

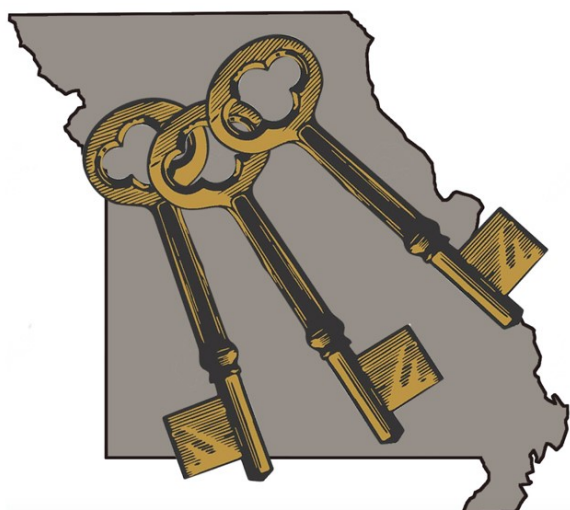


# MAEOP

## SHOW-ME NEWSLETTER

Missouri Association of Educational Office Professionals

November, 2021



**Keys to Success**  
Vision, Strength & Growth

### MAEOP 2021-2023 Executive Board

**President – Michelle Doering, CEOE**

**President Elect – Open**

**Vice-President – Lisa Shelton**

**Secretary – Pam Hecker, CEOE**

**Treasurer – Robin Weaver**

**Board Member – Tory Copeland**

**Board Member – Tamika Duncan**

**Past President – Marie Freeman**

**Parliamentarian – Susan Brooker, CEOE**

## Our Mission

The mission of MAEOP is to assist members to become more proficient through professional development opportunities, networking and through service to schools and communities.

### In This Issue

- ◆ President's Message
- ◆ MAEOP Installation
- ◆ A Message of Thanks
- ◆ Keys to Success
- ◆ MAEOP District Map
- ◆ Fall Conference Update
- ◆ MAEOP Committee Opportunities
- ◆ Save the Dates
- ◆ NAEOP Virtual Summit
- ◆ Local Affiliation News

# President's Message

Dear MAEOP Members and Guests,

I hope this finds you all well. This year has started a little differently than I was expecting. I am just glad to see all the students at my school return in person. Hopefully the trend will continue for things to be more normal each day.

It was so wonderful to be able to go to the National Conference in person this summer in Pittsburg, Pennsylvania. NAEOP is such a great association that brings us all together to glean great information from each other across the United States. We had several reps from Missouri including two that were new to NAEOP. I invited them to join MAEOP and hope to see them at the Spring Conference. I enjoyed the speakers from all over the states. The keynote speaker this year spoke about gratitude. She spoke on how we need to find three things to be grateful for each day no matter how small. As we begin to be grateful every day and write it down, we will see our attitude change. We all know when our attitude changes for the better, life around us will also change for the better. So, I challenge you to be grateful, especially as we enter the holiday season. Are you grateful you have a job, grateful you have a roof over your head, grateful someone smiled at you (even if it was behind a mask)? What are you thankful for? I bet there are big things as well as small things.

I'm grateful we were able to have our Fall Conference in person in the Ozarks. Kim Brannon and company did a great job of lining up speakers, filling our bellies and making time for games. It is always a good time when we can see everyone in person and have baskets raffled off and play some fifty/fifties even when it seems the same person won everything. 😊

I am honored to serve as your president and am working hard to fill the commitment I have made. I'm grateful for the support shown by the executive board and others.

Your MAEOP President

Michelle Doering, CEOE



# MAEOP Installation

MAEOP installation was held in June 2021.

Thank you to our 2019-2021 Executive Board for your service and dedication: Marie Freeman, JoAnn Greenwell, Sue Roesch, Lisa Shelton, Michelle Doering, Robin Weaver, Pam Steele.

Welcome to our 2021-2023 Executive Board:

President — Michelle Doering, CEOE

President Elect — Open

Vice-President — Lisa Shelton

Secretary — Pam Hecker, CEOE

Treasurer — Robin Weaver

Board Member — Tory Copeland

Board Member — Tamika Duncan

Past President — Marie Freeman

Parliamentarian — Susan Brooker, CEOE



**2021-2023 MAEOP Executive Board. L-R: Marie Freeman, Tory Copeland, Tamika Duncan, Lisa Shelton, Michelle Doering.**

**Not pictured: Pam Hecker and Robin Weaver, who were inducted virtually.**



# A Message from JoAnn Greenwell

To my MAEOP family,

I want to take this opportunity to thank you for everything MAEOP has given me. Knowledge, professionalism, guidance and especially friendships. You are a great organization and I have been blessed to be a part of it.

I am so sad to not be able to continue in my journey with MAEOP, but my new position as Pattonville's District Community Programs Supervisor I know I cannot give MAEOP my all. I need to concentrate on my new position and family life. I hope you know how hard this is for me. I have been preparing to be president for 4 years and have looked forward to continuing all the great things MAEOP has set for the future.

I wish each and every one of you the best and hope for the success of MAEOP to grow!

Thank you again for everything,  
JoAnn

*Thank You*

-- JoAnn sent this message back in June 2021 after accepting her new position with Pattonville School District.



**THANKFUL**

# Keys to Success: Vision, Strength & Growth

As the new President of MAEOP my theme for the next two years is Keys to Success: Vision, Strength & Growth.

Vision: noun - The ability to think about or plan the future with imagination or wisdom.

My vision is for each of us to work together unlocking the door to the future. We will need every key to be in their place to open their part for others to come in and learn and grow and find their strengths. We need to find our strengths. We can do this in our professional development, through our coworkers, family members, and sometimes we just surprise ourselves and discover them on our own.

When you have the keys, you will be able to unlock your hidden talents, unlock the things that have been holding you back, and unlocking success. As each of us unlock our potential, we will grow as a person in our jobs, in our home life, and in this organization.

I would love to see MAEOP grow, because the opportunities are here for professional development, gleaming knowledge & wisdom from professionals across the state and making lasting connections and friendships.

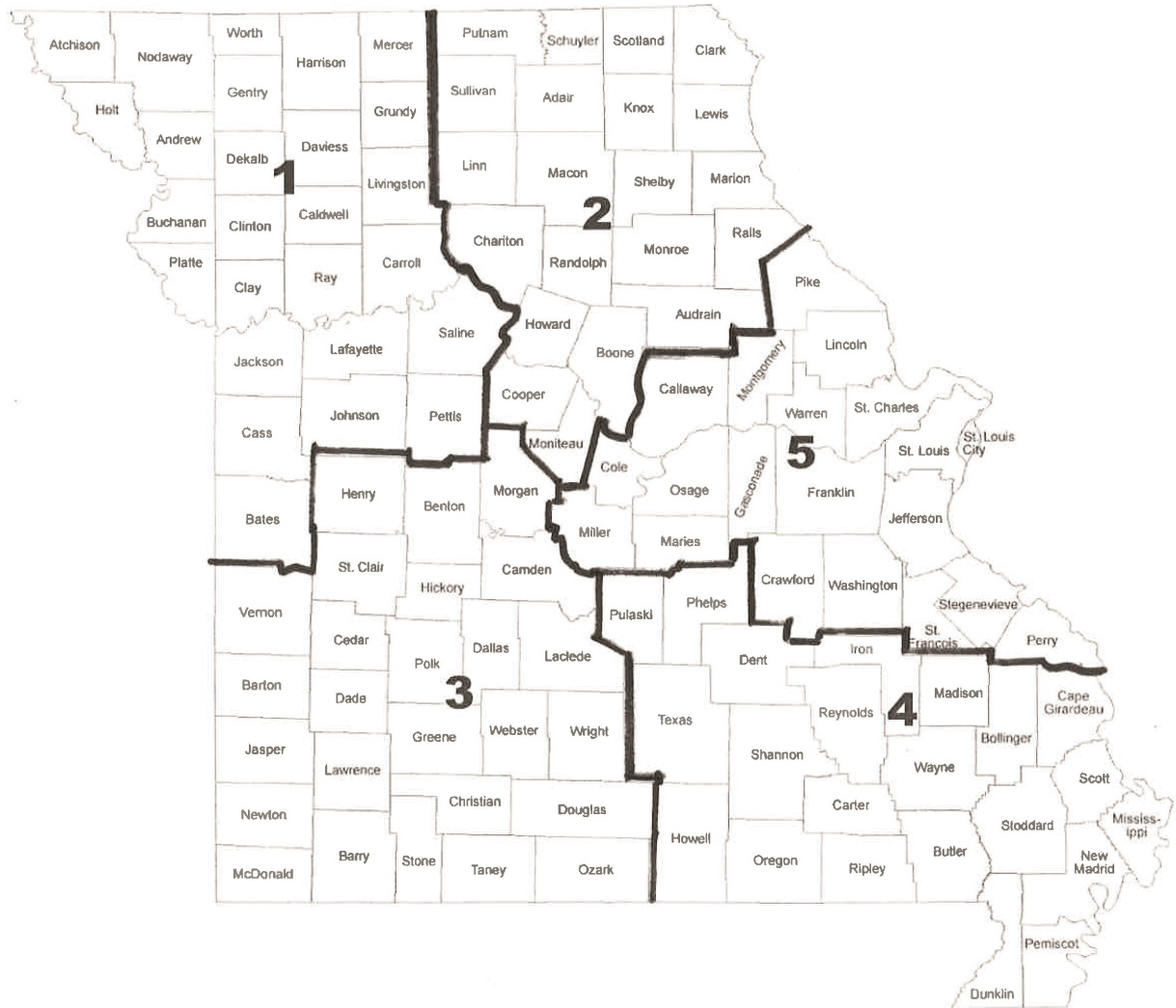
Michelle Doering  
MAEOP President 2021-2023



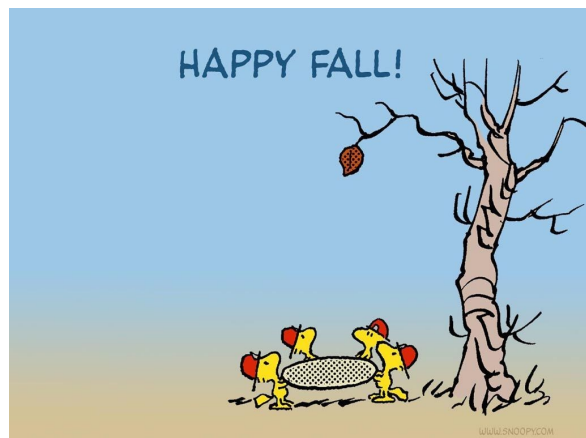
**MAEOP**  
— KEYS TO SUCCESS —  
VISION, STRENGTH, GROWTH



# MAEOP District Map



Revised April 5, 2021



## 81<sup>st</sup> MAEOP Fall Conference was held Sept. 30-Oct. 2 in Branson, MO

Some of the many faces of our Fall Conference! There were presentations on Conflict Resolution and Education Law/Legal Updates. Beautiful baskets were raffled and lots of fun with our friends. Mark your calendar for our Spring Conference from March 31-April 2, 2022, in Kansas City.



**Game Night.**



**Hat Ladies.**



**Our seven past presidents and current president for MAEOP! L-R: Annette Miller, CEOE; current President Michelle Doering, CEOE; Iris Maxwell, CEOE; Janet Little; Pam Steele, CEOE; Marie Freeman; Susan Brooker, CEOE; Kim Brannon, CEOE.**

## Join a MAEOP Committee

Looking to join a committee. There are many committees to choose from depending on your interests.

What better way to get involved in MAEOP than by lending your expertise and enthusiasm to one of the many committees. You can make a difference by becoming a committee member and assist in planning, promoting and facilitating. Serving on a committee qualifies towards your PSP certification or recertification points under Association Responsibility.

If you would like to apply, please email the committee chair. *See the list of committees and chair contact information on the next page.*

Join today!

## Promotions Committee

The Promotions Committee is looking for enthusiastic and creative committee members. The Promotions Committee provides MAEOP promotional items that are sold to our members during our conferences. Some of the items available at previous conferences have been emergency window hammers, scarves, car coasters and cell phone chargers. Reach out to promoters via email. If you are working towards your PSP certification or recertification, this committee qualifies for points under Association Responsibility. Please contact Tamie Francis at [tfrancis@msdr9.org](mailto:tfrancis@msdr9.org) if you would like more information or to sign up to be a part of the committee. Thank you.

Tamie Francis, CEOE

**See next page for list of committees and contact information.**





## Join a MAEOP Committee

Email the committee chair for more information on how you can help. You can make a difference. Thank you.

Committee:	Chair:	Contact:
Affiliations	Lisa Shelton	<a href="mailto:lshelton@ga.essd40.com">lshelton@ga.essd40.com</a>
Auditing	Janet Little	<a href="mailto:scubajan59@yahoo.com">scubajan59@yahoo.com</a>
Budget	Robin Weaver	<a href="mailto:weaverrobin@prcommunityed.org">weaverrobin@prcommunityed.org</a>
By-Laws/Handbook	Pam Steele, CEOE	<a href="mailto:pam.steele@raypec.org">pam.steele@raypec.org</a>
Membership	Lisa Shelton	<a href="mailto:lshelton@ga.essd40.com">lshelton@ga.essd40.com</a>
Nominating	Marie Freeman	<a href="mailto:mfreeman@waynesville.k12.mo.us">mfreeman@waynesville.k12.mo.us</a>
Historian	Heike Janis	<a href="mailto:hjanis@fergflor.org">hjanis@fergflor.org</a>
Legislative	Tamie Francis, CEOE	<a href="mailto:tfrancis@msdr9.org">tfrancis@msdr9.org</a>
MAEOP Show-Me Newsletter	Sally Ellrich, CEOE	<a href="mailto:ellrichs@msdr9.org">ellrichs@msdr9.org</a>
Minutes Approval	Shelley Stokes	<a href="mailto:stokes.shelley@yahoo.com">stokes.shelley@yahoo.com</a>
NAEOP State Membership Chair	Pam Steele, CEOE	<a href="mailto:pam.steele@raypec.org">pam.steele@raypec.org</a>
Parliamentarian	Susan Brooker, CEOE	<a href="mailto:susan.brooker@harrisonvilleschools.org">susan.brooker@harrisonvilleschools.org</a>
Professional Standards Program (PSP)	Susan Brooker, CEOE	<a href="mailto:susan.brooker@harrisonvilleschools.org">susan.brooker@harrisonvilleschools.org</a>
Promotions	Tamie Francis, CEOE	<a href="mailto:tfrancis@msdr9.org">tfrancis@msdr9.org</a>
Website/Social Media	Tory Copeland Tamika Duncan	<a href="mailto:torycopeland@hermitage.k12.mo.us">torycopeland@hermitage.k12.mo.us</a> <a href="mailto:tduncan@psdr3.org">tduncan@psdr3.org</a>
Membership Celebrations	Tory Copeland Tamika Duncan	<a href="mailto:torycopeland@hermitage.k12.mo.us">torycopeland@hermitage.k12.mo.us</a> <a href="mailto:tduncan@psdr3.org">tduncan@psdr3.org</a>
Screening Nation OP & Admin	Kim Brannon, CEOE	<a href="mailto:kbrannon@halfwayschools.org">kbrannon@halfwayschools.org</a>
District Co-Coordinators	Annette Miller, CEOE Iris Maxwell, CEOE	<a href="mailto:Annette_miller@isdschools.org">Annette_miller@isdschools.org</a> <a href="mailto:ddjfarmboys@att.net">ddjfarmboys@att.net</a>
District #1	Pam Steele, CEOE Susan Brooker, CEOE	<a href="mailto:pam.steele@raypec.org">pam.steele@raypec.org</a> <a href="mailto:susan.brooker@harrisonvilleschools.org">susan.brooker@harrisonvilleschools.org</a>
District #2	Jorene Brooks, CEOE	<a href="mailto:brooksjorene@gmail.com">brooksjorene@gmail.com</a>
District #3	Shelley Stokes	<a href="mailto:stokes.shelley@yahoo.com">stokes.shelley@yahoo.com</a>
District #4	Marie Freeman	<a href="mailto:mfreeman@waynesville.k12.mo.us">mfreeman@waynesville.k12.mo.us</a>
District #5	Robin Weaver	<a href="mailto:weaverrobin@prcommunityed.org">weaverrobin@prcommunityed.org</a>

# Upcoming Events – Save the Dates



## MAEOP 2022 Spring Conference March 31 – April 2, 2022

Stoney Creek Hotel  
18011 Bass Pro Dr., Independence, MO 64055  
816-908-9600; 1-800-659-2220

Hotel room rate \$109  
Deluxe Queen room



## 2022 NAEOP Annual Conference

Salt Lake City, UT

July 17-20, 2022

# NAEOP Virtual Summit - Nov. 17

## *Attitude of Gratitude*

NAEOP is offering a Virtual Winter Summit from one summit to three summits. The first series will begin on Nov. 17, 2021. [Click here](#) for details and registration information.



**November 17, 2021**

12:00-3:30 pm EDT (with 1/2 hr break)

3 Hours of In-Service

Registration is \$50 - Members will receive a \$25 discount

# NAEOP Virtual Summit - Nov. 17

## Attitude of Gratitude

(continued)

### “The Power of Gratitude”

Annarose Ingarra-Milch, author of “Lunch with Lucille” - 12:00-1:30 pm EDT

Thanksgiving is just a few days away. If you could do one thing, just one thing, to make your life less stressful and more joyous, would you do it? If so, then this workshop is for you. “The Power of Gratitude” will walk you through what it means to live a life of gratitude, why it is important to your health (and everyone around you for that matter) to live a life of gratitude, and how to make gratitude the center of your well-being.

**Let’s make the meaning of this Thanksgiving Day last a lifetime!**



**Annarose Ingarra-Milch** is the award-winning author of the novel “Lunch with Lucille,” an inspiring story of how a four-diamond brooch led a woman to discover she is her best asset – at any age. Annarose is also a nationally recognized motivational speaker, and the President/CEO of ROI Training & Consulting, LLC.

Her engaging personality has landed her on television and radio talk shows, as well as in numerous newspapers and magazines. Annarose’s web-series, now on YouTube, “The People Chronicles – Storied Women,” showcases local women who bravely share stories of how they shifted an adversity into a self-empowering advantage.

A living model of self-empowerment, Annarose was crowned Ms. Pennsylvania Senior America 2016. She also offered a TEDx talk, “Age is an Asset”, available on YouTube. Annarose is a 2017 ATHENA award recipient, and a 2016 Sally Lee Lifetime Achievement Award recipient from YWCA Tri-County Area.

“Lunch with Lucille” is available on Amazon & Barnes & Noble online.

### “How to Stay Motivated During Challenging Times”

Denise Ryan - 2:00-3:30 pm EDT

In this fast-paced, tip packed session, you’ll get ideas to keep your spirits up and your thoughts focused. Some of the things we’ll cover:

- For those of you who might have an inner control freak – you’ll get tips for calming him/her down in uncontrollable times
- Three tips for boosting your immune system and your productivity
- Lessons learned and ideas for moving forward

**And you’ll get a great boost of energy and enthusiasm!**



**Denise Ryan** helps light the fires of enthusiasm so people can do great things. She is an author, an MBA and a CSP (Certified Speaking Professional), a designation of excellence held by less than 10% of professional speakers, and she is a Certified Virtual Presenter. She has spoken for Educational Office Professionals across the US as well as Hilton Hotels, Blue Cross Blue Shield, and the US Department of Homeland Security. During the pandemic, she became a certified health coach and wrote a book, “Pink Prep – A Woman’s Best Guide to Planning for the Worst.”

Audiences love her energy, her enthusiasm, and her humor. One of her favorite audience member reviews:

*“I have been going to conferences for over 25 years and have heard and seen some great speakers and presenters. I have to say; you were one of the best. Your presentation was excellent, it was motivating, uplifting and downright entertaining and let me not forget funny as all get out.”*



Attitude of Gratitude Virtual Summit is presented by NAEOP. Visit [NAEOP.org](http://NAEOP.org) to register!

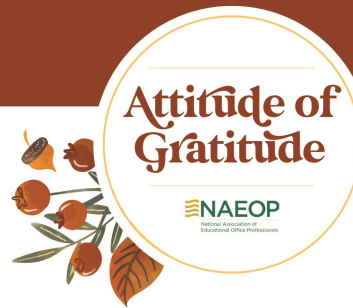
# NAEOP Virtual Summit - Nov. 17

## Attitude of Gratitude

(continued)

### NAEOP Virtual Summit

Registration Form



Join us for the "Attitude of Gratitude" teaser session on November 17, 2021, consisting of 3 hours of in-services, offered in two-1.5 hour sessions. National speakers Annarose Ingarra-Milch and Denise Ryan will present the sessions.

Registration fee for the November summit is \$50.00. NAEOP members receive a 50% discount for a total cost of \$25.00. The sessions will be recorded and extended to registered participants for up to 30 days after the session, if unable to participate in the live sessions.

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**Phone:** ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_ **Email:** \_\_\_\_\_

\$25.00 Member Registration

\$50.00 Non-Member Registration

#### PAYMENT METHOD:

Check  AMEX  MasterCard  VISA  Discover

Cardholder's Name: \_\_\_\_\_

Card Number: \_\_\_\_\_

Security Code: \_\_\_\_\_ Exp. Date: \_\_\_\_ / \_\_\_\_ Zip: \_\_\_\_\_

\$5 convenience fee applies for all credit and debit cards.



National Association of  
Educational Office Professionals

Questions? Contact NAEOP  
at [staff@naeop.org](mailto:staff@naeop.org) for more  
information.

521 First Street, PO Box 10, Milford, NE 68405 | 316-942-4822 | 402.761.2224 | [naeop.org](http://naeop.org)

[Click here](#) for details and registration information.

# Local Affiliation News

Below are the local affiliation reports that were given during the general membership meeting that took place during the fall conference.

## *District #1*

**Co-Directors: Susan Brooker, CEOE, and Pam Steele, CEOE**

### **CCAEOEOP – President Tina Fowler**

Cass County AEOP meets 3 times per year, conducts various fundraisers to support scholarship funds. Each year they work to reward a scholarship to a senior in each participating school district that has a member in their organization. Their goal is to award a minimum of a \$500 scholarship each year. If funding is available, scholarship amounts may increase. They also work to raise funding and/or collect products needed for organizations within the community. Past projects include: making pillowcases for children in the hospital, gathering and donating supplies for backpack programs, gathering and donating supplies to a local pet organization, sharing fundraising profits with cancer organizations, and many more. Their goal is to return to in-person meetings, raise enough funds to award outlined scholarships to deserving seniors and continue the organization with strong membership and leadership.

### **IAEOP – President April Claphan**

Independence AEOP is very excited to get started this year. They are going to meet in person with dinners and art projects so they are in larger settings. They are also going to try something different with a monthly newsletter and will do invites for get togethers. They have approximately 20 members and are getting ready to do a membership push here shortly hoping for membership numbers to go up.

### **NWAEOP – President Emmy Brown**

Northwest AEOP has approximately 20 members. They are primarily a social group that meets twice a year to discuss school related topics. Information about workshops and conferences are distributed to their members as it arrives. Their scholarship is funded through donations, dues and raffles. In the spring, they award a \$100 scholarship to a senior entering the business field.

## *District #2*

**Director: Jorene Brooks, CEOE**

Unable to meet since the COVID-19 pandemic.

## *District #3*

**Director: OPEN position, filled by Shelley Stokes**

After discussion and a bit of a twisting of the arm, Shelley volunteered. They have not met since pandemic begun. Sadly, Earlene passed away due to COVID. She was primarily the group's coordinator of booking the location for the meetings. Their group did a conference call. There are approximately 5 members of their association.

# Local Affiliation News

## *District #4*

**Director: Marie Freeman**

**Dogwood Hills AEOP – President Sally Rickert, Vice President Marie Freeman**

They have a total of 7 members. They will again sell shirts at the football games. They are hoping to be able to earn more funds for scholarships since they were unable to last year. They do have some funds in the bank that they may look into using so that scholarships do not have to be forgone.

## *District #5*

**Director: Robin Weaver**

Encompasses 20 counties with 2 local affiliations – GWAEOP and SLCAEOP.

**Gateway AEOP – President Tamie Francis**

GWAEOP is an affiliate located in the St. Louis area. Our members represent school districts across St. Louis County, St. Louis City, St. Charles and Jefferson counties. We currently have 15 members and are working to recruit more. This year we are meeting in person. We also have a service project planned for our local veterans hospital in which we will be collecting baseball hats.

For the 2020-2021 year we met virtually. We even had our social painting event via zoom. We are still a small but mighty membership working on building our finances up to support scholarships in the future.

SLCAEOP Leadership Board is not fully established for the 2021 year.



Dave began to question the new secretary's competency when he found her using rubber gloves to avoid computer viruses.





## Follow us



**Visit MAEOP Website**  
[maeop.net](http://maeop.net) (click Ctrl + link)



**Visit us on Facebook**  
[MAEOP Facebook](#) (click Ctrl+link)

- ▶ Have something you want posted to the MAEOP Facebook page? Please contact:
- Tory Copeland at [torycopeland@hermitage.k12.mo.us](mailto:torycopeland@hermitage.k12.mo.us)
  - Tamika Duncan at [tduncan@psdr3.org](mailto:tduncan@psdr3.org)