

**New England Educational Opportunity Association
2012-2013 Board Orientation and Board of Directors Meeting Minutes**

**Hampton Inn & Suites
Manchester, CT**

November 1st & 2nd, 2012

Thursday, November 1, 2012	<i>Casual attire is suggested for today's events</i>
1:00 pm	Arrive – Hampton Inn & Suites, Manchester, CT
1:00 pm – 1:30 pm	Welcome & Introductions Ice Breaker – Evette Layne
1:30 pm – 2:00 pm	Update from Washington DC - Kimberly Jones
2:00 pm – 3:30 pm	NEOA's Strategic Plan – Karen Madden
3:30 pm – 4:00 pm	BREAK – Room Check-In
4:00 pm – 5:00 pm	- Finance Committee Meeting - For Chairs of TRIO Day, Annual Conference, Professional Development, and Committee Members
4:00 pm – 5:00 pm	- Technology Committee Meeting - For Chairs of Newsletter, Public Relations, Membership, Alumni and Committee Members
5:00 pm – 5:45 pm	- Legislative and Education Meeting & State Initiatives Committee - For State Liaisons, State Presidents and Committee Members
5:45 pm – 6:30 pm	- Bylaws Committee Meeting – Committee Members
7:00 pm	Dinner

Friday, November 2, 2012	<i>Professional Attire is suggested for today's events</i>
7:00 am – 8:45 am	Breakfast

8:45 am – 9:00 am	NEOA Board Picture
9:00 am – 10:30 am	NEOA Official Board of Directors Meeting Call to Order Action: Approval of Agenda Secretary's Report Action: Acceptance of September 2012 Board Meeting Minutes Treasurer's Report Action: Acceptance of Treasurer's Report Past President's Report President's Report Directory Updates President-Elect's Report Vice-President's Report/Conference Committee
	15 MINUTE BREAK – Room Check-out
10:30 am – 12:00 pm	Committee Reports: Finance Committee Development Strategic Planning Bylaws State Initiatives Legislative & Education TRIO Day Professional Development Technology Newsletter Public Relations Membership Alumni Accessibility Taskforce NEOA Achiever

	<p>State Reports: Connecticut Maine Massachusetts New Hampshire Rhode Island Vermont</p> <p>Old Business</p> <p>New Business</p> <p>Adjourn</p>
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MEMBERS PRESENT:

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

ABSENT:

Dani Alder, Margaret Coan, Charles Desmond, Claudia Erazo-Conrad, Angela Quitadamo, Rick Williams

Agenda Item	Discussion	Action
Call to Order	Evette Layne- Meeting was called to order by Evette at 9:07 am Agenda Update: Board Members photo will be put on hold until about 10:30 am during our break.	Steve motioned to approve the agenda; Andrew seconded Motion carries
Roll Call	See list above for NEOA board members	
Secretary's Report	Joanna Rivera Davis - September 2012 Board Meeting minutes were distributed by email and posted on GoogleDocs for review Changes: <ul style="list-style-type: none"> - Pg: 5 – Finance Committee Report, the first bullet point under other discussion points, states “The President Elect budget was cut and Karen Kiem will do more with less money” should state the following: The President Elect budget was cut and Karen Kiem will do more with less money for the President’s Dinner. - Pg: 5 – Finance Committee Report, the bullet under general income on the third line NEOA acronym was corrected. 	Joanna motioned to approve the September 2012 minutes with corrections; Andrew seconded Motion carries

<p>Treasurer's Report</p>	<p>Allison Cox -</p> <ul style="list-style-type: none"> - Preparing to submit materials to request the renewal of NEOA's non-profit status in Massachusetts because of annual reports and PC (public charity) forms not filed since 1992. Allison has been working with the Secretary of the Commonwealth of Massachusetts and the Attorney General's office to prepare the 10 years of back reporting and 4 years of PC forms to regain status. <p>Other discussion points:</p> <ul style="list-style-type: none"> - NEOA's 10 year tax exempt status was discussed - Review of state dues - The Leadership Institute has been paid - EOC professional development day is being coordinated today, November 1st & 2nd, 2012 and is under budget line review - State committee payment to New Hampshire is completed for a state initiative fact book, this was an item from last year and was refunded - Sarah Morrell thanked Allison for her work with Julie Kimball, Steve Visco, Evette Layne on budget and non-profit status work 	<p>Sarah motioned to approve the Treasurer's report; Reggie seconded</p> <p>Motion carries</p>
<p>Past President's Report</p>	<p>Reggie Jean –</p> <ul style="list-style-type: none"> - Continuing working with Evette Layne especially with the Massachusetts tax oversight that is being undertaken by Allison Cox - Developing new member welcome packet working with Ramon Gonzalez to be sure everything is included to inform members, a rough draft will be presented at our next board meeting - Working with Rebeccah Sonn on online auction and started drafting information from last year - Will discuss History and Archives later in the meeting 	
<p>President's Report</p>	<p>Evette Layne-</p> <ul style="list-style-type: none"> - Wonderful time driving to all of the state conferences, described trips to Vermont, New Hampshire, and Massachusetts conferences. Evette is looking forward to traveling to Connecticut next week and Maine in January. - Currently working with Sarah Morrell and Reggie Jean to determine effective ways to disseminate information to the Board in regards to excessive emails. When email comes to the board Sarah will send out information from COE and Reggie will send out information from the New England Council. This will assist in keeping the region aware of important matters regarding TRiO and advocacy opportunities. - Assisted Conference Committee, as necessary, with efforts to finalize a theme for the 2013 conference that will promote professional growth. - Confirming arrangements with Sigh Searles for the Leadership Institute, this begins November 7th – 9th in Maine and January 9th – 11th in Vermont. 	

	<p>Presenters and locations have been confirmed for the November and January meetings. Their third session will be in early March hosted in Massachusetts and Evette will be in contact with Sigh regarding her active involvement in upcoming sessions.</p> <ul style="list-style-type: none"> - Represented NEOA at a Boston Client Reception on September 26th sponsored by the Sea Crest Hotel family of hotels: gathering more information on potential sites for future NEOA events. - Working with Allison Cox and Steve Viscos and our accounting firm to comply with fiscal year 2012 reporting requirements, as well as rectify other fiscal reporting issues. - Confirmed arrangements for next Board Meeting in January that will be held at the same facility that will host TRiO Day in February, this will benefit our already established relationship with the hosting TRiO Day hotel. - Provided a list of work on COE board including, Co-Chair for TRiO Achievers & Alumni Committee, Registration Co-Chair for Conference Committee, and membership on State Leadership, Budget & Finance, Governmental Relations, and Resource Development. Additional COE committee membership may also be assigned. - Revised and distributed the schedule and calendar of events and apologize to Laura Mielke for not getting information for the newsletter on the updated materials. The updated contact sheet that will be emailed due to printing issues at the hotel. 	
<p>President-Elect's Report</p>	<p>Karen Keim-</p> <ul style="list-style-type: none"> - Sent FairShare information to membership encouraging participation in 10 for 10 campaign with goals for each state to earn a free Policy Seminar registration for the state associations. COE identified the target goals: CT = 6, NH = 10, RI = 10, VT = 15, ME = 20 and MA = 25. Goals in each state are set based on past bidding, every year goes up by one each year and that is what Karen Kiem was told by FairShare coordinator. The 10 for 10 campaign is either 10 automatic payments or a single donation of at least \$100.00. NEOA's FairShare goals are as follows: CT = 26% , MA = 25%, ME = 39% NH = 50%, RI = 138% and VT = 21%. As a region NEOA is at 32% of goal. - The largest impact towards FairShare is Institutional Membership (IM). The new FairShare brochure was presented and reviewed. It will be distributed to each FairShare coordinator and emailed as well. Karen Kiem encouraged all NEOA board members to read through the brochure to be more familiar and knowledgeable about FairShare. New outreach to institutions looking to add an SSS program has been made in Maine. There are two community colleges that are considering IM so they can attend the trainings from COE and participate in the 	

	<p>collaborative planning session in the state. Both Eastern Maine Community College and Northern Maine Community College are seeking approval from the systems office to become members.</p> <ul style="list-style-type: none"> - Accurate FairShare numbers are in the process of being posted, as of right now we are the first in the nation but the NEOA board members contributions and MEOA conference numbers have been received but not applied as of 3:00 am this morning. - Discussion about FairShare contributions that apply toward the Policy Seminar registration by Allison Cox. Karen Kiem and Sarah Morrell offer clarity stated there should be a deadline usually in February that is often extended, but Karen Kiem will confirm dates by email or next meeting. - MIT and BU Institutional Memberships (IM) have been suspended. Evette Layne will be working with regaining membership at MIT. Karen Keim has worked with MEEOA membership to develop a new FairShare coordinator and developed an outreach strategy with membership chair to streamline the position duties. - There will be a new approach to asking and hoping people will be available for phone calls to discuss IM and FairShare further. It is important that the contact information for the institution and president's are correct and up to date. - Karen Madden raises discussion on issue regarding the completion on the paperwork due to the amount of paperwork University/College President's need to approve. It was encouraged that is possible paperwork was walked over and to be sure the information is sent to the most appropriate professional 	
<p>Vice-President Report/Conference Committee</p>	<p>Charles Youn reported in Claudia Erazo-Conrad's absence –</p> <ul style="list-style-type: none"> - Posted report on Google Docs, the first conference committee meeting was held on Friday, October 26, 2012 and provided an opportunity for discussion regarding the delivery of meaningful and productive professional development. Conference committee positions were filled, though additional support will be required by Rhode Island TRiO professionals, NEOA board and general members. - The conference committee unanimously approved the theme – <i>Safeguarding Educational Opportunity: Strengthening Our Voice!</i> - Conference chairs also met with past conference co-chairs after finance meeting and found it to be helpful. A state initiative grant proposal will be submitted to help defray the cost for College Presidents' attendance at conference activities. The committee would like Presidents to present, host a couple of tables, and be visible. - Suggestions for the Conference's Keynote Speaker were discussed, suggestions included: <ul style="list-style-type: none"> - Honorable Ojetta Rogeriee Thompson, Chief Justice 1st Circuit Court, Boston, MA 	

	<ul style="list-style-type: none"> - Brenda Dann-Messier - Ed Cooley, UB grad, Providence College Men’s Head Basketball coach - Steve Perry, NEOA Achiever - Elizabeth Warren - Viola Davis - Senator Sheldon Whitehouse <ul style="list-style-type: none"> - Conference co-chairs have been in communication with all states in regards to ads and auction items and will be working with Rebeccah Sonn regarding any online auction items. Reminders will be sent out to states as well. - Committee meeting attendees also proposed the idea of pre-conference workshops. Board members had a discussion about possible pre-conference topics. Steve Visco suggested a “Legs and Regs” with a COE representative for many programs in the region that have gotten re-funded. Karen Madden commented that many SSS professionals in Maine were inquiring if a grant writing workshop for SSS professionals would be a pre-conference workshop at this year’s conference. She also indicated that COE has typically requested that grant writing start a year earlier to get grants ready before they are due since the cut off score is usually 150 points. - Once the logistics of online registration is settled, a save-the-date will be sent out to members. - The next conference committee meeting will be on December 14, 2012, Evette Layne and Reggie Jean would like to be able to Skype into the meeting due to COE Board Meeting in Puerto Rico they are attending. 	
Break at 9:45 am	<ul style="list-style-type: none"> - NEOA Board photo taken - Members check-out of rooms - Challenge “Wait around forever” 	
	Meeting reconvened at 10:06 am, Friday, November 2nd, 2012	
Vice-President Report/Conference Committee (Continued)	<p>Charles Youn continued report in Claudia’s absence –</p> <ul style="list-style-type: none"> - Conference Committee discussed creating an award in honor of Dr. Arnold Mitchem. Board discussion regarding the topic: Jennifer Jones stated they created a similar award in Vermont entitled a Lifetime Achievement Award. Jennifer asked for clarification on the purpose of the award. Angele Goss questioned if the award would be annually and wanted to be sure it was attainable for potential honorees. Karen Kiem mentioned that the award could be presented only by occasion. Evette Layne noted that the award should not have to be presented annually if it is only issued by occasion. Sarah Morrell proposed a committee to review all current awards for the regional conference and the proposed Dr. Mitchem award be addressed over time. Sarah also suggested that the motion be 	<p>Charles motioned to create an award for the NEOA regional conference in honor of Dr. Arnold Mitchem; Angele seconded. Motion carries</p>

	approved but passed onto the NEOA Awards Committee for final review. The new proposed act on the motion is to create the Dr. Mitchem award and move to the committee for review was made by Evette.	
Committee Reports:		
Finance Committee	<p>Steve Visco –</p> <ul style="list-style-type: none"> - The Finance Committee had a meeting last night (November 1, 2012), Steve was hoping to meet for about 20 minutes but the committee met for a productive hour and a half. Steve briefly discussed the status of the PC forms and Massachusetts tax information Allison Cox is heading. The committee will continue to look at any upcoming budget items from now until the January meeting. - Steve and Andrew Goodwin are working on developing broad base procedures for proposed professional development events including professional development days and Leadership Institutes. - Steve stated the finance committee meetings are open to any broad members especially those with any interest and/or background in finance. - A discussion that came up during committee meeting was whether or not as an organization we approach a financial planner on how to best utilize our reserve. The purpose would be to be sure we are spending money correctly in planning for the future. Karen Madden stated she knows a student/alumni that is a financial planner that lives in Boston, MA. Karen Kiem stated hiring an expert or volunteer to put in time to help with financial planning would directly relate with what was discussed in regards to our strategic plan. 	
Development	<p>Rebecca Sonn-</p> <ul style="list-style-type: none"> - The online bidding website has been set up and potential donors are being contacted. To date approximately 30 businesses have been contacted, with approximately 30 more who will be contacted in the upcoming weeks. She was informed that many professionals and organizations are waiting for their fiscal years to be up to make contributions. - Ask letters have been sent to the following past NEOA supporters: ASA, Lumina, Nellie Mae, RIHEAA, NHHEAF, and RISLA - Rebecca asked that if people have connections to any of the offices and companies sent “ask” letters to provide her with names and contact information for future follow up. - Board discussion regarding Sarah Morrell’s suggestion about contacting the Pell family because of their relationship with Rhode Island and our region. Karen Madden stated a past board member may have had connection with Colleen O’Brien, the Director of the Pell Institute. 	
Strategic Planning	<p>Karen Madden –</p> <ul style="list-style-type: none"> - Report has been uploaded to GoogleDocs with help from Casey Henderson. 	

	<p>Karen Madden coordinated a group review of the strategic plans yesterday, November 1, 2012. Suggestions and edits will be recorded and sent to the board before the January meeting in New Hampshire. Evette noted yesterday's workshop provided the board with productive discussion thanks to Karen Madden.</p>	
History & Archives	<p>Reggie Jean –</p> <ul style="list-style-type: none"> - The committee is looking at if we need to update the published founding year of NEOA. Currently we say we are founded in 1972, but it may not have occurred until 1976. The Treasurer and Finance Chair have been contacted to look through finance files in order to help conclude the 1976 founding year. - Board discussion about contacting past board members and finding NEOA documents to compile and put in one central location. One suggestion is to undertake going through all documents and scan/post all information on GoogleDocs account. Evette Layne asked if official files are located anywhere and suggested JFK library if it is not a budget issue. Steve Visco suggested that storage location could also be used as PO Box address. Sarah Morrell also stated that research organizations may want NEOA documents for possible thesis or dissertation. Allison Cox and Julie Kimball both stated there are documents in different locations that should be centralized and categorized to determine importance. 	
Bylaws	<p>Sarah Morrell –</p> <ul style="list-style-type: none"> - Brief report Andrew Goodwin and Ramon Gonzalez serve on committee planning to meet before January meeting to review bylaws and bring forward any changes to the broader NEOA members. The timetable is now shorter because the goal is to have the membership be notified, meeting will be electronically or in person soon. - All board members were asked to review bylaws and constitution as well as share thoughts and suggestions to the committee. - Board discussion regarding board members and officers' term lengths and if it is necessary to limit officer terms (question posed by Karen Madden in relation to discussion yesterday, November 1, 2012 during workshop on the Strategic Plan). Allison stated the PC form and Massachusetts tax documentation issue from 1992 could have been potentially been avoided if officer terms were longer. Julie Kimball made the suggestion of possibly having 18 month terms to assist with transition due to timeline of events and budget concerns. Reggie stated that in past years the term length came up and noted that past-presidents cannot serve for more than 2 terms, but stated terms for secretary and treasurer can be different. Also, the idea of the treasure and financial chair having some overlap came up in prior years as well. Outside of officers terms are a concern for committee chairs 	

	<p>due to the planning of events. Evette Layne stated it may be looking at both the bylaws and job descriptions to determine what needs to be updated or changed. Steve Visco also discussed the review of who can sign contracts. He believes it is more of a fiscal policy, but thinks it should in the bylaws for consistency. Sarah suggested there should be consistency in all official documents not just the bylaws. Karen Madden and Steve Visco stated they are also willing to assist the committee with reviewing official documentation.</p>	
State Initiatives	<p>Sarah Morrell-</p> <ul style="list-style-type: none"> - Prepared the fall round of NEOA State Initiative grants, to be due on November 15, 2012. COE State Initiative grants are due December 1, 2012. The NEOA announcement regarding the grants went out to members on October 19, 2012, and Sarah has followed up with four proposers via email and phone to assist them in the process. A total of two proposals have been received to date for fall 2013 from Massachusetts and Maine. Rhode Island has one initiative in the works for the college panel; this is dependent on the timeline. The planning for round two has begun. - Sarah was not able to meet with State Leaders yesterday due to bomb threat and hurricane. Hopes to check in with each state to be sure they are registered for EduGuide. 	
Legislation & Education Committee Report	<p>Sarah Morrell -</p> <ul style="list-style-type: none"> - Sarah is attending weekly COE Governmental Relations calls to discuss current legislative and advocacy strategies. She is continuing contact with the COE Governmental Relations team for NEOA specific advocacy planning and State Initiative grant coordination. 	
TRiO Day	<p>Randy Schroeder-</p> <ul style="list-style-type: none"> - Planning for TRiO Day 2013 hosted on February 21st & 22nd, 2013 is well under way with the core of the committee in place with 14 NHEOA members signed up so far with other NOEA members from outside of New Hampshire. - The contract for TRiO Day has been signed with the Nashua Radisson with favorable room and dinner rates (this will also be the site for the January NEOA board meeting). The third party IT service has been contacted regarding their equipment rates which are reasonable. The IT services director has indicated that he will be highly supportive of our needs and limited budget. Kristin Sweeney (Keene State College TRiO & TRiO Day 2013 Co-Chair) has begun contacting potential sponsors. - TRiO Day 2013 will be a showcase opportunity for advocating on behalf of TRiO/Gear Up students. We are seriously looking at ways that we can host an alumni event/reception on the evening of day 1 and incorporate SSS/McNair students into activities during the morning of day 2. The challenge will be 	

	<p>providing meaningful connecting activities which also include some sort of revenue stream.</p> <ul style="list-style-type: none"> - Board discussion regarding SSS and McNair student participation and involvement in TRiO Day. Reggie Jean suggested SSS and McNair students serve on TRiO Day planning committee if it does not conflict with their class schedule. Karen Keim and Carl Dean suggest SSS students play a role in college tours or presenting workshops to younger students. This will allow SSS and McNair students an example of how they can give back to TRiO and younger students as they transition into being alumni. 	
<p>Professional Development Committee Report</p>	<p>Andrew Goodwin-</p> <ul style="list-style-type: none"> - Worked with Technology Chair to develop and a pilot Professional Development Registration system linked to NEOA membership database to streamline future professional development registration processes. The registration system was piloted for the EOC Professional Development day for November 1st and 2nd to good effect. Hopefully this can be used not only to increase registration efficiency but also to archive and track the number of NEOA members taking advantage of professional development opportunities and increase capacity. - Received EOC Professional Development day Proposal form (provided a handout). Work with President, Treasurer, and professional day planners (Harrison Grigsby and Stephanie Cruz) to support logistics of the event taking place at the Colonial Hotel in Gardner, Massachusetts on November 1st and 2nd, 2012. Currently there are 25 confirmed registrants, 23 of whom are members. - Received SSS Professional Development day description form (provided a handout). This event is scheduled for November 16, 2012 at the University of New Hampshire. Currently in the process of working through details with planner (Randy Schroeder). - Reference to Finance Meeting on November 1, 2012 – Andrew will be working on putting together some procedures to move to a more competitive Professional Development proposal process with a due date and application process to get funding approved for proposed events. This will help in being increasingly cost effective. Also, a survey will be put in place to see what the professional development needs are by members. - Also discussed Professional Development chair role as contact for Leadership Institute and will be contact Sigh Searles with supporting with logistics - Researched GotoWebinar web hosting possibilities and cost. A year-long subscription for webinars of up to 100 people is \$948.00 and includes Gotomeeting collaborative services which could be used for Board or other committee meetings. This may be a good option to look at. Andrew has discussed with state leadership and plans to look into the possibility of cost sharing among 	

	interested states.	
Technology	Casey Henderson – <ul style="list-style-type: none"> - Casey has worked with MEEEOA’s executive committee to set up online membership and conference registration. He is also working on other minor updates to the MEEEOA website. - Worked with Andrew Goodwin to set up online registration for EOC Professional Development day. - Working on minor updates for both state and region as needed 	
Newsletter	Laura Mielke - <ul style="list-style-type: none"> - During last board meeting there was a newsletter deadline proposed for October 5th, 2012. Prior to the deadline a lot of events had already occurred. Each state will take one item/event and create a blurb on them to submit to Laura. - The revise newsletter deadline is Friday, November 9th, 2012 (a week from today) all states should contribute an article. Laura will send the board members an email reminder mid-next week and will be sending out newsletter within that following week. 	
Public Relations Committee Report	Angela Quitadamo- <ul style="list-style-type: none"> - No report 	
Membership	Ramon Gonzalez – <ul style="list-style-type: none"> - There are 77 invoices sent to non-members. There are a total of 12 new members this year. An email was sent to members regarding the save the date for the giveaway registration contest last week. - Membership is higher than last year, which was 72 members, the year before was 75 at this time – NEOA membership traditionally gets up to full numbers in January. - At the regional conference, there were 267 in Massachusetts and last year in Vermont there were about 240. Registration and membership numbers are frequently determined by the conference location. Traditionally the range is 225-260 is the range. Although there are about 900 emails in database. - Karen Madden suggested a strategy to sort through the emails is sort the database by state and send to State Presidents, which has been done in the past. 	
Alumni	Monda Kelley - <ul style="list-style-type: none"> - Monda posted her report on GoogleDocs, a Survey Monkey about what State Leaders needed in order to work more closely with their alumni was sent out. Of those leaders that responded – 60% have an alumni association, 100% use Facebook as a means of communication with their alumni, and 33% use email. No one reported using Twitter as a form of communication. 80% refer alumni to the NEOA Facebook link. 100% reported they would be willing to refer alumni to the National TRiO Facebook page. 100% of respondents stated they have alumni 	

	<p>represented at the COE Policy Seminar. 33% reported they honor alumni at their state conferences.</p> <ul style="list-style-type: none"> - Monda has proposed to highlight alumni in the NEOA newsletter and target a new person every quarter. She is also working to gather information from individual programs at the state level and trying to find ways to continue to utilize Survey Monkey to obtain more information and data. - Working with Casey Henderson to develop a database of alumni that NEOA/States can tap into to use for different events from Policy Seminar to letter writing campaigns and signing online petitions. - There are currently 237 alumni using the Facebook EOP page. - The Alumni reception at the regional conference has been confirmed. 	
Accessibility Taskforce	<p>Dani Adler –</p> <ul style="list-style-type: none"> - No report 	
NEOA Achiever Committee Report	<p>Randy Schroeder reported in Rick William’s absence -</p> <ul style="list-style-type: none"> - Randy is the NEOA Achiever Committee co-chair with Rick this year. They are looking to follow the same process. Nomination packets will go out to everyone in December and nomination deadline will be at the end of January. - Twelve NEOA achiever nominations are traditional received and Randy would like to see more people are nominated and feels it is really valuable to keep in touch with alumni even if they do not win. It is a good way for TRiO professionals to be in touch/engaged with alumni. - Board discussion regarding nominees being recognized in some way even if it is on the website was suggested by Ramon Gonzalez and Steve Visco. Karen Madden shared that her office coordinates a TRiO Star of the Month. Nominees were recognized and give certificates it was proven to be a nice recognition for those awarded and nominated. 	
	Meeting reconvened at 11:25 am, Friday, November 2nd, 2012	
State Reports:		
Connecticut	<p>Carl -</p> <ul style="list-style-type: none"> - The CAEOP executive committee is currently working on final preparations for our state conference next week on Friday, November 9, 2012. CAEOP has been working closely with past state presidents to help strengthen the organization going forward (Glenn Cassis, Donna Thompson, Cecilia Nugent). - The CAEOP conference will have Representative Marilyn Giuliano and Senator Gary LeBeau provide our members their perspective on developing a relationship with legislators, how to keep them informed on issues concerning first generation and underserved students. A major part of the conference will be educating our members on the importance of developing a strong state organization then getting members to get involved in the process. Evette Layne will speak to the group and 	

	provide a regional perspective and Heath Alexander from COE will serve as keynote speaker for the conference and provide a national perspective.	
Maine	<p>Shawn Graham –</p> <ul style="list-style-type: none"> - MEEOA state conference will be hosted on January 2nd – 4th, 2013 at the Sheraton Four Points Hotel in Bangor, Maine. The theme for the conference is Defending TRiO: Then & Now. - Conference workshop proposals are being reviewed and topics are surrounding policy and student engagement. - Five or six professional are registered for the Maine Emerging Leaders pre-conference that will focus on bridging the state organization with NEOA and getting them involved state-wide and regionally. - Conference speakers include: <i>Amy Verlanic</i>, Director of the Technical Outreach Department at Montana Tech in Butte, MT & Chair Elect for the Council of Opportunity in Education, <i>Heather Valentine</i>, Vice President for Public Policy and Communications for the Council for Opportunity in Education, and <i>Evette Layne</i>, NEOA President. - MEEOA is always looking to complete a review of the state’s strategic plan and presented a draft at the state conference to obtain feedback from members. It is projected that the project be finished by the NEOA regional conference in April. - MEEOA is also looking to update and change the website for the state conference in January. We are hoping to incorporate new technology like Facebook to the page. - A line item for professional development has been put in place for members to request funding for state events and activities. The first 4 awards of \$145.00 have been granted. 	
Massachusetts	<p>Angele Goss –</p> <ul style="list-style-type: none"> - Massachusetts had a great Annual Conference on Thursday, October 25, 2012 at the Devens Conference Center. The theme of the conference was Strength in Strategy: Defining the College Access Profession. - Approximately 127 professionals were in attendance at the conference. Speakers included opening speaker, <i>Jennifer L. Flanagan</i>, Massachusetts State Senator, a regional update from NEOA President <i>Evette Layne</i>, keynote speaker <i>Tim Murray</i>, Lieutenant Governor and COE update from <i>Kim Jones</i>, Associate VP for Public Policy. With 50% quorum, MEOA was able to approve necessary changes to the Bylaws. - A new slate of officers was elected; although MEOA is still without a President-Elect. There are currently 172 paid members - MEOA has an upcoming professional development day schedule for January 11, 2013 at Clark University, the save the date was distributed at the state conference. 	

	<p>The topic and presenters have not yet been confirmed, but may come from the conference evaluations.</p> <ul style="list-style-type: none"> - MEFA (Massachusetts Educational Financing Authority) has renewed its sponsorship of \$5,000.00 to MEOA for the upcoming year. They initiated the phone call to Allison Cox to express their commitment. They are also hosting a College Enrollment & Financial Aid Training to TRiO & GearUp professionals on November 16th, 2012 at Bentley University. 	
New Hampshire	<p>Maria Dintino –</p> <ul style="list-style-type: none"> - NHEOA hosted its state conference on Friday, October 19th, 2012 at the University of New Hampshire (UNH) in Durham, NH. Thanks to NEOA President Evette Layne for attending the conference and providing a comprehensive NEOA update. Approximately 88% of NHEOA’s members were in attendance at the conference. - NHEOA morning session featured UNH’s <i>Barbara Prudhomme White</i>, Ph.D., who led an interesting and informative session on a critical topic for all of us and our students: STRESS. Her PowerPoint presentation is available for interested parties. The afternoon session focused on using social media to connect with our students. We heard from <i>Jason Boucher</i>, Social Media Coordinator for UNH, who discussed ways and reasons for using Facebook and Twitter. Alumni development and TRiO day were also discussed at the conference. - Board discussion regarding conference workshops on stress management by Evette Layne. Reggie Jean noted that state conferences can be a great opportunity for presenters to also submit a request for programs/workshops for the NEOA regional conference in April. - SSS Professional Development Day is scheduled for Friday, November 16, 2012 at UNH in Durham, NH. It will be open this year to all interested New England TRiO staff. Heather Valentine from COE will be the primary presenter to provide post-election analysis of current and future issues for TRiO, as well as guiding us to create concrete outreach materials. A follow-up afternoon session with a social media professional will focus on using Twitter & Facebook for outreach and alumni development. Our annual peer-led sessions for program directors and on best practices are also on the schedule. - Board discussion regarding SSS professional day registration for the morning session with Heather Valentine by Julie Kimball. Randy Schroeder clarified that all interested professional can register for the whole day. 	
Rhode Island	<p>Gail Sidney -</p> <ul style="list-style-type: none"> - Rhode Island continues to be busy with the planning and organizing for the NEOA conference in April. Co-Chairs Claudia Erazo Conrad and Charles Youn are doing a fantastic job in leading the way in organizing committees and 	

	<p>managing the planning process to make the conference a success.</p> <ul style="list-style-type: none"> - The Rhode Island EOC is hosting its annual professional development day in Gardner, MA on November 1st and 2nd, 2012. Sessions will cover a wide variety of topics including veteran's success, foster care benefits and aging out of the system, financial aid updates including the IRS import tool for tax transcripts. - In other Rhode Island college access news, the Connect to College program housed on the CCRI campus as part of the College Access Challenge Grant has a new director - Hope Schachter. The program is moving forward with its goals of identifying and remediating academic, social, and motivational deficiencies in entering students. - Lastly, if members have any contacts of individuals or groups that would like to donate gifts for the NEOA conference's silent auction. Please forward Gail Sidney's contact info: gssidney@ccri.edu. 	
Vermont	<p>Jennifer Jones –</p> <ul style="list-style-type: none"> - The VEOP state conference was well attended by over 70 EOP professionals and 14 high school guidance counselors. Over a dozen vendors purchased tables and just as many college admissions counselors attended a panel discussion about first generation, low income, accessibility panel. <i>Evette Layne</i>, NEOA president attend as well as <i>Kim Jones</i> who provided a COE update. The keynote address was given by Vermont Education Commissioner, <i>Armando Vilaseca</i>. He focused on the common core standards and how they will affect college readiness. Twelve workshops were offered on topics ranging from student with disabilities to military families. <i>Senators Bernie Sanders and Patrick Leahy</i>, and <i>Representative Peter Welch</i> sent their education staffers to our conference, most attended through the COE updated from Kim Jones and for part of the Achiever luncheon - Dr. Ted Ogaldez, Director of Upward Bound at the University of Vermont is moving to North Carolina at the end of the semester. The position has been posted but Jennifer noted that it has changed from a director to a program manager. - Vermont alumni Facebook page has over 100 members 	
Old Business	<ul style="list-style-type: none"> - Evette Layne reminded the board members to please post reports on GoogleDocs - Karen Kiem discussed FairShare goals discussed earlier in the meeting regarding state FairShare goals and the 10 for 10 campaign. Reggie Jean contacted Jesse Baker by email expressing some state goals are too high. Jesse responded stating the goals are flexible for the following states in question CT, NH, and RI. Also, February 15th, 2012 is the deadline to get the free registration for Policy Seminar and to clarify the submission of the forms confirms a commitment. Monda Kelley questioned if states were able to get more of a benefit than just one registration if goals were exceeded, and Karen Kiem stated she would ask Jesse. 	
New Business	<ul style="list-style-type: none"> - Reggie Jean commented that as a part of advocacy efforts we should be sure that 	

	<p>elected officials attend achiever luncheons at state and regional conference. He stated TRiO alumni are often our best advocates. The state and regional associations need to make an effort to continue relationships year round with elected official regarding TRiO.</p> <ul style="list-style-type: none"> - Karen Madden commented that Policy Seminar orientation from NEOA in January is helpful and if there was a way to communicate what happens during the training to those who do not attend the meeting. Jennifer Jones suggested having a webinar. Sarah Morrell offered clarification, stating that state presidents and state liaisons are invited to attend with the understanding that not everyone attending Policy Seminar will be at the NEOA training. The state representatives should disseminate the information to those individuals attending Policy Seminar. It was also suggested that GoogleDocs be utilized to post any additional information regarding Policy Seminar for states. - Karen Madden commented on the paper being used for reports during the board meetings and reminded members of going green and utilizing GoogleDocs. Evette Layne thanked Karen Madden for bring this up to the board. 	
For The Good Of The Board	<ul style="list-style-type: none"> - Angele Goss commented on how Evette Layne starts the board meetings, and appreciates how she is able to open up all the board members to each other on a personal and business level. 	
Adjourn	Meeting adjourned at 12:08 pm	Steve motioned to adjourn the meeting; Second Andrew Meeting Adjourned