

NEOA Board of Directors Meeting
September 18, 2009
Rockcraft Retreat Center
Sebago, Maine

Called to Order: 10:30

Adjourned: 1:00

Present: Karen Madden; Alvin Riley; Angele Goss; Casey Henderson; Dani Adler; Donna Thompson; Gaelyn Hastings; Jennifer Buckley; Kristin Sweeney Moore; Laurie Davis; Lillie Wright; Maribel Sanchez; Monda Kelley; Monica Sargent; Paul Lynskey; Ramon Gonzalez; Reggie Jean; Sarah Morrell; Steve Visco; Terry Callahan; Tracy Karasinski.

Rick Williams and Tony Blueter provided a Trio day update by phone

AGENDA ITEM	DISCUSSION	ACTION
<p>Call to Order</p> <p>Roll call:</p>	<p>Call to order 10:30 a.m. — by Karen Madden, September 18, 2009</p> <p>Approval of the agenda: See above for those in attendance:</p>	<p>Agenda Approved</p>
<p>Secretary's Report Monda Kelley</p>	<ul style="list-style-type: none"> • Corrections were made to minutes from June based on comments. • Clarification on discussion is that the Leadership Institute will run every other year and there is board agreement on this but no vote was necessary. • pg 8: correct spelling for Lillie 	<ul style="list-style-type: none"> • Motion was made to accept minutes from June meeting made by Ramon Gonzalez • Seconded by Angele Goss. Motion passed unanimously by Board with corrections to left.
<p>Finance Committee Report Tracy Karasinski</p>	<ul style="list-style-type: none"> • Tracey stated that “We are in good standing as an Organization”. This is the message that can go out to the membership through state presidents and liaisons. • This group came up with proposed budget for board approval for 2009-2010. • Reserves equal \$63,000. Finance is committed to developing a budget that will avoid dipping into the reserve this year. • Annual Conference estimate of 200 attending in 2010 is an intentionally conservative estimate. Underwriting of \$2500 will be from MEFA. Paul said MEFA will contribute \$2,500 as he did last year to the 09-10 budget. • Karen Madden walked the board through the proposed budget categories and provided rational for proposed allocations. <ul style="list-style-type: none"> – Member Dues: Each State is asked to pay \$300 and notices have gone out. – Leadership Institute is 0 since it will be offered next year. – Expected Costs: <ul style="list-style-type: none"> – Conference Budget, \$43,800 – COE Costs, \$36,700 – General Expenses, \$19,375 	<ul style="list-style-type: none"> • Motion was made to accept the budget for 09-10 by Gaelyn • Seconded by Sarah. Motion passed unanimously. • Motion made by Sarah to set up a separate new checking account to administer the new Lumina Foundation Grant. • Seconded by Donna. Motion passed unanimously. • After discussion, Karen called for a motion to accept budget as presented. <ul style="list-style-type: none"> – Motion: Gaelyn – Second: Sarah

	<ul style="list-style-type: none"> - National TRiO Day: \$11,775 - It was also mentioned that Connecticut was awarded a Lumina Grant and NEOA will be fiscal agent. NEOA gets a percentage of these grant funds for this role. • Lumina Foundation grant: NEOA will be working with Accountant to set up a separate account to administer these funds. Board must approve the required establishment of a separate new checking account <ul style="list-style-type: none"> - Sarah presented a motion to set up a separate new checking account to administer the new Lumina Foundation Grant. - Approved by board. - Karen and Steve are the two people authorized to sign check for the NEOA board. • NEOA value to membership message needs to go out to the states. It is very important to communicate that NEOA is doing well. Our previous year's budget was not sustainable. This year's budget is sustainable. NEOA board is committed to being the "good shepherd" of all the funds. • Gaelyn offered to look into having state association cover mileage to board meetings for those attending from Mass. 	
<p>Treasurer's Report Steve Visco</p>	<ul style="list-style-type: none"> • Steve handed out last years budget for discussion and wrap up. • Came in at Budget for the Conference • Trio Day Income very profitable due to expenses being way down. Hotel costs were low so that made for the savings. • Leadership Institute amount reflected in a different year's budget. Sigh did a great job of staying within budget. • Conference Expenses: Hotel costs issues last year, printing costs were for annual report and conference brochure only. Not planning on printing the annual report this year due to costs. Speaker expenses were donated back to the conference and that is why that item is higher. It was actually under budget. • COE expenses officer travel covers regional and national travel was under budget last year and Policy Seminar went over. • General Expenses: Board meetings were under budget due to keeping food costs down and meeting at institutions to save funds. • Loss \$40,280 • However NEOA remains a healthy organization. 	<ul style="list-style-type: none"> • Motion was made by Sarah to accept the treasurer's report. • Second by Daniela. Motion passed unanimously.
<p>President's Report Karen Madden</p>	<ul style="list-style-type: none"> • Karen's Report was emailed out in advance • Karen asked others reporting out to highlight one item only from their reports to keep the group on target with start and end times. 	
<p>Past-President's Report Donna Thompson</p>	<ul style="list-style-type: none"> • Federal Budget Process: Moving along, but increase is minimal according to COE. • COE anticipates huge loss for SSS programs and this may result in loss of programs. • It's expected that Trio programs will get a small increase over all. 	

	<ul style="list-style-type: none"> • “New Program” funds will create opportunities for applying for new \$. • Challenging Times ahead and there will be a request for letter writing and follow up. Message needs to be you can not increase Pell alone you must have the support programs as well. Trio is the answer to the education attainment in US. • We have the support of Linda Byrd Johnson who gets the mission of Trio. • SSS expected date is Nov. 2009, 	
<p>President-Elect’s Report Reggie Jean</p>	<ul style="list-style-type: none"> • Hotels researched for conference consideration 2011: Cliff House, Eastland Park, Holiday Inn, Samoset Resort, Sunday River Resort, and Wyndham Portland. • Reggie wants board input and recommendations for a decision by late October. He handed out the materials on the hotels for the board to review. Cost breakdown provided • Reggie recommends Cliff house, Holiday In by Bay, Marriot Portland, and Samoset, Rockport based on his review of all the details. • Resorts are not conference centers so be cautious about selection is advice from Dani Adler. • They are not set up on all the levels needed for accommodating all needs related to a conference. • Big budget item is the food. Contract should specify that food cost is a maximum not a minimum including all other charges. • Reggie is asking for board support to focus on the 4 hotels listed above. • Reggie’s Question: Do we want a few people to make the decision on the contract or do we do a vote on this by the board. • Karen asked if anyone was uncomfortable with the Executive Board in consultation with Reggie make decision on location and there was a support. • Ann St. Pierre was recommended as a helpful negotiator to be involved with contract negotiation. <p>FAIR SHARE UPDATE:</p> <ul style="list-style-type: none"> • Reggie did a power point update to explain this process to all and clarified the work done by COE and its role in securing funding for TRIO. • He will send this out to board for use within their states. • 10 for 10 Campaign competition ends Sept. 30 and there are goals by state • And here are the numbers CT 13, MA 58, ME 20, NH 8, RI 5, VT 15 • The power pt. will be sent out to board members for use at state conferences • Alvin Phillips at COE is the person to contact with your donations and questions. • Challenge is to do better than second place nationally. Board asked for \$ amount instead of percentages. 	

Vice President's Report	<ul style="list-style-type: none"> • Kristin and Angele are working on pulling details together for the Conference. They have their budget and both are committed to working within that budget this year. • A more thorough report will be sent out in the near future. 	
Development Monica Sargent	<ul style="list-style-type: none"> • See Report for details on progress. • Monica got support from Paul to help with her development efforts. She is looking for more help from other members who may have expertise. 	
Legislation & Education State Initiatives Sarah Morrell	<ul style="list-style-type: none"> • COE Grants are available for funding state initiatives. Sarah said there is a required match. 	
Professional Development Terry Callahan	<ul style="list-style-type: none"> • See Report 	<ul style="list-style-type: none"> • Terry will notify Randi Schroder from SSS at NH and Pam who is coordinating EOC state PD days to let them know the \$1000 max is available for SSS and \$1000 max is available for EOC professional Development days. • Terry will need to get a budget from SSS and EOC and details on their plan to spend these funds.
Membership Ramon Gonzalez	<ul style="list-style-type: none"> • Report sent to board membership. By January Ramon would like all checks from board members. You will not be able to vote at Jan. meeting if dues not in. • This is set up on PayPal and some are finding this easy to use. 	
NEOA Achiever Alumni: Lillie Squires Wright	<ul style="list-style-type: none"> • Written Report? 	
Technology Casey Henderson	<ul style="list-style-type: none"> • 	
Public Relations Paul Lynskey	<ul style="list-style-type: none"> • Paul will be getting in touch about the Newsletter by Oct. Please send him some program information that can be included. 	
TRIO Day Tony Blueter	<ul style="list-style-type: none"> • Toney and Rick called in with the Trio Day report: • Flyers have been handed out to these college St. Michaels, UVM, Champlain, they appreciate the lead time. All are in support of the event; there will be an early bird tour provided at these schools. • Sheraton in Burlington is confirmed location. • Registration is coming out in December. • Transportation is in place with two quotes from Lamoille Bus Company and Premier Bus Company. • Suggestions were made to use school buses for all local transportation or van service from the colleges. • Oct 7 meeting in Plattsburg, NY, Rick to attend consortium of Vt. College meeting to update this group of admission 	

	<p>counselor about the Trio Day event and to get their support and ideas.</p> <ul style="list-style-type: none"> • Steve had questions about costs since estimates were over budget. Proposal to Rick and Tony was spelled out as follows: • Steve stated that we do not have funds for a speaker this year and that the estimate of \$1100 contributed to a run over of the proposed budget for Trio Day. • Steve advised that we approve budget as discussed in finance committee and work with Rick and Toney later to identify other ways to cut costs. • Monda will email Rick suggestions for transportation and entertainment to address cost concerns. • Rick will be contacting the membership to recruit committee support for Trio day. • See Report • This will be offered next year. 	
Leadership Institute: Sigh Searles	See Report	
STATE REPORTS		
Connecticut Jennifer Buckley	<ul style="list-style-type: none"> • For more details, see written Reports that were sent to all board members. • Lumina Grant allowed for several programs to come together and collaborate in addition to new funding for initiatives. • New program funded: UB Math Science at Wesleyan. 	
Maine Laurie Davis	<ul style="list-style-type: none"> • State conference is scheduled for end of September. More details in Report. 	
Massachusetts Gaelyn Sibbald	<ul style="list-style-type: none"> • See Report 	
New Hampshire Dan Gordon	<ul style="list-style-type: none"> • See Report 	
Rhode Island William Delgaudio	<ul style="list-style-type: none"> • 	
Vermont Monda Kelley	<ul style="list-style-type: none"> • See Report 	