



Educational Office Professionals of Ohio
Board Meeting
Thursday, October 7, 2021
The Summit Hotel, 5345 Medpace Way
Cincinnati, Ohio 45227



1. Call to Order

Meeting was called to order at 5:01 PM by Dana Hoffman, CEOE, President, Educational Office Professionals of Ohio, at The Summit Hotel in Cincinnati, Ohio.

2. Roll Call

Evelyn Urbin called the roll. The following Board Members attended: Evelyn Urbin, Dana Hoffman, Michele Newton, Coleen Vogelgesang, Lori Dietz, Lunetta Clark, Kelly Rocco, Lucy Morgan, Kathy Fordos

3. Vice President – Coleen Vogelgesang

- a. Reviewed conference details & costs

Speakers:

Tandy Pryor - Presentation Fee - \$1,000 plus expenses (\$500 was paid in March)

Nancy Schnoebelen Imbs – Presentation Fee - \$3,500 plus expenses

Hotel Costs:

Thursday Evening Meet & Greet – All food & beverages to be paid by attendees. A patio is available outside.

Friday: Room Rental - \$500; AV Equipment/Use - \$1,129

Nutrition Center available until noon. (Breakfast/Beverages) \$20 per person X 24 = \$480

Lunch \$25 per person X 24 = \$600

- b. Check In

Check in table will be ready at 7:15 to welcome attendees, manned by Lucy Morgan. Kathy Fordos will help. We will have 4 first time attendees.

4. Nominations & Elections – Evelyn Urbin

- a. Committee sign-up sheets will be put out – hoping to secure more volunteers.

5. Ways & Means -Kelly Rocco

- a. EOPO pens, hand sanitizers & Malley's candy bars (with a 2022 "save the date" label) will be at each attendees table setting.
- b. We will also try to sell the pens & hand sanitizers.
- c. Baskets & other items will be available for our raffle ticket sales.
- d. Kelly recommended that we purchase Post-It notes (that include EOPO logo) to send to all members. Motion to approve was made by Lori Dietz, Lucy Morgan seconded. All approved.

6. Other Items

- a. Kelly Rocco made a motion that Darlene Lewis' \$80 registration fee be put towards the 2022 conference cost, since she cancelled after the deadline. Lucy Morgan seconded. All approved.

7. Adjourn: Dana made a motion to adjourn meeting at 5:42 pm. Seconded by Lucy Morgan. All approved.

Dana Hoffman 12/15/2021

Dana Hoffman, CEOE
President
EOPO Board Approved

Evelyn Urbin 12/3/2021

Evelyn Urbin
Nominations & Elections
Next Board Meeting 12/13/2021