

NEOA Board Meeting 2008-2009

Date: June 5, 2009

Location: Rockcraft Retreat Center, Sebago Lake, Maine

Members Present: Donna Thompson, Karen Madden, Tracy Karasinski, Dani Adler, Monda Kelley, Kwasi Gyambibi, Linda Rottman, Carolyn Julian, Jennifer Buckley, Channa Srey, Sarah Lynn Sockalexis, Eric Klein, Deb McCann, Ramon Gonzalez, Sarah Morrell, Paul Lynskey, Lillie Squires-Wright, Casey Henderson, Steve Visco.

<b>Agenda Items</b>	<b>Discussion</b>	<b>Action: Deb moved to accept: Steve second</b>
<b>Call to Order Donna Thompson</b>		Time: 9:00
<b>Role Call Monda Kelley</b>		
<b>Secretary's Report Monda Kelley</b>	Change all reports to annual reports Donna would like to refer to her report and change to change Carolyn Jullian to Julian on page 3, Change Angela Quitadamo. Shelly Sanders indicated last year they were willing to underwrite Leadership Institute, did commit last year, but has not been committed at this point.	Deb move to accept as amended Karen Madden second Motion carries
<b>Finance Committee Report Deb McCann</b>	CD's are in good shape. The interest rates have gone down. With the two year CD, that is still in fine shape. Deb feels that the budget will actually end up \$30,000 under. Conference was discussed in how we can run it efficiently and make sure that we begin contract negotiation two years prior to a conference. It was suggested that we have a committee making those decisions rather than one person;  Printing the Annual report: Do we want to print the annual report or do we want to have included it as an online publication. It might be advantages to look for people to sponsor meals at the conference and to include GEAR UP in the conference. There was also discussion in changing the format for professional development days and taking into consideration what the	Please bring budget information back to your states for review. Let the State Boards know that NEOA is being very fiscally prudent.  Donna will include information about the budget in the news letter in order to ask for additional support.

	<p>board will support in regard to SSS, TS, UB professional development days.  Suggestion for 2009-2010 included:  No PowerPoint at conference  Reducing Board meetings  Reducing meals at conference ( asking participants take meals on their own)  Carpooling to board meetings  Not paying speakers – Seeking in-house professionals to provide information and inspiration.  Making the Leadership Institute a bi-annual event.  Continue using a debit card.  The Board is in the process of putting out a bid for a new accountant who is familiar with non-profits. If you know of an accountant that might meet Board expectations, please let Karen Madden know your ideas for a new accountant.</p> <p>Steve Visco: There have been issues with accountant. He is not sure that they are filing taxes correctly, and Steve said he received an assessment of fees by the IRS for incorrect filing, because the extension was not field correctly</p> <p>Donna Thompson called and accountant expressed concerns, and the accounting firm did accept responsibility for the assessed fees for 2007, and we are not sure at this time if the fees are handled for 2008.  We will ask them to bid, but some consideration will be made in regard to whether they will get the bid because of their lack of timeliness in responses back to us.  Donna: dealing with the IRS can be difficult because then it is difficult to get a response back from the IRS in a timely manner.</p> <p>Karen Madden will be writing the letter to request the bids for new accountants.  Carolyn: When is the budget for next year done? Is this a reporting out time. Who approves the budget for next year? What is this board’s responsibility for this year’s budget? It is always the previous year’s board to look at the budget.  Over the summer Steve Visco and Karen Madden will be working on the budget.  Please let them know if you have any ideas that pertain to the new Budget.</p>	<p>Donna will also include information on the list serve.  The information should include: cost cutting efforts, board cuts, memberships, and other amenities.</p> <p>Donna will get this letter of information and suggestion out in June.</p> <p>Please share information and cost saving ideas or suggestions with Donna.</p>
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In regard to the conference:  
Dani Adler said there was a 28% service charge, and 8% on everything, so the service charge added an additional 10,000 to the overall cost of the conference.  
AV was 6,000 and 98% was due to power point. We were still charged \$50 per day for PowerPoint and for flip charts and other presenter materials. There is a \$50.00 plug in fee.  
Internet was \$125.00 per day.  
Presidents reception: \$7,800.00  
Continental breakfast \$3,100.00  
Lunch \$8,500.00  
Dinner \$9,000.00  
Brunch \$5,000.00  
The menus reflect what you need to pay.  
Buffet was \$33.00 per person plus 28% service charge.

19% administrative fee,  
6% sales tax may be able to waive  
Menu prices for Cape Coder are much more reasonable:  
Still have to pay rooms and meals which is the high tax.

Carolyn Jullian wondered if it would save any money to reduce fee from a four day conference to a three day conference? At this point, for Massachusetts, we cannot reduce the days because it is part of the current conference.

Paul said that it is important to put information out to the members about the changes in the budget so that members can have an idea of what changes we need to make.

We need to make sure that the members see that we are making cuts in all areas not just what is available to the members. We may have to share rooms, book flights that also save money. And we are going to make it a unified effort to cut costs and not just a cut to membership benefits.

<p><b>Treasurer's Report</b> <b>Steve Visco</b></p>	<p>Income from conference in line with what was budget. Great job Dani. Income is right on but looks different because money still needs to go in and come out. \$20,000 -\$40,000 shortfall is anticipated for next year, so we will have to cut some things that we do not want to cut. Hotel costs was not an unexpected number, but it reflects that we need to reexamine Speaker looks over but because he do not have a line for scholarships and the expensed were from last year. COE- expenses – travel may be a bit under budget The conference table for this fall was paid for in late August so it is not reflected on the budget. Policy Seminar will need to be budget at \$18,000.00 State dues are 300.00 we need to find other ways to sustain the organization. There are three states where all of the money for policy seminar comes from NEOA. General expenses: Donna has done a great job at keeping costs at a minimum. We are actually below budget. 10,000 to NEOA reserve was money that we made over budget last year. Next year, that will not be there – fee was from 2008. PayPal fees were under budget, we need to prepare for more on line fee. It is a more secure method for securing payment. Leadership Institute – Sigh Searles was just under budget As you examine the budget- notice that we will be experiencing a loss next year. Everyone who has a line item on the budget will have to examine ways to cut costs for next year. Realistically, we cannot count on underwriting. We can no longer build a budget based on what we want; rather, we need to examine what we actually need as an organization. Dani mentioned that this year would be a good year to examine development, and the need to get someone to commit to four years. Steve said TRiO people who have the skill set tend to do development for their own programs.  Donna said that is has been a challenging year and the Finance committee has done</p>	<p>Karen Madden motioned to accept the treasurers' report. Tracy second Discussion</p>
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	<p>a wonderful job with the budget. She wanted to acknowledge the Finance Committee.</p>	
<p><b>President's Report Donna Thompson</b></p>	<p>Appropriations: We are not on the President's report. Right now, the way he is looking at increasing attendance for low income students. And President Obama wants to give money to smaller initiatives. He is highlighting smaller programs. The council has been organizing a full roll-out of letter writing, and as much as possible we need to get information to our legislators: SSS will lose the most, 150 SSS programs could be eliminated. President Obama is supportive of Pell. Evidence suggests that it is not just Pell. We believe that it is a waste of Pell to just give Pell and not the additional support. 2.5 billion in access and completion. TS and GU are level funded. 120 million increases would enable additional students to receive services. Another suggestion was to give states block money which could be come convoluted and it will be up to the Governor to make the decision. Upward Bound: new requirement for rigger with academic. Linda Bird Johnson did listen to suggestion. Paying tuition for students who did not have academic program available in schools. Pell institute has a new advisory committee. Dr. Mitchem has asked that we support Tom Mortinson's newsletter and program. Any way we can support by purchasing Opportunity Matters, and it is not copy-writed and it can be shared with other. Cost is 160.00 per year.</p> <p>Study abroad programs for SSS students are underway and it is anticipated that they will have the opportunity to travel this summer.</p> <p>Internationals access committee is trying to put more emphasis on staff travel in order to assist in encouraging staff to be more informed about programs.</p> <p>There are new CASS standards and there will be training sessions available. And they are available at CASS.org</p>	

<p><b>Past-President's Report</b> Tracy Karasinski</p>	<p>Tracy did not send out a report. At the conference we had a full slate of officers. Tracy has been spending time in transition issues with Karen and Donna COE is working with finance issues, and Sarah is on the COE Finance, and they lost a great deal of money in stocks. Tracy has also been working with Deb McCann and Steve in budgetary issues.</p>	
<p><b>President-Elect's Report</b> Karen Madden</p>	<p>Karen did submit the a president's report Fair Share: We have 100% board participation! We are at 128, and Aspire is at 139. We need to look at what will bring us above ASPIRE. We need another 2000 that will match us or put us over from ASPIRE. Maine said there is a 1000 check in the mail from MEOA.</p> <p>Sarah wondered if there is any way we can make a contribution in the name of someone who retired.</p> <p>COE is suggesting that since it is difficult to give a donation that an amount can be donated by having direct draw from checking account or credit card. Then end of this year is June and the beginning of this year is July 1<sup>st</sup>. and it could be something that could be contributed over the year.</p>	<p>Pass fundraising efforts on to state boards. Encourage summer staff to also contribute:</p>
<p><b>Vice-President's Report</b> Dani Adler</p>	<p>See Finance report for additional information: CONFERENCE INFORMATION: Vice President position being involved for three year, and someone from Maine for possibly two years from now, who can be on the conference committee to assist with conference/contract negation and other issues around the contract. There were many recommendations for workshops for conferences: Talent Show was well received 72% thought is was excellent. Too much aggressive donation seeking for COE Schedule ideas as always. Round tables at the beginning of the program to connect newcomers with programs. The major suggestion is whether or not we can sustain a large conference with so much food or if some conference structures need to be changed.</p>	

	<p>Donna would like to propose that a recommendation is brought to the board to authorize the board to approve a shorter conference if so merited. It is a discussion that needs to occur because it is a conference that drives the budget.</p> <p>Karen Madden suggested that we put out a survey and give the membership the opportunity to contribute information about what might most important. Steve suggested that rather than a survey, on what worked it is up to our committee.</p> <p>There is nothing in the by-laws that suggests how long a conference needs to be. Dani could work with past Vice-presidents to see if they could look at what a structured three day program would look like and also work on the structure of a four day program in what remains part of the program and what does not remain.</p> <p>Karen said the survey should say that we want input about the conference, but the board is making the decisions. People need to have the information. Sarah said we need to make the process transparent. Our mission is advocacy and professional development. And, Sarah also reiterated the point that we need to bring advocacy back into TRiO Day.</p> <p>Thanks to Dani and Maria for a fantastic job in putting the conference together.</p>	
<p><b>Development</b></p>		
<p><b>Legislation and Education</b> <b>Sarah Morrell</b></p>		
<p><b>State Initiatives</b> <b>Sarah Morrell</b></p>	<p>Distributed on line; Professional development and Leadership Institute there may be ways to be creative ideas to bring these ideas together in a more congruent manner. Board techniques and trainings could be addressed in Professional Development and State Initiatives. Sarah has made some appeals to ASA and she would like to continue to work with Shelly. There may also be some alliances between development and State initiatives to see what we can to align sources.</p>	

	<p>The Capitol Hill Briefing where students shared their stories and the Pell Institute also presented and it was very well attended by state aids; there were nearly 100 people in attendance.</p> <p>It is posted in the state initiatives section of the website. Sarah distributed Pell Institute information. Specifically in regard to Mathematica and she is a Department of Education Employee.</p> <p>COE is sponsoring chapter and state Excellency awards. Mass was the only state what applied for the award. Congratulations, Channa in getting the nomination in. COE would like to have incoming state president contact information ASAP. It is up to states to provide information from state Liaison. They would also like to have information in regard to State Conferences in the fall and they would potentially like to have someone at each State conference to discuss state meeting dates.</p> <p>COE is also looking for moderators from each state that may be going to Texas.</p> <p>There is still some state initiative money available. Early August is the last date to get the information and conclude the spending for that activity. The activity has to occur before the end of the fiscal year is August 30.</p>	
<p><b>Professional Development</b> Tracy Karasinski</p>	<p>Nothing to report.</p>	
<p><b>Membership</b> Ramon Gonzalez</p>	<p>We have 208 paid members. Casey created a spreadsheet for phone-a-thon and clicks a thon. Membership year ends August. Carolyn would like to suggest that an email be sent to members that it is time to renew in September. Membership will be PayPal enabled. We may want to consider raising membership from 50 to 55</p> <p>Discussion: Kwasi would like to amend to 60. Eric thinks that 60 is too much, Lilly agrees, some people are paying on their own. The fee for pay pal is 3% of the transaction.</p> <p>Sarah suggested that we have a discussion around a fee to cover institutional membership rather than an individual fee and use it to pay one way or another.</p>	<p>Casey will let us know what membership was last year.</p> <p>Motion to raise membership to 55 to cover pay pal made by Ramon Second, Lilly. 12 for, 4 opposed, one abstention.</p> <p>Motion carried to raise membership to \$55 Call for question to raise motion to 55</p>

		Friendly amendment second Donna vote 5 for 9 opposed 2 abstentions,
<b>NEOA Achiever Alumni Report</b>	Alumni Chair	
<b>Strategic Planning</b>	Worked on yesterday.	
<b>Technology</b> Casey Henderson	Renewed website domain. Helped out Ramon with phone-a-thon list.	
<b>Public Relations</b> Paul Lynskey	Focus has been newsletter. Nothing new since the conference. Sarah asked if Paul has moved forward with news letter. Paul is going to wait until new board takes over. Lilly got an e-mail asking to profile a student in a newsletter, and they were working on newsletter, and some got back and there as an insufficient amount of information and Lilly would like to see the profile in the newsletter.	
<b>TRiO Day</b>	Done yesterday.	
<b>Leadership Institute</b>	Discussion was yesterday in year end wrap-up	
<b>Connecticut</b> <b>Jennifer Buckley</b>	This is and exciting time in Connecticut! Keep your eyes open for next year! We have some new leadership and new Pd opportunities to keep association moving forward. Kwasi went to College Goal Sunday and brought back some great ideas. Submitted a grant to Lumina Foundation for next steps on know- how- to-go to get like programs to come together to work on college access. State organization was lists at the fiscal organization.	
<b>Maine</b> <b>Linda Rottmann</b>	Held second pizza party for Coe Contribution, and made 280. There Hall of Flags event was not that well attended this year. Maine will look to add changes to that program in next year.	

	Sara Sockalexis took students to State House, and that was very successful.	
<b>Massachusetts Channa Srey</b>	May 1, 2009 Professional Development on demystifying the test – very well attended. Conference Oct 29, 30 –25 <sup>th</sup> anniversary. Save the date card mailed out. 10,000 in a funding. MEEFA and American Students Assistance provided underwriting. Spring newsletter has been sent out.	
<b>New Hampshire Carolyn Julian</b>	Meeting in May. Congratulations to Dani and Maria for a wonderful NEOA conference. The State conference is October 30 <sup>th</sup> , and there has been some work done on advocacy and they are working on the best ways to use their money.	
<b>Rhode Island Eric Klein</b>	State celebrated Joe Costa’s retirement, RI College made a banner to celebrate his retirement. Joe is going to China.	
<b>Vermont Karen Madden</b>	We have money problems. Conference will be held on College campuses, we will start on Vermont Technical College, and we are thinking about starting the program at 10 instead of 9; We are going to highlight college.  Karen McGovern, Ted O, and Karen Madden visited the state offices. Advocacy is much easier if you have a relationship with the legislators. Karen also included quotes of what students have said about TRiO services.	
<b>Old Business</b>	Leadership Institute: This organization has made the commitment to offer its membership a Leadership Institute: When we make the commitment offer every two years.	Donna is entertaining motion to make LI every other year. The next LI class will be 2010-2011

	<p>Discussion; Kwasi wondered if it is necessary, Can the organization State liaisons are on board as of September 1<sup>st</sup> they have to vote in the committee members so there are no committee members until the board can vote.</p> <p>Sarah: feels strongly that the system and the pattern has served for a long time and would like to have an early September meeting. And via telephone.</p> <p>Karen Madden said that there is nothing in the by-laws about not printing the entire annual report and more discussion needs to be made about whether or not it would be on line.</p> <p>Deb McCann suggested that the board meeting start at 4:00 in the afternoon on day one and spreading the meeting over two days and that will allow up to get more meeting done so we don't feel rushed about getting the State reports.</p>	<p>Deb McCann made motion Second by Dani Discussion: Motion carries</p> <p>Sigh will follow up with informing applications.</p> <p>Karen Madden made the motion to reduce the number of board meetings from five meetings to four next year if necessary for financial meetings. Tracy Karasinsky second Motion carries with one opposition from Sarah Morrell.</p>
<b>New Business</b>	<p>Sarah: in the current role that she occupies: Sarah is wondering how the flow of information is working in dissemination or is there a different way to look at sharing specific information.</p> <p>Karen Madden feel that is it still a bit of information overload.</p> <p>Lilly said she would rather get too much than not enough.</p> <p>Jennifer Buckley: Was there motion about increasing the TRiO day fee? Yes, there was.</p>	<p>Motion by Carolyn that allows TRiO day registration fee to be increased to 40.00 as deemed necessary. Kwasi Gymbibi Second Motion Carries:</p>
<b>Adjourn</b>	<p>Motion to Adjourn- Donna Thompson Ramon Gonzales second Motion Carries</p>	<p>1:03</p>

<b>Additional Comments:</b>		
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