

Patricia S. Miller, Conference Co-Chair  
Nelson Jefferson, Conference Co-Chair  
Tri-City Association of Educational Office Professionals  
35 Pine Street  
Petersburg, VA 23803

# EDUCATIONAL OFFICE PROFESSIONALS

# VAEOP

*"Revisiting the Past...Impacting the Future"*



## 2015 FALL CONFERENCE

**NOVEMBER 5-7, 2015**

Holiday Inn Petersburg North-Fort Lee  
401 East Roslyn Road  
Colonial Heights, VA 23834  
804-520-5880

Hosted by

Tri-City Association of Educational Office Professionals



# VIRGINIA ASSOCIATION OF

The VAEOP Fall Conference serves as a time for professional development and fellowship. The members of the Tri-City Association of Educational Office Professionals have planned workshops that we hope will enhance your development and support your work experience.



## LODGING

Holiday Inn Petersburg North-Fort Lee  
401 East Roslyn Rd., Colonial Heights, VA 23834  
804-520-5880

Enjoy the heated indoor pool and 24 hour fitness center, as well as many shopping areas and great restaurants located near-by.

Reservation Code: EOP

### **Reservation Deadline: October 19, 2015**

Lodging Rate: \$99.00 plus 13.3% tax per night

Check in time is 3:00 p.m. and Check out is 11:00 a.m.

### Driving Directions

**FROM THE NORTH:** Traveling I-95 South to Exit 53 towards South Park Mall. Keep straight on Roslyn Road. The Hotel will be on your right.

**FROM THE SOUTH:** Traveling I-95 North, take Exit 53 towards South Park Mall. Make a right turn onto Roslyn Road and keep straight. The Hotel will be on your right.

**From the East:** Take 460 West to Bull Hill Rd./VA630 to I-95 North and follow directions from South.

### VAEOP Membership Form

*For the period July 1, 2015 - June 30, 2016*

\_\_\_\_\_ New Membership \$25.00  
\_\_\_\_\_ Renewal Membership \$25.00  
\_\_\_\_\_ Associate Membership \$25.00

\_\_\_\_\_ Retired Membership \$10.00  
\_\_\_\_\_ Retired Life Membership (one-time payment) \$25.00  
\_\_\_\_\_ Late Payment (Assessed on dues paid after 1/1/2016) \$ 5.00

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

E-mail address \_\_\_\_\_

Do you have your PSP? \_\_\_\_\_ Your CEOE? \_\_\_\_\_

Local Association \_\_\_\_\_

Check one:

Elementary \_\_\_\_\_

State Department \_\_\_\_\_

Middle/Jr. High \_\_\_\_\_

Higher Education \_\_\_\_\_

High School \_\_\_\_\_

Retired \_\_\_\_\_

Career & Technical \_\_\_\_\_

Administration \_\_\_\_\_

Other (Please Specify) \_\_\_\_\_

Mail Dues to:

Patrice Johnson, CEOE  
VAEOP Membership Chairperson  
Financial Aid Office Suite 211B  
Norfolk State University  
700 Park Avenue  
Norfolk, VA 23504

### Workshops, Retiree's Tour and Meal Information

#### Workshop Choices

9:00 a. m. - 10:15 a. m.

A \_\_\_\_\_

B \_\_\_\_\_

10:25 a.m. - 11:40 a.m.

A \_\_\_\_\_

B \_\_\_\_\_

1:15 p.m. - 2:30 p.m.

C \_\_\_\_\_

Total Enclosed \$ \_\_\_\_\_

2:40 p.m. - 3:55 p.m.

D \_\_\_\_\_

### Retiree's Tour Information

**Retiree's Tour** - See the sites of Petersburg, Virginia

The tour will include points in Petersburg to include the new Petersburg Library. The retirees will return to the Hotel in time to participate in the conference luncheon.

Retiree's Tour 9:00 a.m. - 11:30 a.m. \_\_\_\_\_

### Friday Luncheon Menu

Deli Buffet

Green Salad

Sliced Fresh Seasonal Fruit

Sliced Turkey, Roast Beef and Honey Glazed Ham

Cheddar, Swiss and Monterey Jack Cheeses

Lettuce, Onions, Tomatoes, Pickles and Peppers

Red Bliss Potato Salad

Assorted Breads and Rolls and Condiments

Assorted Desserts

Coffee and Tea Service

### 2015 Fall Conference Registration

_____ Registration (Current, Retired & Retired Life Members)	\$ FREE
_____ Registration (Non-Members)	\$30.00
_____ Late Fee (After October 20, 2015)	\$25.00
<b>(NO Registrations will be accepted after October 25, 2015)</b>	
_____ Friday Luncheon	\$25.00
_____ Friday Luncheon (Guest)	\$25.00

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Do you have your PSP? \_\_\_\_\_ Your CEOE? \_\_\_\_\_

Local Association \_\_\_\_\_

Email Address \_\_\_\_\_

Check one:

Elementary \_\_\_\_\_ State Department \_\_\_\_\_

Middle/Jr. High \_\_\_\_\_ Higher Education \_\_\_\_\_

High School \_\_\_\_\_ Career and Technical \_\_\_\_\_

Administration \_\_\_\_\_ Retired \_\_\_\_\_

Other (Please Specify) \_\_\_\_\_

Make Checks payable to: TCAEOP Fall Conference

Mail to: LaVern Smith, Conference Registrar  
 35 Pine Street  
 Petersburg, VA 23803  
 804-586-2657  
 E-mail Address: lasmith@petersburg.k12.va.us

### VAEOP 2015 Fall Conference Schedule

Thursday, November 5, 2015

Hotel Check-In	
Registration	6:00 p.m. - 8:00 p.m.
Hospitality Room Open	6:00 p.m. - 8:00 p.m.

Friday, November 6, 2015

Breakfast on your own	
Hospitality Room Open	7:00 a.m. - 8:00 a.m.

Registration	7:00 a.m. - 8:00 a.m.
Opening Session	8:15 a.m. - 8:50 a.m.
Retiree's Activity	9:00 a.m. - 11:30 a.m.
Workshop A or B	9:00 a.m. - 10:15 a.m.
Workshop A or B	10:25 a.m. - 11:40 a.m.
Lunch	11:45 a.m. - 1:00 p.m.
Workshop C	1:15 p.m. - 2:30 p.m.
Workshop D	2:40 p.m. - 3:55 p.m.
Hospitality Room Open (Board Members Only)	4:30 p.m. - 5:00 p.m.
VAEOP Board Meeting	5:00 p.m. - 7:00 p.m.
Hospitality Room Open Dinner on your own	5:15 p.m. - 8:00 p.m.

Saturday, November 7, 2015

Breakfast on your own	
Business Session	9:00 a.m. - 12:00 Noon
Adjournment	

## WORKSHOPS

**Workshop A:** 9:00 a.m. - 10:15 a.m. & 10:25 a.m. - 11:40 a.m. **The Social Media Network** and how it impacts the workplace. (Please bring your electronic devices). This workshop will teach the ins and outs of social media and how to broaden your marketing toolbox. This session will help to increase your knowledge of **Facebook, LinkedIn** and other tools to enhance your ability to connect within your school system and with outside vendors. At the end of the session, you will know how to set-up your own Facebook and LinkedIn accounts; receive and send messages. Presenters: **Mr. Andre Farley and Mr. Vincent Akintomide of AKINFAR Global.**

**Workshop B:** 9:00 a.m. - 10:15 a.m. & 10:25 a.m. - 11:40 a.m. **The Social Media Network** and how it impacts the workplace. (Please bring your electronic devices). This workshop will teach the ins and outs of social media and how to broaden your marketing toolbox. This session will help to increase your knowledge of **Twitter and Instagram** and other tools to enhance your ability to connect within your school system and with outside vendors. At the end of the session, you will know how to set-up your own Twitter and Instagram accounts; receive and send messages and images. Presenter: **Ms. Darnell Law, VSU Library Instruction Coordinator.**

**Workshop C:** 1:15 p.m. - 2:30 p.m. - **Busy Men and Women, Healthy Lives.** This workshop will focus on how the proper diet will increase the health and wellness of today's busy, overscheduled employees, and at the same time increase the productivity in the workplace. You will learn how to select the proper foods that will help eliminate stress in the workplace and at home; and, which foods cause the most stress. At the end of this session, you will be better informed about your food choices and how they affect your daily lives. Presenter: **Mrs. Debra Jones, Extension Specialist, Virginia State University**

**Workshop D:** 2:40 p.m. - 3:55 p.m. - **Don't get burnt out - keep it moving.** Learn ways to stay fit in your busy life. You will be given tools to fit the needed activities within your workday. Be prepared to move a little. Presenter: **To Be Confirmed**