***BOARD MEETING – FALL CONFERENCE- EMBASSY SUITES – COLUMBUS, OHIO – SEPTEMBER 26, 2018***

President Ja’net Crawford welcomed everyone and called the meeting to order at 6:08 p.m.

**ATTENDEES:**

Ja’net Crawford, President, Montgomery Kathi Cole, NE rep., North Olmsted

Marcia Soos, Treasurer, Shadyside Rebecca Rosenbalm, Secretary, Monroe

Robin Kemp, SW rep, Amberley Village Kathy Kaluger, SE rep, St. Clairsville

Karen Goaziou, NW rep, Put-in-Bay Joy Bedard, Past President, Grove City

Linda Lutts, Education Committee Chair,

Sharonville

Absent: Molly Schwartz, CE rep, Pickerington & Amanda Parker, Vice President, Gahanna

**OLD BUSINESS:**

Secretary Becky Rosenbalm presented the board meeting minutes from the fall conference, dated April 17, 2018. No additions or corrections were made to the meeting minutes.

Kathy Kaluger motioned to approve the minutes with a second from Robin Kemp. The minutes were approved.

Treasurer Marcia Soos presented the treasurer’s report dated September 27, 2018 with an ending balance of $30,977.72. Marcia presented a revised Treasurer's Report dated April 18, 2018. Marcia noted that there were only a few late registrations this time and the suggestions for clerks to register as soon as possible and then pay at a later date seemed to have helped cut down on late registrations. Robin Kemp motioned to approve the treasurer’s report with a second by Kathi Cole. The report was approved.

The spring 2019 conference will be hosted by the NE Region and will be April 25 & 26, 2019 at the Hyatt Regency Cleveland at the Arcade. Kathi, Sonja Morrow and Angie Zidanic have been diligently working to prepare for this conference. Tentative agenda and handouts will be placed in the conference packets. A "save the date" email will be sent with information regarding the conference. Kathi suggested with a welcome reception and cash bar on Wednesday, April 24, 2019, the board meet a little earlier in the evening. It was decided that the board would meet at 5:00 p.m. Kathi advised they would assemble the packets and name tags for the board.

Kathi suggested that there be a registration deadline and possibly a price increase for registrations received after the cutoff date. It was discussed and decided that with the pending restructuring of the certification and re-certification process we could possibly increase the conference fees beginning in the Spring of 2020, as the cost of the New Clerk Training is $75.00.

Thank you to Dean, IT Administrator for North Ridgeville who was able to secure a huge cost savings for our Association in the use of A/V equipment for the Spring 2019 conference. We will be using a third party vendor at a rate of $1700.00 instead of a quote from the Hyatt at $7000.00. There will be a murder mystery/dinner on Thursday that is partially sponsored by BGI and Infintech. Linda will reach out to the other vendors to see if they have an interest in partially sponsoring as well. Attendees would pay $40.00 for dinner and the show. Any additional guests would also be able attend at a rate of $40.00. Kathi also stated the Hyatt agreed to offer an additional overnight on Friday, April 26, 2019 at the group conference rate for guests who wished to stay another night.

The fall 2019 conference will be held on September 19 & 20, 2019 at the Mohican Lodge, 1098 Ashland County Rd. # 3006, Perrysville, Ohio, with a rate of $109/nt. The Education Committee will start planning this conference in early 2019.

**NEW BUSINESS**

Robin Kemp has been working on restructuring the certification and re-certification process for the Association. She presented a handout that will be presented to the conference attendees. It offers the current points schedule, the proposed points schedule, a proposed application for points sheet and a sheet for questions, comments and suggestions by the conference attendees. Another board/education committee meeting was set to finalize the restructuring of the certification standards. It will be held in Grove City on February 8, 2019 at 10:00 a.m.

With nothing further, Marcia Soos motioned to adjourn the meeting with a second by Kathi Cole. The meeting was adjourned for the board to assemble conference packets at 7:43 p.m.

Respectfully submitted,

Rebecca Rosenbalm

Secretary