

NEOA Board of Directors Meeting
 June 6, 2008
 Rockcraft Retreat Center
 Sebago, Maine

Called to Order: 9:00
 Adjourned: 11:51

Present: Tracy Karasinski, Donna Thompson, Nella Signorello, Mary Jo Madden, Monda Kelley, Pati Gregson, Steve Visco, Maura Meilke, Ramon Gonzalez, Linda Rottmann, Alan Glotzer, Eric Klein, Karen Madden, Deb McCann, Sarah Morrell, Paul Lynskey, Reggie Jean, Casey Henderson, Linda Shiller, Sigh Searles.

AGENDA ITEM	DISCUSSION	ACTION
Call to Order Role call:	Call to order— By Tracy Karasinski Approval of the agenda: See above for those in attendance:	Motion Approved: Linda Shiller Second Ramon Gonzalez
Secretary's Report Monda Kelley	<ul style="list-style-type: none"> • Approval of January minutes – were sent out earlier by Monda and revised by Sarah Morrell and resent. Copies were distributed: • Pati Gregson • Alan Glotzer, not Allen Glotzer • Sarah State initiative Report: Advocacy report: College Bowl Sunday for consistency's sake needs to be capitalized. • Approval of March minutes – • Second sentence under strategic planning: Have done very well • Treasurer's report: \$51,784. 	Motion made by Alan Glotzer to approve January minutes: Second: Linda Shiller So Moved: Motion made by Karen Madden to approve March minutes as amended: Karen Madden Second: Ramon Gonzalez So Moved:
Finance Committee Report Deb McCann	<ul style="list-style-type: none"> • Thank the finance committee for staying focused in the long meeting. • CD's mature in 150 days or 210 days, and each time interest rate is significantly lower, and it is indicative that interest will be significantly less. • Checks to make payments/credit cards are helpful. • Need to create a policy for using a debit card. • Only the treasurer will be able to use the debit card 	Action: Tim Shriver scholarship. By August 15 th – anyone is matriculating in the fall. Each state needs to come up with their own criteria.

	<ul style="list-style-type: none"> • Charge limit of 2,500. No cash withdrawals need to submit receipts within two weeks. - Cash is still preferred. • Tim Shriver scholarship. Paid \$3,500 and chose not to take it and requested that it be give to each state. Each state has \$585.00 to use as a scholarship. Need: a BIO, a picture, a thank you. • States that do scholarships: Mass, NH, and Vt. • Reggie asked if it could be sent to the states so that the state can supplement their existing scholarship? • In order to maintain the integrity of the scholarship then it needs to be for \$585.00. In order to keep it the Tim Shriver Scholarship. • Karen Madden wanted to know if there was a way to lengthen the term of the CD or consolidate them to get a higher interest? Sometimes it would be beneficial to move the money to a different bank as the penalty is less than the overall interest rate. • Professional development policy and forms for those wanting to do a professional development day are on the website. • Mileage increase: As of this meeting we are proposing to raise mileage from .35 to .40. Please continue to carpool. • Recommend that we put \$10,000 into a CD with review at the end of the year. Linda Shiller said that review needs to happen mid-year. • Donna Thompson said that we need to communicate to the board that review was a function of not receiving a response from the accountant not the board. It is important that the membership knows that steps are being made to remedy that. • Reggie Jean said that the financial report will be put on-line and possibly an explanation in the news letter and that we are contemplating using a new accountant. • Sarah Morrell said that we may want to state that we are going through a bid process to make people aware that if they have a good accounting firm in mind, they may want to submit it. We may also want to consider seeking out Alumni to fill that role. • Reggie Jean recognized that the finance committee and treasure did a wonderful job at the conference. 	<p>Paul will create a lead story in the newsletter. Send materials to Tracy Karasinski, Mary Jo will email information to Paul. Contact your state association.</p> <p>It is up to each state to do what they think is best in regard to the scholarship.</p> <p>Criteria: Name, Student address, Bio, Photograph, verification of acceptance an attendance in the fall, which TRiO program student participates.</p> <p>Tracy will notify recipients of scholarships.</p> <p>Mileage increase Linda Shiller made a motion that the mileage be changed from .35 to .40 per mile. Seconded by Ramon Gonzalez So moved:</p> <p>Motion was made by Donna Thompson to put 10,000 in a reserve CD with a mid-year review. Seconded by Reggie Jean</p> <p>Nella Signorello will forward letter from Bob Brown to Paul Lynskey about the scholarship.</p> <p>Tracy Karasinski and Paul Lynskey will discuss who will write article about accounting in the news letter.</p>
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<p>Treasurer's Report Mary Jo Madden</p>	<ul style="list-style-type: none"> • Written report distributed: - budget vs. fiscals • We now have the report from the accountant. Mary Jo Madden is going to post it on the website. • Conference payment and spending has been accounted for. • Conference \$85,881 • \$10,500 in underwriting for conference and in TRiO Day • With underwriting conference earned 75,881 • Tim Shriver's fee was donated back for scholarship. • A very successful Conference! • Other expenses not reflected: officer travel, this board meeting, travel for board meeting. • Checking account • Other current assets: CD's • Karen Madden asked if there were any findings from the audit? • Mary Jo Madden said that it was a standard review and there were no findings. • Alan Glotzer asked if this is a good time to review where we are with our cash holdings goal? 	<p>Motion was make by Linda Shiller that the Treasurer's report be accepted.</p> <p>Seconded by Karen Madden</p> <p>So Moved</p>
<p>President's Report Tracy Karasinski</p>	<ul style="list-style-type: none"> • Most time has been spent planning for this meeting; • Transition with Donna Thompson • COE board meeting: Linda Byrd Johnson attended lunch at board meeting – copies of discussion distributed. • Newly funded UB programs attended training. COE Summary programs were encouraged to revise their objectives. • Site visits have been outsourced. • Contractors' reports must be reviewed by Linda Byrd Johnson's office. • There is a list of UB programs that have been selected. • Sarah questioned monitoring: 45 sites, but a list that has been published is larger than that (80) and they say they are evaluating in the next few months. Is list going to be reviewed? • SSS competition. Standardized objectives. Graduation rate will be changed from three years to four years. • HEA – most recent report. HEA is up in the air and may not be passed this year. Need to encourage our house members to vote for funding. 	<p>Action:</p> <ul style="list-style-type: none"> • SPEND YOUR MONEY!! Do not return money to the Treasury.

	<ul style="list-style-type: none"> • Linda Shiller said that the HEA it is not holding up TRIO in the Reauthorization process, it is mostly the loan industry. SSS competition will be affected if it is reauthorized this year. If it doesn't pass in the next week or two then there will be a freeze on it until next year. • Donna Thompson said that the frustrating part is that we really made some ground and we may have to start all over again. • Stay tuned on HEA • Nominations for National TRIO Achievers due on June 13th. • Best guess to SSS deadline- Mid October: 	<p>Action: Nominations for National Achievers.</p> <p>Linda Shiller will be seeing donations of gift cards and COE not willing to ship. Gift cards were very popular.</p>
<p>Past-President's Report Linda Shiller</p>	<ul style="list-style-type: none"> • Sales at COE conference were success • Strategic plan is in process. We all know what we are supposed to be doing! • This is Linda's last report wanted to thank the Board. 	
<p>President-Elect's Report Donna Thompson</p>	<ul style="list-style-type: none"> • Following up on Linda Byrd Johnson (very frank and honest, very committed to this community). She is willing to lobby and push the educational programs. • John Ramos- TRIO achiever willing to participate and he will submit his application: • Donna Thompson was pleased with the McNair presence at COE There were four McNair participants present. • Bill Cark is going to donate his individual consultation fees back to NEOA. • Fair Share: all but four regions have made their Fair Share contributions. • We are at 133% of our Fair Share. We did a great push on institutional memberships. Met our goals with subscriptions. • Need to push individual contributions. We need 100% commitment from board, and have only collected from about 1/3 of the board. Please follow up with your pledge. • Fair Share formula has been changed, and Donna has done no calculations at this point. • Please contact Dave Megquire for details about changes. • Linda Rottmann- What was the phone-a-thon? • There were two phone-a-thons for people who did contribute to Fair Share last year and another for those who had not contributed this year. • Alan Glotzer said that because of our success with Fair Share - Do we realize anything back in the form of cash or is it still 	<p>Please give ideas to Donna for exhibits for COE, ideas, people anything will help.</p> <p>Send official thank you to Bill Clark for his donation.</p> <p>Actions: Push individual contributions. Follow-up with Pati Gregson for individual contributions.</p> <p>Research to see if it is easier to contribute on -line for Fair Share.</p>

	<p>going the other way? The money is used for travel and other expenses for COE members.</p> <ul style="list-style-type: none"> • There are new initiatives are being enacted and the region has some great representation to benefit NEOA. Linda Shiller and Sarah Morrell have been asked to stay on the COE board and that way other members' costs could be absorbed? • Reggie for marketing: Donations might be easier to solicit if we use the numbers represented by the COE contributions. 	
<p>Vice President's Report</p> <p>Nella Signorello</p>	<ul style="list-style-type: none"> • Conference report: • \$800.00 in advertisements that still need to be collected. TERI is bankrupt so there will be no money from them: • \$87.00 For TRiO socks. • \$3,000 from SAC • \$2155 for timeshare. <p>Higher Ed Panel was not real successful. Overall was a good conference. Construction going on was a concern. Tim Shriver was very successful.</p> <p>We had eight vendors set up booths. 50 alumni who attended the alumni event Casino was a success – broke even UConn All Stars were a success.</p> <p>Thank you Nella for all of your hard work!</p> <p>Alan Glotzer wanted to know: What needs to come to the board? Registration fees – awards, membership. Anything that is policy related, contractual related We do have an ever evolving conference policy that is available.</p>	<p>Action: Follow-up with vendors who have not paid for tables at NEOA</p>
<p>Development</p>	<ul style="list-style-type: none"> • We did meet our goals this year. • Julia Nesbit is looking for \$11,000 worth of donations and she is looking for contributors for the Leadership Institute. 	
<p>Legislation & Education</p> <p>State Initiatives</p> <p>Sarah Morrell</p>	<ul style="list-style-type: none"> • Written report and e report submitted • Obtained \$15,000 contribution to NEOA from ASA (Shelley Saunders), and looks forward to helping with that in the future. • Continue to work on State initiatives with states who haven't submitted proposals yet (RI). • Funding for three programs has been distributed. 	<p>Actions: Conn, Mass RI please submit proposals. Just complete RFP form and send to Sarah. A state initiative is anything that is creative innovative, which promotes advocacy and visibility for TRiO.</p>

	<ul style="list-style-type: none"> • Sarah Morrell is available to brainstorm ideas for initiatives. • Sarah Morrell distributed a summary report of the state initiative process • Government relations updates • STEM Institute is a new endeavor at COE and a recent report from the outlines initiatives in UB Math Science. Has the potential to be used for all TRIO programs, not just Math Science. It is highlighted on the CEO website. It is a great tool to use for advocacy. • Sarah Morrell is going to remain on the Council Board next year on the Finance committee, International Access and others. . 	We do not want to turn money back.
Professional Development	<ul style="list-style-type: none"> • SSS will be at UNH at November 14th. • Professional development forms are available on line. 	
Membership	<ul style="list-style-type: none"> • No membership report has been received at this time. • We did increase membership this time. • We expect a continued increase will happen next year 	
NEOA Achiever Alumni: Reggie Jean	<ul style="list-style-type: none"> • Alumni - • We have over 80 alumni who have joined the alumni site. Need to be over 18 in order to join the site. • There were about 50 individuals at the alumni reception. There was positive feedback – via survey monkey. • Thanks to the alumni committee for your help. Thanks Nella for your work with the conference. • Did an alumni workshop at the conference and it was successful. Rick Williams has some wonderful connections with his alumni. <p>Achievers: Conference and NEOA got some press from the alumni achiever. Reggie put together a sample press release about Alumni Achievers. Lynn Plouf- Davis was able to get four articles about Alumni Achievers in the news. Reggie Jean is trying to figure out when the Achievers was first started.</p> <p>Marsha Johns has programs from all past NEOA conferences.</p>	<p>Action: Reggie Jean: has contacted Megan Manley about her check. The check has since been voided.</p> <p>Action: Reggie Jean is asking for anyone to update on information about achievers and who and nominated these achievers</p> <p>Reggie Jean will post Alumni information on the website.</p> <p>Sarah Morrell and Rick Williams collected information about the past achievers and she will send that information to Reggie. Reggie will also ask Rick.</p>
Strategic	<ul style="list-style-type: none"> • Worked on yesterday. Everyone knows what we need to do as 	

Planning: Linda Shiller	a board to continue with our next steps.	
Technology Casey Henderson	<ul style="list-style-type: none"> • Met with Sigh Searles and updated the Leadership Institute information: Dates, contact information and other information. • Professional Development forms and proposal forms have been added to the website. • Continued to work on how to use credit cards for events. Went to Pay Pal to see what can work for the board. • Casey is trying to figure out an easy way to use credit cards. • Met with Finance Committee. Looking at other options to create a cost effective forum for using credit cards. • Made small updates to the alumni website, 	
Public Relations Paul Lynskey	<ul style="list-style-type: none"> • Newsletter is up and running. • Final issue is due out this month. • News letter is going out with set articles, 150 words per article. • Newsletter will go out 4 times per year. • MEEFA runs an annual training on the college enrollment process. Paul would like to extend an invitation to board members to attend. The goal is to raise the skills of the counselors to assist TRIO students to get into the more highly competitive schools. 	Action: If you would like to attend or know of someone who would like to attend, please email Paul Lynskey.
TRIO Day Leadership Institute: Sigh Searles	<ul style="list-style-type: none"> • Not in attendance: Looking toward next year. <p>There are currently 12 applications in hand 5 were from last year and the rest are very committed.</p> <p>Sigh needs to get applications out to the advisory board with applications and letters of recommendation.</p> <p>Send acceptance letters out</p> <p>Get sites</p> <p>Higher Franklin Covey – leadership development program, would allow us to purchase materials and use these materials for training</p> <p>Work with Casey on LI piece to make it more user friendly.</p> <p>Geographical – Mass and Vermont. Sigh will still accept applications.</p>	

	The largest class that would be considered will be 15. It would be nice to have representation from all states.	
Connecticut Donna Thompson	<ul style="list-style-type: none"> Working on the conference. Gearing up for next year to take on new role as President. 	
Maine Linda Rottmann	<ul style="list-style-type: none"> Oct 29 – 31st date for annual conference. Event to raise funds for personal contributions to COE. Free pizza lunch - \$220.00 Thinking of doing something similar at the state conference. Working on a draft fiscal policy Year book will be used for education and finance committees. . 	<p>Action: Send a copy of every state's year book to Sarah Morrell so that we can represent each region on the website.</p> <p>Please send the yearbook electronically.</p>
Massachusetts Raymon Gonzalez	<ul style="list-style-type: none"> Sent out electronically: Annual conference On October 7th. Positions posted on line for Massachusetts delegations. Sent letters out about UB Absolute Priority to senator's office and has been unable to meet with them. Going to Boulder, CO to represent MEOA at COE conference. 	
New Hampshire Alan Glotzer	<ul style="list-style-type: none"> Fall conference at UNH on October 17th Nella offered to transmit all her materials and herself to create a smoother transition for the Regional Conference. Thanks Nella! Congress woman Carol Shea Porter has been very supportive, and she is currently losing in the polls against Jeb Bradley a Republican. If Jeb Bradley is elected, it would pose a loss to TRiO. She was opposed to UB evaluation and the absolute priority. She has been very vocal in support of TRiO programs. 	
Rhode Island Eric Klein	<ul style="list-style-type: none"> Sent out a report electronically – written report was presented. Working on training from Rainey at November conference on Training for advocacy and educational opportunity programs for networking possibilities. To enable RIEOA to become a significant program in the state and in the region. 	

Vermont Karen Madden	<ul style="list-style-type: none"> • Report was sent out electronically • Election was at NEOA conference • List of officers on the report, past president, president and current president met with aides from Burlington. • Final paperwork has been submitted for the 501c3. Wahoo! So now, Vermont will be accepting donations for scholarships.
Old Business	<ul style="list-style-type: none"> • Discussing partnerships. College Board, NEC. Tabled until fall. • Fair Share on the board. • VT, Maine – fully contributed. • NH Close • RI, Conn, Mass, Maine still need to contribute
New Business	<ul style="list-style-type: none"> - Site for TRiO Day and conference 2010 – - Recommendations for sites sent to Dave Megquire so that he can send RFP to - TRiO Day Maine – - Mass 2010 – - Need approval from board in September - Linda: suggest that the next president elect work with Dave to obtain process in order to build expertise in this area. Sarah would like to second that suggestion. - Reggie would like to be part of that process. - Steve would like to see if anyone has been selected as TRiO day for Maine. Donna said she would like to have the state of Maine make that decision. - Sarah: contract issues, consider that we work with hotels who give out points and other benefits to use/assist us in funding for alumni and student and speaker travel to conferences and other benefits to all members. We could save these points/hotel room stays/etc.for use to leverage our resources at conferences. <p>Linda Shiller made a motion to authorize the executive committee to review RFP's prior to acceptance prior to venues being accepted and used. Seconded by Pati Gregson So moved Discussion: let the rest of the board know via list serve.</p> <p>Tracy would like to thank all of the Board Members for their commitment to the NEOA board.</p>
Adjourn	<p>Motion made by Linda Shiller to Adjourn: Seconded by: Ramon Gonzalez Meeting Adjourned: 11:51</p>