



**Educational Office Professionals of Ohio
Board Meeting
Monday, December 13, 2021, 4:00 PM
Phone Conference Call**



Professionals of Ohio

1. Call to Order

Meeting was called to order at 4:00 PM by Dana Hoffman, CEOE, President, Educational Office Professionals of Ohio, as a phone conference call.

2. Roll Call

Kristine Kozlowski, Katherine Reichley, Lori Dietz, Dana Hoffman, Darlene Lewis, Lunetta Clark, Kathy Fordos, Kelly Rocco, Coleen Vogelgesang

3. Vice-President - Coleen Vogelgesang

a. Oct 7, 2022, Conference

i. Possible conference locations (see spreadsheet)

1. ESC of Central Ohio - No fee to use space or AV, only fee for catering. Kelly will call Superintendent Secretary because their website says the building is closed.
2. Otterbein University
3. Hilton - Easton and Polaris are already booked.
4. Holiday Inn Express (near Easton) - Kelly will call and ask about availability.
5. Hampton (near Easton) - Coleen will call and ask about availability.
6. Renaissance (Polaris) - Location is too far to use from ESC but will work for Otterbein. Coleen will call and ask about availability.
7. Doubletree Hilton - Katherine recommend we do not use due to location being too far away from ESC.
8. Franklin University (NOT USING) - Ross Auditorium - \$50/hour, no caterer on campus, requires certificate of liability insurance.
9. Drury Hotel - Close to ESC/airport. Coleen can call and ask about availability.

ii. Coleen will meet with the committee (1/10/22 at 4:00 PM) to get more information about locations and speakers to bring back to the Board in March at the next meeting. Dana will include in the newsletter to get more volunteers.

1. "Sitting is the New Smoking" - Chad Hensel
2. Katherine and Kelly sent Coleen a few speakers from Columbus

b. Fall 2021 conference wrap-up

- i. Good feedback and people were happy to be in person
- ii. Someone would like Tandy Pryor to speak again - maybe a spring event?

4. Awards Committee - Lunetta Clark

- a. Has not received any nominations as of yet.
- b. Tentative committee meeting date: 2/4/2022
- c. Website is updated
- d. Dana will remind members in next mass emailing (Jan) and newsletter (Dec) - deadline is 1/7/2022

5. Past-President - Katherine Reichley, CEOE

- a. Send bylaws with newsletter - waive mandatory 30 days - so we can vote on 31st (Jan/Feb)
- b. Will send Lisa updated copy of bylaws
- c. See report for other news
- d. NE Area Professional Group Conference - have states host NE conference based on alphabetical order - meaning we are in NE for next few years so NE area is divided up in 4 sections and will pass around. Ohio is next and will host 2023 - looking at the Spring so as not to interfere with the annual conference.
 - i. Katherine will lead and start working on planning - might need VP help
 - ii. ~100-150 people possibly in attendance
 - iii. Host close to an airport like a hotel - recommendation

- iv. Will have seed money from the NE Area to pay early bills
- v. EOPO can probably manage registration
- vi. EOPO can fundraise and any money earned will stay within EOPO
- vii. Send suggestions to Katherine
 - 1. Dana will help plan
 - 2. Looking for more volunteers
- viii. **Katherine Reichley motioned to looking into hosting NE Area Conference in Spring 2023 with herself taking lead. Kelly Rocco seconded. Motion approved.**

6. Treasurer - Kathy Fordos

- a. \$8,612.02 in budget end of October
- b. Kathy will start sending monthly reports to the Board - since Bylaws state this in role.
- c. Received \$40 in November for membership.
- d. Paid for the pens that Jeanette Jordan purchased for \$14 for Ways & Means (W/M).
- e. Student scholarship went to Kelly Sapp - produced paperwork and received a check for \$1,000.00.
- f. Conference - revenue from attendees \$2185, W/M \$230, and Raffle \$92.50
- g. Venmo question - people would have purchased items at the conference with a non-cash app. Kathy has the option to use the square reader through StarChapter to take credit card payments at conferences for W/M and raffle tickets.
- h. W/M - income \$216 in October and \$92.50 in Scholarship
 - i. Baskets and merchandise go to W/M (11600)
 - ii. Raffle tickets and random donations go to scholarship funds (11700)
 - iii. Why doesn't all income go directly into scholarships since expenses come out of general funds? Leave 11700 as donations and 11600 as W/M, raffle, and merch. Report out details for Board and minutes only.
- i. **Kelly motioned to accept Treasurer's Report. Lori Dietz seconded. Motion approved.**
- j. Only Kathy and Katherine are approved users at US Bank. Dana to be added to US Bank if we are not changing banks.
 - i. Other option is Huntington Bank
 - ii. What is the cost for new checks?
 - iii. Come to March meeting with recommendation
 - iv. Is it better to wait until the new Treasurer in May to make any changes?
- k. Sales tax updated in StarChapter

7. Nominations & Elections - Evelyn Urbin

- a. Dana - when does Evelyn need to be concerned about which terms are up in May and when to find nominees?
 - i. Coleen - recommends sending out information in February and we vote in March/April - new terms start in June.
 - ii. Kathy - Jeanette Jordan may be a good nomination. Will think about other possibilities.
 - iii. Treasurer and Nom & Election are even year.
 - iv. Any stipulations about how many terms someone can hold consecutively?
 - v. Board members can hold appointed positions but not elected when retired.

8. President-Elect & Social Media - Lisa Zuk

- a. Newsletter deadline - 12/15/21
- b. Committee meeting dates and nominations to be included.

9. Website - Lori Dietz

- a. Not many visitors coming to site - 7 people last month, 1 person this month
- b. No job post requests
- c. W/M page is updated

10. Ways & Means - Kelly Rocco, CEOE

- a. Conference baskets/raffle - went well with sales even with low participation. Raised ~\$300.00. Spiritwear - any ideas to add to the catalog? Still need to order post-it notes. Do we also want coasters (\$1/piece)? Keep to logo and website only for design, no save the date information. Send out small items in February to members as thank you and hope to see you in October.

- b. Social events - Amish Country. No new theater shows, and winter weather may not work. Maybe something towards Columbus to pull conference attendees - in April? Otterbein has a theater with showings during this time. Kelly will look into community theaters - Brecksville, Newark, Chagrin, Medina, Mansfield, German Village in Columbus, Botanical Gardens.
- c. Katherine has hand sanitizer if she needs to ship any orders.

11. Scholarship - Darlene Lewis

- a. Deadline - January 7, 2022
- b. No activity from any students
- c. If any recipients, need names to NAEOP by March 15, 2022.
- d. Katherine will get in touch with last year's student winner about the NAEOP application.

12. Other

- a. Spring Professional Development - Dana will check with Tandy Pryor about what she can possibly offer/costs. Will also reach out to Rhonda Sharp. Will gather information and send it to the Board before the March meeting.
- b. Membership numbers - 103 currently. 18 new members in 2021.
- c. Kelly got Stephanie Huber to volunteer with W/M at the conference.

13. Adjourn: Dana Hoffman adjourned the meeting at 5:20 PM.

Dana Hoffman

3-14-2022

Dana Hoffman, CEOE
 President
 EOPO Board Approved

Date

Kristine Kozlowski, CEOE 1-7-2022

Kristine Kozlowski, CEOE
 Secretary
 Next Board Meeting Phone Conference Call:
 Monday, March 14, 2022, at 3:30 PM

Date