



What's Inside This Issue

- 01/01 2023-2024 President's Welcome
- 01/02 2023-2024 Board of Directors
- 01/03 2023-2024 Committees
- 2022-2023 YEAR REVIEW
- 01/04 22-23 Golf Tournament
- 01/05 22-23 Scholarship Winners
- 01/06 22-23 NCAEOP Conference
- 01/07 22-23 PSRCAEOP Annual Picnic
- 01/08 PSRCAEOP Membership
- 01/09 NCAEOP Membership Form
- 01/10 Important Announcements
- 01/11 NCAEOP President Message
- 01/12 NCAEOP History
- 01/13 NCAEOP Code of Ethics
- 01/14 Christmas Workshop
- 01/15 Christmas Workshop cont.
- 01/16 Life Events
- 01/17 Fun and Games
- 01/18 Recipes
- 01/19 Calendar
- 01/20 Publication/NewsLetter Committee

Hello Everyone,

It is with great pleasure and honor that I was chosen to serve as your PSRCAEOP President for 2023-2024. The theme for this year is "Stepping Stones on a Sure Foundation." Today as in the Old Testament era, God has given us a choice about the foundation on which we will build our lives. We can follow our own desires or embrace His eternal principles revealed in the Bible and in the person of Jesus Christ. The old hymn says, "On Christ, the solid rock, I stand—all other ground is sinking sand." This will be a new experience for me, but I know that with Christ as my sure foundation and the PSRCAEOP Members beside me, we will once again defeat any obstacles and will become even stronger as we work together as a family. I would like all Office Professionals to join us this year as the theme says "Stepping Stones on a Sure Foundation. The Bible says, "The Lord will be our sure foundation for your times, a rich store of salvation, wisdom and knowledge; the fear of the Lord is the key to this treasure" (Isaiah 33:6).

Best Regards,
Nan Locklear,
2023-2024 PSRCAEOP President

2023-2024 Board of Directors

President



Nan Locklear

Vice President



Sheena Deese

Secretary



Autumnn Evans

Treasurer



Rosa Locklear

2023-2024 Committees

Awards		Audit/Finance	
Charles Bethea - Chair		Denise Dial - Chair	
Peggy Chavis		Kathy Hunt	
Constitution/ByLaws		In-Service/PSP	
Mary Jacobs - Chair		Tammy Smith - Chair	
Rosalinda Lewis	Kathy Hunt	Regena Connor	
Angela McCormick		Ciara Hunt	
Legislative		Membership	
Rosalinda Lewis - Chair		Sheena Deese - Chair	
Emma Carter		Tammy Smith - Co Chair	
Gloria Sinclair		Phyllis McNeill	Rosalinda Lewis
Mary Jacobs		Regina Dickerson	Marjorie Herthel
		Sheila Cummings	
Nominations		Special Projects	
Ciara Hunt - Chair		Rosa L Locklear - Chair	
Sheila Cummings		Tammy Smith	Annette Jones Valerie Swett
Demetrui Hamilton		Emma Carter	Nan Locklear Rosalinda Lewis
Rosalinda Lewis		Malona Jenkins	Christine Oxendine
Publications/Newsletter		Crystal Hunt	Sheena Deese Tina Hammonds
Tina Hammonds - Chair		Sandra Locklear	Julie Oxendine
Pattie Mitchell (Webmaster)		Gloria Sinclair	Ciara Hunt
Keisa Arnette	Shirlease G. Tatum	Scholarship	
Gloria Sinclair	Denise Dial	Valerie Swett - Chair	
Sonja Watson	Autumn Evans	Emma Carter	Ava Locklear
		Sonja Watson	Peggy Chavis

2022-2023 Review

2022-2023 GOLF TOURNAMENT



2022-2023 Review

2022-2023 SCHOLARSHIP WINNERS



Kayleigh Chavis
Early College



Hannah Pearson
Fairmont High



Kaylee Chavis
Lumberton High



Sydney Bell
Red Springs High



Keonna Love
St Pauls High

Janiaya Cobbs - Purnell Swett High
(not picture)

Each scholarship winner received \$1,000.00.

CONGRATULATIONS!

2022-2023 Review

2022-2023 NCAEOP CONFERENCE



2022-2023 Review

PSRCAEOP Annual Membership Drive Picnic was held June 30, 2023 at 11am-2pm at Luther Britt Park Shelter A.

A poster for the PSRCAEOP Membership Picnic. The background is a light blue sky with white clouds. A large white circle is centered on the poster, containing the title and event details. The circle is framed by a red and white checkered border. Below the circle is a brown picnic basket with a red and white checkered cloth. To the right of the basket is a red starburst shape with the text "\$5 MEMBERSHIP FEE".

**PSRCAEOP
MEMBERSHIP
PICNIC**

June 30, 2023 11am-2pm
Luther Britt Park, Shelter A
Lumberton, NC

**\$5
MEMBERSHIP
FEE**

**ALL EOPs (members/nonmembers) bring a \$5 door prize, so that you can get a ticket.
One lucky EOP will get their name drawn for free membership for the year.**

There will be a 1-hr. workshop @ 1:00 for those working on their PSP. So, stay for the FUN!!!

PSRCAEOP Membership



- 59 total EOP members
- 43 EOP Members
- 15 Administrators
- 1 Retiree

2023-2024

NORTH CAROLINA ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS, INC.

NCAEOP membership year is May 1 through April 30.

Dues are payable at conference, or anytime thereafter during the membership year.

Name _____
Last First Middle

Address _____
Street, Apt. #, PO Box

City State Zip

E-Mail Address _____

Telephone Numbers: Home _____

Payment for 20 - 20 NCAEOP Year

School System _____

Membership Number _____

Do you have Internet access? _____

Work _____

CHECK ONE

☐ New
☐ Renewal

CHECK ONE

☐ Active \$35.00
☐ Associate \$35.00
☐ Retired \$17.50

If NEW member, recruited by: _____

NOTES: Deadline for continued insurance coverage is postmarked by October 31

Deadline to pay dues for PSP is postmarked by December 1

Deadline to pay dues to receive conference newsletter with ballots is postmarked by December 1

Deadline for renewing members to avoid \$10.00 late fee is postmarked by January 1

Deadline to pay dues in any year is postmarked by April 30

Members are required to pay penalty when checks are returned for Non-Sufficient Funds

By my signature below, I agree that any NCAEOP publications and/or forms that are developed by me or from any NCAEOP committee on which I serve, will become the property of NCAEOP, INC. The above information may be distributed to the NCAEOP Board of Directors, Membership Committee, Webmaster, and other appropriate individuals.

It is the responsibility of each member to inform the Membership Recorder (membership@ncacop.net) of any changes in your name, email or mailing address if it changes during the current year of membership.

Lack of notification may result in not receiving association information.

Signature _____ District # _____ County/Local Unit _____

Date _____

Be sure you have completed the ENTIRE form, and signed it.

Please DO NOT change format or size of this form. This is the official form approved by the State Board of Directors.

Please DO NOT send cash and please DO NOT staple check to form.

Make check payable to **NCAEOP** and mail to **Cherri Johnston, NCAEOP Membership Recorder,**
110 Johnston Drive, Belmont NC 28012.

Revised 11/15/2023

01/09

2023-2024

IMPORTANT

ANNOUCEMENT

- 73rd Annual Conference March 12-15, 2024 at the Hawthorne Inn, Winston Salem, NC
The deadline to register for conference was January 31, 2024.
- Golf Tournament tentative Date: March 29, 2024
- Scholarship/Administrative banquet is tentative for April 25th at 6:00pm.

2023-2024

Stepping Stones on a Sure Foundation



Presidents' Bi-Monthly Message – Number 16

1-12-2024

Greetings from President Gwen Williams

- *If you have news you would like to share with your colleagues across the state, please send to me via email at gwenwilliams0117@gmail.com and g.williamseop@yahoo.com. If you have information which needs to be posted on the website, please send it to me and I will submit to our Webmaster, Al Meyers. This is in keeping with our Policy and Procedures.*
- *Annual Conference will be held March 13 – 15th, 2024. Conference Registration is open – via the www.NCAEOP.net website. You will need your NCAEOP membership number to register, which was on the membership card you received from the Membership Recorder with your receipt. Additional information pertaining to Conference was in the December edition of “Professionally Speaking” newsletter. REMINDER: **the Deadline to register for Conference is January 31, 2024. The deadline will not be extended.** Those paying with a check, the envelope must be postmarked by January 31st.*
- *If you need to contact via phone, please call me at 252-903-6361. I no longer have a landline.*
- *The updated membership application with Cherri Johnston, Membership Recorder’s, address has been posted on the website. Please continue to encourage your colleagues to join, and be patience during the transition. Thank you, Cherri, for volunteering to fill this position.*
- *The deadline for submitting your Local and District Newsletters to Dottie Walker, Newsletter Editor, for the Newsletter Contest is February 1, 2024.*
- *A very special “THANK YOU” to Susan Brown for continuing to do an excellent job as our Interim Finance Officer.*
- *We are still taking applications for our Finance Officer, Volunteer or Paid, application is available on the website. For more information you can contact Charlotte Moore at charlotte.moore@mcdowell.k12.nc.us or by calling 828-652-3730. The application deadline has been extended until the position is filled.*

"HAPPY BIRTHDAY TO ALL NCAEOP MEMBERS WHO HAVE CELEBRATED BIRTHDAYS IN JANUARY"

Award and Scholarship Application forms to be used for the 2025 Conference have been posted to the website. Please make sure that your candidates use the correct forms.

NCAEOP History

In 1951, the North Carolina Association of Educational Secretaries was organized. The name of the association became the North Carolina Association of Educational Office Personnel, Inc., in 1973, and in 1993, the membership voted to change the name to the North Carolina Association of Educational Office Professionals, Inc. Membership is open to educational office personnel and administrators within the educational system (public and private) in North Carolina. No other educational association in this state makes itself so readily accessible to a single professional class of persons who cover the complete spectrum of education.

NCAEOP is comprised of a board of directors which consists of president, president elect, vice president, secretary, immediate past president, and fourteen district presidents. Subject to the NCAEOP constitution and bylaws, the elected officers carry out the functions of the association. Officers of NCAEOP, with the exception of treasurer, are elected and installed at the annual conference in March. The treasurer, appointed by the president and approved by the board of directors, is a permanent position. For a listing of the county and city school districts served by NCAEOP and a map of the state that lets you see the districts [click here](#).

NCAEOP is made up of fourteen districts. At least one district meeting with inservice training is held each year in addition to local unit meetings. Officer positions and committee work allow members to be involved in the decision-making of the association at the local, district, and state levels.

NCAEOP is your professional association. A giant step toward professionalism can be made by becoming a NCAEOP member.



NCAEOP History

NCAEOP History In 1951, the North Carolina Association of Educational Secretaries was organized. The name of the association became th...

NCAEOP Code of Ethics

Service

Educational Office Professionals should exalt their profession on all occasions and sincerely strive for a finer and more efficient service to the school and community.

Integrity

Educational Office Professionals should be courteous, just, and professional in all their relations with administrators, office personnel, pupils, teachers, and other visitors to the office.

Educational Office Professionals should not disclose any information of a confidential nature and should not do or say anything that would cause them to lose the confidence and respect of others. They should avoid voicing unfavorable criticism of other school employees unless that criticism is formally presented to a school official for the welfare of the school.

Educational Office Professionals should recognize and perform duties of citizenship and should be loyal to the school system, the state and the nation.

Educational Office Professionals should refrain from the use of pressure on school officials to secure a promotion or to obtain favors for other people.

Skill

Educational Office Professionals should perform their duties with dispatch and accuracy.

Educational Office Professionals should maintain their own efficiency by study, by travel, and by other means which keep them abreast of the trends in educational and business practices.

Educational office Professionals should make the office a congenial place for all without allowing it to become a social center.

Educational Office Professionals should practice the qualities which promote good human relations and good public relations: cheerfulness, honesty, tact, and understanding, patience, and good judgment.

2023-2024



Christmas Workshop



PSRCAEOP held a Christmas Workshop on Tuesday, December 5th from 3:30-5:30. Ms. Sally Maynor, former EOP member assisted the group with creating beautiful Christmas bows. Fun was had by all!.



2023-2024

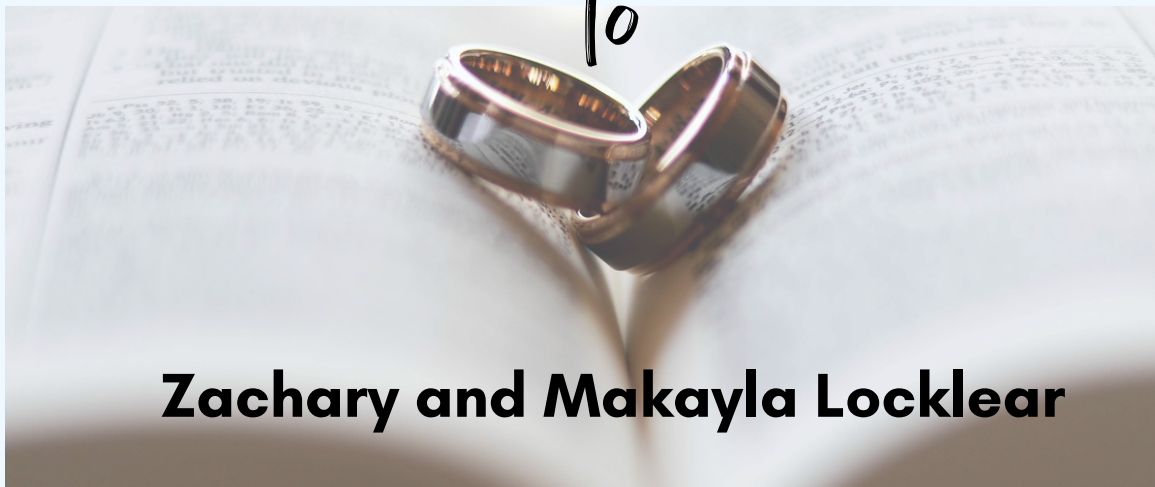
Christmas Workshop Fun Cont.



2023-2024



*Congratulations
to*



Zachary and Makayla Locklear

Saturday, January 27, 2024

Lone Oak Wedding Venue, Parkton, NC

The son of Ms. Tammy Smith (CTE Administrative Asst./Bookkeeper) and also, nephew to Ms. Julie Oxendine (PSHS Bookkeeper).

In the Office

Find the word in the puzzle.

Words can share letters as they cross over each other.

O H Y Y N P T N W Q O S I F E
F M F C W R A O J F L F K I M
F E P O R O P T H P L Z Q L A
I E A M U F E E I A E C P E I
C T P M B E N S G P A O O C L
E I E U B S C I H E D M S A P
C N R N E S I C L R E P I B S
H G C I R I L O I S R U T I R
A S L C B O S P G T S T I N C
I P I A A N P I H A H E V E A
R H P T N A E E T P I R E T E
F O S I D L N R E L P Z P F O
I N I O S I S H R E D A T A P
L E A N C S C I S S O R S X M
E D E S K M G T E A M W O R K

Answer Key on page 20

JOKE OF THE DAY

Q: What starts with E, ends with E, and has only 1 letter in it?

Answer Key on page 20

Professionalism	Communication	Highlighters	Data
File Cabinet	Office Chair	Rubber Bands	File
Leadership	Computer	Positive	Pens
Meetings	Staples	Teamwork	Tape
Scissors	Copier	PSRCAEOP	Fax
Paper Clips	Pencils	Phone	
Paper	Notes	Email	
Desk			

Quote: “Approach the new year with resolve to find the opportunities hidden in each new day”

Michael Josephson

2023-2024

Recipes

Broccoli Soup

This smoothing broccoli soup recipe is thick and flavorful. It is simple, tasty, and quick to make on those cold days.

Ingredients

- 2 tablespoons butter
- 1 onion, chopped
- 4 cups chicken broth
- 4 cups broccoli florets
- 1 can of cream of chicken condensed soup
- 3 tablespoons all-purpose flour or cornstarch
- 1.5 cup milk
- salt and ground black pepper to taste



Directions






- Gather all ingredients.
- Melt 2 tablespoons butter with onion in a medium stock pot over medium heat. Saute until onion tender.
- Add broccoli and broth, cover, and simmer for approximately 20 minutes or until the broccoli is tender.
- Add 1 can of cream of chicken condensed soup
- Using a whisk or a immerse blender blend broccoli florets to your desire texture.
- Mix together flour/cornstarch and add milk. Pour directly into soup while stirring. Stir mixture into soup until thick and bubbly. Season with salt and pepper.
- Serve hot topped with cheddar cheese.

Did you know?

What's the Difference Between Condensed Soup and Regular Soup?

Condensed soup is essentially soup boiled down to a thick stock, with most of the volume of water removed. If you took a can of regular soup and boiled it down to half the volume, you'd get the same thickness as condensed soup.

1 can of condensed soup prepared = 2 cans of regular soup

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>Black History Month</p> <p> ● Federal Observed Holiday ● National Observed Holiday </p>				1 ● National Freedom Day	2 Groundhog Day National Wear Red Day	3 ● National Missing Person Day
4 ● National Homemade Soup Day	5	6	7 ● National Girls and Women in Sports Day	8	9 ● National Pizza Day	10
11 Super Bowl 	12 	13 Shrove Tuesday /Mardi Gras	14 Valentine's Day 	15	16	17 ● National Random Acts of Kindness Day
18	19 ● Presidents' Day 	20	21	22	23	24
25	26	27	28	29 		

Publications/Newsletter Committee

Tina Hammonds - Chair	tina.hammonds@robeson.k12.nc.us	910-671-6070
Pattie Mitchell (Webmaster)		
Keisa Arnette		
Shirlease G. Tatum		
Gloria Sinclair		
Denise Dial		
Sonja Watson		
Autumn Evans		

Joke Answer



A: Envelope.

Reference

NCAEOP history, NCAEOP. (2023, June11)

<https://www.ncaeop.net/about/ncaeop.net/about/history/>

NCAEOP code of ethics, NCAEOP. (2023, June11)

<https://www.ncaeop.net/about/ncaeop.net/about/code-of-ethic/>

What is condensed soup? – history and production. Campbell's Soup UK. (2022, July 20).
<https://www.campbellsoup.co.uk/blog/what-is-condensed-soup/>

In the Office

Word Search Answer Key

