

**Educational Office Professionals of Ohio
Board of Directors Meeting
Tuesday, May 21, 2024
Google Meet**



1. **Call to Order:** The meeting was called to order at 3:02 pm by Lisa Zuk, President.
2. **Roll Call:** Board Members present included Lisa Zuk, Chelsea Glezen, Jeanette Jordan, Karen Sever, Dana Hoffman, CEOE, Katherine Reichley, CEOE, Darlene Lewis, CEOE, Kelly Rocco, CEOE, and Lori Dietz. We have Quorum. Other members present were Teri Hedrick and Stephanie Huber.
3. **Approval of Minutes:** Minutes from March 12, 2024: **Kelly Rocco, CEOE made a motion to approve; Lori seconded. Minutes were approved.**
4. **President – Lisa Zuk**
 - a. Thank you Dana Hoffman, CEOE for taking minutes.
 - b. Michele Newton, CEOE resigned as Retiree Committee Chair effective 3/22/2024.
 - c. Credit Card Convenience Fees: There was discussion about the appropriate amounts of convenience fees. **Lisa Zuk made a motion to charge a fee of \$1.00 for Active and Associate memberships paid by credit card (no fee for Retiree or POPS memberships) and a \$5.00 fee for conference registrations paid by credit card. Also, a \$1.00 convenience usage fee for miscellaneous charges made by members at conferences using the gadget. All fees take effect June 1. Dana seconded. The motion passed.** Lori will update the website to reflect the increased membership fees and convenience fees. Lisa will update the Membership form and get it to Lori for the website and Taylor for the newsletter and social media.
 - d. With Katherine’s assistance, Westlake High School student, Caraleena Colon, was awarded the 2024 Student with Special Needs scholarship in the amount of \$500. **Lisa will share the information and possibly a photo with Lori for the website and with Taylor for the newsletter and social media.**
 - e. There was discussion about combining the Awards Committee and the Scholarship Committee. For now, Darlene will chair both committees. The Board will further discuss officially creating one committee the next time the Bylaws are up for review.
 - f. Appointed Chairs and Members of the Board of Directors: Lisa will include in her next President’s message the vacant positions and ask for referrals.
5. **Vice President – Chelsea Glezen**
 - a. 2024 Conference Recommendations for Approval:
 1. Speakers: Katy Oberle (topic – Envisioning & Cultivating a Mindful Life @ cost of \$1100 which includes the cost of a vision board for each attendee)
 - a. Mike White (topic - New Technology & AI in the Workplace @ no cost, but would like to give a gift card)
 - b. Clarisma Jones (topic – Gratitude as a Way of Life @ a cost of \$200)
 - c. Katherine Reichley (topic – PSP Basics)
 - d. Chelsea Glezen (topic – Project Inbox Zero)
 - e. Dr. Chad Hensel (topic – Sitting is the New Smoking @ no charge, but would like to give a gift card)
 2. Catering:
 - a. Traditional Breakfast by Eighty Eight Catering (\$10 per person) would include scrambled eggs, bacon, sausage, hash browns
 - b. Lunch by Sansotta (\$11.62 per person) would include a choice of pasta with tomato sauce and sausage, pasta with alfredo and chicken and Italian salad, rolls, and parmesan cheese . Chelsea has had good experiences with Sansotta’s. They offer gluten free and vegetarian options.

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3. Cookbook: The Board will be asked to share recipes for a small, teaser cookbook which will be given as table favors. We will ask members for recipes and create a cookbook for Ways & Means to sell. Guy will create the cookbooks. **We need to determine a deadline for recipe submissions and the cost of the cookbook.**
4. Headshots: Chelsea has a gentleman lined up. He will not charge for headshots, but we will take donations.

There was discussion about having 3 speakers back to back in the afternoon. Several suggestions were mentioned. Ultimately, we can shorten the time allotted for the Annual Meeting and create some time for breaks between the presentations. In addition, it was recommended to put Chad's presentation in the 2:30 slot because he'll get people up and moving. **Chelsea will revise the agenda and add a registration page to the packet. It will include a QR code to encourage easy registration. She will also write the recommendations for speakers and catering into a motion which will be presented to the Board for a vote so she can enter into contracts asap.**

6. Secretary – vacant

7. Treasurer – Jeanette Jordan

- a. FY 24-25 Proposed Budget
 - a. **Jeanette made a motion to approve the budget as proposed. Kelly seconded and the motion passed.**
 - b. Katherine asked where the income from the NE Area journals is reflected. The line item is 11700. The funds are in the Ways & Means account.
- b. The Federal Exemption was filed
- c. Jeanette questioned if we need to vote to combine the Scholarship line item with Ways & Means. It can be further discussed. However, the Board has voted on and passed the budget, so further discussion is probably not required.
- d. Jeanette thanked Kelly and Evelyn for being members of the Audit Committee and welcomed Evelyn as the new Treasurer. They have a succession plan in place and Jeanette created Standard Operating Procedures for the office to make transition more efficient.

8. Past President – Dana Hoffman, CEOE

- a. The Bylaws were sent to membership for vote and they were approved. Lori posted them on the website and Taylor shared them in the newsletter.
- b. Dana asked if we need to re-open the deadline for the member scholarship in case anyone wants to apply for funds to use for NAEOP. There was discussion and it was determined that there is not enough time to publicize it and select a recipient before the NAEOP Conference. However, we will work on better publicity for the next scholarship cycle.

9. Membership – vacant

- a. The following members joined or renewed: Carol Gileot, Karen Sever, Connie Jackson, Lori Dietz, Amanda Husmann

10. Retiree – vacant

11. Nominations and Elections – Karen Sever

- a. 29 members voted and the new EPOPO Board Members effective June 1 are: President Elect Chelsea Glezen, Vice President Guy Chambers, Treasurer Evelyn Urbin, and Nominations & Elections Director Teri Hedrick.

12. Marketing & Social Media – Taylor Reed

- a. The upcoming deadline for the newsletter is May 28

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13. Awards – Lunetta Clark, CEOE

- a. Deadline for 2025 applications is January 10, 2025
- b. Darlene will assume the chair June 1

14. Scholarships – Darlene Lewis, CEOE

- a. Deadline for 2025 applications is January 10, 2025
- b. There was discussion that we would like to do better marketing

15. PSP and NAEOP – Katherine Reichley, CEOE

- a. NAEOP has removed “business-related field” from their scholarship application. Discussion was tabled last meeting regarding whether or not EPOO should revise our application. Discussion resumed. **Katherine moved to change the EPOO student scholarship application to include someone pursuing an office-related or business field or a career in education. Dana seconded. The motion passed. Darlene will revise the application and give it to Lori for the website and Taylor for the newsletter.**
- b. Katherine will be the Advisory Council Delegate for EPOO at the NAEOP conference. She submitted the form.

16. Sunshine – Guy Chambers (no report)

17. Ways and Means – Kelly Rocco (no report)

- a. Welcome Stephanie Huber and the new Chairperson

18. Webmaster – Lori Dietz (no report)

- a. Lori will update the webpage with the officers, credit card convenience fees, and the registration options

19. Other Discussion Items: Jeanette will email all things related to Treasurer’s position directly to Evelyn. Lisa will update the Treasurer information on the Membership form.

20. The next Board Meeting is after the NAEOP conference on Tuesday, **July 30, 2024** at 3pm via Google Meet.

21. Adjourn: **The motion to adjourn was made by Dana at 4:31 pm and seconded by Jeanette. Motion carried.**

Lisa Zuk, 2023-2025 President
EPOO Board Approved Minutes

5/21/2024
Date