

# MISSISSIPPI ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

## Magnolia Miss Newsletter

APRIL 2011



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### SPECIAL POINTS OF INTEREST:

- In Memoriam for "Boots" Owens
- Board of Directors' Contact Information
- 2011 NAEOP Conference Information
- Editor's Note

### A MESSAGE FROM OUR PRESIDENT

Over the past couple of months, MAEOP faced many challenges due to the untimely death of President Boots Owens. My heart, thoughts and prayers continue to go out to the Owens family and to Nancy Lee who was a close friend of the family for so many years. Boots was a valuable part of MAEOP and we will always remember her love, dedication and service to this association. She loved MAEOP with all of her heart! This year there have been other Board members who have had tragedies in their lives and several of our members who have had situations that have affected them. We will keep one another encouraged and lifted up. The journey as Presiding President started very quickly and I had to hit the ground running. The journey has been challenging but easier thanks to Nancy, Ruby, Melissa and other Board members for their

encouraging words and just being there to answer questions when I call.

I had the opportunity to attend the NAEOP SEA Professional Development Seminar in Oxford, Mississippi at The Inn at Ole Miss. If you were unable to attend, you were missed and you missed a treat. The ladies of Ole Miss AEOP did a wonderful job. The workshops were very informative and the speakers were great. It was good to connect with old friends and make new friends. The 2011 MAEOP Annual Conference is finally completed and I am thrilled. President Elect Valerie Bonner and her committee members have been working hard to make this an exciting conference. I hope you have made plans to attend. We have some great speakers and informative workshops planned.

Remember to bring some extra money to go shopping! The mall is less than two blocks away.

If you would like for me or any of the Board members to attend your conference, professional development or install new officers, please fill out the Field Service Request Form located on our website. This is your association and we are here to service you. I hope to see all of you in June in Meridian.

**You are the  
"Flagstones to  
Excellence."**

Mrs. Jewel Adams, CEOE



## Mississippi Association of Educational Office Professionals

Affiliated with National Association of Educational Office Professionals  
Umbrella Affiliate with Mississippi Association of School Administrators

Dear Members,

The Mississippi Association of Educational Office Professionals is pleased to announce our 62<sup>nd</sup> Annual Conference to be held June 9–11, 2011, at the Holiday Inn Meridian, 100 North Frontage Road in Meridian, Mississippi.

The Holiday Inn Meridian is providing room accommodations for \$85.00 + tax without a tax exempt letter for king/double queen and \$109.00 for suites. The block code is EOP or ask for the MAEOP blocked rooms when making your reservation at 601-693-0160.

If you are unable to register by May 20, 2011, you can register on site. A late fee will be assessed.

The President's Reception will be held Thursday, June 9 at 5:30 p.m. We look forward to visiting with our old friends and meeting new ones at the reception and during the conference.

Sincerely,

Jewel Adams, CEOE

MAEOP President

Valerie Bonner, CEOE

MAEOP President Elect/Conference Chairman



**MAEOP 62nd  
Annual Conference  
June 9–11, 2011  
Meridian, Miss**

**President's  
Reception  
Thursday, June 9  
5:30 p.m.**

This year has been very enjoyable, busy and memorable. I'm learning and anticipating the new things to come and reflecting back on the memorable ones. As MAEOP Vice President and Conference Chairman, I worked frequently and efficiently with and for the late President Geraldine "Boots" Owens, CEOE, in planning the business of our association. Her style and persona will always be a fond memory of mine. I will forever hold her love and dedication to MAEOP in my heart and in the work which I will strive to do as your President Elect.



Presiding President Jewel Adams, CEOE, and I have picked up the busy task and have worked very hard toward the success of the 2011 Annual Conference. I look forward to seeing all MAEOP members in attendance at the conference in June in Meridian, Miss. Meridian is such a nice place to visit. With everyone involved and with everyone's support we can live up to Boots' legacy by being "Flagstones to Excellence!"

The registration information and forms are available on MAEOP's website:  
<http://www.usm.edu/maeop/conference.htm>.

Thanks,  
Valerie Bonner CEOE, President Elect/Conference Chairman

## SECRETARY'S REPORT

Mississippi Association of Educational Office Professionals met for a Board of Directors' Meeting on Friday, March 4. The meeting was held at The Inn at Ole Miss preceding the NAEOP Southeast Area Development Seminar. Listed below are the approved motion items:

1. Approved minutes of November 20, 2010, Board of Directors' meeting
2. Approved minutes of June 12, 2010, Board of Directors' meeting
3. Approved minutes of June 10, 2010, Board of Directors' meeting
4. Approved proposed 2011-2012 budget for recommendation for approval by the membership
5. Approved appointment of Margaret Hull as MAEOP representative to MASA for the remaining 2010-2011 association year
6. Approved committee chairmen for 2011 MAEOP Annual Conference
7. Approved fees for 2011 MAEOP Annual Conference
8. Approved recommendation to membership that Geraldine "Boots" Owens be designated President Emeritus
9. Approved Holiday Inn in Meridian as the site for the 2011 MAEOP Annual Conference, June 9-11, 2011

Thank You,  
Catherine Herron, MAEOP Secretary

*Helping Others at Your Desk*— from Redbook Magazine, June 2009

The next time you need a desktop diversion, take a break at [freepoverty.com](http://freepoverty.com). This website tests your geography skills for good — identify a location on a map and 10 cups of water will be donated to those in need. Map skills fuzzy? Vague knowledge (Paris is somewhere in Europe!) can still get partial credit.

**Thursday, June 9, 2011**

9:00 a.m. - 12:00 p.m.	2010-2011 Board of Directors' Meeting	Ballroom A
12:00 p.m. - 1:30 p.m.	Board of Directors' Luncheon	Ballroom C
1:00 p.m.	Exhibitors Set-Up	Ballroom
1:00 p.m. - 6:00 p.m.	Registration/Packet Pick-Up	Ballroom
2:00 p.m. - 3:00 p.m.	MAEOP Forum	Ballroom B
3:00 p.m. - 4:00 p.m.	MAEOP Advisory Council	Ballroom A
4:00 p.m. - 5:00 p.m.	Higher Education Business Meeting	Ballroom C
5:30 p.m. - 7:00 p.m.	President's Reception	Ballroom
7:15 p.m. - Until	Installation Rehearsal (2011-2012)	Ballroom

**Friday, June 10, 2011**

7:30 a.m. - 8:45 a.m.	Registration/Packet Pick-Up	Ballroom
8:00 a.m. - 8:45 a.m.	Past President's Breakfast/Meeting	Ballroom
8:00 a.m. - 8:45 a.m.	Continental Breakfast/Membership	Ballroom
9:00 a.m. - 11:30 a.m.	Opening Session/Business Meeting	Ballroom
11:30 a.m. - 11:45 a.m.	Registration/Packet Pick-Up	Ballroom
11:45 a.m. - 1:30 p.m.	Awards/Membership Lunch	Ballroom
1:45 p.m. - 3:15 p.m.	Professional Standards Program	Ballroom A
1:45 p.m. - 3:15 p.m.	"What's Your Hot Point?"	Ballroom B
1:45 p.m. - 3:15 p.m.	Health Fair	Ballroom C
3:15 p.m. - 3:30 p.m.	Break	
3:30 p.m. - 5:00 p.m.	Marching to the Beat of a Different Drum	Ballroom B
3:30 p.m. - 5:00 p.m.	ICE BREAKERS	Ballroom C
3:30 p.m. - 5:00 p.m.	"Don't Get It Twisted"	Ballroom A
7:00 p.m. - Until	Installation	
	2011-2012 Board of Directors	Ballroom

**Saturday, June 11, 2011**

8:00 a.m. - 9:00 a.m.	Sunrise Breakfast - Committee Chairmen and 2010-2011 Board of Directors	TBA
8:00 a.m. - 9:00 a.m.	Continental Breakfast/Membership	Ballroom
9:00 a.m. - 11:30 p.m.	General Workshop/Conference Concludes	Ballroom
12:30 p.m. - 1:30 p.m.	2011-2012 Board Luncheon	Ballroom A
1:30 p.m. - 3:30 p.m.	2011-2012 Board of Directors' Meeting	Ballroom A

## Topics and Presenters

Friday, June 10, 2011

1:45 - 3:15 P.M.

### Professional Standard Program

Ballroom A

Presenter: Pam Posey, CEOE/NAEOP Immediate Past President

The continuing education of educational office professionals is essential to cope with rapidly changing conditions in the profession. MAEOP provides the opportunity for members to enhance their professional competencies through academic programs, conferences, and professional development workshops. These incentive activities enable the members to take progressive steps to their desired professional growth level. Pam Posey, MAEOP PSP Chairman, will assist you in obtaining all the information you need to complete your application and fill you in on the updates on the Professional Standards Program including recertification.

### "What's Your Hot Point?"

Ballroom B

Presenter: Catherine Herron, CEOE, MAEOP Secretary/Integrity Consulting Services

What is it that makes you lose yourself? What agitates you? What makes you want to pull your hair out? There are ways to get through those times without losing it! Learn simple solutions to less stress. Introducing 12 powerful words!

### Health Fair

Ballroom C

Presenter: Tammy Shadwick

TBA

Friday, June 10, 2011

3:30 - 5:00 P.M.

### Marching to the Beat of a Different Drum

Ballroom B

Presenter: Pam Posey, CEOE/NAEOP Immediate Past President

We have all heard music is the universal language. Why? Music is a form of communication. So, what melody/music do you communicate to others? Are you a jazz, rhythm & blues, hard rock, or an easy listener office professional? You will discover your "beat" as we explore how to best communicate that "beat" through our actions and attitudes.

### ICE BREAKERS

Ballroom C

Presenter: Melissa Carpenter, CEOE/MAEOP Past President/NAEOP SEA Director

This workshop focuses on games and activities used to become more familiar with other office professionals or co-workers and become amazed on how much you have in common with each other.

### "Don't Get It Twisted"

Ballroom A

Presenter: Delores McNair, Office Manager, Dean of Students

In today's society when civility is no longer the norm and rude behavior has become acceptable, how does the busy office professional remain poised and ready to respond? This workshop is designed to give best practices when dealing with difficult people and situations. It is designed to be informative, interactive and fun!

Holiday Inn Meridian East  
100 North Frontage Road  
Meridian, MS 39301  
PH: 601-693-0160  
FAX: 601-693-0260  
TOLL FREE: 1-800-HOLIDAY  
[www.lalaenterprises.com](http://www.lalaenterprises.com)

Room Rates:           \$ 85.00-King/Double Queen + tax/without tax exempt letter  
                              \$ 109.00-Suite

Block Code:           **EOP or ask for the MAEOP Block**  
*(Be sure to mention at time of making reservations)*

***Reservation Cut-off date:   May 8, 2011***

Driving Directions to Host Hotel – Holiday Inn Meridian East

**From the West/South:**

- Exit 154-B from I20/59
- Circle under the Interstate
- Turn left at second light
- Hotel on right

**From the East/North:**

- Exit 154 from I20/59
- Take right at light
- Take next left
- Hotel on right



Meridian, Mississippi

Holiday Inn Meridian East



Affiliate Presidents and MAEOP Members,

The Hinds County AEOP will be hosting the President’s Reception at the 2011 MAEOP Annual Conference in Meridian on Thursday, June 9, 2011. With the endorsement of President Jewel Adams, the reception will honor our beloved Geraldine “Boots” Owens. We hope to get enough pictures and memorabilia to assemble a collage and/or set up a table as well as provide a pictorial video of Boots’ service to MAEOP, NAEOP, and HCAEOP. If you have photos that you or your association can share with us, we would love to have them for this project and promise to return them to you following the reception.

Also, if your president would like to briefly share a special memory with the group on your behalf, please let me know. As we prepare the program, using the time allotted to us, we will include your association. Please let me know as soon as possible if you have items for inclusion, and forward them to me at the address listed below. We will not have a lot of time to prepare on-site so anything we can do in advance will help.

Thanks for your cooperation as we work to make this a special honor for Boots for her many years of service to MAEOP.

Ruby Allen  
357 Barney Banks Road  
Pinola, MS 39149

rballenceoe@bellsouth.net  
601-968-5956 (w)  
601-847-5648 (h)

**AFFILIATIONS DIRECTOR’S REPORT**

I would like to take this opportunity to say thanks to each affiliate that joined MAEOP for the 2010-2011 year. I am looking forward to seeing even more affiliates next year. It has been a great pleasure to serve as the Director/Affiliations Chairman. This year we had eleven associations to affiliate with MAEOP. They are: Hattiesburg AEOP, Hinds County AEOP, Pascagoula AEOP, Pearl River Community College AEOP, USM AOP, Northeast MS AEOP, Ole Miss AEOP, MGCCC AEOP, MAEOP Past Presidents, Meridian AEOP, and MAEOP HED.



I am please to announce

**the MAEOP 2011 Educational Administrator of the Year is Ms. Cheryl Bond,**  
Assistant Dean at Mississippi Gulf Coast Community College,  
**and the MAEOP 2011 Office Professional of the Year is Karen Tanner ,**

Secretary in Career and Technical Education, also from Mississippi Gulf Coast Community College.

They will be honored at our MAEOP Annual Conference in Meridian, Mississippi at the Awards/Membership Recognition Luncheon on Friday, June 10, 2011.

The judges for the Educational Administrator & Office Professional of the Year for 2010-2011 were: Mr. Marquis Powell of Jackson, Mississippi, Mr. Jason Ross of Mississippi Gulf Coast Community College Math Department, and Dr. Lori Wolff of Ole Miss in Oxford, Mississippi.

I truly encourage all of our affiliates to enlist the persons of their choice to be in the running for Educational Administrator & Office Professional of the Year for next year & years to come. See each of you in June in Meridian.

Be Blessed!! Joann Hollingsworth ~~ Director/Affiliations Chairman



**EXECUTIVE COMMITTEE**

<b>President</b>	Jewel Adams, CEOE jewel.adams@usm.edu	Office: 601-266-5358 Home: 601-264-5580
<b>President Elect</b>	Valerie Bonner, CEOE valerie.bonner@mgccc.edu	Office: 601-528-8905 Home: 601-716-4725
<b>Vice President</b>	Valerie Bonner, CEOE valerie.bonner@mgccc.edu	Office: 601-528-8905 Home: 601-716-4725
<b>Secretary</b>	Catherine Herron catherine.herron@hattiesburgpsd.com	Office: 601-582-5078 Home: 601-261-0239
<b>Treasurer</b>	Kathy Oliver – Chairman kathy.oliver@usm.edu	Office: 601-266-4844 Home: 601-964-8972
<b>Affiliations Director</b>	Joann Hollingsworth joann.hollingsworth@hattiesburgpsd.com	Office: 601-583-7323 Home: 601-596-5708
<b>Membership Director</b>	Vanessa Brown, CEOE vanessa.brown@hattiesburgpsd.com	Office: 601-582-6651 Home: 601-554-0759
<b>Immediate Past President</b>	Margaret Hull, CEOE margaret.hull@hattiesburgpsd.com	Office: 601-582-5078 Home: 601-466-3682

**APPOINTED OFFICERS**

<b>Educational Consultant</b>	Mary Sumrall, CEOE mary.butler@usm.edu	Office: 601-266-4351 Home: 601-579-7621
<b>Historian</b>	Patricia Brewer, CEOE patricia.brewer@usm.edu	Office: 601-266-4749 Home: 601-264-7260
<b>Magnolia Miss Editor</b>	Tina Griffin tina.griffin@usm.edu	Office: 601-266-6910 Home: 601-791-0279
<b>MASA Representative</b>	Margaret Hull, CEOE margaret.hull@hattiesburgpsd.com	Office: 601-582-5078 Home: 601-466-3682
<b>Parliamentarian</b>	Ruby Allen, CEOE rballenceoe@bellsouth.net	Office: 601-968-5956 Home: 601-847-5648
<b>Presidential Aide</b>	Barbara Greene, CEOE bgreene@mde.k12.ms.us	Office: 601-359-3499 Home: 601-214-4889
<b>Presidential Advisor</b>	Nancy Lee nmleceoe@bellsouth.net	Office: 601-928-6319 Home: 601-928-4289
<b>Advisor</b>	Pam Posey, CEOE pam.posey@usm.edu	Office: 601-266 4886 Home: 601-544-8275

**COMMITTEE CHAIRMEN AND MEMBERS**

<b>Advertising</b>	Doris Powell – Chairman dmpowell@hindsgcc.edu Sequitta Haley – shaley@jsums.edu Kim Chrestman – kimchres@olemiss.edu	Office: 601-857-3291 Home: 601-982-5604
<b>Affiliations</b>	Joann Hollingsworth – Chairman joann.hollingsworth@hattiesburgpsd.com	Office: 601-582-7323 Home: 601-596-5708
<b>Budget</b>	Kathy Oliver – Chairman kathy.oliver@usm.edu Lou Ann Baylor – lbaylor@hattiesburgpsd.com Cheryl Burnette – tomi.burnette@usm.edu	Office: 601-266-4844 Home: 601-964-8972
<b>Bylaws</b>	Patricia Brewer, CEOE – Chairman patricia.brewer@usm.edu Mary Sumrall – mary.butler@usm.edu Tammy Hall – tammy.hall@mgccc.edu	Office: 601-266-4748 Home: 601-264-7260
<b>Long-Range Planning</b>	Ruby Allen – rbalanceoe@bellsouth.net Ginger Dubose – ginger.dubose@mgccc.edu Bonnie Hill – bonnie.hill@hattiesburgpsd.com Tina Griffin – tina.griffin@usm.edu	Office: 601-968-5956 Home: 601-847-5648
<b>Membership</b>	Vanessa Brown, CEOE – Chairman vanessa.brown@hattiesburgpsd.com	Office: 601-582-6651 Home: 601-582-0759
<b>Nominations</b>	Margaret Hull – Chairman margaret.hull@hattiesburgpsd.com Delores McNair – delores.mcnair@usm.edu Tammy Hall – tammy.hall@mgccc.edu	Office: 601-582-5078 Home: 601-466-3682
<b>Professional Standards Program</b>	Pam Posey, CEOE – Chairman pam.posey@usm.edu	Office: 601-266-4886 Home: 601-544-8275
<b>Publicity</b>	Doris Powell – Chairman dmpowell@hindsgcc.edu Faye Cornelius – fcdamp@bellsouth.net Willie “Pat” Whitley – patwhitley@mde.k12.ms.us	Office: 601-857-3291 Home: 601-982-5604
<b>Scholarship</b>	Melissa Carpenter, CEOE – Chairman melissa.carpenter@usm.edu Susan Seal – susan.g.seal@usm.edu Lolita Burton – lolita.burton@hattiesburgpsd@usm.edu	Office: 601-266-4403
<b>Ways and Means</b>	Pearl Simpson – Chairman pearl.simpson@hattiesburgpsd.com Rosetta Barnes – barnesr@mccomb.k12.ms.us Sarah Foote – sarah.l.foote@jsums.edu	Office: 601-582-6672 Home: 601-606-3130

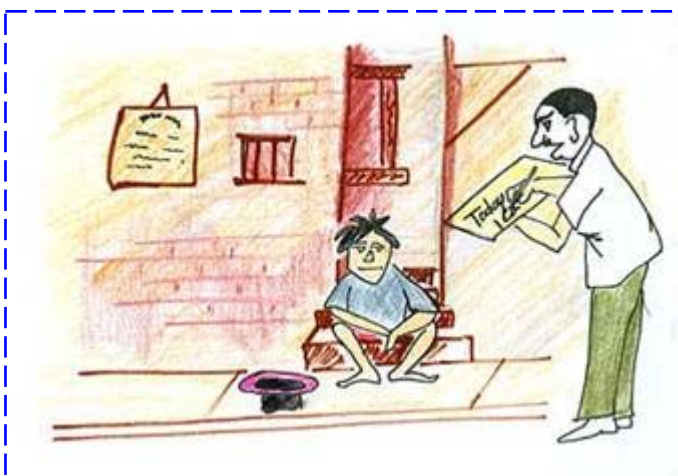
A blind boy sat on the steps of a building with a hat by his feet. He held up a sign which said: "I am blind, please help." There were only a few coins in the hat.



A man was walking by. He took a few coins from his pocket and dropped them into the hat. He then took the sign, turned it around, and wrote some words.

He put the sign back so that everyone who walked by would see the new words. Soon the hat began to fill up. A lot more people were giving money to the blind boy.

That afternoon the man who had changed the sign came to see how things were. The boy recognized his footsteps and asked, "Were you the one who changed my sign this morning? What did you write?"



The man said, "I only wrote the truth. I said what you said but in a different way."

I wrote, "Today is a beautiful day but I cannot see it."

continued on next page

Both signs told people that the boy was blind. But the first sign simply said the boy was blind. The second sign told people that they were so lucky that they were not blind. Should we be surprised that the second sign was more effective?



Moral of the Story:      Be thankful for what you have.  
   Be creative.  
   Be innovative.  
   Think differently and positively.

When life gives you a 100 reasons to cry, show life that you have 1,000 reasons to smile. Face your past without regret.

Handle your present with confidence.  
Prepare for the future without fear.  
Keep the faith and drop the fear.

The most beautiful thing is to see a person smiling.

And even more beautiful is knowing that you are the reason behind it!



**NOMINATIONS COMMITTEE—MARGARET HULL, CEOE**

In February the MAEOP Nominations Committee requested nominations for new officer positions. Congratulations to the following nominees who have been elected to serve on the 2011-2012 MAEOP Board of Directors.

Vice President	Deetra Wiley	Systems Analyst I and Business Communication Specialist at the University of Mississippi—Ole Miss AEOP where she serves as Membership and Publicity Chairman
Secretary	Sandra Shannon	Book Store Manager at Mississippi Gulf Coast Community College-MGCCC AEOP where she will be serving as the 2011-2012 PSP Chairman
Director/Affiliations	Catherine Herron	Hattiesburg Public School District—HAEOP and current MAEOP Board of Directors', Secretary
Director/Membership	Sharon Hughes,	On-Campus Coordinator in Career Services at The University of Southern Mississippi—USM AOP where she serves as Executive Board, Treasurer



**PSP COMMITTEE—PAM POSEY, CEOE**

I continue to answer questions and assist members across the state regarding the Professional Standards Program (PSP) guidelines and application processes. I am available to come to your local affiliate to discuss PSP and/or provide a workshop that will be specific to your district. If anyone is interested in having a PSP workshop or other type of professional development workshop in your area, please let me know. I truly believe in our National Association of Educational Office Professionals Professional Standards Program and will do whatever I can to help our members achieve their certification(s). If I can be of assistance, please let me know – I am just an email or phone call away!

Pam Posey, CEOE

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**PSP FILING**

**DEADLINES ARE:**

**JANUARY 15**

**MAY 15**

**SEPTEMBER 15**

**LONG RANGE PLANNING COMMITTEE—RUBY ALLEN, CEOE**

MAEOP Members,

During this association year I have assumed the position of Chairman of the Long Range Planning Committee. As such, I am charged with presiding at the MAEOP Forum held during the Annual Conference which will be on Thursday, June 9, 2011, in Meridian, Mississippi. To make this Forum a success, I need your help.

As you meet with your local association, please discuss any suggestions or ideas that you feel MAEOP could implement to improve services to our membership and forward those suggestions and/or ideas on to me. I will compile a list for discussion during the Forum. This will NOT take the place of the Advisory Council where your delegate will discuss items with other affiliate delegates, but it will help MAEOP as we plan for the future based on input from our members.

Please forward suggestions or ideas via snail mail to Ruby Allen, 357 Barney Banks Road, Pinola, MS 39149, email me at rballenceoe@bellsouth.net, or call me at 601-968-5956 (M-F, 8-5) and 601-847-5648 (nights and weekends).

See you in Meridian!!!

**Annual Conference**

**MAEOP Forum**

**Thursday, June 9**

**2:00—3:00 p.m.**

**FILL MY CUP LORD - Submitted by Joann Hollingsworth**

**May the Lord open up  
the windows of Heaven  
and pour you a blessing  
that you will not have room enough to receive it all.**

**May the Lord bless  
you exceedingly and abundantly,  
above all you could ever hope for.**

**May the Lord bless you  
that you may walk in a  
financial overflow.**

**May you fall in love with Him  
for the rest of your days  
in the Name of Jesus.  
Amen!**



**PEARL RIVER COMMUNITY COLLEGE AEOP BY SHERRY BROWN**

This year the PRCC Association of Office Professionals has been very busy. During our fall meeting, special guest speaker, Ms. Carol Williams, spoke to us about "Making a Lasting Impression." You know, it is up to each of us as to what kind of impression we make on this world! During our winter meeting PRCC School Nurse, Ms. Susie Hall, spoke to us about "Winter Health Preparedness" and Breast Cancer Awareness. Members received goodie bags with breast cancer and other health related items.

In November we collected several hundred pounds of canned foods and donated it to Brothers Keepers to be distributed among the community for Thanksgiving. In December we collected items for our local Nursing Home residents. We also had our 1<sup>ST</sup> Christmas Social before we left for the Christmas break.

We resumed this spring by electing our Administrative Professional of the Year, Dr. Becky Askew, as well as Office Professional of the Year, Ms. Marilyn Dillard.

We also have had several enrichment workshops to help us in our office setting that were available to all members. Ms. Casey Rawls taught the "Word/Excel 2007 Tips and Tricks" workshop. This workshop has personally made my job a lot easier and more proficient. Ms. Renee Ford spoke to us regarding "Nutrition, and Women's Heart Month." It will surprise you how good nutrition can help you in all of your endeavors, including your work place. Ms. Debbie Fairley taught a workshop on "Maintaining your Computer." We learned a great deal about the equipment we work with every day and how to keep it running smoothly.

**OLE MISS AEOP BY DEETRA WILEY**

*Pam Posey, Guest Speaker at Ole Miss AEOP Bosses' Luncheon*

Ole Miss AEOP is honored to announce that Pam Posey will be the guest speaker for Ole Miss AEOP on May 18, 2011, for our annual Bosses' Luncheon. Pam is currently serving as Immediate Past President of NAEOP and PSP Chairman for MAEOP (since 2001). She has also served as former President for her local organization, USM AOP (serving since 1989). Pam will be speaking to our group on the topic of AEOP. An area of concern our chapter faces is one of legitimacy as an organization on campus. We look forward to Pam's presentation as we continuously expose our administrators to AEOP and strive to be professional and innovative office professionals who make a difference.

**USM AOP BY MELISSA CARPENTER, CEOE**

The University of Southern Mississippi Association of Office Professionals (USM AOP)

sends a huge  to the following members:

Jewel Adams, CEOE  
MAEOP Presiding President

Kathy Oliver  
MAEOP Treasurer and Budget Committee Chairman

Patricia Brewer, CEOE  
MAEOP Bylaws Committee Chairman and Historian MAEOP

Tina Griffin  
*Magnolia Miss* Editor

Pam Posey, CEOE—MAEOP Professional Standards Program Committee Chairman, Presidential Advisor and NAEOP Immediate Past President

Melissa Carpenter, CEOE  
MAEOP Scholarship Committee Chairman and  
2009-2011 NAEOP Southeast Area Director

Mary B. Sumrall, CEOE  
MAEOP Educational Consultant

We thank our members for their commitments to serve at the local, state, and national levels.

**USM AOP CONT.**

USM AOP Mission is:

- to elevate the standards of the group,
- to advance the general welfare of its members,
- to provide an organized means of communication among members and throughout all Southern Miss campuses,
- to foster better relationships and understanding among members, and
- to pool ideas and ideals, thereby promoting an overall better educational system at The University of Southern Mississippi.

Our members work at home football, basketball and baseball games to raise money for our student scholarship and to provide assistance with professional development opportunities. Members are also engaged in the community by providing services with the American Cancer Society, American Heart Association, American Red Cross, American Lung Association, "Bears on Patrol" for the Mississippi Highway Patrol Troop J, Diabetes Foundation of Mississippi, DuBard School for Language Disorders, Children's Center for Communication and Development, Operation Christmas Child, Habitat for Humanity, Jessica Harris Heart Transplant, March of Dimes, Salvation Army, Waiting for a Cure and the United Way.

On Thursday, October 28, 2010, the Association of Office Professionals Membership Committee held its annual Fall Membership Drive. The committee members are Chrissy Gill, AOP Vice President and chairman, Tina Griffin, Sharon Hughes, Martha Resavy and Cory Williams. They provided scrumptious snacks, delectable desserts and some very nice door prizes. We had over twenty members in attendance. The association received one renewal, one new associate, and five new memberships. The 2010 Fall Membership Drive: a BIG success!



USM AOP Membership Committee

In support of Breast Cancer Awareness Month, USM AOP members wore pink on Fridays during the month of October. The association entered a "Bra Art" Contest sponsored by the Paint Southern Miss Pink Committee. AOP's Bra Art, designed by Tina Griffin, won the competition. The winner was determined by the amount of votes received from the university campus.  
**CONGRATULATIONS, Tina!**



About 1 in 8 women in the United States (12%) will develop invasive breast cancer over the course of her lifetime.

Besides skin cancer, breast cancer is the most commonly diagnosed cancer among U.S. women. More than 1 in 4 cancers in women (about 28%) are breast cancer.

In 2010, there were more than 2.5 million breast cancer survivors in the U.S.

**USM AOP CONT.**

*17th Annual Santa's Bargain Basement Mega Garage Sale*

USM AOP members along with Delta Tau Delta fraternity and Southern Miss Recreational Sports held their annual garage sale on Saturday, December 4, 2010. AOP set a new record raising over \$3,200. All proceeds from the garage goes to United Way of Southeast Miss. A big "thank you" goes to all the Southern Miss staff and students who worked hard on this project. We appreciate your support year after year.



Melissa Carpenter along with members of Delta Tau Delta Fraternity and Sid Gonsoulin, Associate Vice President for Student Affairs present a check to Dan Kibodeaux, Executive Director of the United Way at USM AOP's January meeting.

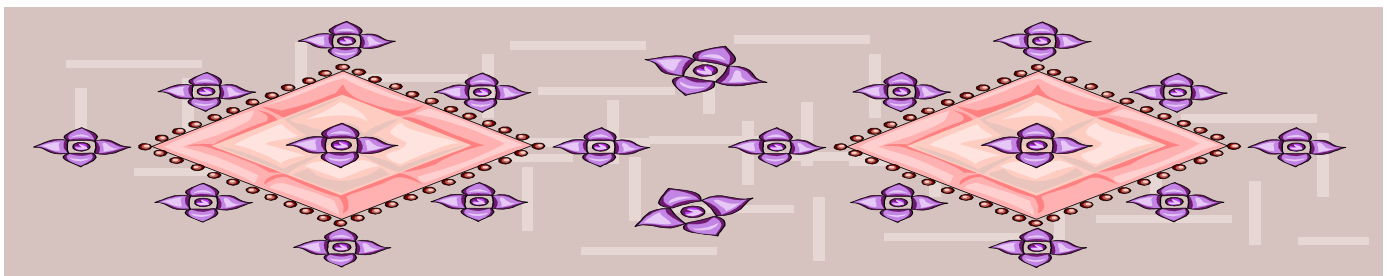


**USM AOP CONT.**

In January USM AOP In Service Committee sponsored a workshop entitled "Recognizing Threats in the Workplace and Stress Management." Presenters were Robert Hopkins, University Chief of Police, Dr. Deena Crawford, Director of Student Counseling Services, Becky Woodrick, Director of Affirmative Action and Equal Employment Opportunity, and Dr. Susan Bone, Assistant Director of Wellness at Southern Miss Recreational Sports. The workshop was designed to present how-to's on assessing individuals and situations that may pose a threat in the workplace and also provided pointers on how to manage stress.

**MGCCC AEOP BY TAMMY HALL**

MGCCC AEOP will hold its Spring Meeting at the Jackson County Campus on April 19. Pam Posey, NAEOP Immediate Past President, will perform the installation of the 2011-2012 MGCCC AEOP officers.



## **NAEOP 2011 Conference**

### **Charleston, SC**

### **July 18-22, 2011**

Make plans now to attend NAEOP 2011 in Charleston, SC because they are making BIG plans for your visit! They have arranged awesome speakers as keynotes, as well as, for the Institute, and Briefings. Take this opportunity to explore a beautiful historic city deep in the heart of the south and experience the local charm and customs, dine on southern favorites and some of the best seafood in the world, all while you learn and laugh with NAEOP.

For all of the conference information go to:

<http://www.naeop.org.conference/annual.htm>



## *Celebrating The Home Going of Boots Owens*

Sister, Honey, Mother, Mom, Mamaw, Aunt Boots, Ms. Boots, Bootsie, Mrs. Owens - all the names she was called. Friend, confidant, beautiful person, ageless - some of the many ways by which she was known.

Geraldine "Boots" Owens, 80, went to be with the Lord Tuesday, February 8, 2011. Boots, a native of Smith County, had lived in Jackson, Mississippi since 1969. After 25 years of service, she retired as Executive Secretary with Jackson Public Schools. She was recognized in 2010 by MS Association of School Administrators for her contribution to education in MS. She was also an accomplished musician for many quartets and churches. Mrs. Owens was a member and past President of local, state and National Association of Educational Office Professionals. She was an active member of the Order of the Eastern Star, where she has served as a Worthy Matron and Grand Officer. Boots was a longtime member of McDowell Road Baptist Church and was a member of First Baptist Church of Byram. She was a faithful supporter of her husband of 62 years, Bid, standing by his side through his military career.



This we will always remember.

Geraldine "Boots" Owens - the Queen of AEOPs across the United States! She didn't meet a stranger; she was supportive of all who asked and even didn't ask and was always encouraging! She loved MAEOP as evident of serving as President three terms!

The first time I saw Boots was at a Spring Conference in downtown Jackson. I remember her grand posture and everyone seemed to be going to her for answers. I learned later on that she was the keeper of knowledge.

Boots was a mentor to so many of us. She was a fine Christian woman! Boots we miss you and know you will be watching over us!

- Pam Posey

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Boots Owens was a real lady and a wonderful friend to everyone. She encouraged us all to be more than we thought we could be. Boots loved everyone she met and made each one feel special.

Her husband Bid is just as loving and caring as Boots and they made the perfect couple. Boots and Bid love God with all their hearts and it showed in all they do. God knew what He was doing when he put them together and I will be eternally grateful for their friendship.

I miss you and love you, Boots, and I will see you in heaven.

- Ginger DuBose

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Needless to say, no words can convey or capture the essence of Boots. She made quite an impression on me, so I want to share some random thoughts about her by using her name—no, not "Geraldine," because that would take too much space. She was "Boots" to those of us came to love her through MAEOP.

"B" Beautiful—both inside and outside. When I first became involved in MAEOP in 1981, Boots was one of the first members I met. She was always dressed to a "T", sported impeccable hair, and everything had to match, from her earrings to her suit to her shoes. I cannot recall how many times she wanted to confiscate my earrings because she had an outfit which she was trying to match. I must admit that it was Boots and many other MAEOP members who looked and acted so young that I wanted to become a part of this wonderful organization.

As I came to know Boots, I realized how beautiful she was on the inside also. We shared a love for Jesus Christ, family, Southern Gospel music and the piano, MAEOP and NAEOP, good food, and good times.

"O" Organized—almost to a fault. She always thought ahead and planned every detail. That's why she was so good at her job as well as planning MAEOP conferences. She made special effort to make sure that the necessities were handled and then went beyond what was expected. That is one of the reasons she "rose to the top" in every organization in which she was involved. Her organizational skills were the foundation of her leadership skills.

"O" Optimistic. Those of us who knew Boots knew that she was always positive and hopeful. Why else would a woman her age who had been President of MAEOP previously want to take on these arduous responsibilities? She was truly devoted to MAEOP and knew the impact the organization can and does make in the lives of office professionals. She knew that MAEOP has a future.

"T" Thankful. Boots was thankful for her family, the opportunities she had in MAEOP and NAEOP, Eastern Star, and other organizations to which she belonged. She was truly thankful for her many blessings and shared those blessings with others. I debated whether to use "talented" or "thankful" in my description because Boots was indeed a talented lady, but I believe she would have chosen "thankful" for the life she had been given, and I know that those of us who knew her are thankful we were so blessed to be a part of her life.

"S" Special. By that, I mean that Boots was distinguished and exceptional. All who knew Boots would agree that she was both. She was fun loving, classy, sincere, and always professional. She truly cared about others and used her many talents to encourage those of us who followed her in MAEOP to use our talents and grow personally and professionally. We will truly miss her SMILE.

- Mary B. Sumrall



Boots was such a wonderful and admirable lady. Her smiles brightened the environment she surrounded no matter the situation. She was such a great jewel that will undoubtedly leave a vast hole in the MAEOP family. Her invaluable loyalty & knowledge will linger on in my heart always. It's so hard to understand why people are taken from us, but there is comfort in knowing I was touched in an exceptional way of such a well-lived life.

- Valerie Bonner

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Boots was many things to me and to many others in MAEOP— role model, advisor and friend.

I first met Boots in 1987 at my first MAEOP meeting in Jackson. She was so warm and friendly to me...a first timer, and I knew that I wanted to be a part of this organization. She paved the way in MAEOP for us by setting the example of being a true professional. She was always there to guide us and point us in the right direction. She was willing to be there to help advise and teach us the way of MAEOP. She encouraged me to step out of the box and run for office in MAEOP. She told me – “MAEOP needs you.” Even though I was leery of getting out of my comfort zone, her “gentle” nudge made me go for it. Who could say no to Boots!! She was a great leader and friend.

She was such a sweet, kind Christian lady, always helpful and concerned for others. I looked forward to seeing Boots and Bid at the MAEOP and NAEOP meetings. She was always there to greet us with a hug and kiss.

I feel that I have been blessed to have known Boots. She has touched so many people by her sweet, kind presence.

I am sure God will put her at the front gate to welcome all in to heaven with her great big smile and, of course, a hug and a kiss. She will be missed by all who knew and loved her. Boots loved MAEOP and she would want us to continue to be “**Flagstones to Excellence**” to others, as she was to us.

- Patricia F. Brewer

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From the first moment that I saw Boots, the word that came to my mind was “gracious.” Boots was such a beautiful, gracious, smart, and truly professional lady. With every word or act toward me, she encouraged me in both the organization and in my life. Boots was always one of the first people I looked for at each conference.

At one of the conferences we attended, Boots and Bid invited me to go to supper with them and Nancy. We had such a great time just sitting and talking (and eating, of course). No matter the place or circumstance, Boots was always ready to do whatever was needed to be done in order to further the cause of MAEOP.

Boots truly was a Mississippi Association of Educational Office Professional!

- Kathy Oliver

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Boots Owens was a great mentor and an inspiration to me. She was the epitome of what an Office Professional should be. She was friendly, caring, and loved MAEOP. She treated MAEOP members like they were part of her family. I am thankful for all that she has done for MAEOP over the years. I will truly miss her.

- Tammy Hall

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Geraldine “Boots” Owens was a compassionate woman full of grace, poise and wisdom. She always wore a smile on her face and loved God, her family, friends and enjoyed her involvement in organizations. Boots was a talented and skilled musician. While serving as president for MAEOP, she also served as the parliamentarian. She kept the Board of Directors on track. While serving as Southeast Director and chairman of the Scholarship and Special Projects Committee for the National Association of Educational Office Professionals, Mrs. Owens served as my advisor. She always encouraged me and gave sound advice. I enjoyed spending quality time with Boots. We were roommates at several annual conferences. Mrs. Owens’ wealth of knowledge helped us to plan many conferences and seminars. I will always cherish our friendship. She will truly be missed but never forgotten.

- Melissa Carpenter

**We are on the Web!**

<http://www.usm.edu/maeop>

**MISSISSIPPI ASSOCIATION OF  
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**" F L A G S T O N E S T O E X C E L L E N C E "**

**PURPOSE AND AIM OF MAEOP**

The Mississippi Association of Educational Office Professionals is the only professional association of office personnel in the educational institutions in Mississippi.

MAEOP recognizes the unique roles of educational office professionals and the important contributions they make to the educational profession.

This recognition is exemplified in the association's *five-point program* of MEMBERSHIP, ADVANCEMENT, EDUCATION, OPPORTUNITY, and PROFESSIONALISM.

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**EDITOR'S NOTE BY TINA GRIFFIN**

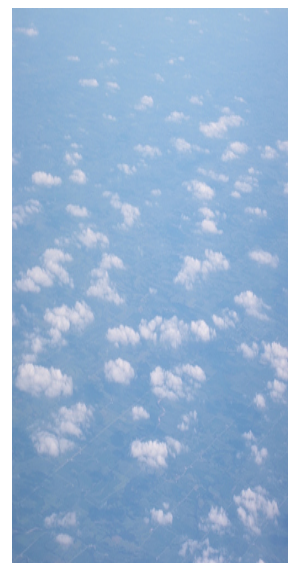
In closing, I would like to include my sentiments on Boots Owens. I have not known Boots for as long as most of you have, but she is someone I will never forget.

The first time I was introduced to her and was told how long she had served not only MAEOP, but many, many more organizations and causes. I was sincerely in awe. I thought what a true office professional and inspiring individual.

I want to share with the membership a paragraph that Boots wrote in her congratulations letter to the 2010-2011 Board of Directors. She wrote the following:

"In our days of war and turmoil, I have chosen the Flag of our country as the logo for this year. The theme is "FLAGstones to Excellence". Let's join together to be just that...Stepping Stones to leading our association to nothing but Excellence in all that we do.

As we do our best to fulfill the Five-Points of MAEOP—Membership, Education, Advancement, Opportunity, and Professionalism—I believe we will achieve the things that will lead to excellent personal and professional growth. Not only for ourselves but for the members we serve. I wish the best for each of you in the coming year and I pray that God will bless each of you and yours. You are the greatest "FLAGstones to Excellence".



Stepping Stones  
in the Sky