

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

Friday, November 17	Arrive – Hulbert Outdoor Center <i>Casual attire is suggested for today's events</i>
1:00 pm – 3:00 pm	Welcome, Introductions – Ice Breaker (Ray) <ul style="list-style-type: none"> • Resource Development (Reggie & Gaelyn) • TRIO Day & Conference 2019 locations decision (Stephanie) • Fair Share (Ray) • By laws discussion (Ray)
3:00 pm – 3:30 pm	BREAK - MOVE INTO cabins five and six (next to school house)
3:30 pm - 4:30 pm	<ul style="list-style-type: none"> • Retiree Recognition Discussion (Elaine) • Professional Development discussion/brainstorming for SSS & McNair (Kristi)
4:45 pm – 5:45 pm	Finance Committee/Budget Meeting – Melissa Goyait (Jane will call in) (officers, Finance Chair, Trio Day Chair MUST attend) all are welcome
4:45 pm – 5:45 pm	State Presidents and Liaisons Meeting to discuss Policy – Sarah and Randy
6:00 pm	Dinner – Main House
Directly after Dinner	Networking (Ray & Steve)

Saturday, November 18	<i>Casual Attire is suggested for today's events</i>
7:30 am – 9:00 am	Clear out cabins Breakfast – Main House
9:00 am – 10:30 am	NEOA Official Board of Directors Meeting Call to Order Action: Approval of Agenda Secretary's Report Action: Acceptance of Sept. 2017 Board Meeting Minutes Treasurer's Report Action: Acceptance of Treasurer's Report Finance Committee Report Action: Acceptance of Fiscal Policy Update Past President's Report President's Report President-Elect's Report Vice-President's Report
10:30 am -10:45 am	(15 MINUTE BREAK)
10:45 am – 11:45 am	Committee Reports: Alumni Development Legislation & Education /Advocacy Membership Technology NEOA Achiever Professional Development Public Relations

	State Initiatives TRIO Day Retiree Recognition Newsletter Report State Reports: Connecticut Maine Massachusetts New Hampshire Rhode Island Vermont Old Business Funding for Policy Seminar New Business Vote to Replace Voting Member for VT Archiving Project Adjourn
11:45 am - noon	Group Photo
Noon – 1:00 pm	Lunch provided – grab and go bag lunch option

NEOA Official Board Meeting

Call to Order at 9:13 AM Quorum Established at 9:15 AM 14/25 – (see end of minutes for attendance)

- **Roll Call** by at **9:14 AM**
- **Quorum** established 14 of 25 voting members

Approval of Agenda – President, Jane Kimball Foley presented agenda

Action: To Approve the agenda

Motion by: **Dori Feldman** to approve agenda as amended

Second by: **Sarah Morrill**

Motion carries, unanimously at 9:16 AM

Secretary Report – Teri Mann reports out

- Minutes were sent via email.
 - Minutes were updated to include Vacant for RI President opening and corrected spelling typos.
 - Reminder only paid members who attended last board meeting may vote.
- Action:** to Accept September 2017 Board Meeting Minutes with changes
- Motion by:** **Stephanie Cruz** to accept the September 2017 Board Meeting Minutes as amended
- Second by:** **Karen Madden**
- Motion carries, at 9:19 AM vote 07 Yay; 00 Nay; 07 Abstain**

Treasurer Report – Adam Shaughnessy, Not in attendance- please see written report for full details

- Investment clarification, \$12K investment with Eastern Bank, we need to communicate with the Bank and the investment firm to gather details.
- Must be resolved, concern that it will be required to be written off.
- Jane will discuss with Adam scheduling a meeting with Bank ASAP. Will research past reports and documentation from Kristen.
- Request to have Adam to send out Treasurers Report to the Board for review
- **No Vote on Treasurer's Report-will vote on at next meeting.**

Finance Committee – Melissa Goyait, not in attendance – please see written report for full details

- **No Vote on Fiscal Policy Update –will vote on at next meeting if necessary.**

Past President's Report – Ramon Gonzalez Reports out – No report submitted

- We are at 32% for Fair Share as a Region.
- Looking for 100% participation from the board to show COE support.
- Al Phillips Sent out list of state institutional memberships to call/reach out for continues support. Jane placed a few calls. She sent out a list to some board members in each state to make personal calls. Please record the contact on the Google doc form. Please update contact information as needed. Those membership that are due by Dec 15th, if they miss on the cost savings. Spring Dues are offered the same discount if paid by Feb 15th. Get bill paid so you can attend proposal writing, advocacy for future federal funding, etc.
- Giving Tuesday 11/22 Call mage to those who have give to COE for past gifts. List has errors in the data. Could we have last years donations list to review and call.
- Seeking a President Elect and Treasurer for April meeting. Reach out to Ray with potential candidates for consideration.
- By Laws discussion – we will have more to share by our next meeting in January to talk about potential changes in membership. Membership will be taking on the charge of exploring Institutional Membership -as well.

President's Report – Jane Kimball Foley reports out – please see written report for full details

- Jane was not able to attend state meeting, had others fill in for her.
- Educational Opportunity program GALA at UConn. Amazing date.
- Karen Keim attended the EOC PD day for Jane. Hopeful that she ill be able to attend future PD events.
- Participated in various conference calls, National Fair Share, COE Chair and Regional President, COE by laws committee.
- Met with bank to complete transfer of board roles, and get

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

- Discussed contracts – would like to compare past contracts to compare.
 - Annual Conference; Crowne Plaza:
 - Room Rates (220 at \$129) - Food Beverage 20K min. (would need 200 attendees), Require \$2K Deposit this fiscal year.
 - Room for annual Auction is free. However, Auction or Venders require a State License? Stephanie will investigate as to if we are required to do.
 - TRIO Day; Radisson:
 - See report
 - They have 85 rooms and that is concerned- will inquire as to if there are more
- Deadline to sign contracts before next meeting.

Action: Approve Executive Board's permission to approval of Annual Conference and TRIO Day contracts.
Motion by: Karen Madden to Move to allow the NEOA exec board permission to approve the contracts for annual conference and TRIO Day on the contract.
Second by: Sarah Morrill
Motion carries, unanimously at 10:15 AM
- Working on board meetings for next year and planning locations. Discussion on potential locations that meet the needs of everyone for drive and accessibility. Suggestion that local colleges may be available for space/conference/meetings. Suggestion to reach out to local folks to help with identifying locations.
- Past Presidents Dinner – looking for ideas and possible locations, will be reaching out to folks for ideas.

Vice President Report – Karen Madden reports out, see written report for details

- April 4-6 Conference; Tour at Stoweflake.
 - Kelly Beckwith – will be following up with committee folks to report out.
 - Next meeting Dec 1st, asking for written reports from committee members.
 - Student bags – donated by Student Access.
 - Senator Sanders has been asked to be the Keynote (will not have confirmation until days before the conference).
 - Hal Colston Plenary Speaker – asked for a stipend Karen agreed to a \$200.00 plus mileage for his time.
 - Dr. Jason Garvey – UVM Thursday pm Plenary/concurrent session.
 - Pre Conference – Karen Richards, Implicit Bias.
 - Maureen Hoyler, Charlie Nutt Chair of COE, Kay Monk Morgan Board Chair COE.
- Alumni Breakfast/Dinner– Reception – No funds have been allocated in the conference budget– Discussion as to how many to expect – suggestions that 20-30 would be a reasonable expectation – may want to consider an alternate location in Stowe due to the cost.

Randy will reach out to see if there is a core of folks that would be interested in attending and Report to Karen Madden prior to Dec 1st Conference Committee meeting.

- The Football – what to include in the football – filled with donations of items for local area.
- Suggestion to invite representative from US Department of Ed. -Possibly the Secretary to Higher Education – suggested by Randy
- Congressional Aides have been invited.
- Requested State Imitative Grant to allow for the invite area college presidents to attend.
- Elaine suggests that the Venders be offered to place add in booklet if they are not able to attend conf. but you may need to reach out early to get it in the conference booklet.
- Possible Leadership Institute recruitment opportunity for next year, Kristi Pierce will reach out to Craig to see his thoughts. Create Professional Development Sub committee: Stephanie Cruz, Teri Mann, Sarah Morrill, Steve Visco to aid in future planning and evaluation of Leadership. Dec 1st deadline for next Conference Committee Meeting.
 - Strategic Plan placed under Professional Development and Conference Committee. (Job Descriptions may need to be reviewed to ensure that this added responsibility is present.)

Break – 11:05am – 11:21am

Committee Reports

Alumni/ Government Relations – Randy Schroeder reports out, see written report for details

- Seeking Regional page on COE hosting page. Wine Painting event in planning state
- Mapping out Legislative Aides list for our area. ID Names and Contacts.
- Attended the UConn Event- it was wonderful.

Development – Reggie Jean/ unable to attend Gaelyn Hastings reported, see written report for details

- Reach out to Banks in the area, Colleges and Universities for the Conference and TRIO day, Ask is \$1k – Important that we start this tradition of asking for local support to underwrite, Bio Tech for STEM,
- Continued Thanks to ASA for their \$10K support, and continued support.
- Eastern Bank, Applying for grants for future assistance.
- Looking for ideas, need it to be a group effort, responsible of us to continue.

Legislation & Education/Advocacy – Sarah Morrell reports out, see written report for details

- Available fund for Advocacy – encouraged state presidents and liaisons to consider applying for funds.
- State and Liaison’s meeting and planning for Policy Seminar – hotel, alumni choices, leg issues of the time, what session are available.

- Follow up session in Jan, re: Policy Planning – Randy and Sarah
- State Initiative Proposal Process, revamped the time-table and process, will share it with the whole group and Membership. Largely the same.
- VT has requested support for their Legislative Day on the Hill and to cover the cost of inviting to the area college presidents to attend annual conference luncheon.
- Encourage other states to access funds to promote TRIO.

Membership – Steve Visco unable to attend, see written report for details

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

- Busy fall with event planning and web updates.
- EOC Conference completed and went well.
- Working with Dave Celotto re- TRIO DAY.
- Beginning stages with NEOA Conference- re registration.

NEOA Achiever – Debbie McCann reports out, see written report for details

- Review the materials that she emailed, discussion on the four awards – 2 Rising Stars (criteria not as well established in their career) and 2 NEOA TRIO Achievers – (criteria Strong Career path, supporting what TRIO); do we need to re evaluate the process of selection or criteria?
- Board discussion on if the need for 4 awards,
Action: to determine when Awards are presented.
Motion by: Joshua Gagnon to hold achiever and rising stars at the Annual Conference Luncheon
Second by: Deborah McCann
- **Motion carries, at 11:39 AM vote 11 Yay; 03 Nay; 00 Abstain**
- Discussion on criteria; and how many individuals are recognized. Discussion to remain the same.

Professional Development– Kristi Pierce reports out, see written report for details

- EOC PD Day 38 Participants, decided to PD will be coordinated by CT Next year in
- ID re- PD Days, Pre-College and College SSP McNair and Gear Up together, General PD Day re- Anxiety Depression and Mental health.

Public Relations – Anthony Staffiere unable to attend, see written report for details.

- Does a Social Media/marketing budget exist? Not in this years budget.
- Jane will follow up with Tony to get more info on the question.

<p>TRIO Day – David Celotto unable to attend, see written report for details</p> <ul style="list-style-type: none"> • Goal #3- potential for the costs of speakers exceeding budget. There is concern about paying a high figure for a speaker. Will reach out to David – too assist with a possible alternative speaker.
<p>Newsletter/Retiree Recognition – Elaine Leavitt reports out, see written report for full details</p> <ul style="list-style-type: none"> • Newsletter issue, first issue was focus on Alumni. <ul style="list-style-type: none"> ○ Putting together second edition – focus on board members. ○ Third winter new program personnel, intro to new programs and new hires. ○ Anthony Staffiere, Steve Visco will reach out to the new folks and new program directors to gather data. Invite the new folks to our meetings to get them intro to our organizations. Suggestions to reach out to state presidents, gather report to Steve, Tony, and Elaine-share with COE the info.
<p>State Reports: NH, RI, VT, CT, ME, MA - Please see written reports for all</p>
<p>CT – Kim Gorman Unable to attend, see written report for more details</p>
<p>ME – Dori Feldmann reports out, -see written report for full details</p> <ul style="list-style-type: none"> • Working at Strategic plan. • Had first board meeting in October. • Continue to foster leadership with younger staff as we have an aging. • Jan 2nd week MEEEOA Conference.
<p>MA – Kunthary Thai-Johnson reports out, -see written report for full details</p> <ul style="list-style-type: none"> • Conference this year, Oct 2017 • First board meeting yesterday. • MEOA Conference Dates Oct 19 2018. • Hoping to develop mentoring program.
<p>NH – Joshua Gagnon reports out, -see written report for full details</p> <ul style="list-style-type: none"> • Oct 13th Conference – Anxiety was a topic covered. • Governors – Initiative, - continue to monitor and work on this topic within the state.

- Two year project on How to collaborate more with other college access and How to engage alumni more in programs and PR.

RI – Chuck Youn – Unable to attend, no written report

- RI McNair, Maria Muccio will assume duties as Director, for now.

VT – Sue Polen – reports out, see written report for full details

- Caselton rec UB Grant and McNair (only one in VT)

Old Business –

- Funding for Policy Seminar – \$24 K in Budgeted for State Policy Seminar (\$4K per state)

New Business –

- Replace the State Liaison VT
Action to Replace the State Liaison VT
Motion by: **Debbie McCann** to Replace the State Liaison VT with Monda Kelly for the remainder of the year.
Seconded by **Gaelyn Hastings**
Passes unanimously @ 12:08 PM

Motion by: **Ramon “Ray” Gonzalez** to adjourn
Seconded by: **Kunthary Thai-Johnson**
Passes unanimously @ 12:09 PM

Board Meeting Adjourned: 12:09 PM

2017-2018 NEOA Board Members

VOTING MEMBERS				
OFFICER/CHAIRPERSON	NAME	Voting	Present	Absent
Executive Board:				
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	
State Liaisons:				
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	VACANT	12		X
State Presidents:				
CT	Kim Gorman	13		X
ME	Dori Feldman	14	X	
MA	Kunthary Thai-Johnson	15	X	
NH	Joshua Gagnon	16	X	
RI	VACANT	17		X
VT	Sue Polen	18	X	
Standing Committees Chairs:				
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			14	00

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

Total Voting Members: 25

Voting members present: 14 total

Quorum Established: 14/25 at 9:15 AM

Full attendance during meeting total: 00/30 for the meeting

Submitted for review: 1-23-18 by Teri Mann