

**Educational Office Professionals of Ohio
Board Meeting
Monday, July 6, 2022, 12:00 PM
Phone Conference Call**

1. **Call to order:** Meeting was called to order at 12:00 PM by Dana Hoffman, CEOE, President, Educational Office Professionals of Ohio, as a phone conference call.
2. **Secretary – (Dana Hoffman)**
 - a. **Roll Call:** Dana Hoffman, Jeanette Jordan, Katherine Reichley, Kelly Rocco, Darlene Lewis, Lisa Zuk
3. **President - Dana Hoffman**
 - a. Dana shared the VP -Conference Planning spreadsheet.
 - b. Dana will ask Coleen to mail supplies to Lisa (red folders, name tags).
 - c. As a Board, we will refer to the Conference Planning spreadsheet and communicate via email until the September meeting.
 - d. Coleen has expressed interest in resigning and Veronica has expressed interest in becoming VP. We will need to look for a new Membership Director. The Board can vote to fill both positions for the remainder of the terms.
4. **Past-President - Katherine Reichley**
 - a. Katherine will take care of ordering food.
 - b. Katherine will try to get Otterbein note pads for table favors.
 - c. Katherine will contact Promise House to see if they have a display.
 - d. The Otterbein contract is signed.
5. **Treasurer - Jeanette Jordan (Kathy Fordos)**
 - a. Jeanette will volunteer to be at the registration table. We still need at least one or two more people.
 - b. Jeanette will take care of insurance.
6. **President-Elect & Social Media - Lisa Zuk**
 - a. September 30 was set as the deadline for packet materials to be sent to Lisa.
7. **Ways & Means - Kelly Rocco**
 - a. Kelly will check the supply of pens to go with note pads for favors.
 - b. Kelly will follow up with speakers.
 - c.
8. **Scholarship - Darlene Lewis**
 - a. Darlene will pick up flowers if either/both scholarship recipients attend.
9. **Other: link to the spreadsheet**
https://docs.google.com/spreadsheets/d/1mS1pOLQdJo32hJMM5k_5pYjKEgL9kRIsDPOhV1r2kWY/edit?usp=sharing
 - a. **Adjourn: 1:00 PM - Kelly Rocco motioned to adjourn the meeting. Darlene Lewis seconded. Motion approved.**

Dana Hoffman

09/12/2022

Dana Hoffman, CEOE
President

Date

Kristine Kozlowski, CEOE 09/07/2022

Kristine Kozlowski, CEOE
Secretary

Date