

**New England Educational Opportunity Association  
Board of Directors Meeting**

**Hilton Garden Inn Auburn Riverwatch  
(<http://abouthiltongardeninn.com/>)  
Auburn, ME  
September 16 & 17, 2010**

12:00 pm – 1:00 pm	Lunch - Great American Grill (in Inn)
1:00 pm – 2:45 pm	<p><b>Welcome, Introductions - Canal Room</b>  <b>Mike Dennehy and Pati Gregson</b></p> <ul style="list-style-type: none"> <li>• <b>Board Overview</b> Board Responsibilities – Mike Dennehy</li> <li>• By-laws - Mike Dennehy</li> <li>• Fiscal Policies – Tracy Karasinski</li> <li>• Fiduciary Responsibility – Tracy Karasinski</li> <li>• Council for Opportunity in Education – Sarah Morrell</li> <li>• Connection to the Council and States – Sarah Morrell</li> <li>• Sharing is Caring –Pati Gregson</li> <li>• New Green Initiatives – Ted Ogaldez</li> <li>• 2010-2011 Calendar – Pati Gregson</li> <li>• The Board of Directors Meeting – Mike Dennehy</li> <li>• Robert Rules of Order – Mike Dennehy</li> </ul>
2:45 pm - 3:15 pm	<b>BREAK - MOVE INTO ROOMS</b>
3:30 pm - 4:15 pm	2010 - 2015 Strategic Plan Overview – Mike Dennehy - Canal Room
4:15 pm – 6:00 pm	Finance Committee Meeting – Dorothy Lewis Boardroom
4:30 pm – 5:30pm	Technology Committee Meeting – Canal Room
6:00 pm – 7:00 pm	<b>Dinner - Great American Grill</b>
7:15 pm – 9:00 pm	<b>Orientation – Canal Room</b>

**Members Present: Karen Madden; Pati Gregson; Sara Henry; Anne St. Pierre; Julie Kimball; Tammy Gewehr; Kwasi Gyambibi; Maribel Sanchez; Dori Fellman; Laurie Davis; Angela Quitadamo; Gaelyn Hastings; Daniela Adler; Ted Ogaldez; Monda Kelley; Michael Dennehy; Bill Talbot; Ginny Fowles Ward; Ramon Gonzalez; Casey Henderson; Tracy Karasinski; Laura Mielke; Sarah Morrell; Channa Srey; Rick Williams**

Agenda Item	Discussion	Action
<b>Call to Order</b>	9:00am by Karen Madden	Motion made by Sara to accept agenda w/approval of committee members. Tracy seconded. <b>Passed unanimously.</b>
<b>Role Call</b>	See List above	
<b>Secretary's Report</b>	<p>These corrections have been made to the June 10th Board Minutes:</p> <p>Page 2 typo: added an 'n' to Kristin's name in two places and changed Action Item to say Tracy discussed (not Kristin).</p> <p>Page 2 typo: adds was changed to ads. MEFFA was changed to MEFA.</p> <p>Page 6 typo: changed to 19 applicants from 119.</p> <p>Page 6 change wording from reunion in DC to legislative event.</p> <p>Page 6 typo: Orono (not Oreno) and Dory was changed to Dori.</p>	<p>Gaelyn made motion to approve minutes as amended.</p> <p>Monda seconded.</p> <p>5 abstentions (due to September board members not at June meeting)</p> <p><b>Motion passes.</b></p>
<b>Finance Committee Report</b>	<p>Tracy reported on last night's Finance Committee meeting and noted 2 items that require Board action: approval of the 2010-2011 budget and appointment of reps for the CT Know to Go grant.</p> <p>Tracy distributed a copy of the draft 2010-2011 budget developed by Reggie and approved without changes by the finance committee last night. Major income and expense items of budget were reviewed by Tracy:</p>	<p>Motion by Pati to approve budget as presented. Julie seconded.</p> <p><b>Passed unanimously.</b></p>

Income:

Annual conference is the largest generator of funds and is projected to bring in almost \$86,000 in income. Skip Downing has been identified as a potential speaker for the pre-conference in Maine next year. Cost will be \$3,000, with an expectation that the pre-conference will raise \$2,500, net loss of \$500. However, NEOA has received \$7,500 from the Lumina Foundation that will be directed to the conference. Sara Henry provided supporting details.

Tracy noted the fee for online auction “Bidding for Good” (\$1,000) was expensed against last year’s budget (misc funds). Michael said funds should be able to be moved. Julie will follow up with the accountant regarding this issue.

CT Know How to Go grant from the Lumina Foundation is in its 2<sup>nd</sup> year. NEOA receives \$4,600 annually as the fiscal agent. Tracy noted that future boards need to remember that this income is temporary.

Member dues: remains realistic based on average of what’s been happening over the last several years.

Total general income: estimated at \$19,950.

Karen spoke about state dues to NEOA. Julie noted that all states paid their dues prior to the end of the 2009-2010 fiscal year, but the report was printed prior to the check being recorded in QuickBooks.

TRIO Day- anticipated generating: \$29,000, which is a realistic goal.

Leadership Institute - 15 participants: \$15,000. \$11,000 has been received to date.

Policy Seminar: \$18,000 (\$3,000 to each state to send alums and employees)

Karen sent around a Thank You note from Council for supporting COE Educational Opportunity dinner.

Expenses:

	<p>Board meetings: \$11,000 budgeted (lodging, food, meeting spaces for 5 meetings/year).  Board insurance More webinars for employees over the year.  PayPal fees are hard to project. Fees will go up. \$700-800 in fees last year.  President’s account may see some changes as activities unfold. COE, newcomers active, past-president dinner.  Board travel: \$4,000 reflects costs of members travel to and from meetings.  Discussion: Channa spoke regarding NEOA and NEOA Achiever expenses. NEOA Achiever expenses line is still on the books but is rarely used. It would be if family members came to the conference.</p> <p>National TRIO Day- Food: budgeted \$8,000/2 day event, Hotel: projected at \$6,000, Transportation: budgeted low at \$6,000  Total projection: \$20,525. It’s intended to be revenue neutral.</p> <p>Finance Committee approved last night with no changes to original proposal, but to watch certain areas.</p> <p>CT Know How 2 Go grant:  Donna Thompson and Glenn Cassis (African-American Affairs Commission) are willing to continue as NEOA’s appointees to continue leading the CTKH2Go grant selection committee. . Michael asked for further information about CTKH2Go initiative. Tracy: NEOA is the fiscal agent for CT Know How 2 Go 3-year grant (\$140,000 total). CT awards sub-grants each year on average, \$5,000. . Up to 20% is allowed for indirect costs. NEOA receives 12% and the CT state association receives 8%. Committee members are not able to apply for grants, so there is no conflict of interest.</p> <p>Tracy noted that Reggie has asked everyone to begin using Google Docs. All Finance Committee documents are available on Google Docs. To log onto Google Docs: Casey will send out process for logging onto Google Docs for NEOA. Should be linked to your email address.</p>	<p>Laurie motioned to approve Glen Cassis and Donna Thompson as representatives on the CT Know How to Go grant. Gaelyn seconded.  <b>Passed unanimously.</b></p>
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<b>Treasurer's Report</b>	<p>Julie Kimball stated that Leadership Institute's money (\$4,000) for registration fees for this year was submitted during summer so shows in last year's budget.</p> <p>Bank interest may appear inflated because it includes interest from CDs. The money may be moved somewhere else.</p> <p>Karen made a point to say we ended the year being able to bring our reserve up to \$75,000. Thanks to everyone for being fiscally conscious. Last year's board approved investing in another CD to meet strategic goal of ½ of annual operating expenses in reserve. Thanks to everyone on the board last year.</p>	<p>Motion made by Sarah M. to accept the Treasurers report. Laurie seconded. <b>Passed unanimously.</b></p>
<b>President's Report</b>	<p>Sarah Morrell reported in Reggie's absence.</p> <p>Questions about Reggie's report: Karen spoke about not being able to use grant money for October 13 (tentative date) for conference (in MA) workshops for ETS and EOC (refer to Reggie's report).</p> <p>Tracy inquired about defunded SSS programs in New England and whether we had information on this. Karen said no. The information will be out in January 2011.</p> <p>SSS competition: Notifications of awarded grants were released one at a time which caused widespread panic. Linda Byrd Johnson was contacted. RI College was not funded. Sarah commented that people suffered unnecessary anguish. Laurie received a list of funded programs for Maine. 4 new NE funded programs (Karen has the names of the four). Some programs have not been notified yet. COE assigned a person to each program that was de-funded.</p>	
<b>Past-President's Report</b>	<p>Karen Madden says we are a bit behind on Reggie's report.</p> <p>COE did a wonderful job on the conference. 1,550 people responded, comments were positive.</p>	
<b>Vice-President's Report</b>	<p>Conference Report: Co-chairs Sara Henry and Anne St. Pierre reported.</p> <p>Lots of emails from Reggie, he is great to work with.</p> <p>Key questions to ask board: Thoughts on what are we going to get rid of since the conference is one day shorter? Talked about not having a president's reception.</p> <p>The banquet and TRIO achievers on the second day? This does not make sense to us.</p>	

	<p>We are proposing to:          Condensing some of the receptions together to save money and time.          Need to prioritize receptions, time and money.          Karen said that instead of a presidents reception we had a workshop and this worked better. Dani said in the past we had both.          Questions:          Ramon asked if cost will be less since it will be one day shorter.          Dani asked, who decides this?          Mike said board already decided that. If the conference costs less, that's great.          Conference committee has their budget to work with.          Sara said that so far the conference is not less because of increased line items.          Karen said the main cost is for food and hotel.          Tracy asked if we have a theme yet. Sara: Not yet, there has been initial resistance to a theme but Reggie wants one. So we will have a theme. The proposed theme is:          Rediscovering Opportunity          No further discussion</p>	
	Karen said we were 15 minutes ahead of schedule-	Gaelyn moved to recess Tracy seconded <b>Passed unanimously.</b>
	Karen called session back to order to start with Committee reports	
<b>Access Concerns</b>	Dani asked everyone to be really sensitive to people with hearing or other disabilities. Be sure to speak up and speak clearly and be sensitive to new board members and also saying people's names clearly. Laurie asked if we could have name cards. Tammy volunteered to make them.	
<b>Achiever</b>	Rick discussed the need to meet briefly about Achievers and future direction. We have many outstanding achievers. He would like to see more representation. Start thinking NOW!	
<b>Alumni</b>	Monda started a GU/Alumni Facebook account. They are encouraging VT students' past/present to get on the website to receive information. She needs more education on what can be put on the page legally. Ramon mentioned he needs to get with Casey to get more information about the procedures.	

	<p>Monda would be happy to set up an Alumni page for other states. It's pretty easy to do. The idea is to have all programs feed into the NEOA site. Angela mentioned that COE wants GU/TRIO to be separate. Ramon talked about organizing the site to separate out the programs.</p> <p>Sarah explained it would be necessary to know their programs for further advocacy in selecting alumni.</p>	
<b>Archives</b>	<p>No one appointed to this position.</p> <p>Dani spoke of CFAR moving and having a few boxes of NEOA "stuff". Karen has 2 boxes of "stuff" she is turning over to Reggie. Sara has boxes from Jerry. Laurie says there are boxes out there. Sarah spoke of finding space for records and memorabilia. Possibly JFK Library, UMaine. We have yet to make further steps to preserving the records. Mike suggested paying a fee for archival stuff. May be worth exploring this. Mike would be willing to help explore this. Sarah suggested someone who is in archival sciences to take this on as a project.</p> <p>Sarah Morrell is interested in helping with archives.</p>	
<b>Development</b>	<p>Channa \$8,000 new money coming in. \$7,500 from Lumina Foundation, \$500 from green initiative. Reggie &amp; Channa are working on benefits for people giving money. Channa seeking to put together a team from each state. He promises to make it a fun experience.</p>	
<b>Legislation and Education</b>	<p>See State Initiatives</p>	
<b>Membership</b>	<p>Ramon said 23 members have not paid to date. You are not a current member until Ramon has your membership dues in his possession. Check in the mail does not count. Rick asked if a reminder was sent out. Ramon replied yes, middle of summer. Rick suggested sending invoices. The program sees members as paid unless the year has expired. This is the current issue Ramon is experiencing. Sarah suggested director database. Dani mentioned SSS Professional Development Day registration is a mess due to lack of knowing participants knowing if they are members. She suggested putting a message on the webpage about paying member dues. People can bring checks.</p>	
<b>Professional Development</b>	<p>Ginny does not have a written report. Much of what has been said, the 13<sup>th</sup> of October, the agenda, is being worked on. Reggie has hope for webinar stuff but does not know how that will come about. Look forward to learning.</p>	

	<p>Karen thinks VSAC is helpful to people and suggests that happen again. Monda wants to know if the EOC forum needs to be paid prior to people participating in that forum. Ramon believes so because it is a paid event and is for membership. Rick would like to see a UB professional development day for pre-college. He would like to see the board get behind “us” on this. Dani wants to know how this would play out; being that the budget has been set and based on the previous SSS professional development day. Tracy stated that projections have been based on previous SSS Professional Development day. If we charge non-members it would increase money in the budget. Mike mentioned that coordination needs to occur between Randy and Ginny regarding the dollar amount for spending. Ginny informed everyone that Reggie has proposed a budget, but doesn’t know if this was submitted since SSS PD day was already in the works. Dani asked if she should talk to Randy about filling out the budget proposal if it has not already been done. Ginny suggested communication necessary with Reggie to see if this has already happened.</p>	
<b>Public Relations</b>	No one appointed	
<b>State Initiatives</b>	<p>Sarah will email COE state initiatives out so everyone has it. Please distribute widely. It will be on the website in the next couple of weeks. Would like first call for NEOA proposals in December. Sarah would like to be involved with this process and provide information. Karen mentioned 750 state initiative line. Would that be what people write proposals for? It will be on the form however Sarah will have to talk to Reggie.</p>	
<b>Strategic Planning</b>	<p>Mike &amp; committee conducted the strategic planning meeting during board orientation. Will be conducting meetings w/full board at November and January meeting to operationalize strategic plan that was approved by the 2009-2010 board of directors.</p>	
<b>Technology</b>	<p>Technology Committee met yesterday. A list of concerns was discussed but specific changes were not made due to Reggie’s absence.</p>	
<b>TRIO Day</b>	<p>Bill said Reggie was helpful in trying to get a theme. There was a questionnaire to see if it was going to be 2 or 3 days. It will be 2. Working on Save the Date mailers. Karaoke this year will be a bit different. Not sure if it will be possible to do Scholars Bowl. College tours can only happen in CT/MA if the location is within 40 minutes to an hour away. Hopefully I will have lots more to say for next</p>	



	meeting.	
<b>State reports:</b>		
<b>Connecticut</b>	Not present. Kwasi did send out a report. Karen suggested reading through it and contact Kwasi with questions.	
<b>Maine</b>	No formal report. Laurie said ME will have a virtual business meeting over fall. Summer was quiet.	
<b>Massachusetts</b>	Angela also said summer was pretty quiet. They are working on the conference. Gaelyn sent out a report.	
<b>New Hampshire</b>	No formal report. NH continues to be in transition. Alan and Len will be retiring this year. SIP offered at UNH and Len has not decided which one he will take (January or June). Alan will be retired by July 1. We are a small state and feeling the impact of the transition. Randy sent out a Save the Date mailer for SSS PD Day. It will be at UNH. Laura mentioned that the state conference will be at Keen State on October 22 <sup>nd</sup> . It is being organized by Alan. Matt will have a computer workshop. Karen mentioned that VT has also been impacted by 2 long time TRIO people retiring in the recent past. It seems to be affecting the whole region. Dani mentioned the lost SSS program in Manchester due to late submittal of the grant proposal. Sarah suggests we continue to bring up such matters at this meeting so we can be aware and offer support.	
<b>Rhode Island</b>	No formal report. Karen stated that there are no officers elected for the state. 100% of RI is committed to working on TRIO Day happening February 2011. RI College was one of the programs that were not refunded. They are working with COE on this right now. Bill and Tracy will continue to carry information back to the state of RI.	
<b>Vermont</b>	Ted said VT was working on many things and mentioned the loss of some veteran people. Charlie is gone. October 14 <sup>th</sup> is the state conference. Rick has been updating the website. Can read up on what we are doing. PD opportunity will be done through the conference. Each year we try to work w/our legislature/congressmen. We try to keep them informed with what is going on in TRIO. Karen does this and we are grateful for this. Reggie has been searching for money in VT.	
<b>Old Business</b>		

<b>New Business</b>		
<b>Adjourn</b>	Karen asked if old/new business needed to be brought up.	Laurie moved to adjourn meeting. Tracy seconded <b>Passed unanimously.</b>