

**New England Educational Opportunity Association
 Board of Directors Meeting Minutes**

Monday, March 30, 2015

**Sheraton Portsmouth Harborside
 Portsmouth, NH**

Monday, March 30th Casual attire is suggested for today's events. Semi-formal attire is suggested for tonight's dinner, Before 1:00 pm

Arrive - Sheraton Portsmouth Harborside - Gardner Room

1:00 pm	Welcome
	Work Sessions:
1:05 – 2:00 pm	<ul style="list-style-type: none"> • Technology Committee – Casey Henderson
1:05 – 2:00 pm	<ul style="list-style-type: none"> • Finance Committee – Karen Madden For Chairs of TRIO Day, Annual Conference, Professional Development, and Committee Members - Budget review, policy seminar, TRIO Day financial results, NEOA refund policy and requests, investment options.
	Policy Seminar Follow-Up and Fair Share Planning Session
1:05 – 2:00 pm	Conference call with Angelica Vialpando (COE) on Dept. of Education Updates
	NEOA Official Board of Directors Meeting
2:00 pm	Roll Call – Gaelyn Hastings
2:30 pm-5:45 pm	Call to Order – Randy Schroeder
	Action: Approval of Agenda
	Secretary's Report
	Action: Acceptance of January 2015 Board Meeting Minutes
	Treasurer's Report
	Action: Acceptance of Treasurer's Report
	Past President's Report
	President's Report
	Vice-President's Report/Conference Committee

	<p>Committee Reports: Advocacy Alumni Arnold L. Mitchem Leadership Institute Development Finance Membership NEOA Achievers Professional Development Public Relations Technology TRIO Day</p> <p>State Reports: Connecticut Maine Massachusetts New Hampshire Rhode Island Vermont</p> <p>Old Business</p> <p>New Business Dept. of Education update and panel at Conference for 4/2/15 ETS 50th Anniversary plans (Brief Item)</p>
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6:30 - 9:30 pm	Dinner – The River House; 53 Bow Street; Portsmouth NH 603.431.2600 Board Members & NEOA Past Presidents
8:30 pm –	Conference Committee Tasks - Sheraton Harborside

NEOA Official Board of Directors Meeting

Angelica COE reports out online

- DOE Consumed with SSS Comp
 - Language put in omnibus –DOE has to complete SSS by 8/10/15 will hold salaries of DOE if deadline not met-first slate comes out – 15% reserved for second round- 1st round notified by mid July- appeal funding band 150 -through this to see if there are any errors and that program will have the option to appeal- 1/3 in funding band (in 2nd round) will receive funding-
- TS and EOC
 - EOC will be first- due Nov or Dec of 2015
 - DOE holding 10 tech workshops- 5 web and 5 onsite
- TS- due either 12/15 or early Jan 2016- approximately a month in between EOC and TS
- TS/EOC-Looking at a training for after COE in Atlanta, GA- nothing confirmed yet
- Email James Davis and Gaby Watts- to see about having a training in NE
- Up to 10 wks for DOE respond to email
- 5/28-29 TS training forum
- \$275 Member registration- \$550 for non-members
- COE- Proposal writing workshops New Orleans in mid-June- August S. California- fall late Sept/Oct mid west Chicago- are or will be listed on COE website
- Competitive preference priorities – 12 priorities- posted on fed registry – can use any of the 12
- VUB Annual PR – Due 4/20/15-
- GEAR UP APR due 4/15/15- Drew
- Edgar OMB- 12/26/14 went into effect- 74.25 budget line transfer items- completely in OMB- will go into effect into next grant period 6/1 or 9/1 for UB- up until then use the old Edgar- Training for Legs and regs 4/25-26- registration \$250 for members and \$550 for non-members and is open- also 1 day seminar Edgar OMB on 5/30 in DC- will have some webinars as well
- Randy offering to scan what he has from Policy to distribute to NEOA

Call to Order 3:00pm Quorum Established at 3:05pm 19/22- see below for attendance

Action: Approval of Agenda-

Motion: Deb McCann for Approval of Agenda

Seconded: Elaine Leavitt at 9:07am

Passes unanimously 3:07pm

Secretary's Report

Action: Acceptance of January 2015 Board Meeting Minutes

Motion: Drew Goodwin Acceptance of January 2015 Board Meeting Minutes with corrections

Seconded: Giselle L

Passes unanimously 3:07pm

Treasurer's Report Kristin Hagopian Reports Out Reviewing Actuals and Budget- Please refer to the updated (as of today) budget

- Reviews budget and highlights some areas
- Reviews line by line – asks for questions as she reviews
- TRIO day highlighted – waiting for 2 more checks from registrations-
- Leadership In- updating \$1000 to add from last board meeting vote
- Conference registrations still coming in
- COE expenses reviewed
- other expenses- upward bound registration reimbursed – bank fees and audit prep
- board meeting expenses and insurance and other expenses
- TRIO day – Elaine asks if we went over budget? And the answer is yes. – Deb M says it just stays and at the end of the year we may have to move money from the reserve- Randy shares we did make money from TRIO day- hotel worked with us with the weather issues. Randy explains some of the back ground about the balance between programs and NEOA – Karen K explains we want to leave the budget as is and spending as is to give a true reflection for the next board to have accurate numbers.

Action: Acceptance of Treasurer's Report-

Motion: Stephanie Cruz Motions to accept the budget as amended

Seconded: Drew Goodwin

Passes Unanimously at 3:21pm

Past President's Report: Karen Keim Reports Out – Please see her report for complete details

- Complete slate for election- we may have two candidates for president elect – 68 ppl on list that she approached
- She has an excel spreadsheet to keep track of where people are – many people helped
- Drew asked about who is running and Karen K reviews
- State Liaisons will be coming after state business meetings- Karen K asks for the names spelled correctly so she can list
- Elaine- point of clarification for the possible president elect– Deb says they have until Wednesday at 4pm Business meeting-can take nominations from the floor- otherwise will close the ballot
- Bidding for Good is going well but please push with friends closes on 4/1 at 7pm– Drew adds that we have great items and play the game and bid.

President's Report- Randy Schroeder Reports Out- please see his report for full details

- Exciting week- Deb and Kristin accolades for putting together a great conference
- Tomorrow continental breakfast starting at 9am with Dr. Freeman Hrabowski- other guest Michael Cuzzi from Vox global and he has run campaigns and he is a messaging communications expert and we should ensure he knows what NEOA and TRIO/GEAR Up is all about – community college presidents and VP's are also attending - Maureen Hoyler, Oscar Felix, Amy Verlanic will all be joining us as well- Pell Institute man will be here as well-

Senator Shaheen will be here- Chris Murphy CT spoke at Policy and has become a champion for TRIO- please take the time to introduce yourself – there will be specific placement for special guests at meals – there will be plenty of times that there will be pictures with our guests- Senate letter was circulating on Thursday - Karen M asks who has singed? Randy says it went our later

- Fair Share- we are second place again- specific asks to ppl – please ask and encourage ppl to contribute and explain how important it is. Elaine asks about retired ppl and if they work towards fair share?
 - And Randy says yes. Elaine- do we have a formal way to ask to contribute? Karen K says this is part of the reason we started the retirement group
- Past presidents and board dinner combined – to build and continue the network- contribute to NEOA and Fair share and/or offer to mentor or serve on a committee – Karen has asked them to share why they served etc. Retirement membership we started last year- Charles Desmond and Marion Belgrade Howard will be there
- Randy hosting “peoples night” - after dinner
- Policy Seminar- 45 NE attenders- mobile app glitched and will be corrected –we actually had a higher percentage then what was showing on the app- Think about Policy for next year- Gisele felt very prepared and positive response from offices great experience – Lecia learned a lot about the political process and great experience – Randy says that we are fortunate in NE-
 - Aamna was great to see the connections of DC and the programs – Karen K can do an article on the alumni and senator/congressman and send it to them- Randy says please use twitter -Renee shares #NEOA2015 –thanks to Casey it is embedded in the website – Randy says we will pass around all of the hashtags – we want to have a lot of action on social media –

President-Elect's Report- Vacant

Vice-President's Report- Deb McCann Reports Out- please see her report

- It's going to be a great week- Kristin, Randy, and She have worked together and things are ready and coming together
- Co-chair for this event have been great – and supportive active president and great committee it has been amazing
- After dinner stuffing bags but could be all done by the time we get back from dinner
- Ensure we are all in the room for Shaheen – very important
- Congressman Guinta on Thursday morning all be in the room
- 4 workshops instead of 3 the last few conferences
- Randy says Melissa is going to work the crowd to get everyone going to cheer for our legislatures
- List of ppl that have food allergies or requests – ppl can pick up a ticket at registration – if you didn't put this on registration then you will have the chicken- Kitchen are trying to accommodate food needs

Finance Committee Report: Karen Madden Reports Out- Please see her report for more details

She reviews her reports out

Committee Reports:

Alumni –Lindsay Carpenter – Conversation was very helpful

Development- Karen Keim reported out in her Past President report- please see her report

Legislation & Education – Sarah Morrell sent report- please see her report for complete details

Membership: Ramon Gonzalez reports out- please see his report for full details

- 290 paid members – 29-30 not paid and registered for conference – they need to pay
- Brand new members -65
- Looking at hotel bids for next year’s conference
 - Will need to vote on this at the June board meeting
 - Randy- starwood coordinator may make a difference

Professional Development- Drew Goodwin Reports Out- please see his report for full details

- 602 total hrs of PD this year
- Book study- mixed results – structure not perfect – but still thinks its worthwhile PD- has great stuff for employee training – Elaine and Randy share positive feedback on the book and author information
- PD application form will be out
- GEAR UP advocacy letter – hopes everyone helps with this advocacy
- Karen M- survey to SSS directors to see where we should hold it – rotate to different states or stay the same? Drew G says that’s a great idea- Karen M asks Casey if this is possible? And they will touch base after- Randy- bring it up at Program round table

Public Relations: Renee Gilbert reports out- sent report – please refer to it

- Will forward the other organization hashtags etc. to follow and join
- Tony asks about how the hashtag or embedding works? Casey answers

Technology: Casey Henderson reports out- please see his report for full details

- Event planning and a lot of routine things
- Helping this week/conference
- Gisele – Kudos to Casey for helping MEOA website migration and transition

TRIO Day 2015: Anthony Staffiere Reports Out- please see his report for full details

- Great experience and thanked everyone for the huge help in getting TRIO day together
- His first TRIO day
- The weather played a little havoc on the total number
- College visits went well- bus flat tire etc made it interesting and that was the start of TRIO day
- Recommendation that it could be an additional day – as there are so many things that can be done
- Dance and scholars bowl was a big success –adds scholars bowl was the biggest highlight of TRIO day
- Second day – great workshops and Keynote/Kristy is a champion and supporter of TRIO and expands with detail-she is helping with grant writing to ensure data is correct at no fee
- Ginny planned a great college fair
- Karen K did advocacy and video – Dan Barton registration and Becky did so much work

- Randy- Elyse Pratt-Ranco did a great workshop – Please say thank you
- Elaine L – Rick W suggesting moving it to April next year.... Tony working on details as well

Arnold L. Mitchem Leadership Institute- please see Craig Werth's report for full details

NEOA Achiever: Rick Williams Sent Report- please see his report for full details

- Randy- buffet lunch – tight timing – speakers will start when the professional in the back in the room are getting food and others will be still eating – please help around the room
- Deb M-If last in the room and there's no room please – get your plate and stand the back of the room – Randy – on timing coordinate with Rick W- Karen K start on time

State Initiatives – combined with advocacy above

Break 4:35pm

Reconvene-4:51pm

State Reports:

Connecticut- Aamna Qureshi Reports Out-please see her report for full details

- Recently got the state initiative grant – excited about developing a more comprehensive fact book
- Secured a hotel donation for auction and basket from CT
- Had 7 ppl at policy and great response
- Renee adds about media coverage – reached out to NH public radio and she is hoping someone attends – randy reached out to seacoast online and Shaheens office did a media alert

Maine- Kelly Ilseman reports out- please see her report for full details

- Board -have mostly filled slate – still looking for Pres elect
- TRIO day very successful
- Hall of Flags went well
- Interesting legislation going on in Maine- Karen K and Laurie Davis actively involved in this- moving along – grant money for services that TRIO provides
 - Karen K went to the table when it was pitched and showed how it can be streamlined with TRIO
- Policy was great – positive reception by legislatures
- 3 new submitted SSS grant from ME

Randy adds-SSS grant

1741 originally but there were duplicates

1500 received and 1300 will be read- for SSS and a little over 1026 they will fund

Massachusetts- Gisele Litalien reports out - please see her report for full details

- Board going well
- Awarded 4 scholarships for 2 alumni and 2 staff to attend policy – using it to build the board asking for board commitment
- 12 from MA attended policy and great experience

- Still looking for a president elect but close to someone committing
- Looking at fact book and redoing
- Developing communication tools – mail chain etc.
- Using state initiative money to train members on- 4/13 Suffolk University – Kim Jones attending- Paul Mark will be speaking in the afternoon- comprehensive bill coming soon and would like to be part of the conversation and link to what they are proposing- then a big event at state house TRIO celebration and speakers – start relationships and strengthen and engage membership – if there alumni in the Boston area it is free to attend-

New Hampshire- Laura Mielke Reports Out- please see her report for full details

- Advocacy and conference preparation
- Highlight from Policy – Meeting with Congressman Guinta went well and he seems to understand TRIO

Rhode Island- Stephanie Cruz reports out -Please see her report

- Still struggling to meet as a board
- Is applying for state initiatives but still working things out
- Policy went well- great alumni representation took charge- went to meet Senator Whitehouse and the aid walked them down and he came out to meet with him
- Karen K encourages other states to help RI as there are only a few TRIO programs in RI and for big events help is needed

Vermont- Elaine reports out- Please see report

- VT in a unique and challenging place- working on a full slate- there are strong professionals to keep things going – Monica S and Karen M and Jenn Jones just do what has to be done- Becky ran the conference- all activities went well as a result
- 7 attended Policy Seminar- 5 professionals and 2 alumni- valuable time with Bernie Sanders and Leahy's aid – Peter Welch signed on to the letter
- Karen M and Jen J asked for NEOA initiative funding which supported TRIO day funding
- Breakout for state directors – discussed how to engage new leaders- TIO connection series- 3 part PD – working across programs and collaborate to get a strong idea of TRIO – 15 ppl participating – good foundation for future
- Karen Keim – suggestion of shared presidency
- Elaine Leavitt- working with By-laws

Old Business

New Business

- DOE update for Thursday –
- ETS 50th Anniversary Plans- COE coordinating some activities – ETS Director from Bunkers Hill CC co-chair- 6/22 video 4min length student produced – Deb M brings up the challenge of ETS set up and doing the video –

- Beth Hogan Director of Communications –
- June 2015 Board Meeting 6/4-6/5 in VT

Motion to adjourn: Ramon Gonzalez

Seconded: Tony S

Board Meeting Adjourned Unanimously: 5:40pm

Adjourn

Dinner with Past Presidents leaving from lobby at 6pm

2014-2015 NEOA BOARD MEMBERS

VOTING MEMBERS

March 30, 2015

Sheraton

Portsmouth, NH

OFFICER/CHAIRPERSON	NAME		Present	absent
President:	Randy Schroeder	1	X	
Past President:	Karen Keim	2	X	
President-Elect:	vacant			
Vice-President:	Deborah McCann	3	X	
Treasurer:	Kristin Hagopian	4	X	
Secretary:	Gaelyn Hastings	5	X	
State Liaisons:				
CT	Renee Gilberti	6	X	
ME	Chris Turner	7		X
MA	Lecia Sligh	8	X	
NH	Melissa Azzaro	9	X	
VT	Monica Sargent	10	X	
RI	April Brown	11		X
State Presidents:				
CT	Aamna Qureshi	12	X	
ME	Kelly Ilseman	13	X	
MA	Gisele L'Italien	14	X	
NH	Laura Mielke	15	X	
VT	Elaine Leavitt	16	X	
RI	Stephanie Cruz	17	X	

New England Educational Opportunity Association - 2014-2015 - Board of Directors Meeting Minutes
 Portsmouth, NH 3/30/15

Membership	Ramon Gonzalez	18	X	
Legislation & Education	Sarah Morrell	19		X
Public Relations	Renee Gilberti		X	
Finance	Karen Madden	20	X	
Annual Conference	Debbie McCann			
TRiO Day	Anthony Staffiere	21	X	
Professional Development	Andrew Goodwin	22	X	
Nominating	Karen Kiem			

NON-VOTING MEMBERS

CHAIRPERSON	NAME		Present	Absent
Ad Hoc Committee Chairs:				
Accessibility				
Alumni	Lindsay Carpenter			X
History & Archives				
Resource Development				
State Initiatives	Sarah Morrell		X	
Strategic Planning				
Technology	Casey Henderson		X	
NEOA Achievers Awards	Rick Williams			X
Committee Co-chairs:				
Annual Conference				
Resource Development				

New England Educational Opportunity Association - 2014-2015 - Board of Directors Meeting Minutes
Portsmouth, NH 3/30/15

Others:				
Leadership Institute Director	Craig Werth			X

Total Voting Members: 22

Present: 19

Quorum: 11

Quorum Established : 19/22

Full attendance during meeting totaled 19/22 for the meeting.