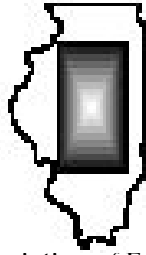


ILLINOIS AEOB



Beacon

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Message from the President — Paula R. Bender

IAEOP President 2007 - 2009

My term as president of IAEOP is almost done. As many of the past presidents will tell you, the time flew by. When I was planning for my installation ceremony, I looked at the upcoming 24 months as stretching out endlessly in front of me. Now in a few more short months, I will hand the gavel over to Nancy Van Vickle.

I look back on my term and want to thank all of you for helping me do this 'together'! Holding the position of president and conference co-chair was not one of the most intelligent choices I have ever made. Some decisions and responsibilities of both positions joined together well; as conference co-chair, I didn't have to call the president with questions! Nor as president did I have to remember to call the conference co-chair with requests! But I also had to remember each position was different and unique. I had to keep straight which decision items to present to the Executive Board and which items to submit to the Conference Task Force.

Several goals I had set when installed as president have been accomplished. Conference dates and board meeting dates have been standardized (except when Easter changes our plans!). This has made it possible for everyone to plan travel, agendas, and budgets months and years in advance. We have established a pattern for conferences that enables me to negotiate with hotels for better pricing.

Conference materials, the IAEOP Beacon and communication have Gone Green! The preparation and cost of these large mailings have been reduced. This has been good — for the environment and IAEOP's budget.

The IAEOP web site became an up-to-date source of information due to the creativity of Jenni Allen and the competence of Ruth Burgess. Starting with Jenni and continuing through the Executive Board and members, we have an award winning website to be proud of and share with other affiliates.

With effort, I am trying to establish an accurate electronic list serve to share information with the Executive Board and the membership. We are still working on this goal but I can see it as a possibility before I become a Past President.

There were a few regrets and disappointments. I was not able to experience the fun and fellowship of the NAEOP Institute because of my husband's health problems. IAEOP and I experienced the sudden loss of a dear friend, Jeanne Gittings. We coped with the grief of losing Jenni Allen. There were a few other small projects I would have worked on but the time went by so fast.

Thank you for the opportunity! Thank you everyone who listened to me, supported me, reminded me, prodded and poked me and argued with me and those who kept me humble. Thank you to Nancy who helped keep the meetings on track. Thank you to Betty for advice. Thank you to Liz and Lorna for the encouragement. And, most of all, Thank you to Barb for being behind me and sharing the tears. ***"Together Everyone Achieves More"***

Remembering Jenni and Rob Allen.....

Four months have passed since the untimely passing of IAEOP member Jenni Allen and her husband. It was just before our annual Fall Conference in East Peoria and we all looked to seeing and visiting with other again. We can only again sympathize with her family members and especially her mother, Marcia Redman, who is also a valued member of IAEOP and very active in the association's events.

Both were born in Danville and were loved by many. IAEOP especially misses Jenni for her willingness to become a very active person in the association's board. She used her expertise in technology to create the web site, of which we are very proud. This diligent work

earned her honors at the National Conference in the past three years, receiving recognition for an outstanding web page.

Not only did we value her technology prowess, but her energy for life. Always a smile on her face, ready to have fun, ready to help someone who needed assistance, she was indeed a shining part of the IAEOP team. All who knew her, loved her. All who loved her, greatly miss her.

God Bless You and Rob, Jenni. God Bless the family and friends you left behind.





TEN COMMANDMENTS for an EFFECTIVE TEAM

*International Association of Administrative
Professionals*

*Martha Carson, President
NAREOP*

Distributed at 2008 Conference

1. Help each other be right - not wrong.
2. Look for ways to make new ideas work - not reasons they won't.
3. If in doubt, check it out! Don't make negative assumptions about each other.
4. Help each other win and take pride in each other and your organization at every opportunity.
5. Be positive about each other and about your organization at every opportunity.
6. Maintain a constructive attitude no matter what the circumstances.
7. Act with initiative and courage, as if it all depends on you.
8. Do everything with enthusiasm - it's contagious.
9. Whatever you want, give it away. This may sound odd, but it works with power, respect, enthusiasm, compassion, recognition, love, etc.
10. Don't lose your vision. Never give up your dreams.

IAEOP Award Programs

Student Scholarship Program provides scholarships for high school graduates and college students who wish to continue their education in the business education field at an accredited institution of higher learning.

Member Educational Reimbursement Program was established to encourage IAEOP members to pursue continuing education to strengthen their office skills.

IAEOP Office Professional of the Year is an award presented annually for outstanding performance in the person's areas of responsibility.

IAEOP Educational Administrator of the Year is an opportunity to nominate a building or district administrator for this award.

The Publications Award, based on the NAEOP Award, for Newsletters from Local Affiliations. This award is given at the Fall Conference.

The Distinguished Service Award recognizes individuals who have demonstrated exceptional abilities and leadership performance, advanced and/or enhanced the professional standards of educational office professionals, significantly improved or elevated the standards of any of the programs of IAEOP, and/or demonstrated professionalism, courage, determination, and achievement in the performance of the responsibilities assigned to them by the Association or volunteered by the individual.

JOIN US IN AN ACT OF KINDNESS

Mitzy Widebeck, IAEOP member, is currently involved with the Springfield School District Homeless Liaison and has discovered that the kids, especially teenagers, would be thrilled with the little bottles of shampoo, soap and lotions that the hotel provides all guests. It would be a wonderful gesture of the Spring Conference attendees to donate these items from their rooms to Mitzy and she will deliver them to the homeless office. There will be a basket at the registration table to deposit these items and we all know it will brighten someone's day to receive them. Thank you.

DONATIONS FROM IAEOP MEMBERS FOR NAEOP 2010 CONVENTION

To date,, individual donations total \$195. Baskets from the Fall Conference total \$136. Total collected to date — \$431.00.

Be a part of this important endeavor to share the cost of a national convention and send in your donation today.

IAEOP EXECUTIVE BOARD 2008-2009

**President/Directors Coordinator, Prof. Development,
Meeting Planner Coordinator**

Bender, Paula

Email: PBender@waubonsee.edu

President Elect, Affiliations, Conf. Registration

Van Vickle, Nancy

Email: nancyv@danville.k12.il.us

**Immediate Past President, Nominations/Elections,
NAEOP, Central Area, Board of Committees**

Voorhees, Jackie

Email: jlsv1950@yahoo.com

Secretary/Correspondence/Special Projects

Redman, Marcia

Email:

Treasurer/Budget, Member Tuition Reimbursement

VanLanduit, Deb

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Regional Director North, Special Projects

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Regional Director North

Struve, Denise

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Email: burgessruth@att.net

Regional Director Central

Carol Carnaghi

Email: ctigers221@sbcglobal.net

Regional Director South,

Henricks, Dena

Email:

Regional Director South, Special Education

Vinson, Lorna

Email: martysgirl@yahoo.com

**JOIN IAEOP IN THE HOSPITALITY ROOM
FOR TREATS, RAFFLE BASKETS, FELLOWSHIP, AND A WINNER!**



Cheryl May accepts Publications Award from Donna Steckling on behalf of winner West Suburban AEOP.

In Fall 2008, IAEOP held their conference in East Peoria, Illinois on October 17-19. Besides the usual camaraderie, there were workshops given by Rebecca Cottrill, Office Max, Ruth Burgess and Linda Glackin of the Peoria Police Department.

We learned about recycling but also a new concept of "Red Worms" used to process landscape and food leftovers with these worms to become mulch. New products for home and work offices were presented by Office Max.

An update on Netiquette was presented by Ruth Burgess which gave us a better understanding of what is acceptable on the internet. The Retirees and others attended a presentation about Frauds, Scams, and Safety Issue which people found very interesting and informative.

This leads to conclusion - The More You know, the Better Off You Are!



Winner Carol Carnaghi who obviously loves RED purses.



Some of the Basket Prizes where people put tickets in to win.



Liz Downs has full attention of attendees and all love visiting Special Projects and the Hospitality Room.

TWO IAEOP MEMBERS ATTEND WORKSHOPS

Denise Struve, Director North, and Naomi Fettes, Chair PSP, attended the Triple I Conference in Chicago on November 21-23, 2008. Workshops were available for Board secretaries during the two days. During this time, eight sessions for board support professionals were offered. Both IAEOP members attended the all-day session on "Managing Your Leader's Time: Secretary as Reflective Practice Partner" plus "School Board Meeting Protocol."

"What an opportunity to learn and expand as an office professional," Naomi said. "As often as I prepare Board reports, agendas, and Freedom of Information Act requests, this was a great way to catch up on the amended laws and learn about new public acts that have been introduced."

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**IL-AEOP Spring 2009
Conference & Central Area
Professional Development
Day**

**March 27 – 29, 2009
Urbana, Illinois**



**Eastland Suites Hotel and Conference Center
1907 N. Cunningham Ave
Urbana, IL 61802**

www.eastlandsuites.com/

See pages 10 - 11 for information about this event.

BOARD REPORTS of February, 2009

Affiliations

Nancy VanVickle

Currently, we have nine Affiliates:
Peoria AEOP, Debbie Cullen, President
Champaign Cty. Retired EOP, Ilene Koehler, President
Waubensee Educational Office Staff, Gail Schmidt, Pres.
Highland AEOP, Jill Duft, President
Macon Cty. AEOP, Miriam O'Bryan, President
Vermilion Cty. AEOP, Inez Wishard, President
Danville AEOP, Sina Williford, President
Kankakee Iroquois EOP, Mary Beth Mathis, President
West Suburban AEOP, Jeanne Jasek, President

Board of Committees Coordinator

Jackie Voorhees

Thank you note was sent to Chief Lemon, Woodruff H.S. Naval JROTC for the presentation of colors at the fall conference; to Denise Adams, Choral Director of Great Expectations (from Woodruff H.S.) for Saturday evening entertainment; to Audrey Turner for the Sunday morning inspiration.

At the October board meeting, approval as given to purchase a brick in memory of IAEOP Jeanne Gittings and Jennie Allen, two of our very active members.

Central Area and NAEOP

Jackie Voorhees

NAEOP - The Central Area states will be hosting the 2010 conference in Kansas City, MO. State representatives are: Becky Moses, MO; Georgia Tenney, IN; Judy O'Malley, KS; Deb Ryan, Mary Guest & Gretchen Walker, NE; Jackie Voorhees, IL.

Illinois will host the following: Wednesday, conference registration table; Thursday, Hospitality room; Friday, Installation Banquet, Liz Sexson.

Community Service/Fellowship

Ellen Flynn & Nancy Harrington

At the Fall Conference in Peoria, \$110 was collected at the General Meeting and was divided between the National Childhood Cancer Foundation and Special Olympics.

Kay Cahill wrote informing us of her granddaughters acceptance into the Teach for America program. Kate is now teaching in Hawaii (one of the poorest districts in the U.S.).

Get Well, Thinking of You and Prayer cards were sent to: Kay Cahill, Cheryl Franklin, Charlotte Keeling, and Jill Duft (knee replacement).

Sympathy cards to: Marsha Redman (on the death of her daughter, Jenni, and son-in-law); Myrna Wheeler Smith (on the loss of her son); Jackie Voorhees (on the loss of her father); Kay Cahill on the passing of her brother, John; Thelma Webber's husband lost his brother.

Meeting Planner

Paula Bender

Fall, October 16-18, 2009 at Stoney Creek Inn
East Peoria

Spring, April 16-18, 2010 at Eastland Suite & Conference Center, Urbana

4 - IAEOP Beacon Winter/Spring, 2009

Fall, October 15-17, 2010 in Springfield Area
Betty Dickson and Naomi Fettes have agreed to take the position of Program Chairperson.

Membership

Cathy Orseske

Membership for IAEOP for 2008-2009 is 385. There are 238 annual active, and the number is made up of annual retired, life active, life retired, and honorary..

Newsletter/Publications

Donna Steckling

The Fall newsletter was both mailed and received by email for that edition. There was no Winter edition since the editor was unable to devote time to assembling and sending one out due to work. This letter takes the place of winter and spring.

Nomination Committee

Jackie Voorhees

The committee consisted of five members: Jackie Voorhees (Immediate Past President) was the chair; Ruth Burgess, Lorna Vinson, Jill Duft and Debbie Cullen.

The result of the election will be announced at the Spring Conference.

PSP

Naomi Fettes

All applications for PSP credits that will be provided at the Spring 2009 Conference is being prepared for submission to NAEOP. I am currently working on updating materials for an informational session at the Spring Conference in Urbana.

Public Relations

Denise Struve

We will investigate the possibility to offer sponsors of IAEOP the opportunity to set up a table in the Special Projects area for them to provide brochures, etc. and talk to our members about the products.

Special Projects

Liz Downs & Marcia Redman

At the Fall Conference, the following was collected: Donations - \$19.25; Pot of Gold - \$337.00; Baskets - \$437.00 which totalled \$793.25. The Pot of Gold was split with 1st place - \$95, 2nd place - \$50,, and 3rd place \$25. Thanks to all who were so generous.

Please help us with your donations of baskets, various items to sell, and purchasing Pot of Gold tickets.

Student Scholarships

Marilee Clymore

The award applications will be on the web site for graduating high school seniors sponsored by a local association and awards will be presented in the Spring 2009 Conference.

Technology, IAEOP Website

Ruth Burgess

Sign up for list serve — iaeop@yahoo.com — so you are aware of what is posted on the web site.

Since Jenni is no longer with us, Ruth has agreed to take over the web page and is doing a wonderful job. If you need to contact Ruth, her email address is burgessruth@att.net. Thank you, Ruth, for continuing in Jenni's tradition of professionalism.



CENTRAL AREA NEWS

from Lola Young, Central Area Director

CENTRAL AREA PROFESSIONAL DEVELOPMENT DAY 2009

Have you made your travel plans from your home to Urbana, IL? If not, there's still time to make those plans and get your registration form filled out and sent in. The registration deadline is March 17, 2009.

The Illinois group is ready to "Cultivate Your Talents" at this CAPDD. Please plan to join your KIMINI friends for this outstanding professional growth opportunity.

NAEOP's Conference 2009

Now that you've had a chance to look through your NES Connector, I'm sure your excitement is building (just like mine) for the 2009 Annual Conference in Bloomington, MN. It's time to make travel arrangements, fill out the registration form, and register for the Central Area Breakfast.

I've already begun working on the certificates for our very special members who have attained PSP goals as well as appreciation certificates for our state presidents. I have certificate paper left so go ahead and get your PSP applications in so you can be among those we recognize at the breakfast! In addition to the recognition part of our time together, we will be discussing preparations for and progress to date for our much anticipated 2010 conference in Kansas City! And let us not forget time to conduct our elections for nominees to be placed on the ballot for 2009-10 committee assignments. As you can see, there is much to do and we need you to make the event complete!

NAEOP's Conference 2010

Plans have been set by our 2010 Conference co-chairs to meet with our state leaders and event chairs while we are all together in Urbana. This will be a time when we can see what progress has been made to date and what we need to complete in order to be ready for our conference invitation this summer in Minneapolis. There are many details for each task, and we will be needing help from YOU to complete them all.

The co-chairs and state leaders will be prepared to talk with all of us at the Central Area Luncheon meeting. I can't wait to see everything take shape as we get closer to the actual event!

Calendar for Central Area Events

March 15 - Award Nomination Packets due
March 17 - Central Area Meeting Registration Deadline
March 27-29 - Central Area PDD, Champaign/Urbana
April 2-4 - KAEOP Spring Conference, Hutchinson, KS
April 2-4 - MAEOP Spring Workshop, St. Charles, MO
April 10 - NES Connector Deadline
April 16-17 - NEOPA Spring Conference, Lincoln, NE
April 17-18 - Indiana AEOP Spring Conf/. Indianapolis
May 15 = Affiliate Newsletter Deadline
May 15 - PSP Filing Deadline

Membership Update

Congratulations to those Central Area Affiliates who have affiliated for the 2008-09 year. They are:

Peoria Association of Educational Office Professionals, (IL), Debbie Cullen, President.

University of Nebraska FROLIKers Past Presidents, Sandy Lineberry, President.

Wichita Association of Educational Office Professionals (KS), Brenda Decker, President.

Missouri Association of Educational Office Professionals, Becky Moses, outgoing President; Jamie Love, incoming President.

Remember to affiliate for the 2008-09 year soon. The benefits include the ability to submit award and scholarship applications, submit agenda items for advisory council, as well as request national speakers for your workshops. Don't miss out - affiliate for 2008-09 now.

As of February, the Central Area had a total of 472 active NAEOP members. This total reflects a decrease since November. The numbers fluctuate during the year. The breakdown by state is: Illinois - 93 (down 2); Indiana - 36 (down 1); Iowa - 21 (up 1); Kansas - 77 (down 5); Missouri - 80 (down 5); Nebraska - 165 (down 4). We have awhile before the May report comes out so let's work hard to make the next membership report reflect a healthy increase for the Central Area. Start recruiting now! As a bonus, if you allow me to sponsor/recruit a brand new NAEOP member, I'd be happy to pay \$5 of their membership fee. Who doesn't like a SALE?

Special Needs Scholarship

How exciting is this? The very first special needs scholarship will be awarded this summer in Bloomington! The deadline for the scholarship applications is rapidly approaching - March 15, 2009. This \$500 scholarship was developed to assist a special needs high school senior with an identified disability, who will be pursuing a post-secondary program. For more information, please feel free to contact Melissa Carpenter, CEOE, NAEOP Scholarship Chairman, email Melissa.carpenter@usm.edu or by phone 601.266.4403. In order to witness history when the first scholarship is awarded in July 2009, you must register to attend the Conference!

Web Sites for Central Area

Once again, I would like to encourage you to take a peek at the different state websites! These websites are also noted on NAEOP's website under the 'affiliations' tab. They have a wealth of information, so check them out.

Illinois — www.iaeop.com
Indiana — iaeop.lcsc.k12.in.us
Kansas — kaeop.org
Missouri — www.maeop.net
Nebraska — neopa.unl.edu

Cont. on page 9



Diamond Opportunities *Bloomington, Minnesota – July 20 - 24, 2009*

Your friends in Minnesota extend a welcome to the celebration of 75 years of Service-Information-Recognition-Fellowship when you attend NAEOP's annual conference and institute.

Known as the "Land of 10,000 Lakes, Minnesota actually has 11,842. State flower is the lady slipper; state bird is the loon; state tree is the Norway pine; state fish is the walleye. In 1858, Minnesota became the country's 32nd state on May 11. Notables from the state are two U.S. Vice Presidents: Hubert Humphrey and Walter Mondale; Judy Garland, Billy Graham, Charles Lindbergh, Jane Russell, Cheryl Tiegs and Lake Wobegon and Jesse Ventura.

Opportunities for entertainment are baseball, basketball, hockey, and football; orchestra events, operas, art museums, dinner theaters, and the famous Mall of America.

The conference committee has planned many activities for your professional development and for your personal development. They feel confident that, an attendee, you will have a wonderful time in Minnesota.

If you are a member of NAEOP, you should have received a copy of the NES Connector which gives all the pertinent information about this conference. You can also access this information on the NAEOP website www.naeop.org. Early bird registration deadline is May 15, 2009. After June 16, there is onsite registration so bring your form with you. Onsite will be accepted on a space available basis and tickets for meals may not be available if you wait until onsite registration.

Should you need to cancel, requests in writing must be received by the national office on or before June 1. You will receive a full refund less \$25 processing fee. Between June 2 and 16, you will be entitled to a 50% refund. After June 16, there are no refunds for cancellation and no-shows will not be refunded.

Institute offerings are on Monday and Tuesday.

MONDAY

Playing Nice in the Sandbox by

Kim Ratz

Newsletter/Brochure Design & Grammar Usage by

Lisa Greene

PowerPoint 2007 Introduction by

TIES

Energize Your Work Environment by
Carl Olson

Access 2007 Introduction by
TIES

TUESDAY

PR Is Not a Bad Word by
Kim Ratz

Interpersonal Skills for Becoming a Leader by
Mike Starr

Excel 2007 Introduction by
TIES

Social & Emotional Intelligence by
Bridget Gothberg

Excel 2007 Intermediate by
TIES

Courage. Do You Have It? by

Dr. Sally Latimer Y& Daniel Kuzlik

Briefings offered on Tuesday and Wednesday

TUESDAY

Emeralds of Education by Debbie Wade

Explore the Many Facets of Membership: Each One, Reach
One by Kathy Lech

I Can Do That, Too by Elizabeth McFall

Marketing Your Product by Natalie Johnson

PSP Professional Standards Program by Sibyl Hoover

Diamonds in the Rough by Debbie Wade

Get Organized by Avery Dennison Corporation

PSP Recertification by Sibyl Hoover

WEDNESDAY

Avery Software and Formatting Solutions by Avery
Dennison Corporation

Genus and Species of an Office Professional by
Mary Sumtrall

Goals Met with Determination and Support by
Staff Sgt. Bill Schultz

Hey! We're Different But The Same! (repeated in p.m.) by
Ruth Putnam and Gayle Schnorenberg

Thinking Outside the Box by Kathy Lech

Parliamentary Procedure by Dr. John Hall

Taking the "Draising" Out of Fundraising by
Steven Griffiths

TOURS

If you arrive early, there are four tours on Saturday, July 18 to choose from: Take on the Twin Cities (2 times available); The Cultured Visitor; Mill City; and More on Sunday, there are also four tours from which to make a choice, three of them repeats of Saturday and one new one Stillwater. On Monday, July 20, Take on the Twin Cities (2 times); Guthrie and the River; St. Paul Mansion; Stillwater (repeat of Sunday); and Retirees — Gangsters in the Capital City.

On Thursday, July 23, there is one tour — Dinner and Dining which also takes you to a theater production.

Saturday, July 25, repeats of tours given the week before are: Take on the Twin Cities; St. Paul Mansion; Stillwater; and new ius the Riverfront Cruise.

Saturday and Sunday, is a road trip to Duluth.

During this whole week, there are many other events going on — area breakfasts, award luncheon, installation banquet, PSP banquet, choir, first timers’s orientation, exhibits, council breakfast, retirees activities, and the General Sessions which begin Tuesday at 7:00 p.m.

Of course, there is open time for fellowship and getting together to go dine somewhere. Guests are asked to make plans for other events such as attending a baseball game, see some sights they haven’t seen, go fishing, etc.

Make plans now to attend this exciting conference and institute. Once you go, you will be hooked and won’t want to miss another year and place.

NAREOP EVENTS AT NATIONAL

All who attend the national conference each year know that the retirees show up in great numbers. This year will be no different. Here is a schedule which has been planned for Retirees attending.

Monday Evening after the meeting, at 6:30 to 9:00 p.m., the setting up of the NAREOP Special Projects tables will take place. Look forward to all the goodies and special drawings which Darlene Hovorka, Vice President of NAREOP, has in store for the bargain seekers. It’s bound to be great fun and getting to know the other retirees is especially rewarding.

Tuesday morning, NAREOP has a breakfast meeting where awards will be given. Plan on attending and enjoying the company of others from around the U.S.

A service project will take place in the afternoon from 1:00-4:00 and involves The Link which is a local organization that works with middle and high school students in the Minneapolis and Hennepin County area. The Link’s mission is to build a supportive community network that links youth and their families to their inner strength through life skills, education, advocacy, supportive housing and a dynamic network of social services to transform lives. It provides in-home, in-school and in-community truancy and delinquency intervention services, family support, community outreaches and trainings; affordable, supportive housing for youth; after-school and summer youth groups; and around the clock support and intervention for youth brought to the Juvenile Supervision Center.

These students need back packs, notebooks, pens, pencils, etc. Let’s make this a successful project by supplying these items

NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

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

www.naeoop.org

New
 Renewal

<input type="checkbox"/> Active Membership	\$45	<input type="checkbox"/> Institutional Membership	\$80
<input type="checkbox"/> Retired Membership	\$25	<input type="checkbox"/> Corporate Membership	\$55
<input type="checkbox"/> Associate Membership	\$45	<input type="checkbox"/> Magazine Annual Subscription	\$25
		<input type="checkbox"/> Magazine Annual Subscription - Retired	\$10

Name _____ Home Phone _____

Address _____ Office Phone _____

City _____ State _____ Zip _____ Fax: _____

(Recruited by (Name) _____

Email _____

Active membership fees include a one-year subscription to the association magazine.

Check Enclosed Visa Master Card
Card Number _____ Expiration _____
Signature _____

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.

Outside of U.S. special
package and handling
charges apply.
Please add an additional
\$15.

Elementary
 Middle School, Jr. High
 Secondary
 Higher Education
 State Department
 Administration
 Career & Tech. Ed.
 Retired
 Other (specify) _____

THE MORE YOU KNOW, THE BETTER YOUR LIFE CAN BE

RECYCLE OLD GADGETS

FIVE THINGS YOU NEED TO KNOW ABOUT.....

1. When you purchase something, be smart!
Support the manufacturers who do take-back programs. Companies like Dell and Hewlett Packard are one of those who repurpose old products.
2. Get paid to recycle.
If you have a computer, cell phone or PDA in working condition, there are sites like MyHomeYard.com, GreenPhone.com and eBay's trade-in site eBay.EZtradein.com will pay you or give you reward points to use toward future purchases.
3. Donate it.
You will find that schools and non-profits use "retired" gadgets. There are telephone donation bins in some police departments and shelters. ReCellular.com aids donors in turning in old cell phones. Donations help you, too, as a tax write-off.
4. Freecycle It.
The online community at Freecycle.org connects donors with recipients to reduce landfill waste.
5. Recycle It.
If what you have is broken and you can't use it, donate it or freecycle it, go to Earth911.com. They'll give you drop-off locations to recycle your e-waste.

Source: USA Weekend, April 11-13, 2008

13

Ways to Move More.....

1. Walk into a bank or restaurant instead of using the drive-through.
2. Circle the outside aisles of the grocery store before you start shopping.
3. When you bring groceries into the house, make a separate trip for each bag.
4. Get on your hands and knees to scrub floors.
5. While you're brushing your teeth, do some calf stretches and leg raises.
6. Walk to the airport gate instead of using the moving walkway or taking a shuttle.
7. Do stretching exercises for your neck and shoulders when you are stuck in traffic.
8. Replace a sit-down meeting with a one-on-one business walk.
9. Walk around the playing field during your child's soccer or softball practice.
10. Do leg lifts while sitting at your computer.
11. When you make the bed, work quickly and stretch farther across the bed.
12. Gently squeeze a tennis ball to strengthen your grip while sitting at your desk.
13. Park as far away from the building entrance as possible when you go to the office, or go shopping.

Source: Educational benefit Cooperative, April 2007

BACKING UP A COMPUTER

FIVE THINGS YOU NEED TO KNOW ABOUT.....

1. Figure out what's irreplaceable and back it up weeklydocuments, photographs, videos, and emails. Remember, you can always replace program files.
2. Record onto portable, reusable media.
The quickest way to back up files is by burning on a CD or DVD. CDs hold 700 megabytes and dual-layered DVDs usually hold 8/5 gigabytes (1 GB is equal to 1,000 MB). There are USB thumb drives and also flash drives that will hold an average of 1, 2, or 4 GB.
3. Double up, if necessary.
It is suggested to get a second hard drive if you are using too much space on your main one. It has been said that lack of room can kill your computer.
4. Consider a virtual hard drive.
Online backup could be a good option because it is automated, and data is stored on servers in a remote location. If you choose this way, look for a service with at least two geographically separated, secure back-up centers. Data should be encrypted, and there should be a help line staffed 24/7.
5. Take a snapshot of all programs and data.
There are programs that create a replica of your entire hard drive, so if you happen to erase, you're not rebuilding from scratch.

Source, USA Weekend February 8-10, 2008

Reported in February, 2009

by Mitzy Widebeck

The 96th General Assembly was sworn in on Wednesday, January 14, 2009. One of the first things that the new Illinois House of Representatives did was to have another impeachment vote (117 to 1 to impeach) so that it is on record for this legislature. The Senate begins the impeachment trial on Monday, January 26, 2009.

New Legislation signed by the governor:

SB 2824 (Demuzio, D-Carlinville)

allows for flexibility for a school district in how it extends taxes to pay the principal and interest on any bonds issued exclusively to refund bonded indebtedness after a school district annexation. The bill was drafted narrowly to only affect the Pana school district. The bill was signed by the governor and is now Public Act 95-1025, effective January 6, 2009.

SB 2688 (Kotowski, D-Park Ridge)

requires school districts to conduct a law enforcement drill each year to prepare students and school personnel for evacuations for incidents of shootings, bomb threats, etc. The drill must be conducted according to the school district's current emergency and crisis response plans (already required by law) and allows schools to perform the law enforcement drills on days and times when students are not present in the school building. These latter provisions were added by an Alliance amendment so that no new requirements and criteria

would force a school district to change its procedures and so school officials can work with law enforcement to perfect the crisis plan without the ensuing trauma of having young students present during the drill. The bill is now Public Act 95-1015, effective July 1, 2008.

SB 2743 (Noland, D-Elgin)

allows school attendance information to flow from school districts to the police unimpeded by the federal Family Educational Rights and Privacy Act. It allows a school district to disclose education records relating to attendance to juvenile authorities if the school board determines the disclosure will enhance the juvenile

justice system's ability to serve, prior to adjudication, the student whose records are released. The juvenile authority must certify in writing that the records will not be disclosed to any other entity without the prior written consent of the student's parent or custodian, except as provided under State law. The bill is now Public Act 95-1016, effective

July 1, 2009.

SB 1290 (Koehler, D-Peoria)

allows a county board to, by referendum, impose a sales tax for the purpose of building public facilities for the county. The bill was approved by the House of Representatives on Nov. 13th and signed into law by the governor on Nov. 20th. The bill is now Public Act 95-1002, effective Nov. 20, 2008.



Continuation of CENTRAL AREA NEWS by Lola Young, Central Area Director

After visiting with the state presidents, we decided it would be a nice addition to promote the state fundraisers in our Central Area Updates. Not only will we, as Central Area members, be afforded the opportunity to participate in each other's events, we may also get ideas that could be successful in our own states. As your state launches new fund-raising events, please keep me informed and I will add them to our updates.

Nebraska (NEOPA) has published a cookbook of members' favorite recipes for their fund-raising project this year. The books have a soft laminated cover with coordinated dividers and 350 delicious home-tested recipes that you will sure want to try. For only \$10.00 you can own one of these keepsakes. If you are interested in purchasing a cookbook, contact either Linda Luedtke, lluedtke1@unl.edu or Barbara Homer, bhomer@mail.unomaha.edu.

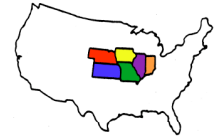
Illinois is holding a raffle for a hand-quilted queen size quilt in the Dresden Plate Pattern. Raffle tickets are \$1.00 each or 6 for \$5.00. Proceeds will go toward the IAEOP scholarship program. For tickets please, feel free to contact Mitzy Widebeck at mitzh@springfield.k12.il.us. (I've seen a picture of the quilt and it's beautiful!)



**CULTIVATE YOUR TALENTS IN ILLINOIS!
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Make reservations with the Eastland Suites and Conference Center by calling (800) 253-8331 or (217) 367-8331. Inform the hotel that you are with IAEOP when you call for reservations. There is no elevator at this hotel. If this is a problem, please be sure to request a first floor room when making your reservations. CAPDD attendees who are flying into Central Illinois Regional Airport (CIRA) can call Eastland Suites to arrange for pickup by their free shuttle service. Room rates are:

Double/Double - \$89.00 plus tax (1-4 people, 1 room w/ two double beds)

Single King Suite - \$99.00 plus tax (1-4 people w/ two rooms, 1 king bed, 1 sofa bed)

Double Queen Suite- \$119.00 plus tax (1-6 people w/ two rooms, 2 queen beds, 1 sofa bed)

****RESERVATION DEADLINE: FRIDAY, FEBRUARY 27, 2009****

This is the hotel's firm cutoff to get the special room rate for the conference.

Instead of CAPDD Friendship gifts, IAEOP will be collecting items for Cunningham Children's Home. Items to be collected: basic calculators, black bic pens, pencils, pencil sharpeners, teen/young adult back packs, one subject spiral notebooks, filler paper/college and wide rule, markers and colored pencils, and Gift Cards from WalMart, Target, Meijer, Barnes & Noble and Family Christian Stores. Suggested amount \$5 - \$10.

CONFERENCE PRESENTERS AND PROGRAM DESCRIPTIONS - Spring 2009

No More "Just a Secretary" -- "The Art of Communication" - Topper Steinman, Consultant/Presenter

This session will focus on five critical elements of communication that contribute to a quality work place environment. We will actively look at each of these elements as we affirm that we are not "just a secretary" in all the realities of our workplace. Our positions are critical in the lifeblood of an organization . This program is designed to affirm that fact.

Orchestrate Your Future - Using Your Talents - Elizabeth "Liz" Sexson, Presenter

This workshop will focus on developing your talents both in the changing workplace and away from the office. There will be discussion on your current talents and the development of others that can be used when not in the office. Participants, both actively working and retired, will learn something new in this workshop. No talents?! Can you sing, volunteer, help in a classroom, help in a hospital? Want to earn some extra money? Turn your talents and abilities into a profit-making situation. All work and no play? Join us and experience new fun ideas to make each day a day of "Using Your Talents".

Professional Standards Program - Naomi Fettes

The Professional Standards Certification Program is the only certification program for educational office employees. The presenter will explain the program and assist in determining the approach to earning the recognition and certification.

SCHEDULE FOR CENTRAL AREA PROFESSIONAL DEVELOPMENT DAY

Friday, March 27, 2009

2:00 – 3:30 p.m.	Central Area Presidents/Presidents-Elect Meeting
3:30 – 6:00 p.m.	Registration – Lobby
4:00 – 6:00 p.m.	IL-AEOP Executive Board Meeting
4:00 – 5:00 p.m.	Special Projects Drop-off – Only
4:00 – 5:00 p.m.	Retirees/CAPDD Attendees Tour of Krannert Center
5:30 – 6:00 p.m.	First Timer Orientation
	Dinner on your own
5:00 – 9:30 p.m.	Hospitality Plus and Special Projects

Saturday, March 28, 2009

6:30 a.m.	Morning Swim – Hotel Pool
7:30 – 8:30 a.m.	Registration – Lobby
8:45 – 9:00 a.m.	Presentation of Colors
	IAEOP President/Central Area Director Welcome
9:00 – 10:15 a.m.	Keynote – Topper Steinman
10:15 – 10:30 a.m.	Break
10:30 – 11:30 a.m.	Keynote continued
11:45 – 12:45 p.m.	Luncheon and CAPDD Business Meeting
1:00 – 2:15 p.m.	Workshops: IAEOP Professional Development Workshop – Liz Sexson “Professional Standards Program” Naomi Fettes Retirees Workshop – Tour of Carle House
2:30 – 3:30 p.m.	IL-AEOP Business Meeting
3:45 p.m.	IL-AEOP Conference Task Force Meeting
4:00 – 5:30 p.m.	Hospitality and Special Projects Open
4:30 p.m.	Affiliate Presidents & Directors Meeting
5:00 p.m.	Installation Rehearsal
6:00 – 6:30 p.m.	Social Time/Cash Bar
6:30 p.m.	Banquet, Awards and Installation. Reception following Banquet. Hospitality and Special Projects Open

Sunday, March 29, 2009

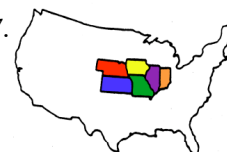
7:30 a.m.	Morning Swim – Hotel Pool
9:00– 9:30 a.m.	Inspiration and White Rose Ceremony
10:00 a.m.	Brunch, Raffle Drawings and Closing Remarks

Registration Deadline March 17, 2009

Go to www.iaeop.com for forms.

Cancellations for refunds must be received prior to Tuesday, March 17.

No refunds after that date.



**ON MARCH 27-29,
THE PLACE TO BE IS... I. A. E. O. P.**



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Paula Bender, President

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Dates to Remember
ILLINOIS

CAPDD & Spring 2009 IAEOP -
March 27-29, 2009
Eastland Suites, Urbana

Fall 2009 Conference - October 16-18
Stoney Creek, East Peoria

NAEOP

July 20-24, 2009 - Bloomington, Minnesota
July 5-9, 2010 - Central Area will be hosting,
Kansas City, Missouri
2011 - Myrtle Beach, South Carolina