



**Educational Office Professionals of Ohio  
Board Meeting  
Monday, March 14, 2022, 3:30 PM  
Phone Conference Call**



1. **Call to order:** Meeting was called to order at 3:28 PM by Dana Hoffman, CEOE, President, Educational Office Professionals of Ohio, as a phone conference call.
2. **Roll Call:** Kristine Kozlowski called the roll. The following Board Members attended: Dana Hoffman, Kristine Kozlowski, Lori Dietz, Darlene Lewis, Lunetta Clark, Kelly Rocco, Coleen Vogelgesang, Kathy Fordos, Lisa Zuk, Michele Newton, and Katherine Reichley.
3. **Secretary – Kristine Kozlowski**
  - a. **Kathy Fordos motioned to approve the minutes from 12-13-2021. Lisa Zuk seconded. Motion approved.**
4. **Past-President - Katherine Reichley**
  - a. **Katherine Reichley motioned that we host the 2023 Northeast Area Conference. Dana Hoffman seconded. Motion Approved.**
    - i. Site visits in April - email your picks to Katherine to narrow down to 3 to make visits easier.
    - ii. Have key-note speaker picked - would like JJ Geronimo if possible.
    - iii. Katherine will let the NE Area know we will host the 2023 conference.
    - iv. Last scholarship turned in today. Kathy will mail a check tomorrow for applications.
  - b. Bylaws passed. Dana sent updated bylaws out to all members. Lori will post Bylaws to website.
  - c. NE Area is trying to open a checking account but having trouble with the 501C3. Katherine is going on Wednesday to open a checking account but for the time being she deposited \$6215 into the EOPO checking account. Kathy will send her a check back once the NE Area checking account is open.
5. **President - Dana Hoffman**
  - a. Spring PD - unanimous vote for skipping spring PD. Interested in having Tandy for the fall conference.
  - b. Membership report - 96 active members but emails only go to 88. All communication to go through StarChapter to prevent email bounce back. Lisa will use new StarChapter email address for newsletter correspondence.
  - c. Start discussion but table until next meeting - having EOPO rep at OASBO/OSBA. Membership is dropping and we need to market our organization.
  - d. Tentative 2022-2023 meeting dates: 6/13/22, 9/12/22, 10/6/22, 12/12/22, 3/13/23
6. **Vice-President - Coleen Vogelgesang**
  - a. Conference 2022
    - i. Narrowed down to 2 venues - Drury Hotel (Polaris) and Otterbein
      1. Drury Hotel has happy hour option - for meet & greet
      2. Lisa creating save the date flyer for newsletter
      3. Dana - move forward with contracts, if COVID causes shut down are we able to get refunded?
        - a. Coleen to get a contract from Drury Hotel this week (30 room block). Coleen to ask Katherine to get a contract from Otterbein.
    - ii. Speakers - what are we willing to spend?
      1. Will have 2 speakers only – 1 in AM and 1 in PM
        - a. **Tandy Pryor (for PM) – \$1,500/2.5 hours - does this include a hotel? Dana will confirm.**
        - b. **Steve Haffner (for AM) - really wants to speak, magician, need to negotiate price (\$3,000-\$5000). Coleen will ask if he can come down to \$2,000 including travel and get an EOPO hotel discount.**
        - c. Kay Frances - comedian
        - d. Rhonda Scharf - only option is a webinar for our price range, make available to those who cannot attend live conference.
        - e. Sherrie Dunlevy - Katherine's pick, \$2,500/2.5 hours. If Steve Haffner cannot offer a discount, then Sherri will be our next choice.



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- f. Coleen offered to teach a water aerobics class for no cost. Possibly offer for social event in spring/summer.
- iii. Information to Lisa before 3/24 for newsletter
- iv. Committee meeting before 4/6

**7. Awards Committee - Lunetta Clark**

- a. No applications received for 2022. How to market better and to more people?
- b. Last year's recipients were submitted to NAEOP. Deadline for 2023 will be 1/27/23.
- c. Lunetta wants to add EOPO information to her district's website. Kelly will send previous year's flyer to Lunetta.

**8. Treasurer - Kathy Fordos**

- a. \$13,318.81 in our account - \$6215.00 belongs to NE Area for now.
- b. Not much activity regarding budget
- c. Filed Ohio and Federal taxes
- d. \$43.23 credit with Josten's - should cover 2 plaques
- e. Jeanette Jordan (SE Ohio) accepted the Treasurer nomination.
- f. Talked to US Bank and giving them another chance. Constant issue with changing signatures on account during elected position changes. Consider Huntington Bank if we decide to switch later (next meeting is June 13).
- g. Square reader - need to start using one at next conference, have one through StarChapter

**9. Nominations & Elections - (Dana)**

- a. Dana to send a ballot out tomorrow through the end of month for voting. New roles start 6/1/22.
  - i. Treasurer - Jeanette Jordan accepted nomination
  - ii. Membership - Veronica Drdek accepted nomination
  - iii. Nominations & Elections - Karen Sever accepted nomination

**10. President- Elect/Social Media - Lisa Zuk**

- a. Newsletter deadline is 3/25 to send out for 4/1
- b. Next deadline is 6/15
- c. Proposed future deadlines: 9/15/22, 10/15/22, 12/15/22, 3/15/23
- d. Increased Facebook activity due to increased posts

**11. Website - Lori Dietz**

- a. More activity on the website.
  - i. Need to call StarChapter regarding website activity
    - 1. Ex: spirit wear page - 10 people viewed; 1 person entered/exited (which was Lori). Just because people are viewing the page doesn't mean they are doing anything further. Want to clarify on the website counts for each page.
  - ii. Need to know when job postings have been filled so they can be removed. Can make job posting have start/end date if listed on original posting but not all have one.
  - iii. Went through every page/link on the website and cleaned up details. Created a scrolling marquee with conference pictures/descriptions. Can update for any event we host.
  - iv. Scholarship: replace 21-22 information since the deadline is over. Need to figure out a filler for the website until the new application is available - possibly past recipients. Lori, Darlene, and Lunetta to work on this.
  - v. New pages Lori has created (resources, jobs) are getting viewed which is good.
  - vi. Dana to send spring message to Lori to be updated on the website.
  - vii. Adding minutes (members only) and newsletter (public) to website.
    - 1. Kristine to send Lori the Board meeting minutes for 21-22 year as pdfs
    - 2. Michele - Annual Meeting is different than Board Meetings so differentiate titles on website.

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**12. Ways & Means - Kelly Rocco**

- a. Valentine post-its gift was mailed out to members
- b. 2 committee members joined committee - Stephanie and Alison
- c. \$469.00 left in budget to spend before May.
  - i. Travel mugs, mousepad, journal
    1. Use post-its as table favors, journals could go in new members bags.
- d. Basket ideas - wellness, dog, coffee, wine as well as items that were held back from previous conferences
  - i. Beach bag/cooler bag - use as raffle item for summer social
  - ii. Dana will donate dog basket, Lisa will donate basket
- e. Social Event
  - i. Possibly Amish Country, Columbus area, or volunteering at a food bank/hospital.
    1. Could this be incorporated into the fall conference on the Saturday after or after the school year?
  - ii. Coleen will call the Pins place in Easton to see if they can accommodate the group after happy hour.
  - iii. Summer Social - build up enough to host in Cleveland, Columbus, and Cincinnati

**13. Scholarship Committee - Darlene Lewis**

- a. One winner for Martha Leach (Anna McIntire) and one winner for Lila M. Sweringen (Dana Hoffman) Scholarship.
  - i. **Lori Dietz motioned to approve Darlene's Scholarship recipient recommendations. Lisa Zuk seconded. Motion approved.**
- b. Need to re-word the line about needing to be working towards an office related position post college. Committee will work on this.
- c. Newsletter article has already been sent to Lisa - can this also be used for Lori?
- d. Gave explanation about funds on the scholarship application. How student recipients can receive the funds - mailed to home address, at EOPO conference, directly to college.
- e. Will get Lori the new 22-23 deadline - need to accommodate NAEOP deadline of 3/15. Board can vote by email if needed.

**14. Sunshine Committee - Lucy Morgan**

- a. Coleen will reach out to Lucy to see if she wants to continue chairing this committee.

**15. Retiree Committee - Michele Newton**

- a. Have an activity for retirees instead of attending annual conferences. Get them involved in some way - will send a survey to see what they prefer.

**16. Other**

- a. Our next Board Meeting will be Monday, June 13, 2022, as a phone conference call – time TBD.

**17. Adjourn: 5:16 PM**

*Dana Hoffman*

Dana Hoffman, CEOE  
President  
EOPO Board approved

Date

*Kristine Kozlowski, CEOE 3/16/2022*

Kristine Kozlowski, CEOE  
Secretary

Date

Next Board Meeting Conference Call: June 13, 2022