

Board of Directors Meeting & Orientation
Thursday, January 10 and Friday, January 11, 2019
Nashua Radisson, Nashua, NH

Board Meeting Minutes January 11, 2019

Call to Order at 9:08 AM Quorum Established at 9:10 AM 19/27 – (see end of minutes for attendance)

- **Roll Call** by at **09:09 AM**
- **Quorum** established 19 of 27 voting members

Approval of Agenda – **President**, Stephanie Cruz presented agenda
Presents Agenda/Adjustments and Changes

- Date Change Friday January 11, 2018.
- Removal of Hampton Inn
- Add Retiree and Newsletter
- Move State Initiatives to
- Add New Business

Action: To Approve the agenda

Motion by: **Joshua Gagnon** to Approve agenda as amended

Second by: **Sarah Morrill**

Motion carries, at 9:13 AM - Approved - Unanimously

Secretary Report – **Teri Mann** reports out

- Minutes were sent via email after last meeting – re-sent them for final review.
- Adjust minutes to reflect Individual Committees – Stephanie is working on for COE not one in Minutes. Add 10-10 VT.

Action: to Accept **November 2018** Board Meeting Minutes

Motion by: **Melissa** to Accept the **November 2018** Board Meeting Minutes as Amended

Second by: **Chris Lee**

Motion carries, at 9:18 AM 18 in Favor 00 Opposed 01 Abstention

Treasurer Report – **Janelle Humphrey**, Reports out- please see written report for full details

- Melissa and Janelle worked to reconcile accounts.
- Beginning to start the 2018 tax prep process – will be working with Melissa
- Foundation support from ASA – 10K – deposited.
- Second deposit on the hotel for Conference
- Seconds payment for AMLI
- Almost over on board travel (mileage and tolls) –approaching over line 67 of Budget
 - Current rate is 42 and Fed is higher -
 - Current budget 6K; consider to modify budget to exceed this amount

Action: Move to approve the increase to the board travel line in this budet.

Motion by: **Sarah Morrill**

Second by: **Mary Kate**

Motion carries, at 9:30 AM - Approved - Unanimously

○

Action: Accept Treasurers Report

Motion by **Josh Gagnon** Motion to Accept Treasurer's Report

Second by: **Salina**

Motion carries, at 9:31 AM Approved - Unanimously

Finance Committee – **Melissa Goyait**, Reports out – please see written report for full details

- Finance committee – discussion CD's how we are managing our accounts – call to Eastern Bank to see what our options are re- handling our CD's
- Discussed issues related to TRIO budget – line items over 125%
 - Hotel – 14K to 33,493K proposed
 - Speaker – 1K to 1,500K proposed
 - Entertainment – 500 to 650 proposed

Action: TRIO Day Budget Overages

Motion by: **Josh Gagnon** Move to Approve the National Trio Day line items on Hotel, Speaker, and Entertainment to be exceed budget for overages

Second by: **Steve Visco**

Discussion: Looking at budget – we need to negotiate with the hotels to see how closely they can come to our budget. **Review of contract showed it required a Min Deposit, 17 K Food/Beverage 15K**

Motion carries, at 9:39 AM -- Approved - Unanimously

Past President Report – **Jane Kimball Foley** – **Reports out**, please see written report for full details

- Attended COE Board meeting in Austin TX, participated
- Fair Share concerns;
 - Individual Membership - Improved some last meeting 22% for NE in Nov, last year we were at 44% Now we are at 40% was at 62% last year.
 - Institution membership we are doing good, few still, lagging
 - Individual States – Numbers breakdown of individual participating
 - CT- 3
 - ME – 15 (Jane spoke at MEEOA Conference to encourage participation)
 - MA – 4
 - NH – 5 (Josh Gagnon stated that NH numbers were Wrong, He has spoken with Al)
 - RI – 1
 - VT – 16
 - Jane offered to speak to other state memberships to get the Fair Share Request out. Reach out to the younger TRIO staff.
 - Rick asked what board needs to do to support Jane in Fair Share - State leaders need to start reaching out, Program Director encouraging their staff.
 - People need to be on the Fair Share Calls, There should be a person responsible for Fair Share ON THE CALL.
 - “How to Fair Share training” call scheduled for Jan 15th! If you see someone missing – Let Jane Know– Regular Monthly Fair Share Update.
 - NH is not on the Fair Share list. Tow call this month
 - Elaine voiced her concern that COE website does not show 10-10 options and concern that individuals who were not being counted as NEOA – and not in other areas.
 - Jane shared that the 10-10 is any combo of 100\$ for the year. To be considered towards the free policy registration.
 - Melissa shared she has had Check having gotten lost, there were issues with website and it is a

challenge to navigate.

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

- Jane attended MEEOA Conference on Stephanie behalf
- Attended Leadership meeting with class –
 - Great class this time around. Seeing a lot of potential in this group. Will be at the conf in April and board will have opportunity to meet them.
- SSS Brian storming Next Wed Thurs in DC – 1-17-19
- There will be a Conference Call re- SSS RFP 1-22-19

President-Elect Report – Rick Williams - Reports out, please see written report for full details

- Working on Conference – will be able to lock down issues with TRIO Day and Annual Conference.
- COE Board training is exceptional in preparing the members – setting up training with recreation.
 - Realized there were a lot of smart people in the room- we can learn a lot from them in our preparation.
- Past President Dinner – 15 responses already; still tracking down folks who have not responded or have outdated email.
 - Stephanie will be available to help reach out to missing presidents to get the invite out.

Vice President's Report - Brianna Edwards unable to attend/Maria Muccio – Video/phone Attendance, please see written report for full details

- Brianna was not able to attend - Maria was able to Attend through Video call and reviewed The VP Report.
- Second Theme;
 - Sara comment Second option: Creating Space for Student Success: Intentional Inclusion & Leadership – Concern for the word Space and what that means. Mary Kate – concern for only directly identifying Student – and not professional.
 - Maria – intention on this theme more robust focus on leadership and inclusion and create the space to do that.
- Conference Bags
 - Jane – Last year - needed about 260, did not have enough for all – Committee designed them paid for by possibly ASA. Steve year prior we paid for them \$400-\$500. Sara College Board has done them in the past. Ask ASA to pay again.
- Keynote Speaker –
 - Looking for Suggestions,
 - have asked for VP Jason Merryweather – TRIO Alumni ETS KY; hasn't rec any award from National/NEOA. Slight possibility to attend at the end of meeting. Consider him to be a reader for nominations.
- Awards –
 - Board will take care of nominations and organizing speakers – will plan with committee as it is pulled together
- Community Service – Precious Kafo
 - Food Bank, items canned items, etc. toiletries,
- Conference Booklet and Ads
 - Who can pay and how to get it done. Printer for Conference booklets to be done in Bangor with Company – Steve Visco has used – he will provide the contact info. Maria's College Mkt dept will do the design.
- Online Auction – Reggie Jean – is in discussion with Brianna and things are moving forward
 - Chuck is helping with silent auction, ideas thoughts and

- Entertainment – Brianna – looking at options.
- Exhibitors and Vendors –
 - Brianna has a flash drive with all the info/possible vendor list
 - Chuck and Elaine will talk about Vendor list at the end of the board meeting.
- Facilities and Food Costs
 - Estimate Cost \$46,000 K Food Cost
 - Prices per night – Increase room rate to \$154.00 (25.00 increase per night)
 - \$475.00 per day for break-out rooms (Projector/Set up – outside vendor possibly PSAV??) NO charge if we set and break down (8 Break out rooms for three days)
 - Need to make sure what we have for power sources and
- Moderators
 - Volunteer from EOC to help secure the moderators to help. Email Maria to coordinate.
- RFP workshops
 - Send out ASAP, now that the theme has been solidified.
- Pre Conference
 - Grant writing, SSS – will not work for this conference.
 - Anne Marie Vaccaro and Gerri August Safe Space safe schools
 - Welcome other ideas to be sent to Brianna Edwards.
- Monday and Tuesday next week – to meet by phone to confirm final details.
- Brianna – closing registration a week prior to the workshop – never have done this. Rational is to have a headcount for the hotel re-meal numbers ahead of time. Concern is that registration is closed – it will eliminate people for late attendances. Also Policy is in close proximity
- COE and DOE Representation – Stephanie is taking care if the invites.
- Review budgeted amounts of Conference – Re Food Costs – budget for 37K /(Current Actual \$46K)

Action: Conference Overages

Motion by: **Josh Gagnon** Motion to Approve the exceeded Hotel costs for the annual conference

Second by: **Jane Kimball Foley**

Motion carries, at 11:10 AM Approved – Unanimously

Break 11:10 AM –
Reconvene 11: 30 AM

Committee Reports

Alumni – Randy Schroeder –reports out – No written report

- Has been working with COE alumni reception at Policy. Free a couple of hours horderves.
- Looking for Committee assignments for the new members of house and senate.
- Follow up on achiever outreach
- Feb 1st. looking fro 25+ nominations.
- Met with 1 New NH Congress Member, made some good contacts.
- Randy will be Organizing Alumni Breakfast at the Conference; Wednesday April 3rd 8am-9:30am – start outreach to all TRIO Aumni to invite them to the event. Is there a a registration for the event. Questions on the registration form for those attending the conference. Those outside the conference attendees will be offered another opportunity to register by separate form.

Development – Reggie Jean, Absent, see written report for details – Presented by Ray Gonzalez

- ASA 10K donation
- Truly New England Auction will begin in March
- Contact Comcast and College board for financial help.
- Updated Donation Categories – see attached

Advocacy: Legislation & Education/State Initiatives– Sarah Morrell reports out, No written report

- Great conversation this am; in prep for Policy Seminar
- **State Initiatives**
 - Have NOT received state requests-encouraged
 - Two are in development
 - College Presidents and administrators in attending the conference. Will this be coming out of State Initiatives budget? Sarah will send out to the Conference Committee the Initiatives request form.
 - Talked yesterday to open ip the process for new board members and know the work, to invite folks to attend a board meeting, facility that at our June meeting. Finds to support that.
- Proposed bylaws change for voting membership, proposed to move Achiever chair from Ad hoc to standing committee position.

Membership – Steve Visco reports out, see written report for details

- We are where we normally are.
- Institutional Membership progress:
 - Please send all programs and new programs with staffing numbers if possible. NH Sent Program info – may need more details related to numbers of potential members.
 - Researching possible institutional membership – bylaws revision looking at This Summer. Don't have time to make this happen by Feb 20th.

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

- Working on TRIO Day
- Turning focus to Conference.
 - Reviewed registration for Conference Final by third week in Jan – out by end of month
 - Looking to add Pre Conference registration.
 - Last years registration tweaked, should work more smoothly.
 - Frangely need to make a call to follow up.
 - Will offer to provide support to coordinate AV supplies – for the conference. Casey can be the point person, but will need staff to support him with set up and AV management.

NEOA Achiever – Brian Post reports out, see written report for details

- New Email Push for Nominations
- Have received two to date.
- Feb 1st deadline coming quickly.
- Readers will be asked. Has letter that will be sent out to reader to explain the process and timeline.
- Consider those nominated from years prior – who were not selected.

Professional Development– Karen Madden Absent, see written report for details

- Stephanie – could not hold SS workshop due to weather.
 - Lucy Jones has Agreed to facilitate two day webinar – Fee \$1K

- Feb – 25/26th
- No Fee

Public Relations – Anthony Staffiere reports out, see written report for details.

- TRIO Day focus; anticipating the press kit. Josh stated he supports that anticipation
- Will Shift focus to Annual Conference over then next few weeks
- Ask for State Presidents to communicate more on local events and opportunities for public PR promotion
- Do other stated have PR chairs? Maine does. MA has a technology chair who has that responsibility.

Strategic Planning– Rick Williams reports out.

- Nothing new to report.

TRIO DAY – Josh Gagnon reports out, see written report for details

- All is moving forward. All contracts, colleges, travel – are in place
- Prepping the school packets – so that the info and details are clear on who needs to be where and when, with contact info.
- Contracts sent to Stephanie and Jannelle – need to pre pay contractors.
- 12 Responses from the College Fairs – looking for MORE – 40-50 colleges.
- Finalizing the workshops and descriptions.
- Technology is donated and set.
- Speakers finalized.
- Looking at purchasing Staff T-shirts and lanyards for quick and easy identification.
- Wait lists folks will hear from Josh next week. We are at 595 – MAX fire coded 575
- Largest program is bringing 40 kids. Email to be sent with more than 20 registered. Are you sure that you need that number! To see if there is an opportunity to offer those vacant slots to waitlists.
- Suggestion next year – board to plan to consider a policy for programs limited to 10 students 2 Adults with a wait lists for more. Allow for more programs to attend. Steve, need to fill a bus to transport to event and needs to be cost effective. TRIO Day was filled the day after registration opened.

Retirees and Newsletter – Elaine Leavitt reports out, see written report for details

- Newsletter in draft form, will be adding more after this meeting – final draft next week. Week after to membership.
- Two retirees – if you know more let Elaine know. Will be sending out letter to them to invite them to the conference and ask if they are interested in remaining engage.
- New Retirees for Elaine to follow up with - Darylen Cote UMPI, Lori Davis USM – will be retiring. Angle Goss Mt Wachuseette.

State Reports

CT – Chrystie Cruz - Absent – please see written report for full details

- Please read written report.

ME – Mary Kate Barbosa Reports out – please see written report for full details

- Great Conference this week. Over 100 Professionals – UMPI President attended. Wants to attend every year. Achiever luncheon was the key.
- Please read written report

MA – Andrea Dawes Reports out – please see written report for full details

- Board meeting Jan 25th - Strategic plan and Bylaws are part of the focus.

- PD Day Mt. Wachusette – Feb 8th will share flyer with the board. \$35 per non board member.

NH – Chris Lee Reports out – please see written report for full details

- Please read written report.
- Next meeting Feb 8th.

RI – Chuck Youn Reports out – please see written report for full details

- Working on the Conference.
- Two openings for staff.
- State Initiaves, looking to write after the Conference.

VT – Sue Polen – Absent – No report - Rick Williams- Reported

- Looking at Scholarships
- Meeting with UB Students at Dartmouth
- VT Trio Day March 21st
- April 30th Stem Conference UB Program
- Policy Seminar Nomination out, Selecting in early Feb.
- Share the events with Tony.

Old Business –

- Rick Williams TRIO Day 2020
 - Would like to recommend that in the future for events - Hotel Send contacts to Pres Elect to review and send on to Stephanie
 - Rick will follow up with Holmes Briscoe on the process to ensure that we are getting the best service with the hotels.
 - Currently there are Two hotels – Costs are about the same – Differences
 - Framingham Property has a challenging road to enter and exit for busses. It's Centrally Located and love TRIO programs. Going out of their way to make it work.
 - Double Tree/Danvers Property is a bit further way – plenty of space. TRIO day at both locations.
 - Straw Poll – Framingham

Action: TRIO Day 2020

Motion by: Sarah Morrill Move to authorize Rick Williams and Stephanie Cruz to make final decision on hotel choice and further to authorize Stephanie Cruz as President of NEOA to sign Contracts for Hotel selection for TRIO Day 2020.

Second by: Josh Gagnon

Motion carries, at 12:21 PM - Approved – Unanimously

- Annual Conference 2020 Update– Stephanie Cruz
 - Waters Edge – Waterbury \$135 room Rate – Water view.
 - Heritage – \$135 with a 5\$ Resort Fee (with a \$5.00 Rebate – but rebate would be used for NEOA benefit side of costs) 20% discount on AV – golf course atmosphere
 - Meeting spaces is all in the same area. Welcoming area.
 - Red Lion Cromwell \$99 per night – 2K meeting room fee/ others waive – 20% discount on AV
 - Red Lion for Lower Cost for the Programs – not for NEOA.
 - Space is not ideal, not updated and user friendly.
 - Meal prices are similar –
 -

Action: Annual Conference 2020

Motion by: Josh Gagnon Move to authorize Rick Williams and Stephanie Cruz to negotiate contract and sign contracts for Hotel selection for Annual Conference 2020.

Second by: Chuck Youn

Motion carries, at 12:34 PM - Approved - Unanimously

○

New Business –

- Bylaws Review – Ramon and Committee will schedule a time to meet and review.

Adjourn for today -

Motion by Ramon Gonzales - To adjourn

Second by: Selina Taylor

Motion passes: 12:40 pm - 18 in Favor 01 Opposed 00 Abstention

2018-2019 NEOA Board Members				
VOTING MEMBERS - Thursday 1-11-18				
OFFICER/CHAIRPERSON	NAME	Voting	Present	Absent/Late
Executive Board:				
President:	Stephanie Cruz	1	1X	
Past President:	Jane Kimball Foley	2	2X	
President-Elect:	Rick Williams	3	3X	
Vice-President:	Brianna Edwards	4		X
Treasurer:	Janelle Humphrey	5	4X	
Secretary:	Teri Mann	6	5X	
State Presidents:				
CT	Chrystie Cruz	7		X
ME	Mary Kate Barbosa	8	6X	
MA	Andrea Dawes	9	7X	
NH	Chris Lee	10	8X	
RI	Chuck Youn	11	9X	
VT	Sue Polen	12		X
State Liaisons:				
CT	Jessica Coronel	13		X
ME	Dori Felman	14		X
MA	Mona Savastano	15	10X	
NH	Selina Taylor	16	X11	
RI	Frangely Rojas	17	X12	
VT	Monda Kelly	18		X
Standing Committees Chairs:				
Alumni Relations	Randy Schroeder	19	X13	
Development	Reggie Jean	20		X
Finance	Melissa Goyait	21	X14	
Legislation & Education	Sarah Morrell	22	X15	
Membership	Steve Visco	23	X16	
Technology	Casey Henderson	24	X17	
Professional Development	Karen Madden	25		X
Public Relations	Anthony Staffiere	26	X 18	
TRIO Day	Joshua Gagnon	27	X19	
Nominating	Jane Kimball Foley			

COUNT OF VOTING MEMBERS PRESENT		19	8
NON-VOTING MEMBERS			
Co-Chairs			
TRIO Day Co-Chair	Randy Schroeder		
Development Co-Chair	Ray Gonzalez	1	X
Ad Hoc Committees:			
NEOA Achievers Awards	Brian Post	2	X
Newsletter & Retiree Comm.	Elaine Leavitt	3	X
COUNT OF NON-VOTING MEMBERS PRESENT		3	0

Total Voting Members: 19 -- Late Arrival: 0

Non-Voting members present: 3

Quorum Established: 19/27 at 9:10 AM

Full attendance during meeting total: 22/30 for the meeting

Notes From Thursday -

Awards & Nominations -

Pell Award -

Shirley Chisholm Award - (outside TRIO Community)

Marian Belgrave - Howard Award -

- Send One Page Summary to Secretary by 1-22-19
- Teri to send out to NEOA Board 1-25-19
- and a Vote by 1-29-19
- Sub Committee of Sara Elaine Ray Teri Charged with review and creation of a standard app process.

Strategic Planning - Rick

- Status - Review state reports, majority that the work that we are doing does not fit into plan.
- Next year, focus two or three board member and position to look at to support the strategic plan.
- Elaine has ideas. Pressure on state president and state liaison - biggest challenge nominations for positions. Strong dialogue around a NEOA being "closed community". When a position needs to fill opening - they don't know enough about the board position. State President and Liaison do not know what they are doing. Stephanie - asked Rick and Elaine to review what got done last year and accomplished in regards to strategic plan.
- Rick and Elaine - look at plan and found
 - Need to reach out to their state membership to engage in NEOA activity.
 - Offering Job shadowing and mentoring opportunity. NEOA board meeting invite state members to attend the board meeting to observe.
 - With the President's permission: when space available and/or offer overnight to increase receptiveness. (Push out to State President and Listserve)
 - Reach out to past members/retirees to provide training opportunities and or board support - workshops, conference speaker, etc.
 - Leadership - June Meeting.
 - Should give thought to the length - 5 years? Is it too long?

Fair Share - Jane

Membership - Steve

- Don't see this in prep for April - needs a Bylaws Change. Ray sent samples from other states.
- Elig. Institutional Membership needs to be determined.
- Gear Up Grants -
 - NH has a gear up Grant that is expanding. Old Grant that was funded years later - expanding next year.



- State Association or President could reach out to Gear Up programs and to invite them to Conference.
-
- Steve has received 2 Hiberg (sp) Affiliate Membership Apps- Student Access program. Will send a letter to congratulate them on becoming members.
- Bylaws include that we to reach out to all Educational Opportunity programs to include them in our membership.

Calendar –

- Board Meeting for June Vermont- Rick will look at option – Location and date options.

Committees:

- Technology
- Finance Committee
- State Presidents – Policy Seminar