

Summer 2009

The GAEOP Communicator

Growth * Attitude * Enthusiasm * Opportunity * Professionalism

A newsletter for the members of the Georgia Association of Educational Office Professionals

2009-2010 GAEOP Officers

♦ Co-Presidents

Phyllis Barnett, CEOE
Clarke County - Retired
phyllis@trinitybc.net

Glenda Harrison, CEOE, GCEOP
Clarke County - Retired
harrisongl@hotmail.com

♦ Immediate Past co-Presidents

Paulette Woodard, CEOE
Polk County Schools
pwoodard@polk.k12.ga.us

Barbara Pisano, CEOE
Medical College of Georgia
bpisano@mail.mcg.edu

♦ President-Elect

Brenda Lockhart
Chatham County
brenda.lockhart@savannah.
chatham.k12.ga.us

♦ Vice-President

Annette Ling
Chatham County
annette.ling@savannah.
chatham.k12.ga.us

♦ Treasurer

Ann Marie Lee
Muscogee County
amlee@mcsdga.net

♦ Secretary

Celia Evans
Muscogee County
celiaevans@knology.net

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GAEOP Website

[http://www.geocities.com/
gaeoponline](http://www.geocities.com/gaeoponline)

NAEOP Website

<http://www.naeop.org>

G.A.E.O.P. - A NEW BEGINNING

This past spring, a group of women got together to try and figure out how to get GAEOP going again. Part of the problem was that no one really wanted to be President by themselves. We had been so un-organized for so long, that we had been forgotten by many educational office workers. Part of the problem was no one had the money for conferences due to the economy. And part of the problem was there had been a very big turnover in clerical staff throughout Georgia because of retirement and cutbacks in school districts. Both our presidents had family crises that caused them to resign in the middle of the year. The treasurer was left to keep things going, and she ran out of steam!

Well, this group of women got together in Macon and decided they wanted to get GAEOP up and running again. They came to several decisions. First, they would set aside all GAEOP bylaws for one year, but try to follow them as close as possible. Second, they talked about how much money Beth Harris had told them was in the treasurer, and what could be done with it. Third, they started coming up with how to get people to serve as officers for one year. Fourth, they wanted to have a fall conference. Fifth, they gave the membership duties to the vice president. Sixth, they wanted to get the news out of our new beginning through email and snail mail.

Phyllis Barnett said she would serve as Co-President, but didn't want to do it alone. I said I would help her as Co-President. Since we live fairly close together we figured that would help. We had already asked Brenda Lockhart from Chatham County to be President, but she wanted to be President-Elect this year and then President in 2010! What A SURPRISE that was! Of course we immediately agreed that was a good idea. Brenda also brought on board Annette Ling also from Chatham. Annette agreed to be Vice President. Ann Marie Lee had previously been our Treasurer, and she again agreed to take on the task. Then Celia Evans said she would be the Secretary. Both are from Muscogee County. Since our present Treasurer, Beth Harris, is taking on a new position at work, we asked her to give up the treasurer in June and stay as our Web site Coordinator and Newsletter Editor. She agreed to do this. Past President Paulette Woodard from Polk County became our Chaplain this past week. Terri Setzer from Clarke County and Patsy Penny from Jackson County became our Hospitality and Ways & Means Co-Chairs. There are still several vacant positions on the board to be filled. If anyone is interested, please call or email Phyllis at Phyllis@trinitybc.net or me at harrisongl@hotmail.com.

Ideas for fall conference were tossed around.....Unicoi Park, Atlanta, St. Mountain, Jekyll Island, Commerce, Ga., Sea Palms, Reynolds Plantation and Savannah.. All agreed that we seem to have more members come to the ocean than to the mountains. So Phyllis and I were designated to find a place to have our conference. After much work, we chose Sea Palms Golf and Tennis Resort on St. Simon's Island, off the coast at Brunswick, Ga. Fall conference planning began in earnest, getting speakers, food, rooms, mailing groups, etc. It has finally been accomplished with everyone's help.

We hope to draw many new members to our association. We need many new younger ones willing and interested in developing their personal and professional skills. Workshops will be offered for NAEOP credit toward certification as a Certified Educational Office Professional. We want to draw from all over Georgia – north, south, east, and west. We are having "A New Beginning." And we want you to be a part of it.

Come join us at Sea Palms for professional growth, fun, food, and lots of fellowship. See you October 9th, 10th, and 11th at Sea Palms! Don't forget your bathing suit and tennis racket!

Phyllis Barnett, CEOE
Co-President
Phyllis@trinitybc.net

Glenda Harrison, GCEOP, CEOE
Co-President
harrisongl@hotmail.com

AGENDA for G.A.E.O.P. CONFERENCE
Sea Palms Golf & Tennis Resort, St. Simon's Island, Georgia
October 9-11, 2009

Friday, October 9, 2009

5:00–6:00PM Executive Suite
Registration

6:00–7:30PM Main Course Dining Room
Supper - Southern Barbecue Buffet
 Welcome by Sea Palms Sales Manager

7:45-8:15PM Main Course Dining Room
Installation of 2009-2010 Executive Board

8:30–10:00 PM Harrison/Barnett Suite
Executive Board Meeting
Help will be needed after the board meeting to put together gift bags for the members.

Saturday, October 10, 2009

6:30AM–12:00 Noon Hall outside Cypress Room
Registration

7:00–8:30 AM Cypress Room
Continental Breakfast

8:30-9:00AM Cypress Room
Conference Meeting
Flag Ceremony
 – Phyllis Barnett and Glenda Harrison
 Co-Presidents 2009-2010
Pledge of Allegiance
 – led by Brenda Lockhart
 President Elect 2009-2010
Devotional
 – Paulette Woodard , Chaplain
Introduction of Executive Board
 – Phyllis Barnett
Itinerary for the day
 – Phyllis Barnett

9:00–10:30 AM Cypress Room
Workshop –
“Will Your Golden Years Be Golden?”
 Presented by Linda Tribble, NAEOP President

10:30–10:45 AM
Break – Liquid refreshments in back of room

10:45AM–12:15PM Cypress Room
Workshop - “Women’s Health Issues”
 Presented by Peggy Tuten, RN, FNP, CDE
 from Southeast GA Health System

12:30–1:30 PM Musgrove Room
Lunch
Choice of Chef’s Salad, Herb Roasted Chicken Salad, or Sesame Chicken Salad on the Registration form (Use color coded tickets Notated on Regis. Form for choice of meal.)

Saturday, October 10, 2009 (continued)

1:45–3:00PM Cypress Room
Workshop - “Instructions Not Included”
 Presented by Linda Tribble, NAEOP President

The rest of the day is free for you to see St. Simons Island. Be sure to visit The Village area shops and restaurants. They are great! There are many well known historical sights here on St. Simons. Also remember that Jekyll Island is just 40 minutes to the South. It's also loaded with beauty and history.

Sunday, October 11, 2009

7:00–8:30 AM Musgrove Room
Southern Breakfast Buffet

8:30–8:45 AM Cypress Room
Welcome and Itinerary by Phyllis Barnett

8:45–9:45 AM Cypress Room
Inspirational Speaker – Roberta Taylor

9:45–11:30 AM Cypress Room
Business Meeting
Including selection of Nominating Committee for 2010, Drawing for baskets – including the Christmas Basket, another 50/50, \$100 Bill, and surprise gift.

Please be sure to fill out the Opinion Sheet included in your folder and leave on your table. We hope you enjoyed the conference this year and will plan to attend again next year.

If you would like to participate as a board member in any capacity, please call or email one of the present officers listed on the GAEOP Website listed below.. New people are always needed.

GAEOP: <http://www.geocities.com/gaeoponline>

OR go to <http://www.naeop.org> then affiliates and GAEOP

2009-2010 GEORGIA ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS
Sea Palms Golf & Tennis Resort, St. Simon's Island, Georgia
October 9-11, 2009

REGISTRATION FORM

Name _____ Phone _____

Address _____

City _____ State _____ ZIP _____

Email address(es) _____

School System _____ Position _____

Work Address _____

Registration includes workshops and conference materials, meals \$110.00 _____
Friday supper, Saturday breakfast and lunch and Sunday breakfast.
See below for Saturday lunch choice..

Check one of the following:

- ___ **Chef Salad** – Chopped eggs, tomatoes, sliced turkey, ham, cheddar
and Swiss cheese over mixed greens with assorted dressings.
- ___ **Herb Roasted Chicken Salad** – mixed greens tossed with herb
roasted chicken, tomatoes, cucumbers, eggs, bacon, onions, parmesan
cheese and tossed with a balsamic vinaigrette dressing.
- ___ **Sesame Chicken Salad** – Grilled breast of chicken served atop mixed
greens with peanut and sesame vinaigrette and rice noodles garnish.

GAEOP 2009-2010 Membership Dues \$ 20.00 _____

TOTAL ENCLOSED \$ _____

Please make **checks*** payable to: **GAEOP**

Mail check & registration form no later than September 9, 2009 to:
Ann-Marie Lee, GCEOP, Treasurer
5045 Third Avenue
Columbus, GA 31904
amlee@mcsdga.net

***No purchase orders can be accepted. School checks must be received by Sept. 9, 2009.**

(Hotel Information on Reverse)

Georgia Association of Educational Office Professionals
Elizabeth Harris, CEOE—Editor
2101 Womack Road
Dunwoody, GA 30338



GAEOP is an affiliate of the National Association of Educational Office Professionals—<http://www.naeop.org>

For tax exemption each individual must present their own tax exemption form prior to check in and must comply with the laws stated by the State of Georgia. (Call Sea Palms for exact amount of tax per day.)

RESERVATIONS MUST BE MADE thru SEA PALMS RESORT ON OR BEFORE SEPTEMBER 9, 2009. After September 9, 2009 special rate rooms will be released back to Sea Palms Resort. After that only space available reservations will be taken and charged at available hotel rates.

Check-in date 10/9/09 Check out 10/11/09
*Guarantee: AC, DC, VI, MC, Other _____
(Circle one.)
CARD # _____
EXP: _____

If a guest departs prior to their scheduled date, then they may be subject to an early departure fee.

If you have any additional questions, please
Contact Sea Palms Reservations at
912-638-3351 or 800-841-6268.

Guest Check out time: 11:45 a.m.

Guest Check in time is 4:00 p.m.

Name _____
Address _____
Telephone Number(s) _____ Day - _____ Night _____
Guest Check out time: 11:45 a.m.

Name of Group _____ GAEOP
Group Rate for Deluxe Guestroom for two
is \$109.00 per day plus taxes. Includes two (2)
Double Beds/Shared Bath for 2 people.
Number of rooms _____

MAIL TO: SEA PALMS GOLF & TENNIS RESORT
5445 Frederica Road; St. Simon's Island, Georgia 31522; 912-638-3351 or 800-841-6268

HOTEL INFORMATION