

**NEOA Board Meeting**

**Date: November 16 executive committee, 17 Committee Chairs, 18 State Presidents, 19 State Liaisons, (all at 11am)**

**Location: by phone conference and groups**

**Members Present:** Alvin Riley; Angel Goss; Bill Delgaudio; Casey Henderson; Dan Gordon; Dani Adler; Donna Thompson; Gaelyn Hastings; Jennifer Buckley; Karen Madden; Kristin Sweeney Moore; Laurie Davis; Lillie Wright; Maribel Sanchez; Matt Buchanan; Monda Kelley; Monica Sargent; Paul Lynskey; Ramon Gonzalez; Reggie Jean; Sarah Morrell; Sarah Sockalexis; Sigh Searles; Steve Visco; Ted Ogaldez; Terry Callahan; Tony Blueter; Tracy Karasinski; Williams, C R

**Agenda:**

**CALL 605 477 2100 code: 567480#**

Roll call, review and approve minutes

Review budget, financial report

Briefly discuss committee/state reports

TRIO Day/Conference updates

Discuss January meeting/strategic planning

Discuss comments from state meetings, particularly membership

*p. 4 Holiday Inn by the Bay*

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action</b>
	<b>January: Finance Committee Policy for lost checks?</b>	
<b>Call to Order</b>	Meeting called to order at 11:00 by Karen Madden on each day below.	
<b>Role Call</b>	Nov. 16: Karen Madden, Reggie Jean, Donna Thompson, Kristin Sweeney Moore, Steve Visco, Terry Callahan, Tracy Karasinski Nov. 17: Karen Madden, Angel Goss, Ramon Gonzalez, Monica Sargent, Paul Lynskey, Tony Blueter, Terry Callahan Nov. 18: Karen Madden, Jennifer Buckley, Gaelyn Sibbald, Laurie Davis, Dan Gordon, Casey Henderson, Lillie Squires Wright Nov. 19: Karen Madden, Sarah Morrell, Sarah Sockalexis, Alvin Reilly, Dani Adler, Monda Kelley	
<b>Secretary's Report</b>	Minutes from Sept. 18, 2009, meeting sent out to all NEOA board members for review.  Approval of Minutes of Sept. 18, 2009, delayed until January Board Meeting. Terry requested that all Board	Minutes from Sept. 18 and Oct phone meetings will need Board approval in January.

	<i>members send any corrections to Terry in advance of January meeting. Terry will send out a reminder in mid-Dec. prior to the meeting.</i>	<i>Board members asked to send corrections to Terry in advance of the Jan meeting</i>
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<p><b>Finance Committee Report</b></p>	<p>(See written report Nov.) Added comments from Tracy today:  Tracy has been working with Steve to set up process and procedures with the new accounting firm. Tracy and Steve now have access to online banking.  \$63,616 in CD's currently.  Tracy says reconciliation has gone smoothly so far. Tracy asked if others think NEOA needs a policy on lost checks. Not at this time but Tracy will bring up at the January meeting for further discussion.</p>	
<p><b>Treasurer's Report</b></p>	<p>(See written report Nov.) and today's comments from Steve:  Steve adjusted the budget for TRiO Day as follows:  Change from \$45 to \$75 for college registration  Decreased underwriting line to \$275.  New amount for Speaker is \$1000. This was originally budgeted at \$200 but Rick felt it was important to have a good speaker.</p> <p>Other line item comments:  COE travel to state meetings for officer travel was highlighted.  Paid Dues for COE which usually happens in the fall.  Income ~ four out of six states have paid dues, CT and RI still need to pay.  General Expenses: Online Quick Books expenses, Bonding for officers was a bit more than budgeted.</p> <p>Steve and Tracy have been working with new accountant to get systems set up for NEOA.</p> <p><b>Know How to Go Grant:</b> All set up and ready to write checks but we do not have a process set up for disbursement yet. Steve needs a form set up specifically for this grant before he proceeds with any reimbursements. There was a recommendation to keep things clear and separate in terms of this grant since that is required for reporting purposes. Donna agreed to develop a form and get it to Steve.</p>	<p>NEOA Board will vote on the Treasurer's Report in January</p>
<p><b>President's Report</b></p>	<p>(See written Report Nov.) and Karen directed everyone to review the Professional Development Survey results and discussion comments followed:  The Survey produced many comments related to attending COE &amp; State Conferences over NEOA.  Point was made that there is not a big New England turnout for COE conference.  Suggestion that all programs have PD days lead to discussion about why no UB, TS or McNair have been done recently. No one has stepped forward to plan them for UB, TS, McNair and this is why they have not happened in the past two years. UB and TS were combined two years ago when offered in NH and this seemed to work very well.  Suggestion made to bring this to the spring conference round table discussion to see if there is interest for next year. Donna noted that McNair does plan something annually for these programs do come together for PD.</p>	<p>Karen requested that all Board members review Paul's DRAFT Board Report form and email Paul your comments prior to Jan. Board meeting so vote can happen</p> <p>Karen would like to know who is attending Policy Seminar.</p>

	<i>Reggie volunteered to attend the state conference in CT for Karen since she is not able to attend.</i>	<i>Sarah will do a training at the January Board meeting with intent that Board members relay this info to states.</i>
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<p><b>Past-President's Report</b></p>	<p>Donna?  U. of Washington is doing a national campaign due Dec. 15 for students and staff to create short video for promotional messages for TRiO programs. There is a \$500 incentive that will be awarded to the winning video. Shanna from COE sent out a message about this so look for it and spread the word.  Donna is hopeful that NEOA will be well represented.</p>	
<p><b>President-Elect's Report</b></p>	<p>(See written Report Nov.) and Reggie had these comments today:</p> <p><b>Fair Share Update.</b> NEOA is currently in first place. Coe is doing fair share calls with all the NE states. Two free policy seminar registrations are available for VT and ME who met their fair share on the 10 for 10 campaigns. Fair Share 10 for 10 campaigns was extended to Dec. to increase participation. Institutional membership is down and that could be due to level funding or the economy or other things. NEOA will get two free registrations if all states in the region meet the fair share goal.</p> <p><b>For Institutions who have memberships expiring between Jan and June of 2010, they can get a \$500 discount if they renew by January 15, 2010. This information went out to programs in a letter.</b></p> <p>Fair Share coordinators have done a great job of meeting goals.</p> <p><b>Conference 2011:</b> Visits to all sites made fall 09. Reggie has had lots of help from the Maine folks with visits. Sable Oaks feedback requested. Costs. \$129 is a great rate but we must meet 70% on bookings or incur additional costs. Concern that some may use a nearby hotel that is \$99 per night to save money. At that people will choose this option over Sable Oaks.  This could compromise our 70 percent and cost NEOA. Reggie is working with hotel to discuss this concern as he would like to give this hotel a fair chance.</p> <p>Right Now: Holiday Inn by the Bay good option as is Samoset and maybe Sable Oaks, depending on resolution on above.  Cliff House costs are higher for dinner than any other hotel and one room has limited access.</p>	<p>Reggie requested that the <a href="#">NEOA board</a> vote on Hotel for 2011 conference before Thanksgiving or first week of December. "Because it is a contract, I believe that the full board needs to vote."</p>
<p><b>Vice-President's Report</b></p>	<p>(See written Report Nov) and Kristin added this update today: Conference committee has had recent visits to the hotel for continued planning; the hotel has made it clear that they are very willing to negotiate on all costs and they have a strong commitment to staying within the NEOA conference budget.</p> <p>A big savings for the Spring conference will be on Technology needs since the hotel is not charging NEOA for this as others have in the past. Presenters will be encouraged to bring any equipment they need for workshops.</p> <p>Conference committees are set up and on task with keeping the details moving along.</p>	

	<p>Workshop Proposals are starting to come in and there are many efforts underway to generate more proposals through additional contacts and individual follow up.</p> <p>In response to the PD survey, the committee is recruiting presenters to meet the specific areas where there was a high interest expressed for training areas.</p>	
<b>Development</b>	<p>(See written Report Nov) and Monica had questions about affiliate membership for NEOA and suggested this be pursued since the benefit to NEOA would be a bonus.</p> <p>Affiliate membership is a non-voting membership and no cost is associated with this membership. Monica encouraged other states to contact other TRiO professional retirees and invite this group to join as affiliate members. She will work with Ramon and bring discussion forward at the January Board meeting.</p> <p>Discussion on Past President's Dinner: Paul suggested inviting past presidents to do a contribution instead of asking them to pay for their dinner. Monica will follow up on this suggestion.</p> <p>Monica is looking for others who have an interest in joining her on the Development Committee. If you know of anyone in your state who has experience with development, Monica would like their name.</p>	
<b>Legislation and Education</b>		
<b>State Initiatives</b>	Email from Sarah to NEOA membership sent out to all members on availability of State Initiative grants.	
<b>Professional Development</b>	(See Report submitted Nov.) Terry	
<b>Membership</b>	<p>(See Report) and Ramon added that to date, 115 have paid memberships. Reminders continue to go out to those who have not yet renewed.</p> <p>A reminder to all that NEOA alumni can join the Facebook page on NEOA website. All were encouraged to remind program staff that this was a resource and a way to stay connected.</p>	
<b>NEOA Achiever Alumni Report</b>	(See written report Nov.) from Lillie	
<b>Strategic Planning</b>		
<b>Technology</b>	(See written report Nov.) from Casey	
<b>Public Relations</b>	(See report Nov) from Paul:	

	<i>Paul and one other person are meeting about options for staff to get CEU's for attending state and regional conferences. He will have a report in January for the Board.</i>	
<b>TRIO Day</b>	<i>(See written report Nov) from Rick these comments today: Registration form is same as last year. 3-4 funding letters have been sent out \$ 1100 is expected in underwriting for TRiO Day 14 colleges have confirmed for the tours Registration will be ready and live this week Karen handed out brochures at the state conferences Bernie Sanders will be invited</i>	<i>Rick will notify NEOA list serve when TRiO Day registration goes live</i>
<b>Leadership Institute</b>		
<b>State reports - CT, ME, MA, NH, RI, and VT</b>	<i>(See state reports Nov.) &amp; these comments today  Gaelyn: Written Report and First Board meeting last week covered Policy Seminar, Board Development, PD Day in MA is open to all members. Date/location: Dec. 10, Worcester State  Laurie: Maine (See written report) Good conference this fall  Dan: Great State conference at Plymouth State. Good workshop, good food.  Jen, sorry for late report. Conference is scheduled for Dec 4 at Wesleyan. Speaker is from State legislature and will address how to increase visibility of TRiO at state level. Preparing for TRiO Day as well. Discussion about membership in CT, concern that cost comes up at beginning of year instead of end of year. People making tough decisions about what they can afford with economic issues and tight budgets.  Karen reported that the VT conference was also successful with 100 registered and all delegate offices represented.</i>	
<b>Old Business</b>		
<b>New Business</b>		
<b>Adjourn</b>	<i>All meetings adjourned around noon each day</i>	
<b>Additional Comments:</b>	<i>Next Agenda: Strategic Planning, Policy Seminar, NEOA Awards ... please think of nominations. Karen will get out the email about awards.</i>	

	<p><i>Discussion on Fair Share: Dan said NH paid early last year but it is now not considered to be meeting their fair share for this year. Karen said she would raise this concern with Angelica. Please contact Karen or Reggie if you have any questions.</i></p>	
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