

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

**Radisson Hotel Nashua  
Nashua, NH  
January 10<sup>th</sup> and 11<sup>th</sup>, 2013**

<b>Thursday, January 10<sup>th</sup></b>	<i>Casual attire is suggested for today's events.</i>
<b>1:00 pm</b>	<b>Arrive</b> – Radisson Hotel Nashua
1:00 – 1:30 pm	<b>Welcome &amp; Introductions</b> <b>Icebreaker – Evette Layne</b>
1:30 – 3:00 pm	• NEOA's Strategic Plan - Karen Madden
3:00 pm - 3:30 pm	• Update from COE – Heather Valentine
3:30 – 4:00 pm	<b>BREAK - MOVE INTO ROOMS</b>
4:00 – 5:00 pm	<b>Meetings:</b> • Finance Committee Meeting - For Chairs of TRIO Day, Annual Conference, Professional Development, and Committee Members
4:00 – 5:00 pm	• Technology Committee Meeting - For Chairs of Newsletter, Public Relations, Membership, Alumni, Secretary and Committee Members
5:00 – 5:45 pm	• Legislative and Education Meeting & State Initiatives Committee - For State Liaisons, State Presidents and Committee Members
5:45 – 6:30 pm	• Bylaws Committee Meeting – Committee Members
<b>7:00 pm</b>	<b>Dinner -</b>
	Committee Meetings (if needed)
	Hospitality

<b>Friday, January 11<sup>th</sup></b>	<b>Professional attire</b> is suggested for today's events.
8:00 am – 8:45 am	<b>Hot Buffet Breakfast</b>
9:00 am	<p><b>NEOA Official Board of Directors Meeting</b></p> <p>Call to Order  <b>Action:</b> Approval of Agenda</p> <p>Secretary's Report  <b>Action:</b> Acceptance of November 2012 Board Meeting Minutes</p> <p>Treasurer's Report  <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>
	<b>15 MINUTE BREAK – Room Check-out</b>
10:30 am – 12:00 pm	<p><b>Committee Reports:</b></p> <ul style="list-style-type: none"> <li>Finance Committee</li> <li>Development</li> <li>Strategic Planning</li> <li>Bylaws</li> <li>State Initiatives</li> <li>Legislative &amp; Education</li> <li>TRIO Day</li> <li>Professional Development</li> <li>Technology</li> <li>Newsletter</li> <li>Public Relations</li> <li>Membership</li> <li>Alumni</li> <li>Accessibility Taskforce</li> <li>NEOA Achiever</li> </ul> <p><b>State Reports:</b></p> <ul style="list-style-type: none"> <li>Connecticut</li> <li>Maine</li> </ul>

	Massachusetts New Hampshire Rhode Island Vermont  Old Business  New Business  Adjourn
12:00 pm	<b>Lunch</b>

MEMBERS PRESENT:

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

ABSENT:

Dani Alder, Charles Desmond, Shawn Graham, Jennifer Jones, Rick Williams

Agenda Item	Discussion	Action
<b>Call to Order</b>	Evette- Meeting was called to order by Evette at 9:03 am - Many events coming up from Trio day, Policy	Angele motioned to approve the agenda; Jess seconded <b>Motion carries</b>
<b>Roll Call</b>	See list above for NEOA board members	
<b>Secretary's Report</b>	Joanna - November 2012 Board Meeting minutes were distributed by email and posted on GoogleDocs for review Changes: - Pg:1 – Heading stating orientation - Karen Madden and Karen Kiem statements – distinguish between the two, note M or K for each – Clarify Karen's	Steve motioned to approve the November 2012 minutes with corrections; Reggie seconded <b>Motion carries</b>
<b>Treasurer's Report</b>	Allison Cox- - Budget sheet distributed highlighted total assets, most recent income in and outs, state dues, annual conference hotel food deposits, professional development funds, and the leadership institute, which will be discussed further by Steve. - NEOA 's application for revival, 10 years of annual reports, and a resident agent form was submitted in November by Evette and Allison. The forms were rejected and returned because Massachusetts has no record of NEOA, but they do have record of NEAEOPP. The next step is to make a number of changes, included	Jess motioned to approve the Treasurer's report; Steve seconded <b>Motion carries</b>  Sarah motioned for the executive board to investigate need for an NEOA name change ; Angele second <b>Motion carries</b>

	<p>using the NEAEOPP name and to re-file the documents. The forms were re-filed in December and approval was made January 9<sup>th</sup>, 2013 thanks to Allison and Evette.</p> <ul style="list-style-type: none"> <li>- In regards to the name change, the 1998 board meeting minutes should have record on the name change and will need to be submitted. The 1998 board meeting minutes may no longer exist, but the following documentations have been found: 1999 Conference Booklet, 1999 Annual Report, 2000 Conference Booklet which all make mention of the name change. Once the appropriate documents are approved, an article of amendment must be filed to officially document the name change.</li> <li>- Another issue remains in Massachusetts, the name of all non-profit organizations must contain either “corporation”, incorporated”, “limited”, or their abbreviations. Prior to 1999 the official name did include “Inc.” at the end. Adding the “Inc.” back to NEOA’s name may require a by-law amendment and thus a vote by membership.</li> <li>- Lastly, the federal and state tax returns should be no problem. The stat run may take some time to complete as the require documentation of all money solicited in any state outside of Massachusetts. Also, the mismatch between the state and federal names will most likely become and issued for the AG.</li> </ul>	
<p><b>Past President’s Report</b></p>	<p>Reggie Jean –</p> <ul style="list-style-type: none"> <li>- Regarding upcoming NEOA board elections, the nomination form was updated and sent in December. The following positions are open: State Liaisons, Present-Elect, Vice-Present, Treasurer, and Secretary. The deadline to submit nominations is March 1<sup>st</sup>. Please consider running or encourage other professionals in your state. Discussion: Karen Madden, asked questions regarding the NEOA annual conference next year to confirm it was in Connecticut and if State Liaisons have a 2 term maximum? Reggie Jean and Sarah Morrell stated there is not a 2 year term maximum for State Liaisons.</li> <li>- There is an upcoming Congressional Meeting with Joe Kennedy on Monday, Jan 28<sup>th</sup> in Boston, Massachusetts. William Heading form 1<sup>st</sup> district on Jan 31<sup>st</sup> and Congressman Lynch Feb. 11<sup>th</sup> great opportunity to meet with and introduce yourself to congressional members and it is important NEOA has some kind of representation. Board discussion: Allison Cox stated at least 3-4 TRiO professionals from Massachusetts should be going to the congressional meetings.</li> <li>- Currently working on Development Committee with Rebeccah Sonn on attracting new auction donors and developing new sponsors (for this year and next year). New sponsorships include: Eastern Bank and Kaplan.</li> <li>- Reggie was featured in the winter edition of COE NETworks Magazine, the article was entitled: <i>How I Got Started with TRiO</i></li> </ul>	
<p><b>President’s Report</b></p>	<p>Evette Layne -</p> <ul style="list-style-type: none"> <li>- Apologize for tardiness of report, the full president’s report was upload to GoogleDocs as promised.</li> </ul>	

	<ul style="list-style-type: none"> <li>- Participated in the following State Conferences: CAEOP on Friday, November 9, 2012 and MEEOA on January 2 - 4, 2013.</li> <li>- Currently monitoring activities on EduGuide to strengthen knowledge and use of this web-based resource.</li> <li>- Encourage State Leaders and Presidents to: <ul style="list-style-type: none"> <li>- To utilize the COE Scorecard as a resource for achieving goals of their associations</li> <li>- To attend the COE Leadership Summit on Saturday – Sunday, March 8 – 9, 2013</li> <li>- To attend Policy Seminar and preparation meetings</li> <li>- To attend and participate in the upcoming Higher Education Program (HEP) meeting on March 26-28,2013 which is sponsored by the Department of Education. Unfortunately, Evette will not be able to attend because you must have a valid PR number</li> </ul> </li> <li>- Assisted the Conference Committee by attending a 2013 Conference Planning Meeting on January 8<sup>th</sup>, 2013 with the Crowne Plaza Catering Sales Manager. Currently working on formal invitation letters to VIPs, to invite them to participate in the Annual Conference.</li> <li>- Executed duties relative to: Confirming arrangements for the Leadership Institute and discussing active involvement in the upcoming March 6<sup>th</sup> session. Also, participated in th first Maine Emerging Leaders Institute (MELI) on Wednesday. January 2<sup>nd</sup> as a co-presenter with Sarah Morrell on the topic of “Running Effective Meetings”.</li> <li>- Working with NEOA Treasurer, Allison Cox, Finance Chair, Steve Visco and our accounting firm to rectify fiscal reporting issues, i.e. MA990-PC, Revival Organization.</li> <li>- Supported TRiO Day Co-Chair Randy Schroeder, by attending their committee meeting and site visit at the Radisson Hotel Nashua on Thursday, January 10<sup>th</sup>.</li> <li>- Listed in report are board responsibilities with COE, discussed time involved as presidents and you don’t get assigned less than 5 committee when attending meeting its committee meetings then conference calls and board meeting – at the conference board members presented awards and it was fun because you get to work with professional from different levels. It is a lot of work but there are wonderful benefits and you too can benefit from this experience.</li> <li>- Reviewed criteria for the selection of candidates for NEOA Awards, including: Claiborne Pell, Shirley Chisholm, and Marion Belgrave-Howard Awards. Has solicited nominations from the Board via email. So far there is one nomination for the Pell Award, Stan Salett. Board Discussion on award nominations: Steve Visco stated Sigh Searles would be a good candidate for the Marion Belgrave-Howard Award. Rhode Island Senator Reid was identified as a strong supporter of TRiO by Karen Keim . Claudia Erazo-Conrad suggested Dr. Gary Penfield VP of Student Affairs, stating he is a strong supporter and overseas TRiO Programs and</li> </ul>	
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	<p>may be a good candidate for the Shirley Chisholm Award. Karen Kiem stated that she would like to see more background information on nominees, Sarah Morrell noted that it usually happens. Evette Layne stated that each nominations should be submitted to her for those that spoke up today. Award nominations should be sent by email to her by next Friday, January 18<sup>th</sup>. Board discussion: Reggie Jean wanted clarification on the award nomination timeline, Friday, January 18<sup>th</sup> is the deadline and voting will occur by Tuesday, January 22<sup>nd</sup>. Evette Layne confirmed.</p> <ul style="list-style-type: none"> <li>- Discussed the Patti LaBelle song “I Can’t Complain” and would like to encourage the Board to listen to the song. This song is a representation of Evette’s philosophy and pleasure in being NEOA president.</li> </ul>	
<p><b>President-Elect’s Report</b></p>	<p>Karen Keim –</p> <ul style="list-style-type: none"> <li>- Karen Keim shared she had an amazing experience in Puerto Rico for the COE Board Meeting on December 10 – 16, 2012. If you allow yourself to accept the challenges COE will present, then you will learn more than what you did for your graduate degree. She was appointed her COE board assignments including, governmental relations committee, professional standards &amp; initiatives committee, strategic planning committee and the communication committee. The communication committee is a special place for her because of the importance of branding. Board members were encourage to consider running for NEOA president or recommending a colleague .</li> <li>- FairShare – New England is still 1st in the Nation, currently focused on institutional membership that are lapsing or will laps soon while in Puerto Rico. Evette Layne and Karen Keim participated in a Phone-a-thon at the COE board meeting in Puerto Rico. It was difficult to get a hold of some institutional membership contact. The following institutions going into suspension: Norwalk Community College, University of Vermont and Lyon State College. Non-Membership Institutions: Fairfield University (SSS UB), Central Connecticut State University (TS), University of Bridgeport (TS), Berkshire Community College (SSS), Boston University (UB &amp; UBMS), Mount Ida College (SSS), Northfield Mount Hermon School (UB), and Springfield Technical CC (SSS). Karen Keim had a long talk with professionals in Connecticut, and all have asked for an invoice. A list of all current/potential institution members will be sent to all states, along with strategies. The first step is to contact institutions with longer lapse in membership. Maine is only 3 FairShare sheets away from 10, NH is very close to achieving 10 for 10. Board discussion regarding 10 for 10 campaign status for each state. Allison asked if there was any way to receive updates about campaign. Angele Goss stated it would be helpful to know our state standing for Policy Seminar. Karen Keim stated she has not received updated notification for Jesse Banker. She also noted commitment to donate is needed by Feb 15<sup>th</sup> to qualify for the 10 for 10 campaign towards Policy Seminar. Karen Madden asked for FairShare/ 10 for 10 information to be sent to all State Liaisons.</li> <li>- Other board discussion:</li> </ul>	

	<ul style="list-style-type: none"> <li>- Reggie Jean made a statement regarding NEOA board elections, stating when it is time for you to run you will know it, but would like to say that sometimes you may not know yourself and your colleagues may tell you. It is important to pay attention to your colleagues, because there are many benefits of being NEOA President.</li> <li>- Karen Kiem last statement need to do something for FairShare at the conference and would like all board members to participate and contribute – she will be contact everyone. Please share ideas for that to raise money.</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>- Second conference committee meeting was held on Friday, December 14, 2012. Each committed reported and provided updates of their progress and timeline was completed.</li> <li>- Major topics of discussion included: The design and printing of the booklet &amp; budget allocated for this project, Pre-Conference suggested topics, Speakers and VIPs: identifying, contacting, and follow-up, Identified possible workshop topics: <ul style="list-style-type: none"> <li>- EOC focused, Performance Report</li> <li>- Preparation for audits and site visits</li> <li>- Workshops geared towards adult learners, Veterans, homeless, Foster Care Children (Ward of the State)</li> <li>- Common Core</li> <li>- Integrating Social Media</li> <li>- Stress Management</li> <li>- Financial Planning for TRiO personnel</li> </ul> </li> <li>- Board Discussion: In regards to the pre-conference and conference workshop ideas, Karen Madden stated the need to support veterans and provide information on how to support them. Angele Goss stated having a panel discussion with financial aid professionals and actual TRiO veteran alumni. Reggie Jean asked who the contact was for workshops, he has some ideas and wanted to know who to contact. Claudia Erazo –Conrad stated Mariam Boyajian is the contact.</li> <li>- There was further discussion about honoring Dr. Mitchem – possible suggestion was to sponsor a TRiO professional to attend the Leadership Institute. Board Discussion: Sarah Morrell asked if this would be a Rhode Island state initiative. Claudia Erazo-Conrad replied it was suggested as an NEOA-wide initiative. Reggie Jean stated that at the conference Dr. Mitchem has spoken with the Leadership Institute participants.</li> <li>- State Initiative Grant proposal was submitted and accepted. Thank you very much Board.</li> <li>- Keynote Speaker discussion continued: newly proposed name Congresswoman Gwen Moore. Final decision will be made at our next</li> </ul>	

scheduled meeting on January 18<sup>th</sup>. Board Discussion: Evette Layne stated she also spoke with Kimberly Jones about the keynote. She is the co-chair of the TRiO caucus and advocate of TRiO, what is we consider her instead. Instead of having professional accept awards like last year, this can help with having a keynote already expected to be at the conference. Other board members agreed and it would be further discussed at the upcoming conference committee meeting.

- Request for Ads went out to on January 4<sup>th</sup> and RFP will go out on Monday, January 14<sup>th</sup>.
- Stephanie Cruz has been in contact with Casey regarding registration and the site will be live shortly – meeting occurred yesterday to solidify information for registration.
- Met with hotel’s events manager in charge of the conference, completed a walk through, and went over logistics. AV concerns discussed, conference menu options discussed.
- Proof of RI State Tax exemption is needed and Reggie Jean assisted with obtaining this for the conference.
- Board Discussion on other topics:
- Monda Kelley asked about the new-comers and alumni reception and if the registration form would have a link to the alumni registry for conference attendees to be link to the database. Claudia Erazo-Conrad stated that should be possible.
- Allison Cox had a question about advertisement deadline at the end of January – Claudia Erazo-Conrad stated the committee was looking to increase price of ads, currently the prices will remain the same but she would suggest an increased price for next year because companies are stated the ads for our conference are lower than others they pay for.
- Erica Coleman had a question about general conference information and if it has been uploaded to the NEOA website yet, Charles Youn indicated not until next week
- Evette Layne would like information sent out about the Rhode Island conference committee members and what board member can do to help the conference committee in their preparation for the NEOA conference, especially because they are a small conference committee; this also includes TRiO day as well, it is our responsibility as board memberships to attend board sponsored activities and assist when we can. Julie Kimball asked if we would like to participate in TRiO day how could you be able to participate. Randy Schroeder stated you can register \$45.00 or you can just volunteer. Randy Schroeder also stated 500 high school kids are expected to participate and he would love others to help if they can. Steve Visco asked if ads are free for sponsors and the answer is yes. Karen Kiem stated she wanted to thank the

	Claudia Erazo-Conrad and Charles Youn for all the work that they do and to extend thanks to committee	
Break at 10:10 am	15 minute break – 10:25 Encourage members to check out of their rooms	
	<b>Meeting reconvened at 10:25 am, Friday, January 11<sup>th</sup>, 2013</b>	
<b>Committee Reports:</b>		
<b>Finance Committee</b>	<p>Steve Visco –</p> <ul style="list-style-type: none"> <li>- Steve Visco stated the finance committee had a good meeting last night and he feels they have had good conversations and points</li> <li>- Highlights include: <ul style="list-style-type: none"> <li>- Leadership Institute budget: There needs to be clear budget information and expectation, the cost is becoming an issue. The make or break number of participants should be 10 and we need to sure we are clear setting expectations about a 10 professional minimum. Sigh Searles stated that he would volunteer to make up the difference out his salary – at meeting discussed as organization we would just “eat” the cost difference.</li> <li>- Accountant: NEOA has a good accountant but the accountant is based in Vermont, not in Massachusetts where NEOA is based. The accountant should be in MA to be sure they are knowledgeable about Massachusetts laws. The committee will be researching new accountants and working on that over the next few months. The plan is to have a least a recommendation by the next board meeting.</li> </ul> </li> <li>- Board Discussion: Karen Kiem asked if there is a job description for the Coordinator of the Leadership Institute? Only to be sure that the 10 professional minimum is noted somewhere. Sarah Morrell stated there should be a description somewhere but specifics on the number of participants should be in a contract not in the job description of the coordinator. Andrew stated that the information on participants have been included in the contract, also noting that the Leadership Institute is only runs every other year. Reggie Jean stated the historical background on that is due to there not being a full class of professional all the time. Karen Madden stated maybe ask other Regional Presidents how they conduct their Leadership Institutes. Steve Visco stated that NEOA has more of a financial commitment than other regions. Angele Goss stated that may being having something in off years as a pre-conference about the Leadership Institute would be helpful. Evette state that the budget on an off year of the Leadership Institute is a \$5000.00 difference. Karen Madden asked if it was possible to pay the director on one year and the next year pay conference expenses. Sarah Morrell stated that the year off Leadership Institute participants should be intentional about finding sponsors. Karen Keim suggest it may be helpful to have past Leadership Institute participants help fund others in the next class, this could help to get the participants in the in the habit of fundraising. Reggie Jean stated it would also help with marketing the Leadership Institute. Evette Layne stated that</li> </ul>	

	<p>we should set a goal for the Leadership Participants and keep them engaged with each other. Karen Madden stated Leadership Institute participants can be deterred from finding sponsors. Allison Cox noted that Karen Madden and Sarah Morrell made personal donations. Andrew Goodwin stated this may be Sigh Searles' last year and in the future there could be a revamping of the schedule to cut the cost. Evette Layne stated it may be helpful to coordinate the Leadership Institute meeting with NEOA board meetings may be cost effective. It would also be beneficial to the participants as well. Karen Madden noted they traditionally have met in November and January. Angele Goss stated it may be nice to have Leadership Institute Alumni Day and have them pay, Sarah Morrell agreed. Steve Visco asked if there is a Leadership Institute Reception at the Annual Conference. Claudia Erazo-Conrad stated there is not one scheduled. Karen Keim stated to maybe do an Leadership Institute Alumni dinner or tie the event to a board activity and look at opportunities to sell/market it better through sponsors. Karen Madden stated if NEOA continues with a reception we need to be sure to look at the cost and alumni need to pay some cost so it is not coming solely from NEOA. Reggie Jean stated the last time there was a reception it was in 2011 and Sigh Searles marketed a different way and did a workshop instead.</p>	
<p><b>Development</b></p>	<p>Rebecca Sonn-</p> <ul style="list-style-type: none"> <li>- Reviewed development strategy and activities from last year. Compiling databases of past and possible future donors. Phone calls and follow-up ask letters will take place over the next month. Board members are encouraged to send Rebecca Sonn additional names.</li> <li>- This year's BiddingforGood auction was set up online; Auction will go live on Monday, March 19, 2013 and run through Friday, April 20<sup>th</sup>. Several "instant" Auction items have been added, and we will be reaching out to past donors over the next few weeks to add more. The Board should forward the site to anyone you have a contact with, the success is base on who bids and the amount we currently have is 19 items and more will be posted in the next few weeks. One item we got today was a 2 night stay from the Radisson in suite with breakfast included.</li> <li>- Good news that the first development check has come in, and received a verbal commitment totaling \$17,500.00, so NEOA is well underway to achieve goal of \$20,000.00</li> <li>- Board Discussion: Angela Quitadamo ask if there were any past issues with winner receiving/using their gifts from the auction website? Rebecca Sonn reply there was only one issued of sightseeing New York and that was only due to the sight being closed on the day the winner went. Reggie Jean stated he bid on a trip to Bermuda and had not issues.</li> <li>- Rebecca Sonn would like each state to get the number of TRiO and Gear Up students in each state this year so she can include it in the ask letters. She sent an email but would like the information as soon as possible. Evette Layne also noted she is looking for help with finding out how to do electronic signature for the ask</li> </ul>	

	letters, Casey Henderson stated he would help .	
<b>Strategic Planning</b>	<p>Karen Madden –</p> <ul style="list-style-type: none"> <li>- Review strategic plan yesterday and will move forward at our next Board Meeting in the groups: State Presidents/State Liaisons, Conference co-chair, Finance Committee, and other NEOA leaders. One hour should be good for next meeting in April at the conference.</li> <li>- Karen Madden is still hoping that members will get feedback on how the process is going in the evaluation of the strategic plan.</li> </ul>	
<b>Bylaws</b>	<p>Sarah Morrell –</p> <ul style="list-style-type: none"> <li>- Convened meetings of the Bylaws committee and coordinated edits and revisions to the NEOA bylaws, which is on-going. There is currently no final conclusion as of yet but the committee will be working electronically on areas that need changes. The committee was able to meet last night but did not have time to finish and will be adopting GoogleDocs for communication and posting of updates/changes. Sarah Morrell has a recommendation to change from ahoc committee to a standing committee, combined with advocacy.</li> <li>- New membership status of retirees with the same rights and privileges as special members. Bylaws also need to state that electronic voting and communication is allowed right now they are not stated. Also, the committee will be addressing vacancies and in the process of finding the appropriate language that should be included. We will also be consulting with a lawyer to be sure our bylaws are in accordance with law.</li> <li>- Board Discussion: Karen Kiem ask if electronic voting for the awards would be allowed. Sarah Morrell stated although it is not clearly written in the bylaws it has been an adopted practice, so it should not be an issue. Steve Visco noted that electronic voting in regards to the election of officers would be more important to change in the bylaws. Sarah Morrell stated the bylaws need to include if NEOA allows electronic board meetings as well if the comes up. Reggie Jean had a questions regarding retiree registration, and what qualifies someone as retired? Sarah Morrell responded that the committee will address and clarify that definition. Angele Goss asked if the change of electronic voting in the bylaws is made, membership can vote and be notified by email about NEOA name including Inc. Sarah Morrell stated that the committee will need to meet and everything in the bylaws all at once. The goal and bylaw written stated the membership needs to be notified of any changes 45 days before the general assembly of members (NEOA Annual Conference).</li> </ul>	
<b>State Initiatives</b>	<p>Sarah Morrell-</p> <ul style="list-style-type: none"> <li>- With permission need Sarah Morrell would like to combine SI and L&amp;E report, approved</li> <li>- Prepared the fall round of NEOA state initiative grants, and sent out to the NEOA membership, evaluated and sent letters of award in December. Sarah Morrell has followed u with many State Initiative grant proposers via email and phone to</li> </ul>	

	<p>assist in the process. A total of six completed proposal have been received to date, from Massachusetts (2), Maine, Vermont, New Hampshire, Rhode Island for a total of over \$3000.00. Thank you for your work on using all the funding and activities to coordinators and thanks to the financial committee. At this time all funds have been expended so there will not be a continuation of the grant in the spring at this time.</p> <ul style="list-style-type: none"> <li>- In regards to governmental relations, the Policy Seminar orientation was conducted last night. Sarah Morrell stated it is exciting to think about the alumni and how this year is so important to be in Washington, D.C. Thank you to Allison Cox for discussing the reimbursement process. Sarah Morrell also encouraged everyone who can attend Policy Seminar to attend, and also remember to go to the Leadership Summit before Policy Seminar begins. Also, take advantage of the COE reception, an NEOA dinner will be planned. Evette Layne will be making decisions on time/location; it is nice if alumni can attend these events as well. Sarah Morrell urged everyone to register soon and book their hotel rooms before they sell out. Reggie Jean stated to reverse your hotel room early. Sarah Morrell stated Dr. Mitchem’s government relations report is valuable to all.</li> <li>- Board Discussion: Karen Madden stated that although Jennifer Jones is not present today is there a possibility Sarah Morrell can touch base with her regarding information covered in the Policy Seminar preparation workshop. Sarah Morrell stated she will contact Jennifer Jones, and also she will be the point person for contact information and will be collecting contacts from everyone while down in Washington D.C.</li> <li>- Sarah Morrell also stated that she presented at the Maine Emerging Leadership Institute with Evette Layne during MEEOA conference on January 2, 2013. She stated that it was really fun and she was honored to participate in the event.</li> </ul>	
<b>Legislation &amp; Education</b>	<p>Sarah Morrell -</p> <ul style="list-style-type: none"> <li>- L&amp;E report is combined with SI report as stated above</li> </ul>	
<b>TRiO Day</b>	<p>Randy Schroeder-</p> <ul style="list-style-type: none"> <li>- Randy Schroeder stated he would like to to underscore that he would love to have volunteers to come for TRiO day. NHEOA members are working closely together in the planning and implementation of TRiO day. An excellent selection of workshops and New Hampshire college visits/tours has been lined up along with an inspiring keynote presenter Richard Haynes. Richard Haynes will be giving away a piece of artwork, he will be another presenter for the fair as well. A TRiO alumni reception will be a central component of TRiO Day 2013 on Thursday evening. This event will be used to develop alumni contacts and connections. Alumni will become involved in TRiO advocacy and financial efforts. NHEOA received a \$500 NEOA Alumni Incentive award which will partially be used for this effort. Alumni can also come to the keynote presentation and other events that day. Registration will begin January 11, 2013, individual programs will receive notification along with it being posted on the NEOA website.</li> </ul>	

	<ul style="list-style-type: none"> <li>- The Board was encouraged by Randy Schroeder to brainstorm some alumni names for nominations for Rising Star. Members do individually for 1 minute.</li> <li>- Board Discussion: Angele Goss wanted clarification on if a student needed to have graduated from their undergraduate institution and Randy Schroeder stated he would follow up with her about that. Reggie Jean asked if any elected official were coming for TRiO day and Randy Schroeder indicated that the governor and representatives have been invited to attend.</li> </ul>	
<p><b>Professional Development</b></p>	<p>Andrew Goodwin-</p> <ul style="list-style-type: none"> <li>- Andrew Goodwin is currently communicating with Sigh Searles regarding the Leadership Institute. The current session is going well and they are working on communication and the participants are very enthusiastic on what is going on. There have been two traditional professional development days including: Education Opportunity Center (EOC) and Student Support Services (SSS). The cost for each professional development is currently under review with a focus on unit cost, participant cost, and total cost. EOC is more expensive than SSS day, due to the lower cost more evaluations for SSS day commented on location and food.</li> <li>- Overall, Andrew Goodwin is looking at structuring an application for funding including each of the professional development days. The Board is encouraged to provide any feedback regarding a potential professional day application, which has already been created but the deadline is only two months before the days have been scheduled. Andrew Goodwin suggested that coordinators may need more time to submit the proposal and it could be possible to have the due date at the Annual Conference or quarterly dates depending on the fiscal limits allowing coordinators to request only a certain amount of dollars. Cost bases or no cost bases some kind of difference needs to be made – a lot of EOC things can possibly be done at the Annual Conference. There are also questions if professional development days targeting specific populations and programs and if there is a need to spread the wealth and open up things to other members, because funds could go to programs that are writing that year or have all programs needs be met by the professional development day in order to align with NEOA’s strategic plan. The deadline for contracts needs to be set out more clearly, Andrew Goodwin reviewed all recommendations.</li> <li>- Board Discussion: Angele Goss stated that coordinating PD day back to the strategic plan is a great idea. Reggie Jean stated that he agrees it is a good idea, but Andrew Goodwin should also connect back to EOC professionals regarding these recommendations, because EOC has typically felt that the regional conference has not been a place where EOC has been represented. Steve Visco stated he can see how it is valuable to have an opportunity to network with like-programs but from a financial perspective Andrew Goodwin’s suggestion is cost-effective. Sarah stated it may be helpful to be sure it is self-sustainable. Randy Schroeder stated that the approach should be to push ahead instead of pulling</li> </ul>	

	<p>regarding funding. In regards to SSS's professional development day he feels cost were met during the meeting and participants would not have paid for NEOA membership if the day was not offered. The cost has been met and overly met if you look at the membership numbers, it was also noted that SSS professional development day has been around for 16 years. Andrew Goodwin noted that it is important to engage in this discussion to make the best decision for the members and each of the programs.</p>	
<b>Technology</b>	<p>Casey Henderson –</p> <ul style="list-style-type: none"> <li>- Assisted Maine's state association with conference planning, online conference registration and workshop technical support</li> <li>- Working with TRiO day committee to prepare online registration</li> <li>- Set up online PayPal payment tool for the upcoming Annual Conference booklet ads and working closely with the conference committee to prepare online conference registration</li> <li>- Posted 2013 NEOA Achiever and Rising Star applications for members</li> </ul>	
<b>Newsletter</b>	<p>Laura Mielke -</p> <ul style="list-style-type: none"> <li>- Twelve articles were published on the newsletter site. The new deadline is 1 week from today (Friday, January 18, 2013) and if everyone would like to think about what is on their report and if you can write an article on a topic by next Friday and submit. It was noted by Laura Mielke that the deadlines seems to be working well this year.</li> <li>- In summary, Steve Visco will be writing an article on the Maine Emerging Leaders workshop. There will also be an article on the Strategic Plan. A special edition newsletter will be sent out after Policy Seminar. Participants that would be willing to do a mini-report on their experience would be great. Rick Williams suggested it because other regions have done something similar.</li> </ul>	
<b>Public Relations</b>	<p>Angela Quitadamo-</p> <ul style="list-style-type: none"> <li>- Gearing up to support members on TRiO day and working with Ramon on membership and new program information Being supporting even with Policy Seminar and encouraging members to use social media while at the Annual Conference. More to come is coming up as our larger events happen.</li> <li>- Board Discussion: Steve Visco asked if COE has released if there will be an established hash tag this year on twitter for Policy Seminar participants. Angela Quitadamo stated she can provide participants with that information once it is released. Angele Goss asked Sarah Morrell could also collect participants twitter names as a part of their contact information. Sarah Morrell stated she thinks that Angela Quitadamo will be should be sending out information about social media and maybe should include basic instructions on how to use the social media sites as well. Angele Goss stated that commoncraft.com has quick videos on how to use social media. Angela Quitadamo has a list of legislative names on twitter and will supply that to all participants of policy seminar too. Allison Cox said the list would be helpful. Reggie stated that the hashtag is #TRiOworks – also is there a</li> </ul>	

	<p>way to streamline information to members that is easily identifiable by NEOA and as we are looking at our own branding and advertising for our sponsors because it would be an added value.</p>	
<b>Membership</b>	<p>Ramon Gonzalez –</p> <ul style="list-style-type: none"> <li>- Currently NEOA has 122 paid and 27 unpaid members, There a lot of membership from Maine that came in yesterday, this is a bit of a decrease from last year, at this time we had about 144members. There are 20 new members that have signed up as well.</li> <li>- The membership contest has gone out for the free early-bird registration giveaway; the end date is February 22, 2013. The winner will be announced February 23, 2013 and Ramon Gonzalez is thinking about opening it to all members and not just new members because last year the giveaway was not used.</li> </ul>	
<b>Alumni</b>	<p>Monda Kelley -</p> <ul style="list-style-type: none"> <li>- The TRiO alumni survey has been sent out to the members, thus far thre have been 30 response and Monda Kelley would like others to complete the survey. Monda Kelley stated that alumni is like herding cast and would has a goal of 100 responses to have a substantial amount of information. She is currently working with Casey Henderson to link conference registration and the Alumni registry so interested alumni can register for the conference.</li> <li>- Thre are 200 people are registered to Alumni facebook page.</li> <li>- Monda Kelly would like all policy alumni participants to be directed to NEOA facebook page as well. It was noted that Reggie Jean has focus on LinkedIn which is helpful because Monda Kelley is not familiar with that social media site. She is also working with Charles Youn on the Alumni/Newcomers reception at the Annual Conference.</li> <li>- Board Discussion: Reggie Jean asked if there is a deadline for completing the online Alumni survey. Monda Kelly responded stating there is no deadline but she will be sending out the ask 3 or 4 more times and the survey will also be include in the newsletter.</li> </ul>	
<b>Accessibility Taskforce</b>	<p>Dani Adler –</p> <ul style="list-style-type: none"> <li>- No report</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>- The Rising star and NEOA Achiever award have been updated. Nominations were sent through the NEOA list serve to membership and a reminder was sent last week. Randy Schroeder and Rick Williams worked with Casey to update the website with the new nomination forms as well as Miriam Boyajian to recruit readers in Rhode Island. The deadline for nomination is Monday, February 4, 2013 (in three weeks). The nominations should not take long, but there is a portion that needs to be completed by the alumni/nominee.</li> <li>- Rick Williams wanted to emphasis that pervious nominees should be nominated again, last year the winner was nominated twice.</li> <li>- Board Discussion: Karen Kiem asked if there is a list of recipients because she</li> </ul>	

	cannot remember if the student she nominated won an award. Randy Schroeder stated that award recipients from that past two years have been posted on the NEOA website.	
<b>State Reports:</b>		
<b>Connecticut</b>	<p>Carl Dean –</p> <ul style="list-style-type: none"> <li>- During our state conference, CAEOP developed three committees dedicated to working on goals to help strengthen our state organization. The committees chosen are Government Relations, Alumni Relations and Public Relations. The Executive committee is in the process of contacting the committee members and setting meeting times to go establish goals for the year, time line and designation of duties.</li> <li>- There are a few events CAEOP is looking to be involved in over the next several months. Several members are volunteering for College Goal Sunday along with a financial contribution to the event. The African-American Affairs Commission is looking for CAEOP to participate in a conference the organization is hosting regarding the SB-40 Act which is eliminating remedial courses at colleges and universities in Connecticut. The Commission will address the impact the Act will have on college access for first-generation, low-income students.</li> <li>- Joanna Rivera Davis and Carl Dean attending the SSS professional development day in Vermont and found it helpful and informative.</li> <li>- Board Discussion: Angela Quitadamo asked for clarification on whether the SB-40 Act was actually past in the state. Carl Dean stated that Glenn Cassis has been in communication with the board and he believes that Act has been passed.</li> </ul>	
<b>Maine</b>	<p>Jess Berry reported in Shawn Graham’s absence:</p> <ul style="list-style-type: none"> <li>- MEEOA annual state conference was held in January 2013, the theme was “Defending TRiO: Then &amp; Now”. Also, wanted to thank Steve Visco for his participation in the conference.</li> <li>- Wanted to note that Maine has three professional participating in the NEOA Leadership Institute this year</li> <li>- The Maine strategic plan for the state is currently being worked on and is going well.</li> <li>- Have requested alumni nominations for policy seminar 2013, and expanding other forms of alumni development.</li> <li>- There is a Hall of Flags event at the State Capitol, this will grant MEEOA an opportunity to meet with elected officials on March 25, 2013</li> <li>- Board Discussion: Evette Layne noted she has been in discussion with Shawn Graham who is modeling the MEEOA strategic plan off of NEOA’s plan .</li> </ul>	
<b>Massachusetts</b>	<p>Angele Goss –</p> <ul style="list-style-type: none"> <li>- Applied for and received the NEOA state initiative grant to update and review our MEOA fact book, the goal is to have it ready in time for Policy Seminar. Also, applied for the Spraggins Grant to conduct a Developing Leaders Seminar.</li> <li>- The MEOA alumni chair is working on getting Massachusetts alumni to</li> </ul>	

	<p>participate in the alumni reception for TRiO day.</p> <ul style="list-style-type: none"> <li>- There is a tentative professional development event for March 22, 2013</li> <li>- MEOA will be attending Congressional Roundtable with Representative Joe Kennedy and will bring a letter of congratulations and welcome from MEOA.</li> <li>- Replied to request from Representative Markey's office about how sequestration affects TRiO programs in Massachusetts. Allison Cox gathered information and also made contact with Kimberly Jones regarding this request.</li> <li>- MEOA currently has 172 members</li> <li>- Board Discussion: Sarah Morrell noted that Representative Joe Kennedy attended an advisory board meeting at Bristol Community College, she stated this is an example of how he is getting engaged with both big and small events and how open he is. Angele Goss also stated that someone highlighted that a good way to get publicity from state representatives is to invite them to both big and small events, not just the larger events</li> </ul>	
<b>New Hampshire</b>	<p>Maria Dintino –</p> <ul style="list-style-type: none"> <li>- Working to revise state association by-laws to allow for alumni memberships at the state level and communicate with new NH delegates Annie Kuster and Carol Shea-Porter and their aides/connections.</li> <li>- Received state initiative grant to develop incentives for alumni members. Building alumni database that will strengthen NEOA's capacity to advocate. Adding in an alumni component to TRiO day this February in NH.</li> <li>- SSS professional development day was held at the University of New Hampshire on November 16, 2012, there was a Washington Update, media outreach session with Heather Valentine and afternoon session on social media and best practices – excellent networking opportunity.</li> <li>- Currently looking for contributions for the 10-for-10 campaign and FairShare</li> <li>- The director of SSS at UNH helping with getting members motivated</li> </ul>	
<b>Rhode Island</b>	<p>Gail Sidney –</p> <ul style="list-style-type: none"> <li>- The planning for the NEOA annual conference is well underway in Rhode Island as referred to in previous report for co-chairs</li> <li>- Ms. Stephanie Cruz has accepted the position of Program Director for the Access/TRIO SSS programs. As you probably know, Stephanie is a highly respected member of CCRI's TRIO family where she has served as RIEOC's Associate Director for many years. Stephanie has participated on several institutional committees, provided leadership to the RIEOA and NEOA board of directors and is recognized for her hard work, passion for educational opportunity, and political acumen.</li> <li>- We are also planning and looking forward to Policy Seminar in March. Two professional from Maine are planning to attend.</li> </ul>	
<b>Vermont</b>	<p>Karen Madden report in Jennifer Jones' absence –</p> <ul style="list-style-type: none"> <li>- \$3000.00 was set aside in the state association budget for scholarship applications this spring.</li> </ul>	

	<ul style="list-style-type: none"> <li>- Jennifer Jones will contact vendor about purchasing VEOP gear, such as water bottles, to sell to TRiO and GearUp professionals at our state annual conference. Proceeds would benefit the scholarship fund.</li> <li>- Karen Madden wrote proposals for NEOA and COE state initiative grants to fund a Legislators Reception immediately following our TRiO Day Montpelier event in the spring. Both grants have been funded. State representatives, senators, college presidents and deans will be invited to attend. Teams and VEOP programs staff and alumni will be trained to “mingle” and educate these higher education funders and leadership about TRiO and GearUp. Because legislators do not have offices this is a strategy to reach more people at one time, it was something learned at the leadership caucus.</li> <li>- There is a focus on education and higher education, currently Vermont has the highest tuition. The governor made an announcement and suggestions to get more state funding in Vermont for tuition.</li> <li>- Margaret Coan will be researching grants from both the Morrill Foundation and Vermont Community Foundation to support VEOP and our scholarship fund for students. She is also only 2 away from the 10-for-10 goal for FairShare</li> <li>- Board Discussion: Randy Schroeder asked about how Vermont asks and talks to state legislator. Karen Madden sated that they provide students a fact book and come with a bio and photo. The public is welcome on the floor where legislators are and it is a great opportunity to have conversation and spread the word and get people to know about TRiO. Randy Schroeder asked if Karen Madden could share her fact book. Sarah Morrell noted that all the fact books are posted on the NEOA website. Karen Madden also noted that in future board meeting could Vermont not be last to report. Evette Layne sates she was thinking the same thing and is looking to do that for the next board meeting.</li> </ul>	
<b>Old Business</b>	- None	
<b>New Business</b>	- None	
<b>For the Good of the Board</b>	<p>Reggie Jean –</p> <ul style="list-style-type: none"> <li>- Thank you for posting reports to GoogleDocs, Casey Henderson has posted the NEOA board photo to the NEOA site, but if there are any additional photos please send them to Casey Henderson so we can refer to them in future years.</li> </ul> <p>Evette Layne –</p> <ul style="list-style-type: none"> <li>- Thanks for a good meeting are all hearts and mind clear, would like to have prayers for health. Evette just received some news from sister regarding her health. Wanted to thank Margaret Coan for the hug since she was out in the hallway when Evette Layne received the call.</li> </ul>	
<b>Adjourn</b>	Meeting adjourned at 12:04 pm	Reggie Jean motioned to adjourn the meeting; Allison Cox second <b>Meeting Adjourned</b>

