



**Educational Office Professionals of Ohio
Board Meeting
Monday, March 13, 2023, 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:** Taylor Reed, Kristine Kozlowski, Dana Hoffman, Darlene Lewis, Katherine Reichley, Lori Dietz, Karen Sever, Jeanette Jordon, Kelly Rocco, Yolena Michaud
 - b. ***Katherine Reichley motioned to approve the minutes from 12-12-22. Darlene Lewis seconded. Motion approved.***
3. **Past President - Katherine Reichley**
 - a. NAEOP scholarships and awards
 - i. We are submitting both scholarship winners, Megan and Brady. Dana will work on newsletters and website forms. Total cost is \$100.00.
 - ii. We have a student to submit for the Special Needs Scholarship, Katherine will pay the \$20.00 fee.
 - iii. Paperwork and payment due by March 15. All applications will be submitted together in order pay the \$5.00 credit card charge once.
 - b. NE Area Conference Packet - Dana will send this packet out to EOPO members.
 - c. Job Descriptions - table until future meeting
4. **Newsletter & Social Media - Taylor Reed**
 - a. Newsletter was sent January 2023.
 - b. Next deadline is March 15.
 - i. Waiting on NAEOP/PSP/NE Area information, new members for spotlight, President's Message, reminder to vote for open positions/write in candidates, Ways & Means available merchandise, and updated calendar of events.
5. **President - Dana Hoffman**
 - a. Possible last meeting as President - thank you to the Board for all their hard work.
 - b. New membership cards were sent to new and renewing members. This task will now be transferred to the new Membership Director, Yolena Michaud.
 - c. Submitting website and newsletter for NAEOP awards by March 15.
6. **Website - Lori Dietz**
 - a. Update
 - i. New website went live March 5, 2023.
 - ii. A lot of items still need to be done including the financial section. Membership data and Board emails accounts have been imported.
 - iii. Will work with Dana and Yolena to create a Membership committee regarding the Membership Module (email responses, what data collects from members, forms, etc.)
 - iv. ADA compliance: photo tags need to be updated with more specific information, working with the color red. We are currently at 68% and need to be above 85%.
 1. Lori will email the Board the ADA Compliance information she found online.
7. **President Elect - Lisa Zuk**
 - a. Upcoming Board Meetings for 23-24 school year will be shared at a future date.
8. **Vice President - Veronica Drdek**
 - a. Conference 2023 - October 6
 - i. Committee meeting for January was canceled and rescheduled for March 23 at 3:00 PM.



**Educational Office Professionals of Ohio
Board Meeting
Monday, March 13, 2023, 3:30 PM
Phone Conference Call**



9. Treasurer - Jeanette Jordan

- a. Our current balance is \$3,266.65 in our checking account.
- b. Once we pay out our two Scholarship recipients of \$1,000.00 and \$500.00, we will be down to \$1766.65.
- c. We have obtained \$155.00 in membership receipts since December 5, 2022.
- d. We will end up saving money since switching our website from StarChapter from fees and transactions.
- e. The state tax exemption was filed on January 29. The federal tax exemption will be filed before May 15.
- f. Expecting some income from the sales of notebooks at the upcoming NE Area Conference.

10. Membership - Yolena Michoud

- a. Please use personal email address: Michaud.Yolena@gmail.com
- b. Our membership is listed as 98 members with two names listed twice. Our accurate membership is 96 current members.
- c. Between January and February, we have received 4 new members.
- d. On January 25, Dana emailed 15 conference guest attendees with the special membership offer of 15 months for the price of 12. One person did accept this offer and became a new member.

11. Nominations & Elections - Karen Sever

- a. Current positions we are looking to fill include President Elect, Vice President, Secretary, and Membership Director. A message was sent in January asking for nominations with a reminder sent in February but only two people responded.
 - i. Confirm slate:
 1. President Elect: open for write in
 2. Vice President: Veronica Drdek and open for write in
 3. Secretary: Jill Mikoy and open for write in
 4. Membership Director: Yolena Michaud and open for write in
 - ii. Electronic voting will take place from March 15-March 31, 2023. Lori will add a message on the website about upcoming electronic voting.

12. Awards - Lunetta Clark

- a. No report

13. Ways & Means - Kelly Rocco

- a. We have money in the budget to buy new merchandise but would like to sell what we currently have first.
- b. Has a basket that will be donated on behalf of EOPO to the NE Chapter of NAEOP for fundraising at the April 25-27 Conference.
- c. We raised \$656.00 at the last conference from baskets, 50/50, and merchandise.
- d. Will donate koozies to the NE Chapter of NE Area Conference attendees (koozies were purchased with non-EOPO funds).
- e. Will decrease the price of the donated badge reels to \$1.00/each from \$2.00/each.
 - i. Kelly will reach out to Queen City Spirit regarding getting details on sales that go through her.
- f. Welcome two new committee members: Stephanie Huber and Hannia Abed

14. Scholarship - Darlene Lewis

- a. Since we did not have any submissions for the Martha Leach Scholarship, the Board voted and approved using the Martha Leach Scholarship funds to award a second Lila Von Sweringen recipient.
 - i. Megan Wroblewski (Ironton, OH) is the recipient of the \$1,000.00 Lila Van Sweringen Student Scholarship.
 - ii. Brady Ouhl (Piqua, OH) is the recipient of the second place \$500.00 scholarship (from Martha Leach funds).

