



**Educational Office Professionals of Ohio
Board Meeting
Monday, June 13, 2022, 3:30 PM
Phone Conference Call**



1. **Call to order:** Meeting was called to order at 3:42 PM by Dana Hoffman, CEOE, President, Educational Office Professionals of Ohio, as a phone conference call.
2. **Secretary – Kristine Kozlowski**
 - a. **Roll Call:** Kristine Kozlowski, Dana Hoffman, Jeanette Jordan, Katherine Reichley, Kathy Fordos, Kelly Rocco, Darlene Lewis, Karen Sever, Lunetta Clark, and Lori Dietz.
 - b. **Kelly Rocco motioned to approve the minutes from 3-14-2022. Karen Sever seconded. Motion approved.**
3. **President - Dana Hoffman**
 - a. Welcome new Board Members - Jeanette Jordan, Veronica Drdek, Karen Sever
 - b. Kelly Rocco volunteered to be the EOPO representative needed for upcoming Advisory Council Meeting on Sunday, July 17, 2022, at 4:15 PM (NAEOP Conference).
 - c. Table until later date: EOPO representative needed for November 2022 OSBA and April 2022 OABSO meetings.
4. **Past-President - Katherine Reichley**
 - a. NAEOP Annual Conference is July 17-20, 2022, in Salt Lake City, UT. The EOPO conference basket has been secured and will be shipped soon.
 - b. PSP - Congratulations to Darlene Lewis, CEOE, for completing her Associate Degree PSP.
 - c. NE Area News
 - i. Working on the upcoming conference which will be held at the Renaissance Hotel in downtown Cleveland. Will start the contract next week and then move forward with planning. The only available date was the last week in April 2023 - more details TBD.
 1. Delaware Conference
 - a. 53/54 people registered and 3 did not show up due to Covid.
 - b. There were 4 great speakers that were in the same room each day. Katherine would recommend the same format since they are anticipating about 75 people for the 2nd conference in April 2023. They will need 7 speakers though, including Katherine.
 - c. Local Delaware group hosted a hospitality suite for 2 nights and organized a meet and greet - we do not need to go to this extent but something similar.
 2. If anyone has any ideas for free speakers in Cleveland, please let Katherine know. Already working on topics but no speakers in mind (human trafficking, drugs, etc.).
5. **Vice-President - Coleen Vogelgesang**
 - a. Not present to give report
6. **Treasurer - Jeanette Jordan (Kathy Fordos)**
 - a. Currently have \$3,743.56 in our checking account. Just received check from Medina for registration that needs cashed with US Bank.
 - b. Budget - Dana saw \$25.00 affiliate fee that is listed under revenue, what is this for? We have not received any fees at this point but proposed we could possibly obtain \$25.00 at some point (i.e.: if Otterbein would ever want to affiliate with EOPO, they would have to pay a fee).
 - c. Changing banks from US Bank to Huntington - discussion
 - i. Dana - Huntington is easier to work with and we have received a free credit card reader.
 - ii. Jeanette - Huntington fees are significantly lower and the convenience of going to local branches instead of traveling to Columbus (US Bank) for signatures.
 - iii. Katherine - what is the process for switching since we currently have auto-pay set-up for 2 items with US Bank? Since Katherine is owner of the account at US Bank, she would possibly need to close it, but we also need some funds to transfer in order to open a new account at Huntington.



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- iv. Kathy and Jeanette will work through this process within the next 30 days and will give updates. Jeanette should be new account owner as new Treasurer.
- v. **Kelly Rocco motioned to opening a new bank account with Huntington Bank and closing our current account at US Bank. Lunetta Clark seconded. Motion approved.**
- d. Insurance for Conference
 - i. Current (crime) insurance policy - \$200/year. To include liability coverage, there would be an additional \$220.00 charge/year which starts in August.
 - ii. 1-day coverage through Otterbein - \$104.50 charge/day
 - iii. Kelly - since we are sponsoring NAEOP conference, would it be beneficial to go with yearly charge vs using Otterbein for one time? Katherine will investigate this and follow back up via email.
- e. **Katherine Reichley motioned to approve the Treasurer's Report. Kelly Rocco Seconded. Motion approved.**
- f. **Kelly Rocco motioned to approve the proposed budget for fiscal year 2023. Lunetta Clark seconded. Motion approved.**

7. Membership - Veronica Drdek

- a. No report

8. Nominations & Elections - Karen Sever

- a. No report

9. Awards - Lunetta Clark

- a. No report

10. President-Elect & Social Media - Lisa Zuk

- a. Newsletter deadlines: next deadline extended to Friday 6/24 and to be sent out 7/1
- b. Facebook: encourage members to like the page so they will see activities and notifications

11. Website - Lori Dietz

- a. Star Chapter vs Google Account discussion
 - i. Star Chapter
 - 1. We have a 1-year contract with Star Chapter that auto-renews in February. Does not appear to have a cancellation fee.
 - 2. Currently paying \$1020.00/year for administrative users.
 - ii. Google Business Account
 - 1. Took the training for the Google website. Google's web builder is similar to others (templates, fonts, colors, etc.). If we went with Google, we would need Google business account. One reason we keep getting denied for the free non-profit account is because when the auto email comes through to confirm, the address shows Polaris instead of actual EOPO address.
 - 2. The fee for a business account is \$12.00/month per administrative user (not member).
 - 3. Concerns - tech support, 3rd party site for banking, less options for mass emailing and jobs, if the main issue is to save money will we do so, not positive this is the best solution, pay for domain name.
 - iii. Other website builder information
 - 1. GoDaddy - \$239.00/year for website builder
 - 2. SSL certificate - \$109.00/year which verifies the website is a real company
 - 3. Microsoft 365 products - \$71.00/year per email address
 - 4. Domain Name - \$94.00/3 years
 - 5. Privacy Protection - \$29.00/year
 - 6. Not sure how much of this we will get through Google.
- iv. Discussion

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1. Dana - document sharing through Google (different from Google website). Do not get this through GoDaddy, they use drop box which is not as secure.
 2. Kathy - most payments come via check since districts usually pay.
 3. Two different issues - document sharing and backend website for membership and payments. Send any possible help or website ideas to Lori.
 - v. EOPO website
 1. Duration Report - December 1 - March 9, 2022, report showed members spent at least 30 seconds on site not that they spent less than 30 seconds.
 2. Documents/attachments automatically download just by opening email which explains the high number of downloads for the conference packet.
 3. How to get more members interested in going to the website?
 - vi. Further research on website is needed and Lori will follow back up with more discussion.
- 12. Ways & Means - Kelly Rocco**
- a. Water Bottles - 100 were ordered to use of remaining budget (clear/plastic)
 - b. New budget will allow for journals to be purchased and 6 baskets for conference.
- 13. Scholarship - Darlene Lewis**
- a. No report
- 14. Sunshine Committee - Lucy Morgan**
- a. No report
- 15. Retiree Committee - Michele Newton**
- a. Talk to retirees about what they may like to do or have at conference via survey.
- 16. Other Discussion Items:** Since Coleen was absent from today's meeting, we will need to have an additional meeting to review conference planning before September 12th meeting. Dana will follow up with a date/time for July.
- 17. Adjourn: 4:51 PM**
- a. ***Kelly Rocco motioned to adjourn the meeting. Karen Sever seconded. Motion approved.***

Dana Hoffman

9-12-2022

Dana Hoffman, CEOE
President
EOPO Board approved

Date

Kristine Kozlowski, CEOE 6-13-2022

Kristine Kozlowski, CEOE
Secretary
Next Board Meeting Conference Call: TBD

Date