

Minnesota Association of Secretaries to the Principals

2011 Educational Secretaries Workshop



“Beat the Heat!”

**Thursday and Friday
July 28-29, 2011
Kelly Inn
St. Cloud, Minnesota**

Registration Packet – Time Sensitive Material

This packet includes the following important information and forms

- **MASP WORKSHOP REGISTRATION FORM**
(Fax or mail by July 1, 2011 for early registration discount)
- **RESERVATION INFORMATION FOR KELLY INN OR LE ST - GERMAIN SUITE HOTEL** (Reservations must be made by June 26, 2011)
- **A PRELIMINARY WORKSHOP PROGRAM OUTLINE**
- **Service Award/Retirement form (due by June 15, 2011)**

2011 Educational Secretaries Workshop
“Beat the Heat!”
Preliminary Program

Thursday, July 28, 2011

9:00 a.m. REGISTRATION

9:30 a.m. ANNUAL MEETING

This meeting is intended for members of the Minnesota Association of Secretaries to the Principals. Members in attendance are eligible for a drawing for two \$50.00 Gift Certificates from Target.

Members of MASP will elect 2011 - 2012 Advisory Committee representatives and conduct a brief business meeting.

9:45 a.m. OPENING SESSION

“Creative Teamwork”

Bonnie Bell Ewert, Customer Connections



Bonnie Bell Ewert

The highly successful team is a cohesive unit, contending together for a common purpose with explicit goals and shared rewards. In this session we'll cover nine (9) traits of creative teamwork. While they are not magical or brand-new, they are simple, fundamental, age-old principles for working with others to ensure your team's success.

12:00 LUNCH

1:15 P.M. SECOND SESSION

“Happiness is an Inside Job”

Bonnie Bell Ewert, Customer Connections



Bonnie Bell Ewert

Do you struggle to find a sense of personal balance and happiness day-to-day? Does your mind spin with multiple demands, all knocking simultaneously in your head for your attention? Do you long for peace of mind and wonder why it is so hard to get it? If you are on a personal quest to find and spread happiness in your daily life, this session will provide the keys.

3:15 p.m. FREE TIME

Pedicures – One option for your “Free Time”

We have arranged \$18 pedicures at the Model College of Hair Design from 3:00 – 5:45 p.m.

Please call 320-253-4222 to make your appointment

6:00 P.M. BANQUET

C. Willi Myles, America's Everyday Comedian



C. Willi Myles

C. Willi Myles takes everyday life challenges and applies the humor to them. He has opened for many of the top musical and comedy acts throughout the country and performs regularly on cruise ships, and at casinos and in concert with some of the biggest names in entertainment.

With extremely funny non-offensive stories and jokes, Willi makes everybody laugh. What happens when you take a guy from Alabama and you move him up to Minnesota and let him experience his first winter including ice fishing? One thing that happens for sure is a lot of laughs and a unique look at living in the Midwest.

Friday, July 29, 2011

7:30 A.M. CONTINENTAL BREAKFAST

8:15 - 9:10 a.m. CONCURRENT SESSIONS

9:15 - 10:10 a.m. CONCURRENT SESSIONS

10:35 - 11:30 a.m. CONCURRENT SESSIONS

Concurrent sessions will be offered covering a variety of topics including: New Product Show, Intermediate Word, Newsletter Design, PERA Overview, Update your Wardrobe with Accessories, DISC Model of Human Behavior, and Google Apps.



11:30 a.m. LUNCHEON

The Legislative Session

Roger Aronson, MASSP Attorney/Lobbyist

No conference is ever complete without hearing from our attorney/lobbyist Roger Aronson. Roger's experience with all school and educational legal issues is unsurpassed.

Roger Aronson Find out what the Legislative session produced. Roger spends many hours at the Capitol cajoling, persuading, listening and protecting the interests of schools. If you want to know what happened during the session, how those decisions will affect our schools, and hear Roger's "take" on issues, don't miss Friday's session. Roger always offers practical, solid information with editorial asides that offer participants an enjoyable learning experience.

HOTEL RESERVATIONS

Best Western Kelly Inn
Hwy 23 & 4th Avenue South
P.O. Box 1066
St. Cloud, MN 56301

Phone: 320-253-0606 Fax: 320-202-0505

www.bestwestern.com/kellyinnstcloud

You must ask for the "MASP 2011" room block when making reservations.

Single person occupancy \$81.00 (Queen) \$87.00 (King) + 12.375% tax

Double person occupancy \$87.00 + 12.375% tax

— OR —

Le St - Germain Suite Hotel (formerly Radisson Suite Hotel) - St. Cloud
404 West Saint Germain
St. Cloud, MN 56301

Phone: 320-654-1661 - 866-539-0036

You must ask for the "MASP Room Block" when making reservations.

Oversize Queen (1 room suite) \$99.00 + 12.375% tax

Master Double Suite (2 room suite with 2 dbl beds) \$109.00 + 12.375% tax

Room requests MUST be received by the hotels by June 26, 2011.

MINNESOTA ASSOCIATION OF SECRETARIES TO THE PRINCIPALS

REGISTRATION FORM

“Beat the Heat!”

EDUCATIONAL SECRETARIES WORKSHOP

July 28 - 29, 2011

Best Western Kelly Inn — St. Cloud, Minnesota • Phone: 320-253-0606

Early Registration

MASP Members \$170.00 before July 1, 2011

Non-members \$195.00

All registrations received after Thursday July 1, 2011, will be assessed a \$25.00 late fee.

PLEASE PRINT

NAME _____ first time attendee?

POSITION _____

SCHOOL _____

ADDRESS _____

(CITY)

(STATE)

(ZIP)

EMAIL ADDRESS _____

(for confirmation notice only)

TELEPHONE _____

_____ Enclosed find \$170.00 (MASP members) or _____ \$195.00 (non-members) early registration fee for the Secretaries Workshop. Includes banquet, lunches, breaks and program costs.

_____ I prefer vegetarian meals

Any cancellation of a MASP workshop registration received after July 1 will be charged \$25.00 plus any meal costs incurred by MASP.

Please fax this registration form by July 1, 2011 to:

651-999-7331

MINNESOTA ASSOCIATION OF SECRETARIES TO THE PRINCIPALS
1667 NORTH SNELLING AVENUE, SUITE C-100

ST. PAUL, MN 55108-2131
651-999-7333 1-800-430-6716 Fax 651-999-7331

MASP AWARDS

Beginning this year, the Minnesota Association of Secretaries to the Principals will recognize **active MASP members** with awards for their years of service in education. If you have worked in a school or school district position for 15, 20, 25, or 30 years or are retiring this year, please complete this form and return to our office. Awards will be presented at the MASP Educational Secretaries Workshop Banquet on Thursday evening.

Eligibility for a service award:

- You must be a current member of MASP;
- You must have been an MASP member for a minimum of 5 years;
- Years of educational service must total 15, 20, 25 or 30 years (they may be a combination of out of state and in state service).

This year, I am eligible for:

_____ a 15 year award _____ a 20 year award _____ a 25 year award _____ a 30 year award

and/or

_____ a retirement award. I am retiring this year, effective _____
(Retirees – please also complete the second page of this form)

Please list where you have worked including the year(s), school and school districts:

PLEASE PRINT

NAME _____

POSITION: _____

SCHOOL: _____

ADDRESS : _____

CITY, STATE, ZIP: _____

PHONE: _____

RETURN BY JUNE 15, 2011 TO MASP:

FAX: 651-999-7331 or Mail: 1667 Snelling Avenue North
Suite C-100
St. Paul, MN 55108

RETIREE COMMENTS

(This information will be used to introduce you at the Banquet)

Retirement awards will be distributed during the MASP Educational Secretaries Workshop Banquet on Thursday evening. A brief comment will be made during the presentation of your retirement award. In order to assist us in selecting an appropriate comment, please complete the information below so that we may personalize a message about you.

(Please print or type – complete all areas)

NAME: _____

SCHOOL: _____

TITLE: _____

Number of years in education _____

Favorite positive moment of your career:

Retirement plans:

Your favorite quote (and who said it):

RETURN TO MASP OFFICE

Mail to:
MASP
1667 Snelling Avenue North
Suite C100
St. Paul, MN 55108-2131

OR Fax to: 651- 999 - 7331
OR E-mail to: nan@mail.massp.org