

ADVISORY COUNCIL 2022



National Association of
Educational Office Professionals

**88th Annual NAEOP
Conference and Institute
July 17, 2022**

NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALSADVISORY

COUNCIL MEETING
Sunday, July 17, 2022
4:15 PM (MST)

**STATEMENT OF
PURPOSE**

Advisory Council is the meeting forum for the associations which have affiliated with the National association; it is composed of one delegate from each affiliate. The delegate must be a member of the National association.

“The duties of the Advisory Council shall be to develop programs for the promotion of the Association’s purposes and activities in the various states and localities; to advise the Board of Directors in matters concerning the Association; to elect two members to each of the Nominations and Elections Committee.”

(NAEOP Bylaws)

ADVISORY COUNCIL MEETING RULES

- A. Each delegate shall be a NAEOP member in good standing to participate in the Advisory Council Meeting.
- B. Delegates must wear official identification in order to be admitted to the section reserved for delegates.
- C. Only delegates seated in the reserved section may present business, participate in discussion, and vote.
- D. All communications to the Advisory Council Chairman shall be made by a designated volunteer, and only official messages between the Chairman and delegates will be permitted.
- E. After addressing the Chairman and being recognized, each speaker must give name and affiliate represented.
- F. Discussion time for agenda items shall not exceed 45 minutes.
- G. No delegate may speak more than twice on one question without the consent of the assembly.
- H. No delegate may speak more than two minutes or a second time if other delegates are waiting to speak a first time.
- I. When a member has been recognized, the member may be interrupted only for parliamentary cause. It is out of order to be standing when another delegate has the floor, except when waiting in line to speak.
- J. All motions must be in writing on the proper motion form. Motions must be signed by the maker and the seconder, and the affiliated associations they represent must be indicated.
- K. Delegates to Advisory Council are eligible for election to multiple committees during Advisory Council.
- L. During the election of delegates to serve on a committee, the two candidates receiving the highest number of votes shall stand elected.
- M. An electronic voting device shall be distributed to delegates.
- N. Voting will be done by electronic voting devices. A written election report shall be returned to the head table as soon as tabulation is completed.
- O. Cell phones shall be turned off during all sessions. Use of a cell phone shall take place outside the meeting room.
- P. These rules may be suspended or amended by a two-thirds (2/3) vote of the assembly.

NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS
ADVISORY COUNCIL MEETING
NAEOP Conference
Sunday, July 17, 2022
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A G E N D A

- I. Call to Order
- II. Welcome and Introduction of Ex-officio Council Members and Guests
- III. Determination of a Quorum
- IV. Introduction of Parliamentarian
- V. Approval of Advisory Council Consent Agenda
(All items listed on the consent agenda will take one motion. If, after reading the items on the consent agenda, you would like further discussion or clarification, that particular item may, upon request, be pulled from the consent agenda to be discussed under "Unfinished Business.")
- VI. Introduction of Affiliations and Advisory Council Committee Members
- VII. Report of Status of Agenda Items from 2021 Virtual Advisory Council
- VIII. Consideration of 2022 Items Submitted by Affiliated Associations
- IX. Unfinished Business
- X. New Business
- XI. Comments
- XII. Adjournment

Committee/Chairman	Committee Responsibility
Affiliations and Advisory Council Jackie Flood, CEOE jflood@gvboces.org	<ul style="list-style-type: none"> • Ensure representation of the affiliated associations during conference at the Advisory Council and the Annual Business meeting. • Provide affiliates valuable information to help them thrive and strengthen both associations.
Awards and Scholarships Katherine Reichley, CEOE kreichley@otterbein.edu	<ul style="list-style-type: none"> • Recognize outstanding local and state affiliates in the field of education. • Review application process and propose changes as needed. • Secure qualified judges to review applications for NAEOP sponsored scholarships and awards.
Bylaws Gayna Breeze, CEOE gbreeze@graniteschools.org	<ul style="list-style-type: none"> • Assure the Bylaws of the Association remain current and reflect the will of the membership. • Review the Bylaws and determine if changes are recommended.
Long Range Planning Melody Wise-Butler, CEOE mbutler@richland2.org	<ul style="list-style-type: none"> • Review, update and make any recommendations to the strategic plan to keep the Association moving in a positive direction.
Membership Dena Henricks, CEOE dhenricks@highlandcusd5.org	<ul style="list-style-type: none"> • Promote new memberships and encourage renewals. • Review membership brochure and recommend changes. • Plan for the First Timers reception at the annual conference.
Professional Development Teresa Himmelberger, CEOE thimmelberger@graniteschools.org	<ul style="list-style-type: none"> • Develop programs to provide training sessions and disburse information to members, affiliates, and prospective affiliates and associations. • Provide a variety of in-service trainings to affiliated associations through field service programs.
Public Relations Marie Freeman mfreeman@waynesville.k12.mo.us	<ul style="list-style-type: none"> • Promote the Association through publicity among members, administrators, co-workers, and the community. • Coordinate all Association publications. • Assist with Social Media outlets.

National Association of Educational Office Professionals

2021 Advisory Council Meeting Minutes

Virtual Conference

Friday, June 25, 2021

I. CALL TO ORDER

Teresa Himmelberger, Advisory Council Co-Chairman, called the 2021 Advisory Council Meeting of the National Association of Educational Office Professionals (NAEOP) to order at 11:02 a.m. EDT

II. WELCOME AND INTRODUCTIONS

Co-Chairman Teresa Himmelberger welcomed the delegates to the 2020 Advisory Council Meeting. Co-Chairman Himmelberger introduced the following individuals.

Taylor Moore	NAEOP Executive Director/Secretary for Advisory Council
Mary Guest, CEOE	2020-21 NAEOP President
Brian Weston, CEOE	Parliamentarian
Paula Rosenberger, CEOE	2020-21 NAEOP President Elect
Lola Young, CEOE	Advisory Council Advisor
Wendy Heslink, CEOE	Advisory Council Advisor
Sharon Mena, CEOE	Advisory Council Co-Chairman
Teresa Himmelberger, CEOE	Advisory Council Co-Chairman

Co-Chairman Himmelberger noted that the 2020-2021 President, and the President Elect shall be ex-officio members of the Advisory Council. The 2020-2021 Vice President, Secretary/Treasurer, Immediate Past-President, Executive Director, and Area Directors may serve as resource persons at meetings of the Advisory Council. She explained the purpose of the Advisory Council as established in the NAEOP Bylaws. She informed members that any action taken here would be presented to the membership at the Annual Business Meeting.

III. DETERMINATION OF QUORUM

Article X, Section 4, of the NAEOP Bylaws states: At the meeting of the Advisory Council, 10% of the total number of associations affiliated shall constitute a quorum. Taylor Moore, Secretary, stated there were 32 delegates present.

There were 81 affiliated associations for the 2020-21 fiscal year. Since 10% of those associations had a delegate present at this Advisory Council Meeting, a quorum was declared.

IV. INTRODUCTION OF THE PARLIAMENTARIAN

Co-Chairman Himmelberger introduced NAEOP Parliamentarian, Brian Weston. (Brian was having difficulty signing on) so President Guest explained the voting procedure used during Advisory Council and encouraged delegates to feel free to make motions or ask for clarification of any motion. Once Brian was able to sign in, he reiterated President Guest's comments and thanked the Advisory Council for having him serve as parliamentarian.

Advisory Council Secretary Moore explained how to use the Zoom polling feature for voting during the meeting.

V. APPROVAL OF ADVISORY COUNCIL CONSENT AGENDA

Co-Chairman Himmelberger called for a motion to approve the Advisory Council Consent Agenda as printed.

Motion #1: All items listed on the consent agenda will take one motion. If, after reading the items on the consent agenda, you would like further discussion or clarification, that particular item may, upon request, be pulled from the consent agenda to be discussed under "Unfinished Business." All approved, motion passed.

VI. INTRODUCTION OF AFFILIATIONS AND ADVISORY COUNCIL COMMITTEE MEMBERS

Co-Chairman Himmelberger introduced and thanked the Advisory Council Committee members elected at the 2020 Advisory Council Meeting and Area Business Meetings and appointed members, for their willingness to serve.

Co-Chairman Himmelberger thanked the entire committee and her advisors for their help this year in reviewing and proofing documents and communications, all who were working during the meeting and in promoting the affiliations program of NAEOP.

VII. REPORT OF STATUS OF AGENDA ITEMS FROM THE 2020 ADVISORY COUNCIL MEETING

Co-Chairman Himmelberger reported that there were no agenda items at the 2020 Advisory Council meeting.

VIII. CONSIDERATION OF 2021 ITEMS SUBMITTED BY AFFILIATED ASSOCIATIONS

Three (3) agenda items have been received from affiliates. The Council delegates were divided into two study groups and facilitation guidelines were presented. Delegates were pre-assigned their discussion items and resource people named as follows:

- Group 1 – Item 1, REMOVED – forwarded to the Public Relations committee
- Group 2 – Item 2, Sharon Mena, Advisory Council Co-Chairman
- Group 3 – Item 3, Charlotte Zeller, NAEOP Secretary/Treasurer

The groups were given 30 minutes to discuss their agenda items. After the designated time elapsed, Co-Chairman Himmelberger called the delegates back to order.

Agenda Item #1 – Assemble a Committee under the Public Relations or Professional Development to work on a presentation ... that emphasizes what our association is all about.

Advisory Council Action taken June 25, 2021 – This item was reviewed by the Executive Committee prior to Advisory Council, it was determined this is an excellent suggestion and falls under the responsibilities of the Public Relations Committee. No further discussion was deemed necessary.

Agenda Item #2 – Revise the process for bylaws changes to include more wide-spread membership involvement earlier and throughout the process. Advisory Council was designed to have delegates to represent members of their affiliations to have proper discussion and recommendations.

Advisory Council Action taken June 25, 2021 – The group voted for no Bylaws Change. The following recommendations were decided and voted on by group. 1) Recommend that NAEOP and the NAEOP Board Members actively remind members that the 30 days is a discussion period. 2) Recommend to NAEOP Board that an electronic means to include scheduled Zoom/Google Meets/Microsoft Teams, etc. be put in place to solicit feedback from members for the first 20 days of the 30 days' notice.

After discussion, it was determined that we would change both of these recommendations into one

motion. A motion was made by Teresa Craft, Delaware AEOP, and seconded by Lola Young, CEOE, Nebraska EOPA, to approve the following: NAEOP and the NAEOP Board Members will actively remind members that the 30 days is a discussion period and that an electronic means to include scheduled Zoom/Google Meets/Microsoft Teams, etc. will be put in place to solicit feedback from members for the first 20 days of the 30 days' notice. Motion passed.

Agenda Item #3 – We would like to see the number of Marion T. Wood Student Scholarships awarded annually raised to five (5) \$1,000. We would also like the amount of the Special Needs Student Scholarship raised to \$1,000. We would like to see this begin with the 2021-2022 fiscal year.

Advisory Council Action taken June 25, 2021 – A motion was made by Debbie Brown, New Hampshire AEOP, and seconded by Jennifer Lewis, CEOE, USM AEOP to table Item #3 due to the limited number of applications that have been received. We suggest this item be sent to the Scholarship Committee for review of the application in order to try to increase interest in them. Motion passed.

IX. UNFINISHED BUSINESS

None

X. NEW BUSINESS

None

XI. COMMENTS

Ramona Clark, CEOE will serve as Advisory Council Chairman for the 2021-2022 year. Please direct your inquiries about Affiliations or Advisory Council to us during the year.

President Mary Guest addressed the assembly.

Co-Chairman Himmelberger reminded the delegates that the affiliation year is from August 1 through July 31. The deadline for renewing your affiliation with NAEOP is January 31. Be sure to renew your association's affiliation immediately so all materials from NAEOP can be sent to you throughout the year and your association will be eligible to participate in all affiliate activities. Advisory Council is the voice of the affiliates. Affiliation gives your association the opportunity for representation at Advisory Council. It is important to affiliate early.

Co-Chairman Himmelberger thanked everyone who assisted with the Advisory Council meeting and hoped everyone would go back to their association and share the information they learned here, in the General Sessions, Institute, Briefings, Council, and Area Meetings.

XII. ADJOURNMENT

With no further business, Co-Chairman Teresa Himmelberger declared the 2021 National Association of Educational Office Professionals' Advisory Council Meeting adjourned.

The Advisory Council for 2021 was adjourned at 12:40 p.m. EDT

Teresa Himmelberger, UT
Advisory Council Co Chairman

Taylor Moore, NE
NAEOP Secretary

2022 Advisory Council items

Item # 1

Prior to COVID-19, Area and Council meetings were included in the annual NAEOP Conference. Starting with the 2023 Annual NAEOP Conference, we request these events be included in the conference schedule and no longer only be offered virtually prior to the conference.

Rationale:

The primary focus of the Area and Council meetings is professional development and networking. Although both are possible in a virtual setting, they are more meaningful and effective when in person. The NAEOP Bylaws do not mandate these meetings occur during conference, but the Handbook still recommends it. Holding these meetings during the conference also assists participants with being able to focus their attention on the event rather than participating while working or finding time to watch at a different time. If technology is available, it still might be nice to record the meetings and make them more broadly available. It should be noted that some areas and councils are already having virtual meetings during the year so a time to meet face-to-face would be appreciated. It may have been thought attendance would improve, but we have not seen that occur for our area. We would welcome attendance numbers for five or six years to be shared as part of the Advisory Council discussion.

Submitted by: Northeast Area of NAEOP and Nebraska Educational Office Professionals Association Past Presidents

Item # 2:

Our bylaws should allow for our President Elect to step into the role of President in the case of a vacancy AND serve as President for the term for which they were elected to serve.

Rationale:

It would seem unfair for a President Elect to be required to serve the remainder of their predecessor's year and then not get to serve for the year they were elected for. Part of serving as President is the privilege of appointing those appointed positions on her/his board and this would be taken away in a case where they had to take over the previous year. Also, when you get to a certain point in planning for your year as president, a lot of work has gone into planning (including installation plans which, also included expenses). All of this would be in vain were that person not allowed to serve the year for which they were elected.

Submitted by: Nebraska Educational Office Professionals Association - Past Presidents

Item # 3:

NAEOP Board of Directors meetings have historically been open to NAEOP members. We request virtual options be enlisted so this can happen for all NAEOP Board of Director meetings beginning August 1, 2022.

Rationale:

Since historically all NAEOP Board of Directors meetings were open to the membership and given the technological advances of our times, we would like to see this happen consistently in the future. The request would include in-person meetings as well as those held virtually. It would be helpful for members interested in the working of NAEOP to see the Board in action. It would benefit anyone considering a position on the Board to observe before being nominated for or accepting a position. Additionally, we realize Board of Directors members commit to attending meetings in person but there are times when this is not a possibility. Allowing them the option to join virtually would be a nice courtesy. It would be up to the Board and AAM to determine if meetings could be observed live or if recordings would be made available.

Submitted by: Northeast Area of NAEOP

2022 Advisory Council Delegates

CA	AEOE - LA Delegate: Maria Gonzalez	SD	South Dakota AEOP (SDAEOP) Delegate: Becky Steen
AR	Arkadelphia AEOP Delegate: Vickie Eaves		Southwest Area Delegate: Gayna Breeze
AR	Arkansas AEOP Delegate: Krystal McLane	TX	Texas ESSA Delegate: Juliana Holmes
OH	EOP of Ohio Delegate: Dana Hoffman	AK	TOTEM AESP Delegate: Amey Tamagni
MO	Gateway AEOP Delegate: Tamie Francis	MS	Univ of Southern Mississippi AOP Delegate: Mary Maner
UT	Granite AEOP - Utah Delegate: Julianne Hamblin	NE	Univ of Nebraska OPA (UNOPA) Delegate: Christina Franklin
ID	Idaho Past Presidents Delegate: Susan Belliston	VT	Vermont AEOP (VAEOP) Delegate: Tina Bixby
IL	Illinois AEOP Delegate: Martha Carson	VA	Virginia AEOP Delegate: Patrice Johnson
NE	Lincoln Public Schools AOP Delegate: Brenda Spieker		WAEOP Past Presidents Delegate: Robin Mallory
ME	Maine AEOP Delegate: Vivian Champagne NAEOP Past Presidents Delegate: Pam Posey		
NE	Nebraska EOPA Past Presidents Delegate: Lola Young		
NE	Nebraska EOPA Delegate: Andrea Boring		
NH	New Hampshire AEOP Delegate: Deborah Brown		
NY	New York State NYSAEOP Delegate: Sadie Blauvelt Northeast Area of NAEOP Delegate: Katherine Reichley		
SC	So. Carolina AEOP Delegate: Ruth James		

2021-22 NAEOP Affiliates (83)

"The Frolikers" UNOPA Past Presidents Association <i>Marianna Greer</i>	NE
Arkadelphia Association of Educational Office Professionals <i>Glenda Williams</i>	AR
Arkansas Association of Educational Office Professionals <i>Krystal McLane</i>	AR
Arkansas Past Presidents Association of Educational Office Professionals <i>Malinda Larey, CEOE</i>	AR
Association of Educational Office Employees - LAUSD <i>Maria Gonzalez</i>	CA
Association of Educational Office Professionals of Norfolk <i>Chantel Williams</i>	VA
Auburn Association of Educational Office Professionals <i>Chalea Zifka</i>	WA
Bellevue Association of Educational Office Professionals <i>Gayle Staker</i>	WA
Berkeley County Association of Educational Office Professionals <i>Kathy Mack-Watson</i>	SC
Boise State University Association of Office Professionals <i>Desiree Reyes</i>	ID
California Association of Educational Office Professionals <i>Cynthia Amezcua</i>	CA
Cass County Association of Educational Office Professionals <i>Tina Fowler</i>	MO
Cherry Creek Association of Educational Office Professionals <i>Monica Pantoja</i>	CO
Commack Schools Office Professionals <i>Frann Weinstein</i>	NY
Delaware Association of Educational Office Professionals <i>Teresa Craft</i>	DE
Dogwood Hills Association of Educational Office Professionals <i>Sandy Rickert</i>	MO
Educational Office Professionals of Ohio <i>Dana Hoffman, CEOE</i>	OH

Fayette County Association of Educational Office Professionals <i>Jaclyn Terhune, CEOE</i>	KY
Florida Association of Educational Office Professionals Past Presidents <i>Helen Wells, CEOE</i>	FL
Fort Smith Association of Educational Office Professionals <i>Phyllis Poole, CEOE</i>	AR
Fort Smith Frontier Association of Educational Office Professionals <i>Ann Borengasser, CEOE</i>	AR
Gateway Association of Educational Office Professionals <i>Tamera Francis, CEOE</i>	MO
Granite Association of Educational Office Professionals <i>Julianne Hamblin, CEOE</i>	UT
Hattiesburg Association of Educational Office Personnel <i>Margaret Hull</i>	MS
Hilton Central School Office Employees Association <i>Claudia Engel, CEOE</i>	NY
Hinds County Association of Educational Office Professionals <i>Faye Cornelius, CEOE</i>	MS
Idaho Past President's Association <i>Susan Belliston, CEOE</i>	ID
Illinois Association of Educational Office Professionals <i>Martha Carson</i>	IL
Independence Association of Educational Office Professionals <i>April Claphan</i>	
Indiana Association of Educational Office Professionals <i>Rhonda Richey</i>	IN
Kansas State Department of Education AEOP <i>Kelli Byrne</i>	KS
Kentucky Association of Educational Office Professionals <i>Jaclyn Terhune, CEOE</i>	KY
Lancaster-Lebanon County Association of Educational Personnel <i>Justin Johnson</i>	PA
Lincoln Public Schools Association of Office Professionals <i>Jessica Mlady, CEOE</i>	NE
Littleton Association of Educational Office Professionals <i>Denise Lee, CEOE</i>	CO
Maine Association of Educational Office Professionals <i>Kimberly Hall</i>	ME

Mesquite Educational Paraprofessional Association <i>Mae Annette Gilbert, CEOE</i>	TX
Mississippi Association of Educational Office Professionals <i>Mary White</i>	MS
Mississippi Association of Educational Office Professionals Higher Education <i>Jennifer Lewis, CEOE</i>	MS
Missouri Association of Educational Office Professionals <i>Michelle Doering, CEOE</i>	MO
NAEOP Past Educational Office Professionals <i>Helen Wells, CEOE</i>	FL
NAEOP Past Presidents Council <i>Mary Guest, CEOE</i>	NE
Natrona County Classified Professionals Association <i>Jason Wynia</i>	WY
Nebraska Educational Office Professionals Association <i>Mary Klucas</i>	NE
Nebraska Educational Office Professionals Association-Past Presidents <i>Lola Young, CEOE</i>	NE
New Hampshire Association of Educational Office Professionals <i>Debbie Brown, CEOE</i>	NH
New York State Association of Educational Office Professionals <i>Sadie Blauvelt, CEOE</i>	NY
Norfolk State Association of Educational Office Professionals <i>Janet Timberlake, CEOE</i>	VA
North Carolina AEOP-Past President's Club <i>Faye McLeod, CEOE</i>	NC
North Carolina Association of Educational Office Professionals Retirees <i>Joyce Smith, CEOE</i>	NC
North Carolina Association of Educational Office Professionals, Inc. <i>Marie Chavis</i>	NC
North Carolina Association of Educational Office Professionals-District 11 <i>Linda Mathis, CEOE</i>	NC
North Carolina Association of Educational Office Professionals-District 2 <i>Mary Wilmore</i>	NC
Northeast Area of NAEOP <i>Katherine Reichley, CEOE</i>	OH
Northshore Educational Office Personnel Association <i>Christy Skurski</i>	KS

Ozarks Area Association of Educational Office Professionals <i>Kim Brannon, CEOE</i>	MO
Ozarks Unlimited Resources AEOP <i>Barbara Rhodes, CEOE</i>	AR
Past Ohio Presidents <i>Katherine Reichley, CEOE</i>	OH
Past Presidents of California Association of Educational Office Professionals <i>Kathleen Ramos, CEOE</i>	CA
Pennsylvania Association of Educational Office Professionals <i>Louise Mikowychok</i>	PA
Puyallup Association of Education Office Professionals <i>Laurie Koval</i>	WA
Richardson Educational Support Staff Association <i>Mary Rodriguez</i>	TX
Richland County Association of Educational Office Professionals <i>Brian Weston, CEOE</i>	SC
Richmond Association of Educational Office Professionals <i>Sherri Robinson</i>	VA
Rio Grande Valley Educational Support Staff Association <i>Mary Ann Gallegos</i>	TX
Sarasota County Association of Educational Office Professionals <i>Bill Ramos</i>	FL
Seattle Association of Educational Office Professionals <i>Elizabeth Ward-Robertson</i>	WA
Shoreline Educational Support Professionals Association <i>Barbara Cruz</i>	WA
South Carolina AEOP-Past Presidents <i>Melody Wise Butler, CEOE</i>	SC
South Carolina Association of Educational Office Professionals <i>Kimmetta Tidwell, CEOE</i>	SC
South Dakota Association of Educational Office Professionals <i>Charla Callahan</i>	SD
Southeast Area Association of Educational Office Professionals <i>Melody Wise Butler, CEOE</i>	SC
Southwest Area <i>Gayna Breeze, CEOE</i>	UT
St. Louis County Association of Educational Office Professionals <i>Robin Weaver</i>	MO

TESA Past Presidents Association <i>Lisa Gonzalez</i>	TX
Texas Educational Support Staff Association <i>Sharon Mena, CEOE</i>	TX
TOTEM Association of Educational Support Personnel <i>Sandra Thompson-Wallace</i>	AK
Tri-City Association of Educational Office Professionals <i>Thelma Jefferson</i>	VA
University of Nebraska Office Professionals Association <i>Christina Franklin, CEOE</i>	NE
University of Southern Mississippi Association of Office Professionals <i>Mary Maner</i>	MS
Vermont Association of Educational Office Professionals <i>Nancy Manning</i>	VT
Virginia Association of Educational Office Professionals <i>Caneldra Harrison</i>	VA
Washington Association of Educational Office Professionals-Past Presidents <i>Marilyn Mason, CEOE</i>	WA

Make sure you affiliate for the coming year. Affiliation year is from August 1, 2022, to July 31, 2023. Applications for affiliations can be found on the website at <https://www.naeop.org/affiliates-committees>.

