

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

**Tuesday, April 9, 2013**

**The Crowne Plaza Hotel  
Warwick, RI**

<b>Tuesday, April 9<sup>th</sup></b>	<i>Casual attire is suggested for today's events.</i>
<b>2:00 pm</b>	<b>Arrive – The Crowne Plaza – Bristol A</b>
2:00 – 2:15 pm	<b>Welcome – Evette Layne</b>
2:15 – 3:00 pm	<b>Meetings:</b> <ul style="list-style-type: none"> <li>• Bylaws Committee Meeting – <b>Sarah Morrell</b> Committee Members</li> </ul>
2:15 – 3:00 pm	<ul style="list-style-type: none"> <li>• Technology Committee Meeting – <b>Casey Henderson</b> For Chairs of Newsletter, Public Relations, Membership, Alumni, Secretary and Committee Members</li> </ul>
3:00 – 3:30 pm	<ul style="list-style-type: none"> <li>• <b>Finance</b> Committee Meeting – <b>Steve Visco</b> For Chairs of TRIO Day, Annual Conference, Professional Development, and Committee Members</li> </ul>
3:00 – 3:30 pm	<ul style="list-style-type: none"> <li>• Legislative and Education Meeting &amp; State Initiatives Committee – <b>Sarah Morrell</b> For State Liaisons, State Presidents and Committee Members</li> </ul>
3:30 – 4:00 pm	<b>BREAK - MOVE INTO ROOMS</b>
4:00 – 6:00 pm	<b>NEOA Official Board of Directors Meeting</b>  Roll Call – <b>Joanna Rivera Davis</b>  Call to Order – <b>Evette Layne</b> <b>Action:</b> Approval of Agenda Secretary's Report <b>Action:</b> Acceptance of January 2013 Board Meeting Minutes Treasurer's Report

	<p><b>Action:</b> Acceptance of Treasurer's Report</p> <p>Past President's Report</p> <p>President's Report</p> <p>President-Elect's Report</p> <p>Vice-President's Report/Conference Committee</p> <p><b>State Reports:</b></p> <p>Connecticut</p> <p>Maine</p> <p>Massachusetts</p> <p>New Hampshire</p>
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<p>6:00 pm</p>	<p>Rhode Island</p> <p>Vermont</p> <p><b>Committee Reports:</b></p> <p>Finance Committee</p> <p>Development</p> <p>Strategic Planning</p> <p>Bylaws</p> <p>State Initiatives</p> <p>Legislative &amp; Education</p> <p>TRIO Day</p> <p>Professional Development</p> <p>Technology</p> <p>Newsletter</p> <p>Public Relations</p> <p>Membership</p> <p>Alumni</p> <p>Accessibility Taskforce</p> <p>NEOA Achiever</p> <p>Old Business</p> <p>New Business</p> <ul style="list-style-type: none"> <li>• <b>NEOA Conference Business Meeting</b></li> <li>• <b>June 2013 Board Meeting</b> June 13th – 14th; Ogunquit, Maine</li> </ul> <p>Adjourn</p>
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6:30 – 8:30 pm	Dinner – The Crowne Plaza – Bristol B Board Members & Core Group of Committee Members
8:30 pm – until	Conference Committee Tasks - The Crowne Plaza Grand Foyer Coat Room

MEMBERS PRESENT:

Jess Berry, Margaret Coan, Erica Coleman, Allison Cox, Carl Dean, Maria Dintino, Claudia Erazo-Conrad, Ramon Gonzalez, Andrew Goodwin, Angele Goss, Shawn Graham, Casey Henderson, Reggie Jean, Jennifer Jones, Monda Kelley, Karen Kiem, Julie Kimball, Evette Layne, Karen Madden, Laura Mielke, Sarah Morrell, Angela Quitadamo Joanna Rivera Davis, Randy Schroeder, Gail Sidney, Rebeccah Sonn, Steve Visco, Charles Youn

ABSENT:

Dani Alder, Charles Desmond, Rick Williams

Agenda Item	Discussion	Action
<b>Roll Call</b>	See list above for NEOA board members	Quorum established
<b>Call to Order</b>	Evette Layne - Meeting was called to order by Evette at 4:02 pm	Sarah Morrell motioned to approve the agenda; Shawn Graham seconded <b>Motion carries</b>
<b>Secretary's Report</b>	Joanna Rivera Davis - January 2013 Board Meeting minutes were distributed by email and posted on GoogleDocs for review Changes: <ul style="list-style-type: none"> <li>- pg 10: Development section, second sentence should state "live"</li> <li>- Pg 4: Past President's Report, NEOA correction to association name</li> <li>- Pg 8: Vice President's Report, 8<sup>th</sup> bullet NEOA correction to association name</li> <li>- Pg14: Newsletter Report, last two lines Rick William should be names instead of Reggie Jean's regarding suggestions</li> <li>- Number the pages in minutes for reading ease</li> </ul>	Margaret Coan motioned to approve January 2013 meeting minutes with corrections; Claudia Erazo-Conrad seconded <b>Motion carries</b>
<b>Treasurer's Report</b>	Allison Cox- <ul style="list-style-type: none"> <li>- Conference registration down from what budgeted</li> <li>- Member dues are coming in</li> <li>- General foundation support that has been promised to come in</li> <li>- TRiO day has some outstanding payments owe \$45000.00</li> <li>- Expense Summary : <ul style="list-style-type: none"> <li>- Income side lower but conference main income source</li> <li>- States should be submitting paperwork for Policy Seminar; thus far Rhode Island has been the only state to submit reimbursement.</li> <li>- Massachusetts PC forms are in good standing, although the accountant fee is higher than anticipated</li> <li>- TRiO Day's expense report summarized the event function with a lower budget and made more than anticipated.</li> </ul> </li> <li>- We have been working with our Accountant to prepare and file 5 years of</li> </ul>	Sarah Morrell motioned to approve the Treasurer's report; Steve Visco seconded <b>Motion carries</b>

	<p>Massachusetts’ PC forms and submit them to the Massachusetts’ Attorney General’s Office. We are still waiting on the NEAEOPP-NEOA name change, but Sarah Morrell will discuss that more in her report.</p> <ul style="list-style-type: none"> <li>- Board Discussion: Evette Layne stated that she would like to thank Allison Cox for all her work and keeping everything on track to make sure we are in compliance, she has been working since September on these concerns.</li> </ul>	
<p><b>Past President’s Report</b></p>	<p>Karen Keim reported on behalf of Reggie Jean –</p> <ul style="list-style-type: none"> <li>- Update on the election Slate: <ul style="list-style-type: none"> <li>- President Elect, a member voiced commitment on 4/8, working on nomination form</li> <li>- Vice- President, no nomination form, CT member is considering</li> <li>- Treasurer, nomination submitted by Allison Cox</li> <li>- Secretary, no nomination, two members are considering</li> <li>- State Liaisons <ul style="list-style-type: none"> <li>- CT – CAEOP is working on nomination</li> <li>- MA – MEOA has an interested candidate, they are working on the form</li> <li>- ME – nomination submitted by Shawn Graham</li> <li>- NH –NHEOA has an interested candidate, they are working on the form</li> <li>- RI – RIEOA has 2 interested candidates, no forms submitted yet</li> <li>- VT – VEOP is currently working on a candidate</li> </ul> </li> </ul> </li> <li>- This is still an open election and nomination forms can be given to Reggie Jean during the conference. Elections will take place at the business meeting. Executive board nominees should be prepared to give a brief intro of themselves and why they are running.</li> <li>- There are two New England Council events coming up in Hartford, Connecticut that members should make an effort to attend. The first is on May 2, 2013 CT Dialogues with the Delegation, Senate form 7:30 am – 10:00 am and the second is on May 30, 2013 CT Dialogues with the Delegation, House at the same time.</li> <li>- Board Discussion: Jennifer Jones stated that Vermont does have a state liaison and will be completing the nomination form.</li> </ul>	
<p><b>President’s Report</b></p>	<p>Evette Layne –</p> <ul style="list-style-type: none"> <li>- Participated in the COE Leadership Summit and Policy Seminar in Washington, D.C.</li> <li>- Assisted the Conference Committee, as necessary, with plans to implement a conference that will be thought provoking and will promote professional growth; attended as many committee meetings and on-site visits as possible. It has been a pleasure to work with the small committee of people and Evette is looking forward to the conference beginning.</li> <li>- Continued to have discussions with Rhode Island colleagues regarding the challenges within their state that prevent them from revitalizing their state association. Encourage and supported Rhode Island colleges to participate in Policy Seminar.</li> <li>- Executed duties relative to: TRiO day, COE Policy Seminar, Annual Conference,</li> </ul>	

and Fiscal Procedures (Accountant Reports)

- Attended the Annual Seminar on Relations with the Department of Education as well as the HEP Meeting in March 2013.
- Worked with Allison Cox, to update the appropriate reporting and filings in Massachusetts. Also worked with Allison Cox and NEOA's accounting firm to comply with fiscal year 2012 (September 1, 2011 to August 31, 2012) reporting requirements.
- COE Board established a relationship with Kaplan, COE has asked that Kaplan be received at all regional conferences, to make presentations and information to professionals. Our region first spoke with Kaplan as a vendor but then was redirected by COE to host Kaplan as a partner of COE instead. We will be welcoming them at the conference and assistance is needed by the State Presidents to provide 10 minutes during your state meetings for a Kaplan representative to speak and answer questions as needed. An announcement will be made to the membership body, presentations will also be done during exhibitor times and all NEOA members can attend and ask questions. Kaplan will also be hosting a lunch for State Presidents on Wednesday, April 10<sup>th</sup> from 11:30 am – 1:00 pm on the 5<sup>th</sup> floor of the hotel in the Belcourt ballroom. Thank you for your corporation with this.
- Board Discussion:  
Claudia Erazo-Conrad confirmed the date, time and location of lunch meeting for Kaplan and State Presidents. Sarah Morrell asked how COE came to establish a relationship with Kaplan. Evette Layne responded Kaplan is trying to provide service to low income communities. Sarah Morrell asked if Kaplan is a corporate sponsor. Evette Layne replied stating she believes they are a sponsor but the ultimate goal is to have services at discounted rates. Rebecca Sonn stated Kaplan wants to get information about their services and accessibility to staff for all students. Karen Madden added that a staff member was approached by Kaplan and they requested a list of students' names and information. The students information was not provided to Kaplan, but Karen Madden wanted to be sure this is not a part of the partnership Kaplan has with COE. Evette Layne agreed that student information should not be given out and those questions should be brought up and answered by the Kaplan representative. Steve Visco asked if COE requested that Kaplan have 10 minutes during our state meetings, because it is a large chunk of time. Evette Layne responded stating COE did ask for the allotted time at State Meetings. Steve Visco added that he does not feel Kaplan's presentation at State Meetings will be received well by the members. Evette stated maybe this is a lesson they need to learn. Carl Dean stated he spoke with Heath Alexander and a Kaplan representative has contact him about the relationship. Some emails were exchanged but the Kaplan representative has not replied back with a response. Angele Goss stated that one of the suggestions was to have them make an announcement and have questions be made after the state meeting or during another session so it does not take over the state meeting. Evette Layne

	<p>thanks Angele for the suggestions and state having a 5 – 10 minute maximum time would be fine. Margaret Coan wanted to know more about their services and stated discounted services was not enough, free sounds better because it Kaplan services needs to be supportive of our student populations. Allison Cox stated she made contact with a Kaplan representative a year ago and wanted to know what they are offering and they sent a book with a listing of their services. Allison Cox feels Kaplan is just trying to sell their products. Carl Dean added that a Kaplan representative called him and they met at UConn, he was very unsure about what they were offering and requested information in writing to them send to membership. That was back in January and the Kaplan representative still has not replied back. Evette Layne stated all state presidents should meet the requirements set forth by COE for Kaplan and encourages board members to address concerns at the presentations.</p> <ul style="list-style-type: none"> <li>- NEOA will be honoring Dr. Arnold Mitchem during the President’s banquet as the last agenda item. Will need to make arrangements for Reggie Jean to pick up the plaque or trophy. Thanked Karen Keim for her assistance.</li> </ul>	
<p><b>President-Elect’s Report</b></p>	<p>Karen Keim – Report on GoogleDocs</p> <ul style="list-style-type: none"> <li>- 78% for FairShare lead in the nation thank you for your contribution. Karen Keim believes our jump start on institutional members has contributed to success. There will be a fundraiser at this conference with the football. Members will need to donate a \$10.00 contribution for raffle prizes every increment of 10 their name will be entered.</li> <li>- Met with Rhode Island members to encourage participation on NEOA board.</li> <li>- Met with Connecticut members about the 2013 NEOA Annual Conference regarding ideas for a location and co-chairs.</li> <li>- Met with TRiO day chair to discuss event and provided encouragement.</li> <li>- Met with Heather Valentine to discuss “pressure points’ for getting congressional members to support TRiO. Heather encourages membership to get involved and utilize the provided bullet/discussion points that will be released to membership soon. Karen Keim will be meeting with her tomorrow to discussion congressional leadership assistance and Karen Keim would also like to address sequestration at multiple levels and put pressure on congressional leaders to let them know we still have time to make changes and impact</li> <li>- Sent congressional members video clips from TRiO day to Bill Owen (NY), Susan Collins (ME), Michael Michaud (ME), and Bernie Saunders (VT).</li> </ul>	
<p><b>Vice-President Report/Conference Committee</b></p>	<p>Claudia Erazo-Conrad and Charles Youn –</p> <ul style="list-style-type: none"> <li>- With conference quickly approaching currently working on meeting all goals of the Annual Conference. As Allison Cox mentioned in her report, conference registration is lower than last year. Currently we have 177 individuals registered for both full and one-day conference days. 142 attendees have paid amassing \$42,420.00. Expected registration total is \$53,795.00 which is \$11205.00 short of the budget amount.</li> <li>- An email has been sent to encourage directors and staff to send an email to TRiO</li> </ul>	

	<p>alumni and encourage them to register and attend alumni reception.</p> <ul style="list-style-type: none"> <li>- The Conference Workshop Committee is coordinate by Mariam Boyajian, is pleased to offer 20 workshops through the 3 concurrent sessions. These workshops will address professional needs of all TRiO and GearUP professionals.</li> <li>- Sigh Searles and the Leadership Institute participants will be hosted to a luncheon at which time Stan Salett and Dr. Arnold Mitchem will address the group and make a presentation.</li> <li>- The conference booklet, under the leadership of Tracy Karasinski, netted \$3,350.00 with \$2600.00 paid in ad placements.</li> <li>- Conference vendor/exhibitor efforts were unsuccessful this year, only securing one vendor for \$202.00. Information will be included in the attendee registration packets. Has a list of vendors to share for next year’s conference.</li> <li>- Strong advocate for social justice and educational opportunity for all, the Honorable O. Rogeriee Thompson will offer the Keynote address.</li> <li>- Tom Mortenson, Senior Scholar at the Pell Institute, selected as the Plenary Speaker, will offer a dynamic session on “Opportunity for Higher Education in a Perfect Storm”.</li> <li>- Applied for NEOA State Initiative grant for \$1000.00 to host college presidents at the conference. Under the leadership of Rhode Island College Present, Nancy Carriuolo, 52 presidents from all New England institutions/agencies hosting a TRiO program were invited. Only a few responded, but they could not attend. President Carriuolo will host a presentation instead.</li> <li>- Board Discussion: Sarah Morrell stated she thinks Bristol Community College President, Dr. John Sbrega will be in attendance and was waiting for a confirmation and seemed excited. Claudia Erazo-Conrad stated she will follow up with him regarding the workshop today.</li> </ul>	
<b>State Reports:</b>		
<b>Connecticut</b>	<p>Carl Dean -</p> <ul style="list-style-type: none"> <li>- Several CAEOP members volunteered for College Goal Sunday, VP Aamna Qureshi served on the CGS committee. Approximately seven members volunteered for the event. The State President volunteered at his high school alma mater. CGS has several sites throughout the state on a designated Sunday in January where high school seniors and their parents can come in and get assistance on filling out financial aid applications. CGS had 1.092 students participate, a 20% increase from previous years.</li> <li>- Currently working on nominations for officers for the 2013 – 2014 year. It appears one current officer is running for a position, the president, vice president, secretary, and state liaison positions are open for new officers. Current executive board members have commitments which will make it difficult to remain on the state board; however they plan to help with new existing committees.</li> <li>- State President attended COE’s Leadership Summit as part of Policy Seminar. State President, State Liaison, and 2 alumni who are also CAEOP TRiO</li> </ul>	

	<p>Achievers attended policy seminar. Policy Seminar was very successful; the CT representatives are very supportive of TRiO. There were two teams for CT. Representative Elizabeth Esty was the only Representative we were able to sit and meet with however the meetings with the Aides were very productive. Most expressed interest in visiting a TRiO program site. We will follow up with the Aides for John Larson and Senator Blumenthal. They both are interested in joining the TRiO Caucus.</p> <ul style="list-style-type: none"> <li>- With the assistance of Kimberly Jones from COE, the state president wrote a letter to Connecticut’s two state senators regarding sequestration. A letter to the editor was also written for the Hartford Courant regarding sequestration.</li> <li>- CAEOP raised \$164.00 through a fundraiser with Garden Catering to submit to COE for FairShare</li> <li>- CAEOP also received continued funding from the Lumina KnowHow2Go grant through the COE for continued technical assistance in Connecticut. CAEOP members Donna Thompson and Glenn Cassis were and continue to be instrumental in this grant and the services provided.</li> <li>-</li> </ul>	
<p><b>Maine</b></p>	<p>Shawn Graham -</p> <ul style="list-style-type: none"> <li>- Highlights posted on GoogleDocs, since last meeting some things that have happened including: TRiO professionals and students attended Maine TRiO Day at Hall of Flags at the State Capitol to meet with elected officials on March 25, 2013, MEEOA information was submitted for NEOA Newsletter, MEEOA executive committee meetings were coordinated, currently in the process of updating the MEEOA website and participated in EduGuide.</li> <li>- The MEEOA strategic plan was completed and allied with NEOA’s plan. MEEOA members were mindful of the key things the state. This plan should serve as a guide for the next 5 years.</li> <li>- Transition Plan and Manual was developed for new incoming professional and provides them information on how to get involved</li> <li>- Fact Book was completed and brought to Policy Seminar, where 3-4 professional attended with 1 alumnus. It was reported they had good meetings with senators and congressman/women. Senator King and Senator Collins were asked for their support and MEEOA is still waiting for answers/responses back.</li> <li>- Established a Public Relations committee with 2 co-chairs to help with producing information and filtering information to COE, development co-chairs, and government relations chair.</li> <li>- Awarded professional development funds for MEEOA members for SSS Best Practices meeting.</li> <li>- Several Committee chair positions have been filled for 2013 – 2014 resulting from Maine Emerging Leaders Institute.</li> <li>- Board Discussion:        Evette Layne asked out of the three MEEOA members who participated in the NEOA Leadership Institute are any of them in office. Shawn Graham replied</li> </ul>	

	some are involved in the state association already, some are looking to assist with the Maine Emerging leaders and 7 are now involved.	
<b>Massachusetts</b>	<p>Angele Goss –</p> <ul style="list-style-type: none"> <li>- Massachusetts state association is at 192 members</li> <li>- There are a few past and upcoming professional development activities including, Professional Development on Brain-Based Student Engagement Strategies presented by the Northeast Educational Assessment &amp; Research Institute at Holyoke Community College on March 22, 2013 and an Emerging Leaders Seminar is running April 26, 2013 – September 30, 2013.</li> <li>- A President Elect candidate will be elected at the MA State Meeting during the NEOA Annual Conference</li> <li>- Had a very successful Policy Seminar. MEOA members and Alumni had face to face meetings with Congressman McGovern and Interim Senator Cowan. There were additional meetings held with legislative aides of Congressmen Markey, Tierney, Lynch, Keating, Capuano, Kennedy, Neal, and Congresswoman Tsongas.</li> </ul>	
<b>New Hampshire</b>	<p>Maria Dintino –</p> <ul style="list-style-type: none"> <li>- All but one NH TRiO program represented at the Higher Education Meetings in Washington, D.C. last month which provided an additional opportunity to connect.</li> <li>- NHEOA completed a major upgrade and revision of the NH State Fact Book and made it available online at <a href="http://www.nheoa.org">www.nheoa.org</a></li> <li>- TRiO Day in NH was great! This program also brought the state association members together in both the preparation and execution of the event. Alumni at TRiO Day received water bottles when they signed up as NH members.</li> <li>- NH Policy Seminar team worked well together and made excellent connections with legislative assistants and directors. They met directly with Senators Shaheen and Ayotte. They made sure the TRiO message was heard. One hope is that NH can arrange for members to visit campuses during the summer months.</li> <li>- In mid-February, Dan Gordon, UNH Upward Bound Alumnus Katelynn Zink and Kimberly Jones met with members of our Congressional delegations and with Senator Patty Murray, Chair of the Senate Budget Committee. Katelynn provided testimony to this committee which was reference by Senator Murray in her opening remarks for the Budget Committee hearings.</li> <li>- Randy Schroeder has been busy attending the NE Council Event in Boston with NH Governor Maggie Hassan on March 28<sup>th</sup>. He also made connections and exchanged communications with her Chief of Staff and several business and education leaders. Kristin Sweeney and Randy Schroeder attended the NE Council event in Windham, NH with Senator Kelly Ayotte on April 4<sup>th</sup>. They made connections and exchanged communications with some of her NH-based staff and area business and education leaders as well as James Brett, President of the NE Council.</li> <li>- Randy Schroeder added to NH report stating: NEOA board and general members</li> </ul>	

	<p>should attend New England Council events in our region. They usually are business formal provide lunch and although you do not receive much face time it is a good opportunity to meet wealthy professional and create networks to build funds and advocacy for our program.</p>	
<b>Vermont</b>	<p>Jennifer Jones –</p> <ul style="list-style-type: none"> <li>- Trish Turner-Gill has been elected VT State Liaison. The President-Elect position is still unfilled. Monda will send out an email to continue recruiting efforts and Jennifer Jones has made some personal phone calls as well and is waiting to hear back. It is a goal to have someone elected by the end of the NEOA Annual Conference.</li> <li>- \$3000.00 was awarded in student scholarships.</li> <li>- Jennifer Jones attended the Leadership Summit at Policy Seminar</li> <li>- Margaret Coan researched grants from both the Morrill Foundation and Vermont Community Foundation to support VEOP, but they were not a match.</li> <li>- VEOP gear will be discussed and voted on at the next VEOP board meeting.</li> <li>- Jennifer Jones, Karen Madden, Rick Williams, Tony Blueter, Rose Reynolds, Kristelyn Atkinson and two program alumni: Amy Broome and Mary Jardine both from LSC UB attended Policy Seminar. Meeting with Aides for Senator Leahy and Representative Welch were held. The group was able to personally meet with Senator Sanders. Senator Leahy and Sanders were asked to support the Harkin Amendment in Senate. Senator Sanders signed on to the TRiO Caucus. All pledge to support TRiO.</li> <li>- On March 21<sup>st</sup> there was an event linked to a three minute story about sequestration and Trio.</li> <li>- The 1<sup>st</sup> Annual TRiO &amp; GearUP Legislative Reception at the Capitol Plaza in Montpelier was held to share information about how TRiO &amp; GearUp Programs fit into Governor Shumlin’s proposals to reduce financial barriers and increase access to higher education for all Vermonters, especially first-generation and low-income students. There were 20 state representatives and senators in attendance. Karen Madden received support from Representative Tim Jerman to propose a bill to provide some kind of financial support for TRiO students in Vermont; what I will be will be worked out soon. Tim Jerman is a former outreach counselor for VSAC and is now serving in our State House.</li> </ul>	
<b>Rhode Island</b>	<p>Gail Sidney –</p> <ul style="list-style-type: none"> <li>- Extended warm welcome to NEOA members to Rhode Island. Also stating, all that you will experience these next few days is a reflection of all the hard work and dedication of the Conference Committee Members under the leadership of Claudia Erazo-Conrad and Charles Youn.</li> <li>- Deferred to Vice-President’s Report earlier.</li> <li>- Claudia Erazo-Conrad added that Gail Sidney did attend Policy Seminar with one UB alumni. Congressional visits with two delegates were coordinated but unfortunately no meetings were held.</li> </ul>	
<b>Committee Reports</b>	<p>Meeting reconvened at 5:06 pm</p>	

<b>Finance Committee</b>	<p>Steve Visco –</p> <ul style="list-style-type: none"> <li>- Does not have a lot to add to Allison Cox’s Treasurer Report, but it is important to talk about the financial concerns address this year and going forward thinking about not only how to fix the issues but also the causes. The finance committee meeting was more about fixing specific NEOA financial concerns and statuses, as well as making sure transitions in the future are done more smoothly to ensure the organization’s financial concerns are resolved or made aware of during board transitions.</li> </ul>	
<b>Development</b>	<p>Rebecca Sonn-</p> <ul style="list-style-type: none"> <li>- Online bidding auction has sold a number of the items and in contact with bidders to collect prizes.</li> <li>- MEFA and ASA are expected to contribute donations to the organization, but we can count on a contribution for the NH Higher Education Foundation. If ASA’s contribution comes in we will meet our goal for this year and keeping fingers cross.</li> <li>- A lot of past donors did not contribute this year that have supported in the past; this is a reflection of time and the economy. This has forced us to think boarder when we are asking, which is a good thing.</li> </ul>	
<b>Strategic Planning</b>	<p>Karen Madden –</p> <ul style="list-style-type: none"> <li>- Report on Strategic Planning is pretty much the same as our last meeting. We did not meet today but hopes to coordinate a time during the June meeting. The next step would be continuing to work in groups and look at goals that applied to each group and determine if goals were met for this year.</li> </ul>	
<b>Combined Report: Bylaws, State Initiatives, Legislation &amp; Education</b>	<p>Sarah Morrell –</p> <ul style="list-style-type: none"> <li>- Would like to highlight a few new things:</li> <li>- State Initiatives grant proposals have been submitted. All have been rewarded and allocated funding. Thanked everyone that implemented activities and submitted proposals in a timely manner. No additional funding will be granted unless that changes from the Finance Committee. Currently in the process of collecting evaluations on how the funds were used.</li> <li>- Policy Seminar, Proud to see all the work being done with both seasonal and new professional. Evette Layne did a great job of summarizing everyone’s experience.</li> <li>- Attended six congressional office visits and it was nice to meet people in Massachusetts.</li> <li>- Enjoyed MEEOA Emerging Leaders presentation and looking forward to the Massachusetts Leaders as well.</li> <li>- The revised Bylaws were distributed to the general membership via email thanks to Joanna Rivera Davis. Most of the changes are not controversial, but some are substantial changes to the Bylaws. Hoping to take a vote on all the changes once Sarah Morrell follows up with Allison Cox on description in the name change portion of the document. Moving forward and making minor changes in June, everyone’s input is valued.</li> <li>- Continuing to do work in each state on thing that affect the budget and would like</li> </ul>	

	<p>to echo Randy Schroeder on what he said about attending New England Council events across the region. It is good that we build connections at these events; the board should think about whom in your state will be willing to attend events and good at making those important connections.</p>	
<b>TRiO Day</b>	<p>Randy Schroeder-</p> <ul style="list-style-type: none"> <li>- Would like to note that Governor Maggie Hassan and others are on the theme of STEM and economic development. Randy Schroeder believes TRiO does both of these things well and we need to be sure to promote what we are doing in our states.</li> <li>- NEOA’s TRiO day is the largest in the country. Program highlights include: The program was fun and engaging for the participants and most proud of the very rich learning experience and thoughtful contributions from the 14 year old participants. Many students commented on how wonderful it was to connect with other students in other programs. ETS did not have as much as an opportunity of student participants to meet each other across programs as much as UB does. In the future we should be sure we are intentional about those interactions because they are valuable for our students to meet others in different programs. All seven TRiO programs in NH had staff deeply involved in the planning and execution of TRiO day. The hosting of the event was unifying collaborative process for NHEOA. Karen Keim and Nella Signorello made significant contributions to the planning and implementation of TRiO day.</li> <li>- Would like to extend additional thanks to Kristin Sweeney, Casey Henderson, Rebeccah Soon, Karen Keim, Laura Mielke, Julie Kimball, Evette Layne, and Angele Goss for your assistance and contribution to TRiO day being a success.</li> <li>- Board Discussion: Karen Keim stated that the short video clips of the students was a wonderful contribution to TRiO day and would like to thank both Steve Visco and Casey Henderson for their work in making that happen. Karen Keim has already received feedback from representatives regarding the powerful impact the videos are to have students share their stories.</li> </ul>	
<b>Professional Development</b>	<p>Evette Layne reported on behalf of Andrew Goodwin –</p> <ul style="list-style-type: none"> <li>- Discussed EOC professional development day in November, reported 703 hours to 104 members. Assisted with logistics and thought it was a great decision to have PD involved in SI seems to have gone smoothly. It is suggested to keep that in place for future years.</li> <li>- Looking forward expected PD proposals forms and deadlines.</li> <li>- Assisted the conference committee with conference evaluation form.</li> </ul>	
<b>Technology</b>	<p>Casey Henderson –</p> <ul style="list-style-type: none"> <li>- Sent report to board by email and also posted on GoogleDocs. Highlights include: Assisting with the preparation of online conference registration, posting materials as needed including a new feature of a video gallery that Karen Keim mentioned earlier to have members be able possibly upload videos.</li> </ul>	
<b>Newsletter</b>	<p>Laura Mielke -</p> <ul style="list-style-type: none"> <li>- Sent an email request out to the board about a week ago regarding the proposed</li> </ul>	

	<p>special edition of the NEOA newsletter highlighting state reports post-Policy Seminar. If you have not touched based with Laura Mielke to be sure your state is included in the special edition.</p> <ul style="list-style-type: none"> <li>- Board Discussion: Sarah Morrell asked if State Initiative grant awardees could be included in the newsletter in addition to Policy Seminar. It was encourage that now and in the future those that receive State Initiative funding submit a report that can be in the newsletter to inform membership on how funds are being used. Laura Mielke will be speaking with Sarah Morrell about that being a requirement for State Initiative grants possibly in the future.</li> </ul>	
<b>Public Relations</b>	<p>Angela Quitadamo-</p> <ul style="list-style-type: none"> <li>- Has just three items for the board including a press release for the 2013 Claiborne Pell Award recipient Stan Salett. Currently keeping up with Twitter account and members making announcements about their conference experience. Please encourage colleagues with Twitter accounts to tweet during the conference. Casey Henderson briefly added that the Twitter feed is now embedded in the NEOA homepage and he will also be updating the page with the conference schedule. Lastly, in reference to the NEOA brochures will be working with Monda Kelley to have them distributed at the upcoming alumni reception.</li> </ul>	
<b>Membership</b>	<p>Evette Layne reported on behalf of Ramon Gonzalez –</p> <ul style="list-style-type: none"> <li>- There are 212 paid members and 42 new members and currently 48 unpaid.</li> <li>- The winner of the registration giveaway was Catherine Brogna from Massasoit Community College in Massachusetts.</li> <li>- Assisted Charles Youn and Gail Sidney with some conference preparation and talked to Casey Henderson about technology and website for membership.</li> </ul>	
<b>Alumni</b>	<p>Monda Kelley -</p> <ul style="list-style-type: none"> <li>- Collected data from Survey created on SurveyMonkey, to establish a starting point with state associations when working with alumni to strengthen alumni relations and information gathering, data creation, and implementation. Received a total of 60 responses on the survey and got interesting feedback. Many programs are doing great work with their alumni and many professional stated that alumni relations would be a great professional development workshop. Monda Kelley hopes to speak with Andrew Goodwin more about this for next year. The survey also showed that people were interested in forming an alumni committee. Monda Kelley hopes to soon post a PowerPoint with additional information about what she has gathered.</li> <li>- Evette Layne thanked Monda Kelley for her work and patience.</li> </ul>	
<b>Accessibility Taskforce</b>	<p>Evette Layne reported on behalf of Dani Adler –</p> <ul style="list-style-type: none"> <li>- Dani Adler has been working diligently with the conference committee to be sure ADA accommodations are made during workshops and throughout the conference.</li> </ul>	
<b>NEOA Achiever Committee Report</b>	<p>Randy Schroeder reported in Rick William’s absence –</p> <ul style="list-style-type: none"> <li>- Rick Williams has been great with reaching out to the community to get readers, although the group was slightly smaller than last year there were five readers total</li> </ul>	

	<p>including: Timothy Donovan, Chancellor of the Vermont State College, Elizabeth Fontaine from MEFA, David Adams from College Board, Mathies Santos from the RI Board of Regents and NASBE Study Group and Dr. Susan Lusi, Superintendent of Providence Schools. In the future it was suggested it would be a good idea to include TRiO professionals as readers because they have a better perspective of what we do.</p> <ul style="list-style-type: none"> <li>- Randy Schroeder will be the MC for introducing the awards at the banquet.</li> <li>- Evette Layne stated to please give Rick Williams our thanks for all his work and also thank you to Randy Schroeder for the report, the Achiever Awards is a very competitive process.</li> </ul>	
<b>Old Business</b>	<ul style="list-style-type: none"> <li>- None</li> </ul>	
<b>New Business</b>	<ul style="list-style-type: none"> <li>- Business Meeting, Evette Layne is preparing a visual report just like last year for the membership and everyone should have submitted bullet points if you have not done so already please do by tonight.</li> <li>- At the June Board Meeting in Maine it will be held June 13<sup>th</sup> and 14<sup>th</sup> and Evette Layne will send an official email and request for RSVP. If you have any items for the agenda please send them with your RSVP response. Please expect contracts, strategic plan, and bylaws to be included.</li> <li>- Board Discussion: Evette Layne asked if there is any other new business to discuss, Steve Visco stated as just a reminder we would like to do a quick NEOA Leadership Institute Alumni gathering to just get everyone together as alumni after the awards banquet this week. Carl Dean asked for clarification on the Kaplan presentations this week. Evette Layne responded there will be two specific times Kaplan will present 1) Wednesday 5:00 pm – 6:00 pm during State Meetings presidents should allow for a 5 – 10 minute presentation 2) Thursday 4:45 pm – 5:45 pm NEOA Business Meeting.</li> </ul>	
<b>For The Good Of The Board</b>	<ul style="list-style-type: none"> <li>- Evette Layne closed the meeting with two inspirational quotes for the board members in preparation for the upcoming conference.</li> </ul>	
<b>Adjourn</b>	Meeting adjourned at 5:46 pm	Shawn Graham motioned to adjourn the meeting; Carl Dean second <b>Meeting Adjourned</b>