



# Office Professional Training

**October 15, 2025 - Wednesday**

**Cadence Bank Arena**

**375 Main Street, Tupelo, MS 38804**

## Agenda

- 8:00 Registration & Breakfast
- 8:30 Improving Your Customer Service Etiquette - Daniel Vassel
- 9:30 How to Hold Quicker Better Board Meetings - Daniel Vassel
- 10:30 MSDH Portal & Water Sampling - MSDH
- 11:30 Visit Exhibit Hall for Networking
- 12:00 Lunch
- 1:00 MSDH Portal & Water Sampling, Con't. - MSDH
- 2:00 MEMA Updating Information & Emergency Response - Judson Cavanaugh , MEMA
- 3:00 Visit Exhibit Hall for Networking
- 3:30 Polyfluoroalkyl Substances (PFAs) - Brad Morris Law Firm, PLLC/Forever Justice Alliance , PLLC
- 4:30 Closing and Adjourn

**OPTR Credits: Office Mgt - (3); Finance - (0); W/WW - (4); Legal - (5); Personnel - (2); Personal - (2)**

Please pre-register a week prior to class date. There is a \$125.00 registration fee for this class. There is a \$25.00 cancellation fee.

**MsRWA members have 2 member benefits to attend Office Professional Training each year at no charge.**

Oct 15th - Wednesday - Tupelo Use Member Benefit: \_\_\_\_\_ Payment Enclosed: \_\_\_\_\_

\_\_\_\_ Yes, I have enough credits and would be interested in taking the MsRWA Office Professional Test in Tupelo on Oct 16th, if available. See back for more information on the test.  
(Call Monica Adcock at MsRWA for verification of test eligibility.)

Name: \_\_\_\_\_ System/Company: \_\_\_\_\_

Address: \_\_\_\_\_

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

Phone/Fax/Email: \_\_\_\_\_

Send form with payment to MsRWA: 172 Country Place Pkwy, Pearl, MS 39208 / Fax: 601.857.2434