

MAEOP

SHOW~ME NEWSLETTER

Missouri Association of Educational Office Professionals

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Message from the President

Connect – Learn - Grow is the theme for 2016-17.

Connect – relate, share –reach out to our first timers and share your experiences with MAEOP and how you have been able to connect with others.

Learn – explore, understand – we have had several opportunities this weekend to explore ways to help you with planning and organizing, understanding how you can improve your well-being and providing technology training. With so many good sessions being offered, I had a difficult time choosing.

Grow – expand, strengthen – we need to continue to expand our knowledge so that we can grow to achieve our fullest potential and strengthen what we have already learned.

There are a few of us in the Kansas City area that are a part of an Administrative Assistants group that meets several times a year. Professional Development is a part of each of our meetings as well as time to network with others. One of the programs we presented was about MAEOP and the Professional Standards Program. We provide information about upcoming conferences and workshops at the meetings. Through the sharing of information about MAEOP, we had three first timers attending the spring conference.

I challenge each of you to help grow and strengthen our organization. Share information about MAEOP with you co-workers; tell them how MAEOP supports you to connect – learn – grow.

Looking forward to seeing you at The Elms Hotel and Spa in Excelsior Springs on October 26-28. Bring a friend with you!

JoAnn Greenwell
MAEOP Show-Me Newsletter Editor
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St Ann, MO 63074



BLOOM
WHERE
YOU ARE
PLANTED



67th Annual MAEOP Spring Workshop
March 30-April 1, 2017
Holiday Inn South County Center
6921 South Lindbergh Blvd.
St Louis, MO 63125

The Spring Conference was held in St. Louis Mo on March 30 - April 1, 2017.

It began with the Executive Board Meeting on Thursday evening.

Our day started with Ms Molly Dwyer-Simonen from SSM Health-Behavioral Programs as our key speaker. She was truly inspiring. The conference had many speakers intended to help us bloom in our jobs. We learned about event planning, nutrition and Canva. We were also inspired to destress and organize. All sessions gave us additional knowledge for our business and personal lives. We had a great turnout with 58 registered and 57 attending.

We ended our evening with a wonderful dinner and fellowship. To conclude the evening, we had Carol McCauley as our auctioneer for our basket auction. Raising \$600 for the MAEOP group with lots of fun baskets.



We collected over 200 items for Angels Arms. They are an organization dedicated to providing and supporting loving homes for foster children by keeping brothers and sisters together within a nurturing family until a forever home is found.

The Spring conference was concluded with our MAEOP Business meeting.

Our hosts were Janet Altmann, Susan Hampel and Sue Roesch from SLCAEOP and Melville School District. We want to take this opportunity to thank them for all their hard work and time they put in. It was an exceptional conference.



Northeast Missouri Association of Office Professionals (NEMAEOP)

The Northeast Missouri Association of Educational Office Professionals (NEMAEOP) met on March 21, 2017 at Tall Paul's in Bucklin Missouri, we had a total of 16 members attend. We had a wonderful time catching up with one another and having a nice meal. We had several new members join so we went around the room and had everyone introduce themselves. We are also giving a \$250.00 scholarship; our scholarship committee will be meeting in April to go over applications. We talked about the Spring Convention and who from our group would be attending. We have a total of 19 members and will have our next meeting in October 2017.

Regina Gall

Secretary/Reporter

Cass County Association of Educational Office Professionals

Cass County Association of Educational Office Professionals has 29 members and meets four times per year. Each meeting is hosted by a different district in Cass County. Meetings include dinner, a service project, an activity and/or presentation, as well as raffles, gift baskets and other items to raise funds for the group's scholarship program.

On April 5, CCAEOP met in Archie, MO for their last meeting of the 2016-17 school year. The group has had a great year, raising a record amount of funds for its scholarship program through its annual Craft and Vendor Show and other various fundraisers throughout the year. As a result, during the business meeting, the board excitedly and unanimously voted to award five \$750 scholarships to college bound seniors in participating districts, the most ever awarded by the organization!



The last meeting of the year also serves as an induction ceremony for the new officers coming in next year, as well as recognizing outgoing officers. The following members were inducted as officers for the 2017-18 school year: Alli Schnelle, president; Tina Fowler, vice president; and Tracy Goodall, corresponding secretary. We wish to thank the following members for their service as officers during the 2016-17 school year: Becky Deardorff, president, Alli Schnelle, vice president; and Tina Fowler, corresponding secretary.

The *St. Louis* County *Association of Educational Office Professionals* (SLCAEOP)

was host of the MAEOP spring workshop “Bloom Where You Are Planted” which was held at the Holiday Inn South County Center on March 30-April 1, 2017. The trio from Mehlville School District, Janet Altmann, Susan Hampel, and Sue Roesch did an awesome job chairing the workshop. They single handedly took on the workshop and made SLCAEOP look good, said District 5 Director, Carol McCauley. This trio is new to SLCAEOP this year and new to MAEOP. They had never attended a MAEOP workshop/conference prior to taking on this task. At an earlier SLCAEOP meeting when Director McCauley reported that District 5 would be the host district and asked for volunteers to chair the workshop, they enthusiastically offered to chair the spring workshop and never looked back. Hats off to an amazing trio.

The spring workshop started on Thursday, March 30 with the executive board meeting at 7 p.m., followed by a mixer for new members and guests of MAEOP. On Friday, the Key Note Speaker, Molly Dwyer-Simonsen with SSM Health-DePaul/St. Clare Hospitals, spoke on “The Willingness to Change My Thinking: The ABC’s of Positive Thinking.” A host of workshops followed throughout the day as follows: “Taking Personal Responsibility for Your Life Happiness” (Molly Dwyer-Simonsen); “Digital Citizenship” (Alicia Landers and Paul Westbrook, Director of Instructional Technology and Director of IT, Mehlville School District); “Dealing with Differences – Effectively!” (Shenekia Weeks, Member Services & Professional Development w/Education Plus); “Let it Go: Say Goodbye to Stress and Get Organized!” (Janet Altmann, Administrative Assistant-Curriculum Office, Mehlville School District); “Stop Multi-Tasking and Get More Done!” (JoAnn Greenwell, Department Specialist/Executive Assistant-Curriculum Office, Pattonville School District); “Canva” (Susan Hampel, Administrative Assistant-Supervision of Schools Office, Mehlville School District); “Nutrition Fun/Healthy Food” (Katie Gegg, Director of School and Food Nutrition, Mehlville School District); “I Love It When a Plan Comes Together – The Art of Worry-Free Event Planning” (Susan Roesch, Executive Assistant, Superintendent’s Office, Mehlville School District). Please note that many of the workshops were facilitated by our own professionals and that’s what we should celebrate – supporting our own and giving back to the organization. The evening ended with a banquet and basket auction. Oh what fun was had by all who attended the banquet and auction. Over \$500 was raised from the auction and people were very generous in their bidding. The workshop ended with the Business Meeting on Saturday. Donations were also collected from the members for the Angels’ Arms organization which provides support for foster children by keeping brothers and sisters together within a nurturing family until a forever home is found.



SLCAEOP is looking forward to ending the year with a dinner meeting hosted by our President, Robin Weaver. Our scholarship chairperson will be involved in a luncheon honoring our scholarship recipient for this year at the University of Missouri-St. Louis. A big “thank you” goes out to our retiree, Naomi Secoy, who continues to work on fundraisers that support our organization.

SLCAEOP is thankful that we still have strong organizations within our Missouri communities that support office professionals who provide scholarships for our students in our school districts. Imagine how many lives we have changed as a result of the little things we do as an organization. That’s what we should be about – bringing *Joy* to those we come in contact with and making a difference in the lives of others.