



## 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:** Melissa Carpenter, CEOE, President  
Vivian Gulledge, Vice President and Conference Chair

**DATE:** April 16, 2021

**SUBJECT:** MAEOP 71<sup>st</sup> Annual Conference

The Mississippi Association of Educational Office Professionals is pleased to announce the 71<sup>st</sup> Annual Conference, June 2-4, 2021. The conference is scheduled at the Holiday Inn Trustmark Park Hotel in Pearl, MS. The overnight hotel is the Holiday Inn Trustmark Park Hotel, 110 Bass Pro Drive, Pearl, MS 39208. The telephone number is (601) 939-5238. Please indicate the registration code **MAE** for the conference rate of \$112.00 per night. Room block and special group rate are available until **Monday, May 10, 2021**. Reservations made after this date will be subject to availability and prevailing rates.

The conference registration deadline is **Friday, May 14, 2021**. Please send payment and completed registration form to Cory Williams, CEOE, MAEOP Treasurer. The registration fee (In person) is **\$125.00 for MAEOP members and \$150.00 for non-members**. The registration fee (Virtual Only) is **\$50.00** for MAEOP members and **\$75.00** for non-members. (Virtual Login information will be sent after registration is completed). A \$25.00 late fee will be assessed if registration is paid after the deadline date, or you may pay on site. Please e-mail registration form to Cory Williams if paying on site. Registering before the deadline will save both time and money. **Business attire** (business suits and dresses) is the “dress for the day.”

Facemasks are required to be worn for all sessions. All CDC guidelines will be followed.

Our workshop presenters are LeKeisha Buffington, Valerie Craig, Jennifer Lewis, Pam Posey, and Dr. Edna Thomas. 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 to **“LAUNCH MAEOP!”**

Our Service Project was with The Domestic Abuse Shelter and Fieldhouse for the Homeless in Hattiesburg, MS. For more information, you may visit [www.wdam.com](http://www.wdam.com) “Organizations team up to donate to homeless, domestic abuse shelter” on Tuesday, April 20, 2021.

# MAEOP 2021 71<sup>st</sup> ANNUAL CONFERENCE REGISTRATION FORM

Holiday Inn Trustmark Park Hotel  
110 Bass Pro Drive < > Pearl, MS 39208

Please check if you have any food allergies

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 (2020-2021 MAEOP Members)	\$ <u>125.00</u>
Full Conference Registration (Non-Member)	\$ <u>150.00</u>
Full Conference Registration-Virtual	\$ <u>50.00</u>

One-Day Registration (2020-2021 MAEOP Members)  
 \_\_\_\_ Thursday (\$40.00) \_\_\_\_ Friday (\$75.00) \_\_\_\_ Virtual (\$50.00)                      \$ \_\_\_\_\_

One-Day Registration (Non-Member)  
 \_\_\_\_ Thursday (\$50.00) \_\_\_\_ Friday (\$85.00) \_\_\_\_ Virtual (\$50.00)                      \$ \_\_\_\_\_

Full Conference Registration Fees include President’s Reception, Awards/Membership Luncheon, Workshops, and Installation/Brunch. Friday Registration Fees include Installation Brunch and Workshops.

Thursday-President’s Reception  
 Guest Name(s) \_\_\_\_\_ @ \$20.00                      \$ \_\_\_\_\_

Friday-Awards/Membership/Installation/Brunch  
 Guest Name(s) \_\_\_\_\_ @ \$ 35.00                      \$ \_\_\_\_\_

\*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 1<sup>st</sup> and 2nd choices:

**Friday, June 4, 2021**

- |  |  |
|--|--|
| ____ (12:30-2:00 pm) LaKeisha Buffington<br><b>“Staying in your Lane”</b><br>____ (12:30-2:00 pm) Jennifer Lewis<br><b>“Assessing and Increasing Your Personal Resilience”</b> | ____ (2:15-3:45 pm) Pam Posey<br><b>“Professional Standards Program”</b><br>____ (2:15-3:45 pm) Dr. Edna Thomas<br><b>“Frontline Fuel for a Successful Launch”</b><br>____ (4:00-5:30 pm) Valerie Craig<br><b>“Self-Care for Office Professionals”</b> |
|--|--|

**Make checks payable to: Mississippi Association of Educational Office Professionals (MAEOP)**

Mail to: **Cory Williams, CEOE, MAEOP Treasurer**  
 1301 Marie Street  
 Hattiesburg, MS 39402  
 cory.smith@usm.edu  
 Cell: 601.606.3364

**Deadline: Must be postmarked by: May 07, 2021**

Refunds will be made only if you notify Cory Williams, CEOE, MAEOP Treasurer, by **May 14, 2021**. 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**  
**71<sup>st</sup> Annual Conference**  
**Workshops**

**LaKeisha Buffington.....12:30 P.M. – 2:00 P.M.**  
***Topic: “Staying in your Lane”***

Creating goals that drive your day with clarity, focus, and fulfillment.

**Jennifer Lewis .....12:30 P.M. – 2:00 P.M.**  
***Topic: “Assessing and Increasing Your Personal Resilience”***

Resilience Quotient (RQ)--understand how to increase one’s own personal resiliency, identify the ways of supporting resiliency development in others, and review sources for strengthening resilience.

**Pam Posey .....2:15 P.M. – 3:45 P.M.**  
***Topic: “Professional Standards Program”***

The continuing education of educational office professionals is essential to cope with rapidly changing conditions in the profession. MAEOP provides the opportunity for members to enhance their professional competencies through academic programs, conferences, and professional development workshops. This workshop will assist you in obtaining all the information needed to complete your application for a Professional Standards Certificate or to recertify at your present level.

**Dr. Edna Thomas .....2:15 P.M. – 3:45 P.M.**  
***Topic: “Frontline Fuel for a Successful Launch”***

This presentation will assist administrative assistants with growth in their positions as the first point of contact (FRONTLINE workers) for stakeholders. They will reflect on their roles and responsibilities, gain a better understanding of their influence and discover new opportunities to have a positive impact on the perceptions of the office culture they assist in creating.

**Valerie Craig .....4:00 P.M. – 5:30 P.M.**  
***Topic: “Self-Care for Office Professionals”***

Defining self-care and why we need it. What are challenges to self-care and the need for self-care in our roles as servants to others? Why do we get stressed, how we experience stressors, and how to know that we are getting stressed? Self-care tools and how to practice self-care. We will do some things in the session to mitigate stress.

**MISSISSIPPI ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS**

Membership      Advancement      Education      Opportunity      Professionalism

**MEMBERSHIP FORM**

2020 - 2021  
Association Year

2021-2022  
Association Year

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

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

\_\_\_\_\_  
(City) (State) (Zipcode)

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

Fax: \_\_\_\_\_ 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

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

\_\_\_\_\_  
\_\_\_\_\_

**ATTACH MEMBERSHIP DUES AND RETURN TO:**

**Cindy Walker, Membership Director**  
118 College Drive 5014  
Hattiesburg, MS 39406  
601-266-4844  
[cynthia.walker@usm.edu](mailto:cynthia.walker@usm.edu)