



**MISSOURI ASSOCIATION OF EDUCATIONAL
OFFICE PROFESSIONALS
75th MAEOP FALL CONVENTION
“Celebrating 75 Years”**

August 19, 2014

Dear MAEOP Members and Potential Guests:

Please join us at the 75th Annual MAEOP Fall Convention to be held on October 23-25, 2014. We are excited to be celebrating another milestone!

The convention will be held at Tan-Tar-A Resort in Osage Beach, Missouri. Room reservations must be made directly to Tan-Tar-A Resort. Guest Rooms - \$89/night plus \$5 resort fee, one-bedroom suite \$160/night plus \$5 resort fee, and two-bedroom suite \$240 plus \$5 resort fee. For reservations call the resort directly at (573) 348-3131 or 1-800-826-8272 or on their website: www.tan-tar-a.com. Deadline for the group rate is September 25, 2014. Please make your hotel reservations early! Plan to arrive on Thursday night and fellowship/network with old friends and meet new ones!

Our theme is “Celebrating 75 years of MAEOP”. During the fall convention, we will experience excellent speakers and presenters. You will have opportunities to network with fellow office professionals and pick up a few tips to enhance your skills. Workshops include: Technology; Active Shooter in Your Building; Legal Issues – Our Diamonds in the Rough; and Being Professional.

The MAEOP Executive Board meeting will be held on Thursday evening and anyone can attend the session to become more aware about our organization. The schedule for Friday will include four power-packed workshops and the day will end with our Friday night banquet filled with great food, installation of board members, fun and entertainment. On Saturday, there will be a breakfast buffet and a business meeting. We will adjourn about 11 a.m.

Enclosed is the workshop registration packet. Registration deadline is October 15, 2014 but we hope you will register today. Please share this information with your colleagues and invite someone that has not attended before. We look forward to seeing you at the fall convention in Osage Beach, Missouri on October 23-25, 2014.

Sincerely,

Suzette and Debbie
2014 MAEOP Fall Convention Co-Chairs



Missouri Association of Educational Office Professionals (MAEOP)

75th FALL CONVENTION REGISTRATION FORM

Tan-Tar-A Resort, Osage Beach, Missouri

October 23-25, 2014

Please print or type:

Name _____

Street Address _____

City _____ State _____ Zip+4 _____

Phone Number _____ E-mail _____

School District _____

Are you a Past President of MAEOP ? ____ Yes ____ No Year: _____

Is this your first time attending a MAEOP Fall Convention? ____ Yes ____ No

Have you attained the CEOE distinction? ____ Yes ____ No

ALL-INCLUSIVE REGISTRATION FEE includes all workshop materials, a 75th Anniversary charm, Friday lunch, Friday night dinner/social, and Saturday breakfast buffet:

MAEOP Member Registration (full convention) \$90.00 \$ _____

Non-Member Registration (full convention) \$105.00 \$ _____

Friday Night Banquet Entrée Choice ____ **Chicken** ____ **Pork**

Late Registration Fee (postmarked after October 16, 2014) \$10.00 \$ _____

Additional Spouse/Guest Meal Tickets:

Friday Luncheon # of tickets _____ @ \$ 20.00 \$ _____

Friday Night Banquet # of tickets _____ @ \$26.00 \$ _____

____ **Chicken** _____ **Pork**

Saturday Morning Buffet # of tickets _____ @ \$18.00 \$ _____

____ Check here if you have special dietary needs. Explain: _____

Method of Payment: **TOTAL AMOUNT DUE** \$ _____

____ Check enclosed for total amount due. Make check payable to: MAEOP

____ PO# _____ (Full payment must be received by October 25, 2014.)

NO REFUNDS WILL BE ISSUED AFTER OCTOBER 16, 2014

Mail registration form with payment to:
Debi Othic, CEOE
600 E. Ritchie Avenue
Marceline, MO 64658
Phone: (660) 376-3784

Room reservations must be made directly to Tan-Tar-A Resort – Guest room \$89/night; One-bedroom suite \$160/night; and two-bedroom suite \$240 + \$5 resort fee for any room. For room reservations call the resort directly at (573) 348-3131 or (800) 826-8272. The resort's website is: www.tan-tar-a.com. **Deadline for group rate is September 25, 2014.** MAEOP will not be held responsible for accidents that may occur while in attendance at this conference. If you have any special needs, please notify the conference registrar or one of the co-chairs, Suzette Ryder or Debbie Geib, at least three weeks prior to the conference.



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75th MAEOP FALL CONVENTION
“Celebrating 75 Years”
October 23 – 25, 2014
Tan-Tar-A Resort
Osage Beach, Missouri**

Thursday, October 23, 2014

- 4:00 p.m.-8:00 p.m. Registration – Lobby
- 7:00 p.m. MAEOP 2013-2014 Executive Board Meeting
Presiding: Kim Brannon, CEOE, MAEOP 2013-14 President
- 8:30 p.m. MAEOP 2014-2015 Executive Board Meeting
Presiding: Susan Brooker, CEOE, MAEOP 2014-15 President
- 9:00 p.m. Mixer for new guests and members of MAEOP

Friday, October 25, 2014

- 7:00 a.m. – 9:00 a.m. Registration - Lobby
- 7:30 a.m. – 8:30 a.m. Past President’s Breakfast

Attendees Breakfast on your own!
- All Day Special Project displays/raffles/silent auction items
- 9:00 a.m. Opening Session
Presiding: Kim Brannon, CEOE, MAEOP 2013-14 President
Posting of the Colors: Lincoln University ROTC Color Guard
Welcome: Mayor Penny Lyons
- 9:30 a.m. – 10:30 a.m. Workshop I – Technology
Presenter: Rick Bates, Technology Technician, Jefferson City Public
Schools
- 10:45 a.m.-12:15 p.m. Workshop II – Active Shooter In Your Building
Presenter: Retired Captain Gary Moore, Missouri Highway Patrol
What you do in a split second can possibly determine how many survive if
there is an active shooter in your building. Do you know the steps to take to
help staff, students and teachers stay calm and increase your chance of
survival? School administrators, teachers and students are being taught
what to do if an armed intruder enters your school – have you been included

in this training? This course will teach you what is being taught and what you can do to increase your safety. Gain valuable information on how to avoid being put into an unfavorable situation not only at work but in your personal time when you are at a mall or restaurant and a situation occurs.

12:30 p.m. – 1:30 p.m.

Lunch -“75 Years of Memories”
Presiding: Kim Brannon, CEOE, MAEOP 2013-14 President
History of MAEOP: Jorene Brooks, CEOE, MAEOP Historian



1:45 p.m. – 2:45 p.m.

Workshop III – Being Professional
Presenter: Julene Thornhill, Administrative Specialist, Missouri School Boards’ Association
Being professional on the job is a must. How do you handle that difficult co-worker that makes your blood pressure hike? How are your customer relation skills and how do you handle that outrageous parent or vendor? This workshop will provide you with suggested tips and tricks from years of experience on the job dealing with difficult people.

3:00 p.m. – 4:30 p.m.

Workshop IV - Legal Issues – Our Diamonds in the Rough
Presenter: Scott Summers, Attorney, Missouri School Boards’ Association
This session will provide attendees with an update on legal issues affecting school districts as well as a brief overview of other relevant legal topics such as Residency and the Sunshine Law. There will be ample time for questions.

4:45 p.m. – 5:30 p.m.

2014 – 2015 Board Member Training

7:00 p.m.

MAEOP Dinner - “It’s a Black Tie Affair”
Presiding: Kim Brannon, CEOE, MAEOP 2013-14 President
Welcome: Dr. Brian Mitchell, Superintendent of Schools, Jefferson City
Inspiration: Suzette Ryder, Jefferson City Public Schools
Dinner
Auction
Installation of Officers for 2014-2015



9:00 p.m.

Reception – “Prisms of Possibilities”

Saturday, October 25, 2014

8:00 a.m.

MAEOP Business Meeting w/Breakfast Buffet
Presiding: Kim Brannon, CEOE, MAEOP 2013-14 President
Invitation to 2015 Spring Workshop
Passing of the Gavel

11:15 a.m.

Final drawing! Dismissal of convention