



**Educational Office Professionals of Ohio
Board of Directors Meeting
Tuesday, January 30, 2024
Google Meet**



1. **Call to Order:** The meeting was called to order at 3:06 pm by Lisa Zuk, President.
2. **Roll Call:** Board Members present included Lisa Zuk, Jeanette Jordan, Karen Sever, Dana Hoffman, Lunetta Clark, Taylor Reed, Katherine Reichley, Guy Chambers, Kelly Rocco, and Lori Dietz. Other members present included Chelsea Glezen. We have Quorum.
3. **Approval of Minutes:** Minutes from the October 5, 2023: **Kelly Rocco made a motion to approve; Lunetta Clark seconded. Minutes were approved.**
4. **President – Lisa Zuk**
 - a. Appointment of Vice President: Veronica Drdek resigned. Her term concludes May 31, 2024. Lisa proposed and the Board agreed to appoint Chelsea Glezen to complete the term.
 - b. Awards/Scholarships: Lisa proposed that Darlene Lewis is willing to chair both positions. Board members do not object. Lisa appoints Darlene to resume both positions June 1, 2024.
 - c. Ways and Means Chair: Upon completion of Kelly's term in May, Lisa will appoint Stephanie Huber who has served on Kelly's committee
5. **Vice President**
 - a. Review Attachment and Discuss 2024 Conference
 - i. Location: It was proposed to hold the conference at Marion Technical College. Kelly and Dana expressed concern that the rotation was scheduled to be in Cincinnati and there should be Board discussion to change it. Darlene and Chelsea are on site to help plan in Marion. There was discussion. **Dana moved to hold the conference in Marion pending that the budget covers expenses. Jeanette seconded. The motion was approved.**
 - ii. Facilities: The Board will review information shared about the OSU Marion Room, nearby hotels, catering, and happy hour spots.
 - iii. Marion is in between Cleveland and Columbus. It's about 40 minutes north of Columbus.
 - iv. Speakers: We need suggestions for speakers.
 - v. Darlene and Chelsea will have a committee meeting.
 - vi. Katherine clarified that EOPO is a 501c3 and it needs corrected on the facility form.
6. **Secretary – Jill Mikoy**
 - a. No Report
 - b. Lisa will follow up with Jill to see if she wants to fulfill her term or resign.
7. **Treasurer – Jeanette Jordan**
 - a. Reviewed expenses related to the 2023 conference.
 - b. Presented budget.
 - c. Balance is \$3505.97 with a \$10 discrepancy due to uncashed check.
 - d. The Audit Committee which includes Kelly Rocco and Evelyn Urbin will meet February 6.
 - e. Chelsea Glezen suggested adding a processing fee to credit card payments to cover transaction expenses. Jeanette will look into the legalities of doing so. Katherine advised that NAEOP charges \$5.
 - f. Donations: It was clarified that the POPS donation, Katherine's donation, and the Ways and Means funds are earmarked for Scholarship and can not be spent otherwise. Kelly said they will capture that in the budget during audit.
8. **Past President – Dana Hoffman**
 - a. The Bylaws revised by the Board were shared with Membership in the newsletter. They will be sent again on February 29 with the Nominations & Elections form.
 - b. They will be sent March 29, 2024 for vote along with the ballot for Board of Directors.



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EOPO
We're Stronger Together

9. Membership – Yolena Michaud

- a. No Report
- b. Lori shared the updated membership roster from the website.
- c. Lisa will contact Yolena to see if she has re-gained employment in education or if she needs to resign.

10. Retiree – Michele Newton

- a. Report attached indicating that the following are lifetime members
 - i. Cathy Kerns – Lifetime Membership was awarded in 1997 or 1998 after she received the NAEOP Office Professional of the Year Award
 - ii. Shelva Givens – Lifetime Membership was awarded around 1995 upon receiving the NAEOP Office Professional of the Year Award
 - iii. Esther Nesselroad – Lifetime Membership was awarded around 2000 because she served on the NAEOP Board for several years including a term as Area Director
- b. Cathy Kerns was invited to the Board meeting, but was unable to attend.

11. Nominations and Elections – Karen Sever

- a. Positions available for the term beginning June 1, 2024 and ending May 31, 2026 are
 - i. President Elect – we currently have no nominations
 - ii. Vice President – so far, we have one nomination, Chelsea Glezen
 - iii. Treasurer – no current nominations
 - iv. Nominations and Elections – so far, we have one nomination, Teri Hedrick
 - v. The nominations form will be sent to membership February 29.
 - vi. The election ballot will be sent to membership March 29.

12. Awards – Lunetta Clark

- a. There were no applications submitted

13. Scholarships – Darlene Lewis

- a. Darlene shared a thank you note from Megan Wroblewski, 2023 scholarship recipient.
- b. We did not receive any qualified scholarship applications this year.
- c. The 2025 applications have been sent to Lori for the website.
- d. The deadline is January 10, 2025.
- e. Scholarship Committee Members are Lunetta Clark, Dana Hoffman, Katherine Reichley, Kelly Rocco and Darlene Lewis (chair)

14. Marketing & Social Media – Taylor Reed

- a. Taylor would like membership to be more active on Facebook. She will invite EOPO members to join the group.
- b. Taylor would like ideas from the Board.
- c. Dana shared that we could put a QR Code with Lisa's monthly message.
- d. Taylor would like to advertise merchandise and share relatable articles, important news, NAEOP information, NE Area and other PD, links to former speakers, etc.
 - i. Kelly will give Taylor information regarding merchandise
 - ii. Guy will share Happy Birthday posts from Sunshine
- e. Taylor's goal is minimal one post per week
- f. Taylor will create graphics and have a video advertisement as to why someone might benefit from joining EOPO
- g. Newsletter deadline is March 15
- h. We need to push out conference information asap

15. PSP and NAEOP – Katherine Reichley

- a. The NE Area conference is May 1-3 in New Hampshire. Katherine shared details in her report.
- b. NAEOP Advisory Council Agenda Items: Katherine made a motion and Dana seconded to rewrite and resubmit the EOPO suggestions to create language and a simple graphic so that all PSP certificate levels have identifiers to help celebrate their accomplishments and advertise the program.
- c. Katherine shared the PSP Guidelines and approved changes as part of her report for the Board's reference.



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d. Katherine requested EPOO October 6, 2023 conference pictures for NAEOP. Taylor will send by February 9.

16. Sunshine – Guy Chambers

- a. Since July 21, 2023, 3 Sympathy cards and a Get-Well card were sent
- b. Guy will consult with Lori regarding accessing member addresses

17. Ways and Means – Kelly Rocco

- a. Kelly will step down at the end of the fiscal year, but will assist Stephanie in the transition
- b. The Ways and Means Committee members are Stephanie Huber, Hannia Abed, Kelly Rocco (chair)
- c. The total raised at the 2023 conference for scholarships is \$423.50
 - i. \$83 from the 50/50
 - ii. \$270 from baskets
 - iii. \$56.50 from swag
 - iv. \$14.00 from OMG granola donated by Kelly
 - v. Basket winners were: Lisa Zuk, Kelly Rocco, Hannia Abed, Jeanette Jordan, Helen Serano, Sharon Kufel, Carol Gileot, Evelyn Urbin, Tina Campbell, Teri Hedrick
 - vi. Laura Foltz won the 50/50

18. Webmaster – Lori Dietz

- a. Lori completed the membership Start Dates
- b. Yolena is currently **not** an active member and therefore can not hold a Board position.
- c. The Membership Roster is available when a member is logged in
- d. Travis at Node Space has been very supportive
- e. Lori will create a Directions sheet or some type of educational piece to share with members via the newsletter. It will encourage them to log in and verify their information. Hopefully, it will help people become comfortable with using the new website.
- f. The newsletter is posted on the website. After the meeting, Lori will post approved meeting minutes.
- g. 66% of member renewals are done online

19. Other Discussion Items: The deadline is two days away for EPOO to submit applications for NAEOP awards. The cost is \$20 each. Lisa recommended we wait until next year. There was no further discussion.

20. The next Board Meeting is **March 12, 2024** at 3pm via Google Meet.

21. Adjourn: *The motion to adjourn was made by Dana at 4:19 pm and seconded by Jeanette.*

Lisa Zuk, 2023-2025 President
EPOO Board Approved Minutes

March 12, 2024
Date