Stage Jitters: How To Prepare For That All-Important Presentation

(Monday Motivators, February, 2007) by
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Let’s tackle a topic that can make many of us jittery just thinking about it: public speaking and giving presentations before groups of people we want and need to impress.

As a professional speaker for more than 16 years, I can tell you that getting the jitters is completely normal. In fact, once you’ve been speaking for a while, you use those butterflies in your stomach to ignite the spark within you to do an outstanding job!

Most people don’t speak for a living, though. And so standing to give a presentation or to share some piece of insight with a large or small group can be uncomfortable. The good news is that preparation is the best preventative “cure” for stage fright! Here are some great tips that can help:

• Before you actually speak, visualize yourself doing well. Go to a quiet place, close your eyes and see yourself being successful. This can help you deliver your message confidently and with a smile.

• Think about your topic, not yourself. World-renowned speaker Anthony Robbins says that before he walks onstage, he always pauses to consider his ultimate goal: to help others. By genuinely believing in this mission, he stays focused on his message—and avoids feeling self-conscious.

• Check all equipment at least a half-hour before your presentation begins—and have back-up plans in place in case something should go wrong. Examples: Put a copy of your Power Point presentation, if you have one, on a thumb drive just in case you need to switch computers at the last minute. Or, if any of your equipment uses batteries, have replacements nearby.

• Avoid memorizing what you have to say—except, perhaps, for a strong opening and closing statement. Instead, (continued on page 4)
President Donelle Moormeier called the meeting to order at 12:10 p.m.

The minutes from the March 13, 2007 General Membership meeting were presented. *Motion was made by Becky Hastings to approve the minutes as presented. Motion was seconded by Jan Wassenberg and passed unanimously.*

Treasurer’s Report—Marie Dvorak
The treasurer’s report, dated March 31, 2007, was presented. The beginning checking balance as of March 1, 2007 was $7,679.02, and the ending balance was $7,882.58. The cost object balance was (-$5,174.45). The total funds available in these two accounts was $2,708.13. The CD balance was $3201.75. There were two postage expense reports missing. Marie reminded all directors to submit expense reports for all expenses as soon as possible.

Announcements
*The UNOPA Notes deadline is Friday, April 13, 2007.*

*There were no entries for the photo contest in the April edition of UNOPA Notes. That was the last contest of this year.*

*Office/Service representatives are still needed for the Chancellor’s Commission on the Status of Women. Members were encouraged to apply. Applications materials can be accessed at the following website: http://www.unl.edu/ccsw/*

*EAP is offering a Lunch and Learn on April 11, 2007, “The Irritable Male,” at the Nebraska Union. This has been approved for 1/6 PSP point.*

*Handouts were available on the tables for May Day at Fairview, Saturday, April 21, 2007, 10:00 a.m. to 4:00 p.m. Proceeds from this fundraising event will be used to purchase courtesy items for pediatric patients at BryanLGH Medical Center.*

*Thank you notes were read from Deanna Lubkin and Chris Cary.*

Committee Reports

**Bradley Munn Professional Growth Fund Committee**—Becky Hastings
Becky Hastings reported the next deadline for applying for reimbursement is April 13. The drawing for the wreath (donated by the ladies in the Purchasing Department) was held, and Mari Greer was the winner.

**Nominating Committee**—Betty James for Carol Wusk
Betty James announced the newly elected UNOPA board of directors for 2007-2008 as follows:
- President-Elect: Mary Guest
- Recording Secretary: Janice Kohler
- Corresponding Secretary: Helen Sexton
- Treasurer: Peg Johnson

**Hospitality Committee**—Karen Randall
The centerpieces were given away, and the 50/50 winner was Kim Pappas.

**Recognition of Past Presidents and Retirees**—Peg Johnson
The UNOPA Past Presidents and Retirees who were present were recognized.

**Tribute to Rose Frolik**
Donelle Moormeier read a tribute to Rose Frolik based on an interview of Rose by Sandy Lineberry. Several past Rose Frolik Award recipients also paid tribute to Rose. The tribute was videotaped for Rose who was unable to attend.

**Program**
Gretchen Walker introduced the Scarlet and Cream Singers.

Meeting was adjourned at 1:15 p.m.

Mary Guest, CEOE
Recording Secretary

Member Concerns

Our sincere sympathy to JoAnn Barry for the loss of her brother.
A get-well card was also sent to Shelley Everett.

If you know a UNOPA member who would appreciate a congratulations, get-well, sympathy, or thinking-of-you card, please contact me at 472-0533, or at mjohnson4@unl.edu.

Peg Johnson
Corresponding Secretary
Unfortunately, this year we did not have any nominees for the Rose Frolik award. We are very disappointed about this, since this year we raised the cash award from $300 to $600. However, this has given us an opportunity to give tribute to Rose.

While listening to the taped interview between Rose Frolik and Sandy Lineberry in 2003 prior to the UNOPA 40th Anniversary, the word resiliency came to mind. In the American Heritage Dictionary the definition of resiliency is the ability to recover quickly from illness, change, or misfortune; buoyancy.

Rose’s father came to the United States from Czechoslovakia at the age of 21. He met her mother in Crete, Nebraska where Rose, the oldest of three girls, was born on June 25, 1909. That will make Rose 98 years “young” this year!!

Rose’s father was a tailor by trade and he bought a shop in Gothenburg, Nebraska where he moved his wife and baby, as Rose says to the “shack” in back part of the store. As a baby, Rose contracted pneumonia and was not expected to live – that’s resiliency at an early age!

Rose went to school and during that time was asked if she would like to “skip” a grade. Rose did that, however she said “that she wouldn’t recommend it because you just miss out on too much information in a year.” She took piano lessons and she and her “fingers” liked the piano very much. This made her eligible for the Commercial Arts classes at her school.

When Rose was a senior a gentleman from the Remington Typewriter Company came to visit her school. He administered a typing test to Rose and 11 other girls, in which they were not to make any errors during 15 minutes of straight typing. After the test, Rose kept inquiring of her typing teacher if she had heard anything about the test and she was told that she had heard “not a word.” Towards the end of the school year there was a senior play being shown outdoors in the park and Rose was part of this play. At the end of the play Rose’s typing teacher came toward her with a case and handed her a typewriter from the Remington Typewriter Company.

That was one of 27 typewriters given in the United States that year.

When Rose graduated from high school her typing teacher took her from Gothenburg to Lincoln and introduced her to all the Commercial Arts teachers at the University. During the time Rose was a student she met the two Frolik brothers whose mother happened to be a friend of Rose’s mother when she lived in Crete. The oldest asked her out, but Rose had goals – As Rose says – “it was a lot of studying and it was not easy,” but I graduated in the honor society with 133 credits. She then taught for three years to help her father send her sisters to school. She sent home $100 a month to her father so that her sisters could go to the university. Again Rose shows resiliency!

After Rose completed her three years of teaching her father suggested that she start writing to that Frolik boy. As Rose said “that started something.” Rose said the first time she met Anton’s parents it didn’t go too well, as the dogs barked and came at her. Later she realized that they were taught to raccoon hunt and she was wearing a coat made of raccoons! After a short courtship Rose and Anton were married.

Rose and Anton moved to Wisconsin University so that he could earn his Doctoral degree. At the age of 33 the army called him, so Anton, Rose, and their son moved to Ft. Leavenworth, KS. Anton was an officer in the army when, while he was on the post, fell from his horse, had a concussion and died a few days later. This was during Pearl Harbor year and any widow was given extra benefits but no one had claimed them – Rose talked to a lawyer and Washington to receive her extra benefits. Soon she had other widows calling her and wanting to know the route to take to get their benefits. The ultimate resiliency!

Rose came back to the University and started working part-time in the Ag College for one semester. She took that summer off and then returned to work in the fall of 1947. She kept working her way up to better jobs until she retired 22 ½ years later.

During the time Rose worked at the University she and another woman became interested in the Department of Education’s Certified Educational Secretary certificate. They took a few classes and earned what is now known as their PSP. The University’s personnel department called her and asked if she would be interested in telling other women about campus. After Rose’s presentation the women felt that they needed their own local association that promoted the PSP program. University of Nebraska Office Personnel Association was formed and Rose Frolik was elected the 1st President in 1962-63. At that time dues were $1.00 a year, and there was a monthly paper put out explaining to people how to get their certificate. Rose also was involved at the state and national levels and is still a member of all three associations.

Rose’s advice for anyone wanting to earn their PSP – “Go for it – anyone can do it – you only need the desire!!”

As President of UNOPA I was given the opportunity to visit with Rose – because she takes the time to personally call each President during their time in office. That is how much she cares about UNOPA and the people that represent UNOPA.

I want Rose to know that I am proud to be serving as the 45th President of the organization that she started with a vision of helping educational secretaries be the best that they can be. Rose, you are one amazing woman!!

Several past recipients of the Rose Frolik award paid tribute to Rose. Following are some of their comments:

(continued on page 4)
Jan Harris, 1989-89 Past President & 1989 Rose Frolik Awardee:

The Rose Frolik Award was created during my presidency (1988-89). The Silver Pen Award had just been created and though it was for office/service personnel it did not tell us anything about our founder. Most of us do not know the founder of the various organizations to which we belong and we wanted to create an award reflecting the spirit and integrity of our UNOPA founder. The fact that UNOPA is a strong organization today speaks to her integrity and standing within the university community. So when you are asked to participate in the Board or an office, remember that Rose was once asked to begin the organization now known as UNOPA. Thanks for giving me the opportunity to speak.

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Rhonda Zugmier, 1994-95 Past President & 1999 Rose Frolik Awardee:

As I was thinking this morning of what I wanted to say today, the words that kept coming back to me were “Thank You”. Twelve years ago, I stood in front of this group as its President. Because of that experience, I feel I am more confident and outgoing. I am no longer the shy person I was. Maybe age has something to do with that, but I think all the past leaders of this group will say that their experience leading this group played a big part of who they are today. Not only has this organization given me the opportunity to grow professionally, but as I look across this room today, I see so many wonderful people I have come to know because of UNOPA. So in closing, I just want to say “Thank You” to the past leaders of UNOPA for their dedication and leadership to this organization and “Thank You” to Rose, for having the initiative and forethought to create UNOPA. Without UNOPA, I don’t think I would be the person I am today.

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Dora Dill, 2006 Rose Frolik Awardee:

Rose Frolik exemplifies the epitome of what women of today are looking for. The true image of what was yesterday, today and tomorrow and the spirit it reflects. She has set the steps in motion for our organization and it will continue forever because of their fortitude and strong will. Appreciate her warmth that she radiates and the truth that she represents.

If there was ever an award that I wanted to be presented with throughout my days at UNL – it was the Rose Frolik award for all that it stands for – Rose Frolik.

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review what you plan to say at least six times; doing so will “cement” the information in your mind.

We’ve all heard that some people fear public speaking more than death. It need not be such a fearful stressor! When done well, thanks to good preparation, public speaking can be one of the best ways to advance your career and earn kudos for a job well done.

Best of luck to you in your speaking endeavors – whenever and wherever they may be!

"In order to succeed, your desire for success should be greater than your fear of failure.”
— Bill Cosby
NEOPA/NAEOP Liaison,
Christine Cary

The 2007 NEOPA State Workshop and Annual meeting was held March 29 and 30. I haven’t seen attendees’ evaluations yet, but the comments I’ve received so far are very positive.

I want to express my gratitude to UNOPA for the lovely President’s Reception at the NEOPA Officer’s Installation last Friday, March 30. Thank you, Mary Guest, for coordinating the reception. Everything was perfect!

Three UNOPA members were installed as elected officers in the state association and will serve from July 1, 2007 through June 30, 2008. They are Christine Cary, President; Becky Hastings, President-elect; and Judy Anderson, Secretary. The other officers are Peg Aldridge, Vice President, from Lincoln Public Schools; and Linda Teach, Treasurer, from Wayne State College. Six more UNOPA members will serve as committee directors: Donelle Moormeier, Carol Bom, Peg Johnson, Karen Jackson, Edie Schleiger, and Barbara Homer. I thank all of them for volunteering to “Take the Lead” in NEOPA!

The next major NEOPA event will be the Fall Workshop in October. I’m not sure of the date yet, but the location will be the Southeast Community College Continuing Education Center in Lincoln. That’s the same facility where the state conference was held.

NAEOP

I held three meetings with UNOPA members who will attend, or are considering, the NAEOP Conference & Annual Meeting. Those who wish to request travel funds from the chancellor’s office will turn in their Travel Authorization forms to me by May 1. So far, 15 members plan to attend and three are considering it. There is still plenty of time to register for the conference, and I encourage anyone who has been thinking about it to go for it!

Because of generous support for professional development from my office, I am able to rent a minivan to use in Seattle. My intention is to take UNOPA members (and friends as space allows) to shopping and sightseeing venues when the conference is not in session. Every UNOPA member will be invited to take advantage of the extra transportation, free of charge.

My plan for the UNOPA Members’ Reception is to invite all UNOPA members to my hotel room for an informal party after the First General Session, which is Tuesday, July 17. If I find a different, convenient gathering place that’s within the budget, we might go there. Either way, we will have refreshments and favors for the attendees, and we will recognize the members who will be receiving their PSP certificates the following night. The budget for the reception is $25. The purpose of the reception is to promote fellowship between UNOPA members, and to honor the members who will be recognized at the PSP banquet. I request that the executive board approve this plan.

I am also on the NEOPA liaison’s committee and will help with the Afterglow party for all Nebraskans, after the PSP Banquet.

The Nebraska delegation is submitting a recommendation for consideration by the national Advisory Council. Mary Guest took the lead on this issue, and the NEOPA board endorsed it.

I am very proud of UNOPA, it is a leading association not only in Nebraska but nationwide!

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Corresponding Secretary,
Peg Johnson

The Rose Frolik Tribute, Honoring Past Presidents and Retirees Luncheon was held at the Nebraska Union April 10, 2007. As corresponding secretary I was given the honor of reading the names of past presidents and retirees that were present. I must pass my sincerest apologies to the retirees in attendance. I had a senior moment and neglected to read their names. The following retirees were present: Luise Berner and Jan Sammet. I hope that everyone enjoyed the tribute to Rose Frolik and the program by the Scarlet and Cream Singers.

Tribute to Rose-
Several of the past recipients of the Rose Frolik award paid tribute to Rose. Their comments can be found on page 3.

Several past presidents and retirees responded to their invitations. Following are their comments:

Kathy Martin – “Looking forward to seeing my friends and former coworkers!”
Janice M. Sammet – “Enjoying time off, plan to golf more this summer. Joined book club and walk everyday.”
Sue Drammeh – “I’m glad to be back in Nebraska. But I do miss Connecticut. Love being back at UNMC.”
Pat Lebecka – “I’m unable to attend the April 10th UNOPA luncheon but I thank you so much for the invitation. I am pleased and proud to be a member of this outstanding professional organization.”
Michelle Sieber – “Our son, Drake Lincoln, just turned 18 months old, so our house is always busy and full of energy. Drake is a great baby, very easy-going, happy and healthy. He has been a true blessing in our lives! Thanks for the invitation and sorry I couldn’t be there.”
Betty Wurster – “Keep up the good work.”
Carol Bom & Christine Cary – “We are so sorry to miss this happy occasion. Please extend our greetings to everyone! We will be representing NEOPA at a conference in Kearney, NE. We’ll be able to speak on behalf of NEOPA and recruit new members. The conference is for EOPs and is sponsored by NCSA – Nebraska Council of School Administrators, an exciting step for us! We plan to let all of them know about the great things you’re doing in UNOPA and NEOPA! Enjoy your luncheon!”
Sandy Lineberry – “Beautiful invitations!”
Nelsine Scofield – “Would love to be with you all. Health prevents.”
Ruth Rosenberg – “Sorry I will not be able to attend the luncheon on April 10. I hope you get elected to the job as treasurer of UNOPA. I served as a replacement treasurer one year. That was a long time ago when there wasn’t much money in the treasury.”
Jan Wacker – “Thank you so very much for the invitation to the Frolik Award, Past Presidents and Retirees luncheon on April 10th. I’m sorry I will be (continued on page 6)
Dear fellow UNOPA Members:

I am in desperate need of your help. I know that UNOPA is full of professional women with very busy lives and I would love to tap into your world for help with my new book.

My name is Diane Sullivan and I have been a UNOPA member for 28 years. I now work half time in the INTSORMIL office and the other half of my life I own a business called The Organization Station. I am writing a book on how to have your weekends free. The concept is to get all your household chores, laundry and grocery shopping done during the 5 day work week, and then enjoy every weekend of the year with your family and friends.

Here is what I need from you. I have the “meat” of the book written, but I need to have the “stories” of real people in real life situations, to make the book more interesting to read. Here is a list of sample stories that you could tell me about:

• How frustrating it is to work all week and clean all weekend and turn around and do it all over again the next week.
• How tired you are at listening to your children complain that all they do on the weekends is clean the house.
• How you wish you could get your family to do more of the chores.
• The “chore” you hate to do the most.
• Stories about how company is coming over and the rush to get the house picked up.
• Stories about how you have the house clean and you come home and discover that the family has trashed it, in record time.

Please e-mail your stories to: diane@organization-station.net or mail to:
Diane Sullivan
800 No. 4th St.
Springfield, NE 68059

I will be sure that any story used in the book will get acknowledged.

When I get to talk about my book on Oprah I will be sure to mention all my friends in UNOPA.

Thank you SO MUCH for all your help!

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Meeting Etiquette

Stand up when you meet someone. This allows you to engage the person on an equal level - eye to eye. By remaining seated, you send a message that you don’t think the other person is important enough to warrant the effort it takes to stand.
May Calendar

May 1 - UNOPA Executive Board Meeting, 1700 Y Street

May 8 - UNOPA General Meeting & Installation of 2007-08 Board, Kauffman Hall

May 13 - Mother’s Day

May 28 - Memorial Day

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Happy Mother's Day!!