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Photo commentary on the Cornhuskers vs. the Colorado Buffaloes?
I think NOT!
(This was part of a WEOPA group activity that you can read about on page 9.)
President’s Message

My theme for this year is ‘Above & Beyond, You Make a Difference.’ I’m very excited as we head into a new year and I want to welcome you to NEOPA! I encourage you to let your personal rocket soar this year; see what you can do to go ‘Above & Beyond’ in both your professional and your personal life. You make a difference in this association and in the lives of those around you! With your enthusiasm and dedication, we can soar to new heights!!

This year, I want to continue to build on the history of success that NEOPA has established. My goal is to make the most of the strengths that each member brings to the organization. I urge you to get involved.

Each of us has knowledge, skills and ideas that we can offer to NEOPA to make the organization a better and stronger organization.

Take the opportunity to attend as many meetings, association functions, workshops, and conferences as possible. By participating in the association, you enhance the skills you have, learn new techniques and create a network of connections that will help you to be successful within NEOPA. These opportunities will also enrich your position as an office professional.

In March, I was fortunate to attend the 2009 NAEOP Spring Institute in Niagara Falls, NY. The presenter, Joseph G. Pelizzo, was fabulous! One of his handouts, titled “Tips for an Exceptional, Superb and Powerful Life,” offered two excellent tips that I hope to embrace in the upcoming year:

- Live life with the 3 E’s: Energy, Enthusiasm, and Empathy.
- Enjoy the ride! Remember this is not Disney World and you certainly don’t want a fast pass. You only have one ride through life so make the most of it!

I want to thank my family and friends for being so supportive. Without their encouragement, I wouldn’t have stepped so far outside of the ‘box.’ They keep me grounded! Also a special thank you to my administration at Northeast High School, who let me be me. They are very supportive as I participate in the Office Professional Associations; local, state, and national.

Let’s have a great year and let our rockets soar!

Carol Reed, CEOE

Above & Beyond: You Make A Difference!
Local Association Presidents

LPSAOP
Lincoln Public Schools
Susan Bell, sbell@lps.org

NDEOPA
Nebraska Department of Education
Alice Fournell, alice.fournell@nebraska.gov

OEOPA
Omaha Public Schools
Noretha Howard, nhornet@gmail.com

SEOPA
Sandhills
Vicki Brown, vbrown@npsd.org

UNOPA
University of Nebraska–Lincoln
Peg Johnson, pegjohnson4@unl.edu

WEOPA
Wayne State College
Joyce Trevett, jctrevett@wsc.edu

NEOPA Past Presidents
Deb Ryan, dryan@lps.org

Frolikers
UNOPA Past Presidents
Jan Harris, jharris7@unl.edu

Congratulations to our Local & State National Award Winners!

State
2nd place, Website, Skilled Professional, NEOPA–Karen Jackson
3rd place, Louise Henderson Nelson Award, State, NEOPA

Local
3rd place, Newsletter Local, UNOPA–Betty Jacobs
3rd Place, Louise Henderson Nelson Award, Local, UNOPA

September 15, 2009  Deadline for PSP Application
October 1-2, 2009  NEOPA Fall Workshop and General Membership Meeting
October 12, 2009  Columbus Day
October 12-16, 2009  Career Awareness Week
October 16, 2009  National Bosses Day
October 31, 2009  Halloween
November 1, 2009  Daylight Savings Time ends
November 11, 2009  Veteran's Day
November 15, 2009  Deadline for the NEON articles
November 26, 2009  Thanksgiving
December 24, 2009  Christmas Eve
December 25, 2009  Christmas Day
January 15, 2010  Deadline for Student Scholarships
January 15, 2010  Deadline for PSP Application
February 15, 2010  Deadline for the NEON articles
March 15, 2010  Deadline for National Competitions – publications and Web sites
April 23-24, 2010  Central Area Professional Development Day/NEOPA Spring Conference Holiday Inn, Lincoln
May 1, 2010  Deadline for NEOPA Educational Professional of the Year Award
May 1, 2010  Deadline for Board of Directors Annual Reports to the President
May 15, 2010  Deadline for PSP Applications
July 5-9, 2010  NAEOP Annual Conference in Kansas City, MO

Editor's Note:
In order for the members to receive the Fall Workshop registration information before the deadline, the Newsletter Committee decided to send out the Fall Neon electronically. You will also receive a printed copy through the mail. You will receive only a printed copy for the Winter and Spring issues.

What have YOU Done?

What are YOU Proud of?

The NEON Committee would like to include personal stories/announcements about our members who have a talent, a hobby, an activity (or whatever) that has brought them joy and makes them proud. Please contact Barbara Homer, bhomer@unomaha.edu, with YOUR news! Thanks!!
Attitude Assessment

I thought it would be a good time to do an attitude check. I just gave a presentation on Success Is 90% Attitude. This is one of my favorite subjects because every single day—every single hour—our attitudes are affected or can change. Look at each statement below and answer: agree or disagree and then I’ll explain each one.

My attitude is changeable.
Yes, our attitudes are changeable. Depending on what is happening at the moment or what someone has said to us, our attitude can change. We can go from feeling really terrific to down in the dumps. The good news is that our attitude is changeable! This means that if we are having a bad day at work, we can still stay upbeat and address the challenge. Or if someone just said something that made us feel upset, we can choose to move on and not let it affect us and our work.

The quality of work I produce varies depending on my attitude.
We all know that the quality of our work is affected by our attitude. If we feel frustrated, overwhelmed, distracted, or just uneasy, we aren’t fully focusing on our work and it is easy to let things slip through the cracks or not catch errors. Think about the days when you feel on top of the world. I bet you get a lot of things done and you do a good job as well. We want more of those kinds of days.

I don’t have any other choice but to get upset with difficult people.
We do have a choice. People are just people. Yes, sometimes their personality can drive us crazy! But it is still our choice as to how we want to respond. So the next time Nancy Negative or Don Dragon appears, stop... think... act.

I don’t need to do anything to keep myself upbeat. It will just happen.
Just like our bodies need food and nutrients, our mind needs to be fed positive information. We have way too much negativity in our world. You want to keep positive quotes or comments at your work station. I like to read something inspirational or motivational just before going to bed. The more positive you put in, the more positive goes out!

My attitude needs to be handled gently.
Yes, it needs to be handled with care. If we don’t keep an eye on our attitude, someone is sure to snatch it from us. I find it very interesting that we spend a great deal of time developing all kinds of skills such as organizational, time management, communications, conflict resolution and more. Yet people spend little time on learning how to take care of their attitude (which can affect the other skill areas).

I have ultimate control of my attitude.
I hope you agree with this one. Sometimes we don’t feel like we really have control. For whatever reason, we can’t get out of our low mood. Deep down, it’s up to us to take responsibility which could include using some of the strategies I mentioned above.

Have a great week!

Joan Burge

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Mission Statement

The purpose of the Nebraska Educational Office Professionals Association shall be to promote the advancement of education by improving the quality of service by educational office personnel to institutions of learning and the profession. The objectives of the Association shall be to provide professional growth opportunities, to recognize office personnel as members of the educational team, and to elevate the standards of office personnel in education.
Carol Reed - President
LPSAOP

Our state association has given Nebraska office professionals so many opportunities to grow both professionally and personally. It is an honor to be your president for the 2009-2010 year.

I have been a member of NEOPA since 2002. I have served as president-elect/membership director and co-director of both publicity and ways and means. I have expanded my support system with coworkers from across the state and my circle of friends. I have also served on committees for NAEOP, the national association. I love traveling to the NAEOP annual conferences. I take advantage of what they have to offer, both educationally and professionally. It is great to connect with other office professionals across the United States. I also try to attend as many of the Central Area Conferences as I can.

I have worked for Lincoln Public Schools, for 20 years—17 of those years as an office professional. I have also been a member of LPSAOP for the past 17 years. I have been active in our local association by serving as president, president-elect, and past president, as well as chairing, co-chairing, and serving on a variety of committees. I have made many close friends through LPSAOP.

I have lived my entire life in Lincoln. I graduated from Northeast High School, where I now work as the registrar. I thoroughly enjoy working at Northeast thanks to the strong support I receive from my administrators as well as the friendship and support from the staff. I have also worked at Behavioral Skills, Dawes Middle School, Southeast, and North Star High Schools.

I am very fortunate to have a wonderful and supportive family. I have been married to my husband Fred, for 25 years. Fred is employed at Nebraska Wesleyan University. He served in the NE Army National Guard, and has recently retired with 40 years of service. We are very proud of him. Our children are grown and include son Jeff (36) and his wife, Danielle, and our grandchildren, Maggie (8) and Kemper (4). In the middle of the pack is our son Brian (30) and his wife, Heather. Kevin (24) rounds out my three sons. We also have a yellow Labrador retriever, Sadie—she's my girl! Our one-year-old baby is a chocolate Labradoodle. She is very entertaining and keeps us busy!!

When I have free time, I enjoy travelling, reading, camping, crafts, sewing, gardening, auctions, looking for antiques, and, of course, spending time with the grandchildren!

Amy Chandler - Scholarship Director
LPSAOP

I have been with the Lincoln Public School district since 1982, starting out as a para educator for Early Childhood Special Education Home-base Program. In 1992, I became the secretary for the Purchasing Department, where I still reside in employment today. I have been a member of my local association (LPSAOP) for 18 years and have done many jobs. I have been chairman for: Audit/Budget, Secret Friends, and Spring Dinner. I served three years on Negotiations, was president-elect and president twice. This year, I am chairman of the LPSAOP's Scholarship committee and also director for the state Scholarship committee. I was also elected to serve on the National Membership committee for 2009-2010. I have worked hard to accomplish getting my Associate Professional Level 1 PSP certificate and I am continually taking classes and institutes to upgrade my certificate to the next level. I have served on the National (NAEOP) membership committee and have helped on many NEOPA State committees. I really enjoy being involved in my local association, going to state conferences, and attending the last eight years of national conferences. I enjoy my affiliation with all three associations mainly because of the great people you meet and the opportunities for networking with fellow office professionals. I have acquired many new friendships and I feel that I can assist, encourage, and be a support to help all office personnel grow professionally.

Jean Harrison - Ways & Means Director
LPSAOP

I have been employed with LPS for five years. I work in the Curriculum Department (at the District Office) for the Physical Education/Health/Character Education Specialist (Marybell Avery) and Secondary Language Arts Specialist (David Smith). I joined LPSAOP, NEOPA and NAEOP right away and got involved on committees. I earned my PSP and CEOE in January 2005.

I grew up in Douglas, Nebraska (very small town—graduating in a class of four!), but have now been in Lincoln for 24+ years. I have been married to John for 19 years and have two children—Jonathan is 17 (attending Northeast and gearing up for his senior year) and Jenna is 11 (attending Mickle Middle School). We are sometimes referred to as "the 4 Js."

My husband and I also run a youth group for our fraternal life insurance company, doing a lot of community service work with them. When I have any free time, I enjoy scrapbooking, reading, and cross-stitching. We also spend many hours on the bleachers and in the gym with baseball, basketball, and volleyball.

Mary Guest, CEOE—Vice President/Meetings Coordinator
UNOPA

I have worked at the University of Nebraska–Lincoln for ten years. The first six years, I was the office supervisor in the Department of Family and Consumer Sciences, and since then, I have been in the Office of the Vice Chancellor for Student Affairs.

I have been a member of UNOPA for seven years, NEOPA for six years, and NAEOP for five years. I received my PSF certification and CEOE in May 2005. I have served on the NAEOP Student Scholarship,
Special Projects, 2008 NAEOP Annual Conference Planning Committee and the Bylaws Committee. Attending the NAEOP Annual conferences has provided many wonderful experiences. In addition to attending workshops, banquets, and meeting other professionals from across the country, I have been very impressed with the business meeting sessions. I have developed a real appreciation for how our local and state associations fit into the national picture. I am proud to currently serve as co-chair with Gretchen Walker representing Nebraska on the 2010 NAOPE Annual Conference Planning Committee. Gretchen and I are also co-chairing the 2010 Central Area Professional Development Day to be held in conjunction with the 2010 NAOPE Spring Conference.

For UNOPA, I am currently serving as immediate past president and NAOPE/NAEOP Liaison, and have served as president, president-elect and recording secretary. In addition, I have served as Program Committee chair, co-chair of the Professional Growth Committee, and as a committee member on the Bylaws, Employee Concerns, Nominating, UNOPA Notes, and Ways and Means committees. Several years ago, I was involved in the development of the UNOPA Mentoring Program and was co-chair of this committee for two years. I am pleased to see how this committee continues to grow and provide an important service to the University.

For NEOPA, I have served on the Bylaws, Nominating, Hospitality, and Ways and Means committees. I have served on the board as the awards director for two years. Providing professional growth opportunities for educational office professionals is very important to me, and as vice president/meetings coordinator, I hope to be able to help facilitate bringing quality workshops and conferences to all current and future NEOPA members.

Meet Your Board of Directors

Becky Hastings -
Past President/Field Service Director
UNOPA

My employment at the University of Nebraska-Lincoln began eleven years ago in the Inventory Department and I'm still there today! I joined our local association, UNOPA, right away that first year and have been privileged to serve on the Ways and Means Committee and had spent a few years on the Awards Committee—becoming the director in 2003-04. My 2004-05 year was spent as president-elect, becoming president the following year and then past president. I have been a member of NEOPA for six years. I was the director of the Bylaws Committee 2006-07, president-elect/membership director 2007-08, president 2008-09, and this year I am serving as your past president/field service director. I have also been a member of NAOPE for six years, serving on the Student Scholarship Committee for the last four years and the membership committee one year.

Serving in these different capacities has given me the opportunity to do things that I normally wouldn't experience. If you feel you've reached a point in your life where mundane daily events leave you feeling unfulfilled, consider running for a position on the executive board or being part of a committee—whether it be at the local, state, or national level. It will give you a larger perspective of the world in which you live. You can help but come away from it knowing you gave a part of yourself and receiving so much more in return—I know I did.

My husband, Gary, and I are both members of the Nebraska Air National Guard. I enlisted when I was 18 years old and I've been there 22 years this last January. I enjoy spending time with our "kids" (two dogs, several cats, one horse and a donkey), riding motorcycles, being with family (four stepchildren and eight step grandchildren) and friends and—after a day in the city—going home to the country surrounded by peace and quiet!

Cheryl Wood -
Publicity Director
LPSAOP

I began my career with LPS in 1991 as secretary to the Health Services Supervisor, where I served for 13 ½ years. In June, 2004, I moved to the position of executive secretary/office manager for Student Services. I have enjoyed my years in Student Services and consider it a great place to work.

I was born and raised in Blair, Nebraska, and married my high school sweetheart. We will celebrate our 40th wedding anniversary in April and I'm happy to say that he is still my sweetheart! He has been working for the Nebraska Air National Guard since we moved to Lincoln in 1979. We are blessed with three grown children and six grandchildren. Our oldest daughter and family live in Longmont, Colorado, and my son and family live in Lincoln, as does our youngest daughter.

I joined LPSAOP in 1991 when I first started at LPS. I have served as Safety Chairman for numerous years, Recognition Chairman, Historian, and Conference Liaison for LPSAOP. I have also served on numerous committees including the fall get-together and spring dinner. I have been a member of NEOPA and NAOEP and received my PSP in 2002. I served as vice president for NEOPA during 2008-09.

I recently upgraded my PSP to Advanced III, Option I, CEOE. It required work and commitment, but was well worth the effort as I was able to accomplish a goal. I have attended many state conferences and have attended the past three national conferences. I have enjoyed all the wonderful opportunities for professional growth as well as an avenue to meet great people. I encourage all members to become involved and help make a difference.

In my spare time, I enjoy walking with my husband and spending time with family and friends.
UNOPA – University of Nebraska–Lincoln
Installation of Officers

Mary Guest, 2008-2009 UNOPA President, and Peg Johnson, 2009-2010 UNOPA President, graciously took the time to thank this past year’s elected officers and committee members for their help throughout the year, and then turned their focus to next year by thanking those who have accepted the opportunity to move UNOPA forward in 2009-2010. Sandy Lineberry did a fantastic job with the installation of officers on May 12. She noted Mary’s wonderful job during her tenure as UNOPA’s president this past year and observed that Mary will continue to benefit us all in her new roles within UNOPA and NEOPA. Sandy then turned her attention to the formal installation of UNOPA’s newly elected officers. With clarity and confidence, Sandy introduced and installed each officer.

Once the oaths were administered and accepted, Peg Johnson addressed the meeting attendees, sharing her theme for the year, “Set the Example.” She invites all UNOPA members to “Set the Example” at work, at home, and in UNOPA. All members can recruit new members—encouraging them to have their voices heard by joining UNOPA. All members can serve on a committee in some capacity—giving yourself a chance to explore and develop your talents, whether it is putting together centerpieces for the Hospitality Committee, welcoming new University staff via the Mentoring and Membership Committees, or helping produce a pleasant and informative newsletter with the UNOPA Notes Committee. In the fall, members can help with the UNOPA fund-raiser parking lot—making a commitment to yourself and to UNOPA to help in some way with at least one aspect of this crucial activity. Even members who cannot physically show up at the parking lot to work for two hours can help with organizing and scheduling volunteers prior to the event. Peg encouraged members to think about what they could do and how they can get involved—how they can each “Set an Example” this coming year.

UNOPA has a group of elected officers who have stepped up to the plate and are willing to lead the organization forward. We welcome them. We also welcome our new and continuing members and encourage everyone to “Set the Example” along with our officers this year.

Congratulations to the 2009-2010 UNOPA Elected Officers!

Peg Johnson, President
Mari Greer, President-elect
Donna Boone, Recording Secretary
Beth Zager, Corresponding Secretary
Belva Harris, Treasurer

- Tonda Hamphress
UNOPA Notes Committee

UNOPA – University of Nebraska–Lincoln
“Set the Example”

I’m really excited about serving as the UNOPA President for 2009-2010. We have a great organization that currently has several avenues for our members to grow professionally and personally and are currently working on building several more avenues. My theme for the year is “Set the Example.” A few areas, or avenues, I would like to address are: 1) Volunteering within the community (we’ll be bringing items to every general business meeting from the backpack program wish list). We’ll also be hearing about the TeamMates Mentoring Program, presented by Dr. Tom Osborne at our September meeting. The Child Advocacy Program will be the recipient of this year’s 50/50. 2) Exercise using the wellness committee walking routes on campus or our own routes; count your steps to see how far we can travel from September through the end of May. The highlight of the walking and counting steps will be to share a conversation with a friend/co-worker and catch up on what’s happening in their lives—we all know there is not enough time at our business meetings or even in the workday for those necessities. In addition, this will be an added benefit for staying healthy. 3) Membership. Last year we had twenty-six new members. I would like to double that number, plus keep our retention strong. It is important for our members to express their concerns, to let us know what they would like us to address or what types of programs/workshops would benefit them overall. 4) Accountability. My goal “Set the Example” will make our organization stronger and more viable to the University of Nebraska–Lincoln community.

A couple of our members are spearheading the 2010 Central Area Professional Development Day/NEOPA Spring Conference, planned for April 23-24, 2010, in Lincoln, Nebraska. They have been busy lining up speakers and finding a location. Now they are getting ready to move forward with the various planning stages in order to have a GREAT conference.

This will be an exciting year!

- Peg Johnson, President
WEOPA – Wayne State
Catching Up

The quietness of summer has come to a screeching halt with a flurry of activity by new and returning students and the rush to accommodate the needs of new and returning faculty. There has been, and continues to be, a multitude of construction projects around campus that displace classes, faculty offices, and re-directs regular foot-traffic patterns—but progress is being made and the improvements are wonderful.

In our last article, we were looking forward to several upcoming events. In May, WEOPA held its annual Bosses Luncheon. Randy Pedersen from The Diamond Center/Flowers and Wine (downtown Wayne) was our guest speaker. He gave a presentation on the Wines of Nebraska. Randy explained the differences between dry and sweet, and whites, blush, rose, and red wines and made note of the various vineyards and wineries of Nebraska. He also spoke about wine tastings and tour events and then shared a special story of a vineyard tour he and friends had taken in California.

In June, WEOPA members and friends traveled to Niobrara, Nebraska for our annual Ladies Night Out excursion. This year, we went to the Kreyes Elk and Buffalo Ranch where we took a covered wagon tour of their expansive ranch. We came face-to-face with many huge buffalo all eager to grab the ear of field corn from our outstretched hands. We saw hundreds of elk, only a couple of which would come close enough to grab corn cobs from our hands, and a small herd of European Fallow deer who were all too eager to eat the corn offered to them and not above begging for more. They all truly are magnificent creatures. On our tour, we were sitting high atop a bluff over-looking the lush and beautiful valley of the Niobrara River when we were fortunate enough to watch a couple of Bald Eagles scouting the territory for supper! The view was breath-taking! Following our tour, we drove back into town and ate at the Two Rivers Saloon and Steakhouse. Joyce Trevett and Renee Olson were the only brave souls to order and eat a buffalo burger that night.

At July’s meeting we wrapped up some old business, elected new officers and discussed travel plans for the four members who would be making the trip to Minnesota for the NAEOP National Conference. Members who went were: Linda Teach, Deb Daehnke, Joyce Trevett, and Suzanne Penn. Joyce and Suzanne were honored at the PSP Banquet for achieving their Bachelor’s level Option II certification and their CEOE distinctions.

August’s meeting was the installation of officers. Officers for 2009-10 are:
- President – Joyce Trevett, CEOE
- Vice President – Suzanne Penn, CEOE
- Secretary – Carol Stephens
- Treasurer – Amanda Hank
- Historian – Lois Nuenberger

The new board has met and the slate of programs for the upcoming year is being finalized as this article is being written. Our first event will be our Annual Friendship Luncheon to be held on September 22, 2009. Our members make a variety of yummy salads, invite guests, and extol the virtues of being a member of WEOPA, NEOA, and NAEOP. We are looking forward to a very good year!

- Suzanne Penn
WEOPA Vice President

Thank You! Thank You! Thank You!

Hello Fellow Nebraskans,

Thank you so much for the wonderful basket of Nebraska products that I won at the recent NAEOP convention. I am usually not very lucky - so was especially thrilled to receive such an awesome prize!

Thank you!

Tina Mills
Gordon, NE
Professional Standards Program (PSP)

The Professional Standards Program (PSP) is a voluntary program established by the National Association of Educational Office Professionals (NAEOP) to encourage educational office professionals to grow professionally. If you are not familiar with this program, I strongly encourage you to contact me or PSP Committee member Lola Young. This is a developmental program that offers many benefits.

Five Nebraskans qualified for the May 15, 2009 PSP deadline. Congratulations to:

- Tonda Humphress, Lincoln – Bachelor Degree, Option II
- Suzanne Penn, Wayne – Bachelor Degree, Option II & CCE
- Carol Reed, Lincoln – Advanced III, Option I & CCE
- Jessica Stilwagen, Waverly – Bachelor Degree, Option II & CCE
- Joyce Trevett, Wayne – Bachelor Degree, Option II & CCE

Congratulations are also in order for the following individuals who recertified their PSP certificate at the May deadline:

- Carol Bom, CCEO
- Christine Cary, CCEO
- Jeanne Ann Kardell, CCEO
- Linda Luettke, CCEO
- Janet Skoog, CCEO
- Carol Wusk, CCEO

After you’ve met the PSP qualifications, you are eligible to be recognized at a National Conference. Given our hectic schedules, one may not be able to attend a National Conference the same year they qualified for PSP. The first year you are able to attend a National Conference after you’ve qualified for PSP, you are entitled to be recognized at the PSP Awards Banquet. Being recognized at the banquet in Bloomington, MN this last July were Carol Bom, CCEO (NDEOPA); Suzanne Penn, CCEO (WEOPA); Carol Reed, CCEO (LPSAOP); Joyce Trevett, CCEO (WEOPA); and Cheryl Wood, CCEO (LPSAOP). Congratulations to each of you!

Those PSP deadlines always seem to come up fast. NOW is the time to start if you want to meet the January 15 and May 15 deadlines! And if you earned your PSP five years ago, it’s time for you to recertify. Don’t be left out, make sure your certification is current.

- Debbie Hendricks, CCEO
- PSP Director

- Lola Young, CCEO
- Committee Member

Let’s Get Personal!

As you know, Nebraska is in charge of the PSP banquet on Wednesday evening during the July 2010 conference in Kansas City. We wish to make the evening a memorable one for each PSP recipient as well as each participant at the banquet.

Remember how you felt when you received a hand-written note, or a hand-made card? We are going to keep that good feeling going at the PSP banquet by giving each person three hand-made cards at their place setting.

We have a plan mapped out, and need some willing scrap-bookers or card-makers. Please share your talents with NEOPA and have fun in the process! You will also earn a PSP point for helping on the committee. It sounds like a win-win situation to me!

Please contact me, Carol Bom, at carol.bom@nebraska.gov and let me know if you are willing to serve on this committee—let me know by September 25 if you can help add this personal touch for our members at the PSP banquet. Please let me know if you have any questions. Thanks!

- Carol Bom, CCEO

NEOPA Fundraising Opportunities

In August, Carol Reed, NEOPA President, shared with you a request to get involved with the fundraising committee for the NAEOP Conference in Kansas City. We are happy to report that we have representatives from each of our local associations. Thank you for stepping forward.

Soon we will be sending out additional information promoting the Tupperware Book party. We are very excited about this event because we will receive 40% of the proceeds. This money will in turn be used to fund the various events we are responsible for hosting at the KC Conference next July.

For the Tupperware fundraiser there are several ways to participate:

- Order from one of the two books that will be made available to you
- Offer to promote the fundraiser at your workplace
- Share the books with friends and family in an effort to reach as many people as possible

Putting together a national conference is an expensive and difficult task. NAEOP tries very hard to keep our registration costs as low as possible so our members can afford to attend each year. During the last several years, the hosting states have tried to raise additional funds to help enhance the opportunities that are part of the national conference activities each year. Nebraska, along with each of the other four states in the Central Area region are working hard to raise funds for the activities they are responsible for hosting at the KC conference in July 2010.

As you may be aware, you will be hearing about several fundraisers by NEOPA throughout the following year. Some of the fundraisers are being done by our NEOPA Ways and Means Committee with the proceeds going to our scholarship and general funds. Other fundraisers are being conducted by the NEOPA Fundraising Committee for the NAEOP Conference.

It would be a dream come true if each of us could contribute financially to every single fundraiser that comes our way but that is a dream we will never realize. However, we do hope that our members will be able to contribute financially to those fundraisers they can and then help promote the rest of the fundraisers that come our way. We appreciate any contribution that our members are able to make.

Watch your email for information regarding the Tupperware Fundraiser coming your way soon!

- Lisa Merckhofer, CCEO
  lmerckho@lps.org
  W: 436-1594
  C: 440-8985

- Linda Hendricks, CCEO
  lhendri@lps.org
  W: 436-1151
  C: 440-6970
Help fund NEOPA's scholarships and other projects by selling Barn Candles and accessories (located in Hastings, NE)

- Begin taking orders October 2nd and turn in orders/money by October 30th
- Items will be delivered to us in November and distributed to you (the seller) to deliver
- Gift certificate awarded to top seller

Kick-off will be at the Fall Workshop ~ October 2nd. If you are unable to attend the kick-off, would like to sell, or just have questions, please contact:

Jean Harrison, CEOE (436-1644 or jharris@lps.org)
Ways & Means Director
We want to award you!
This fall, the NEOPA Past Presidents will be updating the NEOPA Past President’s scholarship. This scholarship has been under-utilized, and we hope that the changes made will make it more usable to our members.

Please watch the winter issue of the NEON for a new and improved NEOPA Past President’s scholarship! The new version will also be posted on the NEOPA Web site when it is ready. Due date is March 1, 2010.
Questions, contact Carol Bom at carol.bom@nebraska.gov.

Mall of America – Bloomington, MN
Many NEOPA members took time to visit The Mall while attending national conference this past summer in Bloomington, MN.

Feeling unmotivated? Review this checklist to restoke your fire
Even cheerleaders lose their enthusiasm from time to time. If you’re feeling sluggish and unmotivated, reviewing this checklist may help you reignite your spark:

✓ **Purpose.** Why are you here? Sometimes people get so caught up in daily responsibilities that they lose sight of the Big Picture. Remind yourself why you chose this field, this organization, this role.

✓ **Expectations.** Are your goals realistic or do you expect too much of yourself? It’s hard to muster a lot of enthusiasm when you’re so overwhelmed that you barely have time to breathe. Reconsider your priorities and look for ways to cut your workload.

✓ **Connection.** Do you see a gap between what you do every day and where you want to be in your career? Try connecting the dots. You’ll be more committed to your tasks if you can view them as steps in the right direction.

✓ **Assistance.** Are you in over your head? Don’t be afraid to ask for help from mentors, bosses, colleagues, and employees. If you stubbornly insist on taking responsibility for more than you can handle, you’ll wind up burning out.

✓ **Distractions.** Are you struggling with personal issues? Simmering personal problems can drain attention and energy from your work life. Consider taking time off or seeking professional help to resolve your issues.

✓ **Scheduling.** Do you allow yourself enough time to focus on each of your duties? Poor scheduling can leave you frazzled and frantic. Rework your schedule to ensure you set realistic deadlines.

✓ **Negativity.** Are you your worst enemy? If you spend a lot of time beating up on yourself for your perceived inadequacies, you’re undermining your own motivation and progress. Stop obsessing about perfection and start recognizing—and rewarding—your own accomplishments.

—Adapted from “10 tips for motivation,” on the George Washington University Counseling Center Web site.
**NEOPA Membership Form**

**NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION**

**MEMBERSHIP FORM**

*July 1, 2009 – June 30, 2010*

**Type of Membership:**
- [ ] Renewal: member number: ____________________________
- [ ] New: recruited by: ____________________________

**Classification:**
- [ ] Active $15.00
- [ ] Associate $15.00
- [ ] Retired $10.00

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### PERSONAL DATA

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Street Address</td>
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<tr>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Home Telephone</td>
<td>Birthday (Month/Day)</td>
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<tr>
<td>E-mail Address</td>
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### EMPLOYMENT DATA

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</tr>
<tr>
<td>Street Address</td>
</tr>
<tr>
<td>City</td>
</tr>
</tbody>
</table>

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### LOCAL

- [ ] I am a member of a local association: ____________________________

### NATIONAL

- [ ] I am a member of the National Association of Educational Office Professionals (NAEOP)

I would like more information regarding:
- [ ] National association (NAEOP)
- [ ] Professional Standards Program (PSP) certification

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### STATE

I'm interested in working with the following NEOPA committee(s):
- [ ] Finance
- [ ] Nominating
- [ ] Ways & Means
- [ ] Information Technology
- [ ] Field Service
- [ ] PSP
- [ ] Membership
- [ ] Awards
- [ ] NAEOP Liaison
- [ ] Publicity
- [ ] No preference, will help anywhere

- [ ] Bylaws
- [ ] Newsletter
- [ ] Scholarship

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Make check payable to NEOPA and mail with membership form to:

**NEOPA Membership Director**

P.O. Box 83872
Lincoln, NE 68501-3872

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Check Number

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**Above & Beyond**

**You Make a Difference**
NEOPA FALL WORKSHOP 2009

EVENT: Leadership and Career Trends Workshops, Networking Opportunities, and Lunch

WHERE: DoubleTree Suites - 7270 Cedar St. Omaha, NE (both reception and workshop)

WHEN: 
- October 1, 6:30 - 8:30 p.m.: Special reception/early registration ($5.00 at the door, first-timers and retirees are free, refreshments compliments of NEOPA, vendor tables will be available at the reception for everyone's enjoyment)
- October 2, 7:00 - 8:00 a.m.: Workshop Registration/Continental Breakfast
- 8:00 a.m.: Workshop Begins
- 11:45 - 12:40 p.m.: Lunch (cost included in registration fee)
- 4:30 p.m.: Workshop Ends

SPEAKERS:

Leadership in the Office, Sherry Sivey, Master Trainer, Nebraska Business Development Center

Sherry will show us how to add value to our organizations and become more influential in ways that will be appreciated by our supervisors and colleagues. As an expert in leadership development, she works with Fortune 500 companies and growing organizations to help managers excel as leaders. Sivey's expertise in leadership development is measured by 20 years of business experience as a corporate manager and consultant. Her award-winning programs are designed to empower leaders to meet challenges successfully.

Sivey is a dynamic presenter and was trained in facilitation by the Institute for Collaboration at the University of Nebraska at Omaha. She received the ASTD Original Soft Skills Training program Award for NBDC Leadership Institute. Sivey writes the popular and inspiring monthly newsletter, Success Matters with 1,200+ subscribers.

Sherry's presentation will also kick off a brand-new Professional Standards Program (PSP) education opportunity for NEOPA members.

Trends in Business - What's Hot, What's Not! Bonnie Sibert, Director of Business Education and Career Field Specialist for Business, Marketing and Management, Nebraska Department of Education

Come hear what business offices expect of their employees and learn tips that will assure you are prepared to meet your boss's expectations. She'll address some oldies-but-goodies such as business dress, oral communications, and written communications. Bonnie will also provide up-to-the-minute information about trends that indicate what changes we can expect to see in our offices. She'll discuss the employment outlook and how Nebraska students - our future co-workers - are being prepared for business careers.

Bonnie is responsible for the supervision and implementation of the business education in our public schools. She provides technical assistance to secondary and post-secondary agencies, and directs curriculum integration efforts across the state. She earned both her Bachelor's degree in Business Education and her Masters degree in Vocational Education, from the University of Nebraska-Lincoln.
LODGING: A block of rooms has been reserved for October 1-3, 2009 at the Double Tree Suites. The special room rate of $99.00 for a two-double bed, two-room suite will be available until September 20th or until sold out. Reserve your room at: http://doubletree.hilton.com/en/dt/groups/personalized/OMASCOT-NE0-20091001/index.html

REGISTRATION – NEOPA FALL WORKSHOP 2009

Important: Please fill out the following form and mail with payment to: Kitten Glezak, B420 N. 31 Street, Omaha, NE 68112

Questions: Please contact Judy Cunningham at: judy.cunningham@ops.org or Kitty Glezak at: kiten.glezak@ops.org

Registration Deadline: Early registration post marked by September 28th. No refunds after this date.

Name: __________________________________________

Local Organization (Affiliate): __________________________________________________________

Address: ____________________________________________________________

City: ___________________________ State: __________ Zip: _______________________

Email: ________________________________________________________________

Luncheon Selections: (cost of meal included in workshop fee, luncheon will be open seating on main level of cafe)

- Italian Marinated Chicken Breast with Rice Pilaf, Vegetable, and Dessert
- Top Sirloin with Potato, Vegetable, and Dessert
- Vegetarian Fettuccine Alfredo with Vegetables and Dessert
- Special Dietary Needs, Please list phone number so we may contact you __________________________
  (Luncheon will be open seating on the main level of the cafe)

Are you a:  ○ First-timer  ○ Retiree  ○ CEOE

○ I plan to attend the Special Reception the evening of October 1
○ I am unable to attend the Special Reception

Click here to become a NEOPA Member: neopa.unl.edu
Please submit membership form with registration payment.

Please check one of the following:

○ Member $65.00
○ Non-member $80.00
○ New member $80.00
  (Use extra $15.00 to pay for my 2009/10 membership dues)

[ ] Late Registration: $10.00
  (Add this fee if registering after Sept. 28th)

Total of $ enclosed with this registration.
  (check or money order only, make your check payable to CEOE)
National Conference Advisory Council

The duties of the Advisory Council are to develop programs for the promotion of the associations' purpose and activities, to advise the board of directors in matters concerning the associations, and to elect members to each of the standing committees.

The Advisory Council is formed by members of all of the affiliates of NAEOP, usually the president or her designated appointee. After a quorum is established, the council votes on various motions brought forth by the different associations and will elect members to each of the Standing Committees.

This year the council was asked to deliberate on six items. We were divided into five groups because items five and six were related. The proposals were as follows: 1) to present all past NAEOP Presidents with a lifetime membership; 2) to use cleaner language regarding deadlines in the affiliate renewal letter mailed to the association presidents each August; 3) to use the election process for the three "Board of Trustees" from the membership instead of appointing them; and 4) to reward the Web Site Award Category description and judging criteria. I was a part of group five which happened to be the fifth and sixth proposal brought forth by a Nebraska affiliate, the State Department. Because they were a newly formed association, they were concerned about the tax laws. They felt all associations should be under the NAEOP umbrella for tax purposes.

All of the proposals were presented as recommendations to be reviewed by the Standing Committees affected, except for the first, five and six. The first was voted on, and was not passed. After seeing how associations would have to report everything they did and get permission for everything they had done, the Advisory Council decided to not make a motion for all associations to be placed under the NAEOP umbrella for tax purposes. Instead the motion was presented to update the NAEOP handbook when starting a new association. The motion was passed.

We did not elect anyone from Nebraska to a Standing Committee in the Advisory Council; however, Amy Chandler was elected to the Membership Committee, Julie Kleager was elected to the Professional Development Program Committee, and Lisa Morehouse was elected to the Professional Standards Program Committee at the annual meeting. To be a delegate, a person needs to be a president, president-elect, a past president, or someone the president of the association designates. Anyone can attend the Affiliates Meeting, but they can't participate in the business proceedings.

I thoroughly enjoyed my participation in the Advisory Council and I was very glad to have had this opportunity to be your delegate to the National Conference.

Susan Bell, CEOE
Delegate - LPSAOP President

Carol Bom Appointed to National Committee

Carol Bom, CEOE, has been appointed to the National Association of Educational Office Professionals (NAEOP) Board of Directors for 2009-2010. She will be the State Department Council Chairman for NAEOP. Her term of service begins August 1, 2009.

Carol has been a continuous member of NAEOP since 2000-2001. She has been involved on various committees for NAEOP and has participated in the last eight national conferences. This year, she was installed at the national conference in Bloomington, Minnesota in July.

NAEOP is the only educational office professionals association in the country. Emphasis is placed upon the various fields of education, and networking is encouraged at the various levels. The State Department Council consists of NAEOP members from around the country that all work at state departments or associations like a school board association.

The councils all meet during the national conference; build their networks; learn about the challenges facing their state; and receive tips on how to handle those challenges. Other councils include Elementary Council, Middle School/Jr. High Council, High School/Career & Technical Education Council, Administrative Council, and Higher Education Council. She will work directly with the membership director, Allie Faye Matthews, from Arizona.

She is looking forward to leading and serving NAEOP in this capacity. The Nebraska Department of Education Office Professionals Association (NDDEOPA) is an affiliate of NAEOP.
**NAEOP Conference Report**

The NAEOP Conference in Bloomington, Minnesota was another outstanding session. The Minnesota group put together a great program. At the institute, I attended an all day session of "Playing Nice in the Sandbox" with Kim Ratz. This session communicated that with every organization, there are always differences of opinions. The thought is that we need to find a working balance for the good of the organization and its members. The first session on the second day was "Interpersonal Skills for Becoming a Leader" with Mike Starr. This session was packed full of exercises and pairing off to work in smaller groups. The second session, "Courage: Do You Have It?" with Sally Latimer, dealt with keeping your cool no matter what the situation presents. Both of these sessions were half of a day. I felt the second session definitely needed to be all day—half a day was not fair to the presenter or participants. Luckily, the presenters offered suggested reading materials.

I left this conference with the following question in my mind, "How do we find the element(s) that will make an impact within UNOPA, which in turn will make us a more viable resource to the university and at the same time with the outside community?"

UNOPA had fourteen members attend this year's conference. The following are a few of the highlights that our members received that I would like to share: 1) Betty Jacobs, UNOPA Notes editor, received 3rd place in the Local Newsletter Category 2; 2) UNOPA received 3rd place in the Louise Henderson Nelson Award, Local Category, which is a five year historical award on events, services and recognition; 3) Karen Jackson, NEOPA Web master, received 2nd place in the Skilled Professional Category; and 4) Diane Wasser, CEOE, was elected to the PSP Committee. A thank you to these individuals for sharing their expertise and kudos to all!

Although the sessions were very intense (I was completely drained at the end of the day), I am glad that I was able to attend—it was a great experience!

- **Peg Johnson**

  UNOPA President 2009/2010

**NEOPA Liaison Report**

The 75th National Conference was held in Bloomington, Minnesota, July 20 - 24, 2009. It was my pleasure to serve as the NEOPA Liaison at the conference. The pin I chose this year was the Nebraska state flag. I ordered 300 pins and all were sold to NEOPA members, mostly from those who attended the conference. Pins were exchanged with other NAEOP members during the conference.

Thirty nine (39) NEOPA members explored the "Many Facets of NAEOP" in Minnesota. A total of 365 attended from across the country. We attended Institute classes, briefings, General Session meetings, took tours, and gathered with old friends and met new ones. All in all, we had a great time!!

The Awards Presentation was held on Thursday, July 23. The following were the Nebraska winners and their award:

- **Website** - Skilled level: NEOPA, 2nd Place
- **Louise Henderson Nelson Award** - State: NEOPA, 3rd Place
- **Louise Henderson Nelson Award** - Local: UNOPA, 3rd Place

**Newsletter** - Local: UNOPA, 3rd Place

The PSP Banquet on Wednesday evening was the highlight for several NEOPA members. Suzanne Penn, CEOE, Carol Reed, CEOE, Joyce Trevett, CEOE, and Cheryl Wood, CEOE were honored for receiving their first certificates or upgrades. A PSP After-Glow Reception was held after the banquet for a true Nebraska "congratulations."

Nebraska had the following people elected to NAEOP Committees: Lisa Morehouse, CEOE, and Diane Wasser, CEOE, Professional Standards Program; Julie Kleager, CEOE, Professional Development Program; and Amy Chandler, Membership.

I also had the opportunity to attend the Retirees Breakfast while at the conference. I discovered that retirees have a generous contribution to make to the association. They provide scholarships by offering silent auction items, raffle items, and jewelry sales in the vendor exhibit room. Anyone who retires from an educational association is encouraged to join.

Next year the national conference will be held in Kansas City. Because the location is so close to home, I encourage all Nebraska members to consider attending. These conferences are not only educational, but also fun.

**Julie Kleager**

Cheryl Wood and Carol Reed (LPSAO) during the Afterglow Reception

Mary Guest, Lora Young, Peg Johnson, Sandy Lineberry, and Diane Wasser (UNOPA) at Installation Banquet

Julie Kleager (LPSAO) & Barb Hemner (UNOPA) at Annual Business Meeting

Pat Hust, Linda Luedtke, Edie Schleiger (UNOPA), and Sue Gilled (NDEOPA) at the PSP Banquet

Phyllis Rob (LPSAO) with Olive T. Riche (VA) during the Afterglow Reception

Suzanne Penn (WEOPA) attends Central Area Breakfast
Central Area Breakfast

Sandy Lineberry & Mari Greer (UNOPA)
Lola Young and NAEOP President Linda Tribble
NEOPA members enjoying the Central Area Breakfast

PSP Banquet

Barb Homer, Linda Luedtke, Edie Schleiger, Carol Bom, Pat Hust, & Doreen Wagenhoer (UNOPA)

Afterglow Reception

Diane Wasser and Debbie Hendricks (UNOPA)
Cheryl Wood and Kathy Janda (LPSAOP)
Amy Chandler (LPSAOP) and Nebraska State Doll

Deb Ryan, Sybil Hoover (DE), and Lisa Morehouse

Roxi Hiatt and Deb Ryan (LPSAOP)

Rhonda Meyer (LPSAOP) and Linda Teach (WEOPA)

More Fun with Friends

Carol Bom, Pat Hust, & Edie Schleiger (UNOPA) at Awards Luncheon

Roxi Hiatt, Julie Kieger, and Deb Ryan (LPSAOP)

The Historic Lowell Inn, "Mount Vernon of the West..."

Many NAEOP Conference attendees chose to tour the elegant Lowell Inn in Stillwater, MN, which included a lovely lunch.
Membership Form
for the
National Association of Educational Office Professionals

Membership Type:
- Active - $45
- Associate - $45
- Institutional - $80
- Corporate - $55
- Retired - $25

Membership Application Continuous Membership (12 full months)
- New Membership
- Renewal Membership
- Membership Number:
- Magazine Annual Subscription - $25
- Magazine Annual Subscription (Retired) - $10

- All fees must be paid in U.S. Dollars
- Outside of U.S. special postage and handling charges apply. Please add an additional $15.
- Active membership fees include a one-year subscription to the associate magazine.
- Dues are not deductible as a charitable contribution for income tax purposes.

Membership Information:
- Job description:
  - Elementary
  - Middle School/Junior High
  - Secondary/High School
  - Higher Education
  - State Department
  - Administration
  - Career & Technical Education
  - Retired
  - Other:
- Name:
- Address:
- City:
- State:
- Zip:
- Home phone:
- Office phone
- Ext.
- Fax:
- Email:
- Recruited by (Name):
- Method of Payment: Check, MasterCard, Visa
- Cardholder's Name:
- Card Number:
- Expiration Date:
- Signature:

Mail or Fax to:

NAEOP
PO Box 12619
Wichita, KS 67277-2619
Fax: 316-942-7100
See you soon at the

NEOPA
Fall Workshop
October 1-2, 2009
Double Tree Suites
Omaha, NE