

Keynote Speaker



Paul Wesselmann

Paul Wesselmann is an educator, writer, and founder of UnleashRipples, an experiment in nurturing kindness with over 30,000 members. After earning degrees in psychology and higher education, Paul worked on several college campuses and in the non-profit sector, helping students and staff bring their best selves to work and life. He now

specializes in sharing useful strategies to help those who work in the helping professions extend their capacity for excellence without burning out. You can get to know him better at UnleashRipples.com and @RipplesGuy on most social media platforms.

Closing Keynote Speaker



Tanya Kotlowski

Tanya is the new Superintendent for the Necedah Area School District. She earned her B.S. and M.S. degrees from the University of Wisconsin - Madison and is completing her Ph.D. program at Cardinal Stritch University with a focus on "Leadership for the Advancement of Learning and Service." Tanya believes "family" is important.

Whether it is our personal family or our school community family, our collective care and concern for each other is a priority. We are most successful for our students when we work together. Mutual support and respect is a cornerstone of our success. It starts with building relationships with all members of our school communities.

Institute Presenters



Katie Klanderud

Katie Klanderud is the Director of Board Development at the Minnesota School Boards Association (MSBA). In her 11th year of planning conferences and presenting workshops for MSBA, she has had the opportunity to meet with hundreds of school board members and school district staff across the state of Minnesota. As a former

school board member, office manager, grant writer and activities director, she has a unique "been there, done that – I get it and it's easier said than done" perspective.



Karen Kassebaum

Dr. Karen Kassebaum is a native of Chicago, Illinois. She is a professional educator and trainer in the field of diversity, inclusion, and student-athlete transition success. She earned her undergraduate degree in Elementary Education, her Master's degree in Curriculum & Instruction with a minor in Educational Psychology, and her Ph.D. in

Educational Administration with a focus on Diversity recruitment and Leadership development. Karen brings 19 years of experience in higher education. She currently serves as the director of staff diversity and inclusion at the University of Nebraska-Lincoln. She is responsible for diversifying the talent of the University of Nebraska Lincoln workforce, diversity and inclusion training and retention efforts. She also teaches Multicultural Education TEAC330 at the College of Education and Human Sciences. She is the founder of a transitional mentoring program for student athletes known as Athlete2Athlete. Karen believes that everyone is diverse and has a

culture, and that we ALL have something to offer this world! "In Diversity, there is Beauty and there is Strength." (Maya Angelou)



Audra Mead

In her current role, Audra specializes in helping others get unstuck, maximize their potential and achieve more. She is passionate about coaching others to lead with emotional intelligence, which allows individuals and their organizations to connect authentically, communicate effectively, and thrive collectively.

Audra's "elevator speech" would read something like... Audra is a Human Resources professional, a culture keeper and a healer. She has worked in diverse industries, increased her focus on internal culture and servant leadership and hasn't been afraid of doing things differently and for the right reasons. She has a passion for helping others grow and learn, spreading sunshine from her soul and providing others opportunities for self-healing and self-realization.

Audra has been a frequent speaker over the last number of years at the annual NAEOP Conference and has shared her knowledge of Servant Leadership, Goal Setting, Diversity, Effective Feedback, Personal Brand and the Power of being Positive. As a daughter of a long-time member of NAEOP and now NAREOP, she fully supports the mission of the NAEOP organization and is pleased to be able to share her talents with its members.

Audra has more than 25 years of Human Resources experience having served in the manufacturing, insurance, financial services and travel industries. Her background provides experiences and expertise in talent acquisition, compensation and benefits administration, training and development, negotiations, strategic planning, coaching, and culture creation and management.



Eric Weber, Ed.D.

Eric Weber is Associate Superintendent for Human Resources for Lincoln Public Schools in Lincoln, Nebraska. A strong advocate of education, Weber is a 1992 graduate of Wilber-Clatonia High School and a 1996 graduate of Doane College in Crete, Nebraska. After obtaining his Bachelor of Arts in Education degree, Weber taught sixth

grade in Nebraska for three years at Syracuse-Dunbar-Avoca Public Schools. In 1999, he became a sixth grade teacher at Lux Middle School and boys' basketball coach at Lincoln High School. From 2001 to 2004, he served as Middle School Principal and Curriculum and Assessment Administrator for Conestoga Public Schools. In 2004, he became principal at Westside Middle School in Omaha, serving in that position from 2004 until 2008, at which time he became Assistant Superintendent for Human Resources for Westside Community Schools. In 2013, he became Associate Superintendent for Human Resources for Lincoln Public Schools.

Weber was named the Nebraska State Association of Secondary School Principals Region II Outstanding New Principal in 2006. He was awarded the Doane College Alumni Educator of the Year award in 2011. He has served two separate terms on the Special Education Advisory Council for the State of Nebraska. Weber also served as President of the Board of Directors for the Make-a-Wish Foundation of Nebraska in 2015.

Eric continues to learn and stay involved in his field. He earned his Master of Education in Educational Leadership from Doane College in 1999 and received his Doctorate in Education degree from the University of Nebraska at Omaha in 2012. Dr. Weber and his wife Carrie have three daughters, and they reside in Lincoln, Nebraska.

Two Tracks: Leadership and Your Plan for Success

Monday, July 16 Institute

8:00 a.m. – 12:00 p.m. and 1:30 – 5:00 p.m.

Personalities, Communication and Decision Making... oh my.

Katie Klanderud

This session will provide you with the opportunity to unpack your personality and leadership style before recognizing and learning how to communicate with your co-workers and friends. We'll spend time learning about ourselves, how we approach and make decisions and to recognize these same (and different) traits in others. With a variety of tools, scenarios, and group activities, you will get to know yourselves and those around you better. These insights will enable you to work better with your team (co-workers, family, committees and friends). It will be informative and eye-opening, all while having fun!

OUCH! That Stereotype Hurts!

8:00 a.m. – 12:00 p.m.

Karen Kassebaum

Staying silent in the face of demeaning comments, stereotypes or bias allows these attitudes and behaviors to thrive. This undermines our ability to create an inclusive organization where all individuals feel welcomed, treated with respect, and valued.

Session Objectives:

- Understand the impact of stereotypes and biased statements, when casually said
- Identify the most common reasons people sit silent in the face of bias and stereotypes
- Enhance skills for speaking up against stereotypes without blame or guilt

Monday, July 16 Institute

1:00 – 5:00 p.m.

Human Capital

Eric Weber

There are many factors that go into having a strong workforce. In every organization human capital is what drives success, so it is important to recognize the strengths and demographic needs of your human capital. A strengths-based model infused with in-depth knowledge about each individual is critical for a strong team. In addition, understanding the generational diversity that exists within your organization will enable you to attract and retain the highest quality workforce.

In this presentation you will:

- Understand the importance of high quality human talent (recruiting, developing, and retaining high performers)
- Explore how emphasizing employee strengths fosters a strong interdependent culture
- Recognize how generational differences impact organizations and how to build and keep an excellent workforce
- Understand the importance of mutual accountability in the workplace
- Explore models of effective leadership and transformative workplace culture

Tuesday, July 17 Institute

8:00 a.m. – 12:00 p.m. (continued from Monday, July 16)

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Katie Klanderud

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personality and leadership style before recognizing and learning how to communicate with your co-workers and friends. We'll spend time learning about ourselves, how we approach and make decisions and to recognize these same (and different) traits in others. With a variety of tools, scenarios, and group activities you'll get to know yourselves and those around you better. These insights will enable you to work better with your team (co-workers, family, committees and friends). It will be informative and eye-opening, all while having fun!

Tuesday, July 17 Institute

1:30 – 5:00 p.m.

From Exhaustion to Exhilaration: Time and Stress Management Tips for Overworked Office Professionals

Paul Wesselmann

The Ripples Guy

Even people who love their crazy lives can (and do) burn out when they forget that we have LIMITS on our time and energy. If you tend to believe, "If only I had more time, I could get everything done," then you need this strategy-filled, perspective-shifting session. We will bust several commonly held myths around managing time and stress, and you will leave with a handful of simple, practical techniques that are guaranteed to improve both your effectiveness and enjoyment of work and life.

Tuesday, July 17 Institute

8:00 a.m. – 5:00 p.m.

Linking your Brain, Heart and Voice...rewire to connect authentically, communicate effectively, and thrive collectively

Audra D. Mead

Emotional Intelligence, often abbreviated as EQ, EI or EIQ, was originally defined by Salovey and Mayer as: the ability to monitor one's own and others' feelings and emotions, to discriminate among them and to use this information to guide one's thinking and action. Linking one's brain, heart and voice takes balance – a fine balance of emotion and rationality to succeed — and it is critical thinking that is the connecting link between emotions and intelligence. Critical thinking feeds and enables emotional intelligence, and there are a number of reasons why you should cultivate your emotional intelligence:

- Self-Awareness – clearly understand your strengths and weaknesses without any obstruction
- Emotional Management – not only be aware of your feelings but learn to manage those emotions
- Social Awareness – be well-tuned to the emotions of others and pick up on what's going on around you
- Effective Communication / Relationship Management – clearly convey what you want to say and do so in a manner that inspires and motivates others and builds relationships

Emotional Intelligence is a pivotal factor in personal and professional success. IQ will get you in the door, but EQ will determine how successful you are in life. The truly extraordinary people who inspire and make a difference do so by connecting with others personally and emotionally. In this workshop, you will learn to use critical thinking and emotional intelligence (EI) to communicate more effectively and improve your interactions with co-workers, management, family and friends.

"We cannot live only for ourselves. A thousand fibers connect us with our fellow men; and among those fibers, as sympathetic threads, our actions run as causes, and they come back to us as effects." – Herman Melville



➔ Briefing Sessions #1: Tuesday, July 17 – 8:00 AM – 9:30 AM

Briefing 101 – Grandma’s Yellow Pie Plate

Sharon Powell

Personal belongings often have special meaning for individuals and family members. Planning to pass on such items can be challenging and may lead to family conflicts. *Who Gets Grandma’s Yellow Pie Plate?* provides people with practical information about the inheritance and transfer of non-titled personal property.

Briefing 102 – Your PSP Program Blueprint

Nancy Harter, CEOE

The PSP program is the cornerstone of NAEOP and promotes regular professional development for all members. Many have their PSP certificate but aren’t sure how to go about serving others who want to obtain theirs. I will give you a blueprint to building your association’s own PSP program. You will be able to take materials home and start building immediately!

Briefing 103 – Answer to Aging: Creating a Plan for Your Family

Steve Griffiths

The aging process is a difficult topic to discuss and work through for everyone. The reality is that most families do not know how to start the conversation. Their perception is that Mom and Dad have an estate plan, that everything is taken care of for the end of life situations. The reality is an estate plan is the tip of the iceberg. In this session, you will learn how to start the conversation, explore the areas of concern with aging, and walk away with tools to manage the process. The session will highlight legal, financial, housing, personal care, safety, and security concerns.

Briefing 104 – What’s Your Weather Forecast?

Debbie Wade, CEOE

Are you fair to partly cloudy, bright and sunny, or do thunderstorms loom on the horizon? This session focuses on attitude, its positive and negative impact on life, the importance of how attitude affects job performance, and the ability to deal effectively with customers. Weather forecasting activities are included!

Briefing Sessions #2: Tuesday, July 17 – 9:45 AM – 11:15 AM

Briefing 201 Technology and Long-Distance Collaboration

Cory Williams

Long distance collaboration is changing at a quick pace as new technology is developed. What tools can you use to more effectively work with colleagues not only across your campus but across the country? Document sharing services and virtual meetings make almost any collaboration possible today.

Briefing 202 – Ethics: Putting Your Gray Matter to Work in the Gray Areas

Steve Griffiths

Wouldn’t life be easy if everything was black and white? It sure would, but, no doubt, it would be boring! We’ve been given the gift of reason to help us push through and make challenging decisions that sometimes offer more than one correct answer. In this session, we will look at how we bring our personal ethics into the workplace, and explore how our personal ethics interact with the professional world and a business’ ethics.

Briefing 203 – Personal and Financial Capabilities

Sharon Powell

This session will offer financial education tips to increase consumer awareness of financial issues leading towards attitudinal change and eventual behavior change. The need for financial education has grown:

- Financial decisions are more complex.
- Youth face financial decisions at a much earlier age.
- Increasing numbers of families experience economic hardship.

Briefing 204 – Embrace Your Quiet Strength: Leading as an Introvert

Carol Bom, CEOE

The world is made up of introverts and extroverts. Did you know that 40-50% of us are introverts? It’s true! During this briefing, we will discover the difference between shyness and introversion. We will learn the ‘Four Ps’ process to track your progress in building your skill set to learn how to better handle uncomfortable situations. We will gain practical and proven tools to build on our quiet strength as introverts, and even embrace our introversion! Introverts are thoughtful leaders and are needed in our workplaces and associations.

Briefing Sessions #3: Tuesday, July 17 - 12:30 PM – 2:00 PM

Briefing 301 – Expand Your Horizons With Online Learning

Diane Wasser, CEOE

Online learning helps everyone fulfill their dream of receiving an advanced degree. We will discuss what to look for in an online program, including classes, degrees, and institutions. Take the fear out of cyberspace learning.

Briefing 302 – What Do Successful Associations Have in Common?

Panel of South Carolina Association of Educational Office Professionals (SCAEOP)

A panel of educational office professionals from local and state associations will share their successful recruiting tips to include:

- Strategies for future growth
- Gaining administrator support
- Remaining on the cutting edge
- Making meetings and events worth the time

Come with your questions for the panel and be prepared to brainstorm possible solutions. Join this briefing for an exchange of ideas and tips on how to spark enthusiasm in your association.

Briefing 303 – Building Blocks for Success

Debbie Wade, CEOE

Through several “building” activities, participants will learn the importance of many building blocks that help create a successful working environment. These include (but are not limited to) teamwork, communication, positive attitude, leadership, professionalism, and customer service.

Briefing 304 – Shared Leadership: We’re Better Together

Carol Bom, CEOE

Our educational office professional associations are important to us. Many people work together to make each association they belong to a successful one. Avoid being a martyr leader and the one who has “to do it all.” Let’s discover the keys to sharing leadership, delegating some tasks, building trust, and working together to help our associations flourish.

Briefing 305 – Damsel in Defense

Cassie Ridgeway and Colette Gross

The main focus of this session will be on safety tips and tricks on how to protect ourselves and stay safe. We will also provide information and various statistics reflecting the importance of women being prepared to defend themselves. Finally, we will present some of the various tools that Damsel in Defense has to offer to assist us in keeping safe.

Briefing Sessions #4: Tuesday, July 17 – 2:45 PM – 4:15 PM

Briefing 401 – Parliamentary Procedures Simplified

Mary Guest, CEOE

Do just the words ‘parliamentary procedure’ scare you? Does it sound like a foreign language? Join this interactive session to take the fear out of parliamentary procedure and learn all the basics you need to know to run effective meetings. You will learn the seven basic motions that will get you through

99% of your meetings. In this session, you will become comfortable with Robert's Rules of Order and will learn how to use it to protect the democratic process in your meetings.

Briefing 402 – How to Write Survey Questions and Interpret Them

Katherine Reichley, CEOE

Surveys are tools used on a regular basis to gather information from people about their opinions, experiences, and even plans for the future. Crafting a useful survey can be difficult. In this workshop, you will learn how to write survey questions in a way that improves your ability to gather useful information from which you can make a decision. We will look at the format of questions (multiple choice, short answer, etc.) as well as their content. We will touch on ways to conduct surveys and collect the data.

Briefing 403 - NAEOP Membership is a Team Sport

Jill Averyhart, CEOE

It is every NAEOP member's responsibility to actively recruit and retain members while helping us to be our best. NAEOP wants members to become fully invested by enjoying the rights and privileges as well as the duties and obligations that come with NAEOP membership. What innovative ideas can NAEOP use to increase membership numbers? How can NAEOP help members get the most out of their membership? How have you benefited from NAEOP membership? Join this interactive group discussion to share ideas and learn how we can engage and involve more NAEOP members.

Briefing 404 – Choir - Sharon Griffiths, CEOE

(Briefing 404 is now 205--see registration form)

Briefing 405 - Award Nominations/Peer Recognition

Lola Young, CEOE

You have the ability to make someone's day! Have you ever thought about nominating someone for an award and not followed through? Award nominations are an ideal way of recognizing your peers in a meaningful way. There are many outstanding individuals who are worthy of recognition.

In this session, you will be provided with some tips to assist you in preparing a nomination packet for the best possible results. We will talk about important details, timelines, recommendation letters, and the actual nomination. You will leave with information to assist you in preparing a successful nomination packet.

Briefing 406 – How to Think Like Leonardo da Vinci

Charlotte Zeller, CEOE

In this session, we will be examining the seven steps used to guide us to everyday genius. Each person is born with the potential to develop multiple talents, loves, and abilities so that we can evolve in every aspect of our lives. This concept shows how IQ is a number on a scale and that an excess of information doesn't equal knowledge nor can it replace experience. Everyone can find the capabilities inside themselves to utilize their "genius" every day. This interactive session provides opportunities to awaken the creative juices inside each participant. "Genius is made, not born. Human beings are gifted with an almost unlimited potential for learning and creativity. You can uncover your own hidden abilities, sharpen your senses, and liberate your unique intelligence – by following the example of the greatest genius of all time, Leonardo da Vinci."

Briefing Sessions #5 - Wednesday, July 18 – 11:30 AM – 1:00 PM

Briefing 501 – Overview of Google Apps: Gmail, Drive, Docs

Dena Henrichs, CEOE

This session will provide an overview of the Google Apps including Gmail, Google Drive, and Google Docs. We will go over sharing documents and pictures with others using Google Drive. We will show how to open a Microsoft Word document using Google and export a Google Doc to a Word

document. This workshop will be slow-paced and great for the beginner using the Google Apps.

Briefing 502 – Technology Tips, Tricks & Fun

Donita C. Smith, CEOE

Learn the little things that make documents look great. Some of these include setting tabs, creating forms, developing fun presentations, and emails.

Briefing 503 – So You've Accepted the Challenge – How Do You Become the Difference?

Lisa Morehouse, CEOE

Susan Belliston, CEOE

Jill Averyhart, CEOE

Leadership roles come in many shapes and sizes. Many times a leader is self-made...they know what they want, they have goals and they strive to meet them. Sometimes, circumstances push us into leadership roles. Whichever situation you find yourself in, YOU have to accept the challenge before you. But just how do you do that?

This session is for association members stepping into leadership roles such as president, president elect, vice president or anyone taking on a leadership role in an educational association. This briefing will include an open discussion that focuses on traits of leadership and how you can grow your traits. We will then break out into like groups to brainstorm, share and learn leadership skills that will help you Become the Difference!

Briefing 504 – Personal and Financial Capabilities

Sharon Powell

This session will offer financial education tips to increase consumer awareness of financial issues, leading towards attitudinal change and eventual behavior change. The need for financial education has grown:

- Financial decisions are more complex.
- Youth face financial decisions at a much earlier age.
- Increasing numbers of families experience economic hardship.

Briefing 505 – Boards of Small Associations

Cory Williams

The session will cover the function and purpose of boards in associations, specifically non-profit associations, although many of the same principles apply to larger for-profit organizations.

Briefing 506 – Learn – Lead – Inspire

Wendy Heslink, CEOE

Whether you know it or not, you may already be looked upon as a leader in your field. What leadership skills are you portraying? You want to be a leader who creates energy on the team and inspires the growth of others. This workshop will help define who you are, what you have learned, and how you can inspire others to be the best they can be. You will learn how by learning and leading; you are continually growing to be the best educational office professional you can be!

Briefing Sessions #6 - Wednesday, July 18 – 1:15 PM – 2:45 PM

Briefing 601 – Infographics for Everyone

Jill Averyhart, CEOE

Did you know that 70% of all your sensory receptors are in your eye? People remember 10% of what they hear, 20% of what they read and a whopping 80% of what they see and do! This is why Infographics can be a great tool for everyone. They are easy to digest, fun to share and extremely engaging. Find out how you can use Infographics.



➔ Briefing 602 – Team Building

Cathy Eberle

This briefing will be very interactive. We will be discussing various ways to be a team member of your school/district/office community with activities to encourage others to work together.

Briefing 603 – PSP – Are You Up for the Challenge?

Mary Guest, CEOE

Do you want to accept the challenge of earning your PSP certification? If so, this is the briefing for you! During this session, an overview will be provided of the PSP certification program and application process. We will discuss the various certification levels and determine where you best fit. Attaining your PSP certification attests to your desire to be the best educational office professional possible by recognizing your commitment to professional development and our associations. This session will get you well on your way to accept the PSP challenge, and to become the difference to other office professionals in your office and associations.

Briefing 604 – Grandma’s Yellow Pie Plate

Sharon Powell

Personal belongings often have special meaning for individuals and family members. Planning to pass on such items can be challenging and may lead to family conflicts. *Who Gets Grandma’s Yellow Pie Plate?* provides people with practical information about the inheritance and transfer of non-titled personal property.

Briefing 605 – Emotional Intelligence

Audra D. Mead

Learn why Emotional Intelligence (EI) is so important to you – and how easily you can develop yours! Ignite your commitment and reach your greatest potential by signing up for this briefing today! Soon becoming the most critical competency for anyone who is a leader (and aren’t we all leaders?), EI can positively impact your ability to connect, achieve, and inspire. Researchers and business leaders agree that those with high EI are consistently top performers. They are more resilient and flexible when things get tough and are often held in high regard by their leaders, peers, and others. Attend this session and you’ll learn how to: Gain respect from everyone with whom you come into contact; understand your emotions and influence the emotions of others in a positive way; overcome the causes of difficult behaviors in others; and, train your brain to stand out from the crowd!

Briefing 606 – Think You’re Not a Leader? Think Again!

Georgette Council, CEOE

In this session, we will discuss the differences between a manager, leader, and boss and how the traits of each can be beneficial to your career success. We will also discuss the qualities of skillful leadership and discuss and discover your personal leadership style.

Briefing Sessions #7 - Wednesday, July 18 – 3:00 PM – 4:30 PM

Job-Alike Discussions

Briefing 701 – Executive Secretaries and Administrative Assistants

Briefing 702 – Technology and Web Staff

Briefing 703 – Payroll/Purchasing/Human Resources

Briefing 704 – K-12 Building Staff

Briefing 705 – Higher Education Staff

Briefing 706 – Supervisors and Managers

Share best practices among your peers working in similar positions. These sessions will provide a facilitated interactive exchange of ideas and information. Networking in this environment affords you the opportunity to take back new methods and ideas which will help you increase your professional skills. Choose one of the briefing sessions that best fits your position.

Briefing Sessions #8 - Thursday, July 19 – 8:00 AM – 9:30 AM

Briefing 801 – Home Fit: The Lifelong Home

AARP, Gene Nicoelli

AARP research consistently finds that the vast majority of people age 50 and older want to stay in their homes and communities for as long as possible. The AARP HomeFit Guide was created to help people stay in the homes they love by turning where they live into a “lifelong home,” suitable for themselves and anyone in their household. The guide offers solutions that range from simple do-it-yourself fixes to improvements that require skilled expertise but can be well worth the expense.

Briefing 802 – Profit – Non-Profit – Not-for-Profit: What’s the Difference?

Jim & Linda Tribble, CEOE

In this session we will explore the differences in the types of organizations. Which ones do you want to be a part of? What benefits you as a member/stakeholder? There is a difference and you will be given the guidelines on how to set up each type of organization.

Briefing 803 – Medicare Matters

AARP, Erin Parrish

Medicare provides 57 million Americans access to affordable health care. Poll after poll confirms its popularity. Yet, Congressional leaders are proposing significant changes to the program that would increase cost.

Briefing 804 – Ditch the Diet and Start Living

Nikki Johnson

Tired of trying to get healthier through the newest fad diets? Ready to see some lasting results? Learn how small changes in food choices and physical activity can help you to create a healthier lifestyle.

Briefing Sessions #9 – Thursday, July 19 – 9:45 AM – 11:15 AM

Briefing 901 – Fraud Watch

Jay Haapala, AARP

This presentation is based on analysis of undercover FBI recordings of con-artists in action. AARP partnered with the FBI on a national level for the purpose of educating people about financial crime because the best defense is to prevent it in the first place. Consumer fraud, scams, identity theft, cyber security, credit card, and financial theft within the family can be covered, depending on the interests of the audience.

Briefing 902 – Estate Planning: How to Have it Your Way

Jim and Linda Tribble, CEOE

You might not be the richest person in the world, but it’s what you have worked hard for your entire life. Don’t you want to make sure your wishes are carried out? There is more to having it your way than just a will. We’ll explore basic planning techniques and the applicable current laws that govern estate taxation.

Briefing 903 – Reinventing Your Retirement: Wellness tips for the next chapter

Nikki Johnson

There is more to retirement than just a solid financial plan. Make the most out of retirement by becoming a healthier you. This session will focus on key steps to help you improve your well-being through good nutrition and physical activity