

NEOA Board Meeting 2008-2009

Date: November 7, 2008

Location: Putney Inn, Putney, Vermont

Members Present: Donna Thompson, Tracy Karasinski, Karen Madden, Casey Henderson, Steve Visco, Ramon Gonzales, Jennifer Buckley, Sarah Morrell, Linda Rottmann, Kwasi Gyambibi,, Lilly Squires-Wright, Eric Kline, Jennifer Jones, Monda Kelley, Carolyn Gilligan, Deb McCann, Paul Lynskey

| <b>Agenda Item</b>                | <b>Discussion;</b>   | <b>Action</b>  |
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| <b>Call to Order<br/>9:35</b>     | <p>With the electronic reports: Karen Madden- what we have in our reports, we repeat, a suggestion might be that this could serve as a forum for people to bring problem issues to the board.</p> <p>Quick look at Robert’s Rules of Order – discussion if we have a motion shouldn’t come until after the motion is made.</p> | <p>Motion by Sarah Morrell<br/>Second by Ramon Gonzales</p> <p>So moved</p>  |
| <b>Role Call<br/>Monda Kelley</b> | <p>We have a quorum.</p>   |  |
| <b>Secretary’s Report</b>         | <p>June Minutes: College Bowl needs to be capitalized<br/>Dave Mc – name needs a G</p> <p>September minutes:<br/>Page 4: state initiative – not sate<br/>Page 3: COE not CEO<br/>Page 4: within advocacy:<br/>Considering offering training for state board members to become effective state leaders.</p>                     | <p>Deb motion to accept<br/>June minutes as amended<br/>Steve second: So moved<br/>Abstentions: 5<br/>Motion carries</p> <p>Motion for September:<br/>Karen Morrell<br/>Tracy Karasinski second<br/>So moved<br/>Motion carries.</p> |

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| <p><b>Finance Committee Report</b><br/><b>Deb McCann</b></p> | <p>New CD is in place went with a 2 year with interest rate of 3.4% highest right now. Most others are 90 days or six month. Casey and Steve did a great deal of work to see what the best option is for online payment. At this point, PayPal is the best option. Increase conference fees to cover on-line registration. Did vote to increase regular 400 and early application to 345.00.early, 395, 450, 495 Now we are in-line with WESOP and less expensive than all the other conferences.</p> <p>The debit card has been turned over to Steve Visco</p> <p>Donna – discussion to show what real costs are because so many people have paid for incidentals with their own money and we are encouraging people to use budgeted funding from NEOA to pay for incidental costs.</p>  |  |
| <p><b>Treasurer's Report</b><br/><b>Steve Visco</b></p>      | <p>Budget Vs Actuals;</p> <p>Conference expenses: Speaker expenses over Shriver scholarship in Speaker expenses:</p> <p>Have paid four scholarship recipients: Waiting for Conn, RI, Membership dues, Conn, RI.</p> <p>There was an unexpected expense for The Rock Craft Center in Sebago, Maine to pay for Liability Insurance. The cost is \$350.00 to insure for the year. For a million dollar Liability. Next year the Board will examine insurance for all encompassing locations.</p> <p>Next year will be the last year of insurance for the board. Fiscal policy states that the anything over \$1000.00 that it has to go before the board. The board is insured and the officers are bonded.</p> <p>TRIO day insurance, will speak to Jodi DiGregoiro, last record of insurance was 2007 As soon as more information is available it will be shared with board.</p> | <p>Conn, RI Shively scholarships</p> <p>Conn, RI Membership dues.</p> <p>Motion accept:<br/>Sarah Morrell as information<br/>Erik Kline second<br/>Discussion<br/>Motion carries</p> |
| <p><b>President's Report</b><br/><b>Donna Thompson</b></p>   | <p>Two days of every week has involved COE or NEOA and will continue to be so involved until mid-December. Mass is very impressive in their funding. It has been interesting to see how programs earn money. Maine conference had a book club conversation.</p> <p>Vermont's conference hosted the author of <u>Welfare Brat</u>, Mary Childers. Her keynote promoted an inspiring conversation.</p> <p>Donna is looking forward to RI and Connecticut conferences.</p> <p>College readiness forum was recently attended and well represented. We have been doing this and we need recognition for our expertise.</p>   | <p>Action:<br/>Download and examine new calendars.</p>   |

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|   | <p>Donna has redone the dates for board meetings and trying to work with EOC and with Leadership Institute so that there is no overlap and all of the people who are involved can participate.</p> <p>Donna appreciated the feedback from the board about the board meetings. Donna will send out another survey about this meeting that will have three questions.</p> <p>Sarah Morrell said College Readiness Forum looked very interesting, and she said that there is a fee attached. Sarah said that there may be some money available to assist in paying for this program. Sarah feels that it is very important to continue with partners who have similar missions. There is no NEOA representation at this forum.</p>   |  |
| <p><b>Past-President's Report</b><br/><b>Tracy Karasinski</b></p>   | <p>Most time in assisting Donna and some of the other board members. Tracy is also serving as PD. Co-chair Strategic Planning Committee on COE board.</p>   |  |
| <p><b>President-Elect's Report</b><br/><b>Karen Madden</b></p>  | <p>Most of what Karen did was with Vermont and promoting NEOA in the form of a workshop to get people to come to volunteer for programs commitment to Fair Share contributions. Karen sent out e-mails and asked for information asking for information about Fair Share. And the only states that got back to her were Vermont and Maine. Each state has great plans to increase membership. VT is trying to increase individual membership.</p> <p>Karen would like to propose that each member make a contribution even if it is \$5.00. We need to lead in this area by example and be serious about contributing, Karen Madden said.</p> <p>Linda Rottmann said some incentives to promote membership in by the end of December that may include money to attend Policy Seminar.</p> <p>Donna said, if you have met your goal, then you would get free alumni registration. The Fair Share Chair would get free registration at the conference. We did receive the incentives this past year in Vermont.</p> | <p>Please check with Fair Share coordinator and ask that they get back to Karen Madden with information.</p>                                   |
| <p><b>Vice-President's Report</b><br/><b>Maria Dinoto</b><br/>Discussed on Friday – Not part of the official board minutes.</p> | <p>***This conversation took place on Friday****</p> <p>Conference up-date: beginning to invite people and speaking to potential vendors for the 33<sup>rd</sup> March 30 – April Second at Wentworth by the Sea. Casey is going to provide on-site tech report. Going on site next Friday to examine site. Cedric Jennings "<u>hope and the unseen</u>, he would like to Keynote, but charges \$6,000 plus lodging. Maria and Dani will follow-up with him. Sarah mentioned that in Vermont we Co-sponsored with the University to host Carol Gilligan. One</p>  | <p>Jennifer Jones will send Maria and Dani will follow up with information about Mary Childers as a presenter.</p> <p>Please send Dani and</p> |

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|                                     | <p>suggestion, Mary Childers, Author of <u>Welfare Brat</u></p> <p>Carol Gilligan wanted to know if the list was a Membership/Mailing list or a mailing list? Are we looking for a mailing list or a membership list.<br/>Ramon wanted to know if the listed could be distributed from COE? Jennifer Buckley said that we are in the process of updating Connecticut to add .</p> <p>Maria is working with Karen Scott about GEAR UP to see if they can combine their conference with NEOA to create combined for GEAR UP annual conference. Accommodations are \$120.00 per room. Jim Piper from Division is interested in participating as well as being a presenter. Money Smart is also interested. Karen Madden would encourage the Money Smart program people. FDIC has a program for students in grades 7 through Adult. Jennifer Jones said the US Bankruptcy court also has a free program for students and they will come and present this information.</p> <p>Conference pricing: registration fee went up last year is it feasible to look at increasing the membership fee again. Membership renewal fees came up there was a discussion about when the deadline date is established. Casey said that there are safeguards in place to assure that people who sign up are members.</p> <p>New Hampshire wants to recognize Carol Shea-Porter and Maria wants to know what protocol for nomination.</p> <p>Money for Tim Shriver scholarship has gone into the speaker budget because there was no line item for that.</p> <p>Donna mentioned Bess O'brien from the Shout it Out project may be someone to consider as a presenter.</p> | <p>Maria updated mailing lists so that they can send out a save the date card.</p> <p>Please email Dani and Maria if you have any other questions.</p> |
| <b>Development<br/>Pati Gregson</b> | Not in attendance.  |  |
| <b>Legislation and</b>              | There are some interesting plans for legislation, Sarah is going to work with Tracy   | Sarah needs feedback   |

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| <p><b>Education<br/>State Initiatives<br/>Sarah Morrell</b></p> | <p>to create a template for a template and recommendations in what should go into packets. List of contacts will be distributed well in advice of conference. Hope to do some leadership training and NEOA professional development days. Sarah has spoken to state leaders about needs. She would like to bring state leaders together for training</p> <p>Fundraising skills, communication skill, Robert’s Rules of order, financial literacy, humor to defuse tension at board meetings. Sarah has a plethora of topics for workshops and trainings to offer and would like to know what needs are for programs and states.</p> <p>Sarah is going to be working with COE board, on finance, professional access and proficiency standards. Please highlight specific training or strategic planning training that states would like to see presented.</p> | <p>for needs the programs and states would like to have information training to begin by January.</p>   |
| <p><b>State Initiatives<br/>Sarah Morrell</b></p>               | <p>Sarah handed out an updated RFP for state initiative grants. She has started to respond to individual requests. They will be posted on the website. She had an inquiry from state of Vermont. Sarah would like to have an RFP from every state. Ramon: requested that the State President sign off on the RFP prior to submission.</p>   | <p>Sarah will let state presidents know when an RFP is submitted and by whom.</p>   |
| <p><b>Professional Development<br/>Sarah Morrell</b></p>        | <p>Professional Development Day for EOC this week, SSS Professional Development Day is scheduled for next week. Logistics of Professional Development events was discussed, and an overall considerations about shifting from Program based events to content based events.</p>   |   |
| <p><b>Membership<br/>Ramon Gonzales</b></p>                     | <p>Membership is going strong. Currently there are eighty-nine paid members. Working with Casey to up online database, and to remove those who are no longer connected to TRiO.</p> <p>If any board member has not paid membership then please refrain from voting. If you have a check submitted, then an e-mail will be generated as a receipt to state that membership has been paid.</p>  | <p>Please let Donna know if you are going to change your e-mail address</p> <p>Please check with Ramon if you have questions about your membership.</p> |
| <p><b>NEOA Achiever</b></p>                                     | <p>. Lillie contacted Reggie Jean who chaired the Achiever’s committee last year.</p>   | <p>Need to start using</p>  |

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| <p><b>Alumni Report<br/>Lilly Squires -<br/>Wright</b></p> | <p>He shared valuable information from the previous year. The TRIO Achievers Nomination will go out in November.<br/>Lillie wanted to know if she needs to e-mail it to everyone or just the presidents. She needs to send it to everyone. She is looking for members for Alumni Association.<br/>Lillie is going to need help with the alumni portion of the conference and would need some help with Facebook. There going to be an alumni dinner at the Policy Seminar this year.</p> <p>Carol stated that is might be advantageous to ask who knows how to use Facebook, and not to just assume that everyone knows how to use Facebook.</p> | <p>Facebook as a resource for contacting alumni.</p> <p>Everyone on alumni board please sign up for Facebook.</p>                    |
| <p><b>Strategic Planning</b></p>                           | <p>No report was presented today.</p>  |  |
| <p><b>Technology<br/>Casey Henderson</b></p>               | <p>Casey is working with the Finance Committee. Casey is also working what PayPal for a complete registration program. The estimated a total number of 800 people are projected to use PayPal. The fee for service is \$1000.00 and will include a yearly maintenance fee. 3% of transition per person plus 30 cents. The worst case scenario would be if everyone paid by credit card the fee would be \$3000.00 .<br/>Casey is working with Karen Kiem in regard to TRiO Day registration. Payees will not have to be a member of PayPal in order to register. Donna stated that many institutions are working toward using p-cards.</p>       | <p>Casey and Steve will look at other options in regard to electronic payment for next year.</p>                                     |
| <p><b>Public Relations<br/>Paul Lynskey</b></p>            | <p>Yesterday's exercise, and to follow-up on next steps. Enhance and expand the newsletter.<br/>Message from the president<br/>Technology Update<br/>Program Overview update<br/>Membership Update<br/>State Initiatives<br/>Editors notes<br/>Government Update<br/>Jennifer commented that the exercise yesterday was very valuable and a good use to time.</p>  | <p>PLEASE get profiles to Jennifer Jones to be put in the newsletter.<br/>Jennifer would like to have everyone else represented.</p> |
| <p><b>TRiO Day</b></p>                                     | <p>Steve said that Anne St.Pierre has agreed to be the TRiO Day chair. Most of the</p>   |  |

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| <b>Steve Visco</b>  | <p>feedback stated that the week was very bad. Anne is looking at other hotels. We are looking at the 19-20<sup>th</sup> rather than the other week. Leaning toward Friday and Saturday, event though it may mean doing something different for Friday event. Raise college fair tables from \$65 to \$75. Dave TRIO day insurance, will speak to Jodi DiGregorio, last record of insurance was 2007 As soon as more information is available it will be shared with TRIO day insurance, will speak to Jodi DiGregorio, last record of insurance was 2007 As soon as more information is available it will be shared with David Meguire never signed the contract for the hotel, so we will be able to change hotels. Ann will get things done. Next year – Vermont 2010. Vermont, you are forewarned!</p> <p>2011 Rhode Island. We will not know for another month what the dates will be for TRIO Day.</p> |  |
| <b>Leadership Institute<br/>Sigh Searles</b>                | <p>Not present. Leadership Institute has started.</p>  |  |
| <b>Connecticut<br/>Jennifer Buckley</b>                     | <p>Jennifer is actively working on re-energizing the organization, and to make sure that time spent in meetings is spent in most productive ways. She is looking for ways to reach out to college access oriented programs to work with TRiO programs. Looking at HS, MS reform project to understand and team with schools to help implement and help advice with things that are happening in the Legislature. Also presenting workshops on financial literacy.</p>  |  |
| <b>Maine<br/>Linda Rottmann</b>                             | <p>Conference last week. 64 attendees, over 20% from GEAR UP. “A New Generation’s Identity,” Dr. Mitchem, Donna was in attendance, Honored Dave Meguier Tim Shriver award...who do people send “Thank you” note to for the awards. Write a thank you to Mr. Shriver, and send it to Tracy.</p> <p>Maine is still looking for a treasurer. Issue: very broad based executive committee, Maine committee is 7 to 8 hours apart and will be working hard to make sure that programs are represented.</p>  |  |
| <b>Massachusetts<br/>Ramon Gonzales<br/>For Chenna Srey</b> | <p>Conference recently. Tanks to Eric for coming to Mass Conference to perform a workshop. There are issues with membership and programs and people are looking for what they are going to get out to membership. Mass is putting together an Upward Bound APR workshop. Reggie Jean put this workshop together.</p>   |  |
| <b>New Hampshire</b>  | <p>Just had state conference, honored three retirees. Workshop on drug and alcohol</p>   |  |

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| <b>Carolyn Gilligan</b>            | awareness. Hosting SSS Professional Development Day today. There is an issue still concerned with is the aging members in leadership – this is an issue in all of NH. Poverty research was presented by the director of the Carson Institute, and they can include New England as well.   |   |
| <b>Rhode Island<br/>Eric Kline</b> | Rhode Island is looking forward to annual conference. RISL Authority will be presenting, and will share fiscal literacy at annual conference. RIEA pilot a program tool that will help with early intervention and training for higher education aspirations.<br>Rhode Island has been working on website and it is just about ready to present and should be available to go on line in January. Funded by NEOA!<br>Working on putting together a program in the spring that will bring TRiO personnel together to advocate for educational opportunity.   |   |
| <b>Vermont<br/>Jennifer Jones</b>  | The Vermont State report was e-mailed. Conference was in the State Capital, Montpelier. Donna was in attendance 74 of 85 who signed up attended. Mary Childers was the keynote and discussed her book <u>Welfare Brat</u> . At the next VEOP meeting the discussion will focus on fundraising because VT has 50c3 status. Received 2 Fair Share contributions.<br>Revenue included \$3,600 for registration, \$500 for raffle. Karen Madden, Jennifer presented a workshop on NEOA. All three congressional delegates were in attendance at the conference. |   |
| <b>Old Business</b>                | There is no old business  |   |
| <b>New Business</b>                | Ramon Gonzales stated that many programs in each of the states are being cut. MEFA is working hard to fund these programs and they are very supportive of these programs. Ramon would like to thank Paul Lynskey for his help with the funding of these programs.<br><br><b>-think about:</b><br>Who are our constituents? State, members? Who do we need to please?<br>What are the benchmarks? What are they expecting from NEOA? What is of value to them?   |   |
| <b>Adjourn<br/>12:27</b>           |   | Motion to adjourn:<br>Ramon Gonzales<br>Second: Steve Visco |



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| <p><b>Additional Comments:</b></p> | <p>During Lunch:<br/>         Claiborne Pell Award- Ingrid Lamiere, Charlie Desmond, Dan Fogel.<br/>         Shirley Chisholm Award – Carol Shea Porter, Chris Saunders.<br/>         Merriam Belgrave Award – Pat Hage, Marlene Stewart, Linda Byrd Johnson,<br/>         There is no nomination process, but be prepared to justify how they meet the criteria of their awards.<br/>         Please consider this for our January meeting.</p> <p>Paul Lynskey is interested in knowing how much money other states carry. Other organizations average \$2,000 to \$3,000. Maine \$15,000., Vermont – make and spend about \$7,000.00 per year. Vermont is really going to try to do some fundraising. New Hampshire, no reserve, in-put, out-put, small budget. Still working off the Sheraton scholarship. RI about 3,000.00. Connecticut has about \$3,000.00. Mass is very fiscally, frugal.</p> | <p>As you meet with your state representatives, please let Donna know.</p> <p>Tracy suggested looking at alumni as well.</p> |
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