

**New England Educational Opportunity Association  
 Board of Directors Meeting & 2017-2018 Board Orientation**

<b>Thursday, January 26</b>	<b>Arrive – Radisson Hotel, Cromwell, CT</b>
	<b>Casual attire is suggested for today's events</b>
1:00 pm – 3:00 pm	<b>Welcome, Introductions – Ice Breaker (Jane)</b> <ul style="list-style-type: none"> <li>• TRIO Day (Dave)</li> <li>• Fair Share (Jane)</li> <li>• By laws discussion (Stephanie))</li> </ul>
3:00 pm – 3:30 pm	<b>BREAK - MOVE INTO ROOMS</b>
3:30 pm - 4:30 pm	Awards conversation decisions
4:45 pm – 6:00 pm	Finance Committee/Budget Meeting – Melissa Goyait -(officers, Finance Chair, Trio Day Chair MUST attend) all are welcome
4:30 pm – 5:30 pm	State Presidents and Liaisons Meeting to discuss Policy – Sarah Morrill & Randy Schroeder
6:00 pm	Dinner – Cromwell Diner, 135 Berlin Road, Cromwell CT 860-635-7112 <a href="https://www.cromwelldiner.com">https://www.cromwelldiner.com</a>
8:00 pm	Networking Suite

<b>Friday, January 13</b>	<b>Casual Attire is suggested for today's events</b>
8:00 am – 9:00 am	<b>Check Out</b> <b>Plated Breakfast</b>
9:00 am – 10:30 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 November 2017 Board Meeting Minutes Treasurer's Report <b>Action:</b> Acceptance of Treasurer's Report Committee Reports: Finance Alumni Development Legislation & Education/Government Relations

	<p>Membership</p> <p>Technology</p> <p>NEOA Achiever</p> <p>Newsletter</p> <p>Retiree Recognition</p> <p>Professional Development</p> <p>Public Relations</p> <p>State Initiatives</p> <p>Vice-President's Report</p> <p>(15 MINUTE BREAK)</p>
10:45 am – Noon	<p>State Reports:</p> <ul style="list-style-type: none"> <li>Connecticut</li> <li>Maine</li> <li>Massachusetts</li> <li>New Hampshire</li> <li>Rhode Island</li> <li>Vermont</li> </ul> <p>Past President's Report</p> <p>President's Report</p> <p>President-Elect's Report</p> <p>Old Business</p> <ul style="list-style-type: none"> <li>• Discussion on proposal for HEA Act (Melissa)</li> </ul> <p>New Business</p> <ul style="list-style-type: none"> <li>• Partnership between College Board and COE (Melissa)</li> </ul> <p>Adjourn</p>
Noon – 1:00 pm	<p>Lunch at Nardelli's Grinder Shoppe, 136 Berlin Road, Cromwell, CT <a href="https://nardellis.com/">https://nardellis.com/</a></p>

NEOA Official Board Meeting

**Call to Order 09:08 AM Quorum Established at 09:01 AM 18/25** – (see end of minutes for attendance)

- **Roll Call** by at 09:12 AM
- **Quorum** established 18 of 25 voting members
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**Approval of Agenda** - Jane presented agenda

**Action:** To approve the Agenda as amended

**Motion by:** **Melissa Goyait to approve agenda**

**Second by:** **Karen Madden**

**Motion carries, unanimously at 09:13 AM -**

**Secretary Report** – Teri Morse reports out

- Minutes were sent via email, Received typo/spelling corrections from Stephanie Cruz.

**Approval of Minutes** -

**Action:** to accept November 2017 Board Meeting Minutes with changes.

**Motion by:** **Stephanie Cruz to accept the January 2017 Board Meeting minutes as amended**

**Second by:** **Sue Polen**

**Motion carries, vote Yay 12 Abstain 6 at 9:15AM**

**Treasurer Report** – Adam Shaughnessy, reports out- **please see written report for full details**

- Adam discussed the research conducted on the IPI report, processed paperwork to access the investment account. It has been a process of weekly updates to track it down. They did not give a time line for access, they have all the paperwork, waiting to hear back.
- A State invoice has been created – Adam will give copies to State Liaisons and or President, will also email to State Treasure. Not every state has paid their dues YTD.
- Processed NEC council membership.
- Bank and CD statements are in the Accountant's hands for filing. Waiting for the investment docs, in prep for taxes and presentation for the Business meeting.
- We need to Review TRIO Day Budget - no way for TRIO day to meet the same costs as last year.

- Discussion on COE Leadership/Princeton Training, It requires participants to cover travel expenses to Policy Seminar Session for an early meeting - 9am on Sunday it is a required stay.
  - Sarah Morrill, COE did not make this known upfront- We need to speak to them about the mixed messy messaging, and the financial debt that this will incur to our Association and Participants.
  - Also, if you do not attend you will not successfully complete the program – inferred that there may be a potential penalty.
  - Discussion: Board in is agreement to add \$4-\$5K to Policy Seminar Line due to these added costs. We will need to approve the `overage` to Policy Line item when and if that occurs.
  - Jane will contact Maureen Hoyler for a 4way conference call with Ray Gonzalez and Stephanie Cruz to discuss our concerns and the possible future participation.
  - Need to keep the documentation of the added cost tracked separately to monitor.
  - Request to have participants share any communication with Leadership Institute re-Policy Seminar attendance and how to cover the cost.

**Motion by:** [Sara Morrill](#) Move to charge officers and leadership to formally engage in a conversation with Maureen Hoyler due to the lack of clarity in the funding and related issues covering the expenses of COE Executive Leadership Institute.

**Seconded by:** [Joshua Gagnon](#)

**Motion carries unanimously at 09:55 AM**

**Action:** To approve Treasurer Report

**Motion by:** [Melissa Goyait](#) Move to approve Treasurer Report

**Seconded by:** [Steve Visco](#)

**Motion carries unanimously at 09:57 AM**

**Finance Committee – Melissa Goyait reports out - please see written report for full details**

- 78K in Cd's, Money Markey Account (possible 12K)
- Accounts and Quickbooks has been reconciled for Nov and Dec.

**Committee Reports:**

**Alumni - Randy Schroder reports out, no written report**

- Alumni Breakfast 8-9:30 am of the Conference. Working with others to get Alumni there
- Alumni at Policy Seminar Session. Unsure about the Date.
- NHEOA Meeting in Oct/May Alumni Evening in Boston or Nashua – Wine and Painting/Paint and Sip Night before the end of the

academic year.

- Op Ed COE Thursday – Maura Casey NYT writer, what is happening with TRIO.
- SSS PD Date Fri March 9<sup>th</sup> at UNH – Sending out save the date, similar format all day, Case Studies of students .
- Alumni Shared Rooms at Policy Seminar – Team leader contacts to email around to states from Joshua Gagnon to ID rooms to share costs.

**Development** – Reggie Jean unable to attend, see written report for details

- UConn is donating 1K TRIO Day.

**Advocacy - Sarah Morrill Reports out, see written report for details**

- State Initiatives, created spreadsheet, Shared with the board – outlining the grant requests received and those in the process of being approved. Examples of events and possible Grant have been used for Maine Hall of Flags, Karen Madden-VT position on Board plan annual-legislative breakfast.
- Tony Staffiere Shared how Hall of Flags is organized for Maine, Expand it to a full day with UB and SS event on UMA campus. March 22<sup>nd</sup>. April 17<sup>th</sup> Kunthary looking at recruiting students. Looking at invites to students.
- Sue Polen - Vermont - March 29<sup>th</sup> TRIO Day at Legislature for Students, March 20<sup>th</sup> for Alumni.
- Funds can be used to highlight, Reinvigorate State Association, outreach , create a View books for Policy Training
- NEC Events attending those meetings. Great opportunity to make connections so that they know your mission and position in TRIO.
- Discussion anticipation may be related to the reauthorization, language to protect trio, and membership be on point as to how that land can impact the future of trio.

**Membership** – Steve Visco reports out, no written report

- 210 Members, ¾ paid. On track. Reached out to new directors, hasn't been very successful, Please continue to send names and new program info to Steve for his follow up.
- Membership shared Search for SSS Director at Massasoit Community College. Director SS at UMaine Fort Kent, Maine, and New RI McNair director.

**Technology** – Casey Henderson, see written report for details

- Have been working on updates to website, conference registration and various other projects as listed in report.

**Break – 10:30am 10:45am**

**NEOA Achiever – Debbie McCann, unable to attend, see written report for details, Mellissa Goyait reported out.**

- 8 Rising State and 5 Achiever – Closed time to send
- Looking for Readers from Local Community Providers/Partners, Send ideas to Deb McCann and Karen Madden.
- Email Deb McCann direct re ideas and support.

**Newsletter - Elaine Leavitt - please see written report for full details**

- Steve will send Conference Chair info to Elaine
- Fair Share Update will be included
- Conference Update will be included
- Advocacy
- Feature – What makes EOC and VUB Unique (Laurie Davis-USM is the ONLY in our region-NEW program)
- Officer Nominations
- Newsletter out by Feb 9<sup>th</sup>.
- Alumni Info

**Retiree Recognition – Elaine Leavitt reports out, see written report for details**

- Policy moving forward on Retiree Recognition.
  - Agreed on the Conference registration form individual will be able to indicate if they are planning to retire within the year.
  - Chair will contact the state's president, president elect and/or membership to see who is planning to retire so that they can be contacted. Chair will inquire as to if they would like to be included in the recognition.
  - Recognition will be a simple, invite to podium by president of the association, photo, no speeches. A memento will be given to all who retire regardless of if they are present or wish to participate.
  - Jane – this was established as an ad hoc committee this year.
- Follow up is there a way to capture Retired Members in the membership lists in the database for Membership and conference registration.
- This is currently an Ad Hoc for this year. Collecting names and post retire contact info for the possible future would create a potential permanent committee.

**Professional Development & Public Relations – Kristi Pierce - Unable to attend, see written report for details**

- Question was raised, Will Craig be present at the Conference and require any time to recruit for next leadership session?
- Leadership is in the budget; Craig has accepted the Coordinator position, but hasn't signed contract and hasn't prepared a budget.

**Public Relations Anthony Staffiere Reports out, see written report**

- Working on ways to get TRIO Message out. Online Face to TRIO Day, social media, Will be reaching out to media outlets, follow up with photos and stories and put out the Media
- Reaching out to each state to gather info to share online.
- Admin Casey, Tony, Jane- can post online on all social media accounts.
- Randy Schroeder dedicated to taking photos for TRIO Day, to share.
- Encouraged to contact Local media, concern for permissions

**Vice-President's Report - Karen Madden/Linda reports out, see written report**

Karen

- 71 people registered for the Pre Conference. No set limit.
- 84 People registered for the conference.
- Future planning – we need to include MORE rooms needed for the first night of the conference, due to pre conference or meetings.
- Bernie Sanders has been invited, we will not know until the day of the conference if he will be able to attend.
- Hal Colston will be a Plenary Speaker.
- Dr. Garvey, Queering/Querying-
- Silent auction Baskets – for all states.
- Vender wanting workshops – we need to plan for policy on Vendors presenting and Selling at the conference.
- Staff member, paying for a visitor at the conference – paying only for the meals.

Linda

- Booklet Ad Forms, expect every state have an add
  - Non-member rate/Member Rate Clarification.
- Email sent Monday with a copy of the Add Form.
- Elaine can use the form to communication with the programs, inquire about the retirees
- Photographers available to help with PR/Record
- Looking for Registration, Moderators state round tables.
- App: Jen Jones Should we use a Conference App?? Hello Crowd, Guide Book – Maybe not this year, Potential idea for next year. Seeking/Asking vendors to waive fees.
  - Discuss the need for paper copies to be available.

- Concern for Wi-Fi stability at the hotel.
- QR Code – free, #Updates on changes , etc.

**State Reports: NH, RI, VT, CT, ME, MA - Please see written reports for all**

**CT – Kim Gorman reports out - please see written report for full details**

- Trio Day – Focus of energy has been on getting this off the ground.
- Fair Share – Dave Cellotto is Chair, he has not been able to do much, and Kim Gorman will be working on this.
- Working on 5013C Status re: established.
- New Board, President Elect in place. Reach out to Directors to recruit new board membership to get new folks involved.

**ME – Dori Felman, Unable to Attend, No wrote report.**

**Steve Visco Reported.**

- Great Membership at State Conference.
- Working or organizing the State Association.
- State Leadership is in planning stages for this year will keep updated when.

**MA – Kunthary Thai-Johnson reports out - please see written report for full details**

- 2<sup>nd</sup> board meeting, in December
- Annual conference UMass Lowell – Oct 19, 2018.
- Fair Share, working on Institutional Membership.
- Strongly encouraging Board to participate in Fair Share, encouraging staff a well.

**NH – Joshua Gagnon reports out - please see written report for full details**

- Communication between programs – Each program working independently – but could benefit from all systems working together – invite
- Feb 7<sup>th</sup> Board Meeting – may invite Legislative Contacts at campuses to attend.
- Balance the budget as a board.
- Encourage Gear Up to attend the Association events.
- TRIO Day 2019 Gear Up for that as well

**RI – Chuck Youn** reports out - please see written report for full details

- Planning a Sate meeting, looking at State Initiatives Grant to help fund this, looking at early March
- Policy Seminar – to connect with Alumni from DC area.

**VT – Sue Polen** reports out - please see written report for full details

- Staff TRIO staff being asked to take on more – job duties outside of TRIO responsibilities
- Advocacy - TRIO Day VT – Student, TRIO Reception with Legislature, for Alumni
- North Country TRIO Dir. Meetings, Combining with VAOP.

**Past President's Report** – Ramon Gonzalez - please see written report for full details

- 69% Fair Share
- Positions Open to board, Pres. Elect, Treasurer, State Liaison

**President's Report** – Jane Kimball Foley - please see written report for full details

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**President-Elect's Report** – Stephanie Cruz - please see written report for full details

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**Old Business –**

**By Law Change: Motion to:**

**Action:** to accept the changes in the bylaws

**Motion by:** **Karen Madden, withdraws motion**

**New motion:** **Karen Madden:** Move to accept the first iteration of the changes of the bylaws where the abbreviation of the state association and present to membership at the conference for vote.

**Second by:** **Sarah Morrill**

**Motion carries, passes at 12:10pm – Yay 17 Nay 1**

**Motion by:** **Steve Visco** Motion to move Alumni committee from Ad Hoc Committee to Standing committee

**Seconded by:** **Joshua Gagnon**

**Passes unanimously @ 11:56 PM**

- **Motion by:** **Joshua Gagnon** Move to correct the name of Connecticut throughout the bylaws.
- **Seconded By:** **Stephanie Cruz**
- **Motion Carries Passes Unanimously 12:14pm**
- Discussion on proposal for HEA Act (Melissa)
  - Jane Kimball Foley - Letter coming to our Institutions to support TRIO
  - Melissa Goyait – NEC also is working on a letter – will share
  - Melissa Goyait - Concern for the level of advocacy coming from COE, communication that we are seeing – is selling PD, partnerships.
  - Elaine Leavitt - Rep Northern New York, COE actively working on getting TRIO programs to reach out to members on the Ed Committee to ensure that their targeted work is hitting at the most powerful point.

- Steve Visco – EOC gets less focus and face time than ETS-this has been a concern for a long time.
- Jane Recommends that we reach out to COE for better communication in respect to what is happening in support of TRIO during Reauthorization.

#### **New Business –**

- Partnership between College Board and COE (Melissa) - Free partnership with Khan Academy – as a potential income generation for COE, unrestricted funds to allow for advocacy work to be done.
- Email Jane with specific bullet points re concerns re- call to COE reauthorization of HEA-Prosper and what programs are wanting for communication in the future re reauthorization of HEA-Prosper

#### **Adjourn**

**Motion by:** Elaine Leavitt Move to adjourn

**Seconded by:** Tony Staffiere

**Passes unanimously @ 12:26 PM**

**Board Meeting Adjourned: 12:26 PM**

### 2017-2018 NEOA Board Members

VOTING MEMBERS				
OFFICER/CHAIRPERSON	NAME	Voting	Present	Absent
<b>Executive Board:</b>				
President:	Jane Kimball Foley	1	X	
Past President:	Ramon "Ray" Gonzalez	2	X	
President-Elect:	Stephanie Cruz	3	X	
Vice-President:	Karen Madden	4	X	
Treasurer:	Adam Shaughnessy	5	X	
Secretary:	Teri Mann	6	X	
<b>State Liaisons:</b>				
CT	David Celotto	7		x
ME	Laurie Davis	8		X
MA	Mona Savastano	9	X	
NH	Chris Lee	10		X
RI	Chuck Youn	11	X	
VT	Monda Kelly	12		X
<b>State Presidents:</b>				
CT	Kim Gorman	13	X	
ME	Dori Felman	14		X
MA	Kunthary Thai-Johnson	15	X	
NH	Joshua Gagnon	16	x	
RI	Chuck Youn	17	x	
VT	Sue Polen	18	x	
<b>Standing Committees Chairs:</b>				
Development	Reggie Jean	19		x
Finance	Melissa Goyait	20	x	
Legislation & Education	Sarah Morrill	21	x	
Membership	Steve Visco	22	x	
Technology	Casey Henderson	23	x	
Professional Development	Kristi Pierce	24		x
Public Relations	Anthony Staffiere	25	x	
TRIO Day	David Celotto			
Nominating	Ramon Gonzalez			
COUNT OF VOTING MEMBERS PRESENT			18	
<b>NON-VOTING MEMBERS</b>				

<b>Co-Chairs</b>				
TRIO Day Co-Chair	Rob Pote/Jessica Coronel	1		X
Development CO-Chair	Gaelyn Hastings	2		X
Conference Co-Chair	Linda	3	X	
<b>Ad Hoc Committees:</b>				
Alumni Relations	Randy Schroeder	3	X	
NEOA Achievers Awards	Debora McCann	4		x
Retiree	Elaine Levitt	5	x	
Newsletter	Elaine Leavitt			
<b>COUNT OF NON-VOTING MEMBERS PRESENT</b>		<b>3</b>		<b>3</b>

Total Voting Members: 25

Voting members present: 18 total

Quorum Established: 18/25 at 09:06 AM

**Full attendance during meeting total: 21/30 for the meeting**

**Submitted for review: March 24, 2018 by Teri Mann**