

**NEOA Board meeting
Whispering Pines
West Greenwich
Rhode Island
September 21, 2007**

Called to Order: 9:37 a.m.

Adjourned: 12:16 p.m.

Present: Tracy Karasinski, Donna Thompson, Nella Signorello, Mary Jo Madden, Monda Kelley, Clifford Marrett, Pati Gregson, Laura Mielke, Jennifer Jones, Rony Delva, Ramon Gonzalez, Linda Rottmann, Len Lamberti, Eric Klein, Karen Madden, Kristi Pierce, Jennifer Buckley, Sarah Morrell, Paul Lynskey, Deb McCann, Marsha Inniss- Mitchell, Karen Keim, Reggie Jean, Casey Henderson, Sigh Searles.

AGENDA ITEM	DISCUSSION	ACTION
Call to Order	<p>Call to order— Approval of the agenda: Amend agenda to include approval of President's recommendations for ad hoc committee chair assignments.</p> <p>Please pay membership dues by next meeting - Membership Bye so that all members can be voting members this meeting.</p>	Motion to approve agenda as amended by Kristi Pierce. Sarah Morrell second Approved unanimously; motion carries.
Secretary's Report Monda Kelley	<p>Approve 6/2007 minutes with amendments:</p> <p>Page 8 Membership for new England Council is \$500 not \$1,000 Page 5 Legislation Education report: Not filed.</p> <p>Move to strike "the" Karen Scott.</p>	Motion to approve June 2007 minutes as amended by Karen Keim. Second Donna Thompson. Approved unanimously; Motion carries.
Finance Committee Report – Deb McCann	<p>Written finance report distributed by Deb McCann, created by Karen Scott.</p> <ul style="list-style-type: none"> • \$7, 500 being moved from checking into CD per 6/07 board decision. 	Approve 07-08 budget next meeting

	<ul style="list-style-type: none"> • Sarah Morrell asked if a state can split 1,000 into two \$500.00 increments. Discussion in June reflected that this was at the discretion on the state leaders. Needs further discussion. • Tracy presented the 2007 -2008 budget. It is a balanced budget with some concerns: <ul style="list-style-type: none"> ○ Minimal payment to reserve. Target over the last few years has been to set aside \$5,000 annually in reserve. This is part of strategic plan and something we cannot overlook. ○ Reduced funding for state initiatives • Need to reduce board meeting expenses discussed. • Reggie asked if the Alumni Reception at the conference was part of the general budget or is it a separate line item? No that event is not reflective in the annual conference budget and would be an area to target for development. Dinner for alumni during the Policy Seminar is in budget under TRIO Alumni society committee. • RE: annual expenses for the conference. Karen Keim asked why there is nothing for postage. Karen feels that the Save The date Postcard is an important piece of PR. • Paul asked if the goal of 50% of operating budget be in reserve was recommended by the auditor. • If there is extra money in the budget, Deb McCann suggested that regions use it to save initiatives and the other used for reserves. • May add line item to budget to reflect fees associated with accepting credit cards for TRIO Day and conference registration 	<p>Discuss opportunities to underwrite with Alumni reception at conference with Julia Nesbitt.</p> <p>Finance committee to research the use of credit cards and make a recommendation at the next meeting.</p>
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<p>Treasurer's Report Mary Jo Madden</p>	<ul style="list-style-type: none"> • Current balance sheet was distributed. • Fiscal year started Sept 1. Late conference registration reflected in current balance sheet. • Karen Madden asked if there are still outstanding conference fees. MJ suggested that, Charlie Castelli would know of outstanding reports. • Karen Madden said she would be willing to follow up • Karen Keim suggested that if a program with an outstanding conference fee registers that outstanding balance be added to the current conference fee. • Budget accruals were represented. • Things worked out very well fiscally last year. 	<p>Motion to approve Treasurer's Report by Reggie Jean. Seconded by Paul Lynskey</p> <p>Approved unanimously. Motion Carried</p>
<p>President's Report Tracy Karasinski</p>	<p>Tracy requested Executive Committee to approve ad hoc committee chairs and any chair that was not elected.</p> <p>Written reports provided. Tracy reviewed activities to date and provided an update from Washington.</p> <ul style="list-style-type: none"> • Budget reconciliation • Paul wondered how the Department reacted to putting programs back into the budget. • After president signs the bill, department will follow up to see how quickly money can be disbursed. 	<p>Motion by Donna Thompson to accept Tracy Karasinski's Ad hoc slate. Seconded by Nella Signorello.</p> <p>Approved unanimously. Motion Carried.</p>

	<ul style="list-style-type: none"> • Paul requested that we be kept posted in the state of the finances with the reconciliation. • Appropriations. 4.8% increase for TRiO, House, 3.6% State • States and regions need to continue their great work. • SSS competition is expected to come up in the fall. • Request that Regional Representatives please find out what's happening in your Regions and keep Tracy Karasinski informed. 	
Past-President's Report Linda Shiller	<ul style="list-style-type: none"> • Report presented by Tracy Karasinski in Linda's absence. • Activities included assisting with planning meeting, COE conference call with Massachusetts and assisting with board orientation. 	
President-Elect's Report Donna Thompson	<ul style="list-style-type: none"> • Written report provided. • Donna is looking forward to reestablishing herself in NEOA and being involved in the culture of the new environment. • Karen Madden: Goal #2 on report what does that mean? • Donna stated that Goal #2 means that for the first time in history some of the board is going to attend the study abroad group. • Karen wondered if there was a way to get information earlier, so students have additional time to come up with the money to attend. Perhaps a "Save the date" card so that students could begin to save and get the money necessary for the program. • Karen suggested that if staff could get information a year in advance it would help in planning. 	Donna will to bring up study abroad dates at her next COE committee meeting.

<p>Vice President's Report Nella Signorello</p>	<ul style="list-style-type: none"> • Written report provided • CONFERENCE REPORT: • Conference planning going well. • Question regarding CEU's (Continuing Education Units) and whether this would attract greater attendance. • It may be difficult to bring CEU's from state to state. There may be a small number of professionals who may be interested in receiving CEU's for the conference. • In New Hampshire and in Vermont CEU's are not as important as a certificate of attendance. • For MSW, CEU's will make the conference more attractive, and with conference attendees from Maine who hold MSW <p>Theme: Nella is looking for ideas for documentation of theme in order to get "Save the date" cards. Key words or themes that were suggested at the Burlington conference included:</p> <p>Advocating, marketing, accountability, Educational opportunity and access.</p> <p>Board brainstormed themes for Nella to take back to her committee.</p>	<p>Nella will research CEU's if it is something we are interested perusing.</p>
<p>Development Julia Nesbitt</p>	<ul style="list-style-type: none"> • Written report distributed. 	<p>Tracy stressed the importance of communication and coordination when pursuing funders and asked everyone to keep Julia informed of their efforts.</p>
<p>Legislation & Education Sarah Morrell</p>	<ul style="list-style-type: none"> • Written Report provided. • Helped participate and conduct leadership training for states at the COE conference. • Serving on NEOA development team in Massachusetts. • Participating in staff exchange in October under Donna's leadership. • Steve Visco mentioned that the time of the year for the state leadership training at the annual conference is a very difficult time of the year to attend. • Massachusetts may look at creating a stipend to assist in training. 	

	<ul style="list-style-type: none"> • Student Leadership Conference is October 17 – 20 in Washington DC 2007-2008 • Serving as liaison to Congressman Barney Frank and working on advocacy. 	
Professional Development Karen Keim	<ul style="list-style-type: none"> • Written report provided. • Reviewed upcoming PD dates: Nov 1-2, EOC; Nov 2 SSS, Nov 5, Pre-College • Emphasized pre-college Professional Development training, "Realizing the Dream." Must have 100 people in attendance. • Registration is online. Board members are expected to attend and if they cannot attend, then it is expected that they someone in their stead. • ECMC Foundation is the providing training, breakfast, lunch and curriculum free of charge. Expectation is that NEOA will ensure attendance of 100. 	Board members need to be role models in supporting professional development by attending themselves and supporting training opportunities for NEOA membership as well as others who may benefit.
Membership Kristi Pierce and Jennifer Buckley	<ul style="list-style-type: none"> • Written report provided. • Changes in membership information available on website. • Membership year begins September 1. • Goal: 275 members • Jennifer stated that quick and tangible things to get membership packets to new employees • Recommendation: Registration fee for the conference to include a free membership with a \$350.00 registration fee. • Reggie Jean asked how that will affect the budget? • Conference revenue VS membership revenue? 	Kristi and Jen to review conference revenue vs. membership revenue.
NEOA Achiever Reggie Jean	<ul style="list-style-type: none"> • Report presented by Reggie Jean. • Alumni Committee will be looking at several areas: • How to best update and use the Alumni registry • Conference reception and how to have alumni recognize themselves as alumni and want to be part of the registry. • State initiative funds paid for t-shirts for alumni who use registry. • Paul Lynskey said the he would like to congratulate Reggie Jean for the level of communication that has 	

	<p>come from the program.</p> <ul style="list-style-type: none">• Kristi would like to thank Reggie for his leadership and participation this year.	
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State Initiatives:	Reviewed this morning	
Technology Casey Henderson	<ul style="list-style-type: none"> • Written report provided. • Touched base with Reggie Jean in regard to the alumni and updated registration information for alum. • Worked with Kristi Pierce and Jennifer Buckley in regard to membership. • Updated information in regard to Leadership Institute page with past participants in relation in the year they attended • Conference call from Nella Signorello to update conference information. • NEOA Past Presidents have been posted • There is a History link on the website that is currently not functional. • Sarah Morrell was wondering if progress is being made on archiving information and history to be placed on the board? • Steve Visco said that at one point we did have a link for archives but there was no information to be updated. 	<p>Board members should to go to website and check for accuracy of pages and email updates to Casey</p> <p>Send NEOA or TRIO history to Casey</p> <p>Casey will get permission from Monica Sargent to get TRIO/NEOA history powerpoint presentation and post on website</p>
Public Relations Paul Lynskey	<ul style="list-style-type: none"> • Public Relations report presented by Paul Lynskey • Overview of development of new materials • Updating the standard, 4-page brochure; condensing it and changing the cover to focus on the three target markets • Eric Klein asked for clarification of layout. 	<p>Tracy asked every member to review the drafts and have suggestions back to Paul by mid-October so that we can approve it at the November meeting.</p>
TRiO Day Marsha Innis-Mitchell	<ul style="list-style-type: none"> • TRiO Day report was presented by Marsha Innis-Mitchell • Will be held on Feb 21 & 22 (Thurs & Friday) at Crowne Plaza Worcester. Dates coincide with winter break. • Co chair Jodi Di Gregorio. 15 member committee with a subcommittee with Worcester College Consortium • 130 regional colleges invited to college fair. • Minimum goal 75 of colleges • Pizza dinner for all students. Colleges asked to provide the students with lunch. • Community Service will be going on in another part of the building. • Oct 15 to mail out "save the date" cards to programs. • Credit card use (hopeful) • Anticipating 600 – 650 participants. • Rally speaker possibilities include Congressman – Jim McGovern, Trio 	

	<p>Alumnus, Charlie Desmond, Reggie Jean; Steven Pemberton – would be a wonderful addition</p> <ul style="list-style-type: none"> • Jennifer Buckley suggested “save the date” reflects the change in days to Thurs/Fri. “Change the date...save the date” • Changes in students attending can be made up until 2 days before the event. Changes will not be made the day of event. • Nella suggested rather than having student names assigned to certain places, just reserve slots. They get a slot on a certain bus, and not change buses. • Kudos to Marsha & entire TRIO Day committee. Keep up the great work! 	
Connecticut Rony Delva	<ul style="list-style-type: none"> • Rony reviewed status of Fairfield’s defunded Upward Bound program and appeal efforts. USDE did not acknowledge the receipt of their appeal. • CT will be applying for the state initiative money • CT will be attending the Policy Seminar • Summer program with 350 students from different TRiO Programs, had a college fair with other programs involved. 	
Maine Steve Visco	<ul style="list-style-type: none"> • Steve Visco provided report. • UB math science was refunded. New UB at Presque Isle was funded. • President of Maine serves on the board of the Mitchell Institute...It’s about time!! • 3 yrs ago working with ME DOE and ME DOL has since required EOC to work with them on grant initiatives. • Low income women PSC state funds State of Maine will augment their FA package for unmet need- through the legislature. • State Conference, October 22-24. In Freeport Maine, looking forward to Tracy coming to that conference. 	
Massachusetts Ramon Gonzalez	<ul style="list-style-type: none"> • Ramon provided report. • 4 new McNair programs • October 2nd MA State Conference; changed to a 1-day format. Lieutenant Governor invited to attend. Information available on meoonline.org 	

New Hampshire Len Lamberti	<ul style="list-style-type: none"> • Report presented by Len Lamberti • Pre-college day, Nov 5, 2007 • Acknowledged work that Dan Gorden has been doing on advocacy including Absolute Priority and the UB evaluation, has been very involved in working on that. • Presented NH's initiative and t-shirt to raise awareness of TRIO Programs among Presidential candidates as NH is a primary state. 	
Rhode Island Eric Klein	<ul style="list-style-type: none"> • Eric Klein presented report • Making inroads with RI Higher Education authority, looking to develop an Educational Opportunity Coalition. • Arnold Mitchem is going to be presenting at the RI Higher Education Assistance Authority's 30th anniversary. Adolfo Bermeo, Pell Institute Sr. Scholar is also going to be presenting. 	
Vermont Karen Madden	<ul style="list-style-type: none"> • Vermont report presented by Karen Madden • VEOP Conference is planned for October 22, 2007. All congressional delegates invited to attend and Bernie Sanders is planning to attend. • VTC Math Science Upward Bound was defunded. 	
Old Business	<ul style="list-style-type: none"> • Congratulations to Steve Visco and his wife Anna on their marriage on June 30th!!! 	
New Business	<ul style="list-style-type: none"> • Sigh Searles: Leadership institute. Need 10 applicants for the institute to run. Currently there are 9 appropriate candidates. • Sigh is planning on the same meeting format that Jerry used in the past: travel on Monday with afternoon/evening start, full day Tuesday, half day Wednesday. • Karen Keim suggested that we meet with new participations to participate. • Last date to accept applications is in the next couple of weeks. • Sigh is hoping to get the program started in December. 	
Adjourn	<p>Move to adjourn Ramon Gonzalez Second: Clifford Marrett Adjourned at 12:16.</p> <p>Respectfully submitted by: Monda Kelley- Secretary.</p>	