

## Educational Office



Professionals of Ohio

### Educational Office Professionals of Ohio Board Meeting Monday, September 12, 3:300 PM Phone Conference Call



#### 1. Call to Order

Meeting was called to order at 3:31 PM by Dana Hoffman, CEOE, President, Educational Office Professionals of Ohio, as a phone conference call.

#### 2. Roll Call

Kristine Kozlowski called the roll. The following Board Members attended: Kristine Kozlowski, Dana Hoffman, Kelly Rocco, Darlene Lewis, Katherine Reichley, Lori Dietz, Lunetta Clark, Karen Sever, Michele Newton

#### 3. Secretary – Kristine Kozlowski, CEOE – Present

*Kelly Rocco motioned to approve the minutes from 6-13-2022 and 7-6-22. Katherine Reichley seconded. Motion approved.*

#### 4. Past President – Katherine Reichley – Present

- a. NAEOP
  - i. Congratulations to Lori on the website award.
  - ii. Katherine to send details below to Lisa to add to newsletter:
    - 1. Virtual Summit - October 25 & 26, 2022
    - 2. Podcast announcement coming soon
    - 3. New membership form
  - iii. Nothing new with PSP
  - iv. NE Area Conference coming to Ohio. Will fix web link and send an email out in the next week so people can register and book hotel rooms. Katherine got paid from the NE Area and will use that to order journals - waiting on prices from local vendor. These journals will be sold to fundraise money that can go back into EOPO. The committee and Board are happy with all planning details. Send any suggestions to Katherine regarding the conference.
- b. October Conference
  - i. Food - Final count due on 10/3, including table set up, etc. We ordered the deluxe continental breakfast and the taco bar buffet for lunch.
  - ii. One of the speaker contracts mentioned handheld mic vs lavalier but Katherine needs to confirm who.
    - 1. We lost the tech person at the hotel for support.
  - iii. We should be able to get into the conference room the night before to set up - save items of value to set up the day of. Katherine will confirm time.
  - iv. Tablecloths to be purchased.
  - v. Board meeting is at 4:00 PM before the Meet & Greet.

#### 5. Website - Lori Dietz - Present

- a. Committee met on 9-8-2022
  - i. Demo site was set up with Travis from NodeSpace. Lori needs to check status of payment schedule, domain name updates, etc. For \$200.00, Travis can transfer the current site over to our new website. Kathy Fordos is the main contact on StarChapter - need to tell StarChapter 45 days in advance that we are canceling our account (before March 2023). Lori can build on temporary platform, but DNS can take up to 48 hours to move over.
  - ii. Recommendations for website: Lori, Dana, and Kelly recommend we work with Travis - we have disc space to utilize, email accounts, can make files more generic to accommodate Board changes. Cost will be \$132.20/year. When we change DNS there is a \$13.00 one-time fee. With StarChapter, we are paid through 2027, Travis recommends paying \$65.00 (includes \$13.00 fee) to bring us through 2032. After that, it will be \$67.20 per year.

iii. Lori Dietz motioned to move our website from StarChapter to NodeSpace on November 1, 2022. We will give StarChapter a 45-day notice prior to contract date of March 6, 2023. Karen Sever seconded. Motion approved.

- b. Agenda and zoom link posted to website. Kristine will send Lori the minutes that were voted on today to add to the website.

**6. President Elect & Social Media - Lisa Zuk**

- a. Newsletter deadlines: 10/15 and 12/15
- b. Highlights of the conference - please share pictures with Lisa.

**7. President - Dana Hoffman - Present**

- a. Have we offered a free EOPO membership in the raffle - do we want to do again? Everyone, except Board members, will be included in the raffle.
  - i. Kelly Rocco motioned to give away 1 one-year membership to anyone who attends the October 2022 conference. Michele Newton seconded. Motion approved.
- b. Headshots - Katherine is waiting to hear back about offering professional headshots to conference attendees for \$5-\$10.
- c. Reminder: \$20.00 incentive for serving on the Board. Katherine recommended to include the \$20.00 incentive in the Board job descriptions instead of changing the ByLaws.
- d. Do we need to do anything to encourage members to complete their PSP?
  - i. We need to promote NAEOP as you need to be a member of that association. Ohio does not give an incentive to complete the PSP (districts). When Scholarships are promoted, PSP will also be promoted. Recent PSP recipients can share photos to share at the conference to show how many people have completed. The website will be updated to include photos along with names for past PSP recipients.

**8. Vice President - Coleen Vogelgesang**

- a. 35 registrations
- b. 30 hotel room reservations out of 25 on hold.
- c. Keep promoting until deadline - our goal is 50 registrants.
- d. Conference duty list: wear your EOPO branded clothes if you have any, Jeanette handling paying speakers, Dana will get thank you cards if Lucy does not have them, Darlene to get flowers for scholarship recipient, display table for service project, Wendy Sherman Heckler will do a 3-5 minute welcome at 8:00 AM, everyone on Board needs to take pictures, have attendees take photos with new friends before 8:00 AM, Kelly has Kathy, Karen, and Alison to help with Ways & Means fundraising, Board members to sit with members they do not know, each table to have different seeds and attendees to pick color coded item to find their random table, Coleen needs final confirmation from speakers and what they may need prior to the conference.
- e. Dana would like to offer a virtual component to the conference if attendance does not increase.

**9. Treasurer - Jeanette Jordan**

- a. Insurance paid
- b. Card reader is being set up to use at conference
- c. Katherine closed US Bank account. Kathy transferred funds and we are fully functioning with Huntington Bank.

**10. Membership - Veronica Drdek**

- a. Dana recently sent out 20 membership cards. Finally seeing an increase in membership after Covid.
- b. Veronica would like to resign from Membership Director effective immediately. The Board needs to assign a replacement, or the position can be broken down into parts that each Board position will be responsible for.

**11. Nomination and Elections - Karen Sever – Present**

- a. Board positions that will be available in 2023: President Elect, Vice President, Secretary, Membership Director

**12. Awards - Lunetta Clark - Present**

- a. No Report

13. Ways & Means - Kelly Rocco - Present

- a. Inventory: 120 totes bags, 2 paper clip holds, 100 name badge reels, 62 hand sanitizers, 94 koozies, 56 pens, and 240 post it notes. All members will get pens/journal at the conference. New members/first timers will receive a tote bag as well.
- b. Baskets: Movie (Kathy), Lottery (Kathy), Dog (Dana/Kelly), Mexican (Kelly), Coffee (Kelly), \$30 gift card for EOPO branded clothes from Dana, Manicure (Dana), Indoor Herb Garden (Lisa), Stephanie to make “EOPO” folded book art, Alison has a couple ideas.
- c. 50/50 Raffle: tickets 6/\$5.00

#### **14. Scholarship - Darlene Lewis – Present**

- a. Last of scholarship recipients paid. 2022 recipient cannot attend conference but offered to zoom. 2021 recipient will attend the conference lunch in person - she will receive flowers and a tote bag.
- b. Flyer for Member/Student Scholarship has been created to be included in folders for conference - send to Dana or Lisa. Will also be included in email closer to the time of Scholarship in early 2023.

## **15. Sunshine Committee - Lucy Morgan**

a. No Report

## **16. Retiree Committee - Michele Newton – Present**

- a. No Report
- b. Status of Survey for Retirees - Michele is still working on this due to having a difficult time finding the list of retirees.

## 17. Other Discussion Items:

- a. October 6, 2022
  - i. Location: Drury Hotel
  - ii. Time: 4:00 PM
- b. December 1, 2022
  - i. Zoom link from Kelly will be available later.

18. Adjourn: 4:52 PM

a. *Michele Newton motioned to adjourn the meeting. Karen Sever seconded. Motion approved.*

Dana Hoffman 9-13-2022

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Dana Hoffman, CEOE  
President

EOPO Board approved

Date

Kristine Kozlowski, CEOE 9-13-2022

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Kristine Kozlowski, CEO  
Secretary

Date

Next Board Meeting: October 6, 2022 @ 4:00 PM  
Annual Conference – Drury Hotel