

**Educational Office Professionals of Ohio
Board Meeting
Monday, June 14, 2021, 4:00 PM
Phone Conference Call**

1. Call to Order

Meeting was called to order at 4:03 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: Kristine Kozlowski, Dana Hoffman, Michele Newton, Katherine Reichley, Kathy Fordos, Lisa Zuk, Darlene Lewis, Kelly Rocco, and Lori Dietz.

3. Secretary – Kristine Kozlowski, CEOE – Phoned In

Lisa Zuk motioned to approve the minutes from 4-27-21. Kelly Rocco seconded. Motion approved.

4. Past President – Katherine Reichley, CEOE – Phoned In

- a. Bylaws and NAEOP announcements - see reports
- b. NE Area News - 100 people signed up, 50+ finished for free PD
- c. PSP
 - i. Kelly Rocco recertified this spring
 - ii. Rolling deadlines - submit when ready. To be honored at the NAEOP conference, must submit by 5/15.
- d. Scholarship - all applicants have been contacted. Katherine will submit winners to Newsletter.
- e. NAEOP Conference
 - i. Registration is due tomorrow. 115 registered in-person and 60-80 registered for virtual.
 - ii. Speakers still confirmed
 - iii. Hand sanitizer being used for EOPO goodie bag gift - shipping to Katherine.
- f. EOPO Conference
 - i. Offer EOPO member rate to NAEOP members? Put this on the registration form to send to other people.
 1. Katherine will send email to past presidents to get permission and Dana can send out email to the Board to vote.
 2. Approve honorary EOPO membership for incoming NAEOP President. Vote as Board then goes to membership to vote at fall conference.
 - a. Katherine Reichley motioned to approve honorary EOPO membership for incoming NAEOP Presidents (20-21 and 21-22 year). Kelly Rocco seconded. Motion approved.
 - ii. Announcement for website winner will be at NAEOP award luncheon (EOPO submitted)

5. Nominations & Elections – Evelyn Urbin

- a. Membership Director position is still open
- b. Positions available in 2022: Nominations & Elections and Treasurer (would like Evelyn & Kathy to keep positions). Coleen will stay on as Vice President until 2023 to stay on track with terms.
- c. Further discussion will be on March agenda and newsletter. Vote in May.

6. President Elect & Social Media – Lisa Zuk – Phoned In

- a. Next newsletter deadline is next week.
- b. Currently have 2 Facebook accounts – open and private. Lisa will reach out to Donita Smith to figure out how to remove the private account.

7. Vice President – Coleen Vogelgesang

- a. Fall Conference 2021
 - i. Registration flyer
 1. Lisa will send out a separate email at the end of the month following the newsletter.
 2. Meet & Greet - \$450 for Christian Gill (chef) to attend.
 - a. Katherine Reichley motioned to host the Meet & Greet without a guest. Kelly Rocco seconded. Motion approved.
 3. All registrants will receive a \$10 spirit wear voucher.

4. Updates:
 - a. Page 1 – change EOPO logo and theme title to Dana’s new design – “Growing Together”
 - b. Update early bird discount to Friday, September 10.
 - c. Membership rates are Retired/\$10, Associate/\$15, Renew/\$20, and New/\$20
- ii. As a benefit for attending the conference, we can possibly offer professional headshots. Dana has contacts in Cincinnati and will get prices to vote on.
- iii. Available committees need to have sign up sheets at registration to get more members involved.
 1. 2022 Conference Committee: Coleen, Kelly, Dana, and Lisa

8. Treasurer – Kathy Fordos – Phoned In

- a. General Ledger
 - i. May 31, 2021 ended with \$15,122.17
 - ii. No 2020 conference to generate revenue but membership is steady.
 - iii. Bank statement – outstanding checks
 - iv. Bank fees – just switched over to StarChapter Pay on 5/1/21 and will not know fees until June. Kathy got locked out of US Bank for 6 weeks but has regained access through Katherine.
- b. Proposed Budget 2021-2022 – see report
 - i. Board approves first and members approve second at fall conference.
 - ii. Dana – lower membership dues to \$1200. Katherine – raise NAEOP conference to \$200.
 - iii. Kathy will look at past budgets and report back to the Board with more information so the 21-22 proposed budget can be voted on.
- c. Katherine motioned to approve the financial report as is. Kelly Rocco seconded. Motion approved.
- d. Kathy will stop at Huntington Bank and will report in September so Board can vote on changing banks.

9. Website – Lori Dietz – Phoned In

- a. Website responsibilities have been transferred fully to Lori.
- b. Michele is being appointed to a new chair – Retiree Liaison. This position will work with the retiree group to see what they might like to offer, what benefits we can offer them, and help with the social events.
- c. Updates
 - i. Board of Directors on website need to be updated manually to reflect new Board members/emails
 - ii. Members can update their own information/passwords – will include this in the newsletter
 - iii. Past Board members page – Katherine will send Lori the format to use
 - iv. Bylaw’s date will change to 2021 when needed.
- d. Shared account for file storage
 - i. Board will need to approve a non-profit platform - Google vs. Microsoft
 1. Apply as non-profit account and will be no cost
 2. Google offers a shared calendar and folders for all Board positions
 3. Microsoft only offers 10 emails with \$5/month for more. Google emails are unlimited.
 4. Training resources to learn the platforms are available
 5. Lori motioned for herself to start the application process for Goggle to see if EOPO will be approved as a non-profit account. Kelly Rocco seconded. Motion approved.
- e. New Tabs
 - i. Resources – Lori will research other organizations (NAEOP) to see how they use this tab and report back in September.
 - ii. Jobs - Lori will be responsible for managing this page – remove jobs when deadlines have passed
 1. Template defaults to person entering information – will develop a new one
 2. Cannot link to actual job posting so will need small blurb about the job(s)
 3. List the HR contact person for where the job is being posted for more information.
 4. Listed under membership page as a benefit to being a member of EOPO.
 5. Page will be listed in newsletter with information on how to submit available jobs through Google Form to Lori.

10. Scholarship – Darlene Lewis – Phoned In

- a. Katherine will send USB drive with scholarship forms to Darlene
- b. Application deadline: February 1, 2022
- c. Scholarship committee: Darlene, Katherine, Lunetta, Kristine. Meeting date(s) needed by September.
- d. Newsletter/Facebook spotlight will introduce Darlene

11. Ways & Means – Kelly Rocco, CEOE – Phoned In

- a. NAEOP goodie bags will have hand sanitizer donation
- b. Conference Baskets
 - i. Katherine – no table runner
 - ii. Lisa – will donate homemade charcuterie board with food
 - iii. Asked local Cincinnati businesses for donations – waiting to hear back
- c. Spirit wear is 10% off for registrants. Can add the 10% back on if we use as fundraising for W&M.
- d. Ordered badge reels at 100% profit – cost is free due to company error.
- e. Kathy purchased and donated 100 gray pens for 100% profit.
- f. Will reduce tote bag price from \$7 to \$5.
- g. Researching new merchandise – possibly post-it notes.
- h. Kelly and Katherine will sell/pull tickets at conference.

12. Awards – Mary Anne Ursick, CEOE

- a. Lisa will congratulate Mary Anne on her retirement on Facebook.
- b. Awards deadline: February 1, 2022
- c. Committee dates TBD – will have in September

13. Sunshine – Lucy Morgan

- a. Dana needs Lucy's personal email – her work email keeps bouncing back.

14. President – Dana Hoffman, CEOE – Phoned In

- a. StarChapter training available in the Knowledge Base Tool
- b. Discussion regarding Spring PD is tabled until September meeting.
- c. Michele appointed to new position (not in Bylaw's) by President – Retiree Committee Chair
 - i. Retirees can mentor new members at conferences.
 - ii. Katherine motioned to approve the new Appointed Position of Retiree Committee Chair. Lori Dietz seconded. Motion approved.
- d. New logo – Growing Together. Updates need to be made to website and registration flyer.
- e. No Membership Director chair – do we remove the position and other Board position absorb responsibilities?
 - i. Kelly will help plan social events
 - 1. Re-schedule summer social for August in Amish Country that was canceled in 2020.
 - a. Dana, Evelyn, Michele, and Kelly will meet and report back to the Board by email.
 - b. There will be a Social Events Committee sign up sheet at the conference.

15. Other Business

- a. How do we involve more members into the Board and increase membership?
- b. Annual calendar
 - i. October Conference – Board Meeting at 4:30 PM before Meet & Greet
 - ii. 4 quarterly Board Meetings scheduled – June 14, September 13, December 13, and March 14 at 4:00 PM
 - iii. Newsletter deadlines scheduled – September 15, December 15, March 15, and June 15
 - iv. Columbus Conference date scheduled – October 7, 2022
 - v. Cleveland Conference Date TBD – October 6, 2023
 - vi. Awards and Scholarship deadlines – February 1, 2022
 - vii. Nominations & Elections deadline – will discuss in December
 - viii. NAEOP 2022 dates TBD
 - ix. PSP deadline – March 15, 2022
 - x. NE Area deadlines – 2022 Conference – May 17-20 in Delaware

Adjourn: Dana Hoffman adjourned the meeting at 6:04 PM.

Dana Hoffman, CEOE 9-20-2021

Dana Hoffman, CEOE
President

Kristine Kozlowski, CEOE 6-29-2021

Kristine Kozlowski, CEOE
Secretary

EOPB Board approved

Next Board Meeting Phone Conference Call:
Monday, September 13, 2021 at 4:00 PM