



MISSISSIPPI ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

*Affiliated with National Association of Educational Office Professionals
Umbrella Affiliate with Mississippi Association of School Administrators*

MEMORANDUM

TO: MAEOP Membership

FROM: Catherine Herron, CEOE
President
Melissa Carpenter, CEOE
Vice President and Conference Chairman

DATE: March 21, 2019

SUBJECT: MAEOP 70th Annual Conference

The Mississippi Association of Educational Office Professionals is pleased to announce the 70th Annual Conference, June 6-8, 2019. The conference will be held at Rust College, 150 Rust Avenue, Holly Springs, MS 38635. The hotel is the Fairfield Inn & Suites Olive Branch, 7044 Hacks Cross Road, Olive Branch, MS 38654. The telephone number is 1-844-200-1008. Please indicate the registration code **MAE** for the conference rate of \$108.00 per night. Room block and special group rate is available until **Monday, May 6, 2019**. Reservations made after this date will be subject to availability and prevailing rates.

The conference registration deadline is **Friday, May 10, 2019**. Please send payment and completed registration form to MAEOP Treasurer, Joann Hollingsworth, CEOE. The registration fee is **\$150.00 for MAEOP members and \$175.00 for non-members**. There will be a \$25.00 late fee for on-site registration (see attached registration form). Registering before the deadline will save both time and money. **Business attire** is appropriate for all day time sessions.

Our workshop presenters are Debra Butler, Danielle Littlefield, Dr. Alisea McLeod, Jalesa Parks and Pam Posey. We have a great conference planned with informative workshops and networking, guaranteed to be filled with learning opportunities to empower you to achieve your goals for the year **“Professionally Fit, Uniquely Equipped!”**

Our service project is for Trinity Mission Health and Rehab of Holly Springs, located at 1315 Highway 4 East, Holly Springs, MS 38635. This facility is situated within Holly Springs, Mississippi, which offers senior housing in a caring environment. **We are asking members to donate blankets and socks for the residents.**

MAEOP 2019 ANNUAL CONFERENCE REGISTRATION FORM

RUST COLLEGE
150 RUST AVENUE
HOLLY SPRINGS, MS 38635
JUNE 6- 8, 2019

Please check if you are allergic to seafood

Check if First Timer _____

NAME: _____ PHONE (HOME) _____

ADDRESS: _____
P O Box or Street City State Zip

EMPLOYER: _____ PHONE (OFFICE) _____

ADDRESS: _____
P O Box or Street City State Zip

E-MAIL ADDRESS: _____ FAX NUMBER _____

Full Conference Registration (2018-2019 MAEOP Members) \$ 150.00

Full Conference Registration (Non-Member) \$ 175.00

One-Day Registration (2018-2019 MAEOP Members)
____ Thursday (\$40.00) ____ Friday (\$90.00) ____ Saturday (\$55.00) \$ _____

One-Day Registration (Non-Member)
____ Thursday (\$50.00) ____ Friday (\$100.00) ____ Saturday (\$65.00) \$ _____

Full Conference Registration Fees include President's Reception, Breakfast (2), Awards/Membership Luncheon, Workshops, and Banquet.
Friday Registration Fees include Awards/Membership Luncheon, Workshops and Banquet.

Thursday-President's Reception
Guest Name(s) _____ @ \$10.00 \$ _____

Friday-Awards/Membership Luncheon
Guest Name(s) _____ @ \$ 30.00 \$ _____

Friday-Installation Banquet
Guest Name(s) _____ @ \$ 40.00 \$ _____

*Every guest, including children, must have a ticket.



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

TOTAL AMOUNT ENCLOSED \$ _____

(NOTE: For payment of membership dues, please see attached form.)

Check workshops you plan to attend. Please rank in the order of preference to include 1st and 2nd choices:

Friday, June 7, 2019

____ (1:30-3:00 pm) **Career Management Skills** _____ (3:15-4:45 pm) **Mental Health Wellness**

____ (1:30-3:00 pm) **Managerial Skills for Administrator** _____ (3:15-4:45 pm) **PSP Workshop**

Saturday, June 8, 2019

____ (9:00-11:00 am) **General Workshop: Office Technology & Technical Skills**

Make checks payable to: Mississippi Association of Educational Office Professionals (MAEOP)
Mail to: Joann Hollingsworth, CEOE, MAEOP Treasurer **Deadline: Must be postmarked by: May 10, 2019**
113 Crescent Circle **Email joann.hollingsworth@hattiesburgpsd.com**
Hattiesburg, MS 39401 **Cell: 601-606-3819 Office: 601-583-2857**

Refunds will be made only if you notify Joann Hollingsworth, MAEOP Treasurer, by **May 10, 2019**. All refund requests must be submitted in writing. If approved by the Board of Directors, refunds will be mailed **after** the conference.

Treasurer's Use Only: Amount of check: _____ **Check No.** _____ **Date Received:** _____

**Mississippi Association of Educational Office Professionals
70th Annual Conference**

Workshops

Danielle Littlefield.....1:30 PM ~ 3:00 PM.....McCarty Varnell/BCS Room 203
Topic: Career Management Skills

This session will help participants explore job skills to provide resources to help them hone their talents in the workplace setting.

Jalesa Parks1:30 PM ~ 3:00 PM..... McCarty Varnell/BCS Room 212
Topic: Managerial Skills for Administrator

In this workshop, participants will explore the morals and ethics typically exhibited in today's workplace environment.

Debra Butler.....3:15 PM ~ 4:45 PM.....McCarty Varnell/BCS Room 203
Topic: Mental Health Wellness

This presentation will discuss the importance of mental health wellness and the fact that stable mental health is one of our greatest assets. It helps us focus, cope with challenges, overcome obstacles, get along with the people around us, and get well and stay well.

Let's face it, we are engaged in mental health every day. Whether we are dealing with stress, a divorce, or a natural disaster, it's important to learn how our mental health is fairing. Taking time to take a mental health inventory of ourselves is one of the easiest ways for us to determine whether we are experiencing, mental health wellness or mental health illness.

Pam Posey3:15 PM ~ 4:45 PM..... McCarty Varnell/BCS Room 212
Topic: PSP Program

The continuing education of office professionals is essential to cope with rapidly changing conditions in the careers of educational office professionals. Through the National Association of Educational Office Professionals, Mississippi AEOP helps provide our members the opportunity to enhance their professional competencies through academic programs, conferences, and professional development workshops. These incentive activities enable the members to take progressive steps to their desired professional growth level. Pam Posey, MAEOP PSP Chairman, will assist you in obtaining all the information you need to complete your application and fill you in on the updates on the Professional Standard Program, including recertification.

Dr. Alisea McLeod9:00 AM ~ 11:00 AM... Electronic Classroom, Hamilton Science Bldg.
General Workshop Topic: Office Technology and Technical Skills

In this remote presentation, Dr. Alisea Williams McLeod will discuss how office professionals can use employment search engines like Indeed.com and Glass Door to leverage skills they already possess and to learn new ones in order to participate fully in the "gig economy." Dr. McLeod will suggest that doing part-time, online (remote) work will introduce to anyone interested in expanding their professional experience work models of leading companies and productivity tools that can help support staff function optimally in both established roles and in new opportunities.

Mississippi Association of Educational Office Professionals 70th Annual Conference

AGENDA

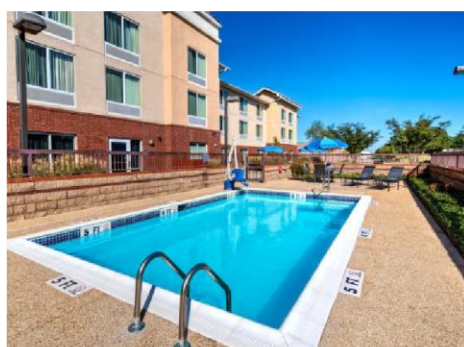
Thursday, June 6, 2019		
Time	What	Where
9:00AM – 11:30AM	2018-2019 Board of Directors Meeting	Beckley Center
11:45AM – 1:00PM	2018-2019 Board of Directors Luncheon	Beckley Center Dining Room
1:00PM – 5:00PM	REGISTRATION	Beckley Center Lobby
2:00PM – 3:00PM	MAEOP FORUM	Beckley Center
3:00PM – 4:00PM	Advisory Council	Beckley Center
4:00PM – 5:00PM	Higher Education	Beckley Center
5:30PM – 7:00PM	President's Reception	Beckley Center Dining Room
7:15PM	Handbook Committee Meeting	Beckley Center

Friday, June 7, 2019		
Time	What	Where
7:30AM – 8:45AM	REGISTRATION and VENDOR SET-UP	Beckley Center Dining Room
8:00AM – 8:45AM	Membership Breakfast	Library
8:00AM – 8:45AM	Past Presidents Meeting-Breakfast	Beckley Center Dining Room
9:00AM – 11:15PM	OPENING SESSION/BUSINESS MEETING	Electronic Classroom, Hamilton Science Building
11:30AM – 1:00PM	Awards/Membership Luncheon	Beckley Center, Dining Room
1:30PM – 3:00PM	Workshop I – Career Management Skills	McCarty/Varnell/BCS Room 203
1:30PM – 3:00PM	Workshop II – Managerial Skills for Administrators	McCarty/Varnell/BCS Room 212
3:00PM – 3:15PM BREAK		
3:15PM – 4:45PM	Workshop III – Mental Health Wellness	McCarty/Varnell/BCS Room 203
3:15PM – 4:45PM	Workshop IV – PSP Workshop	McCarty/Varnell/BCS Room 212
4:45PM – 5:30PM	Installation Rehearsal	Beckley Center Dining Room
7:00PM – Until	Installation Banquet –(After-five, semi-formal or formal attire)	Beckley Center Dining Room

Saturday, June 8, 2019		
Time	What	Where
8:00AM – 8:45AM	Membership Breakfast	Beckley Center Dining Room
9:00AM – 11:00	General Workshop-Electronic Classroom	Electronic Classroom, Hamilton Science Building
11:30AM – 1:00PM	2019-2020 Board of Directors Meeting	BCS President's Mtg. Room
1:00PM – Until	2019-2020 Board Lunch	BCS President's Mtg. Room



7044 Hacks Cross Road • Olive Branch, MS • 662.892.4469



FEATURES & AMENITIES

- Free Wi-Fi
- Complimentary Hot Breakfast
- 24/7 Market
- King & Double Queen Guest Rooms
- Spacious King Suites with microwave & mini refrigerator
- 24/7 Business Center
- 24/7 Fitness Center
- Outdoor Swimming Pool
- Baseball and soccer practice fields
- Access to ATC Fitness next door