



## Missouri Association of Educational Office Professionals

Affiliate of National Association of Educational Office Professionals

January 27, 2010

Dear MAEOP members,

The Missouri Association of Educational Office Professionals cordially invites you and your colleagues to join us as we host the 60<sup>th</sup> Annual MAEOP Spring Workshop, April 8-10 at the Quality Inn & Suites, Hannibal. The hotel is located just west of town on Highway 36 and is minutes from area attractions. Quality Inn & Suites offer many amenities such as an indoor heated pool, hot tub, exercise room, game room and a free hot breakfast featuring scrambled eggs, sausage, bacon, fresh fruit, assorted cereals, pastries and more.

Our theme this year is **“Back 2 Basics”** and the MAEOP Executive Board and Co-chairs of the Spring Workshop are excited to have a multitude of professional development for all office professionals available at this workshop. The Executive Board will meet for a dinner prior to the official board meeting on Thursday evening. A hospitality and social time will be held around the pool area immediately following the executive board meeting. This will give everyone time to relax and catch up with old friends and meet new ones.

Friday will be a full day of workshops and activities for members with topics of surviving the office, new laws and policies, a day in the life of a facility, legal information every office professional needs, and best practices for the office. You won't want to miss a single one of these presenters as they give you the latest up-to-the-minute information you need in the office.

Friday evening's banquet will be one you won't want to miss. Come and enjoy the evening with a twist of backwards fun of good food, entertainment and friends. We will close our workshop on Saturday with our business meeting and don't be late for the start of the meeting and the goodies that wait.

Please take a few moments to look over the enclosed information, share it with other office personnel and encourage them to attend. We are confident that you and your school district will benefit from attendance. This is a wonderful opportunity for 6-8 hours of professional development and the chance to interact with other educational office professionals from around the state.

Please contact any of the workshop co-chairs if you have any questions or need additional information. We look forward to seeing you at the **“Back 2 Basics”** workshop in April.

Sincerely,

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