

Seize the Day



Vicki Coon
UAEOP President

What a wonderful time of the year! Offices are decked out with decorations, classrooms are buzzing with holiday activities. Concerts and programs are being performed by students giving us opportunities for celebration. Schools are preparing Sub for Santa, district offices are gathering items for sharing at this time of year. Semesters and quarters are ending for our school kids, as well as for some of us. Activities for sharing and caring!

Often we get stressed and find our energy waning as we hustle and bustle to keep up with work, family, the seasonal activities, and personal care. The following are a few fantastic ways to beat stress and help us live each day in joy:

Green People founder Charlotte Vohtz shares her top tips for beating stress this holiday...

Take time to beat stress - Simple activities such as squeezing a stress ball or popping bubble wrap, thinking of your next holiday or having a giggle all help towards reducing stress.

Take a five minute break - If you feel stressed, go outside, flick through a magazine or have a power nap.

Breathe slowly - Breathe slowly and deeply for a couple of minutes. Aim to do this several times a day to stop yourself feeling overwhelmed.

Eat a banana - Bananas boost your levels of stress-busting hormone serotonin.

Think of something funny - When you laugh, you boost levels of feel-good endorphins in your body, making for instant relaxation.

Have a good stretch - Raise your arms and stretch them over your head to relax a tense back and stiff shoulders.

Think of a happy moment - If you're feeling stressed and it's making you unhappy, focus your mind on a happy, memorable event in your life.

Hug a friend - Get support from those around you - hug a friend, cuddle your children, or kiss your partner.

Try a one-minute stress reliever - Put the tips of your fingers together, apply pressure and breathe slowly. Count to 60 and concentrate on your breathing.

Quick reminder to "Like" UAEOP on Facebook and follow us on Twitter. Great articles and tips found almost daily on our page. You will love it!

Enjoy this beautiful season of the year as you touch the lives around you at work, at home, and as you smile at the stranger in the check-out line!

Joyeux Noel (France), Merry Keshmish (Navajo), Feliz Navidad (Spanish), Melkin Yelidet Beaal (Ethiopia), Mele Kalikimaka ame Hauoli Makahiki Hou (Hawaii), and Merry Christmas!! A wonderful time of year to "Seize the Day."

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.weebly.com

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"If you want to conquer the anxiety of life, live in the moment, live in the breath."

~Amit Ray

UAEOP PSP Recipients

The following Utah office professionals have earned a Professional Standards Program (PSP) certificate from the National AEO. We'd love to see your name added to the list! You may qualify for a certificate and not even know it. Call UAEOP PSP Chairman, Marlene Wilson, CEOE (435-793-2135 x100, mwilson@richschool.org) for help getting started.

Associate Professional

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

Associate Degree

Paula Bosgieter, Ogden

Bachelor

Kathy Goodfellow, Granite

CEOE

Judy Anderson, Murray
Sandy Memales, Granite
Shawna Nay, Canyons
Gay Lynn Osnes, Granite
Joanne Potter, Granite

Dixie Sperry, Retired
Midge Treglown, Retired
Beverly Vowell, Retired
Marlene Wilson, Rich
Sherry Wilson, Granite

Advanced I

Mary Meyers, Granite

In the Hive...

Submitted by Sherry Wilson, CEOE, Editor



Last year our office celebrated National Wear Red Day® (see page 6) by eating healthy veges and cookies (yes, there is such a thing and they are tasty...if you want the recipe, email me). At the top of each hour we met at the back of our office and did one of the exercises in this link --<http://www.washingtonpost.com/wp-srv/special/health/workout-at-work/>. They only take a few minutes and it provided us an opportunity to get out of our chairs. You can also Google "workout at work" or "desk exercises" and find lots of other suggestions.

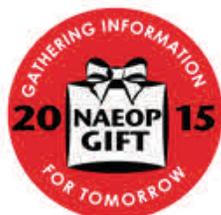
A CNN story from March 2014 entitled "Change Your Typeface and Save Money" tells of a middle school student who focused his science fair project on finding ways to cut down on the cost of printer ink. Suvir Mirchandani says the price of ink is "two times more expensive than French perfume by volume." From his analysis, he figured out that by using Garamond with its thinner strokes, his school district could reduce its ink consumption by 24%, and in turn save as much as \$21,000 annually.

I recently heard a RadioWest interview with the writer and cultural thinker Roman Krznaric, who founded the Empathy Library (empathylibrary.com). This is the "world's first online empathy collection and a treasure house for catapulting your imagination into other people's lives." It lists books (fiction, non-fiction and children's books) and films (features, documentaries and video shorts) that will "help us step into the shoes of other people and look at the world through their eyes." Mr. Krznaric has written a book called Empathy: Why It Matters, and How to Get It in which he says "our brains are wired for social connection and empathy, not apathy or self-centeredness, is at the heart of who we are." I'm looking forward to reading more about this topic.

I'm also looking forward to our annual conference in March. We're trying something new having the keynote on Friday evening. So why not invite a family member, friend, or co-worker to an early dinner and then get a boost of energy and ideas from Matt Townsend? Then come back on Saturday for some great workshops and networking. I always feel rejuvenated after attending a conference. I've heard people say they don't attend because they are so bogged down they can't do one more thing or they don't want to give up a weekend. But I think we owe it to ourselves and our health to focus on us once in a while. After all, we can't take care of everyone else, if we aren't taking care of us first.

Here's to a happy, healthy, super sparkly 2015!

Gathering Information For Tomorrow



Buffalo, New York will be the site of the 2015 NAEOP Annual Conference. Please mark **July 22-25, 2015** on your calendars *NOW* and plan to attend. The Northeast Area members are hosting this conference.

If you have attended a prior NAEOP conference, you will notice that the conference is scheduled for four days – Wednesday through Saturday – which is one day shorter than in the past. However, you will still be experiencing the fabulous speakers, multiple professional development opportunities, friendship, encouragement, rejuvenation and caring that is always encountered at a NAEOP event.

Discover the "City of Lights" from the Hyatt Regency Buffalo. This downtown hotel, located in the heart of the theatre and entertainment districts, lets you easily explore all the attractions of this vibrant metropolitan area, once known as the "Gateway to the West". The hotel is located at 300 Pearl Street, phone 716.856.1234 (rates: \$149)

More information available at naeop.org.



2015 UAEOP Professional Development Conference

Seize the Day

March 13 - 14, 2015

Corner Canyon High School

12943 South 700 East, Draper Utah

Conference Schedule

Friday, March 13, 2015

3:00 - 4:30 pm Executive Board Meeting
 5:45 pm Registration
 Basket & 50/50 Ticket Sales
 6:30 - 8:30 pm Welcome & Introductions
 Keynote Speaker - Matt Townsend
 "Seize the Day"
 Following Matt's presentation, CD & Books will be available for purchase.

Saturday, March 14, 2015

7:45 - 8:10 am Registration & Continental Breakfast
 Basket & 50/50 Ticket Sales
 8:15 am Opening Session
 Welcome / Introductions
 Flag Ceremony / Inspiration
 Greetings
 UAEOP Business Meeting
 9:10 - 10:40 am Workshop - Session 1
 10:50 am - 12:10 pm Workshop - Session 2
 12:20 - 1:50 pm Luncheon
 UAEOP Awards
 UAEOP Scholarship
 PSP Recognition
 Installation of 2015-2016 Officers
 2:00 - 3:30 pm Workshop - Session 3
 Everett Perry, Canyons School District
 "Dealing With Difficult People"
 3:30 - 3:45 pm *Wrap Up*
 Drawing for Door Prizes
 (must be present to win)

Keynote Speaker

Dr. Matt Townsend

Dr. Matt Townsend is the founder and president of the Townsend Relationship Center, a relationship skills-building organization. He combines his talents as a coach, teacher and speaker to empower people and companies to connect and communicate more effectively. Through entertainment and humor, Matt teaches life-changing skills that help improve our most important relationships. His humorous speaking style helps him impact a wide range of people in various church and corporate events.



Matt trained for 9 years with the training industry leader Franklin Covey. He earned his Bachelors and Masters Degrees in the area of Communication as well as a second Masters degree in Human Development. He has recently earned his PhD in the field of Human Development. Matt is a weekly contributor to KSL TV's morning show "Studio 5". Matt also has a weekday radio show on BYU radio on Sirius XM 143.

Matt's greatest love in life is his wife Mardi. They have been happily married for 23 years and have 6 children: 1 girl and 5 boys, ranging in ages from 9 to 20.

Lodging Information

There are three hotels near Corner Canyon High in Draper. SpringHill Suites is holding a block of rooms for UAEOP. In order to take advantage of this rate, make your reservations before February 13, 2015.

Call the hotel directly to make your reservations.



SpringHill Suites (three star)
 12111 S State St; 801.572.1800
 King \$89.00 - Double Queen \$99.00
Comfort Inn (two star)
 12033 Factory Outlet Dr; 801.571.2511
Fairfield Inn (two star)
 12117 S State St; 801.572.1200

Ways & Means News!

~ Submitted by Jana Varney, Treasurer

It's our annual conference time and we are excited. At conference you will be able to purchase tickets/candy for \$1.00 each or 6 for \$5.00. There will be several donated baskets for you to put your ticket into with the hopes of taking that basket home! PLUS you may purchase our 50/50 tickets for the same price. If you are holding the lucky ticket that is drawn you will take home half of the money that was collected. Get your dollars ready and bring them to conference!! If you would like to donate a basket or door prize we would love it. Contact Jana Varney at Taylorsville High School 385-646-5455.

Conference Workshop Session Information

Saturday Workshop Sessions: (choose one for each session)

SESSION 1

“Google Up”

~ presented by *Canyons School District Ed Tech Team*

Come learn how the ins and outs of Google Docs. We will learn about Documents, Presentations, Spreadsheets, Forms and Drawings. Learn how to use and share them with your Admin and Teachers. Create surveys for the teachers or parents. Create agendas for meetings and then use the agenda for the minutes of the meeting. Come learn what Google can do for you!



“Social You, Social School”

~ presented by *Canyons School District Ed Tech Team*

Learn how you can use Facebook, Twitter, Instagram, Pinterest and LinkedIn to communicate with your community. Share announcements over social media about the school. Share pictures of what is happening at the school with your parents and community. Learn how to update your LinkedIn profile for your professional portfolio.

SESSION 2

“Blow the Whistle on Asthma”

~ presented by *Andrea Jensen, Utah County Health Department*

Asthma is the most common chronic illness among children - approximately 53,000 school aged children in Utah - and the number one cause of missed school days. We know that many office professionals are called on to help when the school nurse is gone. This workshop will help staff members learn; asthma basics, what triggers an asthma attack, the signs and symptoms of an asthma attack and what to do during an asthma attack.

“Getting What You Want”

~ presented by *Dr. Amy N. Cowan, University of Utah*

Dr. Cowan is a practicing geriatrician with a passion for people. Her teaching focus is improving communication between doctors, patients and their families about end of life planning. Just like other important events in our lives, planning for the end of life is as important as planning for retirement or our children’s education.

This presentation will cover ways to formally express your wishes for end-of-life care and medical treatment, explain the paperwork involved specific to Utah, and simple strategies to get organized whether it’s for yourself or a loved one.

Group Workshop

“Dealing With Difficult People”

~presented by *Everett Perry, Canyons School District*

“What do you mean I can’t have it right now?” “I want to talk to your supervisor!” Has this ever happened to you? What do you in a situation with an angry employee or customer? This course will teach some basic skills on how to get control of a difficult situation and work through it sensibly. What types of personalities act the way they do and how to work with them.



UAEOP Service Project

Our service project this year will be for the UAEOP Judy Anderson Student Scholarship. We’ve given the scholarship to 19 students from around the entire state with eight of those going on to receive a NAEOP scholarship. Your monetary donations will help continue this wonderful opportunity for our deserving students. Anyone who donates will be entered into a prize drawing.



2015 UAEOP Professional Development Conference

Seize the Day

March 13 - 14, 2015
 Corner Canyon High School
 12943 South 700 East, Draper 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 13, 2015 – Get your registration in today!
 No Refunds will be given after March 1, 2015**

Full Conference Registration

(includes Friday Keynote, Saturday sessions, breakfast & lunch)

Member (UAEOP & USEA)	\$85.00	\$ _____
Non-member	\$105.00	\$ _____

Friday Only Registration

(includes Friday Keynote)

Member (UAEOP & USEA)	\$15.00	\$ _____
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Saturday Only Registration

(includes Saturday sessions, breakfast & lunch)

Member (UAEOP & USEA)	\$70.00	\$ _____
Non-member	\$90.00	\$ _____
Guest for Friday	\$15.00	\$ _____
Late Fee	\$10.00	\$ _____
<i>(postmarked after February 13, 2015)</i>		
Active Membership Dues	\$20.00	\$ _____
Retired Membership Dues	\$10.00	\$ _____
<i>(Complete the membership form on page 7 when including membership fee)</i>		

TOTAL ENCLOSED \$ _____



Conference Workshops

(choose one per session)

SESSION 1

Google Up

**Social You,
Social School**

SESSION 2

**Blow the Whistle
on Asthma**

**Getting What
You Want**

Make check payable to:
 UAEOP
Mail Registration to:
 Charlotte Graham, c/o East Midvale Elementary School
 6990 South 300 East
 Midvale, UT 84047

National Wear Red Day® - February 6, 2015



Heart disease is the No. 1 killer of women in the United States, claiming more lives than all forms of cancer combined. For more than 10 years, the American Heart Association has sponsored National Wear Red Day® to raise awareness in the fight against heart disease in women.

Celebrate National Wear Red Day with Go Red For Women on Friday, February 6, 2015. Visit www.goredforwomen.org for more info.

Manage your heart risk by understanding "Life's Simple 7"

Get active...Control cholesterol...Eat better...Manage blood pressure...Lose weight...Reduce blood sugar...Stop smoking

The National Institutes of Health website (<http://www.nhlbi.nih.gov/health/educational/hearttruth/materials/wear-red-toolkit.htm>) has a toolkit and ideas to help celebrate National Wear Red Day 2015.

Rethink Your Drink...by Sherry Wilson, CEOE

I don't remember where I saw this eye-opening science project so unfortunately I can't give credit to the student. I thought it was a great visual to illustrate how much sugar is in the items we drink each day. →

On the Sugar & Heart Disease page at goredforwomen.org they relate a study published in the January 2014 *Journal of the American Medical Association Internal Medicine*. The study says that most US adults consume about 22 teaspoons of added sugars a day. That's more than the recommended amount for women who should only consume six teaspoons or 100 calories of sugar. The page tells the difference between naturally occurring sugars and added sugars and has a list of calories from added sugars from some common



How To Be More Clever Than an ID Thief



Identity theft occurs when someone uses your personal identifying information, like your name, Social Security number (SSN), or credit card number, without your permission, to commit fraud or other crimes and to get credit in your name. Identity thieves are clever and can obtain a victim's personal information in many ways:

- Dumpster Diving
- Phishing
- Property theft
- Smishing
- Spyware

To reduce the risk of identity theft, think of your SSN, financial account numbers, and passwords as the Holy Grail—sacred and powerful. Take precautions such as:

- Don't carry your Social Security card in your wallet unless you need it that day.
- Avoid using public computers to access financial accounts, and use intricate passwords.
- Limit the personal information you share online.
- Shred paperwork that contains nonpublic information.
- If you access financial accounts or shop online, make sure the Web site is secure. Secure sites have an "s" after the http—https://.

Check www.annualcreditreport.com regularly and monitor your credit report and transactions. Keep an inventory of everything in your purse/wallet. For more identity theft prevention tips, call or stop in to Granite Credit Union today. And if you ever become a victim of identity theft, remember that we're here to help.

Article reprinted by permission. Originally appeared in *The Counselor*, October 2014. Granite Credit Union - www.granite.org.

Happy Birthday to You!

Happy Birthday to the following UAEOP Members:

Jan Richardson – January 2
Granite School District

Patsy Nielson – January 3
CUES

Cherie Thomas – January 4
Park City School District

Midge Treglown – January 7
Retired

Jo Potter – January 14
Granite School District

Marilyn Smith – January 18
Jordan School District

Janene Nelson – January 19
Canyons School District

Natalie Yates – January 23
Granite School District

Laura Decker – January 28
Ogden School District

Ginger Torres – January 28
Grand County School District

Deann Jensen – February 14
Granite School District

Teresa Himmelberger – February 21
Granite School District

Joyce Egbert – March 1
Jordan School District

Sandy Foy – March 1
Grand County School District

Cathy Eberle – March 5
New York City

Melanie Miller – March 8
Ogden School District

Mary Meyers – March 10
Granite School District

Patti Sanchez – March 17
Retired

Linda McArthur – March 19
Central Utah Academy

Kathy Goodfellow – March 21
Granite School District

Karen Bowden – March 23
Granite School District

Sue Cook – March 24
Retired

Sheri Veter – March 25
Emery School District

Deanne Hampson – April 3
Granite School District



Shawna Nay – April 6
Canyons School District

Judy Anderson – April 7
Murray School District

Tracy Silcott – April 10
USOE

Susan Taylor – April 12
Canyons School District

Kathy Bailey – April 13
Granite School District

Debra Schmidt – April 19
Jordan School District

Janet Rasband – April 20
Wasatch School District

Sally McKee – April 21
Canyons 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: \$20 Active ~ \$10 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

Welcome New Member

Deanne Hampson
Granite School District



Thought of the Month:

"It's being here now that's important. There's no past and there's no future. Time is a very misleading thing. All there is ever, is the now. We can gain experience from the past, but we can't relive it; and we can hope for the future, but we don't know if there is one."
~ George Harrison



Utah Association of Educational Office Professionals

Executive Board Members

President - Vicki Coon

home: 801-561-5111
work: 801-826-5117
vicki.coon@canyonsdistrict.org

Vice President - Charlotte Graham

charlotte.graham@canyonsdistrict.org

Treasurer - Jana Varvey

jvarney@graniteschools.org

Secretary - Krystine Hancock

krystine.hancock@canyonsdistrict.org

Mentor Team - Shirley Ayrton

smayrton@graniteschools.org

Mentor Team - Lyla Tuttle

lyla.tuttle@washk12.org

Ex-Officio - Danielle Kitchen

dfkitchen@graniteschools.org

2014-2015 UAEOP Board

Committee Chairmen

Awards - Angela Montague

angela.montague@jordandistrict.org

Bylaws - Diane Bybee

dbybee@mycues.org

Continuing Education -

Paula Bosgieter

pbosgieter@ogdensd.org

Historian - OPEN

Legislative - Amy Torres

antorres@graniteschools.org

Membership - Charlotte Graham

NAEOP Liaison - Mary Meyers

mcmeyers@graniteschools.org

NAEOP Foundation Liaison -

Patricia Thompson

thompson644@msn.com

Nominations & Elections -

Danielle Kitchen

PSP - Marlene Wilson, CEOE

mwilson@richschool.org

Public Relations -

Sherry Wilson, CEOE

slwilson@graniteschools.org

Scholarships - Natalie Yates

nyates@graniteschools.org

Ways & Means - Jana Varney

Website - Natalie Christner

natalie.christner@canyonsdistrict.org

Region Representatives

Region I - Open

Region II - Shirley Ayrton

smayrton@graniteschools.org

Region III - Open

Region IV - Open

Region V - Lyla Tuttle

lyla.tuttle@washk12.org

Region VI - Patsy Nielson

patsy.nielson@cues.k12.ut.us

Region VI & VII - Sandy Foy

foys@grandschools.org

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

Save the Date & Deadlines:

January 10, 2015	UAEOP Board Meeting, Midvale, Utah
January 15, 2015	PSP Filing Date
January 31, 2015	UAEOP Scholarship Applications Due
March 1, 2015	BuzzLine, Spring Issue Articles Due
March 13, 2015	UAEOP Board Meeting, Draper, Utah
March 13-14, 2015	UAEOP Annual Conference, Salt Lake City
July 22-25, 2015	NAEOP 81 st Annual Conference & Institute, Buffalo, New York
July 13-16, 2016	NAEOP 82 nd Annual Conference & Institute, St. Louis Union Station, St. Louis, Missouri



Reminder:

UAEOP has an e-group list. If you are a member of UAEOP and would like feedback from other office professionals regarding a certain topic, please use this list. The email address is uaeop@ls.graniteschools.org. 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@canyonsdistrict.org.