



## MISSISSIPPI ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

*Affiliated with the National Association of Educational Office Professionals*

*Umbrella Affiliate with Mississippi Association of School Administrators*

### MEMORANDUM

TO: Mississippi Office Professionals

FROM: Vivian Gullledge, President  
Jewel Adams, CEOE, President-Elect  
Faye Cornelius, CEOE, Vice President, Conference Chair

Date: September 26, 2023

Subject: Professional Development Seminar

We are excited to share the news about the upcoming Professional Development Seminar hosted by the University of Southern Mississippi AEOP on Friday, November 17, 2023. The event will take place on the University's campus in Hattiesburg, MS. Registration will start at 8:30 a.m. the opening session will commence at 9:00 a.m. Please find the registration form and workshop details attached. To secure your spot, kindly register by **October 27, 2023. We look forward to seeing you there!**

Guest room accommodations: Standard rooms at \$90.00 + 7% sales tax. Please contact La Quinta Inn & Suites at 769.223.6000 for reservations. Tell them you are with the MAEOP Seminar for the group rate. The hotel address is 109 Lundy Lane, Hattiesburg, MS 39401.

***Eminence During Uncertainty2***

## **Mississippi Association of Educational Office Professionals**

### **Professional Development Seminar**

**Friday, November 17, 2023**

#### **Workshop Descriptions**

##### **Solving the Retirement Puzzle**

*Presenter: Brian Carriere, Roberts Wealth Management*

Much has changed in America in the 21<sup>st</sup> Century. The age-old retirement solutions no longer work. There are numerous obstacles and even some traps that can hinder the security of our retirement years. Some of those are within your control, while others are not. It is important to know the history of monetary and fiscal policies that brought us to this point. Having an experienced partner on your side helps also.

##### **Artificial Intelligence: Learning How to Capitalize on AI Capabilities**

*Presenter: Jennifer Lewis, USM Compliance & Ethics*

Learn how to define artificial intelligence. Explain the artificial intelligence hierarchy. Explain the concept of generative AI, its evolution, and its relationship to Chat GPT. Delineate several ways Chat GPT can be used to make your life easier. Determine how best to enhance your use of Chat GPT.

##### **Understanding Your Communication Style: A Tool for Improving Workplace Interactions**

*Presenter: Dr. Casey Maugh Funderburk, USM School of Leadership*

Discover an important tool in workplace communication, the communication styles assessment. This workshop will walk attendees through a detailed assessment and discussion of how to deploy their own communication style to find success in the workplace.

##### **Midday Mindful Movement**

*Presenter: USM Recreation Sports*

Let's get up and over the peak of the day with our Midday Mindful Movement class. This session is a 30-minute standing stretching and mobility warmup geared to wake up the muscles and the mind. All movements focus on stretching every muscle group and increasing blood flow in the joints. Perfect for kick-starting the tail end of a stressful workday.

##### **Current Trends and Challenges for the Office Professional**

*Panel Discussion*

In an ever-evolving world, staying ahead of the curve is essential for individuals and organizations. The "Emerging Trends and Challenges" panel discussion brings together experts from diverse fields to explore the rapidly changing landscape and its implications. This forum aims to shed light on the latest trends and challenges, fostering a deeper understanding of navigating this dynamic environment effectively.

**MISSISSIPPI ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS**

**Professional Development Seminar**

**Friday, November 17, 2023**

**8:30 a.m. ~ 4:30 p.m.**

**R. C. Cook Union Room G, The University of Southern Mississippi  
Hattiesburg, MS**

**REGISTRATION FORM**

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

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

**Employment:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

Registration Fee:

Member Fee \_\_\_\_\_ \$85.00 \_\_\_\_\_ Non-Member Fee \$110.00

\*Using PayPal? Add Processing Fee \$5.00 \_\_\_\_\_

**PURCHASE ORDERS WILL NOT BE ACCEPTED UNLESS ACCOMPANIED BY CHECK**

Make Checks Payable to: Mississippi Association of Educational Office Professionals (**MAEOP**)

**Deadline: October 27, 2023**

**Member: Late Fee after October 27, 2023 \_\_\_\_\_ \$25.00**

Refund requests must be submitted in writing to Cory Williams, MAEOP Treasurer, no later than five (5) days prior to the opening of the Professional Development Day Seminar.



\*Using PayPal \_\_\_\_\_

**Mail Registration Form to:** Mississippi Association of Educational Office Professionals (MAEOP)  
C/O Cory Williams, CEOE  
MAEOP Treasurer  
1301 Marie Street  
Hattiesburg, MS 39402  
Mobile: 601-606-3364  
Cory.Smith@usm.edu

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**Treasurer's Use Only:**

Amount of Check: \_\_\_\_\_

Check#: \_\_\_\_\_

Date Received: \_\_\_\_\_

## Agenda

- 8:30 a.m. - 9:00 a.m. .... Check-In/Registration
- 9:00 a.m. .... Welcome  
Vivian Gullede, 2022-2024 MAEOP President  
Dr. Joe Paul, President  
The University of Southern Mississippi
- 9:30 a.m. - 10:30 a.m. .... Solving the Retirement Puzzle  
Brian Carriere, Community Educator  
Roberts Wealth Management
- 10:30 a.m. - 10:45 am ..... Break
- 10:45 a.m. – 11:45 a.m. .... Artificial Intelligence  
Jennifer Lewis  
Associate Director of Compliance & Ethics  
The University of Southern Mississippi
- 11:45 a.m. – 1:00 p.m. .... Lunch
- 1:00 p.m. – 2:00 p.m. .... Understanding Your Communication Style  
Dr. Casey Maugh Funderburk  
Associate Professor in the School of Leadership  
The University of Southern Mississippi
- 2:00 p.m. - 2:15 p.m. .... Break
- 2:15 p.m. – 2:45 p.m. .... Midday Mindful Movement  
Recreation Sports  
The University of Southern Mississippi
- 2:45 p.m. – 3:45 p.m. .... Current Trends and Challenges for the Office Professional  
Panel Discussion
- 3:45 p.m. – 4:00 p.m. .... Service Project  
Eagle's Nest Food Pantry
- 4:00 p.m. – 4:30 p.m. .... Evaluations/Announcements

**MISSISSIPPI ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS**

Membership

Advancement

Education

Opportunity

Professionalism

**MEMBERSHIP FORM**

**2023-2024**

**Association Year**

NAME: \_\_\_\_\_  
(Last) (First) (Middle/Maiden)

HOME ADDRESS: \_\_\_\_\_  
(Street/P. O. Box Number)

\_\_\_\_\_  
(City) (State) (Zip)

TELEPHONE NUMBERS: Home: \_\_\_\_\_ Office: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Address to which correspondence should be mailed: Home ( ) Office ( )

Would you be interested in serving as a MAEOP officer: Yes ( ) No ( )

Membership requested: Active ( ) Retired ( ) Associate ( )

MAEOP membership year runs from July 1 through June 30 of the following year. Yearly dues are \$25.00 for active and associate memberships, and \$10.00 for retired.

( ) New ( ) Renewal \_\_\_\_\_

NAME OF MAEOP MEMBER WHO ASKED YOU TO JOIN \_\_\_\_\_

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Please list all MAEOP, NAEOP, and LOCAL association activities for the previous year for updating your permanent record card.

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**ATTACH MEMBERSHIP DUES AND RETURN TO:**

**Cindy Walker, CEOE  
MAEOP Membership Director  
118 College Drive #5014  
Hattiesburg, MS 39406  
Telephone: (601) 266-4844**