

**New England Educational Opportunity Association  
Board of Directors Meeting, Putney Inn, Putney, VT  
January 14 & 15, 2010**

<b>Thursday, January 14 Putney Inn</b>	Strategic Planning Session with Clark Amadon
4:15 pm – 5:30 pm	Policy Seminar Information Session (all those attending PS and state presidents or state liaisons)
7:30 pm – 9:00 pm	<b><u>Finance Committee Meeting</u></b> with Finance Chair, Pres, Past-Pres, Pres-Elect, Alumni, Development, Prof. Development, Membership, Conference, TRiO Day Chairs and State Initiative Chair. Review of budget and discussion on future.
<b>Friday, January 15</b>	
9:00 am - 10:30 am	<b>COE Update/State Initiatives (Donna &amp; Sarah)</b>
10:30 am - 11:30 am	<b>NEOA Official Board of Directors Meeting</b> Call to Order <b>Action:</b> Approval of Agenda Secretary's Report <b>Action:</b> Acceptance of September and November 2009 Board Meeting Minutes Treasurer's Report <b>Action:</b> Acceptance of September and November 2009 Treasurer's Report Finance Committee Report Vice-President's Report (Conference Report) TRIO Day Report Award Discussion: Shirley Chisholm, Claiborne Pell, Marion Belgrave Howard
11:30 am – Noon	Old Business: New Business: 2011 Conference, Walden University, Membership Types, NEOA Talent Show
Noon – 1:00 pm	Lunch
Noon	Adjourn

**NEOA Board Meeting**  
Date: January 15, 2010  
Location: Putney Inn, Putney, VT  
Members Present: **see role call**

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action</b>
<b>Call to Order</b>	Meeting called to order at 9am by Karen Madden Review agenda and made additions. Jen made motion to accept Agenda Lilly seconded Voted to accept all	
<b>Role Call</b>	Karen Madden, Reggie Jean, Donna Thompson, Kristin Sweeney-Moore, Angele Goss, Terry Callahan, Maribel Sanchez, Alvin Riley, Dani Adler, Monda Kelley, Jennifer Buckley, Gaelyn Sibbald, Ted Ogaldez, Tracy Karasinski, Ramon Gonzalez, Monica Sargent, Sarah Morrell, Paul Lynskey, Rick Williams, Tony Blueter, Bill Delgaudio	
<b>Secretary's Report</b>	Donna made a motion to accept the minutes. Tracy Seconded Board Voted to accept	
<b>Finance Committee Report</b>	Tracy thanked the board for all their work Reviewed Treasur's Report, Reviewed TRiO day costs and other costs associated with upcoming conference which is moving along. 2011 hotel contract was reviewed and follow up questions will be looked into to provide clarification on a few details. Reggie working on getting answers. Received a set of recommendations from the Accountant that include: <ul style="list-style-type: none"> <li>• Creation of an accounting manual would help the organization manage funds</li> <li>• Another board member should review checks before they are mailed</li> <li>• Assign a member of Management to review all statements to assess unusual or old items not closed</li> <li>• Cross training on all accounting procedures so there is broader oversight</li> </ul> Karen passed out copies of these recommendations to those who wanted to review.	

<p><b>Treasurer's Report</b></p>	<p>Tracy gave out the balance of funds: \$94,744.06 balance in check book. \$64,000 still in CD's. NOEA continues to be in good shape according to budget sheet.</p> <p>Slightly below targets for membership, however, this is typical for this time of year. CT and RI have been contacted about dues and those funds are expected.</p> <p>Expense side: COE Board Meeting in September had a hotel issue that saved NEOA lots of hotel costs. Despite that fact, no one got any sleep.</p> <p>Costs for TRiO Day and Conference are on target.</p> <p>Motion made by Angel to approve the treasure's report  Seconded by Alvin  Board voted to accept all  Motion carries</p>	
<p><b>President's Report</b></p>	<p>Written Update</p>	
<p><b>Past-President's Report</b></p>		
<p><b>President-Elect's Report</b></p>	<p>Reggie floated the idea of changing the NEOA approach to the Silent Auction. Silent auction at the conference is the only revenue producing event outside of the vendors.</p> <p><b>New idea proposed</b> that we consider doing the auction online for the conference in 2011. This would open bidding to people outside of those who attend the conference. This could be a chance to raise lots more cash by generating more bids.</p> <p><b>Fair Share Report:</b> Reggie sent this to all board members and added these comments ...  Personal contributions are key  6 for 6 campaign: 5 states met the 6 for 6 goal and NEOA received waivers for policy seminar registration as a result. CT is close to meeting goal, MA 26 out of 29, NH met goal, VT met goal, and RI met goal. If all six states meet goal, there are two additional waivers for NE. We are at 75% for donations by the board and by April 100 % from all board members. By April the goal is 100% for donations from all members.</p> <p><b>Personal contributions are all up across all states this year. NEOA is doing well compared to other regions.</b></p> <p>Institutional membership is moving along and the offer to get the discount is extended to Jan 30.</p>	

<p><b>Vice-President's Report</b></p>	<p><b>Kristin provided a conference planning update:</b> Pre conf will focus on writing for SSS, TS, GU, and EOC. This is scheduled for Tuesday, April, 6 from 2-5. Presenters are not set yet. Angel will send email to all members and NEOA list serve later this week that highlights the detail of conference content and details on registration.</p> <p><b>Workshops</b> will be listed  GU Directors Meeting will be included  17 workshops  5 workshops first day  6 on second day  2 on third day.</p> <p>Kristin was hopeful about having Charlie Desmond as a speaker but things are not definite yet.  <b>Vendors:</b> Ramon is trying to get more to sign up. One hall with one hour of everyone's time set up like college fair. And then it's over. All are encouraged to attend this time since they are paying \$500 to be there and we need to use this time as resource for our program.</p> <p><b>Adds in conference booklet:</b> A request will be going out this week.</p> <p><b>April 6, Tuesday a.m. is Board Meeting,</b> Board arrives Monday evening. Board members are asked to pick up costs for the overnight for next board meeting if at all possible and fold into conference costs.</p> <p><b>NEOA Awards Discussion</b></p> <p>Claiborne Pell Award: two names were put forward: Peter Welch, Representative from VT and Charles Desmond.  Shirley Chisholm Award: Gaelyn put forth congressman James McGovern's of Massachusetts.  Reggie put forth Rep. Michael E. Capuano, MA.  Marion Belgrave Howard: Inspiring contribution Peter Budryk, CT, Joan Becker</p> <p><b>Board vote:</b>  <b>Pell ~ Charles Desmond</b>  <b>Chisholm ~ Congressman James McGovern</b>  <b>Howard ~ Peter Budryk</b></p>	
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<b>Development</b>		
<b>Legislation and Education</b>	<b>Sarah</b> circulated a draft letter to Obama requesting support for TRiO. She also presented information on the Liverpool trip for students. Also conducted a Policy Seminar session with members who will attend.	
<b>State Initiatives</b>	<b>Sarah</b> handed out a sample of an exemplary PR data piece that she would like to have all states work on and create to use at Policy Seminar. Many states have something in place now. Karen Madden will send her the Vermont student profiles that are part of a booklet on TRiO in Vermont.  <b>Donna</b> highlighted live project from Univ of Washington, creation of TRiO video links.	
<b>Professional Development</b>	<b>Karen</b> brought up discussion on Walden U. proposal for staff development and continued education. The offer was a 15% reduction in tuition for all TRiO Professionals and students who make a decision to attend. However, there were too many contingencies and a problem with endorsing one university.  Board Members expressed concerns about the private status of this university and not wanting to share a list of members or provide an endorsement of any college. They had wanted a booth at the NEOA conference to promote their programs and a complimentary ad in the conference brochure.  Many board members expressed concerns with the proposal and felt that it would set a precedent to have an agreement with Walden University. Kristin made a motion to decline their proposal offer. Donna seconded Vote: Motion passed	
<b>Membership</b>	<b>Monica:</b> Membership types: Monica explored affiliate membership by emailed former association members who have retired and making this offer. Honorary Members is the correct category for this free member status. Membership committee will come up with criteria to determine who will be considered for this status.	
<b>NEOA Achiever Alumni Report</b>	<b>Paul has finalized the new NEOA Board Report form to use for all reports to NEOA Board. Paul sent this out over email to all current board members. Please use this for all future reports.</b> Four sections with a bullets format vs. a narrative format. Avoid process	

	reporting and focus on what is important for the membership. There is also space to list topics for brief discussion at upcoming board meetings.	
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<p><b>Strategic Planning</b></p>	<p>Sarah Morrell, Donna Thompson</p> <p><b>What makes a strong state organization? Small group discussion and large group process/outcomes:</b></p> <ul style="list-style-type: none"> <li>• All programs are members</li> <li>• Good Leadership &amp; Foresight</li> <li>• Good committee to raise funds</li> <li>• Student centered</li> <li>• Transparency, Partnership with outside organizations</li> <li>• Best Practices &amp; Collaboration between programs</li> <li>• Resources for members</li> <li>• Structure and timeline for events, Dynamic Events</li> <li>• Strong connections between COE and NEOA</li> <li>• Varied Expertise of members</li> <li>• Collaborations between programs</li> <li>• Clear division of labor</li> </ul> <p>Vital: Media, Development, and Advocacy plans. This was the COE discussion. Strong, united message in all areas above should line up in region.</p> <p><b>How is NEOA doing in their role of supporting states? How are states doing with the list above?</b></p> <p>CT: Template for activities, meeting minutes or reports  Opportunities for leadership on specific issues  Outreach to top program people to encourage their participation at state level or NEOA  Shared list of Members by State for quick access</p> <p>VT: Leader attends all state  Financial support of state initiative  Assure participation from each program  Training on media development plan  Regular programs that bring students together for initiatives across states  As we develop a strategic plan tie it into NEOA and COE plans  Feedback on how are we doing as state. How are we as a state association?</p>	
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**MA:** Finding an expert to provide training  
By in for Pipeline and connect pre college programs with SSS  
What is mission of each state? Develop a shared vision?  
Being a resource in general for other states in the region  
**ME, NH, RI:** Suggest New England Coalition, challenges are no new blood coming forward  
and part-time workers create limitations with time commitment  
Current focus is state conference. There is a need to look at new models.  
**Suggestions: Pairing states within the region to support each other's efforts**

**Other work on Strategic Planning (notes small group discussion day two)**

**NEOA's Role: Top themes identified by board include:**

- **Relationships**, defined as connectedness to larger picture and pro active
- **Advocacy**, defined as compassion, commitment, of all TRiO professionals and the power of personal stories of those served
- **Professional & Leadership Development:** experiential and content-delivered through conference and PD days

**Brainstorm by board members on above themes:**

**Empowering Relationships**, here is where it happens:

**Leadership Institute**, felt valued as a person and professional, empowered, respected, reconnected to TRiO roots. Allows for building a connection and vested interest in the organization. Allows for individuals to show contributions that are personal and need. Defined approach to work, goal-oriented, ability to handle chaos and build team mentality.

**Connections to the larger picture: Policy Seminar** viewed through eyes of new employees, establishing national and larger connections, partnerships with other organizations purpose and success

**Mentoring & Role Modeling:** An approach to impact new employees of TRiO and provide big picture perspective. Realize what colleagues can offer, peers can influence and cultivate one another's skill sets. Build relationships with outside allies pays off later when support is needed and culminated in political support for TRiO.



	<p><b>Leadership Opportunities:</b> value found from the experience, putting conference together, recognize symbiotic relationship, inspired to create from this vision and to see bigger picture of NEOA, ability to use skill sets.</p> <p><b>Value of TRiO Staff making personal contributions:</b>  How are new staff encouraged to participate and bring in fresh ideas?  Let's develop an effective mentoring model and cultivate skills through connections with other TRiO programs  New TRiO Reception designed to encourage ideas above. Charge all Board Members to meet two new people and develop a relationship.  State Liaison Bridge to involvement, NEOA president attending all State conferences to encourage involvement is a good idea  NEOA needs to work on inclusivity  How to get by in from Directors to encourage staff involvement.</p>	
<b>Technology</b>		
<b>Public Relations</b>		
<b>TRiO Day</b>	<p>Rick: 38 colleges registered for college fair. Looking for 50. Calls have been made to colleges directly. Rick asked all states to make calls to colleges in their state to participate. Tony: Registration is on-line; 22 programs with 500 participated have registered. Looking to get more programs and students to reach 600 min. MA has the most programs registered. Tough Times with costs are pushing programs to choose between conference attendance or TRiO Day.</p> <p>Workshops and presenters are all lined up. College Tours in the afternoon are in place.  DJ for the dance.</p>	
<b>Leadership Institute</b>	Written reports	
<b>Connecticut</b>	Written report	
<b>Maine</b>	Written report	
<b>Massachusetts</b>	Written Report	
<b>New Hampshire</b>	Written Report	
<b>Rhode Island</b>	Written Report	
<b>Vermont</b>	Written Report	
<b>Old Business</b>	<b>Karen and Reggie raised discussion about investment in continuing the Talent Show at the</b>	

	<p><b>NEOA conference. This brought in \$1300 in profits</b> last year.        Eight people voted for it to become an annual event        Enjoying time for all who participated last year but concern that it does not become a burden in terms of recruiting talent and organizing the event. It was a lot of work to set up.        Motion made by Kristi to vote to add this on again this year.        Board vote was YES for 2010 conference. The executive board will discuss and announce where the profits will be directed this year.</p> <p><b>Reggie: Sustainability</b> NEOA GOES GREEN        Reggie handed out a list of suggestions for saving resources</p> <p>Follow up assignments: All Board Members are asked to type up your stories from day one activity and the answers to all questions on the hand out used.</p>	
<b>New Business</b>	<p><b>NEOA conference and hotel pick for 2011.</b>  <b>April 4 through April 7, Plan Suggestion for Tuesday through Friday or Sunday through Thursday.</b>  <b>Prefer April 5 -8, Tues through Friday</b>  <b>Rate is \$119 and hotel is in down town Portland</b>  <b>Free Breakout rooms come with 80% of reserved rooms used. This mirrors previous hotel contract</b>  <b>Food: The contract states that NOEA conference would be required to bring in \$10,000 minimum in food costs for the above costs to be honored. All planners thought this was very doable.</b>  <b>Would charge \$35 for table costs for all exhibitors in addition to the \$500 they each pay now.</b>  <b>7% state tax. Must be paid in Maine even though we are non-profit.</b>  <b>Can reserve room with credit card, they need two week notice for purchase orders</b>  <b>The hotel will also offer a two-night stay for our silent auction.</b></p> <p><b>Working to establish a three-day conference model with one additional day as pre-conference, based on feedback from all members who completed the fall survey fall 2009.</b></p>	<p><b>Rick made a motion to have Executive Board move ahead and sign contract.</b></p> <p><b>Kristin seconded,</b></p> <p><b>Vote motion passes.</b></p>
<b>Adjourn</b>	12:00 am	

