

Summer 1997

## NEON, Vol. 34 No. 4, Summer 1997

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# *the* NEON

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Nebraska Educational Office News

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Published Quarterly by NEOPA

Annual Report

Vol. 34 Issue 4

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***Please be sure to fill out  
the survey and the  
membership form inside***

***AFFILIATE PRESIDENTS,  
PLEASE NOTE THE AFFILIATE  
LETTER INSIDE***

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**Summer 1997**





## NEOPA Purpose

The purpose of the Nebraska Educational Office Professionals Association shall be to promote and further the cause of advancement of education by improving the quality of office personnel service to the school, state and community. To this end, the Nebraska Office Professionals Association shall strive to elevate the standards of office personnel in education by the exchange and pooling of information, ideas and ideals within our educational system.

## The NEON

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The NEON is published quarterly by the Nebraska Educational Office Professionals Association (NEOPA). Contributing materials are welcome and should be sent to the Editor. Reserved is the right to accept, edit, or reject any material submitted for publication.

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*That which you think today becomes that  
which you are tomorrow.*

— Napoleon Hill

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## Editor's Comments

Please submit NEOPA items, articles of interest, opportunities for professional development, and news about local and state members. Fall deadline is August 1. Keep in mind that issue deadlines are subject to change.

Katrina Jones will be the 1997-98 editor.  
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Dear NEOPA Members,

I have enjoyed this past year as your NEOPA President. It has been a privilege to serve you. We have worked together to build many "ACCOMPLISHMENTS." At this time, I would like to thank my board and all the members who have given their time and effort to make this a successful year. Without willing people to serve on committees, the organization does not grow.

We accomplished so much this year:

- ☒ there were two excellent state conferences
- ☒ a great regional conference
- ☒ a change in the Constitution and Bylaws to enhance our organization
- ☒ we gave a scholarship to a deserving winner from Millard South in Omaha
- ☒ a profitable Ways and Means fund raiser
- ☒ and great NEON's were printed

The task we were unable to accomplish was increased membership, so that is being passed on to Linda Primm to "Reach for the Stars."

I wish Linda Primm every success next year. She is a capable, hardworking person and she can definitely "Reach for the Stars." Good luck, Linda!

Sincerely,

*Marvil Summerfield*

1996-97 NEOPA President



## Officer & Director News

### Audit Director *by* Jeanne Ann Kardell



The challenge of this position won't begin until after the 1996-97 year is completed. I have been in contact with Treasurer Sandy Watmore, and have arranged to receive the books in August for review. The last financial transactions for the 1996-97 year will have been completed by then.

My committee and I will submit our report at the NEOPA Fall 1997 Conference. The final report will be submitted in the winter *NEON*.

### Constitution & By-Laws *by* Harry Swartzfeger

The constitutional amendment was passed. Voting for the amendments were as follows:

Article IV: Yes =56, No=0, N/A=0

#### Section 2

Membership shall be of six classes: active, honorary, active retired, retired, associate, and life.

#### Article IV

##### Section 5A

Yes=56, No=0, N/A=0

A. Retired: Retired members may maintain their affiliation by paying annual dues. Retired members in the association shall be open to individuals who have retired from an educational system or employed in an organization related to education. Registration fees for Annual Spring Meeting and Fall Workshops shall be member's responsibility.

##### Section 5B

Yes=55, No=1, N/A=0

B. Active Retired: Active retired members shall have all privileges of active members except for holding office. Retired members who pay the same dues as active members shall have the privilege of voting and may serve on committees.

#### Article IV

Yes=52, No=2, N/A=2

##### Section 9

The dues for each fiscal year, June 1 through May 31, shall be determined upon adoption of a budget for the next fiscal year at the Annual Spring Meeting. Current annual dues are \$15.00 for active members, \$15.00 for active retired, \$5.00 for retired members, \$15.00 for associate members, and \$200.00 for life members.



Copies of the new Constitution and Bylaws may be obtained by contacting me at 921 2nd Ave., Plattsmouth, NE 68048; H (402) 296-9290; W (402) 595-2365; Fax (402) 595-2345; or E-

mail: harry@unomaha.edu.

### Educational Professional of the Year

*by* Sheila Perry

I want to thank my committee members Jeanne Andelt and Charlotte McAvoy Kyriss for serving on the Educational Professional of the Year Committee.

The recipient this year was Debbie Hendricks from the University of Nebraska Office Personnel Association (UNOPA). This year the committee also submitted materials for Dr. Douglas Zatechka as a candidate for the National Administrator of the Year Award. The deadline was March 15. No word has been received from national.



Congratulations to both Debbie Hendricks and Douglas Zatechka.

### Field Service *by* Linda Pence

I've made a few on-site visits this year. I did a presentation for Omaha Public Schools EOPA and also for the State Department of Education.

When I presented for DEOP, they taped the presentation on Professional Standards Program. What a thrill. I haven't seen the video yet. Maybe I don't want to, but we did the video so we could share information with other areas. I made up a booklet at that time, which I will pass onto Marvil, about PSP and what it means to be a member of both NEOPA and NAEOP.

I hope this information will be helpful for future Field Service Directors. I wish next year's board success and I hope Marvil has the opportunity to make many field service presentations.

*Before entering a battle of wits,  
check your ammunition.*

— Soundings



## Finance *by Lynne Smolnik*

NEOPA Proposed Budget	1997-98
<i>Income</i>	
Memberships	\$2,000.00
Ways and Means	\$1,075.00
Miscellaneous	\$150.00
Total	\$3,225.00
<i>Expenditures</i>	
NAEOP Affiliation	\$40.00
NAEOP Professional of the Year	\$40.00
Publicity	\$40.00
Membership Promotion	\$250.00
Newsletter	\$1,200.00
NEOPA Delegate to NAEOP Annual Meeting	\$500.00
Election	\$35.00
Officer/Committee Expense	\$550.00
Field Service	\$25.00
M. T. Wood Scholarship	\$20.00
Ways and Means	\$300.00
Miscellaneous	\$225.00
Total	\$3,225.00

## Membership Coordinator *by Linda Primm, President-Elect*

Our membership count for NEOPA, as of April 5, 1997, is 118 which includes:

- 96 active NEOPA members (86 renewals, 9 new)
- 13 NEOPA retirees
- 01 NEOPA associate member
- 08 NEOPA honorary members

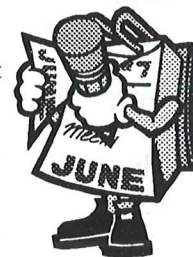
I would like to challenge each and every NEOPA member to recruit at least one new member for 1997-98. We can double our membership if everyone helps achieve that goal. Encourage your co-workers to join as part of their personal and professional growth.

I am hopeful that 1997-98 NEOPA memberships will continue to grow and provide success for our organization. Thank you for your support.

## Meeting Coordinator *by Chris Wiles*

As the meetings coordinator, I have followed up on Linda Primm's work with Pat Leiding of the Sandhills Association. Unfortunately her group does not feel that in their tenuous educational climate that they would like to plan a meeting. Fortunately, the Past-Presidents Association, headed by Marcella Shotwell, is planning to host the Fall NEOPA Conference. It will be held in Lincoln at the Harvester Motel, October 25, 1997.

I have written to twenty-seven members in areas that have not hosted in awhile asking them to consider hosting Spring or Fall of 1998. I received three responses. Luella Krizek of McCook feels it is time for her association to do so, but she needed to meet with them and discuss it. I am pleased to announce that they have decided to host in the Spring of 1998.



## NAEOP Liaison *by Sandy Lineberry*

Chicago, Chicago, That's a toddlin' town  
Chicago, Chicago, site of the 1997

NAEOP Conference has been promoted in the fall, winter, and spring issues of the NEON. Anticipation and excitement is building as members make plans to attend, and from what I hear, it appears we are going to have quite a good turnout, with many attending their first conference.

Several members are receiving PSP's or CEOE's, and we will be there to support them, as we were supported in the past.

It was decided by last year's Board that no challenge would either be accepted or proposed for this conference so preparation of a skit for the "Challenges" was not necessary. We'll just go and enjoy the festivities and hope for an increase in membership.

Due to our supply of pins, it was not necessary to order pins because we needed to sell down on what we currently have in stock. An order form



for pins was printed in the spring newsletter. My thanks to loyal member and past president Joyce Graybill who consented to do the NEOPA shirts again for us.

This is going to be a special conference for many of us as our dear friend Liz Sexson from Illinois, honorary member of NEOPA, will be installed as NAEOP president. It should be a fun and exciting time for all of us, since it is especially exciting to know the incoming president personally.

Thanks, Marvil, for allowing me to serve the NEOPA membership again this year. It has been an honor and my privilege. A final report on conference activities will be included in my final report in the fall *NEON*.

---

#### Newsletter Niki Smith, Editor

I have enjoyed the past year. Editing the *NEON* has definitely been a learning experience — frustrating, teeth-grinding... but rewarding! I would not have enjoyed it as much without the support and help from NEOPA members and Marvil. I know you'll be as supportive for Katrina Jones, next year's editor.



Make sure to submit articles and/or suggestions for the upcoming issues. Ways to reach Katrina are listed in the Editor's corner.

Please be sure to compliment my committee members for bearing with me this year and the fantastic work they did. If the job of helping do the *NEON* wasn't hard enough, they had to deal with me too! The *NEON* committee was:

Louise Berner, University of Nebraska-Lincoln  
Sylvia Huntington, Nebraska North Central Association  
Peg Kirby, Nebraska Department of Education  
Lisa Smith, Nebraska Department of Education  
Lola Young, University of Nebraska-Lincoln

NOTE: Remember deadlines are subject to change and should be watched closely.

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#### Nominating Marlene Einsel, Director

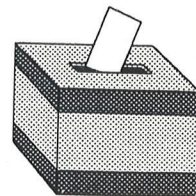
This has been a very productive year for our organization. We had a group of very qualified personnel who ran for offices this year, a BIG THANK YOU TO EACH. Below are the winners:

President-Elect — Lola Young — University of NE-Lincoln  
Vice President — Phyllis Schnepel — University of NE at Omaha

Secretary — Judy Rastede — NE Research & Extension Center-UNL

Treasurer — Sandy Watmore — University of NE-Lincoln

Ninety-three ballots were sent out and we received 56 back. This was approximately a 60% return. We really appreciate those members who took the time to return their ballots. We believe by involving all members our numbers will increase each year.



The committee will begin looking for names to be placed on next year's 1997-98 ballot in the fall of this year. If you know of anyone who might be interested, including yourself, please let us know.

1996-97 Nominating Committee Members were:

Marlene Einsel — University of NE at Omaha  
Linda Pence — University of NE-Lincoln  
Connie Mathews — University of NE at Omaha  
Debbie Hendricks — University of NE-Lincoln

*When you cease to make a  
contribution you begin to die.*

— Eleanor Roosevelt

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#### Professional Standards Program

 Jane Rumbaugh

I am proud to announce that as of January 15, the following NEOPA members were PSP recipients: Charlotte L. McAvoy Kyriss of Lincoln received the Bachelor, Option II and CEOE, Glenda M. Maury of Milford received the Advanced III, Option I, and Lola J. Young of Lincoln received the Advance I, Option I. **Congratulations!**

As of May 5, I received word that Marvil Summerfield of Omaha had been awarded the Advanced III, Option I in addition to her CEOE and Ginny Carter of Lincoln received the Basic Option I, **Congratulations!**

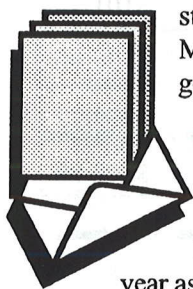


HOPEFULLY all these office professionals are planning on attending the National 1997 Conference in Illinois this July to publicly receive their awards. It can be done! Just ask any of the above!

### Publicity *by* Lola Young

Requests were made to NEOPA members to submit additions and corrections to the publicity mailing lists via board meetings and in the *NEON*. Three people responded and the labels were updated as they were received.

For the Fall Conference in Lincoln, 92 notices were sent to newspapers, radio stations, and television stations. Due to the updates received, 123 notices were sent to newspapers, radio stations, and television stations regarding the Spring Meeting in Omaha. I did not receive any responses generated from the above.



Thank you to my committee member, Charlotte McAvoy Kyriss for her assistance on this committee. She is a real gem! Thank you also to Marvil for allowing me to serve NEOPA as Director of the Publicity Committee during her year as President.

### Scholarship *by* Leone Thompson, PSP Adv III

Thank you to those members who sponsored a NEOPA Scholarship Applicant. We only had five worthy applicants apply this year, which was disappointing, but we feel we had five really worthy applicants.

Christina Hollman of Millard South High School is our Scholarship winner. Tarina Cox of Omaha Northwest High School is our alternate winner.

The Marion T. Wood Scholarship Application was forwarded to Christina for completion and subsequently has been forwarded to NAEOP prior to the March 1, 1997, deadline. Christina joined us at the Spring Conference hosted by the University of Nebraska at Omaha.



We appreciate the time and effort expended by our judges. They were Duane Iwen, Principal of Masters Elementary (Omaha Public Schools); Tony Deeb, Supervisory of OPS Media Technology Center; and Rebecca Means, Registrar (University of Nebraska at Omaha). Our thanks to them for a job well done.

Applicants were from Millard South, Millard North, Millard West, Lincoln High, North Platte High, Omaha Northwest and Axtell, NE. It might be well to note here that not all applications could be

accepted due to being incomplete. This is where our members would be of great help to these young people. When you sign off on their applications, go over the forms with them and make sure they are complete prior to submitting them to the Scholarship Director.

Good luck to all of our applicants. They can be proud of their achievements.

### Treasurer *by* Sandy Watmore

The following reports are current as of April 1, 1997.

Savings Account		
Beginning Balance		\$3,778.37
Interest Earned	1/18/97	\$15.74
	2/18/97	\$15.98
	3/18/97	\$14.64
Disbursements		\$0.00
New Balance		\$3,824.73

Scholarship Account		
Beginning Balance		\$2,046.41
Interest Earned	2/18/97	\$27.02
Disbursements		\$0.00
New Balance		\$2,073.43





Checking Account		
Beginning Balance		\$3,469.59
Receipts	1/31/97 Deposit	\$75.00
	3/7/97 Deposit	\$75.00
Disbursements	Postage-Membership	(\$41.96)
	Board Mtg. Exp.	(\$10.33)
	Paper/postage - NEON	(\$34.86)
	Scholarship	(\$400.00)
	Postage-Election	(\$19.83)
	Refund-Treas	(\$15.00)
	Printing-NEON	(\$165.40)
	AP Fee Educ Prof of Yr	(\$15.00)
	Ap fee-Educ Admin of Yr	(\$15.00)
	1996 Sales Tax	(\$51.14)
	Printing-NEON	(\$23.72)
	Postage-Scholar	(\$15.01)
	Printing-Election	(\$3.42)
	President's Exp	(\$12.67)
	CAPDD Exp	(\$18.48)
	Print/Post-Treas	(\$12.24)
New Balance		\$2,765.53

### Ways & Means *by Judy Rastede*

Greetings from Concord. It was nice to see many of you at the Spring Conference held in Omaha on April 5th! The Ways and Means Committee held one fund raiser this year and had several mini-raffles at the Fall and Spring Conferences. The accounting of those fund raisers is detailed in the table.

Fifty percent of this income will remain in the checking account to defray expenses and fifty percent will be deposited into the scholarship fund.

Thanks for all your support and assistance in making this a productive year!

Fund Raising Details	
<b>Receipts:</b>	
Annual raffle	\$717.00
50/50	\$23.00
Mini-raffle	\$82.15
Key chains/calendars	\$7.00
Total Receipts	\$829.15
<b>Expenses:</b>	
Postage	\$27.52
Raffle Prizes	\$101.75
Raffle Cash Prizes	\$150.00
Total Expenses	\$279.27
Net Income	\$549.88

### Local Association News

#### DEOP *by Peg Kirby, Vice President*

In balance with the Department of Education, one of the vital personal goals of the Department of Education Office Professionals has been to build an atmosphere of positive reinforcement and attitudes. DEOP members attending the spring conference, were inspired about the day's topics. They were appropriate to what DEOP has taken so seriously.

Members met in March and discussed our "positive" restructuring strategies. To celebrate, in April, members trimmed flower pots and planted new seedlings representing DEOP's innovative growth. Discussion also involved suggestions for attitude reinforcement training and we examined several possible presenters.



The Nomination Committee presented the slate of officers for May election:



Ginny Carter — President  
Peg Kirby — Vice President  
Terri Sloup — Treasurer  
Mary Watson — Secretary  
Niki Smith — Member-at-Large

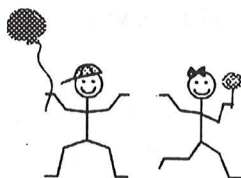
We have approached Lincoln-Lancaster Commission on the Status of Women to address *Older Women's Issues* in May. The program highlight is understanding what issues are influencing our lives as we all (or have parents) reaching golden years.

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**DEOPA** *Barbara Sullivan, President*

In October, members of the Doane Educational Office Personnel Association (DEOPA) hosted a Boss's Day luncheon.

Our annual craft fair held on November 23, in Fuhrer Fieldhouse, was a great success with approximately 100 booths sold. Again this year the fair will be in the Fieldhouse on November 22, from 9:00 till 4:00. Because of the great success of the fair we were able to provide four \$300 scholarships for 1997-98. We also gave substantial donations to two local charities at Christmas.



We held a progressive Christmas party for members in December. For this coming

Christmas members are preparing gift boxes for local children in need. Boxes will contain small toys, mittens, socks and perhaps a candy cane.

In March, Jackie Clifford, a Doane graduate and now an employee, gave a presentation on her recent experiences in the Peace Corp while in Thailand.

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**NEOPA-PP** *Marcella Shotwell, President*

Even though torrents of rain started the day, seven members gathered for their semi-annual business meeting on April 5, at the Peter Kiewit Conference Center prior to the day's activities. The 1997-98 officers were installed by Liz Sexson, NAEOP President-Elect, at the conclusion of the meeting. The new directors whom she installed were:

President — Sandy Lineberry  
President-Elect — Nelsine Scofield  
Secretary/Treasurer — Linda Pence

Debbie Hendricks of UNL was announced at the state business meeting as this year's recipient of the Eva Sheaff Memorial Scholarship. The past presidents wish to thank all those who applied for this member scholarship and encourage them and others to try again next year. The application form has been updated and revised

to aid in its completion.

As the hosting association, the past presidents have started planning for the October 25 NEOPA Fall Conference at the Harvester Motel in Lincoln, and will continue to do so throughout the summer. Three outstanding speakers have agreed to do presentations. Mark your calendars now so you won't miss this opportunity for professional growth and fellowship.

Have a great summer!

---

**OEOPA** *Katrina Jones, President*

The Omaha Educational Office Personnel Association has been busy this year! For the Christmas holiday we adopted a family that was chosen within the school system. It's hard to describe the look on the faces of the children when the committee brought the gifts and food to their home! It is truly wonderful to help make someone else's holiday brighter. Our annual Holiday Dinner was great with food, fun and song.

In March, we were fortunate to have Dr. John Langan, President - Board of Education, come and speak to our association. In April, Mr. Elmer Crumbley, principal of Skinner Magnet Center, gave us a grand tour of OPS's newest elementary school.

At the present time we are preparing for our 25th Annual Breakfast for Bosses on Wednesday, May 14, 1997. Dr. Norbert J. Schuerman, Superintendent of the Omaha Public Schools District will be retiring this year. OEOPA is sponsoring a "card shower" and we are asking all office personnel of OPS to send a card so that we can present them to Dr. Schuerman at the breakfast. Along with Dr. Schuerman, we have four OEOPA office personnel retiring. They are Carolyn Hicks - Benson High, Pat Lundahl - Superintendent's Office, Virginia Storm - Superintendent's Office, and Judith Zinn - Staff Development. We will miss each of them very much.

The breakfast will also be the debut for the OEOPA Singers. This is a group of dedicated





office personnel who have a desire to sing. Not only do we like to take care of business, we like to have fun too. We hope to have many future appearances!

Our nominating committee is in the process of tallying up the votes for the 1997-98 officers for OEOPA. We will let you know the lucky recipients in the next newsletter.

We had quite a turn out for the Spring Conference held here in Omaha, NE on April 5. OEOPA members in attendance were: Vira Epps-Brooks, Joyce Graybill, Noretta Howard, Sue Howell, Katrina Jones, Pat Lundahl, Cheryl McFee, Linda Primm, Kate Rauscher, Jane Rumbaugh, Virginia Storm, and Leone Thompson. The conference was informative and fun! Our association is very proud of our own Linda Primm who will be the 1997-98 NEOPA President.

This has been a challenging and fun year. My theme was "Together...We Can Make It Happen". I feel that OEOPA has really shown that motto to be true. It's been a great year and I look forward to seeing most of you (maybe all of you) in Chicago this summer!

---

**UNO-EOPA** ♫ *Shirley Fey, President*

UNO-EOPA had the opportunity to host the 1997 Spring State Conference at the Peter Kiewit Conference Center on April 4-5. Tallie Bishop, Phyllis Schnepel and their committee did a great job organizing the Friday social and the Saturday conference. We were honored to have Liz Sexson attend both events. The rain outside couldn't dampen the spirits of NEOPA member inside.

Wednesday, May 7, UNO-EOPA hosted our annual "Bosses Banquet" at the UNO Alumni Center. Connie Claussen, Associate Athletic Director, was recognized as "Boss of the Year". We awarded honorary UNO-EOPA memberships to Rod Oberle, UNO Director of Personnel, and Richard Snowden, Director of UNO Computing and Data Communications. Pepsi-Cola Company sponsored the banquet by donating \$250 to cover our expenses.

We will have a spring cleanup at the University Religious Center on Saturday, May 17, to complete our public service project this year.

In June the 1997-98 officers will be installed. They will be President, Harry Swartzfeger, Vice President, Sharon Schneidewind, Secretary, Marlene Einsel, and Treasurer, Rhonda Sheibal-Carver.

This has been a year to "Catch Your Dream" for UNO-EOPA. It has been my privilege to serve the association as president and thank my executive committee, committee chairs and those who served as committee members for making my term so enjoyable. I have grown both personally and professionally.

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"Whatever you can do or dream, begin it. Boldness has genius, power and magic in it. Begin it now." — Johann Von Gata

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**UNOPA** ♫ *Tricia Liedle, Corresponding Secretary*

The April UNOPA meeting took place at Rock-n-Roll Runza downtown. Nominees were announced for the Floyd S. Oldt Silver Pen and Outstanding Staff award. Silver Pen nominees were: Linda Cowdin, Connie Fryrear, Bonnie Johnson, Marilyn McDowell, Evelyn Niehaus, Polly Nilson, and Doris Smith. The two winners were: Linda Cowdin, Secretary Specialist in the Vice Chancellor for Business and Finance Department and Marilyn McDowell, Administrative Assistant of the ADAPT Program. They each received a monetary cash award of \$600, an engraved A.T. Cross Silver Pen, a framed certificate, and a one year UNOPA membership.

The nominees for the Outstanding Staff award were: Linda Cowdin, Doris Jaworski, Charles Marlin, Evelyn Niehaus and Monica Wagner. The recipient of the award was Monica Wagner, Secretary Specialist in the Sheldon Art Gallery. She received a monetary cash award of \$1,000, a plaque and a one year UNOPA membership.

Our last general meeting of the 96-97 year will be in May back at the East Campus Union. The program will be the Recognition Luncheon for all Past UNOPA Presidents, the Rose Frolik Award, and the installation of all 1997-98 officer's.

UNOPA has been saving its half of the 50/50 drawing this year at general meetings and we will be donating to one of three charities of the Board members choice.

UNOPA has had a good year and we look forward to the 1997-98 year.

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**WEOPA** ♫ *Kyle Rose, Vice President*

I can't believe that we are at the end of the school year already! WEOPA has had an eventful and interesting year! In January, a

local lawyer visited with us about various women's issues--wills, estate planning, credit--which was very informative. February was a time to "Get to Know You." Each member brought a baby picture and we had fun trying to identify each other. We also shared wedding pictures and stories about ourselves!

In March we visited the Northeast Research Center in Concord (home to three of our members). Mary, Judy and Pat served lunch and then gave us a tour of their office complex along with some background on the Center

Our April meeting presented a way for us to organize our photographs. Deb Carlson, a consultant for "Creative Memories," showed us how to take all those pictures we have at home in shoe boxes and get them into beautiful photograph albums and display them. We are preparing our annual Bosses Luncheon for May. We always enjoy this time to honor the people we work with.

We hope everyone has a great summer!

---

## Member News

### New Members

Ginny Carter, NE Department of Education

### Retiring Members

Carolyn Hicks, Omaha Benson High  
Pat Lundahl, Omaha Superintendent's Office  
Virginia Storm, Omaha Superintendent's Office  
Judith Zinn, Omaha Staff Development.

---

NEOPA Members,

Thank you NEOPA for awarding me the 1997 Educational Professional of the Year. I consider this award a very high honor, and I will treasure it forever. Special appreciation to the person who nominated me and to those who wrote letters of recommendation for me. I am pleased that the professionals in NEOPA are also my very dear friends. Thank you very much!

Debbie Hendricks, CEOE (UNOPA)

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*Success is never final and failure is never fatal.*

**There's a hell of a distance between wisecracking and wit. Wit has truth in it; wisecracking is simply calisthenics with words.**

**—Dorothy Parker**

## ATTENTION NEOPA MEMBERS!!!

NEOPA is in need of a Ways and Means Director for the 1997-98 year. Ways and Means is very important to our organization because it is the only income we have. Our Ways and Means provides scholarships for those students pursuing a degree in a business related field. Being the Director does take some time and effort but we have members willing to assist on the committee and we have previous years of experience to look back on. This is a great opportunity for someone working on their PSP certificate. Please consider helping NEOPA with this worthwhile project. Contact Linda Primm at (402) 557-2048 office, or (402) 572-6978 home, as soon as possible.

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Honorary member **Vivian Valentine's** husband passed away in February. Cards can be sent to 4023 Poplar Springs Dr., Meridian, MS 39301.

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Niki Smith, DEOP, became an aunt again April 16. Anthony Robert weighed in at 10 lb. 11 oz., and was 22 inches long.

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## NAEOP Update

**Flags** *by Linda Pence, Past President*

Central Area Region has collected enough money to buy new flags and poles for NAEOP. The flags and poles currently in use are different sizes and it is time consuming to match the correct pole pieces and flags together. The flags also require a lot of time to iron.

The new poles will all be the same size and are collapsible which will help in storing and shipping. Material for the new flags will be a polyester mix and shouldn't wrinkle as much, besides being the same size.

Being part of the Central Area Region you should feel proud of the accomplishment, and for those coming to the 1997 NAEOP Conference you will see the new flags and poles in use!!



## Central Area Professional Development Day 1998 Niki Smith

The February 1998 Central Area Professional Development Day will be in Missouri. It will probably be held in Kansas City or St. Louis. While participating in the hallway discussion at the Spring Conference I volunteered (!) to check into hiring a bus.


The number of people riding and the number of stops (e.g., Grand Island, North Platte, Lincoln, or Omaha) will affect the cost. If you're interested, please let me know. My address, phone numbers and e-mail addresses are on the back of the *NEON*. Remember this is for interest only, not a commitment. Thanks for your help.

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## Articles


### Writing — When Editing Your Own Copy


Whenever you write something, you should know how to edit and polish your own copy. Here are some guidelines to follow when editing for:


 **Brevity.** Cut every word that adds nothing to meaning.

*Examples:* Change “during the course of” to “during” and “few in number” to “few.”

 **Clarity.** Don't use vague adjectives when specific ones are called for. Don't write, “We received *numerous* inquiries.” Instead write, “We received 145 inquiries.”

 **Tone and style.** Make sure your words sound as if they come from a human being — and not an institution. *Example:* Instead of writing, “Further notification will follow,” write, “I'll keep you informed.”

 **Variety.** Avoid starting each sentence with the same part of speech, such as a noun or pronoun. *Caution:* Make your purpose immediately clear. Don't force your reader to wade through several paragraphs before understanding why you wrote the piece.

 **Paragraph strength.** See to it that each paragraph deals with only one topic. Including too many will make your reader work too hard.

*Taken from communication briefings, Volume XV, No. III,  
(609) 232-6380, Encoders, Inc., 1101 King Street, Suite 110,  
Alexandria, VA 22314, (800) 888-2084, fax (703) 684-2136*

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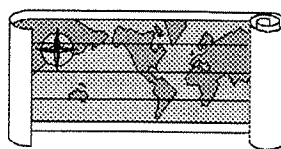
*Never deprive a person of hope;  
it might be all they have.*

## More . . . The World According To Student Bloopers Richard Lederer, St. Paul School

ONE OF THE FRINGE BENEFITS OF BEING AN ENGLISH OR HISTORY TEACHER IS RECEIVING THE OCCASIONAL JEWEL OF A STUDENT BLOOPER IN AN ESSAY. I HAVE PASTED TOGETHER THE FOLLOWING “HISTORY” OF THE WORLD FROM CERTIFIABLY GENUINE STUDENT BLOOPERS COLLECTED BY TEACHERS THROUGHOUT THE UNITED STATES, FROM EIGHTH GRADE THROUGH COLLEGE LEVEL. READ CAREFULLY, AND YOU WILL LEARN A LOT.

The government of England was a limited mockery. Henry VIII found walking difficult because he had an abness on his knee. Queen Elizabeth was the “Virgin Queen.” As a queen she was a success. When Elizabeth exposed herself before her troops, they all shouted “hurrrah.” Then her navy went out and defeated the Spanish Armadillo.

The greatest writer of the Renaissance was William Shakespear. Shakespear never made much money and is famous only because of his plays. He lived in Windsor with his merry wives, writing tragedies, comedies and errors. In one of Shakespear's famous plays, Hamlet rations out his situation by relieving himself in a long soliloquy. In another, Lady Macbeth tries to convince Macbeth to kill the King by attacking his manhood. Romeo and Juliet are an example of a heroic couplet. Writing at the same time as Shakespear was Miquel Cervantes. He wrote “Donkey Hote”. The next great author was John Milton. Milton wrote “Paradise Lost.” Then his wife dies and he wrote “Paradise Regained.”



During the Renaissance America began. Christopher Columbus was a great navigator who

discovered America while cursing about the Atlantic. His ships were called the Nina, the Pinta, and the Santa Fe. Later the Pilgrims crossed the Ocean, and this was called the Pilgrim's Progress. When they landed at Plymouth Rock, they were greeted by Indians, who came down the hill rolling their war hoops before them. The Indian squabs carried



porposies on their back. Many of the Indian heroes were killed, along with their cabooses, which proved very fatal to them. The winter of 1620 was a hard one for the settlers. Many people died and many babies were born. Captain John Smith was responsible for all this.

One of the causes of the Revolutionary Wars was the English put tacks in their tea. Also, the colonists would send their pacels through the post without stamps. During the War, Red Coats and Paul Revere was throwing balls over stone walls. The dogs were barking and the peacocks crowing. Finally, the colonists won the War and no long had to pay for taxis.

Delegates from the original thirteen states formed the Contented Congress. Thomas Jefferson, a Virgin, and Benjamin Franklin were two singers of the Declaration of Independence. Franklin had gone to Boston carrying all his clothes in his pocket and a loaf of bread under each arm. He invented electricity by rubbing cats backwards and declared "a horse divided against itself cannot stand." Franklin died in 1790 and is still dead.

George Washington married Martha Curtis and in due time became the Father of Our Country. Then the Constitution of the United States was adopted to secure domestic hostility. Under the Constitution the people enjoyed the right to keep bare arms.



Abraham Lincoln became America's greatest Precedent. Lincoln's mother died in infancy, and he was born in a log cabin which he built with his own hands. When Lincoln was President, he wore only a tall silk hat. He said, "In onion there is strength." Abraham Lincoln write the Gettysburg address while traveling from Washington to Gettysburg on

the back of an envelope. He also signed the Emasculation Proclamation. On the night of April 14, 1865, Lincoln went to the theater and got shot in his seat by one of the actors in a moving picture show. The believed assinator was John Wilkes Booth, a supposedly insane actor. This ruined Booth's career.

Meanwhile in Europe, the enlightenment was a reasonable time. Voltare invented electricity and also wrote a book called "Candy". Gravity was invented by Issac Walton. It is chiefly noticeable in the Autumn, when the apples are flaling off the trees.

Bach was the most famous composer in the world, and so was Handel. Handel was half German, half Italian and half English. He was very large. Bach died from 1750 to the present. Beethoven wrote music even though he was deaf. He was so deaf he wrote loud music. He took long walks in the forest even when everyone was calling for him. Beethoven expired in 1827 and later died for this.



France was in a very serious state. The French Revolution was accomplished before it happened. The Marseillaise was the theme song of the French Revolution, and it catapulted into Napoleon. During the Napoleonic Wars, the crowned head of Europe were trembling in their shoes. Then the Spanish gorillas came down from the hills and nipped at Napoleon's flanks. Napoleon became ill with bladder problems and was very tense and unrestrained. He wanted an heir to inheret his power, but since Josephine was a baroness, she couldn't bear him any children.



The sun never set on the British Empire because the British Empire is in the East and the sun sets in the West. Queen Victoria was the longest queen. She sat on a thorn for 63 years. Her reclining years and finally the end of her life were exemplary of a great personality. Her death was the final event which ended her reign.

The nineteenth century was a time of many great inventions and thoughts. The invention of the steamboat caused a network of rivers to spring up. Cyrus McCormick invented the McCormich Raper, which did the work of a hundred men. Samuel Morse invented a code for telepathy. Louis Pastuer discovered a cure for rabbis. Charles Darwin was a naturalist who wrote the "Organ of the Species". Madman Curie discovered radium. And Karl Marx became one of the Marx Brothers.

The First World War, caused by the assignation of the Arch-Duck by a surf, ushered in a new error in the anals of human history.

### How to Hold Productive Meetings

Meetings cost money. They take people away from their regular duties, so, theoretically, those people who attend aren't "working" while the meeting is going on. As the minutes tick by, the costs mount. That's why it's so important to make each minute of a meeting count.



**Create an agenda.** List all the topics that will be discussed. Include a brief description of each topic and the person who will lead the discussion. You may or may not want to include a time limit for each topic. (See sample agenda.)

Hand out copies of the agenda to all attendees at least two days before the meeting. That will give you enough time to amend the agenda, if need be, and serve as a reminder to everyone who is supposed to attend.

**Designate someone to take notes.** A written record is essential for follow-through. Arrange to have someone attend the meeting whose sole function is to record what was decided, or ask one of the attendees to keep notes, or do so yourself.

**Direct discussion.** Make sure the discussion centers around the topic scheduled. If people get sidetracked, bring them back to where they should be. Interrupt discussion with something like the following: "Sorry to cut in, but we're getting off the subject. We can continue this discussion when we finish our agenda. Juan, you were telling us about the magazine ads scheduled for the Pacific Rim . . ."

**Keep control.** If the discussion is running overtime, but it's important that everyone present hear that discussion, let it continue. But if you feel that what is being discussed could be handled more effectively by two or three people at another time, appoint a subcommittee. "This is interesting, but, Juan, perhaps you, Judy, and Vickie should get together and work out the details first. Will you three arrange to meet and then tell us what you came up with at our next meeting?"

**Restate all decisions made.** Whenever you finish discussing a topic, review what decisions were made and record them. "So we've approved a budget of \$350,000 for TV and radio commercials in the U.S. for first quarter of next year. We'll use the two new commercials just completed for test markets and roll out in April to the rest of the U.S. if response is positive."

**Hand out the recap.** Type up or input the decisions made at the meeting, and hand out copies to all attendees and everyone who wasn't there that will be affected by the decisions made. Make sure you designate those who will be responsible for carrying out the decisions, and include deadlines, if necessary. (See sample meeting recap.)

## SAMPLE AGENDA

**Marketing Meeting**  
Thursday, December 2  
10:00 a.m.  
Conference Room, Third floor

### Agenda

**10:00 a.m.**—U.S. Media Schedule, January-March  
**JoAnn Schaefer** will review TV and radio ad schedules for new products.

**10:30 a.m.**—U.S. Print Media Schedule, January-March  
**Bob Donnelly** will review magazine and newspaper ad schedules for new products.

**11:00 a.m.**—International Media and Print Schedule, January-June  
**Juan Gonzalez** will review all media schedules for products being introduced into international markets during the first six months of 19XX.

## RECAP

### Recap

Date: 12/3/XX  
Subject: Marketing Meeting held Dec. 2

**U.S. Media Schedule.** We will spend no more than \$350,000 for TV and radio commercials in the U.S. for first quarter of next year in test markets. The new commercials will be used. Roll out scheduled for April if response is positive. JoAnn Schaefer will draw up final media schedule and distribute by 12/20/XX.

**U.S. Print Schedule.** New ads have been approved and schedule set. Budget is \$125,000. Bob Donnelly will distribute list of magazines. Production staff, please see Bob for negatives to send out to magazines according to closing dates.

**International Media and Print.** Preliminary schedule set for budget of \$175,000 in Pacific Rim and Latin America. Juan will hand out media list. Juan, Judy, and Vickie will meet to discuss plans for Europe.

c: those attending and J. Jones, F.R. Crenshaw, P. Daley

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Fairfield, NJ 07004-2565, 1-800-526-2554



# NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

P.O. Box 12619 • Wichita, KS 67277-2619 • 316/942-4822 • FAX 316/942-7100

- |  |       |  |      |
|--|-------|--|------|
| <input type="checkbox"/> Annual Membership                 | \$40  | <input type="checkbox"/> Associate Membership              | \$40 |
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| <input type="checkbox"/> Retired Membership                | \$10  | <input type="checkbox"/> Corporate Membership              | \$50 |
| <input type="checkbox"/> Retired Membership (Includes NES) | \$20  | <input type="checkbox"/> NES Annual Subscription           | \$20 |
| <input type="checkbox"/> Retired Life Membership           | \$150 | <input type="checkbox"/> NES Annual Subscription (Retired) | \$10 |

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Recruited by (name) \_\_\_\_\_

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- Card Number \_\_\_\_\_ Expiration \_\_\_\_\_
- Signature \_\_\_\_\_

Active membership fees include \$20 for a one-year subscription to the *National Educational Secretary*.

Dues are not deductible as a charitable contribution for income tax purposes.

**Membership Application**  
Continuous Membership  
(12 full months)  
All fees must be paid in U.S. dollars

- ☐ Elementary  
☐ Middle School  
☐ Secondary  
☐ Higher Education  
☐ State Department  
☐ Administration  
☐ Vocational  
☐ Retired  
☐ Other (specify): \_\_\_\_\_



## Web Sites You Might Want to Visit

Joke a Day

<http://www.jokeaday.com>

National Coalition for Parent Involvement in Education (NCPIE)

<http://www.ncpie.org>

Smart Computing (Previously known as PC Novice)

<http://www.peed.com>

Newsletter Access

<http://www.newsletteraccess.com>

Web source for newsletters on business, health, investments, communications, law, government, computers, and more with a searchable directory of over 5,000 newsletters.



Dear mom.com...



# NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION

Fall Conference-Lincoln, Nebraska

Harvester Hotel

General Membership Meeting

October 19, 1996

## I. Call to Order

President Marvil Summerfield called the meeting to order

## II. Roll Call

Roll call was answered by the following affiliates and members

- 4 Lincoln Public Schools Association of Office Professional
- 14 Nebraska Department of Education Office Professionals
- 5 Omaha Educational Office Personnel
- 7 University of Nebraska Office Personnel Association
- 6 UNO-Educational Office Professionals Association
- 3 Wayne Educational Office Professionals Association
- 1 Gibbon Public Schools
- 1 Milford Public Schools
- 1 Tri County Public Schools
- 1 GUEST-Sherri Jenkins, Omaha, NE
  
- 5 NEOPA Past Presidents Association

## III. Approval of Minutes

With no additions or corrections to the April 13, 1996 minutes, they stand approved as distributed in the conference packets.

## IV. Communications/Announcements

Doris Merriman announced that the NEON, our NEOPA newsletter won third place for the state at the National Convention in Seattle, Washington, (1995-96 editor, Lola Young) with UNOPA NOTES getting first place (1995-96 editor, Carol Bom).

Thanks for all the hard work that has gone into the various projects.

Sheila Perry has received the Marian T. Wood Scholarship, as well as receiving the Office Professional of the Year. Congratulations!

Marvil Summerfield announced that Jean Fankell has been made an honorary member of NEOPA.

## V. Treasurer's Report

The Treasurer's Report is in the conference packet. There were no questions. The report will be filed for audit.

## VI. Committee Reports

**Audit-** no report

### **Constitution & Bylaws**

It was noted that Joyce Graybill, representing the Past Presidents Association recommended the following changes to the constitution and bylaws. Harry Swartzfeger presented the changes as follows:

Article IV:

#### Section 2

Membership shall be of six classes: active, honorary, active retired, retired, associate, and life.

Article IV:

Section 5

A. Retired: Retired members may maintain their affiliation by paying annual dues. Retired members in the association shall be open to individuals who have retired from an educational system or employed in an organization related to education. Registration fee for Annual Spring Meeting and Fall Workshops shall be member's responsibility.

B. Active Retired: Active retired members shall have all privileges of active members except for holding office. Retired members who pay the same dues as active members shall have the privilege of voting and may serve on committees.

Article IV:

Section 9

The dues for each fiscal year, June 1 through May 31, shall be determined upon adoption of a budget for the next fiscal year at the Annual Spring Meeting.

Current annual dues are \$15.00 for active members, \$15.00 for active retired, \$5.00 for retired members, \$15.00 for associate members, and \$200.00 for life members.

These changes will be voted on at the Spring Meeting.

**Educational Professional of the Year:** Sheila Perry announced the deadline as January 15, 1997, for submitting a name for Professional of the Year.

**Field Service:** Linda Pence has visited many places during the past several months, giving out information regarding NEOPA, Professional Standards Program, and she will be attending the Office Professional meeting in Ames, Iowa on October 19 and 20. She will be happy to meet with any organization to share information regarding NEOPA.

**Finance:** Lynn Smolnik has been working at evaluating the budget and doing committee work.

**Meetings Coordinator:** Christina Wiles is working at finding a place for the Fall Workshop. Would there be anyone interesting in hosting? The Spring Meeting will be in Omaha on April 5, 1997.

**Membership:** Linda Primm reported that currently there are 79 members. The membership appears to be down compared to last year. The organization does have a purpose and it is hoped that there will be an increase. Linda encouraged everyone present to join NEOPA.

**NAEOP LIAISON:** Sandy Lineberry reminded us that the National Convention will be July 14-16, 1997, in Chicago. There will be additional information in the next NEON. Jean Fankell, Past President of NAEOP, encouraged membership as well. Along with membership comes a year of the magazine subscription which is always filled with helpful articles. NAEOP is always looking for ways to increase revenue, other than just collecting dues.

**Newsletter:** The deadline for the next NEON articles will be December 1.

**Nominating:** Marlene Einsel introduced her committee members as Linda Pence and Deb Hendricks. Anyone wishing to serve on a committee or in an office should inform Marlene.

**PSP:** Jane Rumbaugh would like to remind those people wishing to apply for their PSP, the deadline is January 15. Jane has booklets telling about PSP and the advantages it offers.

**Publicity:** Lola Young has sent out 92 press releases to newspapers and radio stations regarding the meeting.



**Scholarship:** Leone Thompson reported that there are several scholarships available through NEOPA and it is hoped that people will apply for them. Forms are available from Doris Merriman.

**Ways & Means:** Judy Rastede is working on the raffle items for the Spring Meeting.

**VII. Unfinished Business**

Tallie Bishop issued an invitation to NEOPA members present that the Spring Meeting will be held in Omaha. The theme will be "Cultivating Tools for Growth and Renewal." A place is needed for the Fall Workshop.

There is a Central Area Professional Day in Cedar Rapids, Iowa, on February 14 and 15. Nebraska is responsible for the registration process. Geraldine "Boots" Owens will be the speaker. More information will become available.

**VIII. New Business**

A big thank you goes to the Department of Education Office Professionals for a well planned day. It was very enjoyable for those attending the conference.

**IX. Adjournment**

The meeting was adjourned.

Respectfully submitted,

  
Glenda Maury, Secretary

  
Marvil Summerfield, President

NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION

Spring Conference - Omaha Nebraska  
Peter Kiewit Conference Center  
College of Continuing Studies  
General Membership Meeting  
Saturday, April 5, 1997

- I. CALL TO ORDER  
President Marvil Summerfield called the meeting to order. She reminded those in attendance that only members could vote and that we would be using the voting cards.
- II. ROLL CALL  
Roll call was answered by the following affiliates and members
- 5 Lincoln Public Schools Association of Office Professionals
  - 4 Nebraska Department of Education Office Professionals
  - 11 Omaha Educational Office Personnel
  - 6 University of Nebraska Office Personnel Association
  - 12 UNO-Educational Office Professionals Association
  - 7 Wayne Educational Office Professionals Association
  - 1 Gibbon Public Schools
  - 7 NEOPA Past President's Association
  - 1 Honorary Member - Liz Sexson
  - 4 Guests
- III. APPROVAL OF MINUTES  
There were no corrections to the October 19, 1996 minutes. Katrina Jones made a motion and Phyllis Schnepel seconded that we approve the minutes as printed. Motion carried.
- IV. COMMUNICATIONS AND ANNOUNCEMENTS  
There were no communications. Marvil announced that Christina Wiles, Vice-President was taking minutes in the absence of Secretary Glenda Maury.
- V. TREASURER'S REPORT  
The Treasurer's Report was supplied in the packets. Sandy Watmore informed the members that the scholarship amounts would be withdrawn from savings and replaced in the checking account this summer.
- VI. COMMITTEE REPORTS
- Audit  
Jeanne Ann Kardell announced that the NEOPA books would be audited in August.
  - Constitution & Bylaws  
Harry Swartzfeger reported that the proposed changes were passed by the membership and that an updated copy was available for members.
  - Educational Professional of the Year  
To be announced during lunch.



#### Field Service

Linda Pence reported that she had made a few on site meetings. DEOP made a tape of her presentation which will be made available for other organizations to use.

#### Finance

Lynn Smolnik advised the members of the changes to the proposed budget that was in the conference packets. The budget was passed unanimously.

#### Meetings Coordinator

Christina Wiles reported that the Past Presidents' Association will be hosting the Fall Conference in Lincoln at the Harvester Motel. After sending 27 letters to members in remote areas of the state, the Southwest Association of Educational Office Professionals in McCook will be hosting the 1998 Spring Conference. She encouraged as many members as possible to attend to show their support of the invitation.

#### Membership

Linda Primm reported that Jenny Carter's name should be added to the membership list as her name had been omitted making our membership at 87 renewals, 9 new members, 13 retirees, 1 associate and 8 honorary members. She also encouraged each member to recruit at least 1 new member.

#### NAEOP LIAISON

Sandy Lineberry will share information later in the meeting

#### NEON

The winter issue of the NEON was submitted to NAEOP for consideration in the newsletter competition. May 1 is the deadline for the summer NEON.

#### PSP

Jane Rumbaugh announced that Glenda Maury received her Advanced 3 Option I, Charlotte Kyriss McAvoy recieved her Bachelor, Option II and CEOE, and Lola Young received her Advanced I Option I.

#### Nominating

Marlene Einsel introduced her committee of Linda Pence, Debbie Hendricks and Connie Matthews. She reported nominations were very successful and announced the new officers to be installed at lunch: Lola Young - President-elect; Phyllis Schnepel - Vice President; Judy Rastade - Secretary; and Sandy Watmore - Treasurer.

#### Publicity

Lola Young sent 123 notices to newspapers and radio stations. She would like to be notified if anyone saw any of the notices.

#### Scholarship

Out of five applicants, Leone Thompson reported that Christina Hollman of Millard South High School is our 1996-97 winner and that Tarina Cox of Omaha Northwest High School is our alternate winner. Christina will attend our luncheon. Leone also announced that the board approved a motion to give two scholarships next year.

#### Ways and Means

Judy Rastede introduced her committee members, Mary Jarvi and Pat Bathke and reported 101 letters and books of raffle tickets were sent out and \$560 had been returned before the conference. All raffles and the 50/50 would continue to be sold during the conference breaks until the time of the drawing.

#### VI. UNFINISHED BUSINESS

Tallie Bishop reported that there were 69 registrants for the Spring Conference. Marcella Shotwell invited NEOPA to the Lincoln Harvester for the Fall Conference hosted by NEOPA Past Presidents Association on October 25, 1997.

#### VII. NEW BUSINESS

Doris Merriman presented the Past Presidents Scholarship. She indicated that the application form would be updated and encouraged members to apply and reapply. She read a personal statement regarding the recipient and then announced the 1997 Eva Sheaff Memorial Scholarship winner was Debbie Hendricks. Debbie gave her thanks to all of those who helped her attain her educational goals.

Marvil gave a few closing remarks regarding her past year as president.

Sandy Lineberry was introduced to share information about the NAEOP Conference and meeting in July. She gave information about pins and shirts and that she would like all those planning to go to let her know. Liz Sexson, NAEOP President-elect and conference committee member gave more information about airport hostesses and then the conference video was shown. Linda Pence let the membership know that Central Area had purchased the new flags for the conference flag ceremony.

Linda Pence moved and Ruth Manning seconded the motion to adjourn the meeting.

During lunch, Sheila Perry presented the NEOPA Educational Professional of the Year award to Debbie Hendricks. Debbie was pleased and thanked Lola Young for nominating her for this honor.

Leone Thompson introduced our NEOPA Scholarship winner, Christina Hollman. Christina thanked everyone, and especially Leone and Doris Merriman for their help in the application process.

Liz Sexson presided over the installation of Linda Primm and the 1997-98 Executive Board. Each officer was presented a blue candle in a star holder to represent Linda's theme of "Reach for the Stars."



After the installation, President Marvil gave her closing remarks and presented Linda Primm with the gavel. Linda presented Marvil with a past president's pin and Linda Pence passed the Past-President's plaque to Marvil.

Linda Primm gave her remarks regarding her term. She has hopes that we will grow and become a stronger organization. She then introduced her 1997-98 appointed Board. They are:

Audit Director - Joanne Lahm  
Constitution and Bylaws Director - Kathy Bennetch  
Educational Professional of the Year Director - Peg Kirby  
Field Service Director - Marvil Summerfield  
Finance Director - Shirley Fey  
Meetings Coordinator - Phyllis Schnepel  
Membership Director - Lola Young  
NAEOP Liaison - Sandy Lineberry  
Newsletter Editor - Katrina Jones  
Nominating Director - Marlene Einsel  
Professional Standards Program Director - Jane Rumbaugh  
Publicity Director - Sharon Fuller  
Scholarship Director - Leone Thompson  
Ways and Means Director - pending

*Christina Wiles*

Christina Wiles, Acting Secretary

*Marvil Summerfield*

Marvil Summerfield, President

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# CENTRAL AREA INSERT

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Volume 1 Issue 2

MARCH 1997

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## NAEOP CENTRAL AREA COMMUNICATION LINK



FROM THE DESK OF THE  
CENTRAL AREA DIRECTOR  
SANDY WISEMAN, CEOE

### NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS CENTRAL AREA

Kansas-Illinois-Missouri-Indiana-Nebraska-Iowa  
Associations of Educational Office Professionals

**CAPDD**—The seventh annual Central Area Professional Development Day at Cedar Rapids, IA, February 14-15, was a huge success. We were delighted to have our National President, Marilyn James with us.. She expressed her thanks for inviting her for she enjoyed meeting the Central Area members and getting to know them all a little better.

"Boots" Owens, NAEOP Past President presented an all day workshop "The Whole Thing". The workshops was not only informative, but fun. It was delightful to have Boots with us. We learned a lot about ourselves and other members. I thank the Missouri Association for making the arrangements for our presenter.

The Friday night social was hosted by the Illinois Association. We had a great time. They had us getting acquainted with each other by asking for other people's autographs, but we had to write with the opposite hand than we ordinarily do. Tough to do and still read it. The exchange of Friendship gifts was a real blast. The state of Kansas had planned a reading about an Easter Family. When the story said left or right we had to pass our gift that direction. Some of us by the end of the story did not know our left from our right. Was great fun. If you would like a copy of that creative story, Mildred Burroughs has provided me with one and I would be happy to send or fax it to you. Just let me know.

Butch Bender and her committee from the Iowa Association were perfect hostesses. The hotel accommodations were lovely, the staff very helpful, and the food was delicious. Thank you to Pat Strong for the

door prizes that were distributed at lunch. Many lucky ladies went home with a gift from Iowa. Butch even provided us with a beautiful snowfall on Saturday evening and Sunday.

The CAPDD duties are divided into six areas of responsibility, and each state president or coordinator takes on the chairmanship of one of the areas (committees). This year, it went like this:

Host	Iowa
Registration	Nebraska
Program/Presenter	Missouri
Publicity/Brochure	Indiana
Friday Night Social	Illinois
Friendship Gifts	Kansas

**NEXT YEAR'S CAPDD**—Tentative date of February 6-8, 1998. Mark your calendars. Location will be in the state of Missouri. If I have more definite information before this goes to print, I will pass it along. The tasks will be undertaken as follows:

Host	Missouri
Registration	Kansas
Program/Presenter	Illinois
Publicity/Brochure	Iowa
Friday Night Social	Indiana
Friendship Gifts	Nebraska

We look forward to another wonderful weekend of Professional growth, fellowship and fun when we all meet again.



1997 National Conference and Institute - "The Best in the Midwest- Illinois 1997" YES it is almost here. Can you believe how the years have flown by since Doris Baittie first had the idea of hosting a National Conference in the state of Illinois? When she asked me to be her Vice-Chairman, I was as excited as she was about the opportunity to have our NAEOP friends come to our state. Many hours of hard work and dedication have been put into this marvelous undertaking by Doris and all the Committee Chairmen from the state of Illinois. They are looking forward to hosting the entire US of A for a week at the Arlington Park Hilton Conference Center. You will not want to miss a minute of this conference.

Kay Barclay and Mary Franson have put together a wonderful schedule of Institute classes. A great chance to obtain those PSP credits towards your certification. Refer to the Winter issue of the NES for further information. Any further information you may need please know you can call Doris Baittie, Kay Barclay or me and we will be happy to help you out. It's a wonderful opportunity for anyone who might find it difficult to attend the National Conferences when they are located in other areas of the United States.

Future National Conference locations will be convenient for us in the Midwest. The following locations are firm:

1998 - Minneapolis, MN (July 27-31)  
 1999 - Wichita, KS (July 19-23)  
 2000 - Louisville, KY (July 24-28)

Nice and close. We know when you attend your first National it will not be your last. We realize it does become costly, but for many of us it is a vacation with approximately 800 of our best friends. I know I save through Credit Union payroll deduction all year long just to go to our National. You will not be sorry!

The state of Illinois will proudly watch the Installation of our own Elizabeth "Liz" Sexson as the 1997-98 National President. Liz has worked very hard for many years in the association and we are extremely proud of her. I know many of you will want to be at the National Conference to recognize and support her as she goes into the highest office of leadership for Educational Office Professionals. *Congratulations Liz! We are Proud of You.*

**MEMBERSHIP**—We have an unending need to recruit new members and encourage current members to renew. How do we do that? Each of us is totally different in the way we approach NAEOP membership. I think the best way is to try to get others involved by attending an event. It could be Central Area Professional Development Day or on the state-level a state conference. This will give them an

idea of what we are all about. We strive for personal and professional growth through service, recognition and fellowship. NAEOP has a purpose and that is to provide the best they can for their members to achieve recognition, information, service and fellowship to all of us in our profession of Educational Office Support Staff. Encourage others to participate. You will not only have helped to increase membership, but will have introduced another person to our NAEOP family. You can watch that person grow and gain satisfaction from our association.

Sandy Wiseman, CEOE  
 Central Area Director

### "HUGS"

It's wondrous what a hug can do.  
 A hug can cheer you when you're blue.  
 A hug can say, "I love you so."  
 or, "Gee, I hate to see you go."  
 A hug is, "Welcome back again."  
 A hug can soothe a small child's pain  
 and bring a rainbow after rain.  
 The hug! There's just no doubt about it,  
 we scarcely could survive without it.  
 A hug delights and warms and vharms,  
 it must be why God gave us arms.  
 Hugs are great for fathers and mothers,  
 sweet for sisters, swell for brothers.  
 And chances are some favorite aunts  
 love them more than potted plants.  
 Kittens crave them. Puppies love them.  
 Heads of state are not above them.  
 A hug can break the language barrier,  
 and make the dullest day seem merrier.  
 No need to fret about the store of 'em.  
 So stretch those arms without delay  
 and give someone a hug today.

Author Unknown

shared by "Boots" Owens

**1996-97 NEOPA MEMBERSHIP ROSTER**  
(For Membership Use Only)

1-May-97

**ACTIVE:**

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>ADDRESS</u>	<u>CITY</u>	<u>ST</u>	<u>ZIP</u>	<u>TELEPHONE/FAX</u>
ANDELT (CEO)	JEANNE	5800 PALOMINO LANE	LINCOLN	NE	68523	H(402) 423-0298 WK(402) 472-6625
ARMBRUSTER	JOYCE	RR 1 P O BOX 127	RULO	NE	68431	H(402) 245-5119 WK(402) 245-2116
BACKSTROM	VIRGINIA	RR 1 P O BOX 180	WAYNE	NE	68787	H(402) 375-4489 WK(402) 375-7359
BATHKE	PATRICIA	P O BOX 83	DIXON	NE	68732	H(402) 584-2429 WK(402) 584-2837
BENNETCH (CEO)	KATHY	312 NORTH 14TH STREET	LINCOLN	NE	68588	H(402) 464-1133 WK(402) 472-7707
BERGSTROM	PATRICIA	500 MAIN STREET	AXTELL	NE	68924	H(308) 734-2109 WK(308) 743-2416
BERNER (CEO)	LUIS	8010 MAPLEWOOD	LINCOLN	NE	68510	H(402) 488-6310 WK(402) 472-3729
BETTEN (CEO)	MARY	1750 BUCKINGHAM DRIVE	LINCOLN	NE	68506	H(402) 488-6526 WK(402) 436-1602
BISHOP	TALLIE	810 BLUFF STREET	BELLEVUE	NE	68005	H(402) 292-6194 WK(402) 595-2372
BUMGARDNER	THOMA	628 SOUTH BEEMER	W. POINT	NE	68788	H(402) 372-5801 WK(402) 372-5546
CARNER	KAREN	RR2 P O BOX 50	WAKEFIELD	NE	68784	H(402) 375-3616 WK(402) 375-7257
CARTER	VIRGINIA	7120 GARLAND STREET	LINCOLN	NE	68505	H(402) 467-1963 WK(402) 471-2367
CHAB	TERESA	613 EAST 20TH STREET	FALLS CY	NE	68355	H(402) 245-3883 WK(402) 245-4067
CLEARY *	CONNIE	3730 AURORA DRIVE	OMAHA	NE	68134	H(402) 572-8774 WK(402) 557-3000
CONNER *	LINDA	2618 NORTH 122ND CIRCLE	OMAHA	NE	68164	H(402) 498-5732 WK(402) 554-2300
COVERT	MARGARET	4320 NORTH PARK BLVD.	LINCOLN	NE	68521	H(402) 477-2633 WK(402) 436-1213
COX (CEO)	JANIS	10400 WEEKS DRIVE	LINCOLN	NE	68516	H(402) 421-1523 WK(402) 436-1301
CUDDY (ADV I)	BONITA	210 INDIAN ROAD	LINCOLN	NE	68505	H(402) 489-6603 WK(402) 436-1303
DAHNKE	DEB	RR 1 P O BOX 33	WAKEFIELD	NE	68784	H(402) 287-2326 WK(402) 375-7301
DICKEY *	DIANNE	8115 SANBORN DRIVE	LINCOLN	NE	68505	H(402) 488-3940 WK(402) 436-1216
EINSEL	MARLENE	342 NORTH 35TH STREET	OMAHA	NE	68131	H(402) 346-0555 WK(402) 554-2386
ELLIS (ADV III)	ANGIE	RR 1	WAYNE	NE	68787	H(402) 375-1740 WK(402) 375-7577
EPPS-BROOKS	VIRA	PO BOX 4712	OMAHA	NE	68104	H(402) 455-3033 WK(402) 557-3391
FEIGHNER	MARCIA	803 MCLEAN STREET	FALLS CY	NE	68355	H(402) 245-3190 WK(402) 245-2712
FEY	SHIRLEY	7220 BURT STREET	OMAHA	NE	68114	H(402) 397-6459 WK(402) 554-3422
FLEER	SHARON	RR 1 P O BOX 103	WAYNE	NE	68787	H(402) 375-3073 WK(402) 375-7228
FULLER	SHARON	3204 15TH STREET	COLUMBUS	NE	68601	H(402) 563-2682 WK(402) 563-4912



GODKIN *	PATRICIA	9424 ELLISON STREET	OMAHA	NE 68134 H(402)	572-1483	WK(402)	557-2123
GRIESER (ASSOC. II)	DIANNE	5803 BALDWIN AVE	LINCOLN	NE 68507 H(402)	464-4218	WK(402)	436-1165
HARM	DEB	P O BOX 105	CARROLL	NE 68787 H(402)	585-4708	WK(402)	375-7208
HENDRICKS (CEO)	DEBBIE	317 ORCUTT EAST	LINCOLN	NE 68504 H(402)	466-4347	WK(402)	472-9685
HOWARD (CEO)	NORETTA	3742 ELLISON AVE	OMAHA	NE 68111 H(402)	451-6966	WK(402)	557-3400
HOWELL (CEO)	SUE	7726 SOUTH 41ST TERRACE	BELLEVUE	NE 68147 H(402)	731-2427	WK(402)	734-7334
JARVI	MARY	RR 2 PO BOX 48	WAYNE	NE 68787 H(402)	375-4310	WK(402)	584-2828
KARDELL	JEANNE	RR 2 PO BOX 115	WAYNE	NE 68787 H(402)	375-1592	WK(402)	375-7318
KIRBY *	PEGGY	1611 NORTH 63RD STREET	LINCOLN	NE 68505 H(402)	467-2328	WK(402)	471-4677
KNUTSON	ROBERTA	615 J ROAD	AXTELL	NE 68924 H(308)	743-2115	WK(308)	743-2415
KOPF *	RENEE	R R 1 P O BOX 103	RULO	NE 68431 H(402)	245-5319	WK(402)	245-2825
KRIZEK	LUELLA	RR 4 PO BOX 133	MCCOOK	NE 69001 H(308)	345-6948	WK(308)	345-3976
KYRISS (CEO)	CHARLOTTE	635 NO 31ST STREET	LINCOLN	NE 68503 H		WK(308)	425-6283
LAHM (CEO)	JOANNE	4041 SOUTH 37TH STREET	LINCOLN	NE 68506 H(402)	489-3216	WK(402)	436-1141
LAMB	DIANNE	304 EAST 34TH STREET	KEARNEY	NE 68847 H(308)	237-2333	WK(308)	237-6051
LARSON	ROSE	2541 NORTH 65TH STREET	LINCOLN	NE 68507 H(402)	466-0482	WK(402)	436-1534
LEE (BASIC)	CATHY	2630 NO 81ST STREET	LINCOLN	NE 68507 H(402)	464-9570	WK(402)	436-1847
LEIDING	PATRICIA	520 SOUTH YORK STREET	NO PLATTE	NE 69101 H(308)	534-4847	WK(308)	535-7105
LINEBERRY (ASSOC. PRO)	SANDY	316 ORCUTT AVE. W	LINCOLN	NE 68504 H(402)	466-7174	WK(402)	472-6823
LUNDAHL (CEO)	PATRICIA	122 SOUTH 39TH ST. #501	OMAHA	NE 68131 H(402)	553-7681	WK(402)	557-2001
MANNING	RUTH	4816 RUGGLES STREET	OMAHA	NE 68104 H(402)	455-7221	WK(402)	554-2243
MARTINEAU	VICKI	1904 MCLEAN STREET	FALLS CY	NE 68355 H(402)	245-3412	WK(402)	245-3455
MATHEWS	CONNIE	7922 JAYNES STREET	OMAHA	NE 68134 H(402)	571-7324	WK(402)	554-2573
MOODY	JOHNITA	4226 SOUTH 39TH AVE.	OMAHA	NE 68107 H(402)	733-6529	WK(402)	557-3611
MAURY (CEO)	GLENDA	401 NORTH E STREET	MILFORD	NE 68405 H(402)	761-2472	WK(402)	761-2408
MAYO	CHERYL	7628 HARTMAN AVE	OMAHA	NE 68134 H(402)	571-2624	WK(402)	557-2310
MCREE *	CHERYL	11017 CROWN PT AVE	OMAHA	NE 68164 H(402)	492-3212	WK(402)	557-2501
MERRIMAN (CEO)	DORIS	4941 SO 129TH STREET	OMAHA	NE 68137 H(402)	895-4978	WK(402)	895-8231
MOSS	PATRICIA	16610 W OLD MILITARY RD	WD RIVER	NE 68883 H(308)	583-2304	WK(308)	385-6306
NIELSEN *	CAROL	2915 NORTH 55TH STREET	OMAHA	NE 68104 H(402)	558-1388	WK(402)	557-3030
OWENS	BARBARA	7210 NORTH 35TH CIRCLE	OMAHA	NE 68112 H(402)	455-9733	WK(402)	557-2020
PATTERSON	E. JANE	3223 SOUTH 137TH STREET	OMAHA	NE 68144 H(402)	334-7399	WK(402)	597-4884
PENCE (ASSOC. PRO)	LINDA	1908 GROVELAND STREET	LINCOLN	NE 68521 H(402)	438-8588	WK(402)	472-3636
PERRY (CEO)	SHEILA	4210 HUNTINGTON AVE. #2	LINCOLN	NE 68504 H(402)	464-7917	WK(402)	472-3045
PETERSON	LUCILLE	124 WILCLIFF DRIVE	WAYNE	NE 68787 H(402)	375-1858	WK(402)	375-7200
PLAZA	MARY	4409 SOUTH 19TH STREET	OMAHA	NE 68107 H(402)	733-1049	WK(402)	344-7507
PODIENSKI (CEO)	PATRICIA	3011 SOUTH 48TH AVE.	OMAHA	NE 68106 H(402)	551-1731	WK(402)	557-2730

POWERS	GERRY	P O BOX 201	DEWITT	NE 68341 H(402) 683-4045	WK(402) 683-4035
PRIMM (ASSOC. PRO)	LINDA	5406 NO OAKS BLVD	OMAHA	NE 68134 H(402) 572-6978	WK(402) 557-2045
RASTEDE	JUDY	P O BOX 31	CONCORD	NE 68728 H(402) 584-2352	WK(402) 584-2234
ROBISON (BASIC)	NAOMI	6244 HUNTINGTON AVE	LINCOLN	NE 68507 H(402) 466-1341	WK(402) 436-1341
ROSE	KYLE	1010 HILLCREST ROAD	WAYNE	NE 68787 H(402) 375-2340	WK(402) 375-7430
ROSE	NANCY	1001 M STREET	FRANKLIN	NE 68939 H	WK(308) 425-6283
RUGA	MARLENE	9286 ADAMS STREET	OMAHA	NE 68127 H(402) 331-1267	WK(402) 331-7373
RUMBAUGH (CEO)	C JANE	5109 CASS STREET	OMAHA	NE 68132 H(402) 558-9149	WK(402) 557-2520
SAILORS *	MARILYN	2419 KESSLER BLVD	LINCOLN	NE 68502 H(402) 421-8948	WK(402) 436-1007
SCHNEIDEWIND *	SHARON	561 SOUTH 126TH STREET	OMAHA	NE 68154 H(402) 333-1059	WK(402) 554-2315
SCHNEPEL (CEO)	PHYLLIS	15088 214TH STREET	CO BLUFFS IA	51503 H(712) 323-1147	WK(402) 595-2299
SIECK	ROSEMARY	1838 SOUTH 15TH STREET	LINCOLN	NE 68502 H(402) 475-6865	WK(402) 472-6209
SISSON	FRAN	12639 AURORA PLZ LOT 273	OMAHA	NE 68164 H(402) 493-7634	WK(402) 557-2745
SMITH	LISA	5221 ELK RIDGE STREET	LINCOLN	NE 68516 H(402) 421-1187	
SMITH	NIKI	1724 SOUTH 51ST STREET	LINCOLN	NE 68506 H(402) 489-2204	WK(402) 471-4809FX471-0017
SMOLNIK	LYNNE	P O BOX 412	GIBBON	NE 68840 H(308) 468-6504	WK(308) 468-6555
SORENSEN (CEO)	JANET	921 SYCAMORE STREET	LINCOLN	NE 68510 H(402) 488-6538	WK(402) 436-1304
STARK	EVA	2422 BARADA	FALLS CY	NE 68355 H(402) 245-4240	WK(402) 245-2825
STORM (CEO)	VIRGINIA	4606 PRIMROSE LANE	BELLEVUE	NE 68157 H(402) 734-3591	WK(402) 557-2005
STRICKLER (CEO)	MICHELLE	639 WEST BURT DRIVE	LINCOLN	NE 68521 H(402) 435-0780	WK(402) 472-8033
SUMMERFIELD	MARVIL	2208 SOUTH 50TH AVE.	OMAHA	NE 68106 H(402) 558-1372	WK(402) 554-2465
SWARTZFEGGER	HARRY	921 SECOND AVE.	PLATTSMT	NE 68048 H(402) 296-9290	WK(402) 595-2365
THOMAS (CEO)	JO ANN	2516 NORTH 78TH AVE	LINCOLN	NE 68507 H(402) 466-3507	WK(402) 436-1216
THOMPSON (ADV III)	LEONE	9436 FOWLER STREET	OMAHA	NE 68507 H(402) 571-1217	WK(402) 572-1027
TYRREL (BASIC)	CYNTHIA	7940 STEINWAY ROAD	LINCOLN	NE 68505 H(402) 489-4916	WK(402) 436-1337
WALCOTT	KRISTIN	3121 CEDAR AVE	LINCOLN	NE 68502 H(402) 423-1429	WK(402) 436-1534
WATMORE (CEO)	SANDY	9405 W YANKEE HILL ROAD	DENTON	NE 68239 H(402) 797-3001	WK(402) 472-6700
WENZ (CEO)	DELORES	4901 SOUTH HAVEN DRIVE	LINCOLN	NE 68515 H(402) 489-0538	WK(402) 436-1142
WIEBKE	BEVERLY	211 EAST CHURCH STREET	COOK	NE 68329 H(402) 864-5961	WK(402) 864-4171
WILES	CHRISTINA	3712 NW 50TH STREET	LINCOLN	NE 68524 H(402) 470-3086	WK(402) 436-1527
WREDE	MARY	P O BOX 695	GIBBON	NE 68840 H(308) 468-5919	WK(308) 468-6546
YOUNG	CAROLYN	1007 ST MARY'S STREET	FALLS CY	NE 68355 H(402) 245-3151	WK(402) 245-2116
YOUNG (ADV I)	LOLA	1600 DIXIE TRAIL	LINCOLN	NE 68527 H(402) 488-3654	WK(402) 472-7173

\* NEW MEMBER



RETIRED:

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>ADDRESS</u>	<u>CITY</u>	<u>ST</u>	<u>ZIP</u>	<u>TELEPHONE/FAX</u>
BROTT	GLENN	P O BOX 748	SCOTTSDALE	NE	85204	632-2023
GRAYBILL (CEO)	JOYCE	RT.#2 BOX 186	BLAIR	NE	68008	H(402) 426-5543 FAX(402) 426-9019
KINLEY	ORIEL	517 SOUTH LEXINGTON	HASTINGS	NE	68901	H(402) 462-8901
LOGAN	IDA MAE	2109 MARKET STREET	BEATRICE	NE	68310	H(402) 223-5452
MAXWELL	VIRGINIA	122 SOUTH 39TH STREET	OMAHA	NE	68131	H(402) 556-1464
NELSON	YVONNE	915 SOUTH 41ST STREET	LINCOLN	NE	68510	H(402) 488-3126
SCHARDT (CEO) #	AUDREY	1130 H STREET #408	LINCOLN	NE	68508	H(402) 475-0124
SHOTWELL (CEO) #	MARCELLA	2402 NORTH 14TH STREET	LINCOLN	NE	68521	H(402) 475-7371
SOMMERS (CEO)	HELEN	6117 SPAULDING STREET	OMAHA	NE	68104	H(402) 451-9233
WACKER	JANICE	5446 SOUTH 20TH STREET	LINCOLN	NE	68512	H(402) 423-2107
WILLET (CEO)	BETTY	2127 HARRISON AVENUE	LINCOLN	NE	68502	H(402) 435-0622
WURSTER	BETTY	630 GARFIELD STREET	LINCOLN	NE	68502	H(402) 435-6472

# LIFE MEMBER

ASSOCIATE:

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>ADDRESS</u>	<u>CITY</u>	<u>ST</u>	<u>ZIP</u>	<u>TELEPHONE/FAX</u>
WETHERELL	SALLY	404 CORDOBA AVENUE	CED.FALLS	IA	50613	H(319) 266-9766 WK(319) 273-6240

HONORARY MEMBERS:

DAVIS	WANZA	233 ALEX D. OWENS DRIVE	KINGS MTN	NC	28086	
FANKELL	JEAN		SEATTLE	WA		
FULTON	GINNY	4850 HARVARD LANE	DENVER	CO	80222	
METTSCHER	MARTHA	2421 19TH STREET	GRT BEND	KS	67530	
RITCHIE	OLIVE	4003 SHARON COURT	RICHMOND	VA	23225	
SEXSON	LIZ	136 CARRIAGE WAY DRIVE	BURR RIDG	IL	60521	H(630) 325-2665 FAX(630) 325-0937
SPENCER	CAROL	RR2	SHELBY	MO	68468	
VALENTINE	VIVIAN	4023 POPLAR SPRINGS DR.	MERIDIAN	MS	39301	

1997 - 1998  
NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION  
MEMBERSHIP FORM

(Please type or use black ink and complete ALL information)

Type of Membership	1. New _____ or Renewal _____
	2. Active \$ 15.00 _____
	Active Retired 15.00 _____
	Retired 5.00 _____
	Associate 5.00 _____
	Life 200.00 _____

*EMPLOYMENT DATA*

_____	
Educational Institution	
_____	
School, Office, Department	
_____	
Street Address	
_____	_____
City	Zip
_____	
Telephone and Name of Supervisor	

*PERSONAL DATA*

_____	
Name	
_____	
Street Address	
_____	_____
City	Zip
_____	
Area Code - Telephone at Home/Office	

*LOCAL*

Are you a member of a local educational office association?  
Yes \_\_\_\_\_ No \_\_\_\_\_

What is the name of your local association?  
\_\_\_\_\_

If there is no local association would you be interested in  
helping form one? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you president of your local association (1997-98)  
Yes \_\_\_\_\_ No \_\_\_\_\_

*NATIONAL*

Are you a member of the National Association?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Do you hold a Professional Standards Certificate? Yes \_\_\_\_\_  
Grade \_\_\_\_\_ No \_\_\_\_\_

Are you working toward a Professional Standards Certificate?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Would you like more information about:  
The National Association? \_\_\_\_\_  
Professional Standards Program? \_\_\_\_\_

*STATE*

Have you ever held an office or a committee appointment in NEOPA? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please list position and year:

_____	_____
_____	_____
_____	_____

Would you be willing to serve in an elective office or on an appointive committee: Yes \_\_\_\_\_ No \_\_\_\_\_ (1998-99 year)

If yes, please give preference or special interest \_\_\_\_\_

**IMPORTANT:** Please make checks payable to NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION  
and mail with this complete form to:

Lola Young  
1600 Dixie Trail  
Lincoln, NE 68527

\_\_\_\_\_  
Sponsored/Recruited by

\_\_\_\_\_  
Date

Do you need a receipt? \_\_\_\_\_

MEMBERSHIP YEAR IS JUNE 1 THROUGH MAY 31



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Please complete the form on the  
previous page, remove and mail to  
the appropriate person. Thank you.

NEOPA (Nebraska Educational Office Professionals Association) is conducting a survey to determine better ways to serve all educational office professionals. Your ideas and concerns are important to our organization and we would appreciate your cooperation. Please make copies of this survey and distribute to office professionals in your building and/or to other educational office professionals that you may know. Please complete the survey and return it to Linda Primm, 5406 North Oaks Blvd., Omaha, NE 68134 by July 1, 1997.

Member \_\_\_\_\_

Non Member \_\_\_\_\_

Elementary \_\_\_\_\_

Secondary \_\_\_\_\_

Higher Ed \_\_\_\_\_

Administration \_\_\_\_\_

1. Do you know what NEOPA is?

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Where did you hear about NEOPA?

\_\_\_\_\_

3. Is there a local association in your area?

Yes \_\_\_\_\_ No \_\_\_\_\_

4. Are you aware there is a national organization (NAEOP)?

Yes \_\_\_\_\_ No \_\_\_\_\_

5. Have you ever attended a NEOPA conference?

Yes \_\_\_\_\_ No \_\_\_\_\_

6. What would motivate you to attend a conference?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

7. Is the NEON (newsletter) informative?

Yes \_\_\_\_\_ No \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

8. What can NEOPA do for you?

a. Offer more workshops?

Yes \_\_\_\_\_ No \_\_\_\_\_

b. What kind of workshops? (please list)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

c. Provide better communication?

Yes \_\_\_\_\_ No \_\_\_\_\_

In what form? \_\_\_\_\_

d. Other \_\_\_\_\_

COMMENTS:



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Please complete the form on the  
previous page, remove and mail to  
the appropriate person. Thank you.

## NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION

April 21, 1997

To Our Affiliates:

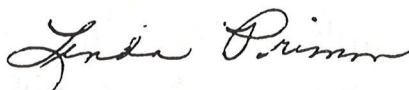
We are writing to announce an exciting event happening in July, 1997. Liz Sexson, our National President Elect, is installed as President at that time. Liz is from Burr Ridge, Illinois and Illinois is in the Central Area. Since we are from her area, we would like to present a cash gift to Liz from our affiliates in Nebraska. It would be presented to her at the National Convention.

If your affiliation would like to donate toward Liz's gift, please send a check to Linda Primm, 5406 North Oaks Blvd., Omaha NE 68134 by July 1, 1997. We feel this is an honor for someone from the Central Area to be the National President.

Sincerely,



Marvil Summerfield, President



Linda Primm, President-Elect





**REACH**

**"October 25th"**

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Mark your calendar for the Fall NEOPA Conference to be held Saturday, October 25, at the Harvester Motel in Lincoln, Nebraska.

Sue Schlichtemeier-Nutzman, Nehawka, NE, will present the morning workshop entitled "Criticism: The Gift That Keeps On Giving." Marilyn Moore, Lincoln Public Schools, and Frank C. Lloyd, State Department of Education, will be the afternoon presenters. We do not have the topics of their presentations as of this date.

Registration will remain the same at \$22.50 for NEOPA members and \$29.50 for non-members. Watch the fall issue of the *NEON* for registration information and biographical info on the presenters.

Room rates at the Harvester are very economical; \$40.50 for a room with a queen bed and \$54.00 for a room with two queen beds.

NEOPA Past Presidents are looking forward to hosting the fall conference and hope to have a good turnout! **Come join us on Saturday, October 25th as we REACH FOR THE STARS!**

Sandy Lineberry, President  
NEOPA Past Presidents



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*When people are serving, life is no  
longer meaningless.*

— John Gardner



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## Calendar of Events

### May 1997

ASAP — NEOPA Ways & Means Director Needed Contact Linda Primm  
15 — Deadline for NAEOP PSP Submission

### June 1997

ASAP — NEOPA Ways & Means Director Needed Contact Linda Primm  
12-14 — Fourth Annual Conference on Character Building. For info, contact Michael Bocian, The Communitarian Network, 2130 H Street NW, Suite 714J, Washington, D.C. 20052

### July 1997

15-19 — National Conference in Chicago, IL

### August 1997

1 — Deadline for *NEON* fall issue submission



### October 1997

23-25 — National Parents Day Coalition Conference  
"Strengthening Families--Building Communities:"  
Partnerships for a SMART (Strong, Motivated, Active,  
Responsible, Tolerant) America. For registration info call  
202-530-0849

25 — NEOPA Fall Conference in Lincoln, Nebraska at  
Harvester Hotel

25 — Deadline for *NEON* winter issue submission

*Service is the rent we pay for our room on earth.*

— Lord Halifax