America in Salt Lake City. If you have more questions, look at the PSP Workbook on NAEOP at <http://www.naeop.org/psp/psbook.pdf> or call me at 435-793-2135 x100 or email me at [mwilson@richschool.org](mailto:mwilson@richschool.org). Together we can get your PSP!

## Bits & Pieces

Submitted by Sherry Wilson, CEOE, Public Relations Chair

### Wellness: a cure for monkey mind

From Martha Stewart Living magazine/www.marthastewart.com

If you've ever felt overwhelmed by how quickly your brain jumps from one thought to the next ("I want chicken for dinner – I like her shoes – My head hurts") you're not alone. Buddhists have a name for the phenomenon: monkey mind, a reference to primates rapidly swinging from tree to tree. These thought patterns can be particularly annoying at bedtime, making it difficult to drift off. To quiet the mental chatter, Robert Puff, a psychologist in Newport Beach, California, recommends practicing this simple meditation technique for 20 minutes before hitting the hay.

#### **SIT**

Find a quiet space where you can relax. Sit upright in a comfortable chair or on a floor cushion.

#### **BREATHE**

Close your eyes and breathe. On each inhale, say to yourself, "I am."  
On the exhale, say "peaceful."

#### **REPEAT**

When your mind wanders, don't get frustrated. Breathe, and use the "I am peaceful" phrase to refocus.

### Powering Up With Good Food

From OfficePro Magazine/www.iaap-hq.org

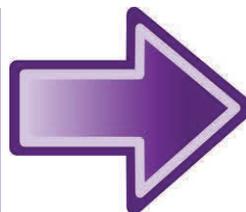
The right lunch can make all the difference at work. Happy and healthy employees tend to be more productive. Wellness experts suggest the following five tasty foods as a way to increase heart health, lower blood pressure and the risk of cancer and improve memory and concentration.

Walnuts ~~~ Dark chocolate ~~~ Blueberries ~~~ Green tea ~~~ Popcorn

### Got Tablet Neck?

From Health Magazine/www.health.com

The problem: The typical hunched-over posture we assume when using a desktop computer or laptop gets worse when we're on an iPad or other tablet, a recent study suggests. In addition to neck strain, this could put users at risk of aches and pains in the forearm and wrists, says lead author Jack Dennerlein, PhD, director of the occupational biomechanics and ergonomics laboratory at Harvard School of Public Health.



The advice:  
Get a sturdy case that props the screen up so you're not bent over it, and switch the hand holding the tablet.

### All Soaked Up

From World Ark Magazine/www.heifer.org

Fixing leaky faucets and taking shorter showers will certainly help a bit, but you might be surprised to discover the other ways we're draining our water supply.



- ◆ "Dry goods" is a misnomer considering that it takes 713 gallons to produce a single T-shirt.
- ◆ Your shoes are already wet. Half a pound of leather requires 1,096 gallons to produce.
- ◆ A pound of beef requires 1,799 gallons of water to produce, meaning a burger weighs in at 660 gallons.
- ◆ A pound of chicken requires 468 gallons of water to produce, and eggs require about 53 gallons each.
- ◆ Splurging on chocolate for dessert costs a hefty 3,170 gallons of water per pound. Save your teeth and some water by choosing apples and oranges, which take less than 20 gallons each.

### Can You Pass the Citizenship Test?

From Parade Magazine

Justice Sandra Day O'Connor is leading the charge to teach our kids civics, and it can't happen soon enough; More Americans can name the Three Stooges than can name the three branches of government, according to a Zogby International poll. How much do you know about our government? Find out by taking the civics test at [Parade.com/citizenship](http://Parade.com/citizenship).



## 2013 UAEOP Professional Development Conference

# *Driven to Succeed*

March 15 - 16, 2013

Granite Education Center - Salt Lake City, Utah

### **Ladies & Gentlemen ~ Start Your Engines!**

Plan on joining the race to the UAEOP conference held on Friday & Saturday, March 15 & 16, 2013, at the Granite Education Center in Salt Lake City, Utah. You will be *Driven to Succeed* as you attend workshops that will act as your pit crew to avoid burn out. You'll gather momentum as you race to learn more about the tools that will make you the Champion of Success! The Grand Prix keynote speaker will turbo-charge you to strive to attain your goals with the proper fuel. So put the petal-to-the-metal and avoid a collision course by connecting with us for the ride of a lifetime.

## Conference Schedule

### Friday, March 15, 2013

- 11:30 am - 1:30 pm Executive Board Meeting/Lunch
- 1:45 - 3:15 pm Registration / Vendor Visits
- 3:30 - 5:00 pm Pre Conference Workshop  
"Avoiding Burn Out"
- 5:00 pm Dinner/Evening on your Own

### Saturday, March 16, 2013

- 7:30 - 8:00 am Registration & Continental Breakfast
- 8:00 - 8:45 am Opening Session  
Welcome / Introductions  
Flag Ceremony  
Inspiration  
Greetings  
UAEOP Business Meeting
- 8:45 - 9:45 am Keynote Speaker - Brad Barton  
"Driven to Succeed"
- 9:55 - 11:10 am Workshop - Session 1  
"Laws of the Land"  
"Social Media - Off to a Good Start"  
"Google Goggles"  
"Go Mobile"
- 11:20 am - 12:35 pm Workshop - Session 2  
Repeat of Session 1
- 12:45 - 2:45 pm Luncheon  
UAEOP Awards  
Installation of 2013-2014 Officers  
Basket & 50/50 Drawing
- 2:55 - 4:00 pm Group Workshop  
"Tune it Up"

## Keynote Speaker

### **Brad Barton ~ "Driven to Succeed"**



What if everyone in your organization realized that every problem – no matter how apparently disastrous – is the very opportunity for growth. Brad reveals common misperceptions that create the illusion of disaster – where there is none!

Brad Barton is a nationally recognized Certified Speaking Professional (CSP), his keynote will be full of fresh perception, practical tools, and inspirational magic. For the past decade he has been inspiring the likes of Kimberly Clark, State Farm, Kroger, Mayo Clinic, Subway, Department of Defense, NASA and even the IRS.

Brad is past president of the Mountain West Chapter of the National Speakers Association and is an award-winning member of the International Brotherhood of Magicians. He authored the book *Beyond Illusions*, (Executive Books, 2007), inviting readers to look beyond their illusions with the power of positive perception and find the real magic that is in us.

This NCAA All-American athlete was ranked internationally in the 3000 m Steeplechase and named Weber State University Athlete of the Year. He was a US Olympic trials qualifier and an NCAA Academic All-American. He resides in Ogden, Utah with his wife of 21 years and their six children.

Brad can float a card in mid-air, rip a newspaper to shreds and put it back together with his bare hands...but his best trick is revealing our power to move through our illusions by recognizing them for what they are – and create real magic!

## Lodging Information



When making your lodging reservations, ask for the UAEOP group rate. Reservations must be made by February 15, 2013

Ramada Inn ([www.ramadaskaltlake.com](http://www.ramadaskaltlake.com))  
2455 S State Street (across the street from the conference location)  
801-486-2400 or 1-866-752-7666

**Room Rate**  
\$79.00/night + tax  
double occupancy  
**Check In:** 3:00 pm  
**Check Out:** 12:00 pm

## Conference Workshop Session Information

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### Friday Pre-Conference Session:

#### **“Avoiding Burn Out”**

~ presented by Annette Brinkman & Tim Frost



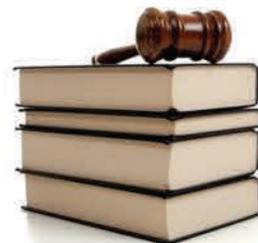
Let's face it, we all feel the wear and tear of the daily race around the track. It's no wonder that we sometimes reach our limit and experience that all-too-familiar "Burn Out". At this session we will hear from two master members of the Pit Crew as they steer us clear of that empty tank feeling. They will definitely re-fuel us to pursue the success we can all achieve.

### Saturday Workshop Sessions: (choose two)

#### **“Laws of the Land”**

~ presented by Doug Larson

As we travel through life, we first need to be alert to the Laws of the Land. There are rules and regulations that we all need to be aware of in order to be successful. Motor on over to the DMV (District Mid-Valley = Granite School District) to register your means of transportation (Yourself) for this enlightening workshop. (WARNING: This presenter moves at the speed of lightening, so join in and buckle up for a quick-paced class with a truck-load of information!)



#### **“Social Media - Off to a Good Start”**

~ presented by Ben Horsley

Don't get left in the dust – the social media boom is fully upon us. Even preschoolers are more media savvy than some of us “Tin Lizzies”. Let's get up to speed with the 21<sup>st</sup> Century and learn from an experienced traveler as we come to understand the in's and out's of communication. This is the knowledge that may very well spell the difference between coming in last place, or taking home the trophy of success!

#### **“Google Goggles”**

~ presented by Jared Covili



Everyone, put on your goggles, as we prepare to Google! Jared is a great UEN presenter who knows his way around the track in regards to all things techie and yet he has a way about getting through to the novice who possesses only a learner's permit. Your efficiency and success in your position may even depend on the skills gained in this impressive workshop. You'll soon blow the competition away as you round the corner, speed along the straightaway and be the first to pass the Flagman.

#### **“Go Mobile”**

~ presented by UEN specialist

Perhaps you're still using a landline or a beater cell phone. UEN will assist you to take a hold of the controls and guide yourself through the updated super highway of iPods, smartphones, tablets, iPads, and whatever else may be on the horizon. Sometimes you may need to chase that elusive success which is just around the bend. Stay a step (or even a lap) ahead of the others by being in-the-know with the latest technological devices. Ready, set, go!

### Saturday Group Workshop

#### **“Tune it Up”**

~ presented by Tayna Adams

Are you in need of some desperate “Body Work”? Is your chassis rusted, corroded and ready for the jalopy heap? Let our Crew Chief, Tayna, coach us as we follow her directions on how to maintain a tip-top, successful machine – YOU! Feel the invigoration as we rev our engines to maneuver at optimal performance. Don't get caught in the drag, but transform yourself into an aerodynamic, successful office professional.





**2013 UAEOP Professional Development Conference**

*Driven to Succeed*

March 15 - 16, 2013

Granite Education Center - Salt Lake City, Utah

Name \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Work Location/District \_\_\_\_\_

Work Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

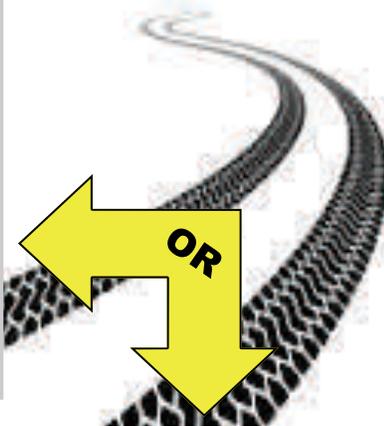
Are you a member of UAEOP? Yes No      Have you attended a UAEOP Conference before? Yes No

**Registration – Due by February 15, 2013 – Get your registration in today!  
No Refunds will be given after March 1, 2013**

**Conference Registration**

(includes Friday & Saturday sessions and Saturday breakfast & lunch)

Member (UAEOP & USEA)	\$85.00	\$ _____
Non-member	\$105.00	\$ _____
Late Fee <small>(postmarked after February 15, 2013)</small>	\$10.00	\$ _____
UAEOP Membership Dues (optional) <small>(Complete the membership form on page 9 when including membership fee)</small>	\$15.00	\$ _____
<b>TOTAL ENCLOSED</b>		\$ _____



**Conference Workshops**

*(circle two)*

- Laws of the Land
- Social Media - Off to a Good Start
- Google Goggles
- Go Mobile

Pre Conference Session (Friday only)	\$15.00	\$ _____
Conference Sessions (Saturday only)		
Member (UAEOP & USEA)	\$70.00	\$ _____
Non-member	\$90.00	\$ _____
Late Fee <small>(postmarked after February 15, 2013)</small>	\$10.00	\$ _____
UAEOP Membership Dues (optional) <small>(Complete the membership form on the following page when including membership fee)</small>	\$15.00	\$ _____
<b>TOTAL ENCLOSED</b>		\$ _____

**Make check payable to:**

UAEOP

**Mail Registration to:**

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

## UAEOP Service Project



Our service project this year will be a food drive for the Utah Food Bank. We invite you to bring your non perishable food items to the conference. We will also have envelopes for those that want to make a monetary donation. Anyone who donates will be entered into a prize drawing.

## Ways & Means

*submitted by Jana Varney, Treasurer*

We have an amazing "way" to get our "means"!!! At our annual conference there are several baskets that have been donated to UAEOP just for this purpose. At conference you can buy a ticket/candy for \$1.00 OR 6 tickets/candy for \$5.00. Drop your ticket or tickets into the bag in front of the basket that you hope to take home. We also have a "ways" and "means" to fund our Scholarship program. You may purchase a "Half and Half" ticket for the drawing, if you are holding the lucky ticket half of the donated money is yours. See you at conference with your dollars!!!!



"When I was a boy and I would see scary things in the news, my mother would say to me,

'Look for the helpers.

You will always find people who are helping.'

To this day, especially in times of 'disaster,' I remember my mother's words, and I am always comforted by realizing that there are still so many caring people in this world."

*~ Mister Rogers*



# NATIONAL WEAR RED DAY<sup>®</sup> FEB. 01. 2013

*submitted by Sherry Wilson, CEOE, Public Relations*

In 2003, the American Heart Association faced a challenge; Cardiovascular disease claimed the lives of nearly 500,000 American women each year, yet women were not paying attention. In fact, many even dismissed it as an "older man's disease." To dispel these myths of heart disease as the No. 1 killer of women, the American Heart Association, along with the National Heart, Lung and Blood Institute created National Wear Red Day<sup>®</sup> to raise awareness of this critical issue. Each year, on the first Friday in February, millions of women and men come together to wear red, take action and commit to fighting this deadly disease.

One year later, in 2004, the AHA also created Go Red For Women - a passionate, emotional, social initiative designed to empower women to take charge of their heart health as well as band together and collectively wipe out heart disease. It challenges women to know their risk for heart disease and use the tools that that Go Red For Women provides to take action to reduce their personal risk.

Funds raised by Go Red For Women allow the American Heart Association to help women by offering educational programs, increase women's understanding about their risk for heart disease and support research to discover scientific knowledge about heart health. We turn science into materials and tools that healthcare providers and decision-makers can use to help women. Scientific guidelines on women and healthcare providers receive the most up-to-date strategies and treatments tailored to a woman's individual risk.

Since the first National Wear Red Day 10 years ago, tremendous strides have been made in the fight against heart disease in women, including:

- ~ 21% fewer women dying from heart disease,
- ~ 23% more women aware that it's their No. 1 health threat,
- ~ Publishing of gender-specific results, established differences in symptoms and responses to medications and women-specific guidelines for prevention and treatment,
- ~ Legislation to help end gender disparities.

But the fight is far from over as still hundreds of thousands of women still die each year. It's time to stand stronger, speak louder and join us in the fight this National Wear Red Day.

It's time to Go Red. Join us - <http://www.goredforwomen.org/wearredday/index.html>.

## Save the Date & Deadlines:

January 15, 2013 PSP Filing Date  
 January 26, 2013 UAEOP Board Meeting, Canyons School District  
 January 31, 2013 Scholarship Applications Due  
 March 1, 2013 BuzzLine, Spring Issue Articles Due  
 March 15, 2013 UAEOP Board Meeting, Salt Lake City, UT  
 March 15-16, 2013 UAEOP Annual Conference, Salt Lake City, UT  
 July 21-25, 2013 NAEOP Annual Conference, Alexandria, VA  
 October 11-13, 2013 NAEOP Institute, Salt Lake City, UT

## 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 Vicki Coon at [vicki.coon@canyondistrict.org](mailto:vicki.coon@canyondistrict.org).

## Happy Birthday to You!

Happy Birthday to the following UAEOP Members:

**Patsy Nielson - January 3**  
*CUES*

**Cathy Eberle - March 5**  
*New York City*

**Midge Treglown - January 7**  
*Granite School District*

**Melanie Miller - March 8**  
*Ogden School District*

**Jo Potter - January 14**  
*Granite School District*

**Mary Meyers - March 10**  
*Granite School District*

**Marilyn Smith - January 18**  
*Jordan School District*

**Patti Sanchez - March 17**  
*Sevier School District*

**Natalie Yates - January 23**  
*Granite School District*

**Vickie Burrow - March 20**  
*Granite School District*

**Joyce Egbert - March 1**  
*Jordan School District*

**Kathy Goodfellow - March 21**  
*Granite School District*

**Sue Cook - March 24**  
*Grand School District*

**Janet Rasband - April 20**  
*Wasatch School District*

**Shawna Nay - April 6**  
*Granite School District*

**Sally McKee - April 21**  
*Canyons School District*

**Judy Anderson - April 7**  
*Murray School District*

**Debra Schmidt - April 19**  
*Jordan 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: Vicki Coon, UAEOP Vice President  
 Canyons School District, 9150 South 500 West, Sandy, UT 84070**

## 2012-2013 UAEOP Board



**President - Danielle Kitchen**  
home: 801-446-8239  
work: 385-646-4525  
dfkitchen@graniteschools.org

**Vice President - Vicki Coon**  
vicki.coon@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

**Ex-officio - Mary Meyers**  
mcmeyers@graniteschools.org

### Committee Assignments

**Awards - Charlotte Graham**  
charlotte.graham@canyonsdistrict.org

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

**Continuing Education - TBD**

**Historian - Annette Hancock**  
hancocka@ogdensd.org

**Legislative - Midge Treglown, CEOE**  
mctreglown@graniteschools.org

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

**Membership - Vicki Coon**  
**NAEOP 2013 Institutue - 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 - Paula Bosgieter**  
**Ways & Means - Jana Varney**  
**Website - Polly Alles**  
polly.alles@canyonsdistrict.org

### Region Representatives

**Arlene Brewer, Region I Chair**  
brewera@ogdensd.org

**Shirley Ayrton, Region II Chair**  
smayrton@graniteschools.org

**Karla Allen, Region III Chair**  
kallen@richschool.org

**Stacey Banks, Region IV Chair**  
stacey.banks@canyonsdistrict.org

**Lyla Tuttle, Region V Chair**  
ltuttle@hmsk12.org

**Patsy Nielson, Region VI Chair**  
patsy.nielson@cues.k12.ut.us

**Dixie Sperry, CEOE, Region VII Chair**  
dixiesper2@yahoo.com

### Past Presidents' Advisory

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**Patricia Thompson**  
**JoAnn Monroe**  
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**Sue Cook**  
**Beverly Vowell, CEOE**  
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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

### Thought of the Month:

*"Time is the coin of your life. It is the only coin you have, and only you can determine how it will be spent. Be careful lest you let other people spend it for you."  
~ Carl Sandburg*

