



# MAEOP

## SHOW-ME NEWSLETTER

Missouri Association of Educational Office Professionals

June, 2024



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

### MAEOP 2023-2025 Executive Board

**President – Michelle Doering, CEOE**

**Vice-President – Lisa Shelton, CEOE**

**Secretary – Jaclyn Haake, CEOE**

**Treasurer – Robin Weaver**

**Board Member – Tamie Francis, CEOE**

**Board Member – Jennifer Hardin**

**Past President – Marie Freeman, CEOE**

**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.

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# Keys to Success: Vision, Strength & Growth

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

The 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.



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

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.

Let's see MAEOP grow - because the opportunities are here for professional development, gleaming knowledge & wisdom from professionals across the state

**Today is your  
opportunity to  
build the tomorrow  
you want.**

—KEN POIROT

RD

# President's Message

Dear MAEOP Members,

It's a wonderful time of year!! All the teachers and students have left the building. Maybe we will have some peace and less interruptions.

IF YOU  
stumble,  
MAKE IT PART  
OF THE  
dance

'Unlocking Your Potential 'was my presentation title at the Spring Conference. I had gleaned the information from a similar presentation at the National conference several years ago and made it my own. It inspired me to think about stepping out of my comfort zone, but only in relation to work, getting a better position, taking on new responsibilities, etc. During my presentation I realized there are so many other places to step out of my comfort zone and not make excuses as to why I can't do something. It all starts with baby steps. We all know babies stumble and fall, however they don't stop trying they get up again and again and again, sometimes when they fall, they cry and sometimes they laugh. It is okay to stumble and it's okay to fall, it's okay to cry or laugh.

Start what you have been wanting to do: go for a walk, you don't have to start with a 5K, write in your journal once a week, cook something different, try a new food, bake some bread it's not as hard as you think, go for a hike on a paved trail, sky dive in tandem, glide through the sky parasailing, go ziplining, find a new restaurant...find something you have been wanting to do and DO IT!! Do It Afraid. You don't know until you take that first baby step, and you must try to know if you can!!

I hope you all have a wonderful summer and do something new.

Michelle Doering, CEOE  
MAEOP President  
2021-2025





72<sup>ND</sup> ANNUAL SPRING CONFERENCE

**INFLUENCE • STIMULATE • EXPAND**  
WITH MAEOP



## Our Speakers



### **PRESIDENT TRUMAN**

*Keynote Speaker*

*Former President Truman takes daily walks around the Independence Square. He will stop by the Independence Chamber of Commerce to share some of his unique experiences – in and out of the White House – with the group.*



### **SHELLIE GUIN**

*Updates on Educational Law for Public Schools*

*Shellie Guin has over twenty (20) years of experience practicing in the areas of education law, labor and employment law, insurance defense and litigation. Shellie is an accomplished speaker with extensive experience conducting training and seminars on a wide variety of education law topics.*



### **SAGE ARNOTE**

*AI - Beginners & Advanced*

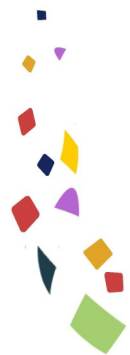
*Mr. Sage Arnote started his tenure with the Independence School District as a science teacher and approximately 12 years ago, he transitioned to being a Teaching/Learning Coach for the District. He has a special way of making technology interesting and fun. In this session we will introduce the world of AI (Artificial Intelligence) tools. This session will focus on exposure to different tools and how to begin using language AI models like Chat GPT to be more efficient in your work and beyond!*



### **MICHELLE DOERING, CEOE**

*The Keys to Success*

*Michelle Doering, CEOE is a member of MAEOP, NAEOP & GWAEOP. She has been president of MAEOP since 2021 and will continue until 2025. Michelle is a preschool secretary in the Pattonville School District (St. Louis area). Michelle will present on how to overcome obstacles in your life, conquering the fears of moving forward, and understanding who you are and where you can go.*



APRIL 11-13, 2024 INDEPENDENCE, MISSOURI

# MAEOP SPRING Conference Recap

This April, MAEOP held the 72nd Annual Spring Conference in Independence, MO

## A look back at our Spring MAEOP conference...

We were able to bring together 22 MAEOP members from across the state to be “influenced, stimulated, and expand our minds” while enjoying fellowship. We had 13 districts and a few of our retirees joined.

We were blessed to start our Friday session with a visit from President Truman as he was out for his morning stroll.



**President Truman stopped by for a spell to talk to us about his life.**



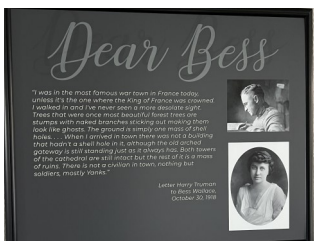
We continued our morning with the knowledge of law and education shared by Shellie Guin, she is always knowledgeable and breaks it down. One thing she shared was how social media and quorums have come into question, both in the education and public entities, i.e. government boards, etc.

We continued to be “influenced and stimulated” by AI training, starting with the beginner level and continuing to more advanced aspects. We learned that AI has been around us for many years and in ways we don’t even recognize until we reflect. A few of us have taken this training back and shared it with our co-workers too.



On Saturday, President Doering provided a review of the 2023 NAEOP Conference. She highly recommends that if you are able to attend a National Conference if you can, it’s something she has enjoyed a few times and always comes back with new knowledge.

This year we changed things up and had our Friday meeting off site from the hotel, at the local Chamber of Commerce. The Chamber was very welcoming to us, a perfect set up, and we were able to see information about President Truman, his wife Bess, and highlights of the city of Independence. And the location opened it up to our members to enjoy downtown Independence after our sessions ended Friday before we met up for our Friday dinner fellowship.



# MAEOP SPRING Conference Recap

It wouldn't be one of our conferences without a few funny moments. Lisa S. was tied to one of these, she had the shortest box hand-truck that was a site to see but she made it work, like so many of us do in our day to day work lives. I'm sure there are many others that will be shared and highlighted by our historian, Heike Janis at our Fall conference that will be held in St. Louis.

I want to thank everyone that took the time out of their busy spring to come and learn at our MAEOP Spring Conference! It was informative and held to our theme of "influenced, stimulated, and expanding our minds".



**A bull made out of forks and spoons in the lobby of the Independence Chamber of Commerce.**

**Independence School District office personnel listening to the presenters.**



**Statue of Harry S. Truman, Independence MO.**



# MAEOP Membership



**Congratulations to our three newest members who recently received their PSP Certificate with CEOE distinction:**

- Christy Playter-Bachelor Degree & CEOE
- Maggie Lesnak-Master Degree & CEOE
- Cassie Holmes-Advanced III

**Congratulations to our three current members who recently renewed their CEOE distinction:**

- Tamie Francis, CEOE-Advanced III
- Debbie Auer, CEOE-Advanced III
- Stephanie Ponciroli, CEOE-Advanced II

*Congratulations!*

Be sure to tell your friends and colleagues about MAEOP.

We are always looking for new members.

[Click here](#) to complete your membership application.

Updated membership list for MAEOP from Lisa Shelton.

We have 73 members total:

- 21 new members
- 4 retirees
- 48 returning for 2024-2025

Welcome our new members:

Angela Baiter--Dunklin R-5 School District  
Lauren Brake-  
Laura Campbell-Dunkin R-5 School District  
Laura Chisholm-  
Sara Cline-  
Lindsey Roy-  
Gabrielle Foster - Pattonville School District  
Jennifer Johnson-  
Margaret Lesnak-  
Cheyenne Long-  
Yanellie LoParco-Lewis - Pattonville School District  
Penny Meyer - Independence School District  
Fadria Orr - Clayton School District  
Christy Plater-  
Samantha Ryan - Pattonville School District  
Susan Stone-Valley Park Schools  
Beverly Thomas - Pattonville School District  
Katie Uthoff - Mehlville School District  
Fern Wagstaff - Ladue School District  
Wendy Williams-Fox C-6 School District

2024 MAEOP Fall Conference - October

*Save the Date!!*

# 84th MAEOP Fall Conference

October 3-5, 2024

Fairfield Inn & Suites by  
Marriott St Louis Westport

11918 Westline Industrial Dr,  
St Louis, MO 63146



# 2024 MAEOP Fall Conference - October

Fellow MAEOP Members,

It is with great enthusiasm and excitement that I share information with you regarding the upcoming 84th MAEOP Fall Conference.

The Conference will be held October 3-5, 2024 at Fairfield Inn & Suites by Marriott St. Louis Westport, 11918 Westline Industrial Dr, St. Louis, MO 63146 (same location as last year).

We have a great lineup of speakers and presenters:

-Our keynote speaker is Dr. Tim Bono, a faculty member in the Department of Psychological & Brain Sciences at Washington University in St Louis where his teaching and research focus on positive psychology and college student development.

-Dr. Erin Lawson, Lead Professional Learning Specialist with Education Plus will provide a workshop on teams and leadership.

-Dr. Cameron Poole, Chief Officer of Equity, Inclusion, and Accountability / Title IX Compliance Coordinator with the School District of Clayton will provide a workshop on Diversity, Equity, Inclusion, Access, Justice and Human Advocacy.

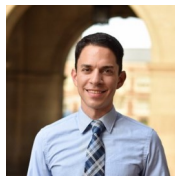
- Susan Hampel, Executive Assistant to the Superintendent and Board of Education, Mehlville School District, will present information regarding the Professional Standards Program (PSP).

Come join us for learning, professional development, fellowship, networking and fun.

We'll continue the tradition of the Friendship Gift Exchange, 50/50 raffle, silent auction baskets, and game night.

Hope to see you there!

Heike Janis



Dr. Tim Bono,  
Keynote Speaker,  
Washington University



Dr. Erin Lawson, Lead  
Professional Learning  
Specialist, EdPlus



Dr. Cameron Poole, Chief  
Officer of Equity,  
Inclusion & Accountability,  
Clayton School District



Susan Hampel, Executive  
Assistant to the  
Superintendent and Board of  
Education, Mehlville School

# MAEOP Committees

## 2023-2025 MAEOP Committee chairs—check out opens

Want to be more involved in MAEOP? Consider joining a committee. Reach out to the contacts below. You can make a difference. *Serving on a committee qualifies towards your PSP certification or recertification points under Association*

Committee:	Chair:	Contact:
Affiliations	Lisa Shelton	<a href="mailto:lshelton@ga.essd40.com">lshelton@ga.essd40.com</a>
Auditing	Susan Hampel	<a href="mailto:hampels@msdr9.org">hampels@msdr9.org</a>
Budget	Robin Weaver	<a href="mailto:weaverrobin@prcommunityed.org">weaverrobin@prcommunityed.org</a>
By-Laws/Handbook	Donna Baker	<a href="mailto:donnabaker@sjsd.k12.mo.us">donnabaker@sjsd.k12.mo.us</a> Committee members: Angie Baiter-abaiter@ <a href="mailto:dunklin.k12.mo.us">dunklin.k12.mo.us</a> Pam Steele - <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> Committee members: Jaclyn Haack - <a href="mailto:jhaake@ofr5.com">jhaake@ofr5.com</a> Lisa Adams - <a href="mailto:lisa_adams@idschools.org">lisa_adams@idschools.org</a>
Nominating	Marie Freeman	<a href="mailto:mfreeman@waynesville.k12.mo.us">mfreeman@waynesville.k12.mo.us</a>
Historian	Heike Janis	<a href="mailto:heikejanis@claytonschools.net">heikejanis@claytonschools.net</a>
Legislative	Tamie Francis, CEOE	<a href="mailto:tfrancis@msdr9.org">tfrancis@msdr9.org</a>
MAEOP Show-Me Newsletter	Laura Campbell	<a href="mailto:lcampbell@dunklin.k12.mo.us">lcampbell@dunklin.k12.mo.us</a>
Minutes Approval	Fern Wagstaff	<a href="mailto:fwagstaff@ladueschools.net">fwagstaff@ladueschools.net</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 Hampel, CEOE	<a href="mailto:hampels@msdr9.org">hampels@msdr9.org</a>
Promotions	Jaclyn Haake	<a href="mailto:jhaake@ofr5.com">jhaake@ofr5.com</a>
Website/Social Media	Tamie Francis, CEOE Jennifer Hardin	<a href="mailto:tfrancis@msdr9.org">tfrancis@msdr9.org</a> <a href="mailto:jhardin@psdr3.org">jhardin@psdr3.org</a>
Membership Celebrations		
Screening Nation OP & Admin	Michelle Doering	<a href="mailto:mdoering@psdr3.org">mdoering@psdr3.org</a>
District Co-Coordinators	Annette Miller, CEOE Iris Maxwell, CEOE	<a href="mailto:Annette_miller@idschools.org">Annette_miller@idschools.org</a> <a href="mailto:djfarmboys@att.net">djfarmboys@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>

# Local Affiliation News

Below are the MAEOP local affiliation reports that were submitted during the general membership meeting that took place during the spring conference.

## *District Co-Coordinators*

Iris Maxwell, CEOE, and Annette Miller, CEOE

## *District #1*

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

**CCAEOE – President Pam Steele**

CCAEOE focuses on service projects. They raffle baskets and have 50/50 drawings to support scholarships.

**IAEOP – President Danita Pointer**

A report of their membership was submitted at the fall conference.

**NWAEOP – President Emmy Brown**

Northwest AEOP (NWAEOP) - no report submitted.

## *District #2*

Director: Jorene Brooks, CEOE

Northeast MAEOP - report sent indicating their membership is struggling.

## *District #3*

Director: Shelley Stokes

OEOEOP - no report submitted.

## *District #4*

Director: Marie Freeman

**Dogwood Hills AEOP – President Marie Freeman, Vice President is Open, Treasurer Heather Ashton**

Dogwood Hills Association (DHAEOP) is located in the Waynesville R-VI School District.

We have a total of 9 members. We had our first meeting this year on October 16th. We had 7 members there and were able to do a meeting along with planning for an upcoming meeting to be held on December 11th. There are plans for 4 meetings each year with our association and we are working on building it back up in numbers. We gained 2 new members from a neighboring school district, from a mailing we did to the surrounding school district. I plan to mail the superintendents next. We have been selling T-shirts, hoodies, hats, and jackets at the home football games and raising money for this coming years scholarships. We

# Local Affiliation News (continued)

## District #5

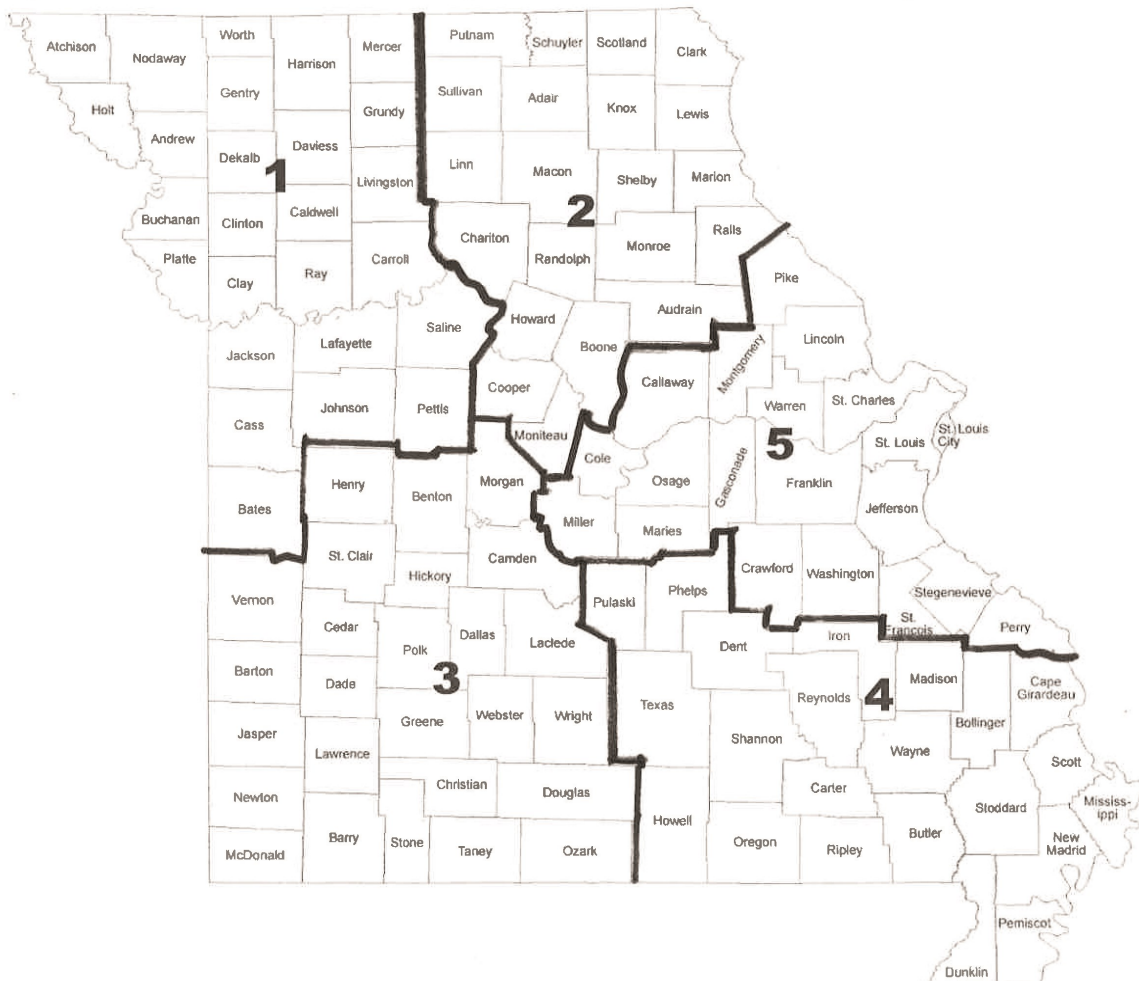
Director: Robin Weaver

District #5 is made up of 20 counties with 2 local affiliations - GWAEOP and SLCAEOP.

**GWAEOP** has decided to change the location of their meetings to accommodate their membership, and are hosting general sessions between Orchard Farms and Mehlville School Districts. They are continuing to work on their membership.

**SLCAEOP** is changing their group's focus to one general meeting this year with bringing a presenter in and to have a social event. Their Executive Board has been extended in their positions for another year. They are working on recruitment while continuing to support their community service project as well as their Scholarship affiliated with UMSL.

## MAEOP District Map



## Message from Marie Freeman: Immediate Past President of MAEOP

I hope everyone has taken the time to review the NAEOP 90th Annual Conference information. If you haven't, the conference packet is in this newsletter.

If you have any questions feel free to contact me at 573-842-2253 or 573-528-3767.

The conference is an outstanding way to receive Professional Development and Networking. I would encourage anyone that can go, please go.

If you are concerned about cost, you can share a room and that will help with the cost. This conference is close enough to be a road trip with friends or family this year. This makes the cost even more affordable.

It is one of those events that once you attend you know you have found something very special. You will never want to miss one again. Yes, it does move locations each year so those who can't travel long distances have an opportunity to go every so often. Take the time to plan for a few days before or after the conference and take a mini vacation along with some sightseeing.

With my second term as North Central Area Director coming to a close. I will be doing one last meeting at the conference for the NCA. Once that is completed, I am excited to be installed as NAEOP's Vice President. I hope some of you will be there to support me at the installation. As a member of the NAEOP Board, I am always here to listen and take information to the board to make NAEOP be the best it can be for our members of the National Association of Educational Office Professionals.

As Vice President, I will be the chair of the Membership Committee. I would love to see some of you sign up to be on the membership committee to help me work hard on increasing the membership of NAEOP. You do not have to go to the NAEOP Conference to be on the committee, you do need to be a NAEOP member.

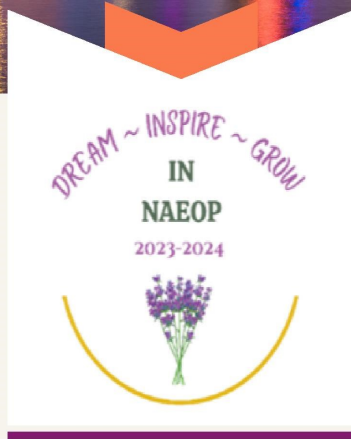
I am looking forward to seeing those of you who will be going to the NAEOP Conference. Please email me at [mfreeman@waynesville.k12.mo.us](mailto:mfreeman@waynesville.k12.mo.us) if you will be going to the conference in July. I like to make sure I know all of the Missouri members that will be there.

Marie Freeman  
President of Dogwood Hills AEOP  
Immediate Past President of MAEOP  
NCA Director 2020-2024  
Volunteer Support Administrative Assistant  
Waynesville R-VI School District

2024 NAEOP Conference - July 14-17

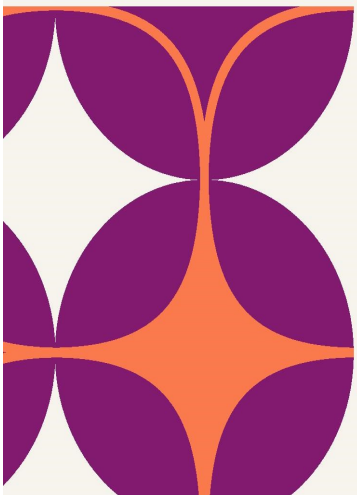


2024

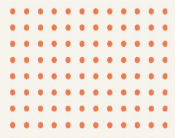


# NAEOP 90th Annual Conference

*Double Tree Downtown  
Little Rock, Arkansas  
July 14-17, 2024*



National Association of  
Educational Office Professionals





## Welcome to Little Rock, Arkansas!

The 2024 NAEOP Annual Conference promises to touch on every aspect of our association's mission in formal and informal ways. You will have the opportunity to *L.E.A.R.N.* each day you attend.

- **Leadership:** Participate on a committee, Advisory Council, or serve on the Board to make an impact
- **Education:** Learn and grow in breakouts and other wonderful events
- **Achievement:** Attain milestones on your Professional Standards Program (PSP) journey
- **Recognition:** Join in acknowledging the great work of individuals and affiliates
- **Networking:** Connect with people in similar roles and settings from across the country

Our planning committee looks forward to welcoming you to Little Rock, Arkansas, July 14-17, 2024, to explore your potential, see our association at work, grow as a professional, and enjoy this special conference location.

## Hotel Information

### *Double Tree Little Rock*

424 West Markham, Little Rock, Arkansas 72201 | Phone: (501) 372-4371

### *Reservations*

The DoubleTree Little Rock hotel is connected to the Robinson Center and is next to the Arkansas River. They are blocks from the Statehouse Convention Center and River Market District, and the William J. Clinton Library and Museum is a mile away. Enjoy their seasonal outdoor pool, free airport and area shuttle, and a warm DoubleTree cookie upon arrival. [Reserve your room using this link to receive the group rate.](#) You can also reserve your room over the phone at (501) 372-4371. Reservation deadline is June 12, 2024. Room rates are \$149.00.

### *Airport / Shuttle / Parking*

The hotel does offer a free airport and area shuttle. Once you have your bags, please call the hotel at (501) 372-4371 to let them know of your arrival and to schedule your pickup. The DoubleTree offers overnight self-parking for guests at the rate of \$15.00 per night.

### *Hotel Dining*

Bridges Restaurant & Lounge offers a top selection of authentic and tasty southern-inspired food. Whether you're in the mood for BBQ, Beignets or a few fingers of Bourbon, Bridges Restaurant & Lounge is ready to satisfy your culinary craving.





## General Information

### *Conference Check-In*

Check in to receive your packet and welcome bag on Sunday, July 14, 12:00 pm - 7:00 pm; Monday, July 15, 7:30 am - 2:30 pm; or Tuesday, July 16, 8:00 am - 3:00 pm. You will receive the conference schedule, the hotel map, meal tickets, and information needed for the conference. There will also be a photo op backdrop set up for taking your own pictures.

### *Guests*

Are you interested in bringing a guest? The guest registration price is \$25.00 plus the cost of any meals. Please make any meal selections in the guest section of the registration form. If your guest wishes to attend the breakout sessions and meetings, they must pay the non-member registration fee, which would include the cost of their meals.

### *Technology Summit*

There will be a new Technology Summit offered this year, attendees can add-on to their registration for \$75.00. The Summit will be Sunday, July 14th from 10:00 am - 3:00 pm. See additional information on page 6.

### *Opening Session / Keynote Speaker*

The opening general session will be Monday, July 15, 9:30 - 11:30 am. During the roll call of states, show your pride by wearing your state colors or something patriotic. We are honored to have Lisa Olsen as our Keynote Speaker who will present "Are You All In?"

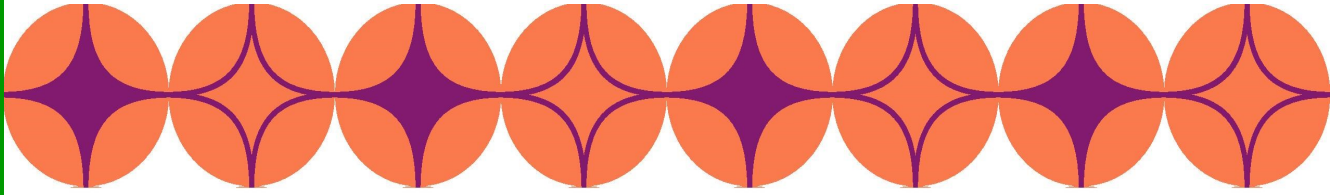
### *Conference Breakouts*

Within this packet you will find descriptions for the various breakout sessions being offered. All breakout sessions are included in your registration fee. The number of attendees for each breakout session will be limited by room capacity.

### *Advisory Council*

Advisory Council is held to discuss the operations of NAEOP, hear suggestions from the affiliates for changes/improvements, and to make recommendations to the NAEOP Board. All members are welcome to observe, but only delegates can participate in the discussions and vote on the business at hand. This year's meeting will be held on Sunday, July 14 at 3:30 pm.





## General Information

### *NAEOP Marketplace*

The NAEOP Marketplace provides an opportunity to visit vendors and NAREOP tables, purchase tickets for a chance to win a basket/s from our affiliates, plus other great prizes. Tickets will also be available for the 50/50 Split the Pot during the conference in the Marketplace and during events. The Marketplace will be open, Sunday, July 14, 3:00 pm - 7:00 pm; Monday, July 15, 8:00 - 9:30 am, 2:30 - 3:30 pm, 5:00 - 7:00 pm; Tuesday July 16, 7:30 - 10:00 am, 2:30 - 5:00 pm. You do not need to be present to win. Winners of all raffles can pick up their prizes in the Marketplace at 11:15 am on Wednesday, July 17.

### *Conference Kick Off/ First Timers' Event*

This event is to welcome our first timers and kick off the conference. If you are attending your first ever NAEOP conference, be sure to attend this fun and exciting experience. During this event, first timers will have the opportunity to meet and network with other first timers, mentors, and board members. This is an opportunity to make new friends!

### *Area and Council Meetings*

Area and Council meetings will be held to conduct Area and Council business, hold Area and/or NAEOP committee elections, and provide professional development. This year's Area meetings will be held Tuesday, July 16, 10:00 - 11:30 am, and the Council meetings will be held Tuesday, July 16, 1:00 - 2:30 pm.

### *Meals*

In your registration packet, you will be given a ticket for each of your pre-selected meal choices. These should be shown to the servers at each meal once you are seated. Are you interested in bringing a guest? Select the choice in the guest section of the registration form. If you have any dietary restrictions, please indicate so on your event registration.

#### **SUNDAY, JULY 14 - Technology Summit**

- Boxed Lunch with Sandwich, Kettle Chips, Cookie, Iced Tea, and Regular & Decaf Coffee

#### **MONDAY, JULY 15 - Member Awards Luncheon**

- Soup & Salad Buffet: Soup, Fruit, Tuna Salad, Garden Greens with Dressing, Rolls, and Dessert

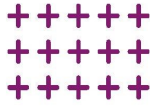
#### **TUESDAY, JULY 16 - Awards Banquet**

- Choice A: Boursin Cheese Filled Breast of Chicken: Baked Breast of Chicken Filled with Boursin Cheese and Topped with a Sage Beurre Blanc served with Grilled Asparagus, and Roasted Red Potatoes
- Choice B: Seafood Stuffed Tilapia: Tilapia Fillet Filled with a Seafood Stuffing and Topped with a Lemon Dill Butter Sauce served with Grilled Asparagus, and Roasted Red Potatoes
- Salad: Fresh Tossed Caesar Salad
- Dessert: Cheesecake with Strawberry Sauce Topping and Whipped Cream

#### **WEDNESDAY, JULY 17 - Board Installation Luncheon**

- Choice A: Florentine Chicken: Baked Airline Chicken Breast Stuffed with Spinach and Mozzarella Topped with a White Cream Sauce served with sauteed Tuscan Vegetable Medley and Garlic Mashed Potatoes
- Choice B: Harvest Pork Loin: Pork Loin topped with Honey Mustard Sauce served with sauteed Tuscan Vegetable Medley and Garlic Mashed Potatoes
- Salad: Governor's Salad: Crisp Romaine Lettuce, Cranberries, Feta, and Candied Pecans
- Dessert: Pound Cake with Mixed Berries Compote and Whipped Cream

# 2024 NAEOP Conference - July 14-17



## 2024 Schedule at a Glance

### *Saturday - 7/13/2024*

9:30 - 10:30 AM Executive Committee Meeting  
11:30 - 4:30 PM 2023-24 NAEOP Board Meeting

### *Sunday - 7/14/2024*

12:00 - 7:00 PM Registration Open  
10:00 AM - 3:00 PM Technology Summit "Google Gab"  
11:30 AM - 2:30 PM Marketplace Set-Up  
3:00 - 7:00 PM Marketplace Open  
3:30 - 5:00 PM Advisory Council Meeting  
5:00 - 5:30 PM 2023-24 NAEOP Board Meeting(*continued...*)  
5:45 - 6:00 PM Moderator Meeting  
6:00 - 7:00 PM Past Presidents Meeting  
7:30 - 8:30 PM NAEOP Foundation Board Meeting

### *Monday - 7/15/2024*

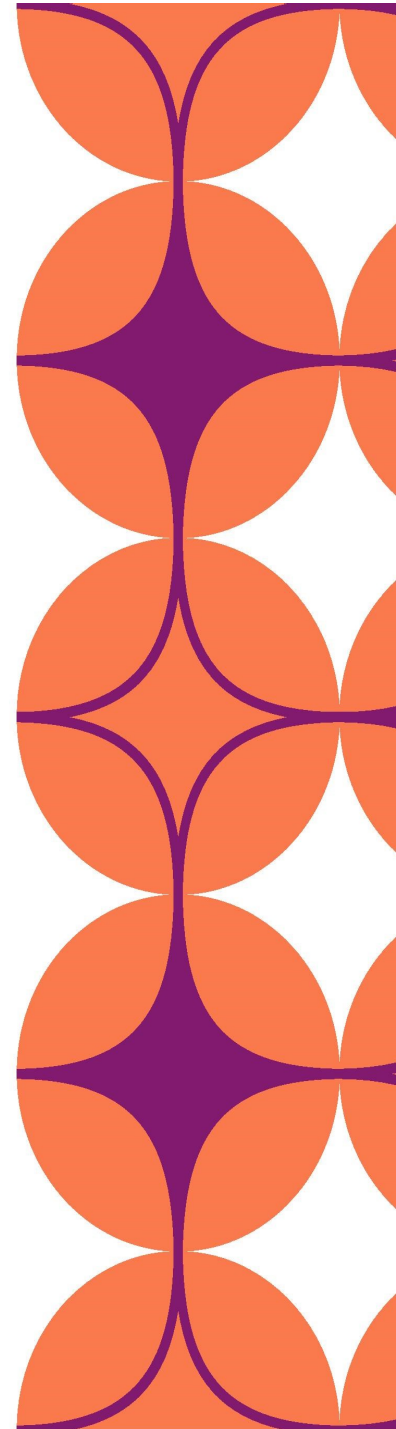
7:30 AM - 2:30 PM Registration Open  
8:00 - 9:30 AM Marketplace Open  
8:00 - 9:00 AM Conference Kickoff/First Timers' Event  
9:30 - 11:30 AM Opening General Session - Keynote  
12:00 - 3:00 PM Member Awards Luncheon & Breakout  
2:30 - 3:30 PM Marketplace Open  
3:30 - 5:00 PM Second General Session & Foundation Annual Meeting  
5:00 - 7:00 PM Marketplace Open  
7:30 - 9:00 PM NAREOP Board Meeting

### *Tuesday - 7/16/2024*

7:30 - 10:00 AM Marketplace Open  
8:00 AM - 3:00 PM Registration Open  
8:00 - 10:00 AM NAREOP Annual Meeting  
8:00 - 9:30 AM Breakouts 101-105  
10:00 - 11:30 AM Area Meetings  
1:00 - 2:30 PM Council Meetings  
2:30 - 5:00 PM Marketplace Open  
3:00 - 4:30 PM Breakouts 201-205  
5:30 - 6:30 PM PSP Rehearsal/Photos  
6:00 - 7:00 PM Social Hour  
7:00 - 9:00 PM PSP/Awards Banquet

### *Wednesday - 7/17/2024*

8:00 - 9:30 AM Breakouts 301-305  
9:45 - 11:15 AM Breakouts 401-405  
11:15 - 11:45 AM Marketplace Basket Pick Up  
12:00 PM - 2:00 PM NAEOP Board Installation Luncheon  
2:30 - 6:00 PM 2024-2025 NAEOP Board Meeting



[Click here to register online!](#)





# Technology Summit

## Google Gab with Angie and Terri

Angie Williams and Terri Freeny  
Fort Smith Public Schools  
SUNDAY, JULY 14, 2024 - 10:00 AM - 3:00 PM

We are Technology Integration Specialists with 50+ years of combined experience teaching technology to both students and adults. We love learning about new techie things, and sharing resources to help others!

Conference attendees will have the option to add-on this Technology Summit to their registration for an additional \$75.00

### Summit Description

We will demonstrate and discuss various aspects of Google workspace. Some topics include organizing email and Google drive, using Docs, Sheets, and Calendar. We will discuss the difference between shared folders and shared drives, and the latest updates to Google Workspace. Have questions? We would love to hear them! We want this to be an interactive discussion of efficient and effective ways to use Google Workspace.

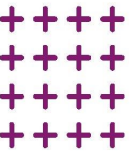


Help us celebrate NAEOP's

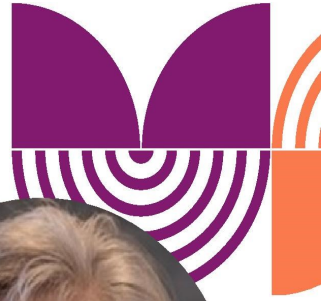


Annual Conference!

Show your NAEOP spirit by wearing Green and Gold on Tuesday, July 16!



## Keynote Speaker – Opening Session



### *Are You All In?*

**LISA OLSEN, MS, CWCA:**

**MONDAY, JULY 15, 2024 - 9:30 - 11:30 AM**

Lisa advocates continuous learning and encourages administrative professionals to expand their potential, take initiative and practice being “relationship engineers.” An enthusiastic and sought-after international speaker, her presentation style is engaging, educational, and motivational.



Lisa’s successful career as a senior executive assistant, administrative manager, and educator spans over 20+ years. She is an experienced professional development workshop facilitator and engaging conference speaker. Her passion is to help elevate the administrative career and share her knowledge and experience to help others recognize their potential and build empowered confidence in their administrative roles. She has been a repeat keynote and concurrent session speaker at the following professional conferences:

- Office Dynamics Conference
- Executive Secretary Live Conferences
- IAAP International Forum
- Professional Business Women’s Conference (PBWC)
- Central CA Women’s Conference (CCWC)
- Admin Pro Forum
- Administrative Professionals Conference (Canada and U.S.)
- Executive Leadership Forums

Since earning her Master’s degree in Organizational Leadership in 2018, Lisa has continued to support education and opportunities for professional development. As an adjunct faculty member at Ensign College in Salt Lake City, Utah, she teaches courses on Business Communication and Leadership Principles. She is the co-owner of Admin to Admin, providing resources for administrative professionals of all levels including training and development webinars, event keynotes, and on-site workshops.

She is a Certified World Class Assistant and is certified to teach the Star Achievement and World Class programs through Office Dynamics presenting them both in Las Vegas and virtually for over 10 years. She was one of the original members of the Advisory Council for the Administrative Professionals Conferences serving two years to assist in conference educational planning and session content.

Her administrative career includes work in the healthcare and engineering industries partnering with CEOs and senior executives, as well as the public sector where she supported the CEO of the Sacramento Area Council of Governments. She has experience as a Community Board Coordinator, Administrative Manager, and Human Resource Generalist.

Currently, she is a Senior Executive Assistant on the Executive Leadership Team at Intermountain Health in Salt Lake City, Utah, providing strategic support and partnership to the President of the Intermountain Health Foundation.





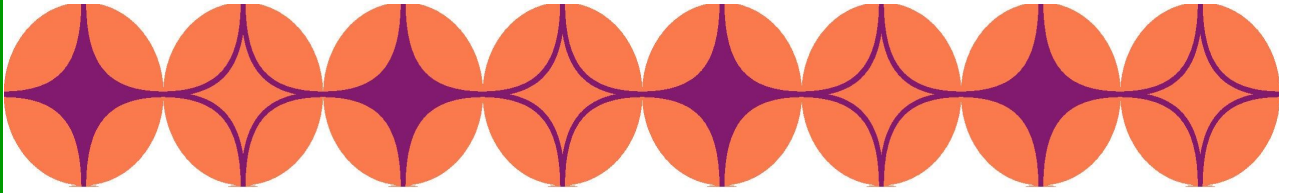
## 2024 Breakout Sessions

**Monday, July 15, 2024 - 1:30 - 3:00 pm** (Session will follow Membership Luncheon)

- **The Many Hats of the Office Professional: Learning to Adapt and Be Empowered**, *Lisa Olsen, MS, CWCA*
  - Have you ever considered the many hats an office professional wears? In some cases, we wear multiple hats at the same time! Every hat an office professional wears is important and valuable, however it's important to prioritize them so we don't feel overwhelmed. The key to adaptability and empowerment is an understanding of our own work style, where we have gaps, and what thinking traps are sabotaging us from being our best. This interactive breakout session will cover the following:
    - What are the many "hats" that office professionals today wear?
    - What is empowerment and what are the characteristics of an empowered office professional?
    - Discover the thinking traps that sabotage adaptability and empowerment.
    - Complete a personal "blueprint" to determine what hat to wear and why.
    - Learn the eight steps to build empowerment.
    - Strategies to develop agility and adaptability.
    - Create effective professional habits to increase confidence and empowerment.

**Tuesday, July 16, 2024 - 8:00 - 9:30 am**

- **101 - CPR Demonstration and How to Treat/Manage Basic First Aid**, *Jeff Jeffries and Jonathan Baxter*
  - Hands-Only CPR demonstration. You will get hands on experience and practice this important skill. We will also learn how to treat and manage basic first aid.
- **102 - Finding the Balance: Work/Life/Home**, *Eronda Jackson, CEOE*
  - Work, Life, and Balance. Is this a thing? Can we have it all? In this session we will explore the challenges of trying to obtain it all. What is priority and how do we manage it? Let's think out of the box and share practices and habits that help to keep you at an optimal level to be the best version of you.
- **103 - Mind-fullness vs Mindfulness**, *Katie Henricks*
  - Mindfulness definition: a mental state achieved by focusing one's awareness on the present moment, while calmly acknowledging and accepting one's feelings, thoughts, and bodily sensations, used as a therapeutic technique. Katie will share some techniques with us to allow us to live our lives more in the moment. To appreciate our experiences to the fullest. She will also talk about some of the therapies used today in our special education classrooms.
- **104 - Healthy Living**, *Vickie Wingfield*
  - Tips and Tricks - Healthy nutrition for a busy office professional
  - What steps can you take to building a heart healthy lifestyle
  - Fitness for retirees
- **105 - A is for Apple, Appetite, Awesome & Attitude**, *Debbie Wade, CEOE*
  - Prepare for a fun, interactive session designed to focus on the "real" meanings of some very important "A" words in our life: Apple, Appetite, Awesome, and Attitude. Be ready to share, laugh, and learn. Wear or bring something red and receive "A" special surprise.

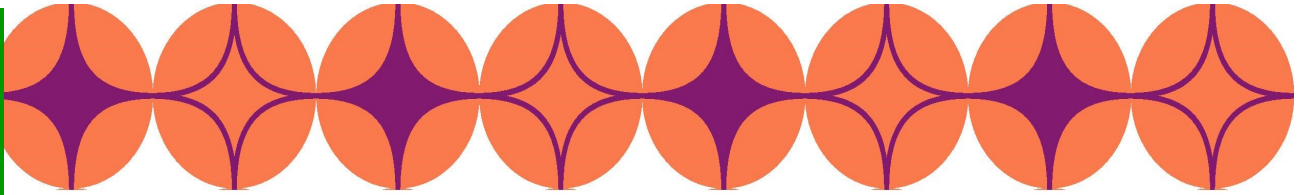


## *Tuesday, July 16, 2024 - 3:00 - 4:30 pm*

- **201 - Yoga for the Office Professional**, *Ruth James, CEOE*
  - Chair yoga is a wonderful practice for everybody, suitable for beginners and seniors. Recognizing that as Office Professionals our time can be spent at a desk for eight or more hours a day, this class is the perfect introduction to chair yoga. Participants will go through a chair yoga sequence they will be able to incorporate into their daily routines.
- **202 - Safety Hazards in the Office**, *John K Wolfe*
  - A summary of the most common hazards found in the office environment and how to avoid them.
- **203 - Parliamentary Procedure**, *Mary Guest, CEOE*
  - Explore the basics of parliamentary procedure in a relaxed, comfortable setting. This session will help to put parliamentary procedure in perspective and remove the intimidation you might feel that keeps you from running a meeting. You will learn all the basics you need to facilitate effective meetings. There are only seven motions that will get you through just about any meeting. In this session, you will learn how to use parliamentary procedure to protect the democratic process in your meetings. If you have specific questions you would like addressed, please email them to me prior to the conference at [parliamentarian@naeopboard.org](mailto:parliamentarian@naeopboard.org).
- **204 - PSP Chairmen: Understanding & Promoting PSP**, *Bonnie J. Miller, CEOE*
  - PSP Chairmen and Association Presidents are encouraged to participate in this session. We will discuss the role of the PSP Chairman, program marketing ideas, and network, enabling us to provide our members with a better understanding of the program and guidance to apply for their PSP certification and CEOE/CESE distinction.
- **205 - Using Canva to Create Eye Catching Graphics**, *Katie Brown*
  - Want to make graphics that pop with ease? No photoshop or elaborate training needed. Canva is the free solution to make your graphics pop like a pro. In this session you will learn the basics of Canva and observe multiple ways Canva can be utilized on a daily basis to catch the eye of EVERYONE!

## *Wednesday, July 17, 2024 - 8:00 - 9:30 am*

- **301 - Professional Standards Program (PSP) Basics: Information & Work Session**, *Bonnie J. Miller, CEOE*
  - Want to be acknowledged for your dedication and commitment? Have you wondered how to have CEOE/CESE after your name? Intimidated by the PSP application process? Or perhaps you have started your application and simply need some guidance. This session will provide a Professional Standards Program overview, review the application and answer all your PSP questions.
- **302 - Once Upon a Time**, *Gervonder R. Brown*
  - "Once upon a time" is a stock phrase used to introduce a narrative of past events, typically in fairy tales and folk tales. It has been used in some form since at least 1380 (according to the Oxford English Dictionary) in storytelling. Presenting and public speaking goes hand in hand as it allows the presenter to tell their story. This engaging work session will teach how the art of storytelling, presenting and public speaking work hand in hand!
- **303 - How to Work in Education and Live to Tell About It!**, *Debbie Wade, CEOE*
  - Learn the secrets to surviving our daily educational challenges while having some "wild and crazy" fun! Discover why humor, creativity, flexibility, observation, listening, and stress management are the keys to surviving in the workplace. This one's for YOU!



- **304 - Sharpen Your Memory**, *Sally Sizer Fitts, Ph.D.*
  - AARP's "Six Pillars of Brain Health" was prepared by national experts for a generalist audience to highlight things we can do to keep our brains healthy and our wits sharp. Don't fall for an expensive cure-all, when you have the power to maintain a sharp memory. Information based on research by the Global Brain Health Initiative confirms we can reduce (or increase) our risk of dementia, whether our genetic risk is high or low and whether starting young or later in life.
- **305 - Stop Sextortion**, *Jessica Lynn Franklin*
  - Sextortion is impacting youth across the nation, and online predators are a real threat to Arkansas children. FBI Little Rock wants to inform educators about the dangers their students are facing, and provide them with the tools to better protect youth in their communities.

## *Wednesday, July 17, 2024 - 9:45 - 11:15 am*

- **401 - Emotional Intelligence or Influence Without Authority**, *Audra Mead*
  - Emotional Intelligence, often abbreviated as EQ, EI or EIQ, was originally defined by Salovey and Mayer as: the ability to monitor one's own and others' feelings and emotions, to discriminate among them and to use this information to guide one's thinking and action. Linking one's brain, heart, and voice takes balance - a fine balance of emotion and rationality to succeed --- and it is critical thinking that is the connecting link between emotions and intelligence. Critical thinking feeds and enables emotional intelligence, and there are a number of reasons why you should cultivate your emotional intelligence:
    - Self-Awareness - clearly understand your strengths and weaknesses without any obstruction
    - Emotional Management - not only be aware of your feelings but learn to manage those emotions
    - Social Awareness - be well-tuned to the emotions of others and pick up on what's going on around you
    - Effective Communication / Relationship Management - clearly convey what you want to say and do so in a manner that inspires and motivates others and builds relationships
- **402 - QPR (Question, Persuade, and Refer) Gatekeeper Training for Suicide Prevention**, *Lauren Scott*
  - QPR is designed to teach the warning signs of a suicide crisis and how to respond. The process follows three steps: (1) Question the individual's desire or intent regarding suicide, (2) Persuade the person to seek and accept help, and (3) Refer the person to appropriate resources. Trainees receive a QPR booklet and wallet card.
- **403 - Learning to Lead/Leading Up**, *Georgette Council, CEOE*
  - Leading Up is the art of working with your superiors collaboratively in order to accomplish more and in a more efficient manner. This session will help you identify the 3Cs of Leading Up - Communication, Collaboration, and Cooperation and help you find ways to make your job easier by enlisting the support of the decision makers in your organization. Learn to become a trusted confidante and respected part of the team.
- **404 - Protecting Yourself Against Cyber Crime**, *Walter Mahone*
  - You will learn how to protect yourself and your loved ones from cybercrimes. These crimes consist of items such as: fraud, malware/spyware, identity theft, predatory crimes, and device protection.
- **405 - Civilian Response to Active Shooter Events**, *Kimberly Granich*
  - The Civilian Response to Active Shooter Events (CRASE) course, designed and built on the Avoid, Deny Defend (ADD) strategy developed by ALERRT in 2004, provides strategies, guidance, and a proven plan for surviving an active shooter event. Topics include the history and prevalence of active shooter events, civilian response options, medical issues, and considerations for conducting drills.

## Fun things to do in Little Rock

### Murry's Dinner Playhouse

- "Jersey Boys" will be playing in July of 2024!
- Prices range from \$42-46 depending on what night you choose to attend.
- Menu includes choice between 4 entrees, 5 sides, salad, and 5 desserts
- For more information check out their [website!](#)
- To make reservations call 501-562-3131



### Let's Roam Scavenger Hunt

- Download the "Let's Roam" App on your phone
- The App will have several self guided tours and scavenger hunts
- Grab a friend and explore downtown Little Rock!

### William J. Clinton Presidential Library

Dive into history at the William J. Clinton Presidential Library! Explore the legacy of America's 42nd president, immerse yourself in interactive exhibits, and walk through the corridors of power where decisions that shaped the world were made. Get ready for an unforgettable journey through the life and times of one of the most influential leaders of our era!



### Explore Riverfront Park

Experience the charm and beauty of Little Rock, Arkansas at Riverfront Park! Nestled along the banks of the Arkansas River, this scenic park offers a perfect blend of natural serenity and urban excitement. From leisurely strolls along the riverwalk to captivating views of the city skyline, there's something for everyone to enjoy. Discover the heart of Little Rock at Riverfront Park - where every moment is a picture-perfect memory waiting to be made!

### Explore and Shop the River Market District

Get ready to ignite your senses in Little Rock's River Market District! Delight in a fusion of flavors at diverse eateries, uncover hidden treasures at artisanal shops, and soak up the vibrant atmosphere of this cultural hotspot. From farm-fresh produce to live entertainment, every step reveals a new adventure. Embrace the pulse of the city at the River Market District - where the spirit of Arkansas comes alive in every corner!





# 2024 NAEOP Conference - July 14-17



## 2024 ANNUAL CONFERENCE

July 14-17, 2024 - Little Rock, AR

Attendee Registration Form



Attendee Name:   CEOE  CESE

Full Address:

E-Mail:  Phone:

### Conference Registration

NAEOP Member Registration \$425 \$ \_\_\_\_\_

Non-Member Registration \$525 \$ \_\_\_\_\_

- First time attending a NAEOP Conference  
 Receiving PSP/CEOE/CESE Recognition at the PSP/Awards Banquet

#### Conference Kick Off/First Timer Event (July 15, 2024 - No Charge)

- I plan on attending (First Timer)  
 I plan on attending (Conference Alumni)  
 I would like to be a First Timer Mentor  
 **Retirees Only:** Attending the NAREOP Annual Meeting (July 16, 2024)

#### Check Appropriate Meals:

- PSP/Awards Banquet  Chicken  Tilapia  Not Attending  
Installation Luncheon  Chicken  Pork  Not Attending

Please list any special dietary needs or disability: \_\_\_\_\_

#### Additional Add-Ons:

- Technology Summit - July 14th \$75  
 Conference Bag \$15 (First Timers will receive a free bag)

**Registration Fees Total** \$ \_\_\_\_\_

**Add On Fees Total** \$ \_\_\_\_\_

### Guest/Spouse Registration:

Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

Admin Fee \$25 \$ \_\_\_\_\_

PSP/Awards Banquet \$50 \$ \_\_\_\_\_

- Chicken  Tilapia

Installation Luncheon \$50 \$ \_\_\_\_\_

- Chicken  Pork

**Guest Fees Total** \$ \_\_\_\_\_

**Total Conference Fees** \$ \_\_\_\_\_

## 2024 ANNUAL CONFERENCE REGISTRATION FORM

### Payment Method (All fees are payable in U.S. dollars)

- Copy of Purchase Order is attached (Must be paid two weeks prior to conference date)
- Enclosed is a check or money order payable to NAEOP
- Credit Card

Name on Credit Card:  Payment Total \$

Credit Card Number:  Exp. Date:  CVC:

Billing Address:

Please note a \$5 convenience fee is applied to all credit card transactions      Signature:

### Registration:

You must register by June 15, 2024, to be listed in the Annual Report. After June 15, please bring the registration form and payment with you for onsite processing. Onsite registration will be accepted on a space available basis. Meal tickets, however, may not be available onsite. **Registration must be paid in full prior to June 30, 2024.**

### Cancellation/Refund Policy:

All cancellation requests must be received in writing to the National Office. Cancellations received on or before June 15 will entitle the registrant to a full refund less a \$25 administrative fee. Cancellations received between June 15 and June 30 will entitle the registrant to a 50% refund. **There are no refunds for registration or meals after June 30, 2024. No-shows will not be refunded.**

Fees for hotel accommodations, tours, and transportation to and from the conference are the sole responsibility of the registrant.

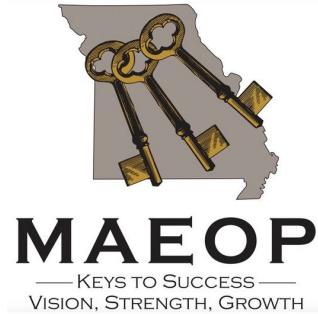
### Return completed form and payment to:

NAEOP National Office  
521 First St, PO Box 10  
Milford, NE 68405  
Email: [staff@naeop.org](mailto:staff@naeop.org)



For more information, visit our [website](#) or download our [membership brochure](#)

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[maeop.net](http://maeop.net) (click Ctrl + link)



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[MAEOP Facebook](#) (click Ctrl+link)

▶ Have something you want posted to the MAEOP Facebook page? Please contact:

- Tamie Francis at [tfrancis@msdr9.org](mailto:tfrancis@msdr9.org)
- Jennifer Hardin at [jhardin@psdr3.org](mailto:jhardin@psdr3.org)

