

**New England Educational Opportunity Association
 Board Orientation and Board of Directors Meeting
 September 24 & 25, 2015
 Agenda**

ORIENTATION	
Thursday, September 24	Arrive – Hulbert Outdoor Center <i>Casual attire is suggested for today's events</i>
12:00 pm – 12:30 pm	Lunch – bring a lunch/snack to sit and chat before the meeting
12:30 pm – 2:50 pm	Welcome, Introductions/Ice Breaker – Gaelyn Hastings Ubuntu: "I am because of who we all are." – Leymah Gbowee Board Orientation and Overview <ul style="list-style-type: none"> • Leadership Style Inventory- Gaelyn Hastings • Board Responsibilities – Randy Schroeder • By-laws – Reggie Jean • Fiscal Policies – Karen Madden • Fiduciary Responsibility – Kristin Hagopian and Steve Visco
2:50 pm – 3:10 pm	BREAK – MOVE INTO ROOMS
3:10 pm – 4:30 pm	<ul style="list-style-type: none"> • Council for Opportunity in Education – Past Presidents Share (Randy Schroeder, Sarah Morrell, Reggie Jean, Karen Madden , Elaine Leavitt) • Connection to the Council and States/Advocacy – Sarah Morrell • Sharing is Caring – Fair Share– Randy Schroeder • 2015-2016 Calendar – Ramon Gonzalez • The Board of Directors Meeting – Stephanie Cruz and Casey Henderson • Robert Rules of Order – Reggie Jean
4:35 pm – 5:55 pm	Finance Committee Meeting – Karen Madden
6:00 pm – 6:45 pm	Dinner
7:00 pm – 8:00 pm	Technology Committee Meeting – Casey Henderson State Presidents and Liaisons Meeting- Sarah Morrell Alumni Committee- Deb McCann 2015 – 2020 Strategic Plan Creation Process Overview – Elaine Leavitt
8:00 pm – 9:00 pm	Connecting Activities- Elaine Leavitt
9:00 pm	Finance Committee Meeting (if needed)
9:00 pm	Games, Catch up time, Relax time, and Refreshments
BOARD MEETING	
Friday, September 25	<i>Professional Attire is suggested for today's events</i>
8:00 am – 8:50 am	Move out before breakfast Breakfast
9:00 am – 10:30 am	NEOA Official Board of Directors Meeting Call to Order

	<p>Action: Approval of Agenda Action: Approval of Committee Members</p> <p>Secretary’s Report Action: Acceptance of June 2015 Board Meeting Minutes</p> <p>Treasurer’s Report Action: Acceptance of Treasurer’s Report</p> <p>Finance Committee Report Action: Approval 2015-2016 Budget</p> <p>Past President's Report</p> <p>President’s Report</p> <p>President-Elect's Report</p> <p>Vice-President's Report</p> <p>(15 MINUTE BREAK)</p> <p>Board Photograph</p>
<p>10:45 am – Noon</p>	<p>Committee Reports:</p> <ul style="list-style-type: none"> Alumni NEOA Achiever Development TRIO Day Advocacy: Legislation & Education/State Initiatives Membership Technology Newsletter Professional Development Public Relations Strategic Planning <p>State Reports:</p> <ul style="list-style-type: none"> Connecticut Maine Massachusetts New Hampshire Rhode Island Vermont <p>Old Business</p> <ul style="list-style-type: none"> -Bylaws Change: Propose to membership to amend the Bylaws to make the Technology Committee a standing committee. The Technology Committee shall be responsible for providing technological assistance to support the goals and objectives of the association as outline in Article II. -UB 50th- reconciling with New World Foundation -Succession Planning- Is there a “best option” if our President

	<p>Position is open- discussion?</p> <p>New Business</p> <p>Action: Recommendation for Changes to Fiscal Policies</p> <p>Action: Motion to extend the current strategic Plan through 4/2016</p> <p>Action: Motion to approve the SSS PD Day on 11/6/15</p> <p>Action: Motion to allow minimal cost for Johnson State, non-TRIO staff, staff to attend SSS PD day as host benefit.</p> <p>ETS PD</p> <p>Adjourn</p>
<p>Noon – 1:00 pm</p>	<p>Lunch – any other business</p>
<p>1:00 pm</p>	<p>Depart for home</p>

NEOA Official Board Meeting

Call to Order 09:10 AM Quorum Established at 09:13 AM 18/23 – (see end of minutes for attendance)

- **Roll Call** at 9:11 AM
- **Quorum** established 18 of 24

Approval of Agenda: Gaelyn Hastings, written

- Gaelyn proposed the following additions to the written agenda:
 - Fiscal Policy Changes regarding Part D “Check Card Policy & Procedures” (*Finance Committee*)
 - Action to extend Strategic Plan to April, 2016 (*Strategic Planning Committee*)
 - Approve SSS Professional Development Day proposal for 11/6/2015
 - Proposing minimal cost for professionals to attend at host institution SSS PD (*Professional Development*)
 - Possibility of adding a Talent Search Professional Development day due to grant competition year (*Profess*

Reggie suggested to move the above items to the appropriate committee chair report rather than address as n
italics above)

Action: Approval of Agenda

Motion: Karen Madden for Approval of Agenda

Seconded: Steve Visco

Passes unanimously 09:14 AM

Approval of Committee Members: Gaelyn Hastings, Chairs report out

Standing Committees:

- **Membership & Credentials:** Chair, Laura Mielke – Members:
- **Legislation & Advocacy:** Chair, Sarah Morrell – Members: State Presidents and State Liaisons
- **Public Relations:** Chair, Samienta Pierre-Vil; Maria Muccio & Renee Gilberti
- **Finance:** Chair, Karen Madden – Members: Kristin Hagopian, Alvin Riley
- **Annual Conference:** Chair, Ramon Gonzalez – Members: Julie Kimball (Co-chair)
- **TRIO Day:** Chair, Rick Williams – Members: Brian Post (Co-Chair)
- **Professional Development:** Chair, Steve Visco Members: Marty Kelley, Elaine Leavitt, and Karen Madden
- **Nominating:** Chair, Randy Schroeder

Ad-Hoc Committees:

- **Resource Development:** Submitted by chair, Reggie Jean – Members: Robert Diaz, Randy Schroeder, Tisha Rick Shaughnessy, and Charles Youn
- **NEOA Achievers Award:** Submitted by co-chairs, Randy Schroeder and Debbie McCann – Members:
- **Newsletter:** Submitted by chair, Maria Muccio – Members: Samienta Pierre-Vil
- **Strategic Planning:** Submitted by chair, Elaine Leavitt – Members: Linda Schiller, Giselle Litalien, Alvin Riley
- **Technology:** Submitted by chair, Casey Henderson – Members: Samienta Pierre-Vil, Stephanie Cruz

Action: Approval of Committee Members

Motion: Elaine Leavitt Approval of Committee Members

Seconded: Reggie Jean

Passes unanimously 09:21 AM

Secretary Report: Stephanie Cruz, written (minutes)

- Minutes were sent to all for corrections on 06/12/15 and again 09/09/15
- Copies provided for further review
- Only returning voting members who were at the June member may vote

Action: Acceptance of June 2015 Board Meeting Minutes

Motion: Melissa Goyait to accept the June 2015 Board Meeting Minutes

Seconded: Karen Madden

Passes unanimously at 09:24 AM

Treasurer Report – Kristin Hagopian, reports out- please see written report for full details

- Reviewed with board prior to official board meeting on 9/24/2015
- Changes since original written report include on Page 2 Board Meeting added items
- Travel added \$7,324
- Reached out to and discussed with accountant on our responsibility for the fifth year regarding taxes and repo
- Questions? Will send revised copy to reflect changes

Action: Acceptance of Treasurer's Report

Motion: **Debbie McCann** to approve Treasurer's Report

Seconded by: Rick Williams

Passes unanimously @ 09:32 AM

Finance Committee – Karen Madden, reports out

- Mentioned the money owed to New World Fund is accounted for (\$7,897.40) will get copies to all. This amount unspent grant money for the TRIO – Upward Bound event last year. Kristin will prepare check and send ASAP
- Proposed figures for 2025-16 and last two years actual Annual 40K TRIO Day
- Income in line with last two years for TRIO Day and Annual Conference.
- Arnold Mitchem Leadership Institute – Although not running this year, the amount for expenses (\$2,500) reflects preparation and getting things set up for the next class in 2016-2017.
- Net income \$123
- All 2014-15 items have been reconciled via Kristin

Action: Acceptance of Budget

Motion: Steve Visco

Seconded by: Reggie Jean

Passes unanimously @ 09:41 AM

- Karen Madden proposed the following changes (**in bold**) with respect to **Fiscal Policy Part D. Check Card Policy**
 1. Only the Treasurer **and President have** authority to make charges on the check card.
 3. Original **or electronic** receipts for check card purchases must be submitted to the Treasurer within two weeks
 5. The Treasurer may only use the check card to pay for goods and services as requested by Board members/

Treasurer may use the check card for NEOA-related Treasurer expenses, with the approval of the President

6. The check card has a per day charge limit of **\$3,000*** and using it to obtain cash is prohibited. Cash withdrawal blocked by the bank.

(***Note:** Raising the max limit to \$3,000 is in line with expenses for larger items such as board travel and/or meal authorization at bank needed to change this limit. Kristin and Gaelyn will see to this.)

Action: Acceptance of Fiscal Policy Changes

Motion: **Debbie McCann** to approve Fiscal Policy changes

Seconded by: **Patrice Lincoln**

Passes unanimously @ 09:55 AM

Past President's Report – Randy Schroeder, reports out- please see written report for full details

- Randy commented on task of securing nominations and finding Officers for next year. Looking at not only people also at bringing folks along, grooming preparing and training so that down the road they are ready for stepping that it is a 3 year commitment.
- Commented on the side effects of - growth, opportunity to work with professionals from around country, travel
- Spoke about the “Raise the Caps” campaign introduced in Atlanta at COE conference through: NDDunited.org. congress that unless the spending caps are increased we all are in serious trouble. Randy urged that we keep in respective Congressional Delegation with this message. Want also them to keep thinking about TRIO specifically
- Reflected on the Department of Education (ED) emphasis on evidenced based practice.
- Also noted that NE did well with the SSS competition with 5 NEW programs: Manchester CC (CT), MWCC DSS (I Thomas College, Eastern Maine and Southern Maine. Randy has reached out to welcome them to NEOA and to Remarked that caring is sharing, and that we want to include them include in the mix. Invited to SSS PD Day at conference.
- Randy will attend VT and CT state meetings, Gaelyn will hit the rest
- Reauthorization on going buzz
- Deb M – what is Raise the caps... pie needs to be bigger want to raise the caps on Non-defense. Kim Jones con ME) that have GOP congressional members who are opposed to holding up due to Planned Parenthood.
- Sequestration? Chances are high that congress will shut down Oct
- Reggie – While opposition may argue that the defense took a hit, we need to remind them that WE took a big

President's Report – Gaelyn Hastings, reports out- please see written report for full details

- Commented about how well transition is going.
- Has spoken with most, if not all, state leaders. Working with all states & goals.
- Has conferred with Reggie on development opportunities
- Consulted with many past presidents for advice, assistance and support
- Worked with Randy on Fair share

President-Elect's Report – Alvin Riley, reports out

- Reports that he is learning the position and responsibilities especially from Gaelyn and Randy.
- Attended COE conference in ATL. Met several folks on COE Board including outgoing Chair Oscar Felix and talk with Alvin Phillips.

- Ready to serve excited looking forward to serve.
- Learning more about the various committees
- Reggie commented that with conference in Cape Cod may reach out to CCCC or Massasoit CC.

Vice-President's Report – Ramon Gonzalez, reports out- please see written report for full details

- Ramon confirmed the NEOA Annual Conference is all set for the Seacrest Beach Hotel, North Falmouth, MA for
- The conference theme is "Milestones". Keeping in line with the milestones of the 40th NEOA anniversary and 1st anniversary.
- RFP will be going out soon from Taryn at MassEDCO
- Committee is coming together and will meet on 10/30/2015 for 1st official meeting
- Only drawback with Seacrest is there is no nearby overflow flow and not very close to 'downtown' area.
- Have secured conference rate for 3 days prior to and after the conference

Action: Motion to Recess

Motion: Ramon Gonzalez to Recess

Seconded by: Melissa Goyait

Passes unanimously @ 10:30 AM

(15 MINUTE BREAK)

- Board Photograph

Action: Motion to Reconvene

Motion: Melissa Goyait to Recess

Seconded by: Karen Madden

Passes unanimously @ 10:50 AM

Alumni Relations & NEOA Achiever Award – Deb McCann, Randy report out

- Randy brought booklets back from the COE TRIO Achiever Award Banquet and shared with board. Said for us to
- Young energetic person working with Alumni association Fernando Cardenas
- At policy seminar. Get Dc area and Pol Seminar attendees there.
- Randy mentioned there were 21 nominations last year should have one for each program this can help build b.
- We can use these events as leverage to spread the word about our programs
- Mentioned that VSAC won TS video contest
- Use these things that happen as leverage points as potential development
- Keep them upfront. We are out there our job is to connect it
- Deb McCann... 115 no use nominees as a base promote
- Mentioned that with the conference in Mass want readers from area with the hope of educating the readers a
- Readers non TRIO people MEFA other organizations to read and get a sense of TRIO.
- Last year go out in written form choose based on what is written.

Development – Reggie Jean, reports out- please see written report for full details

- Committee is set

- Updating platform for auction which is slated to begin prior to the conference on March 14. Need early start c
- Planning a conference call in the coming weeks
- Connecting for in kind donations
- Welcomes input from the board on people to connect with those that will benefit from connecting with NEOA
- Companies are interested in connecting with HOT companies and organizations ... our programing has to keep evidenced based programming to show that if you are not supporting NEOA you are not supporting education
- The stuff that we do is superb, we need to make people want to be a part of this
- Mentioned the next NEC event at MS NERD Center – Downtown Cambridge Reggie, Randy will attend. Randy interested may register online

TRIO Day 2016 – Rick Williams, reports out

- Asking Vermont colleges/university for support for meals and speaker fees
- Will have a conference call meeting
- Working with consortium of VT colleges and individual; Calls to each institution, to get verbal commitment

Advocacy – Sarah Morrell, please see written report for full details

Membership – Laura Mielke, reports out- please see written report for full details

- To date, NEOA has 65 paid members
- Board members status was reviewed
- All NEOA voting board members are paid and eligible to vote

Technology – Casey Henderson, reports out- please see written report for full details

- EOC Professional Development Day is well underway with registrations coming
- Has updated parts of website
- If anyone needs something posted contact Casey
- Event chairs get info to Casey ASAP
- Somethings can be done very easily ... forms need some lead time

Newsletter – Maria Muccio, reports out

- Working with Sammy Pierre-Vil
- Advocacy
- Wants to send Newsletter to organizations & businesses outside NEOA & TRIO
- Need password for word press
- Looking to produce Newsletters in the following months highlighting the following topics/events:
 - October on State Conferences
 - February on TRIO Day
 - April on Annual NEOA Conference
 - August on UB & SS summer programs

Organizing RI location for next board meeting

Professional Development – Steve Visco, reports out- please see written report for full details

- EOC PD Day registrations are coming in

- Elaine nailing down details for the Gender Identity PD in VT
- SSS proposal has been submitted by Karen Madden
 - Per Karen, there was a time lag due to new president at her institution but speakers space food lined u cancel
 - Workshops include: working with students with anxiety & depression; and CPP topic on non-cognitive working with youth (foster care)
 - Free to paid members and \$65 for non-members
 - Want to explore inviting campus folks to attend for \$25 – 30
 - Discussion around the fact that total costs on the high side (\$1,000+) compared to other PDD's (\$700-)
 - EOC, has adopted a fee for registration for members
 - Approve now and rev for changes in the future
 - Elaine clarify can charge
 - EOC has bourn the higher cost
 - Can we pay lunch? Logistics won't work
 - Work out for next time
- Add to future agenda to review policy for registration fees

Action: Motion to approve SSS PD Day Budget

Motion: **Debbie McCann** to approve the budget presented for the Student Support Services Professional Deve
Seconded by: Rick Williams

Voice vote passes with one abstain @ 11:45 AM

- Karen requested consideration of a reduced rate for members of the host institution (faculty/staff) that are no reduced rate as a sign of “Good will” in part for their commitment to hosting the event and the support provid they pay a nominal charge of \$25 which would more than cover the meal costs, it would extend some good wil the campus community about our work.

Motion: **Debbie McCann** to allow people who work at Johnson State to attend Student Support Services Profe day at \$25

Seconded by: Randy Schroeder

Discussion: Moving forward, Are we doing everywhere or just Johnson state? This year just for Johnson state i consider all host institutions for future to establish good will.

Amended: Elaine proposed a friendly amendment to specific this rate would apply to only “**non-TRIO**” attende members.

Motion: **Debbie McCann** to allow **non-TRIO** people who work at Johnson State to attend Student Support Serv Development day at \$25.

Seconded by: Randy Schroeder

Passes unanimously @ 11:54 AM

- Steve mentioned that a Talent Search PD Day also a possibility centered around grant writing – possibly a spea more info soon

Public Relations – Sammy Pierre-Vil

- Spoke to Renée Gilberti as she has social media passwords
- Will reach out to all states to see how can support programs/states and highlight students
- Provided board the best number to reach her at: 617-725-4131.

- Gaelyn mentioned COE “TRIO Tuesdays” advocacy campaign to engage in at least one advocacy activity that d until the end of the year.

Strategic Planning – Elaine Leavitt, reports out

- Committee is in place
- Will start work on Tuesday
- Need to extend current Strategic plan

Action: Extend the current Strategic Plan

Motion: Elaine Leavitt to extend the current strategic plan through April 2016

Seconded by: Sammy Pierre-Vil

Passes unanimously @ 12:05 PM

State Reports:

CT – Kim Gorman, reports out

- All SSS projects were re-funded, new program at Manchester Community College
- State conference coming up
- Planning the January NEOA Board meeting in CT
- Looking to beef-up Fair Share in CT in 2015-16

ME – Teri Morse, reports out

- Meeting Monday
- Education Association members on what we do
- Reaching out to younger staff
- Conference set for Jan 7&8 in Bangor, ME
- PR forms on student and staff success. E.g. trio alums

MA – Patrice Lincoln, reports out

- State Conference set for October 9th
- Joan Becker UMass Boston to speak
- Jose Tosado, Rep from Springfield will speak re: funding

NH – Melissa Goyait, reports out

- New Board is in place
- Planning ETS 50th Anniversary celebration to include:
 - State legislators looking to come or send folks
 - Admissions & Fin Aid Folks
 - Business Community
 - School Counselors
 - Students
- Working on regaining 501C3 status
- Applied for state initiative

RI –

- President still vacant
- Stephanie reports someone possibly interested in serving, will follow up by next meeting

VT – Linda Segovia, reports out

- Elaine remarked that state association has made great strides

- Polled TRIO community connections to find out what they wanted from association
- Mentioned that TRIO is working in the community on April 30th. Each project will conduct community service i on the same date, all wearing same TRIO t-shirts “TRIO working in your community”
- Having a staff retreat in November

Old Business –

- Proposed amendment to the By Laws to move the Technology Committee from an ‘Ad Hoc’ to ‘Standing’ Comr will go before the business meeting in April.
- Gaelyn will work out language before next meeting
- Will make comprehensive presentation of all changes to membership so that at annual business meeting mem any proposed by law amendments
- Will also consider Succession Planning to review best way of filling vacancies on the board- in particular Presid position.

New Business -

Motion: Ramon Gonzalez to adjourn

Seconded: Patrice Lincoln

Passed Unanimously - Board Meeting Adjourned: 12:20 PM

2015-2016 NEOA Board Members

VOTING MEMBERS

OFFICER/CHAIRPERSON	NAME	Voting	Present	Absent
Executive Board:				
President:	Gaelyn Hastings	1	1	
Past President:	Randy Schroeder	2	1	
President-Elect:	Alvin Riley	3	1	
Vice-President:	Ramon Gonzalez	4	1	
Treasurer:	Kristin Hagopian	5	1	
Secretary:	Stephanie Cruz	6	1	
State Liaisons:				
CT	Kim Gorman	7	1	
ME	Kelly Ilseman	8		x
MA	Andrea Dawes	9	1	
NH	Tammy Gewehr	10		x
RI	April Brown	11		x
VT	Kelley Beckwith	12	1	
State Presidents:				
CT	Vacant	13		-
ME	Teri Morse	14	1	
MA	Patrice Lincoln	15	1	
NH	Melissa Goyait	16	1	
RI	Vacant	17		-
VT	Elaine Leavitt	18	1	
Standing Committees Chairs:				
Membership	Laura Mielke	19	1	
Legislation & Advocacy	Sarah Morrell	20		x
Public Relations	Samienta Pierre-Vil	21	1	
Finance	Karen Madden	22	1	
TRIO Day	Rick Williams	23	1	
Professional Development	Steve Visco	24	1	
Nominating	Randy Schroeder			
COUNT OF VOTING MEMBERS PRESENT			18	

NON-VOTING MEMBERS

Co-Chairs				
Annual Conference	Julie Kimball	1		
TRIO Day Co-Chairs	Brian Post	2		

Ad Hoc Committees:				
Alumni Relations	Debbie McCann/ Randy Schroeder	3	1	
Accessibility	Maria Muccio	4	1	
Historian/Archivist	Maria Muccio			
Newsletter	Maria Muccio			
Development	Reggie Jean	5	1	
State Initiatives	Sarah Morrell			
Strategic Planning	Elaine Leavitt	6	1	
Technology	Casey Henderson	7	1	
NEOA Achievers Awards	Debbie McCann			
COUNT OF NON-VOTING MEMBERS PRESENT			5	

Total Voting Members: 24

Quorum: 13

Present: 18

Quorum Established: 18/24 at 09:13 AM

Full attendance during meeting totaled 23/31 for the meeting

Respectfully submitted for review: October 1, 2015 by Stephanie M. Cruz