

NEOA Board Meeting 2008-2009

Date: September 30, 2008

Location: Wesleyan University, Middletown, Connecticut

Members Present: Donna Thompson, Karen Madden, Tracy Karasinski, Dani Alder, Steve Visco, Monda Kelley, Kwasi Gyambibi, Linda Rottman, Carolyn Julian, Jennifer Jones, Jennifer Buckley, Channa Srey, Sarah Lynn Sockalexis, Dan Gordon, Karen McGovern, Deb McCann, Ramon Gonzalez, Sarah Morrell, Paul Lynskey, Lillie Squires
Wright, Casey Henderson, Bill DelGaudio

Call to Order by Donna Thompson, President 10:35am

Adjourn: 1:00

Motion Jennifer Buckley to Adjourn, second Tracy Karasinski so moved

Agenda Item	Discussion	Action
	No discussion.	Deb McCann made a motion to approve the agenda as presented Sarah Morrell seconded the motion. So moved.
Role Call Monda Kelley		
Secretary's Report Monda Kelley		Hold on minutes for review and approval at November meeting.
Finance Committee Report Deb McCann	<p>Goal to have half expenses in reserve by August 09. We are not going to put a great deal of pressure on people to donate. Finance Committee decided to keep that as our goal.</p> <p>We are going to get a debit card. Fiscal Policy and Check and Credit Card Policy will be updated.</p> <p>Goal: to have on-line payment for the conference with a credit card with an increase in the cost of the conference to cover the cost of the credit card use.</p> <p>Tim Shriver scholarship: Vermont/Mass/Maine have decided where to distribute money.</p> <p>Carolyn Julian wanted to know if a reminder went out for programs to pay this year's NEOA membership fees. No reminder did go out. But a reminder will go out.</p> <p>Fiscal Policies:</p> <ul style="list-style-type: none"> - Check policy - Check Card – Steve Visco authorizing services. - Reimbursement requires a receipt. No receipt no reimbursement! - Travel – budget constraints, get travel from a different place or carpooling will be very much appreciated. - Get bill and ask Steve to pay – This is preferred over seeking regular reimbursement. - Make a copy of checks given to Steve Visco. 	<p>Donna will get better copies of Fiscal policies in binders</p> <p>New Hampshire, Connecticut and Rhode Island need to get scholarship information to Deb McCann as soon as possible. (October 31)</p> <p>States need to pay NEOA dues if they have not already done so. Steve will invoice people as a reminder to pay state dues. Jennifer will send letter out about member dues.</p> <p>At this meeting only - Executive decision to suspend policy in</p>

	<p>- Committee Chair is responsible for fiscal issues, not everyone on the committee the billing should come through Committee Chair.</p> <p>Sarah Morrell explained that when time comes for a state initiative grant there is a specific fiscal policy in place. Policy seminar – same; there is also a specific fiscal policy in place for the policy seminar.</p> <p>Karen Madden would like to have the Fiscal Committee look at the forms for the Policy Seminar.</p> <p>Jennifer Buckley – Who can vote. There are 11 people can vote.</p> <p>Dani Alder- NH is the only state that does not have tax exempt status. That might change budget for the conference. Has the registration fee been set? Monda Kelley mentioned GEAR UP Joining NEOA and that may impact registration. Hotel cost may be higher: Speaker fees COE standard as it has been. General Expenses:</p> <p>In the past we had done some creative things with the budget, and we are trying to make costs more realistic. Policy seminar – \$3,000. Is allocated per state – Changed policy in new fiscal policy. \$1,000.00 for each team leader /coordinator, and 1,000 per alum with two alums planned for. Linda is wondering if you may bring two alumni since the policy has changed.</p> <p>Paul Lynskey – MEFA has been picking up costs for newsletters and brochures, but it is something that should be taken into consideration. Diane McCann- anything that is in-kind should be reflected in the budget, and a line item should be kept, and it should be in the budget with a zero. Dan Gordon- with the economy in crisis, we need to examine what we have taken advantage of; those recourses may not be as available. Board meetings- we need to streamline, what we spend on hotel, we may save on food. We really need to know in advance who is going to stay and who is not going to stay the night.</p> <p>Travel reimbursement for the board has been increased slightly and we have been encouraged to carpool.</p> <p>National TRiO day – last year, TERi was the underwriter for the food and other concessions and that will not be the case this year.</p>	<p>order to allow member voting.</p> <p>Examine budget in the next meeting and make changes as we reevaluate.</p> <p>Table registration fee for conference and examine it at the November meeting.</p> <p>Motion to approve as it stands: Dan Gordon</p> <p>Karen Madden – second</p> <p>Motion carries</p>
<p>Treasurer’s Report Steve Visio</p>	<p>Budget vs. Actual: Steve met with Mary Jo Madden, and he got set up for QuickBooks. Steve is getting up to date. The budget is in good shape. We are fiscally prudent:</p>	<p>Motions Tracey, second, Sarah, so coved</p>

	Dan Gordon: will the financial crisis be affecting what we have our reserves? All of our reserves are in CD's so we are not invested.	
President's Report Donna Thompson	<p>Sarah, Tracy and Karen have been a great help. Sarah will be on finance committee, and Linda will also be on the board.</p> <p>By-laws committee, international access committee.</p> <p>Update: Higher Education Opportunity Act that was just reauthorized. New England needs to be commended for the impact that we have had for these issues. We did not have to yield to UB Absolute Priority. With reauthorization DOE cannot require us to provide information without asking permission from Institution's president and review board.</p> <p>In new HEOA, more than one campus can apply for an SSS grant and prior experience pointes are protected. There will be an increase for SSS programs.</p> <p>Grants are five year grants for everyone and the department is about to embark on a rule making process.</p> <p>Appropriations are not looking great but we will push for more.</p> <p>TS and EOC are required to increase additional rigor in their programs math and science programs. More information about that will be forthcoming.</p> <p>The list for further monitoring has been changed and will not be disseminated. DOE is looking at large programs that have many programs are programs that may be monitored.</p> <p>Evaluation – Monitoring? - A site visit? DOE will examine all of the programs on a campus. DOE is talking about outsource monitoring where they would look at program paper work. DOE hired an outside consultant.</p> <p>Operating deficit. Significant decline in enrollment.</p> <p>Carolyn Julian asked if we need to adopt an attitude of wait and see. Donna Thompson replied that we need to be ready to act. Carolyn Julian was looking for information as to when this was going to happen. Donna Thompson said that it may take more time to hear from the DOE about Talent Search; it makes more than a year.</p> <p>E -profiles are something that the Council has been working on. Pre-college and those who are enrolled to have an alumni database. Start to develop a relationship with students as early on as 9th grade in order to lure students to college campuses. We need to get on this list-serve.</p>	<p>If your program is concerned that it is being further monitored by DOE then they need to contact Dr. Linda Byrd Johnson.</p> <p>Donna will forward any additional information as requested.</p> <p>Share e-profiles at next board meeting</p>
Past-President's Report Tracy Karasinski	Tracy has been working with Donna and will be working with Karen – scholarship COE – remain on board as past president.	
President-Elect's Report Karen Madden	<p>Concern from COE that there needs to be a unified message. Linda Byrd Johnson is the liaison. Dr. Mitchem sent a letter asking about whether an extension of a year is the most that programs should be asking.</p> <p>Although there are no regulations in place programs should move a head.</p>	

	<p>There should be some Higher Ed Amendments that may go through next summer. Carolyn Julian – is it likely that if they extend SSS for a year, is it likely that they are going to extend TS for a year? Possibly. Everything will fall into place after SSS is established. There has been no budget passed. Deb McCann– it is important to have a good relationship with the department rather than battle is. Are we trying to understand and resolve the 4 year program, Donna Thompson- the entire board likes Linda Bird Johnson; she is concerned with the students.</p> <p>Fair Share: We exceeded COE’s goal for Fair Share. 1.4 million dollars. TRiO Chairs are suggesting that each state have a team of two people working on Fair Share rather than one person. It was beneficial to have separate campaigns. -Institutional memberships -Equality -Staff</p> <p>Linda Rottman explained a program to help increase membership by offering a free lunch for money donated to COE. They called it Donation to COE and had a conversation about what COE does or can do for you. People felt connected. They did increase their membership. All of the money for advocacy at the COE level comes from Fair Share contributions. It’s hard for people who are not involved to understand what Fair Share is all about. Karen Madden would like to see the NEOA board donate 100%. Carolyn Julian asked if COE is looking for more money or are they looking for more members?</p> <p>It is important to be able to share with people in the community that 100% of our board has contributed.</p>	<p>Email Karen Madden with Fair Share coordinators and another person for the team if selected.</p> <p>If you have ideas of how to share about what your does to increase membership, then let Karen Madden know.</p>
<p>Vice-President’s Report Dani Alder</p>	<p>We heard from yesterday. Brainstormed ideas and worked with Nella.</p>	
<p>Development Paul Lynskey</p>	<p>In-kind printing for development brochures through MEEFA.</p>	
<p>Advocacy/ State Initiatives (Legislation and Education)</p> <p>Sarah Morrell</p>	<p>Will be starting a new Sate Initiatives process this year. At least \$3000 for grants to use for state advocacy purposes. Anything along those lines is good. Send proposal to Sarah, you will likely get approved. Go ahead and propose for what you think you need, and talk with Sarah if you need guidance. If there is great interest, we can ask for more funding.</p> <p>Considering offering training for state leaders within states for effective state leaders. What are the benefits and challenges? Dan Gordon asked if training can be a long professional development day. Yes, Sarah offered that it could. Will it be for the state for the region? For states, primarily. Can it be a pre-conference? Yes, it could be. Sarah mentioned that she also works with NEOA board state leaders in preparation for Policy Seminar. Dan Gordon suggested that a training Video could be</p>	<p>Let Sarah Morrell know what needs are in regard to State Leader Training.</p> <p>Give feedback to Sarah Morrell</p>

	made and distributed. Sarah Morrell asked how much legislation and education information do States feel they need, after receiving info from the Council and the regional President. Is there a gap that Sarah can help fill?	
Professional Development	Professional development: We may be able to get by with some of the people who volunteered for this program.	
Membership Jennifer Buckley	At 20 right now. Membership can be done on-line. You would receive an invoice, and then the check will be submitted. We want to barriers for registration. 6 members signed up today so membership drive is underway!	Jennifer will get information out about membership.
NEOA Achiever Alumni Report Lillie Squires-Wright	Lillie is going to be contacting Reggie Jean. COE is working on a five-year plan to get alumni involved.	
Strategic Planning Paul Lynskey	Spent time looking at primary contacts and markets vital to NEOA; Current, new, better documentation about the reasons why people want to become members. Policy Makers, Funding sources that may have something in common with NEOA. Goal – thinking of how we work and what we want to implement as a board. We developed three brochures.	
Technology Casey Henderson	In charge of website. If you have materials or event that are upcoming. Word, text or PDF and Casey can copy and paste. Casey will have things up within 24 hours.	Casey will update calendar and board list. Please email Casey information that needs to be updated and he will do so.
Public Relations Paul Lynskey	Newsworthy newsletter, Sarah helped, Jennifer helped. This year, we are going to work on implementation and becoming more task force orientated. Program highlights are needed. Looking at Mid-to-late October publication to get out before Halloween.	Programs need to write a brief high light of 100 words about programs and success. Please email this to Jennifer Jones.
TRiO Day Nominations and Elections:	Dates have been changed to accommodate Hotel. There will always be an issue with school vacation times. But big problem with this year in that published dates conflict with most states schools in session. Contact Dave M. about contract. Secretary position will be open. President elect will be open: Vice President position will be open	Let Tracy know if you have any suggestions or nominations that you would like to forward to NEOA
Leadership Institute Disability Concerns Dani Alder	Is underway first meeting is November 5-8 There is a lot going around with technology. Dani is working with conference committee in regard to accessibility.	Ask Sigh Searles to provide a list of people enrolled in the Leadership Institute and the dates of the institute.
Connecticut Jennifer Buckley	Membership - trying to revive that to let people know why membership is important. Trying to reach out to other programs that provide college access to bring them into the program. Trying to structure meetings so that they encompass more professional development activities. And to try to get people who may not be about to commit the time at one level, but may be able to contribute on a different level, They would also like to replicate the policy seminar	
Maine	Membership drive. No TRiO Committee yet.	
Massachusetts	Membership is an issue	

New Hampshire Dan Gordon	Having conference on October 17 th at UNH. Scholarships, NEOA conference. NH has very few members and they are calling on the same people to contribute. They are trying to figure out ways to ask new members to contribute by volunteering time as a resource. Dani- in addition it is not just state membership, it is also NEOA Board membership.	
Rhode Island Bill DelGaudio	EOP Summit to bring organizations together to help the organization grow. They have been having some difficulty getting people not only to attend meetings but to pay membership. Discussion around creating a needs assessment to see what people need in relation to pre-college and college planning.	
Vermont	Vermont report was disseminated.	
Old Business	No old business	
New Business	ACG and SMART grant information was discussed and disseminated. There was discussion about educating students to be familiar with their award letters and their college financial aid offices.	
Adjourn		1:00 Motion to adjourn: Jennifer Buckley Second – Tracy Karasinski So moved.
Additional Comments:		Send out reporting form