NYSAEOP was organized in 1953 by secretaries with the vision to see the role of the educational secretary as an important factor in the expanding educational spectrum. An elected Executive Board continues to seek programming for professional growth.

Brenda Brickle, CEOE
2018-2020 President

2020 Annual Meeting

It gives me great pleasure to invite each of you to join us for the virtual 68th Annual Meeting, and installation of the New York State Association of Educational Office Professionals (NYSAEOP) on Saturday, October 24. This year will be our first virtual conference. Putting the health and safety of our members first, the Board made the decision to cancel the in-person conference.

In order to continue the purpose of the Association, and to offer professional development for our members, the Board has scheduled a virtual event this year, to be done via Zoom, on Saturday, October 24, 2020. It will include a workshop at 9AM on “Estate Planning and End of Life Planning” (How to make it easier on those who have to take care of things, the executor and your loved ones.) The presenter is Keegan Coughlin from Coughlin & Gerhart LLP. At 10:15AM the NYSAEOP 68th Annual Meeting will take place and at 11AM the Installation of the 2020-2022 Officers will be conducted.

Even with the shortened schedule, it is important that you plan to attend YOUR association’s Annual Meeting. This is your opportunity to learn what has taken place over the last year, and what direction your association is heading in the future, as well as give you an opportunity to participate in the election of the slate of officers for the 2020-2022 term. Nominations for the elected positons will be taken from the floor at the virtual annual meeting. This is your opportunity to voice your opinions on business matters.

On Page 11 of this newsletter, you will find the conference registration information. At the time of registration, we are asking members to sign up to serve on a committee for the 2020-2021 NYSAEOP year.

In July, Mary Guest, CEOE, from Nebraska, was installed as the 2020-2021 NAEOP President. In honor of her installation, NYSAEOP made a donation to the NAEOP Professional Development Program. At this year’s Virtual NAEOP conference, for the third year in a row, NYSAEOP’s newsletter, the “Empire News,” took home a Rachel Maynard Award for Excellence in Communication, taking 3rd place for the State Newsletter – Category 1. Congratulations Colleen! Congratulations to Jackie Flood, CEOE, for being installed as the 2020-2021 NAEOP Administrative Council Chairman.

It is my hope that you will “Zoom” with us for this wonderful opportunity at the virtual 68th Annual Meeting and Conference. I look forward to seeing you, so we can continue to “Fill Our Cup with NYSAEOP!”
Sadie Blauvelt, CEOE
Vice President/2020 Conference Chairperson

2020 NYSAEOP Conference Update

Hello NYSAEOP members! I am not even sure where to begin. Hope everyone is staying safe and healthy.

A big change happened last March 2020 when schools, colleges, businesses and many other organizations shut down when COVID-19 hit the world.

Due to COVID-19, many conferences and events have been canceled, which meant that a big decision had to be made for the October 2020 NYSAEOP Annual Conference. As a Board, we decided to pause our 2020 NYSAEOP conference until October 2021. The 2021 NYSAEOP conference will still be held at the 1000 Island Harbor Hotel in Clayton, NY on October 14-16, 2021. Even though the 2020 conference has been paused, we will be doing a virtual conference, which will include the annual meeting, awards, and an installation ceremony. This event will be held on October 24, 2020, starting at 9:00 AM, and will also include one hour of professional development.

As an association, we are currently looking to fill a few committee chairman positions open for 2020-2022 NYSAEOP term. The following Committee Chairman positions are available:

- Empire News Editor
- Public Relations Chairman
- By-Laws/Constitution Chairman
- Professional Development Coordinator
- NAEOP Professional Standards Program (PSP) State Chairman

If you are interested in being part of the NYSAEOP Board and would be willing to serve as a Committee Chairman,

Visit our website:
www.nysaeop.org
Deborah McNally
Jackie Flood, CEOE
Secretary
Welcome to Fall (or Autumn if you prefer!)

Greetings Fellow NYSAEOP Members!

This will be my last newsletter article I write for my role as NYSAEOP Secretary. My 2 year term ends October 24 at the conclusion of the Annual Meeting. It has been a wonderful experience serving the entire membership in this role!

I recently applied for my PSP upgrade to Advanced III Option 1 and my CEOE distinction so I have finally achieved my personal goal of becoming a Certified Educational Office Employee! YOU CAN TOO! Please, if you do not have your PSP or CEOE, consider that a goal for the 2020-21 school year. There is a lot of assistance available should you need it. It’s very rewarding.

Autumn marks the transition from summer to winter. In September, the duration of daylight becomes noticeably shorter and the temperature cools considerably. One of the main features of the temperate climates is the shedding of leaves from deciduous trees. In North America, autumn traditionally starts with the September Equinox and ends with the Winter Solstice in December. Popular culture in the United States associates Labor Day, the first Monday in September, as the end of summer and the start of autumn (and the start of the school year)!

Please keep your attention on NYSAEOP’s Annual Meeting and Installation scheduled for October 24 via Zoom and be sure to register! There is no fee to register and we need our team of members at the meeting! We will be electing our next NYSAEOP Vice President, Secretary, and Treasurer! There will also be a professional development session offered right before the Annual Meeting. Please join us!

Cathy Dudley, CEOE
Scholarship Chairperson
Take Care of You

Were you looking forward to the start of school this year? I was. Even though my district is doing a hybrid model (Wednesdays will be all remote learning), I found it comforting to be getting back to a routine. Most people crave routine. While I enjoyed shortened hours and only actually going into the office a couple times a week the last few months, it was good to get back to what we now call the “new normal” of how we do business each day in our office.

Have you put off any doctor’s visits during this pandemic time? I have. You have to make preventive care a priority. Be sure you are getting your annual check-ups. Get your blood pressure and cholesterol checked. Keep up to date on any immunizations and cancer screenings. Get friendly with your doctor’s office again!

We are sad that we won’t be seeing you in person this October at our annual conference. We want everyone to stay safe and healthy. While we hope to have you register for the virtual workshop and Annual Meeting, I always enjoy seeing everyone in person – and look forward to seeing you in 2021. Please remember to send in those student scholarships for next year!
Thank You for Your Membership

It is my hope, as you receive this edition of the Empire News, that you are in the best of health and safe, alongside family and friends. This pandemic has definitely been a trying time for all of us. Moving forward, I would like to encourage you all to stay the course; stay focused on what is good, and believe that this too shall pass.

On behalf of NYSAEOP, I would like to express our deepest appreciation for your continued membership and monetary support. Over the past year, your membership commitment has supported us to raise awareness, develop programs and offer professional development services and resources to our EOP. If you have not done so, we would like to ask you to renew your membership today. You can go to the website to obtain the fillable membership application. Renewing your membership will allow you to remain informed and become an integrate part of NYSAEOP. As a benefit, you can also maintain access to our membership benefits portal at www.NYSAEOP.org.

Over the next few months we want to continue to focus on our mission:

NYSAEOP, the only statewide, non-union organization, is dedicated to the continued professional growth in preparing members to meet the challenges of a changing world.

The Association shall promote and support:

- Life-long Learning
- Leadership
- Team Networking
- Educational Resources

We would also like to include the membership at large to partake in some of the volunteer opportunities of the association. Lastly, due to Covid19, we will be hosting our first Annual Virtual Conference.

If you have any questions regarding joining, the membership renewal process, or have any comment in general, please feel free to call me at 585-469-2894 or email me at liz.vazquez@rcsdk12.org.

Thank you for your commitment to NYSAEOP. I look forward to serving you for another year as your Membership Chairperson.

2021 National Conference
July 16-21, 2021
Omni Hotels & Resorts
Pittsburgh, PA

Interested in helping on the conference committee? Contact Bonnie Miller bmiller@paceschool.org or Katherine Reichley kreichley@otterbein.edu
I do not know about you but we have truly had our work volume increase at my school district. From the stress on our budget, to the downsizing of staff, I have had to work many more hours. All this while being ready to move from in-office work to working from home in a moments notice. It has put some extra stress on us all. I found this article on, “The Importance of Consistent Self-Care Routine” and thought it was quite timely.

The Importance of a Consistent Self-Care Routine
Aug 6, 2020 | Career Development

If there were ever a year to establish and focus on consistent self-care, it is 2020. Working from home. Figuring out remote learning. Following new safety protocols. Revamping or creating procedures for how we get things done. There is a sense of overwhelm and fatigue, and we have to proactively address it with intentional self-care.

Self-Care Looks Different for Everyone
When I think about self-care, I do not necessarily think about sinking into a bubble bath or getting a manicure. While pampering yourself is a form of self-care, there are plenty of other things that qualify, as well.

It’s taking the time to deal with things you’ve let sit for too long – the appointment you’ve been meaning to make or the cluttered junk drawer that needs to be organized. It is giving yourself permission to leave a task undone so you can get to the grocery store to get ingredients for a healthy, home-cooked meal – instead of ordering takeout again. It’s returning an email from your college roommate or chatting on the phone with a family member.

Self-care can be a lot of things, but one thing it absolutely shouldn’t be is optional. It’s not a luxury only meant for when you have time; it is a required part for your personal wellness!

If you’re not sure what self-care looks like, here are a few ideas:
Go to bed early (or sleep in late) Work on a creative project
Write in your journal Send a surprise package to a friend
Unplug for the afternoon Take a walk or run an errand
Go through your wardrobe and pick out some items to donate Call a friend just to chat
Take a break from email Do something kind for someone else
Treat yourself to your favorite guilty pleasure (chocolate, Netflix, bad 80s music, etc.)

Practice the Four M’s
As a busy professional who doesn’t always practice as much self-care as I should, I have taught myself to be more focused and mindful of my self-care habits (or lack thereof) by using the four M’s:

Movement Mindfulness Mastery Meaningful Engagement

My friend is a licensed mental health counselor, and she has been using these four principles to better educate and support her patients in building resilience and improving their mental outlook.

Movement is a grounding technique to help you get out of your thoughts and reconnect with the environment around you. Walking to the mailbox or around the perimeter of your yard. Getting your feet on the ground and your body in motion is the key – even in small bursts throughout the day. If you are feeling stress and tension, exercise is a fantastic way to combat it.

Continued on Page 6
Mindfulness is about getting your mind to focus on the present and what is happening now. Start by taking three deep breaths and exhaling them slowly. Then ask yourself what am I seeing, hearing, touching, smelling, or tasting? Some people find gratitude journaling, doodling, or writing to be a helpful strategy. There are dozens of meditation and mindfulness apps available if you want to explore a more guided approach. This is not one size fits all, so you may need to experiment with a few things to find a mindfulness strategy that is truly helpful to you.

Mastery relates to engaging in an activity that you enjoy or want to learn. Do you have a hobby or favorite pastime? Is there something that you want to learn? I love to sew and create things. I have boxes and tubs full of fabric and sewing supplies. As I have been teaching my nieces and nephews how to sew, it has helped me reengage with a hobby I love and a creative outlet my mind, body, and spirit crave.

Meaningful engagement is the people component. Who are you connecting with in a meaningful way on a consistent basis? It may be a spouse or family member. It may be a friend or colleague. It may be a counselor, coach, or mentor. As professionals, this is where our personal innovation lab becomes vital, and it does not have to be the same person every time. What is important is that you have a meaningful connection with someone on a consistent basis.

In the past few months, I have tried to engage with the 4 M’s daily. Some days it’s easier than others. When I babysit my nieces and nephews, I find I can often check off movement, mastery, and meaningful engagement in the same visit. It is great for all of us. But if I can only get one M checked off in a day, I focus on movement because it’s the one with the most immediate and long-lasting impact for me.

On the days I am able to accomplish all four, I can see a positive difference. But even if I can only get one accomplished, it’s still a self-care step in the right direction. And for 2020, we all need every win we can get!

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Julie Perrine, CAP-OM, is the founder and CEO of All Things Admin, providing training, mentoring and resources for administrative professionals worldwide. Julie applies her administrative expertise and passion for lifelong learning to serving as an enthusiastic mentor, speaker and author who educates admins around the world on how to be more effective every day. Learn more about Julie’s books — The Innovative Admin: Unleash the Power of Innovation in Your Administrative Career and The Organized Admin: Leverage Your Unique Organizing Style to Create Systems, Reduce Overwhelm, and Increase Productivity, and Become a Procedures Pro: The Admin’s Guide to Developing Effective Office Systems and Procedures.
Using Excel to Pull the Year, Month or Day from a Column of Dates

Sometimes when given data containing dates, we want to be able to pull specifics from the dates, such as the YEAR, MONTH, or DAY only. In order to do this, we use the Excel built-in function TEXT in a formula. Using the TEXT function in a formula will look something like this, depending on how you want to format the output:

\[ =\text{TEXT}(A35,"mmm") \]

If A35 (the cell reference) contains the date 12/23/2015, the output of this formula will be:

Dec

In the above example, the “mmm” is telling Excel to return the 3-character month abbreviation. What if we want our data returned as the number 12 for the month of December? Then the formula would look like this:

\[ =\text{TEXT}(A35,"mm") \]

Do you see the pattern? The “mm” returns the number representing the month, the “mmm” returns the 3-character month abbreviation. Can you guess what “mmmm” will return? If you guessed the full name of the month December, you are correct!

Let’s take a look at the TEXT function in formulas for YEAR, MONTH and DAY:

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If you have any questions about using the TEXT function in Excel, feel free to contact me at lmclaen@spencerportschools.org.
Board Members’ Reports

Kathie Jarvis, CEOE
Parliamentarian/Constitution/Bylaws Chairperson

It’s as Easy as A-B-C

Unless there is controversy at a meeting, most organizational members rarely look at the by-laws of the organization they choose to be a member of. Let’s face it - to most of us, by-laws can be confusing, but they certainly don’t need to be. Every group’s by-laws should include information about meetings at three different levels. Each level would have its own rules for advance notice of a meeting, which would be outlined in the by-laws. Also, the by-laws should list what the quorum is for each of the three levels. Which group makes key decisions should also be listed in the organization’s by-laws.

Remembering these different rules should not be difficult. For those whose memories are a little full to make information retrieval simple, it should be easy to look up the needed information. The current NYSAEOP Constitution and By-Laws can be found in the Members Only section of the NYSAEOP website. I can make this process clearer by associating the three levels with the first three letters of our alphabet.

A – Association – In an organization, the Association is the full membership of the organization. In the case of NYSAEOP, this would be all current, dues paying members. This level of the organization usually only meets once per year. If a meeting of the association is called for other than the annual meeting, it is usually a special meeting. According to the NYSAEOP By-Laws, “Notices of regular and special meetings of the Association shall be published on the NYSAEOP webpage and/or in the Empire News.” The quorum for NYSAEOP Association meetings is defined by: “Twenty-five percent of all members registered for an annual or special meeting of the Association shall be necessary to constitute a quorum for the transaction of business.”

B – Board – The board of any Association should be clearly defined in the by-laws. In NYSAEOP’s case, board membership is listed in our Constitution as follows: “The Executive Board shall consist of the officers, the immediate past president, chairpersons of committees, and other appointees as listed in Article II, Section 1 of the NYSAEOP By-Laws, all of whom shall be members in good standing. A volunteer retiree representative shall also serve on the Executive Board and shall have all the privileges of board members except that of voting.” Article II, Section 1 of the NYSAEOP By-Laws lists the following board positions: Auditor, NAEOP PSP State Chairman, Empire News Editor, Webmaster, Professional Development Coordinator, Bylaws/Constitution Chairperson, Membership Chairperson, Scholarship Chairperson, Public Relations Chairperson and Volunteer Retiree Representative.

The board of an organization is responsible for making most decisions between meetings of the Association. However, certain decisions, like the election of officers and amendments to the Constitution/By-Laws cannot be made by the board and require a vote by the general membership (Association).

Although only board members can make motions and vote at board meetings, NYSAEOP welcomes members who do not hold a board position to sit in on board meetings if they so desire. If travel to a meeting or an overnight stay would be involved, those costs would need to be covered by the member. Advance notice of intent to attend a board meeting is appreciated.

C- Committee – In the majority of organizations, most planning work is carried out by committees. Serving on a committee for an organization is a great way to become familiar with the workings of an organization, especially for anyone considering becoming involved in the board of an organization. There are committees, which are named in the by-laws, and other committees which may be formed to address particular, short-term needs of the organization.

Each dues paying member of an organization should make every effort to attend the annual Association meeting. This year, NYSAEOP will be holding its annual meeting via Zoom. Are you planning to be there? Have you considered serving on a NYSAEOP committee or possibly joining the NYSAEOP board? Board members are always willing to share details about what involvement entails. Just ask!
As I reflect back on my twenty seven years of being a NYSAEOP member, many of those years serving on the NYSAEOP Board, the first thing that comes to mind is how grateful I am for having been introduced to this association so long ago. Not only have I met many amazing people, many who are now life-long friends, but I have been to numerous beautiful places across our state (and ultimately, across the country). Honestly, it is my personal professionalism and the pride in my profession that developed the most over the years.

In 1952, this association began with a few “secretaries” that had a vision to create a non-union organization just for “educational secretaries” that encouraged professional growth, and promoted our careers and the importance of our jobs. Even back then, professional growth and professional development was recognized as an integral part of our profession. At the national level, the National Association of Educational Office Professionals (NAEOP), many years ago, created a program to also encourage educational office professionals to grow professionally. This Professional Standards Program (PSP) recognizes NAEOP members for their work experience, education, in-service trainings and dedication to our profession by membership in and involvement with state and local associations for educational office professionals.

As the NAEOP PSP Chairman for four years while I was the Northeast Area Director, one of the questions I got asked the most while promoting the PSP, and the one that was the easiest to answer was, “Why should I pursue my PSP certificate?” It’s as simple as two words – why not? If you love your profession and want to be the best you can be at it, thus creating a positive image for yourself, you are going to partake in classes, in-service trainings, local meetings, and attend conferences. Learning is growing. Plain and simple. Yes, some districts pay a stipend if you obtain and maintain your PSP certificate, but for the majority of us, that’s not the case. It certainly never was for me.

I originally obtained my PSP certificate in 1996, at the same time I received my Certified Educational Office Employee (CEOE) distinction. Every five years I happily, willfully and proudly recertify in order to keep my certification current. That requires my continued membership and participation at both my state and national AEOP organizations. I am now at the age where I am looking to retire soon, and as I look back over my career, I cannot even imagine where I would be if it weren’t for NAEOP and NYSAEOP. It is pretty clear to me that I would not be as proud of my profession, as good at it, or as happy with my chosen career, if not for my involvement with these organizations.

As I step off the NYSAEOP Board this year, I encourage you to please consider joining the thousands of educational office professionals across the country who have taken pride in their profession and in themselves enough to obtain their PSP certificate, and CEOE distinction! Take pride in YOUR work – take pride in YOU! Never stop learning. Keep growing professionally, and you never know where it will take you.

In the words of Trudy Vesotsky, “Life is truly a reflection of what we allow ourselves to see and be.”
I had my last week of “Grandma Camp” with my four grandchildren from the Buffalo area – a sure sign that summer is winding down. And, as usual, I look back and wonder where the time went. We had planned to do a bit of traveling from May through August (a wedding in Pittsburgh, PA, Salt Lake City, UT for NAEOp conference and Chesapeake Bay for a family vacation). Actually, we were able to do the family vacation in Virginia and had an incredible time – beautiful country but very humid! Our kids had rented a house for the family in honor of our 50th wedding anniversary.

Having told you what the Mitchell’s have/have not done, it is time to look ahead to the fall season. Our two oldest grandsons started back to “virtual” school on August 31. My daughter spent one week of her vacation preparing their dining room to look like a classroom. The NYSAEOP Executive Board agreed to postpone this year’s Annual Meeting and Conference in Clayton, NY due to COVID-19. (There will be more information forthcoming regarding “Virtual Annual Meeting”.)

In addition, this fall there will be a Presidential Election. With the two parties having completed their conventions and the candidates set, it is time for America to decide who will be the leader of our great nation.

A few weeks ago, the USA Today Network distributed a supplement pertaining to the ratification of the 19th Amendment – women’s right to vote – which is presently celebrating its 100th anniversary. If you watched any of the conventions I hope you noted the number of women who spoke that were Governors of their state or an elected official to Congress and, for the first time, a black female running for Vice President. I am sure these women have put a lot of blood, sweat, tears and time to be where they are. I am also sure that our own Elizabeth Cady Stanton and Susan B. Anthony would be extremely pleased with the progress of women in high positions. Obviously, their work and dedication 100 years ago has paid off.

So, my dear NYSAEOP colleagues, I encourage you to exercise your right to vote this November. Let’s make all the women who fought for this right proud. I hope to see NYSAEOP retirees at our “Virtual Annual Meeting” in October.
This year’s Annual Meeting will include the election of officers for the 2020-2022 term of office. The Nominating Committee will be offering the following slate of officers for election:

President – Sadie Blauvelt, CEOE – Mexico CSD
Vice President – Lynn Shady – Maine-Endwell CSD
Treasurer – Karen Welch – Corning Painted Post School District
Secretary – Cathy Dudley – Brighton CSD

Per NYSAEOP By-Laws, the current Vice President, Sadie Blauvelt, CEOE, automatically assumes the office of President. The Vice President candidate must be a current Board member and is required to have served at least one year on the board to be eligible to run for office.

An opportunity will be given during the Annual Meeting for nominations from the floor for the Vice President, Secretary and Treasurer positions. If there are no nominations from the floor, the current nominations will stand. A vote will then be held to formally elect the officers.

I look forward to seeing everyone at the virtual Annual Meeting on October 24th.
# 2020—2021 NYSAEOP Proposed Budget

## ANTIPOCATED INCOME

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**TOTAL REVENUE** $3,380.00 $5,919.60 $5,170.00 $1,590.00 $3,620.00

## ANTIPOCATED EXPENSES

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**SUB-TOTAL** $1,250.00 $2,151.75 $1,300.00 $478.81 $1,250.00

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<th>2019 Final</th>
<th>2020 Budget</th>
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<th>2021 Budget</th>
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<td>NAEP Expenses</td>
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**SUB-TOTAL** $290.00 $188.50 $2,270.00 $620.00 $770.00

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**SUB-TOTAL** $140.00 $63.91 $150.00 $0.00 $150.00

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**SUB-TOTAL** $1,700.00 $536.09 $1,450.00 $0.00 $1,450.00

**TOTAL EXPENSES** $3,380.00 $2,940.25 $5,170.00 $865.94 $3,620.00
Membership Year: January 1 — December 31

Make check payable to NYS Association of Educational Office Professionals
Mail to:  Liz Vazquez, CEOE, Treasurer, 36 Spartan Drive, Rochester, NY  14609

( ) $25 Active Member  ( ) $25 Associate Member  ( ) $15 Retired Member

Name: ________________________________________________________________  CEOE?  [ ] (if yes)

School District ___________________________________  Bldg ________________  Position _____________________

School Address ______________________________________________________ / ________________________________

Street City Zip Phone / FAX No.

Home Address ______________________________________________________ / ________________________________

Street City Zip Phone / FAX No.

County of Employment _________________________________  Referred By: ______________________________________

Names of other professional associations to which you belong:  ___________________________________________________

Maiden or Previous Married Name: _________________________  Email Address: ________________________________

Note:  Mail will be sent to your home address unless you specify differently.