

Educational Office Professionals of Ohio
Board Meeting
Thursday, October 6, 2022
The Drury Inn & Suites, 8805 Orion Place
Columbus, Ohio 43240

1. Call to Order

Meeting was called to order at 4:20 PM by Dana Hoffman, CEOE, President, Educational Office Professionals of Ohio, at The Drury Hotel in Columbus, Ohio.

2. Roll Call

Dana Hoffman called the roll. The following Board Members attended:

Dana Hoffman, Darlene Lewis, Michele Newton, Jeanette Jordan, Lori Dietz, Katherine Reichley, Lunetta Clark, Lisa Zuk, Karen Sever, and Kelly Rocco.

3. Treasurer – Jeanette Jordan

- a. Reviewed conference details & costs

Speakers:

Tandy Pryor

- Presentation Fee = \$2500
- Deposit = \$1000

Steve Hafner

- Presentation Fee = \$3,500 plus hotel
- Deposit = \$1000

Hotel Costs:

- Thursday Evening Meet & Greet /Happy Hour = self-pay

Otterbein Costs (Katherine)

- Facility = \$375
- Insurance = 104
- Food = 1084.44

- b. The credit card reader will be set up and ready to go.

4. President Elect – Lisa Zuk

- a. Registration/Check in table – Karen, Lori, Jeanette
- b. We will have 5 first time attendees (1 member, 4 non-members). First-timers and new members will receive a white bag.
- c. People will sign up for Head Shots at the registration/check-in table

5. Past President – Katherine Reichley

- a. The Point at Otterbein
- b. Early Set Up – can access the room at 6:30am

6. Nominations & Elections – Karen Sever

- a. Committee sign-up sheets will be put out. Katherine will put them near baskets.
- b. Coleen resigned from VP. Katherine moved, Michele seconded. Voted to appoint Veronica.
- c. Will need to appoint Membership Director

7. Ways & Means -Kelly Rocco

- a. Table Favors: Malley’s candy bars (with a 2023 “save the date” label) donated by Evelyn will be at each attendees table setting along with Darlene’s packet.
- b. We will also try to sell pens, badge reels, sticky note pads, bags, etc.
- c. Katherine and Darlene will sell NE Area journals.
- d. Baskets & other items will be available for raffle. Kelly, Stephanie, Karen, Lunetta, and Michele will sell tickets.

8. Other Discussion

- a. Cancellations/Refunds/Credits
 - i. Jill Mikoy and Melissa Cogar both cancelled due to illness after the October 1 deadline for refund.
 - ii. It was discussed. A refund is not applicable because they didn’t pay. No credit will be issued toward the 2023 conference. Jeanette will pursue collecting the payment.
- b. Promise House will pick up at 2:00 pm.

- 9. Adjourn: Motion to adjourn meeting made by Lori Dietz at 4:55 pm. Seconded by Jeanette.

Dana Hoffman 12/12/2022

Dana Hoffman, CEOE Date
President
EOPO Board Approved

Next Board Meeting 12/12/2022