



# MAEOP SHOW-ME NEWSLETTER

Missouri Association of Educational Office Professionals

June, 2023



**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**

**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 and making lasting connections and friendships.



# President's Message

Dear MAEOP Members,

My theme for MAEOP hasn't really changed: The Keys to Success, Vision, Strength & Growth. However, reflecting on the theme of the recent installment of our executive board, I would like to refresh it. The theme was sunflowers. Marie Freeman ran with this theme for our installation, here are some of the excerpts.

*If a rose would try to be a sunflower, it would lose its beauty.*

*If a sunflower would try to be a rose, it would lose its strength.*

Sunflowers are a beautiful symbol of hope, positivity, energy, resilience, and strength... qualities each of these women share. It is humbling to be surrounded by such strong women who together make a beautiful bouquet of sunflowers.

Imagine a beautiful garden scene before you. MAEOP Members throughout the state have sown seeds which have flourished into a realistic and bountiful garden. The care of our garden is now in your hands. Some seeds are unwelcome to this garden, and it is your responsibility to eliminate them. Weed out doubt, envy, petty jealousy, selfishness, and any other seed that can harm any individual.

President: The seed of achievement to plant in our garden

Vice President: The seed of ambition

Secretary: The seed of focus

Treasurer: The seed of trust

Board Members: The worker bees

What is your seed? Where do you want to be planted in MAEOP? How do we make this a beautiful garden of flowers?

If we are all planted firmly in MAEOP, we will grow and pollinate creating a bigger garden with endless possibilities.

Ponder your involvement, your place in this wonder organization. We all have different strengths and weakness. Let others help our weakness and let's embrace our strengths.

Enjoy your summer! Maybe plant some flowers and watch them grow.

Michelle Doering, CEOE  
MAEOP President  
2021-2025



# MAEOP Spring Conference Recap

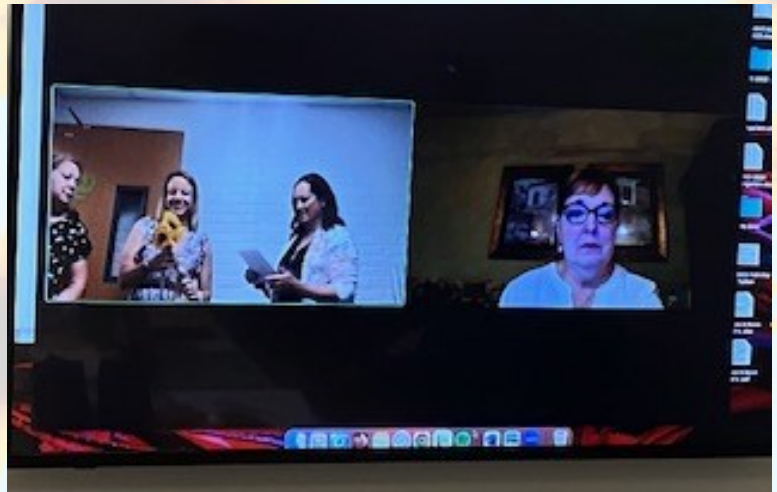
A virtual Spring conference was held on Wednesday, May 24, along with the installation of new officers for the 2023-2025 MAEOP Board.

A roundtable discussion regarding recruitment for MAEOP was discussed, followed by the Executive Board meeting, and concluding with the installation of the new 2023-2025 Board. Marie Freeman, Immediate Past President presided over the installation ceremony.

Volunteers are needed for the Bylaws/Handbook Committee if interested please contact Pam Steele.

Historian position is currently open if interested please contact Michelle Doering.

**2023-2025 MAEOP installation ceremony: Marie Freeman is installing Jaclyn Haake as the new MAEOP secretary.**



**The 2023-2025 MAEOP Board, front row left to right: Tamie Francis, CEOE - Director; Jaclyn Haake, CEOE - Secretary.**

**Back row left to right: Michelle Doering, CEOE - President; Robin Weaver - Treasurer; Lisa Shelton, CEOE (on the TV) - Vice President; Marie Freeman - MAEOP Immediate Past President; Jennifer Hardin - Director.**



During the time period from September through March, we had one individual receive their PSP Certificate with CEOE distinction.

- Jaclyn Haake, CEOE  
Bachelor Degree – 2/1/2023

Be sure to tell your friends and colleagues about MAEOP.

We are always looking for new members.

[Click here](#) for membership information.

**BECOME A MEMBER**  
**JOIN TODAY!**

WE INVITE YOU TO JOIN  
AN AMAZING GROUP OF OFFICE PROFESSIONALS!

HERE YOU CAN CONNECT WITH OTHER OFFICE  
PROFESSIONALS ACROSS THE STATE  
TO LEARN, GROW AND HAVE FUN.

THE BENEFITS OF JOINING  
ARE BOTH ENDLESS AND PRICELESS.

Annual Membership Dues \$15  
(July 1<sup>st</sup> to June 30<sup>th</sup>)

Visit <https://maeop.net> for membership  
and benefit opportunities.

Questions:  
Lisa Shelton at [lshelton@ga.essd40.com](mailto:lshelton@ga.essd40.com)  
Lisa Adams at [lisa\\_adams@idschools.org](mailto:lisa_adams@idschools.org)  
Jaclyn Haake at [jhaake@ofrs.com](mailto:jhaake@ofrs.com)

# Coming soon

## MAEOP Fall Conference

- ◆ Date is still to be determined - but we're planning for the first weekend in October 2023.
- ◆ Location to be determined.
- ◆ Details available soon.

Yesterday I saw a guy spill  
all his Scrabble letters on  
the road.

I asked him,  
"What's the word  
on the street?"



What did the  
big flower say to  
the little flower?  
"Hey there, bud."



*F*ind your joy, and...  
Share it with others!

I am

Strong enough

Smart enough

Pretty enough

Kind enough

Good enough

Worthy enough



today is  
a great day  
to smile and  
be happy

# MAEOP Committees

## 2023-2025 MAEOP Committee chairs

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 Responsibility.*

Committee:	Chair:	Contact:
Affiliations	Lisa Shelton	<a href="mailto:lshelton@ga.essd40.com">lshelton@ga.essd40.com</a>
Auditing		
Budget	Robin Weaver	<a href="mailto:weaverrobin@prcommunityed.org">weaverrobin@prcommunityed.org</a>
By-Laws/Handbook		<b>Committee member:</b> Tanya Hadley - <a href="mailto:hadleyt02@psdr3.org">hadleyt02@psdr3.org</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> <b>Committee members:</b> Jaclyn Haack - <a href="mailto:jhaake@ofr5.com">jhaake@ofr5.com</a> Lisa Adams - <a href="mailto:lisa_adams@isdsschools.org">lisa_adams@isdsschools.org</a>
Nominating	Marie Freeman	<a href="mailto:mfreeman@waynesville.k12.mo.us">mfreeman@waynesville.k12.mo.us</a>
Historian		
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 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		<b>Committee member:</b> Jaclyn Haake - <a href="mailto:jhaake@ofr5.com">jhaake@ofr5.com</a>
District Co-Coordiators	Annette Miller, CEOE Iris Maxwell, CEOE	<a href="mailto:Annette_miller@isdsschools.org">Annette_miller@isdsschools.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>



## NAEOP Annual Conference July 16-19, 2023 - Omaha, Nebraska

Registration is easy to do on the NAEOP Website.

<https://www.naeop.org/annual-conference>

If you have any questions or need help registering,  
call Marie Freeman at 573-842-2253 or 573-528-3767.

*A note from Marie Freeman, North Central Area Director:*

I know many of you feel the conference is too expensive since there is a long distance to travel many years requiring you to fly. This year the state of Missouri is within driving distance to Omaha, Nebraska.

- From St. Louis to Omaha is 6.50 hours
- From Branson to Omaha is 6 hours
- From Kansas City to Omaha is 2.45 hours

Get a few AEOP friends and carpool to Omaha, then share a room! The cost will be much more reasonable!

Let's show them how many Missouri AEOP Ladies we have by showing up and ready to learn, enjoy, see new things! The NAEOP Conference is held at the same time each year. Mark it on your calendar! When I purchase my new calendar each year it is one of the first things that goes on the calendar.

(See the 'Schedule at a Glance' on the next page)

We need to work hard to get as many people to come to the fall conference this year as we can. We have so much that we want to share with all the members! Watch for more information to follow about the fall conference. Let us know what you want to have for professional development, along with other ideas that will help us get all of our members involved.



# 2023 NAEOP Conference - July 16-19

## NAEOP Annual Conference July 16-19, 2023 - Omaha, Nebraska



# 2023 *Schedule at a Glance*

### SATURDAY - 7/15/2023

10:00 - 11:00 AM Executive Committee Meeting  
1:00 - 6:00 PM 2022-23 NAEOP Board Meeting

### SUNDAY - 7/16/2023

12:00 - 7:00 PM Registration Open  
12:00 - 2:00 PM Marketplace Set-Up  
1:30 - 3:00 PM Advisory Council Meeting  
3:00 - 6:00 PM Marketplace Open  
3:15 - 4:00 PM Foundation Board Meeting  
4:30 - 5:00 PM 2022-23 NAEOP Board Meeting (continued)  
6:00 - 7:30 PM Conference Kick Off/First Timers' Reception

### MONDAY - 7/17/2023

7:30 AM - 12:30 PM Registration Open  
8:00 - 10:00 AM Keynote - Opening General Session  
10:00 AM - 12:30 PM Marketplace Open  
10:30 AM - Noon Breakouts 101-106  
12:30 - 2:00 PM Member Awards Luncheon  
2:00 - 4:00 PM Marketplace Open  
2:15 - 3:45 PM Council Meetings  
4:00 - 5:00 PM Second General Session  
5:00 - 5:45 PM Foundation General Session  
5:45 - 7:00 PM Marketplace Open  
6:15 - 8:00 PM Past Presidents Meeting  
7:30 - 9:00 PM NAEOP Board Meeting

### TUESDAY - 7/18/2023

8:00 AM - 3:00 PM Registration Open  
8:00 - 10:00 AM Marketplace Open  
8:00 - 10:00 AM NAREOP Annual Meeting  
8:30 - 10:00 AM Breakouts 201-205  
10:30 AM - Noon Area Meeting Brunch  
12:30 - 4:00 PM Marketplace Open  
1:00 - 2:30 PM Breakouts 301-305  
3:00 - 4:30 PM Breakouts 401-405  
5:30 - 6:30 PM PSP Rehearsal/Photos  
6:00 - 7:00 PM Social Hour  
7:00 - 9:00 PM PSP/Awards Banquet

### WEDNESDAY - 7/19/2023

9:00 - 10:30 AM Breakouts 501-505  
10:30 - 11:00 AM Marketplace Basket Pick Up  
11:30 AM - 2:00 PM NAEOP Board Installation Luncheon and Reception  
2:30 - 5:30 PM 2023-2024 NAEOP Board Meeting  
3:00 PM Lauritzen Gardens Tour

### THURSDAY - 7/20/2023

9:00 AM Henry Doorly Zoo Tour



# Local Affiliation News

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

## *District Co-Coordiators*

Iris Maxwell, CEOE, and Annette Miller, CEOE

## *District #1*

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

### **CCAEOOP – President Pam Steele**

The Cass County AEOP (CCAEOOP) organization focuses on service projects throughout the year with each meeting having a different service project. CCAEOOP raffles off gift baskets at each meeting and has a 50/50 drawing. The proceeds fund the scholarships that we give out each year.

Unfortunately, we are struggling with membership. Our Board members serves two-year terms.

Our January meeting was a recruitment event with one new member joining our Association. We also installed our Vice President at the meeting. The next meeting will be in April where we will award scholarships to graduating seniors as well as plan for the next year.

### **IAEOP – President Danita Pointer**

The Independence AEOP (IAEOP) officially meets four times during the school year (2022-2023). We have 60 members with 6 MAEOP and 11 NAEOP members.

Our meeting topics were:

- Oct - Social Event/Ghouls Night Out/Business Meeting
- Dec - Social Event/Powell Gardens Holiday Tour
- Feb - Social Event/ Paint Night/ Business Meeting - New Members Welcome/Scholarship Committee Report
- May - Installation of 2023-24 Officers
- Three \$1,000 scholarships will be awarded in May to High School Students.

### **NWAEOP – President Emmy Brown**

Northwest AEOP (NWAEOP) - no report received.

# Local Affiliation News (continued)

## *District #2*

**Director: Jorene Brooks, CEOE**

Northeast MAEOP - no report received.

## *District #3*

**Director: Shelley Stokes**

OEOEP - no report received.

## *District #4*

**Director: Marie Freeman**

**Dogwood Hills AEOP – President Marie Freeman**

Dogwood Hills Association (DHAEOP) is located in the Waynesville R-VI School District. We have a total of 7 members. We have not had a meeting this year. We have conducted our business by email. We are currently reviewing our scholarship applications. We have 6 applicants this year after reviewing the application requirements. The change we made was taking off the requirement of the student going into an educational field of business. If there are students pursuing the educational field, we will be using that as a tiebreaker. We awarded \$2250 in scholarships this year. 1- \$1000, and 5 - \$250

There are plans for next year with our association for more activity.

## *District #5*

**Director: Robin Weaver**

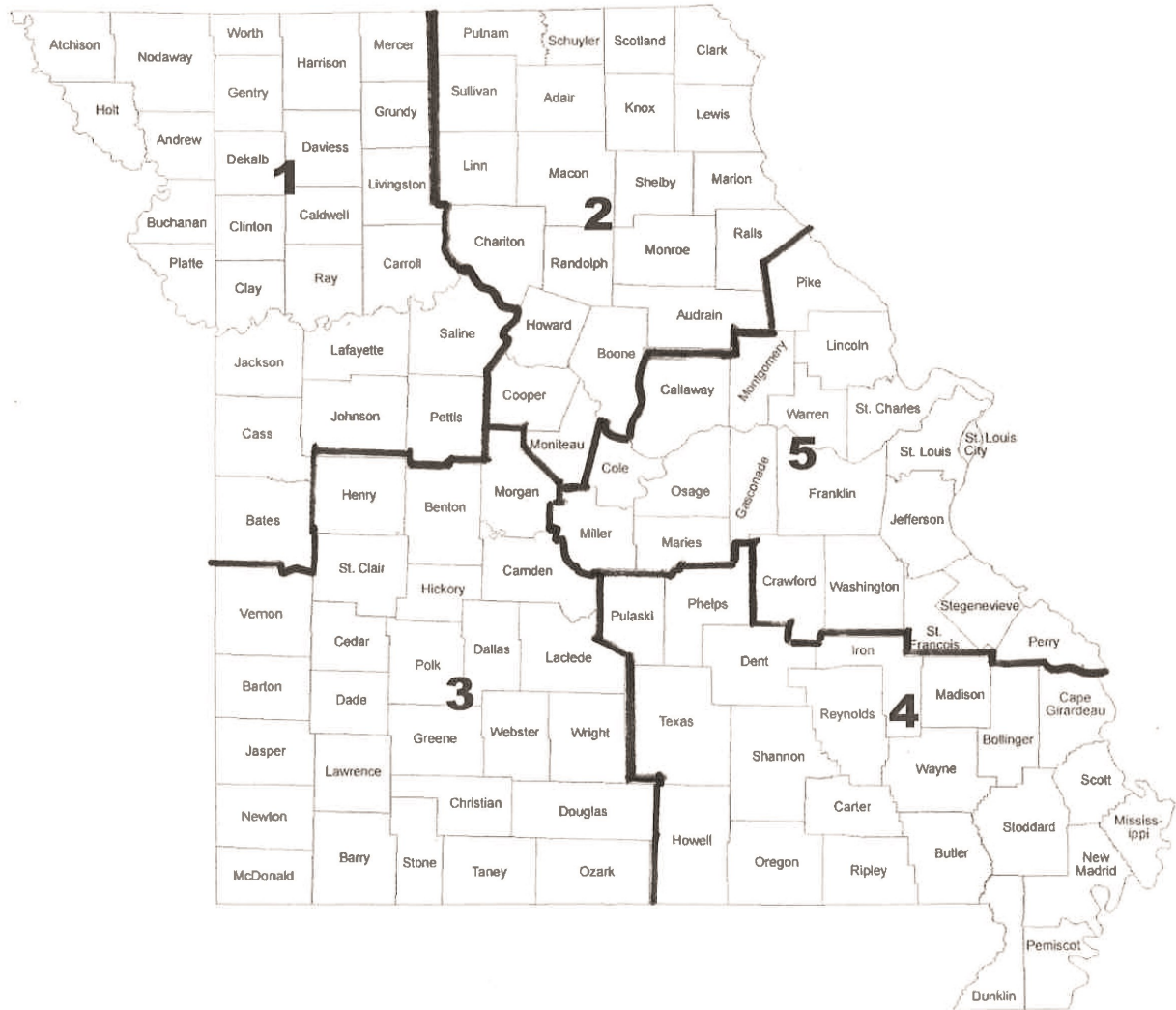
The District is made up of 20 counties with 2 local affiliations - GWAEOP and SLCAEOP.

I am serving in the role of District 5 Director. This encompasses 20 counties with 2 local affiliations, GWAEOP and SLCAEOP. I have reached out to both organizations.

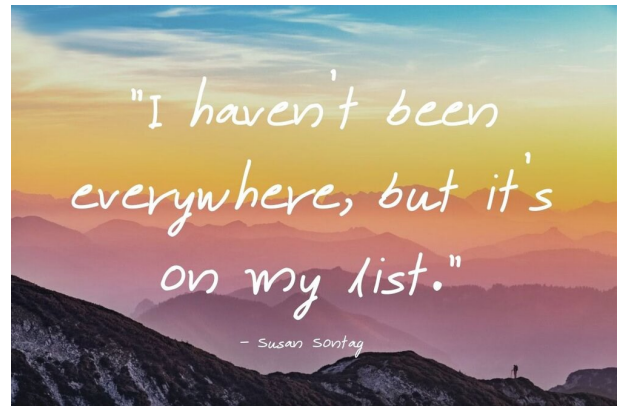
I did not hear back from the President of GWAEOP, but I intend to reach out over the summer to see how they are doing and find out when their next meeting will be held.

SLCAEOP is going through some growing pains and were not able to meet this Spring.

# MAEOP District Map



Revised April 5, 2021



*Summertime...and the livin' is easy*



## Follow us



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

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

