

**New England Educational Opportunity Association
2012-2013 Board Orientation
and Board of Directors Meeting**

**The Sea Crest Beach Hotel
350 Quaker Road
N. Falmouth, MA 02556**

September 13 & 14, 2012

Thursday, September 13 <i>Casual attire is suggested for today's events</i>	Arrive – The Sea Crest Beach Hotel, N. Falmouth, MA
12:00 pm – 1:00 pm ARRIVE FOR LUNCH	Lunch – The Sea Crest Beach Hotel Ballroom 3
1:00 pm – 1:15 pm	Welcome & Introductions
1:15 pm – 1:45 pm	Update from Washington DC - Kimberly Jones
1:45 pm – 3:15 pm	Board Overview <ul style="list-style-type: none"> • 2012-2013 Calendar – Evette Layne • Board Responsibilities - Evette Layne • By-laws – Sarah Morrell • Robert's Rules of Order – Sarah Morrell • The Board of Directors Meeting - Evette Layne • Fiscal Policies – Steve Visco • Fiduciary Responsibility – Steve Visco • Council for Opportunity in Education – Reggie Jean • Relationship Between the Council and States – Sarah Morrell • The New England Council - Reggie Jean
3:15 pm – 3:30 pm	Presentation: Sharing is Caring (Fair Share) – Karen Keim
3:30 pm – 4:00 pm	BREAK – Room Check-in
4:00 pm – 4:30 pm	Presentations: The Score Board and EduGuide – Allison Cox

4:30 pm – 6:00 pm	Meetings: <ul style="list-style-type: none"> • Finance Committee • Technology Committee • State Leaders – Presidents & Liaisons
6:30 pm – 8:00 pm	Dinner – Discussion: Our 2012 - 2013 NEOA Vision

Friday, September 14 <i>Professional Attire is suggested for today's events</i>	
8:00 am – 9:00 am	Breakfast – The Sea Crest Beach Hotel Ballroom 3
9:00 am – 12:00 pm	NEOA Official Board of Directors Meeting
9:00 am – 10:30 am	Call to Order Action: Approval of Agenda Action: Approval of Committee Members Secretary's Report Action: Acceptance of June 2012 Board Meeting Minutes Treasurer's Report Action: Acceptance of Treasurer's Report Finance Committee Report Action: Approval 2012 - 2013 Budget Past President's Report President's Report President-Elect's Report Vice-President's Report 15 MINUTE BREAK – Room Check-out

10:45 am – Noon	<p>Committee Reports:</p> <ul style="list-style-type: none"> Accessibility Taskforce Alumni Development History & Archives Legislation & Education Membership Technology NEOA Achiever Professional Development Public Relations State Initiatives Strategic Planning TRIO Day <p>State Reports:</p> <ul style="list-style-type: none"> Connecticut Maine Massachusetts New Hampshire Rhode Island Vermont <p>Old Business</p> <p>New Business</p> <p>Adjourn</p>
12:00 pm – 1:00 pm	<p>Lunch – The Sea Crest Beach Hotel Ballroom 3</p>

MEMBERS PRESENT:

Jess Berry, Margaret Coan, Erica Coleman, Allison Cox, Carl Dean, Maria Dintino, Claudia Erazo-Conrad, Ramon Gonzalez, Andrew Goodwin, Angele Goss, Shawn Graham, Casey Henderson, Reggie Jean, Jennifer Jones, Monda, Kelley, Karen Kiem Julie Kimball, Evette Layne, Karen Madden, Laura Mielke, Sarah Morrell, Angela Quitadamo, Joanna Rivera Davis, Randy Schroeder, Gail Sidney, Rebecca Sonn, Steve Visco, Charles Youn

ABSENT:

Dani Alder, Rick Williams, Charles Desmond

Agenda Item	Discussion	Action
Call to Order	Evette- Meeting was called to order by Evette at 9:10 am Corrections: Add GoogleDocs before the break this afternoon	Angele approved the Agenda; Sarah seconded Motion carries
Roll Call	See list above for NEOA board members	
Committee Approval	Evette- Finance committee members– Allison Cox, Claudia Erazo-Conrad, Andrew Goodwin, Karen Kiem, Julie Kimball, Karen Madden, Sarah Morrrell, Randy Schroeder, Rebecca Sonn, Charles Youn, Steve Visco	Steve approved the finance committee members; Andrew seconded Motion carries
Secretary’s Report	Joanna - June 2012 Board Meeting minutes are included in Board of Directors binder, under “Agenda & Minutes” Changes: <ul style="list-style-type: none"> - Pg: 4 – The Vice-President report should include Donna Thompson accepting the NEOA Marion Belgrave-Howard Award - Pg: 6 – The Connecticut state report should have the following nominations listed Karen Touch as secretary, Ismeal Diaz as state liaison, and Erica Coleman as treasurer (not Karen Touch as state liaison, Ismeal Diaz as treasurer, and Erica Coleman as secretary) 	Margaret motioned to approve the June 2012 minutes with corrections; Claudia seconded 1 abstention Motion carries
Treasurer’s Report	Allison - <ul style="list-style-type: none"> - The Board was provided a handout with Balance Sheet summary as of Sept 1, 2012, major changes including the Annual Conference registration, the last conference expenses, Fair Share, and policy seminar were reviewed. - All outstanding payments were reported as being 100% paid - Reviewed forms, specifically for reimbursement - Reviewed carpool and individual mileage rates for reimbursement - Spent time going over net income and loss for the year. 	Sarah motioned to approve the June 2012 treasurers report; Julie seconded Motion carries
Finance Committee Report	Steve – <ul style="list-style-type: none"> - The Board was provided a handout proposed budget for the coming year - Reviewed big picture of proposed budget with a focus on expenses vs. income and information on where cuts were appropriate when building the budget Various sections of the handout were reviewed and discussed as follows : <ul style="list-style-type: none"> - <i>Conference Income</i> – registration fees have not increased in the past few years and it is proposed that registration fees and some other rates be increased, although the early bird rate should remain the same. It is projected that the 	Sarah motioned to approve proposed budget report; Shawn second Motion carries

annual conference in Rhode Island will increase the conference income in comparison to last year's conference. Claudia reported that there is currently no plan for any pre-conference workshops, it was noted that grant writing workshops were more highly attended

- *General income* – It was noted that the annual conference is a large income generator, but other contributions to income were noted by Steve. State dues to NEOA are set at \$300.00 each. There was a discussion on interest rates and the maturity of NEOA's certificate of deposits (CDs). Julie noted that some CDs are due to mature this year and Steve confirmed that some have just renewed in the last two months and he would be receiving notification from Eastern Bank of any updates. Member Dues were also discussed. Ramon stated there are 256 paid members, although there are 900 names in database but many people are inactive. Julie noted again that the annual conference in Rhode Island should generate more income than last year for member dues. TRiO Day Income was also discussed; it was proposed that there is an increase in the college fair registration cost for \$100 per college and \$125.00 for last minute registrations. There is no proposal to increase student registration for a projected 500 student participants.

Expenses were also reviewed and discussed as follows:

- Annual Conference – based on estimates and starting number, food will be a large cost and the actual cost will be easier to determine as the date approaches.
- Policy seminar provides \$3000.00 for each state, this accounts for one leader and two alumni.
- Board meetings including travel was a noted expense, Steve encourage board members to carpool when needed and Claudia noted that if board members could submit travel through their office or department that can cut costs.

Other discussion points:

- The President Elect budget was cut and Karen Kiem will do more with less money for the President's Dinner.
- National TRiO Day will be looking to work with hosting hotel on strategies to reduce the food cost. It is budgeted to be an income producer. Other costs for this event are based on estimates from last year. Randy noted that donations from state associations and institutions will help and if buses transporting students can be used for the college tours and event needs as well.
- Leadership Institute, this is an expensive event and the cost is based on registration fees. Most item lines are estimates and something to think about would be that there are currently eight people (all women) for the institute and

	<p>previously there was a ten person minimum.</p> <ul style="list-style-type: none"> - It was noted that the last line of the proposed budget is operating on a loss because of a \$14,000.00 income 	
President's Report	<p>Evette-</p> <ul style="list-style-type: none"> - President's Vision for NEOA, Evette stated it is not my vision, it is our vision. - She is planning to review the strategic plan with Karen Kiem and Karen Madden - In regards to alumni development she is looking forward to having increased alumni activities because alumni presence is needed to help energize students and staff. - Excited about the upcoming year on the board but has an awareness of TRiO programs in the area not funded. She encouraged members to be involved in the 10 day advocacy program being sent via email daily. <p>Evette discussed the COE meeting she recently attended:</p> <ul style="list-style-type: none"> - Fair Share – nice to be in first place because of competitiveness of other regions. NEOA looks to maintain #1 position this year as well. - Shared information regarding election of new NEOA board members - She also shared dates for upcoming conferences that were current, Maine was not include for events but she submitted what she had at the time and is hopeful to have COE representation at conferences 	
President-Elect's Report	<p>Karen-</p> <ul style="list-style-type: none"> - Karen requested 100% board participation for Fair Share and all board members contributed, she stated this will help in getting outside support now that all board members have contributed - She is looking to create a task force to look at how Fair Share is marketed. She is looking for committed marketing people that will develop new marketing strategies to help expand Fair Share contributions. Karen also would like to make a tool kit for each state on how to spread the word and get donors for Fair Share. She will first coordinate an electronic meeting and then meet as a committee at November board meeting in Connecticut. - The COE personal contribution form was reviewed; all states were encouraged to use the form for documentation and record of contributions. It was noted that the form is used to document state contributions and participating states are eligible for a free spot at policy seminar in order to send an additional student. Karen stated she is willing to help build campaign with Fair Share liaisons in each state. - There was discussion around the form and when it is appropriate to use it, Monda noted that the forms can be used even if the amount is lower than 	

	<p>\$100.00 and Angela stated that a strategy can be to have a couple people come together to contribute \$100.00 and one person fill out the form for credit. Angele noted that it is a great skill to ask for money/donations and it would be helpful to have as a development workshop in the future.</p> <ul style="list-style-type: none"> - Karen receives a report and a list of people that did not get identified by region, and she uses the report to follow up with past donors. - Institutional membership – five institutions are in suspension, she has talked to those states in regards to updating contact information and getting payments for Institutional membership. 	
Vice-President Report	<p>Claudia –</p> <ul style="list-style-type: none"> - The 2013 NEOA annual conference will be hosted in Warwick, Rhode Island. The hotel contract has been signed by Evette. Claudia is looking for board and general member support. She will be setting up a conference planning committee and will disseminate information via email. 	
GoogleDocs	<p>Casey –</p> <ul style="list-style-type: none"> - He will be sharing a tutorial via email on how to use GoogleDocs. For any additional questions contact him. 	Break at 10:21 am
Committee Reports:	Meeting reconvened at 10:48 am, Friday, June 14th, 2012	
Development	<p>Rebeccah –</p> <ul style="list-style-type: none"> - Rebeccah provided the board with a handout and discussed the development of a donor letter that will be sent out to banks, foundations, and corporation presidents. She would like to include a fact book along with the letter and provide straightforward data to potential donors. There was a discussion about food expenses and creating a competitive atmosphere for donors by possibility having their banners posted or including their names in titles upcoming events. - She is also reviewing recommendations from last year for other ideas. - Rebeccah also stated she will be working with Reggie on the bidding site and will be sending out information by email. 	
Past-President's Report	<p>Reggie-</p> <ul style="list-style-type: none"> - Reggie reviewed his role this year to support Evette and welcoming new members and would like to create a welcome packet for new professional in TRiO. He will need our help with identifying those representatives. - Discussed COE Board meetings and representation of NEOA at national level. He will be informing members of council events to connect with congressional representatives. Reggie stated it is a difficult time for funding, and it is important we continue to advocate for TRiO programs to assist with budget cuts. - As the year progress he will be assisting with board nominations and elections in the future 	

History & Archives Committee Report	Reggie – <ul style="list-style-type: none"> - Reggie encouraged all board members to utilize GoogleDocs as a way to assist with transitions into new board positions from year to year. - He will also be working with past presidents to determine if 1972 is the correct year NEOA was established 	
Accessibility Taskforce Committee Report	No formal report.	
Alumni Committee Report	Monda - <ul style="list-style-type: none"> - Monda will be in touch by email with all state presidents in order to gather information about each state’s alumni efforts currently in place. Information will be gathered and provided on the NEOA website. - She encouraged all board members to “like” the NEOA Facebook page. She stated the more activity it gets the more the page will grow. State presidents should announce the use of the Facebook page at upcoming state meetings and post upcoming events on a regular basis. - Monda also plans to touch base with the past chair for additional ideas. 	
Professional Development Committee Report	Andrew- <ul style="list-style-type: none"> - Requested that every board member respond to the electronic survey to address professional development needs of NEOA members. - Report he will be working with Randy on SSS day and would like to be sure Laura is aware of the date and time information for the newsletter. - Discussion regarding live (in-person) professional development and webinars. Andrew is generating a list of topics and considering the park initiative Massachusetts has implemented which includes various hot topics (cultural competency, immigration, financial aid, formulating good questions etc.). Although live professional developments can limit participation he is open to different suggestions. - Reported on resource library and video trainings for EduGuide and other electronic and useful trainings. - Shared information on the possibility of investing in webinar software because of its accessibility. There are various programs that were looked at in the past that have monthly fees or payment for one-time service. Discussion regarding having too many webinar because of concern that it would take away from the annual conference and Reggie noted that the webinars offered in years passed resulted in increased conference registration. - Randy reported on SSS day conflict with November NEOA board meeting. The date is schedule for November 16, 2012 due to it being after the upcoming elections and COE will also have updates surrounding governmental changes in 	

	<p>order to provide a big picture view of TRiO. This opened a discussion about the date change for the NEOA board meeting as well as if this event should be open to all TRiO staff. The board was supportive of idea to open up SSS day to all TRiO staff or at least keep it at the college level. The NEOA November board meeting was officially moved to November 1st and 2nd.</p>	
Legislation & Education Committee Report	<p>Sarah-</p> <ul style="list-style-type: none"> - Sarah can provide the board and members with information regarding funding levels, grants, etc. Current events and important information is shared in preparation for policy seminar. - More information can be provided when necessary to help with advocacy and communication with COE 	
State Initiatives	<p>Sarah-</p> <ul style="list-style-type: none"> - This committee was granted \$3000.00 in funding and \$500.00 per state. Sarah stated last year about 75% of appropriations were utilized for state efforts. She is looking to work with state presidents and state liaisons to assist with the utilization of the funding in order to increase awareness of TRiO. She would like to have awards soon in order to have money made out to states. - Sarah encourage the use of EduGuide in all states by the December 1st deadline 	
Membership Committee Report	<p>Ramon-</p> <ul style="list-style-type: none"> - Reported the NEOA board has 29 paid members and 10 still currently unpaid - Discussion regarding last year's conference registration give away for one free conference registration for a new member was not used. Ramon would like to still do give away again this year. He is also considering other incentives to increase membership - Paypal has proven to be helpful with membership payments for conference registration and general membership dues. - Discussion regarding the listserv and if current members are being reminded of membership renewal for upcoming events like SSS day. Has regularly sent out email about membership renewal and will be getting the word out to non-paid members. 	
Technology Committee Report	<p>Casey –</p> <ul style="list-style-type: none"> - Reported he has recently updated the NEOA site with the board's contact information. The calendar of events will be updated within the next week. Casey will also be working with the committee on ideas and changes for this upcoming year. - Discussion regarding Fair Share information being provided on the website for 	

	easy access for state associations.	
Newsletter	<p>Laura-</p> <ul style="list-style-type: none"> - Reported she will continue with the online NEOA newsletter on wordpress.com - Some ideas for upcoming newsletters included regular feature sections such as, state of the region from Evette, important information, upcoming events professional development opportunities, state news as well as specific program activities. Members should be directed to Laura for newsletter features. - Laura reported due dates – fall due October 5th, winter due January 18th, spring due March 22nd, and summer due June 14th. All board members were encouraged to begin submitting articles before the deadlines. Reminders would be sent out by email to members. 	
NEOA Achiever Committee Report	<p>Randy reported in Rick’s absence -</p> <ul style="list-style-type: none"> - Reported he will be assisting Rick with this committee this year and would like to strategically think about having award readers in high-level positions (i.e. Presidents) - Discussion about the presentation of the awards at the conference. Nominators will still present the award to awardees, but will have a limitation on time in order for all awardees to speak. 	
Public Relations Committee Report	<p>Angela -</p> <ul style="list-style-type: none"> - Reported she will be in a supportive role this year and could be a helpful resource for various committees including: Fair Share, alumni, and technology with linking to Facebook and Twitter feeds. She is in the process of coming up with a plan and will post on GoogleDocs 	
Strategic Planning	<p>Karen –</p> <ul style="list-style-type: none"> - Reported she is speaking with Evette and will be sending information out to the board soon by email 	
TRiO Day	<p>Randy-</p> <ul style="list-style-type: none"> - Reported he is in the process of making numbers work as a result of losing programs this last year. He is close in committing to a hotel contract and save the dates will be sent out. - Discussion regarding last year’s speaker Kevin Booker and would like assistance in finding a dynamic speaker with a positive message for students. Randy encouraged board members to contact him with names. - Reported he would like to make TRiO day true to its name and looking for strategies to include SSS and McNair students. There was a discussion about getting assistance to include college-based TRiO programs on the second day of the TRiO day. 	
State Reports:		

Connecticut	<p>Carl -</p> <ul style="list-style-type: none"> - The new board members for the state began meeting in late June with a large focus on organizing the upcoming state conference that is scheduled for November 9th. - Reported they have been in contact with Heath Alexander and Donna Thompson to gain national, regional and state perspectives for upcoming CAEOP conference and events. The November conference will have a focus on how to strengthen the state organization and provide education on how members can effectively advocate for TRiO. 	
Maine	<p>Shawn</p> <ul style="list-style-type: none"> - Reported he is hoping to continue the momentum from the last state conference. He is looking at themes and discussing the possibility of an emerging leader session for the state conference scheduled for the beginning of January. - Maine is in the process of building a strategic plan; they had one a number of years ago and the state board members are looking at revising it before the NOEA annual conference. - Reported a new Upward Bound program is at the University of Maine – Farmington, they are in the process of hiring staff and recruiting students. 	
Massachusetts	<p>Allison -</p> <ul style="list-style-type: none"> - Newly elected president Angele will begin her role as president on November 1st, the entire MEOA board will be in transition at the same time - Reported on upcoming state conference, 30 professionals are currently registered - Reported MEOA is hosting their annual conference in Devens, Massachusetts on October 25, 2012. They are currently speaking with the State Senator Jen Flanagan, Lieutenant Governor Tim Murray, and DESE about speaking roles during the conference. They are also in communication with Senator Kerry, Senator Brown, and Rep. Capuano’s office regarding TRiO funding as well as recent competitions. - Allison reported she attended the State Leadership Caucus. She also attended COE conference: assisted with the Newcomer reception, met with Martha Kanter, Kimberly Jones, Heath Alexander and other about the FAFSA data retrieval tool and verification, and she also assisted with the Fair Share table. - Allison is transition out of her MEOA president role and into NEOA treasurer role and has met with Julie Kimball, Steve Visco, Eastern Bank to gain access to QuickBooks, PayPal and the bank account. 	

New Hampshire	Maria – <ul style="list-style-type: none"> - Currently working TRiO Day and Alumni pool at the state level - Reported there are a number of professionals leaving the state and is looking forward to new board and members. - The political race is a hot topic in New Hampshire and hoping a female TRiO advocate that is currently running is elected. 	
Rhode Island	Gail- <ul style="list-style-type: none"> - Reported a new SSS director was recently awarded a college access grant that will have a join connection with CCRI. Rhode Island colleges are working on networking events with themes surrounding student success. 	
Vermont	Jennifer – <ul style="list-style-type: none"> - Reported the VEOP Conference will be held at Vermont Technical College on October 9, 2012. The Commissioner of Education, Armando Villaseca will be the keynote speaker. Representation at the state, regional and national level will be present at the conference. A new award “Friend of Educational Opportunities” will recognize individuals outside of the TRiO community, including but not limited to admissions counselors and other higher education professionals. All Vermont high school guidance counselors were invited to attend the conference and over twelve vendors and college admission staff have reserved tables. A basket raffle for their scholarship program will also be held. - The new bylaws were passed in April, the Vermont vice-president will now be the president-elect to assist with continuity on the board. - Vermont reach 117% of their Fair Share goal for 2011 -12 raising over \$22000.00, all institutions are up to date with NEOA membership. VSAC has already renewed their membership for 2012 – 13. - Senators Sanders and Leahy, and Representative Peter Welch will send their education staffers to the VEOP conference, - Senator Sanders was awarded the Clairborne Pell Award at the 2012 NEOA conference in Vermont. 	
Old Business	None	
New Business	<ul style="list-style-type: none"> - Karen Madden provided a handout and reported Johnson State College received a \$551,810 grant from the National Science Foundation in June 2012 to provide scholarships for students in the sciences. The Student Transition, Achievement, Retention and Teaching (START) scholarship provides up to \$40,000 over four years to qualified students who choose to major in biology or environmental science in the Department of Environmental and Health Sciences at the College. Application instructions and contact information was provided in the handout. - Evette reported she would like to add issues for the good of the board to the 	

	<p>agenda</p> <ul style="list-style-type: none"> - Discussion regarding the review of the Bylaws and request to form a Bylaws Committee that will be chaired by Julie and Sarah as requested by Evette - Article in the Harvey Student Newspaper regarding MIT/W UB program was highlighted and passed around. 	
Adjourn	Meeting adjourned	<p>motion to adjourn meeting by Karen Madden; Second Shawn</p> <p>Adjourned- 12:08 pm</p>