



**Educational Office Professionals of Ohio
Board Meeting
Monday, December 12, 2022, 3:30 PM
Phone Conference Call**



1. **Call to order:** Meeting was called to order at 3:30 PM by Dana Hoffman, CEOE, President, Educational Office Professionals of Ohio, as a phone conference call.
2. **Secretary - Kristine Kozlowski**
 - a. **Roll Call:** Dana Hoffman, Kristine Kozlowski, Darlene Lewis, Katherine Reichley, Lisa Zuk, Lori Dietz, Karen Sever, Yolena Michaud
 - b. ***Katherine Reichley motioned to approve the minutes from 10-6-22. Lisa Zuk seconded. Motion approved.***
3. **President - Dana Hoffman**
 - a. New Board Members
 - i. Appoint and welcome Taylor Reed - Social Media/Newsletter - January 2023-May 2023.
 - ii. Welcome Alison Crowe - Sunshine - November 2022-May 2023.
 - iii. Vote to replace Membership Director and welcome Yolena Michaud - January 2023-May 2023.
 1. ***Karen Sever motioned to approve to replace the Membership Director with Yolena Michaud. Lori Dietz seconded. Motion approved.***
 - b. PSP Certification
 - i. Submitted question to the Advisory Council about how to encourage more members to try for PSP certification. Are there initials that can be used for members who are trying to complete their PSP certification but have not done so yet?
 - c. Membership
 - i. Should we offer a special rate to Conference Guests to encourage them to join (15 months for the price of 12)? We could send a personal invitation to join using this limited time offer - must become a member within 30 days.
 1. ***Katherine Reichley motioned to approve offering a special rate of 15 months for the price of 12 at a cost of \$20.00 to conference guests who attended October 6, 2022 for them to become a new member. Karen Sever seconded. Motion approved.***
4. **President Elect and Social Media - Lisa Zuk**
 - a. Newsletter deadlines: 12/15 - date may change depending on Taylor, Lisa will confirm if an extension is needed.
 - b. New Chair, Taylor Reed, is taking over Social Media/Newsletter in January 2023. Any emails regarding the newsletter should be addressed to Taylor and Lisa will continue helping with social media until she is more comfortable in her role.
5. **Past-President - Katherine Reichley**
 - a. NAEOP
 - i. There are a couple podcasts still left to attend if interested on January 23/February 1 and March 27/April 5, 2023.
 - ii. Virtual Summit is on February 22-23, 2023.
 - iii. Annual Conference will take place in Omaha, Nebraska in July 2023.
 - iv. Scholarships and Awards are due March 15th so EOPO recipients will need to be decided on so we can submit NAEOP award submissions on time. NAEOP Board will approve new forms by January so hold off on filling any out ahead of time.
 - v. Our newsletter was disqualified last year due to not copying all the pages so Katherine will double check all submissions to check for errors.
 - b. PSP
 - i. Two people should be renewing in 2023 - Kimmi Litteral, no longer with EOPO, and Lauri Bulkolski, who will be following through.
 - c. NE Area News
 - i. Conference will be held April 25-27, 2023, at the ESC of Northeast Ohio in Independence, OH.



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d. Job Descriptions

- i. On to-do list, but on hold for the time being. Dana will work on this with Katherine for Board review.
 1. Dana should look at Bylaws come Fall 2023 for ballot approval in Spring 2024.

6. Scholarship - Darlene Lewis

- a. Deadline is January 6, 2023.
- b. Currently, there is one student application and no member applications. Dana will send out email reminder about application deadline with link to Scholarship page on our website.
- c. A meeting will be scheduled prior to March 13th if needed to discuss Scholarship Awards.

7. Website - Lori Dietz

- a. About 25% complete with copying items from the old website to the new website but will need to go through each page thoroughly to check for any errors. There is a lot to learn but Travis will assist where needed. The tentative transition date from the old website to the new website will be March 1, 2023.
 - i. Links are working but some are still opening under the old website.
 - ii. The Newsletters are too large of a document to upload so may need to divide them into two parts.
 - iii. User set up will be the last item to be completed.
 - iv. Will create an instruction guide for how to use the new website for anyone who replaces her position in the future.
 - v. Need to give StarChapter a 60-day notice when we are done using their site. Jeaneatte did let StarChapter know we will not be renewing our contract in November 2022, but the notice is still required.
 - vi. Some Board Members will need one-on-one training with Lori to do their job - Membership Director, Treasurer, etc.
 - vii. Currently, there are no job postings listed so we will leave the page for now and will address at a future date if we want to continue using it.

8. Vice President - Veronica Drdek

- a. Conference 2023 - October 6th - location TBD but will be in Cleveland, OH
 - i. Doodle Poll sent to confirm Committee meeting dates. Zoom link to be sent by end of this week.
- b. Katherine added Veronica to NE Area Conference Committee to be included on updates and news.

9. Treasurer - Jeanette Jordan

- a. Treasurer's Report - as of December 15, 2022, we have \$3,589.00 in our checking account.
 - i. Lisa Zuk motioned to approve the Treasurer's Report as is. Katherine Reichley seconded. Motion approved.**
- b. The card reader is ready to use for future conferences for payment.
- c. Two people registered and canceled due to illness but have not paid. Invoices have been mailed to their respected Treasurer's offices two times with no responses. Our registration forms need to be more clear, consistent, and enforced moving forward regarding no refunds, payment due dates, and cancellation fees. Katherine said to try a third and final time to receive payment but stop if no response.

10. Membership - Board to vote on Yolena Michaud to fill position

- a. Electronic membership cards sent to renewing members between 8/31/22 to present.
- b. We currently have 98 members, 8 being new.

11. Nomination and Elections - Karen Sever

- a. Per our Bylaws, positions to be elected in odd numbered years include President Elect, Vice President, Secretary, and Membership Director need to be filled starting June 2023. Article needs to be included in next newsletter.



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- i. New Membership Director and Vice President starting in January 2023 will most likely continue their positions for 2023-2024.
- ii. President Elect and Secretary need nominations.
- b. Message is ready to be sent mid- January asking for nominations for available positions prior to the March 13th Board meeting. Deadline for responses/nominations is March 3rd. Voting for all members will be available starting March 15th through March 31st and will be extended if needed due to school breaks.

12. Awards - Lunetta Clark

- a. Deadline is January 6, 2023.

13. Ways & Means - Kelly Rocco

- a. Conference success

14. Sunshine Committee - Alison Crowe

- a. No report

15. Retiree Committee - Michele Newton

- a. Status of survey will be discussed at the next meeting.

16. Other Discussion Items:

- a. Next meeting is March 13, 2023. Board reports are due March 8th.

17. Adjourn: 4:30 PM

Dana Hoffman, CEOE 12/15/2022

Dana Hoffman, CEOE Date
President

EOPO Board approved

Kristine Kozlowski, CEOE 12-14-2022

Kristine Kozlowski, CEOE Date
Secretary

Next Board Meeting: March 13, 2023
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