

**New England Educational Opportunity Association  
Board of Directors Meeting Minutes  
The Meadowmere Resort  
Ogunquit, ME**

**June 13<sup>th</sup> and 14<sup>th</sup>, 2013**

<b>Thursday, June 13<sup>th</sup></b> <i>Casual "College Day" attire is suggested for today's events. Wear your college t-shirt/sweatshirt.</i>	<b>Arrive</b> – The Meadowmere Resort 74 Main Street Ogunquit, ME 03907 02886 Meeting in the <b>Green Room at Jonathan's Restaurant</b> (right next door)
1:00 pm	<b>Welcome &amp; Introductions – Evette Layne</b>
1:15 - 2:00 pm	<b>Committee Meetings</b> <ul style="list-style-type: none"> <li>• <b>Finance</b> Committee Meeting – <b>Steve Visco</b> For Committee Members and Conference Chairs</li> <li>• <b>Technology</b> Committee – <b>Casey Henderson</b> For Committee Members, Membership Chair and Newsletter Chair</li> <li>• <b>Bylaws</b> Committee Meeting – <b>Sarah Morrell</b> For Committee Members</li> </ul>
2:15 - 2:30 pm	<b>BREAK – CHECK INTO ROOMS</b>
2:30 – 3:30 pm	<b>Strategic Planning Review – Karen Madden</b>
3:30 pm	<b>NEOA Official Board of Directors Meeting</b> Roll Call Call to Order <b>Action:</b> Approval of Agenda Secretary's Report <b>Action:</b> Acceptance of April 2013 Board Meeting Minutes Treasurer's Report <b>Action:</b> Acceptance of Treasurer's Report Vice-President's Report Past-President's Report President-Elect's Report President's Report <b>Action:</b> Acceptance of the 2014 Conference Site <b>Action:</b> Acceptance of the 2014 TRIO Day Site

4:30 pm	COE Governmental Relations Update – Kimberly Jones  Committee Reports: Finance Development TRIO Day Professional Development Leadership Institute Legislative & Education/State Initiatives
	<b>Recess</b>
6:00 pm	<b>Dinner</b>
<b>Friday, June 14<sup>th</sup></b>	<b><i>Business attire is suggested for today's events</i></b>
8:00 am	<b>Breakfast</b>
9:00 am	<b>Reconvene</b>  State Reports: Vermont Rhode Island New Hampshire Massachusetts Maine Connecticut  Committee Reports: Newsletter Public Relations Technology Bylaws Strategic Planning Membership Alumni NEOA Achiever  Old Business 2013 NEOA Conference Business Meeting – Minutes

	<p>New Business</p> <ul style="list-style-type: none"> <li>• Additional Reports</li> <li>• Officer Transition Plan</li> </ul> <p>Announcement</p> <ul style="list-style-type: none"> <li>• End of Year Reports – Due August 15th</li> </ul> <p>Adjourn</p>
12:00 pm	<b>Lunch</b>
1:30 pm	<b>Departure!</b>
	<p><b><i>Thank you for an amazing 2012-2013 Board year!! Safe travels home! Enjoy the summer! ☺</i></b></p>

MEMBERS PRESENT:

Margaret Coan, Allison Cox, Maria Dintino, Claudia Erazo-Conrad, Ramon Gonzalez, Andrew Goodwin, Angele Goss, Shawn Graham, Casey Henderson, Reggie Jean, Monda Kelley, Karen Keim, Julie Kimball, Evette Layne, Karen Madden, Laura Mielke, Sarah Morrell, Angela Quitadamo, Joanna Rivera Davis (arrived at approximately 4:15 pm), Randy Schroeder, Rebecca Sonn, Steve Visco, Charles Youn

GUESTS PRESENT:

Cecelia Nugent (Vice President Nominee Candidate), Lourdes Pires (Assistant Director, MIT/Wellesley Upward Bound), Sigh Searles (Director of Leadership Institute), Elaine Thomas (Administrative Assistant, MIT/Wellesley Upward Bound)

ABSENT:

Dani Alder, Jess Berry, Erica Coleman, Carl Dean, Charles Desmond, Jennifer Jones, Gail Sidney, Rick Williams

Agenda Item	Discussion	Action
<b>Roll Call</b>	See list above for NEOA board members	Quorum established
<b>Call to Order</b>	<p>Evette Layne - Meeting was called to order by Evette Layne on Thursday, June 13<sup>th</sup>, 2013 at 4:03pm, quorum established Changes to the Agenda:</p> <ul style="list-style-type: none"> <li>- Finance Committee moved to Friday, June 14<sup>th</sup> prior to the Newsletter Report</li> <li>- Secretary's Report tabled until Friday, June 14<sup>th</sup></li> </ul>	Steve Visco motioned to approve the agenda; Allison Cox seconded <b>Motion carries</b>
<b>Treasurer's Report</b>	<p>Allison Cox-</p> <ul style="list-style-type: none"> <li>- Income:</li> </ul>	Reggie Jean motioned to approve the Treasurer's report; Steve Visco

	<ul style="list-style-type: none"> <li>▪ Conference income remains as stated at the April Business Meeting</li> <li>▪ General income, membership payments have come in</li> <li>▪ TRiO day, still waiting on a couple students and college registration payments</li> <li>- Expenses: <ul style="list-style-type: none"> <li>▪ Conference expenses, big items have been paid out and there are a few expenses remaining</li> <li>▪ COE, paid conference table purchase, awaiting invoice for advertisement</li> <li>▪ Policy Seminar, waiting on two states to submit reimbursement requests</li> <li>▪ Paid Accountant for back state reports, line item for 5 years work</li> <li>▪ State Initiatives, there are a couple more proposals coming in</li> <li>▪ Leadership Institute, all big expenses have been paid</li> </ul> </li> <li>- Everything with the state of Massachusetts and official name change of the organization is being wrapped up</li> <li>- Board Discussion: Margaret Coan asked what specific date the report reflected. Allison Cox responded stating it was updated on Monday, June 10<sup>th</sup>. Randy Schroeder asked if there was any income from the pre-conference. Allison Cox replied stated there was a scheduled pre-conference, but it was cancelled. Evette Layne recognized Allison Cox for all of her hard work as Treasurer this year.</li> </ul>	<p>seconded <b>Motion carries</b></p>
<p><b>Vice-President Report/Conference Committee</b></p>	<p>Claudia Erazo-Conrad and Charles Youn –</p> <ul style="list-style-type: none"> <li>- Referenced written report sent via email and posted to GoogleDocs</li> <li>- Report highlights: <ul style="list-style-type: none"> <li>▪ Update with DOE was lowest rated event, needs attention in the future</li> <li>▪ Rhode Island was inspired by having conference in state this year, annual conference assisted with rejuvenation and energy to move forward</li> <li>▪ Only four registrations payments are due, two were cancellations (working with individuals); one held up by association name change, one payment is currently in progress.</li> <li>▪ Only one vendor this year. Venders need additional attention for next year’s conference</li> <li>▪ High Points from Conference, include: Achievers Luncheon, attendance by local school administrators, institutional Presidents attendance and support</li> </ul> </li> <li>- Evette Layne commended Claudia Erazo-Conrad and Charles Youn for their work on the conference this year.</li> </ul>	
<p><b>Past President and</b></p>	<p>Reggie Jean –</p>	

<p><b>History &amp; Archives Report (Combined)</b></p>	<ul style="list-style-type: none"> <li>- Elections were held at the conference, the 2013 -2014 officers are as follows: <ul style="list-style-type: none"> <li>▪ President elect – Randy Schroeder</li> <li>▪ Vice President – vacant</li> <li>▪ Treasurer – Allison Cox</li> <li>▪ Secretary – Gaelyn Hastings</li> <li>▪ CT Liaison – vacant</li> <li>▪ MA Liaison- Roosevelt Charles</li> <li>▪ ME Liaison – Shawn Graham</li> <li>▪ NH Liaison – Tammy Gewehr</li> <li>▪ RI Liaison – Charles Youn</li> <li>▪ VT Liaison – Trisha Turner-Gill</li> </ul> </li> <li>- Nominations for CT State Liaison and VP remain open until June 28<sup>th</sup>. Cecilia Nugent is a current nominee for VP. The CT State Liaison position has no nominee. Once that time expires, NEOA will hold election in a three day process.</li> <li>- Board Discussion: Evette Layne requested that the contact information for the 2013-2014 board members be shared with Karen Keim and Casey Henderson to post on the website.</li> <li>- In regards to other items, Reggie Jean reported: <ul style="list-style-type: none"> <li>▪ As a member of the Development Committee, he helped procure and advertise 50 new items for the NEOA online and silent auction. Researched, advertised and implemented mobile bidding for the first time. Worked with Rebeccah Sonn and Gail Sidney to close the silent and online auction.</li> <li>▪ Attended May COE board meeting. Made a dozen phone calls to colleagues to discuss COE Institutional Membership and Fair Share. While in DC for COE board meeting also met with Senator Warren (MA), Senator King (ME), the office for Congressman Capuano (MA) Senator Murphy (CT), and Senator Blumenthal (CT).</li> <li>▪ Shared information on 2012 – 2013 New England Council events to members, it is important that NEOA members are being seen and active at NE Council events in June and July. See appendix of Past President Report sent via email and posted to GoogleDocs for full listing of upcoming events.</li> </ul> </li> <li>- History &amp; Archives Report: <ul style="list-style-type: none"> <li>▪ Along with Stan Salett (2013 NEOA Pell Award recipient), organized and held a special screening of “A Space to Grow”, a 1968 Oscar nominated</li> </ul> </li> </ul>	
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	<p>documentary about Upward Bound narrated by Henry Fonda. It is a wonderful piece Stan Salett and Dan Grout found .The film will be show at the 2013 COE Conference in Chicago. The screening was attended by 12 COE board members who helped frame some discussion points for the conference viewing. We are also planning to show the film tonight to the NEOA board members after dinner it is about 45 minutes.</p>	
<p><b>President-Elect's Report</b></p>	<p>Karen Keim –</p> <ul style="list-style-type: none"> <li>- Highlights from written report sent via email and posted to GoogleDocs.</li> <li>- 2013-2014 NEOA board meeting dates and locations have been established with assistance from Randy Schroeder and Evette Lane. Board members will be notified shortly regarding specifics of dates and locations.</li> <li>- Most of time has been focused on communications and FairShare for the council. <ul style="list-style-type: none"> <li>▪ FairShare - Made calls for FairShare Institutional Memberships. Sent a series of emails to members who had not contributed to FairShare. Contacted FairShare personal contributions that were on the lapsed contributors list. Participated in a call-a-thon at COE board meeting contacting 25 institutions about members. Overall, FairShare has been difficult because of sequestration and people being conservative with funding. All checks should be received by the 15<sup>th</sup>. Giving is being accepted very proud of New England. ASPIRE is 10 points ahead of us and may take the lead; we are still waiting for institutional members. As of today, 2 Maine IMs and 1 from RI. Even though we are behind last year we were in a different place: CT was at 65% giving 78% this year; MA ended last year 119% now 101%( has more coming in); ME last year 161% today 130% of goal; NH 87 % last year, this year 197% ; RI 113% last year, this year161% . All members are challenged to think about your role as a leader in your state and different ways of giving and asking.</li> <li>▪ Communications – Serving on COE board committee and planning to have conference call in light of discussion surrounding how difficult it is to describe TRiO and what we do. Currently in the process of focusing on common themes and specific/consistent language to use. Also, working on templates for professional use. Distributed articles from Maine to congressional leadership. Participated in Rural Education Congressional Briefing hosted by Senator Testor and Collin; brought UMaine ETS Alumni to event to testify. Interviewed by Portland Press Herald about rural poverty and barriers to education.</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>▪ Thank you all for your work this year and all you have done for FairShare. Without COE leadership we would not be sitting around this table. We are at 117% of giving right now. Special thanks to Sarah Morrell who worked on lapsed giving list and institutional member. Joan Becker and Anne Cole who worked on expired institutional members for Massachusetts. Keller Magenau for outstanding leadership efforts in New Hampshire. Randy Schroeder for working on lapsed giving list for New Hampshire Karen Madden &amp; Jennifer Jones for their work in Vermont. Reggie Jean &amp; Evette Layne for helping with the phone-a-thon sessions. And, the membership for being so generous with their time, talent, and treasure.</li> <li>- Board Discussion: Karen Keim provided an updated for FairShare in Massachusetts, who is at 101% and would need two more institutional memberships to beat goal from last year. Karen Madden asked about where FairShare is nationally. Karen Keim responded stating they are at 93%. Reggie Jean asked how much did the raffle raise at the NEOA conference. Karen Keim stated she would have to look it up and get back to him. Angela Quitadamo asked how is ASPIRE working differently this year. Karen Keim stated they hired a full-time development group to assist them with FairShare this year. Reggie Jean asked about promotions for giving to FairShare and the deadline. Karen Keim replied all are due tomorrow June 15<sup>th</sup> and they will honor the discount for the draw for a get-away weekend but will wait until all checks have been cleared. Margret Coan and Angele Goss asked about statuses of specific organizations and institutions that have given, they were noted by Karen Keim and she said she will check and report back to them. Sarah Morrell asked if the board could be sent a list of all the donors sorted by state for review and follow up. Karen Keim stated she can send an electronic copy.</li> </ul>	
<b>President's Report</b>	<p>Evette Layne –</p> <ul style="list-style-type: none"> <li>- Highlights from report sent via email.</li> <li>- Attended the COE board meeting in May 2013. Participated in committee work as assigned, including the election of new officers for the 2013-2014 term. Will be working on newcomer's reception at the upcoming COE national conferences and is looking for ideas for the NEOA table in order to win first place for the best display. Please let Evette know of any suggestions or ideas you may have. Also, please be sure any newcomers know about the reception at the conference and attend.</li> </ul>	

	<ul style="list-style-type: none"> <li>- COE is also looking for moderators at the national conference. They are asking any state presidents in attendance to serve as a moderator and also encourage newcomers and other state leaders. Please be sure you indicate you would like to be a moderator when you register for the conference.</li> <li>- Evette Layne will be working registration for the COE conference and will make calls to find volunteers for assisting the conference committee.</li> <li>- Continuing to work with Allison Cox on fiscal support. Also working with Karen Keim and Reggie Jean regarding NEOA board elections and all currently open positions being filled before the end of term.</li> <li>- Will be working with chairs of the NEOA annual conference in Connecticut and TRiO day in Massachusetts and their committees to make sure the proposals are processed.</li> <li>- Please review action items on the agenda for tomorrow during Steve Visco's finance committee report that has been tabled until tomorrow. Take time tonight to review items, to be sure decisions are put to a vote tomorrow during that report.</li> </ul>	
<b>Committee Reports:</b>		
<b>TRiO Day</b>	<p>Randy Schroeder-</p> <ul style="list-style-type: none"> <li>- Regarding financials from TRiO day this year, we recently received payment from one more student attendee and the college fair payments are 63 out of 64 paid. Many of the college fair participants have a late fee and there was an increase this year on college fair representatives and tables, which is good. No other operational things</li> <li>- Has been speaking with Julie Kimball as she proceeds ahead for TRiO day in Massachusetts next year, she is already ahead of the game and moving forward.</li> </ul>	
<b>Professional Development</b>	<p>Andrew Goodwin –</p> <ul style="list-style-type: none"> <li>- Sent out two professional development proposals submitted by June 1<sup>st</sup> for the fall were sent via email for your review. During new business a summary will be shared and a vote will take place.</li> <li>- Andrew has worked with EOC and SSS professional development day coordinators to develop budget models to make events work fiscally and meet the needs of attendees. Please note that EOC has added a registration fee that has reflected in budget for that event. SSS has drawn a significant amount of non-member registration so that would cover the cost in the \$600 - \$700 range.</li> <li>- Please take some time tonight if you have not already done so to review each of the proposals and prepare for a vote, would like the support of the entire board in</li> </ul>	

	<p>moving forward.</p> <ul style="list-style-type: none"> <li>- Board Discussion: Steven Visco asked if EOC coordinator would be considering a webinar due to financial issues, just wanted to throw it out as an idea to see if it was possible. Monda Kelley also suggested interactive TV as an option. Andrew Goodwin replied stating he would look into both options. Sarah Morrell asked if Andrew Goodwin was looking at other topics for professional development in the coming year. Andrew Goodwin responded there were really only three eager professional development programs discussed with him. In light of sequestration, budgets, and state programming we need to also address ways to put together programs utilizing other funding sources, which could be something the PD and conference committee can look at for next year. Angele Goss asked if the EOC registration fee was increased or new for this upcoming year. Andrew Goodwin replied stating there was no registration fee in that past. Reggie Jean asked for clarification on reviewing two proposals and if we are being asked to choose between them. Andrew Goodwin response was to look at each individual proposal for a vote to be sure it meets the approval of the board. Randy Schroeder commented that at the SSS roundtable at the conference it was clear members are aware of theme of the times of doing more with less and budgeting. Andrew Goodwin stated that he is interested in bringing to membership specific topics of interest to them or at least having a pre-college program so all programs have a piece of the pie. Reggie Jean stated that we should figure out a way to be responsive to what the membership wants for professional development and also recognize PD is a part of our mission and a pillar for our members, we need to continue to look at PIC to react to what our members need.</li> </ul>	
<p><b>Leadership Institute</b></p>	<p>Sigh Searles –</p> <ul style="list-style-type: none"> <li>- Evette Layne sent copies of final report for 2012-2013 Leadership Institute via email to the board. The following are highlights: <ul style="list-style-type: none"> <li>▪ New completion certificates have been printed and will be signed by Evette Layne and Sigh Searles and mailed to all participants. The new certificates will reflect the decision to rename the institute the Arnold L. Mitchem Leadership Institute. That will wrap up all activity related to this past year’s institute.</li> <li>▪ Final activities since our last meeting happened at the spring conference. Reggie Jean hosted a very successful session with Stan Salett and Dr. Arnold Mitchem and by all accounts it was a terrific meeting. Sigh Searles thanked Reggie Jean for pulling this together and hosting it in his</li> </ul> </li> </ul>	

	<p>absence. The final luncheon was hosted by Evette Layne; the participants were excited to have the opportunity to spend more time with her after their meeting with her in March. Thank you Evette for hosting.</p> <ul style="list-style-type: none"> <li>▪ This year was the first time all participants attended the annual conference; certificates were presented by Carol Arner and Evette Layne.</li> <li>▪ Would like to encourage the NEOA board to hire someone as a director of LI</li> <li>▪ Would like to thank the following individuals for their invaluable support, ideas, and sound advice over the past 6 years, Reggie Jean, Steve Visco, Julie Kimball, Allison Cox, the members of the LI Advisory Board which includes: Karen Madden, Sarah Morrell, Steve Visco, Kristi Pierce and Linda Shiller. Finally a major thank you to the IT master Casey Henderson who's always been there with amazingly quick and thorough solutions and responses to LI needs.</li> </ul> <p>- Board Discussion: Evette Layne stated we missed Sigh Searles at the conference and we were with you in prayer. Myself and the board is very thankful for you and all you do, we love you. Sigh Searles was presented a gift of appreciation.</p>	
<b>Recess</b>	<i>Meeting adjourned on Thursday, June 13<sup>th</sup>, 2013 at approximately 5:25 pm. Dinner will be served at 6:00 pm and meeting will commence tomorrow Friday, June 14<sup>th</sup>, 2013.</i>	Shawn Graham motioned to recess meeting; Karen Keim second <b>Meeting Recess.</b>
<b>Reconvene</b>	<p>Evette Layne –</p> <ul style="list-style-type: none"> <li>- Meeting was reconvened by Evette Layne on Friday, June 14<sup>th</sup>, 2013 at 9:15 am</li> <li>- Meeting will reconvene with Secretary Report from Joanna Rivera Davis, then State and Committee Reports will follow.</li> </ul>	
<b>Roll Call</b>	See list above for NEOA board members	Quorum established
<b>Secretary's Report</b>	<p>Joanna Rivera Davis - April 2013 Board Meeting minutes were distributed by email and posted on GoogleDocs for review Changes:</p> <ul style="list-style-type: none"> <li>- pg 5 – questions marks during Kaplan discussion should be periods.</li> </ul>	Shawn motioned to approve April 2013 meeting minutes with corrections; Sarah Morrell seconded <b>Motion carries</b>
<b>State Reports:</b>		
<b>Vermont</b>	<p>Karen Madden on behalf of Jennifer Jones –</p> <ul style="list-style-type: none"> <li>- Kelley Beckwith, SSS at Castleton State College is our President-Elect for 2013-</li> </ul>	

	<p>2014. Kelley has held positions on our state board, and is a highly professional and capable advocate for our students and organization.</p> <ul style="list-style-type: none"> <li>- Our state conference is scheduled for Tuesday, October 15, 2013 at Vermont Technical College in Randolph, VT. The theme is Educational Opportunity in Action. The keynote has been confirmed it will be Tim Jerman.</li> <li>- Karen Madden and Margaret Coan attended the NEC roundtable with Congressman Peter Welch on Tuesday, May 14, 2013 in Burlington. We will continue to use connections as Reggie Jean state earlier and is a great suggestion when attending these events.</li> <li>- Vermont is 161% of our FairShare goal, 1<sup>st</sup> in nation! Thank you to Margaret Coan for making this happen.</li> </ul>	
<b>Rhode Island</b>	<p>Gail Sidney –</p> <ul style="list-style-type: none"> <li>- No Report</li> </ul>	
<b>New Hampshire</b>	<p>Maria Dintino –</p> <ul style="list-style-type: none"> <li>- NHEOA executive board met in may and as a result the strategic plan is underway regarding financial development, governmental relations, and alumni development/members. We are also planning some modest by-laws revisions in order to accommodate electronic voting, clarify membership categories and officer responsibilities as well as other warranted updates.</li> <li>- Individuals have stepped up for all the NHEOA officer positions and elections will be executed this month. A FairShare leader for 2013-14 still needs to be determined.</li> <li>- The NHEOA fall conference plans are underway. The conference is scheduled for Friday, October 18, 2013 at UNH. There is discussion about opening the conference up to other professional and organizations in the state and selecting a topic such as financial literacy that would appeal to pre-college, college, and beyond.</li> <li>- Also looking far ahead to spring 2015 annual NEOA conference in New Hampshire and beginning to brainstorm.</li> </ul>	
<b>Massachusetts</b>	<p>Angele Goss –</p> <ul style="list-style-type: none"> <li>- MEOA had a successful year, Adam Edgerton who served this year as the external relations chair will now be President-Elect.</li> <li>- MEOA has developed a new liaison relationship with Springfield Technical College</li> <li>- The Emerging Leaders workshop added 2 new leaders to assist with great networking connections for participants.</li> <li>- For State Advocacy Day two state representatives were present and also plan to visit</li> </ul>	

	<p>upcoming summer programs. Allison Cox recently met a with a state representative that participated in upward bound that was wonderful.</p> <ul style="list-style-type: none"> <li>- There are currently 193 members in the state, PD events have had 50 participants in attendance</li> <li>- There were articles highlighted that were recently published in various newspapers including: Adam Edgerton article in Huffington Post, amongst others.</li> <li>- Board Discussion: Karen Keim stated the articles should be forwarded to Casey Henderson and featured on the NEOA website. Angele Goss stated she would forward the information to Casey Henderson. Karen Keim also encourage everyone to send articles in their states to Casey Henderson to post to the NEOA website or highlight on social media websites.</li> </ul>	
<b>Maine</b>	<p>Shawn Graham -</p> <ul style="list-style-type: none"> <li>- MEEOA had a good year, much due to profession involvement and the development of a strategic plan. Right now they are expanding on some roles and developing a committee to take some responsibly off of conference chairs. MEEOA is looking to establish an alumni committee and how to pull alumni into the state association and involve them in more work and advocacy we do.</li> <li>- Has developed a transition plan to assist with recruitment of board members and reduce the mystery of the responsibilities to members interested in becoming involved. Current openings on the board include: FairShare coordinator and President-Elect</li> <li>- Conference planning has begun for next year.</li> <li>- Has been in communication with Senator Collins, Senator King, Congresswomen Pingree, and Congressman Michaud regarding 2013-2104 appropriations. Senator King has joined the TRiO caucus and would be a voice to support TRiO in moving forward.</li> <li>- Board Discussion: Steve Visco wanted to recognized Shawn Graham who is modest but has done a lot this year for MEEOA, thank you for your all your hard work this year as president.</li> </ul>	
<b>Connecticut</b>	<p>Joanna Rivera Davis on behalf of Carl Dean –</p> <ul style="list-style-type: none"> <li>- New Board started its term May 1<sup>st</sup>, 2013. Luis Ramos is Secretary and Erica Granoff is Vice President. Currently CAEOP is operating without a President and State Liaison. Carl Dean will continue to work closely in his roles as Past President. Erica Coleman will continue on the board as Treasurer.</li> <li>- The public relations committee is operating with oversight by former Executive Board members Karen Touch and Aamna Qureshi. The committee is overseeing a video project commissioned by the African American Affairs Commission which</li> </ul>	

	<p>will bring in revenue of \$9000.00 for the organization.</p> <ul style="list-style-type: none"> <li>- The government relations committee is established and will be headed up by Kimberly Gorman, SSS at the University of Connecticut.</li> <li>- CAEOP member Cecilia Nugent has been nominated for Vice President of NEOA and Conference Chair for the 2014 NEOA annual conference hosted in Connecticut</li> <li>- Board Discussion: Evette Layne asked about CAEOP's President position and if it will be filled. Joanna Rivera Davis replied that Carl Dean would be working closely with the executive board and at this time is unsure of who will be taking on official president responsibilities for next year. Karen Keim asked more about the video project. Joanna Rivera Davis stated she believes it was spearheaded by Donna Thompson and Glenn Cassis.</li> </ul>	
<b>Committee Reports:</b>		
<b>Finance Committee</b>	<p>Steve Visco -</p> <ul style="list-style-type: none"> <li>- Currently working on contracts for both TRiO day and the NEOA Annual Conference for next year. Will continue to meet with Evette Layne and Cecilia Nugent regarding Annual Conference, currently they are researching sites and should be able to make bids soon.</li> <li>- Board Discussion: Margaret Coan asked if the motion would include someone who is not on the board. Steve Visco replied stating for example since Cecilia Nugent is currently a nominee for NEOA Vice President, Evette Layne serve as representative for assistance with conference planning.</li> <li>- Currently searching for an accountant who should be hired very soon. Would like to encourage the board to look for an accountant through any networks established in Massachusetts. Steve Visco will be working with Evette Layne and Allison Cox.</li> <li>- Board Discussion: Evette Layne stated NEOA received a letter from the current company and would like to thank them for the service and thank Karen Madden for assistance with contacting them; they have done a great job. Allison Cox and Steve Visco will draft a letter of thanks to them.</li> <li>- Some additional changes to cancellation of reimbursement policies for event chair and conference chair for professionals and organizations that have not paid. NEOA should develop a policy with a deadline for our major events and establish how long we should wait before applying some kind of penalty. Next year's Finance Committee group should think about that.</li> </ul>	<p>Steve Visco motioned to establish a subcommittee for the NEOA Annual Conference including, President-Elect, President, Treasurer, Prior Chair, and State Representative, with the idea that the State Representative will be the conference chair or someone to connect back to the state. This subcommittee will be charged with making a decision regarding Annual Conference and having the NEOA President sign the contact; Shawn Graham seconded</p> <p><b>Motion Carries and Subcommittee Establish</b></p> <p>Steve Visco motioned to establish a subcommittee for TRiO day including President, President Elect, Treasurer, and State Representative; Andrew Goodwin seconded</p> <p><b>Motion Carries and Subcommittee Establish</b></p>
<b>Development</b>	<p>Rebecca Sonn -</p> <ul style="list-style-type: none"> <li>- Finally coming to a close, contacted and presented sponsorship opportunities to all presidents and directors of the Massachusetts Banker's Association, MEFA, ASA, NHEAF, RISLA, RIELAA, Kaplan, Lintilhac Foundation, Nellie Mae, and Lumina</li> </ul>	

	<p>Foundation. Solicited and received pledges from ASA, MEFA and NHHEAF, totaling \$17,500.00.</p> <ul style="list-style-type: none"> <li>- Conducted Bidding for Good “Truly New England” Auction. Closed out auction notified winning bidders and mailed out auction items. Auction raised \$3538.00, less fees and commissions, net income was \$2859.00.</li> <li>- The total net fundraising totaled to \$20,358.75; meeting the 2012 -2103 fundraising goal.</li> <li>- For next year would like to shift focus to state development action. The goal is not to give people more work, but to identify someone from each state that can act as a resource. Rebeccah Sonn charged everyone to identify someone from each state to assist with this effort.</li> <li>- Board Discussion: Karen Keim stated development committee should contact the state chambers depending on where the annual conference is being held. Steve Visco commented that at state meeting they went through events and where people can sponsor things, we did not have much luck but it is a good strategy when we are thinking about our major events like the conference and TRiO day as well as the Leadership Institute. Karen Keim stated AI Parks did a poster this year free of charge, we sent a thank you and assisted with press and that worked well. Steve Visco replied we should building on that and now AI Parks is one relationship/network built for the organization. Karen Madden commented that Vermont is getting on the development bandwagon, Casey Henderson sent an information pack out and it may be helpful to have letters from students has well. Angela Quitadamo stated she has some brochures in her car she can share with everyone. Evette Layne closed by thanking Rebeccah Sonn and her committee for a great job this year.</li> </ul>	
<p><b>Combined Report: State Initiatives, Legislation &amp; Education</b></p>	<p>Sarah Morrell –</p> <ul style="list-style-type: none"> <li>- State Initiatives: <ul style="list-style-type: none"> <li>▪ All states received funding except for Connecticut; once three are in we will know the final amount numbers. These will be in by the end of this month.</li> <li>▪ Some states still owe an evaluation. It only has to be a paragraph or two sent directly to Sarah Morrell. Any reimbursements should be sent to Allison Cox. Sarah Morrell would like copies to be sure we are using funds effectively.</li> <li>▪ It was great to see Emerging Leadership initiatives, and hope people will think about doing themed events like alumni and other topics. Thank you all for your work on those.</li> </ul> </li> <li>- Bylaws: <ul style="list-style-type: none"> <li>▪ Successful changed Bylaws, Casey Henderson has posted them on the NEOA website on April 11<sup>th</sup>, 2013 and also asked him to post any updates has changes may occur in the next few month. It may be helpful to have members compare the updates at the September board meeting.</li> <li>▪ Also, want to consider some bylaw changes since the last meeting and deal with succession plan for certain positions and write that in the next round of changes.</li> </ul> </li> </ul>	

	<p>Please let Sarah Morrell know of any ideas or changes to the bylaws as needed.</p> <ul style="list-style-type: none"> <li>- Other items: <ul style="list-style-type: none"> <li>▪ Presented during the MEOA Emerging Leadership Institute in April 2013, it was great to see that happening.</li> <li>▪ Regarding the Strategic Plan we are talking about new leadership and building new interest and involvement.</li> <li>▪ Working on electronic voting process and use of new bylaws to use in upcoming NEOA Vice President Position.</li> <li>▪ Yesterday sent out COE Carol Shea-Porter letter so that was sent out to everyone. Kimberly Jones from COE asked us to take some time to get some state representatives to sign on to Carol's Letter and make sure throughout the summer although it can be a busy time we are staying in touch and continuing to advocate to for COE and TRiO.</li> </ul> </li> </ul>	
<b>Newsletter</b>	<p>Laura Mielke -</p> <ul style="list-style-type: none"> <li>- Laura Mielke thanked everyone for being responsive to article submission deadlines; there are still a few that are looking to be published. Members have been asked to send pictures or snapshots to Laura Mielke with a caption that captures what is going on.</li> <li>- Throughout the past year has struggled with how to filter information to membership, and now the Facebook page can assist with that. Feels it is a good thing the newsletter is transitioning to Public Relations chair on the board.</li> <li>- Board Discussion: Sarah Morrell commented that Laura Mielke provides a good point regarding Facebook and had a question about if there is an umbrella page for all the pages associated with NEOA on Facebook. Allison Cox mentioned that someone created a Boston area Facebook page although there is a Massachusetts page already establish. Evette Layne stated it would be a great summer project for Angela Quitadamo to develop a summer survey of the social media programs out there associated with NEOA or the state associations.</li> </ul>	
<b>Public Relations</b>	<p>Angela Quitadamo-</p> <ul style="list-style-type: none"> <li>- Sent a flyer around regarding the congratulations for the NEOA 32<sup>nd</sup> annual conference to assist with publicity for our organization. The flyer includes a picture of Evette Layne with Dr. Arnold Mitchem</li> <li>- Extended herself to see if we can look into having someone we contracted for public relations, will continue to research and present to board at next meeting.</li> </ul>	
<b>Technology</b>	<p>Casey Henderson –</p> <ul style="list-style-type: none"> <li>- Created a page on the website for job postings and added a few job listings</li> <li>- Made routine website updates, posted some PD materials, corrected some</li> </ul>	

	mistakes in web pages, updated meeting minutes page, and other routine changes.	
<b>Strategic Planning</b>	<p>Karen Madden –</p> <ul style="list-style-type: none"> <li>- Thank everyone for their work all year long.</li> <li>- Would like to extend support to whoever is doing Strategic Planning in the future.</li> </ul>	
<b>Membership</b>	<p>Ramon Gonzalez –</p> <ul style="list-style-type: none"> <li>- To date there are 238 paid and 12 unpaid members, currently unclear if any of the unpaid members have participated in anything or just simply has applications on file. Ramon Gonzalez suggest that we have a better way of keeping track of who is paid and not paid at big events so we can track the unpaid members and have better attendance records.</li> <li>- Board Discussion: Randy Schroeder stated that the process for SSS professional development day has worked; we have gone through a contacted people to ask if they have attended anything and if they have not they have been taken off the membership list. Ramon Gonzalez also stated he is work with Allison Cox and Stephanie Cruz to track those people. There are also 50 new members and he is working with Casey Henderson on adding questions to the membership questionnaire. Evette Layne also talked about membership at the conference, stating we should find a way to better control that and know who is who. In the past we use to hand out physical membership cards may we should consider bring that back. Even if it is not a card but a membership number to assist with tracking our members. Allison Cox asked how many are left that has not paid the conference fee. Ramon Gonzalez stated he would have to look that up, 4 people have not paid. Angela Quitadamo stated the membership card would be helpful in incorporating the elevator speech. Karen Keim stated members would show membership card at the business meeting that the conference. Steve Visco state in the past we have maintained a list at the conference. Evette Layne stated sometime having a physical card or membership numbers puts it on the members. Angele Goss stated it does not sit well with her that you can sign up for a membership and get out of it by stating you will not attend anything. Karen Keim agreed and stated she would like to see an invoice sent out to remind people their membership is expired. Evette Layne stated that currently occurs. Margaret Coan stated some programs cannot pay for membership without it being somehow associated with the conference. Evette Layne suggested that may be we have a conference deposit fee that can be paid in September. Karen Madden clarified that you cannot pay individual membership with grant funds only with institutional</li> </ul>	

	<p>funding. Julie Kimball stated the danger of the early deposit to the conference is that the member may not attend in the spring and may ask for a refund. Sarah Morrell stated these options are worth exploring, but it is important that on September 1<sup>st</sup> we send invoices out to memberships that have expired. Ramon Gonzalez stated looking back to our November board meeting we had 70 paid members, and that is a pretty good number give that at the beginning of the 2011 year there were 72 members paid.</p>	
<b>Alumni</b>	<p>Monda Kelley -</p> <ul style="list-style-type: none"> <li>- Hosted the Alumni and Newcomers reception with Evette Layne at the NEOA Annual conference there were approximately 25 people in attendance. I was unsure how many were alumni.</li> <li>- Happy to see states are incorporating Alumni positions on their boards.</li> <li>- Currently working on social media pages including Facebook and Twitter.</li> <li>- Created an alumni group on the NTAA and encouraged programs via the list serve to encourage Alumni to signup.</li> <li>- After administering survey began working on coordinating an Alumni Advisory Committee for next year in an effort to enhance alumni participation in NOEA, COE and with FairShare. Would like to work with state associations to see if they would be willing to add an alumni chair to their regional association. There has been one person from each state that has already expressed interest, will be working with Rhode Island and Connecticut to identify a person.</li> <li>- Board Discussion: Karen Keim stated it would be great to share the list of people interested in being on the Alumni Advisory Board for the board's reference. Karen Madden stated they have graduation cards that have links to the website page and thinks that would be a great think for everyone to begin doing for our students graduating. Evette Layne stated that she has a senior event on Tuesday and will be doing our cards now and will adopt that practices as well. Karen Keim stated it is important for our students to know they are now TRiO alumni.</li> </ul>	
<b>NEOA Achiever Committee Report</b>	<p>Randy Schroeder reported on behalf of Rick Williams –</p> <ul style="list-style-type: none"> <li>- Rick Williams will continue in whatever capacity he is needed or wanted and would keep his expertise for annual conference preparation. This year we were worried about the time for the banquet, but the keynote speaker finished early. Also, the Rhode Island conference committee members did a great job of bringing people but we need to have a tear jerking people first. Rick Williams would not admit if he did it intentionally it was great to have PC coach, who made a big donation to RIC. In planning for next year's conference that is something to make</li> </ul>	

	<p>note of.</p> <ul style="list-style-type: none"> <li>- Karen Keim, Rick Williams and Randy Schroeder are working whether Rick Williams will continue without title, so we will ask Alumni to be the person to come to the board meetings, which will also assist with building alumni connections.</li> <li>- Board Discussion: Sarah Morrell stated that would be a wonderful practice to have. Also, wanted to ask if the awards presentation and acceptance speeches were videotaped. Claudia Erazo-Conrad stated Randy Schroeder took pictures. Claudia Erazo-Conrad also noted that those who participated on the committee this year were from different states it would be helpful for next year to get some people from Connecticut on board to read.</li> </ul>	
<b>Break</b>	<p>Break was taken at approximately 10:33 am for board members to check out of their rooms and make calls to representatives regarding the Carol Shea-Porter Letter. Returned at 11:06 am</p>	
<b>Old Business</b>	<ul style="list-style-type: none"> <li>- 2013 NEOA Conference Business Meeting Minutes <ul style="list-style-type: none"> <li>▪ Evette Layne stated she included this on the agenda for review of the board although she is aware the minutes will be presented at our larger body meeting in April 2014. The April Business Meeting Minutes were sent out electronically and posted on GoogleDocs. Please provide any corrections that need to be made.</li> <li>▪ Corrections included: <ul style="list-style-type: none"> <li>Pg 3: Karen Keim name spelt incorrect at the top check for the whole document the spelling of Karen Keim's last name</li> <li>Pg 3: Past President's Report should state provided not providing</li> <li>Pg 2: NEOA name correction</li> <li>Pg 6: Bylaws report states email to members 30 days by email and should state that the bylaws changes were emailed to members 30 days prior to the board meeting (be more specific)</li> </ul> </li> </ul> </li> </ul>	
<b>New Business</b>	<ul style="list-style-type: none"> <li>- Additional Reports: <ul style="list-style-type: none"> <li>▪ Professional Development Proposals by Andrew Goodwin. There were two proposals that were discussed and each one will need to be voted on. Before voting if people have questions on the two events proposed are: EOC regional conference on November 7, 2013 and SSS professional development day on November 15, 2013 or November 22, 2013. Both proposals were sent via email to all board members for review.</li> <li>- Board Discussion: Angele Goss wanted clarification on the budget total being \$600.00 or \$700.00. Andrew Goodwin replied the budget request for EOC is \$1000.00 with registration, revenue of \$700.00 is estimated. Angele Goss asked if the other proposal for a pre-college professional day does not happen will the money be re-allocated. Andrew Goodwin stated he would</li> </ul> </li> </ul>	<p>Andrew Goodwin motioned to approve the proposal submitted for EOC regional conference on November 17, 2013 as submitted to the board; Karen Keim seconded <b>Motion carries to fund EOC regional conference</b></p> <p>Andrew Goodwin motioned to approve the proposal submitted for the 17<sup>th</sup> annual SSS professional development day on November 15, 2013 or November 22, 2013</p>

	<p>aggressively look into doing another pre-college professional development event. Steve Visco wanted clarification on the budget line total. Andrew Goodwin replied stating it is \$2000.00 for 2 events but will most likely be less than that but that is currently the amount estimated. Karen Keim stated for speakers registration be waived. Karen Keim also commented on how Andrew Goodwin approach has made the budget workable for members to participate in these events and would like to thank you for your work on the board this year. Evette Layne stated that Andrew Goodwin has done a great job in clarifying and updating things for the NEOA's professional development including the Leadership Institute. Thank you for your work.</p> <ul style="list-style-type: none"> <li>▪ Officer Transition Plan – Evette Layne stated that end of the year reports from everyone on the board be submitted on August 15, 2013 and to make sure that this is taken care of in a timely manner. All reports should be emailed to Evette Layne. Also, make sure transition documents are submitted and posted to GoogleDocs in a time manner. At this time Evette Layne is not sure of Karen Keim's plans for next year but it is important you respond to Karen Keim in a timely manner. Evette Layne and Karen Keim plan to meet throughout the summer but want to be sure people are equipped to complete roles.</li> </ul> <p>Board Discussion: Margaret Coan asked if COE has a FairShare coordinator and if the would be the role as the president. Evette Layne stated that Karen Keim has worked well with FairShare and she plans to work with Randy Schroeder moving forward next year. Reggie Jean added to make sure things are posted on GoogleDocs, because it will be helpful for people next year. Evette Layne stated Casey Henderson has done a great job with GoogleDocs and to make sure you update everything on the NEOA GoogleDocs account.</p>	<p>as submitted to the board; Reggie Jean seconded  <b>Motion carries to fund SSS professional development day</b></p>
<p><b>For The Good Of The Board</b></p>	<ul style="list-style-type: none"> <li>- Evette Layne shared closing remarks to the board for her last meeting as NEOA president. She also presented NEOA 2012-2013 board members with a laminated copy of the board photography and a 2012-2013 membership card to remember their year on the board</li> <li>- Karen Keim recognized Evette Layne's leadership for the past two years and presented her with a gift that focused on her since she has done so much for NEOA in her service as President.</li> <li>- Karen Madden, suggest that Karen Keim collect the NEOA binder to be recycled for next year's board members</li> </ul>	
<p><b>Adjourn</b></p>	<p>Meeting adjourned at 11:41 am</p>	<p>Shawn Graham motioned to adjourn the meeting; Ramon Gonzalez seconded  <b>Meeting Adjourned</b></p>