Minnesota Association of Secretaries to the Principals

33rd Annual Educational Secretaries Conference

Important Time-Sensitive Information and Forms

- MASP CONFERENCE REGISTRATION FORM (Fax, email or mail by July 13, 2021 deadline)
- RESERVATION INFORMATION FOR Best Western Plus Kelly Inn (Reservations must be made by July 13, 2021)
- A PRELIMINARY CONFERENCE PROGRAM OUTLINE
- SERVICE AWARD/RETIREMENT FORM (due by June 14, 2021)

July 28 - 29, 2021
Best Western Plus Kelly Inn • St. Cloud, MN
2021 Educational Secretaries Conference
Preliminary Program

Wednesday, July 28, 2021

8:30 a.m. - REGISTRATION - ROLLS & REFRESHMENTS
9:00 a.m.

9:00 a.m. - ANNUAL MEETING & MIXER
9:30 a.m.
Minnesota Association of Secretaries to the Principals members in attendance are eligible for a drawing for two gift certificates. Everyone is welcome to attend.

9:30 a.m. - BREAK
9:45 a.m.

9:45 a.m. - FIRST GENERAL SESSION
11:30 a.m. - Presentation: Managing Chaos in a Chaotic World: Mindfully
Kathy Flaminio, CEO/Founder - MoveMindfully

The last two years have taken a toll on all of us with direct impact on our overall health and well-being. Discover much needed relief with the 5’s for Stress Relief: simple practices for decreasing stress, alleviating exhaustion, and preventing burnout. Experience the power of mind-body strategies to be more present in your life and work so you may move from chaos to calm.

11:30 a.m. - LUNCH

12:35 p.m. - SECOND GENERAL SESSION
2:15 p.m. - Presentation: How do You Talk to a Millennial if You’re a Millennial…or Not?
Steven Geis, Principal - North Trail Elementary School

Both parents and educators in today’s schools may have been brought up communicating in ways that were not around even 20 years ago. Dr. Geis will provide Administrative Assistants with tips on how to communicate professionally and effectively with all members of the school community – parents, students, colleagues and supervisors. Be prepared to participate, collaborate, laugh, reflect and leave with new communication ideas.

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

2:30 p.m. - THIRD GENERAL SESSION
4:00 p.m. - Presentation: Never Give Up - The Survivor Way
Holly Hoffman, Speaker and Author

As we survive life’s challenges, we come face to face with fear and uncertainty. Challenges may allow us to step out of our comfort-zone to push ourselves beyond our own self-limitations. How we choose to overcome a challenge is what makes us stand apart. Our strength in times of difficulty prove our character and self-worth. As Holly share’s her experience of being on a reality show, she will encourage you to think about how you might decide to survive daily. Holly will inspire you to think about six words to develop your survival skills. With Holly’s six simple words, you will be able to take on any challenge with which you are faced. Adversity is not so much contending with problems as it is learning more about who you really are, and what is inside of you.
4:00 p.m. - IDEA SHARING
5:15 p.m.  Connect with conference attendees and share ideas.

Wednesday, July 28, 2021 continued

5:15 p.m.  SOCIAL

6:00 p.m.  BANQUET

Entertainment: Slap Happy Comedy
Slap Happy Comedy is a clean, energetic, and hilarious improvisational comedy duo. By using audience suggestions, they create unique and off the wall scenes.

Thursday, July 29, 2021

7:30 a.m.  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 wide variety of topics including: ACES, Health & Wellness, Google, Conflict Management and Data Privacy.

11:35 a.m.  LUNCHEON/FOURTH GENERAL SESSION
Speaker: Jill Walter, Assistant Principal - Bemidji High School
Wrap up
Door Prizes

HOTEL RESERVATIONS
Best Western Kelly Inn
100 4th Avenue South
St. Cloud, MN 56301

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

You must ask for the “MASP” room block when making reservations.

or


Room Rate - $96.00 + tax
Room requests MUST BE received by the hotel by July 13, 2021.
MINNESOTA ASSOCIATION OF SECRETARIES TO THE PRINCIPALS

REGISTRATION FORM

EDUCATIONAL SECRETARIES CONFERENCE

July 28 - 29, 2021

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

Registrations due on or before July 13, 2021
MASP Members $180.00
Non-members $205.00

All registrations received AFTER TUESDAY, July 13, 2021, 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 $180.00 (MASP member) or ☐ $205.00 (non-member) registration fee for the
Secretary’s Conference. Includes breakfast, dinner, lunches, breaks and program costs.

☐ I prefer vegetarian meals ☐ I prefer gluten free meals

Any cancellation of a MASP conference registration after July 13, 2021 will be charged $25.00 plus
any meal costs incurred by MASP.

Return this registration form by July 13, 2021 to:

FAX: 612-361-6340 or Mail: 2 Pine Tree Drive
Email: natalie@massp.org Suite 380
or Mail: 2 Pine Tree Drive
Arden Hills, MN 55112
The Minnesota Association of Secretaries to the Principals will recognize current 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 Conference Banquet on Wednesday, July 28.

**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 14, 2021 TO MASP:**

FAX: 612-361-6340  or  Mail: 2 Pine Tree Drive
Email: renee@massp.org  
                  Suite 380
                  Arden Hills, MN  55112
RETIREMENT COMMENTS
(This information will be used to introduce you at the Banquet)

Retirement awards will be distributed during the MASP Educational Secretaries Conference Banquet on Wednesday, July 28. 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:

What is something we don’t know about you (that we can share)?:

Unable to attend the entire conference, but would like go to the banquet to receive your retirement award, please call or email Renee (renee@massp.org/612-361-6214) for the cost of the banquet meal.

RETURN BY June 14, 2021 TO MASP:

FAX: 612-361-6340 or Mail: 2 Pine Tree Drive
   Email: renee@massp.org                   Suite 380
                                    Arden Hills, MN  55112