

NEOA Board Meeting - November 17, 2023

In Person & via Zoom

Call to Order at 9:07 AM

- Roll Call at **9:07 AM**

Quorum Established at 9:08 AM – see end of minutes for attendance

- **22** of **28** voting members present at roll call (+2 more who arrived late)

Approval of Agenda - President Lindsay Carpenter presents agenda.

Action: To approve the agenda

Motion by: **Deb M.** to approve agenda

Second by: **Dylan B.**

Motion carries, unanimously

Secretary Report - Submitted by Julie Coon

Action: To approve Sept. 2023 minutes

Motion by: **Sarah M.**

Second by: **Rob P.**

Motion carries, unanimously with 3 abstentions

Approval of Committees - President Lindsay Carpenter

- Welcome to Kylee Casner, Newsletter Co-Chair

Treasurer's Report - Matt Bourgault reports out.

- Beagle had a meeting with most NEOA State Treasurers, and set another meeting for the beginning of 2024.
- Income: sponsorships, state assoc. dues (minus MA, RI) & individual memberships
- Expenses: COE travel, board meetings, annual insurance (coming up, not reflected yet), COE dues

Finance Committee Report - Chris Lee reports out.

- Has everything reconciled through the end of October.
- Working with Melissa G. to get username & password for SBLI account.
- Reached out to Vanguard about merged accounts, hasn't heard back.
- Checking account balance as of the end of October 2023 is: **\$220,390.51**.
- Chris L. feels we are more stable than most non-profit accounts.

Past President's Report - Rob Pote reports out.

- Two of my main jobs are to meet our Fair Share goal and help prepare President-Elect.
- Had another meeting (2 total so far) with State Liaisons about Fair Share.
- Updated TRIO Achiever information.
- Committed to being a part of CAEOP panel at state conference.
- Gave update on state Fair Share goals and percentages of goals met.



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- Attended a workshop with COE on installation of *Board Effect* management platform - plans to roll out at the next board meeting in December.
- COE Board Meeting is December 7-14, 2023 in Las Vegas, NV.

President's Report - Lindsay Carpenter reports out.

- Reshared goals for her Presidency, as reviewed at Sept. meeting.
- Attended MEOA state conference in Cape Cod in October, and NHEOA state conference in Plymouth, NH in November.
- Toured conference hotel with Julie F. and Rachel C. in Burlington, VT - beautiful.
- Appointed a Newsletter Co-Chair, Kylee Casner.
- Continuing to encourage NEOA participation at each state conference.
- Shared NEOA agenda and supporting materials for Nov. meeting to NEOA membership to engage members and encourage more participation. Julie F. suggested also including committee meeting schedules and agendas.
- Participated in two COE committee meetings (Personnel & Negotiations and Strategic Planning) and a COE Government Relations meeting.
- Lindsay will not be attending the Dec. COE Board Meeting (personal reasons).

President-Elect's Report - Yara Zoccarato reports out.

- Has been meeting with Kim Kossi from HelmsBriscoe to discuss TRIO Day 2025 and Annual Conference 2025. Proposed dates are TRIO Day: Feb. 19th-21st, 2025 and Annual Conference: April 8th-11th, 2025.
- Two NH locations we've used in the past, are not available for use for TRIO Day 2025 - the Radisson Nashua & the DoubleTree Manchester.
 - Mona S. mentioned that there is a new hotel in Salem, NH called The Artisan and it is quite large.
 - Deb M. also said there are some new hotels in Portsmouth, NH.
 - Brian P. suggested finding which hotels in New England are appropriate and doing a rotation among those.
 - Sarah M. mentioned that the state rotation is important for advocacy and promotion of TRIO Day.
 - Yara will send out a meeting invitation to join a discussion about these events the week after break.

Vice-President's Report - Julie Finnegan reports out.

- Thank you to Rick W. for sending out the summary of Board positions.
- Julie F. has a goal to pass on a binder of information to the next person in this role at the NEOA Annual Conference. Finds that the Box Drive isn't helpful for allowing folks to work collaboratively within it. Ginny W. said there is a way to set up a separate Box to achieve this. Julie F. is currently using Google Drive.
- The NEOA Conference Committee has met twice - next meeting is Dec. 1st.

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- Looking for committee leads - workshop, concierge/hospitality/special guests. Committee wants to be sure all programs are represented.
- Conference Theme: Empowering Learners
- Great room for the silent auction, tvs throughout the hotel to utilize. See VP report for more details.
- Chris L. proposed TRIO Store being available at conference registration, to deliver at conference. Chris L. also suggested a penny sale. Rob P. suggested a casino night fundraiser at the conference.

Newsletter - Linda Shiller reports out.

- Asked for a show of hands (and on zoom) who received the Oct. newsletter via email - some didn't receive it. Linda S. will be sure to send it out multiple ways in the future.
- Looking for January submissions, suggests getting them in before the holidays.
- Kylee C. reviewed what types of newsletter info the committee is looking for - student snippets, state conferences, FAFSA update, etc.
 - Yara Z. suggested posting the newsletter on Instagram.
 - Brian P. suggested sharing the newsletter with our state representatives - perhaps the State Liaisons could do this.

Break (10:30AM - 10:48AM)

Committee Reports:

Alumni - Randy Schroeder reports out.

- UNH awarded the 2023 Young Alumni award to Vivian Pham.
- Continuing to build the Facebook and LinkedIn Alumni groups
- Helping out on the TRIO Day committee, going well. Exploring ways SSS and McNair to be involved as well.
- Trying to round up VT alums for the Annual Conference, possibly also hold a zoom the day before.

Advocacy - Sarah Morrell reports out.

- Paul Spraggins grant applications are due Dec. 1st. Materials are available on the NEOA website. Goal is to support advocacy efforts & initiatives.
 - Lindsay C. and Jen Rudolph are happy to answer any questions about how states are using Paul Spraggins grant money.
 - Sarah M. advised Bryan L. to apply for NEOA funding before Paul Spraggins.
 - Sarah M. will write up the process and how to go about applying.
 - Ramon G. asked about how to provide documentation from their received NEOA initiative.
- Trying to identify members for the Advocacy Committee (Jes C. & Arielle D. expressed interest). Would like to hold first committee meeting in early December.

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- Has been connecting with the New England Council, will continue to share with the membership.
- Sarah M. referred all to Jes C. for State Initiative updates, as reviewed yesterday.

By-Laws - Brian Post reports out.

- Planning to hold a By-Laws committee planning meeting in December.
- Will be working on updating the Board Manual and a Board Evaluation.

Corporate Development - Ramon Gonzalez reports out.

- We have \$6,000 raised so far (3 vendors at \$2,000 each).
- Has reached out to all vendors from last year, as well as Tried & True Education (new).

Diversity, Equity and Inclusion - Mona Savastano reports out.

- DEI Committee members attended a training recently.
- Working on putting together a DEI workshop for membership and the Board.
- Continue collaborating with the Professional Development Committee.
- Create a DEI section on our NEOA website.
- Contribute to the NEOA newsletter on a more consistent basis.
- Mona S. asked if her committee can apply for grants to help fund DEI workshops. Has compiled a list of grants that we would be eligible for. Board feels that would be fine.

Historian - Deb McCann reports out.

- Has reached out to State Presidents looking for historical documentation.
- Please send anything Deb's way that you may find in your offices. Electronic documentation is preferable. Feel free to put it all in the Box Drive.
- Shared a document titled "Evolution of the Regional Movement" from UNH files - please read when you get a chance.
- Lindsay C. suggests posting a historical blurb in the newsletter.
- Brian P. suggested a spot on the website, as well... Deb M. would like to hold off until information is better organized.
- Deb M. is lacking some technology at home to scan, etc. Can utilize UNH's equipment in the short-term.
 - Ginny W. suggested some iPhone apps that work well for scanning.
- Beagle asked if Deb M. has considered presenting at the Conference; she has.

Membership - Jessica Coronel & Taryn Tomkins reports out.

- Currently have 73 paid members, 33 have renewed, but not paid yet.
- Taryn T. asked Casey H. if she could get some stats from the website on paid memberships from last year to help with reminders for this year.

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NEOA Achievers - Adam Keese & Becky Carrasquillo report out.

- Completing some prep work in anticipation of the application opening.
- Asking readers to provide more qualitative feedback.
- Put out a call that we are looking for readers from VT, since the event will be taking place in VT. Readers do not have to be NEOA members. Would like to have up to 10 readers.
- Would like to have one reader be a NEOA Board Member, and in place by Dec. 1st.
- Took some of the nominations from last year (non-winners) and highlighted them in the newsletter.
- Held our first committee meeting in October. Next meeting is Nov. 28th.
- Plan to also hold a virtual meeting for NEOA membership in Dec. on the nomination process and to ask questions.
- Please nominate!

Professional Development - Lynn Ploof-Davis reports out.

- We have a committee, met on October 12th.
- Held a virtual roundtable yesterday to brainstorm PD ideas... Lots of conversation around inclusiveness (programs, topics, people, etc.).
 - Talking about redesigning Zoom Tables to be topic-based.
- Contacted Heath Alexander about holding a pre-conference SSS proposal writing workshop.
- Communicated with Craig Werth about AMLI expenses for this year. He plans to attend the conference in 2024 to advertise and recruit AMLI participants. Historically, his conference expenses have been covered. \$2,000 is set aside for Craig's contract, he's not concerned about payment in an off year.
 - Lindsay C. proposes tabling this conversation now to be had later about covering Craig's conference expenses, similarly to the honorary membership question.

Public Relations - Anthony Staffiere is not present.

Retirees - Gaelyn Hastings reports out.

- Reviewed goals: equitable communication, update information/database, inclusion, coordination, and tradition & ceremony,
- Please see Retiree board report for further details.

Strategic Planning - Rick Williams reports out

- Making good progress on our Strategic Plan - best progress on goals 1 & 4.

Technology - Casey Henderson reports out.

- Acknowledged those having trouble receiving listserv emails - Casey will look into it, but also encouraged folks to contact their IT departments.

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- Has held a couple technology committee meetings thus far.
- Making website updates as needed.
- Listserv pricing will be increasing.
- Has gotten some program specific list information to consider in the future.

TRIO Day - Miguel Peralta is not present. **Arielle Derival-Joseph** reports out.

- Recruited committee members, and have held 4 meetings thus far.
- Reached out to 15 colleges & universities about tours and lunch.
- Reached out to First Student for bus quotes (\$5,720 was quoted, not including tax, tolls or gratuity). Can cancel up to 5 business days before event.
- Shared the TRIO Day save-the-date with NEOA and State listservs.
- Considering keynote speakers, including alums in the area.
- Working with Casey H. on hotel tech needs and registration (opens Dec. 4th).
- Cap is 500; 1 chaperone per 12 students.
- Hotel room block is all set. Last day to book is Jan. 31st.
- Working with Randy S. on college fair registration (\$125 per college).

Action: To increase the food budget for TRIO Day by \$1,500.

Motion by: Rob P.

Second by: Dylan B.

Motion carries, unanimously with 0 abstentions

State Reports:

Vermont - Soren Dews reports out.

- VEOP has met twice since Sept.
- VEOP is holding a FAFSA Baby Pool fundraiser for our scholarships.
- We have a location & date for our state conference - March 7th at VSU-Lyndon campus.
- Dylan B. attended the Leadership Institute.

Rhode Island - April Donohue reports out.

- Created a newsletter to introduce NEOA to all the new TRIO staff in RI.
- Concerned about memberships from RI not coming through until closer to the conference.
- Trying to connect with people about reorganizing a state organization for RI, but having difficulty getting traction.

New Hampshire - Jes Crowell reports out.

- Attended ELI, very good.
- NH has their 10 for 10 done.
- Encouraging membership and involvement in NHEOA and NEOA.

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Maine - Ginny Ward reports out.

- Attended ELI, got a ton out of the event.
- Signed on to the State Initiatives pilot program.
 - Lindsay C. suggested Ginny W. present at the conference.
- Doesn't have a Finance Committee currently, but has a policy meeting planned.

Massachusetts - Bryan Landgren reports out.

- Held first MEOA meeting, showed the binder.
- Decided to bring back Advocacy Day.
- Will be having an in-person PD event on adult mental health coming up in Dec. (free for all NEOA members, \$30 for non-members).

Connecticut - Yara Zoccarato is not present. **Rob Pote** reports out.

- Fall 2023 newsletter and new Instagram account launched.
- Senator Blumenth did a video for CAEOP's First Gen Day.
- Please complete a bio for state conference if you've been asked to be on a panel.
- Attended ELI event.
- Kim Jones, COE President, is from our region (New Haven, CT) - important to share with her that NEOA members attended ELI event.

Old Business: None

New Business:

- Beagle asked if all are aware that if students are unaccompanied/homeless, TRIO/GEAR UP staff can verify that in writing or via phone for FAFSA purposes.

Motion to adjourn: Jes C.
Seconded by: Rob P.
Motion carries, unanimously, at 12:25PM

**Next Meeting:
January 12, 2024
Springfield, MA**



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2023-2024 NEOA Board Members				
VOTING MEMBERS - November 17, 2023				
OFFICER/CHAIRPERSON	NAME	Voting	Present	Absent/Late
Executive Board:				
President:	Lindsay Carpenter		X	
Past President:	Rob Pote		X	
President-Elect:	Yara Zoccarato		X	
Vice-President, Conference Co-Chair:	Julie Finnegan		X	
Secretary:	Julie Coon		X	
Treasurer:	Matt Bourgault		X	
State Presidents:				
CT	Yara Zoccarato		-	P
ME	Ginny Ward		X	
MA	Bryan Landgren		X	L
NH	Jes Cromwell		X	
RI	<i>Vacant</i>			
VT	Soren Dews		X	
State Liaisons:				
CT	Julio Muniz			A
ME	Terry Charlton			A
MA	Arielle Derival-Joseph		X	
NH	Becky Carrasquillo		X	

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RI	April Donohue		X	
VT	Dylan Bertolini		X	
Standing Committees Chairs:				
Advocacy Chair	Sarah Morrell		X	
Alumni Chair	Randy Schroeder		X	
Corporate Development Chair	Ramon Gonzalez		X	
Diversity Chair	Mona Savastano		X	L
Finance Chair	Chris Lee		X	
Membership & Credentials Co-Chair	Jessica Coronel		X	
Membership & Credentials Co-Chair	Taryn Tomkins		X	
NEOA Achievers Co-Chair	Adam Keese		X	
NEOA Achievers Co-Chair	Becky Carrasquillo		-	P
Professional Development	Lynn Ploof-Davis		X	
Public Relations	Anthony Staffiere			A
Technology	Casey Henderson		X	
TRIO Day Co-Chair	Miguel Peralta			A
TRIO Day Co-Chair	Arielle Derival-Joseph		-	P
COUNT OF VOTING MEMBERS PRESENT:			24	
NON-VOTING MEMBERS				
Ad-Hoc Committees				
By-Laws Chair	Brian Post		X	
Conference Co-Chair	Rachel Casey			A



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Historian	Deborah McCann		X	
Newsletter & Retirees Co-Chair	Linda Shiller		X	
Newsletter Co-Chair	Kylee Casner		X	
Retirees Co-Chair	Gaelyn Hastings		X	
Strategic Planning Chair	Rick Williams		X	
Guest	Kevin Linton		X	L
Guest				
COUNT OF NON-VOTING MEMBERS PRESENT:			6	