

**New England Educational Opportunity Association
NEOA 2013 Business Meeting Minutes**

**Crowne Plaza
Warwick, Rhode Island**

**April 11, 2013
4:45 pm – 5:45 pm**

Agenda Item	Discussion	Action
Call to Order	Evette Layne- <ul style="list-style-type: none"> - Membership Chair established that 55 voting members were present - Meeting was called to order by Evette at 5:15 pm 	Angele Goss motioned to approve the agenda; Andrew Goodwin seconded Motion carries unanimously
Secretary's Report	Joanna Rivera Davis - 2012 Business Meeting minutes were distributed by email and 2 hardcopies were placed at each table for NEOA members to review. Changes: <ul style="list-style-type: none"> - Page 4, TRiO Day, 62 college/universities presented at the College Fair - Page 1 – Treasurer's Report take out short-term investments at the end of the last paragraph, figure represents both short and long term investments - Page 1 –Add minutes to the first motion 	Tammy Gewehr motioned to approve the September 2012 minutes with corrections; Dan Gordon seconded Motion carries unanimously
Treasurer's Report	Allison Cox - <ul style="list-style-type: none"> - Reviewed the Independent Accountant's Report on page 32 of NEOA conference program booklet. Focused on the last paragraph of the letter that states "Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America" the document was signed and dated by the COTA, CPA, PC on January 22, 2013. - Reviewed the 2011 – 2012 fiscal year, stating in short the association had less in assets and came within budget. A more detailed budget breakdown is on page 34 – 35 in the NEOA conference program booklet. In summary for 2011 – 2012, conference expenses came in around \$40,000.00, TRiO day expenses were approximately \$16,465.00, Leadership Institute was around \$17,000.00, as stated before a more detailed breakdown of all expenses are in the conference booklet on page 35. 	Mike Dennehy motioned to approve the Treasurer's report; Andrew Goodwin seconded Motion carries unanimously

	<ul style="list-style-type: none"> - In regards to the 2012-2013 fiscal year, this year financially the association is more balanced than in previous years. It difficult to summarize the conference financially because it is currently happening, but it is important to note that this year's conference registration was lower than past years. Also, TRiO day exceeded expectations with low cost and increased revenue. Regarding COE/Policy Seminar; thus far only one state submitted paperwork for reimbursement. Audit and expenses are up due to having to file paperwork for the association with the State of Massachusetts. Overall, we are still in a good financial state at this point in the year. 	
Vice-President Report/Conference Committee	<p>Claudia Erazo-Conrad and Charles Youn –</p> <ul style="list-style-type: none"> - As Allison Cox previously stated this year's conference attendance registration is down from last year. Currently we have 177 individuals registered for full and one day conference registrations. There are 142 attendees have paid, totally \$42,420.00. The expected registration total was \$53,795.00 which is \$11,205.00 short of the budget - For the budget summary of other areas: We are under the goal because of low registration numbers and did not have the numbers projected for this year. The conference booklet netted \$3,350.00 with \$2,600.00 paid in ad placements; this was coordinated by Tracy Karasinki. Exhibitors and vendor efforts were unsuccessful this year, only securing one vendor for \$202.00 - Conference Workshops were coordinated by Mariam Boyajian, there are 20 workshops offered this year throughout 3 concurrent sessions. These workshops will address the professional needs of all our TRiO and GEAR-UP personnel. - Rhode Island TRiO directors and staff were intentional about inviting alumni to participate in the conference and specifically the Alumni Reception. 	
President's Report	<p>Evette Layne-</p> <ul style="list-style-type: none"> - Year in summary: It was a busy year, traveled every month since September to the NEOA Board Meetings, all State Conferences, TRIO day, and worked with: conference committee on annual conference, Treasurer and Finance Committee to comply with Massachusetts report requirements, and other report requirements as per our accounting firm - Summary of COE activities, regarding attendance at the Annual Conference in September, board orientation and meetings, Leadership Summit, Policy Seminar, membership on Resource Development, Budget & Finance, and Annual Conference Committee (Co-chair of Registration) Committees. Also mentioned attendance at Department of Education events and meetings throughout the year. - Wanted to recognize the NEOA board, who handles the work and it has been a joy to be NEOA president and representing New England. It has been a pleasure to meet new members. Having the opportunity to meet, speak with, and have 	

	<p>lunch with members is one of the best parts of being President. There is only four months left and I am looking forward to support Karen Keim in her transition in September. Thank you all for the opportunity to serve as your President. I am looking forward to what comes next.</p>	
<p>Past President's Report</p>	<p>Reggie Jean –</p> <ul style="list-style-type: none"> - One of his focuses this year is NEOA membership involvement at New England Council events. Provided explanations of events and programs and the role members can play during events. Many NEOA members have participated and attended some New England Council events to add additional resources to aid programs, institutions, and state associations. It is very important as we reflect on some of what Dr. Mitchem discussed earlier regarding not having the support of representative and also having a focus on what you are doing now to support us (TRiO and NEOA). I am planning to connect with Connecticut members and encourage them to attend upcoming New England Council events in May and I will continue to encourage all members to look throughout the year to attend these events. - Nominations & Elections, the following nominations were received for the following: <ul style="list-style-type: none"> - President-Elect: Randy Schroeder - Vice-President: Open Position - Treasurer: Allison Cox - Secretary: Gaelyn Hastings - State Liaisons: <ul style="list-style-type: none"> - Connecticut: Open Position - New Hampshire: Tammy Gewehr - Rhode Island: Charles Youn - Massachusetts: Roosevelt Charles - Maine: Shawn Graham - Vermont: Trish Turner-Gill - The floor is open for additional nominations for the vacant positions only, after the motion carries to approve the currently slate. Regarding what the Vice-President's role is to serve as the organizer and chairperson of the annual NEOA conference. Evette Layne also added that if for any reason the President-Elect has to step down the Vice-President will assume their responsibilities. It is important members and potential nominees are aware of that responsibility. - Member Discussion: Angele Goss questioned what the protocol is if there is no one in the state in which the conference is hosted willing to run for Vice-President, what will happen? Reggie Jean's response was he is confident it will be filled and if not there are people in this room now that are capable of taking on 	<p>Mike Dennehy motion to close the slate with the exception of VP and CT State Liaison; Dan Gordon Second Motion Carries unanimously</p>

	<p>the Vice-President’s responsibilities. Also, because there is no current nominee there will be a need to run an electronic vote once we have the nominations for the current vacant positions.</p> <ul style="list-style-type: none"> - Following the board discussions each of the present executive board nominees addressed the membership and summarized their credentials and reasons why they are interested in the NEOA board position. - Now nominations are closed 	
President-Elect’s Report	<p>Karen Keim-</p> <ul style="list-style-type: none"> - Grateful for all the support and training she has been received in the last year and special thanks to Steve Visco and Casey Henderson. The job of President- Elect is to learn how to be a future president and she is appreciative of all the teachers in this room. - Highlights: <ul style="list-style-type: none"> - Had the opportunity to launch TRiO day video testimonies, sending messages to congressional offices directly from the voices of our students. 100 students were recorded and 58 of them were formed into video testimonies. - Fair Share: Very excited to announce that before Dr. Evelyn Rivera Torres addressed us earlier we have about 21 donors for Fair Share and we currently have 43 donations with other people still completing Fair Share forms. New England is currently leading the nation. Surprised and thankful to everyone willing to donate. Thanked everyone for eye-contact and willingness to give back to our students - Summary of event attendance including: Policy Seminar, Governmental Regulations, Regs and Legs, HEP meeting, Leadership Summit, COE and NEOA board meetings, COE committee meetings, and multiple conference calls. - Recognizes that advocacy is important. Her job is to support your efforts and help you in any way that we can. She asked what we can do better, thank you for your support and networking/training opportunities as President-Elect. Special thank you to Evette Layne for everything she has done this year. 	
		Evette Layne noted an agenda change due to time constraints, asked to email all reports to the membership and have Bylaws and Finance Reports before we adjourn
Committee Reports:		
Finance Committee	Allison Cox reported on behalf of Steve Visco –	

- Allison Cox will be reporting for Steve Visco because she would like to summarize for the board the year and status of NEOA:
 - September 2012 – It came to NEOA’s attention that the Association had not filed required documents for the state of Massachusetts since 1996. The documents included: Massachusetts PC form and Massachusetts Annual Reports in recent years.
 - October 2012 – We found out that NEOA’s non-profit status in the state of Massachusetts had been revoked in June 2012 as a result of missing documents because notification was sent to an address that no current or recent board members occupy.
 - November 2012 – NEOA filed 10 years of Annual Reports, an application for revival, and a Resident Agent form. The Resident Agent form is required when the Secretary is not from Massachusetts. Worked with Evette Layne and executive board to obtain home addresses. Evette Layne is now the resident agent because she resides within the state of Massachusetts. These forms were rejected and returned because Massachusetts has no record of NEOA. They do have record of NEAEOPP, Inc.
 - December 2012 – March 2013 – Now in good graces after paperwork being rejected and having to refer back to conference booklets. What we do not have is the minutes to document that the Association’s name change happened. Sarah Morrell will talk more about the name change from NEAEOPP, Inc. to NEOA in the by-laws report, but just to quickly summarize Massachusetts requires for all non-profit organizations to have corporation, incorporated, limited, or their abbreviations in its name. Minutes from the General Assembly Meeting in April 1998 where membership voted to make this change cannot be located. Also, it seems from all documentation, including IRS Tax Exemption, Conference Booklets, Annual Reports that the name changed, but the Inc. was dropped. During this time we also worked with COTA, CPA to prepare and file 2007 – 2011 Massachusetts PC Forms to file to the Massachusetts Attorney General’s Office. Documentation of the NEAEOPP to NEOA name change was also filed for the Attorney General’s Office records because the Massachusetts forms must be filed under NEAEOPP, Inc. but they also must include a copy of the Federal 990, which is under NEOA. Currently working with accountant in Vermont and looking to transition to having an accountant in state of Massachusetts.

	<ul style="list-style-type: none"> - Membership Discussion: Dan Gordon asked if it was possible to reconstruct the discussion because he believes he was at the meeting. Allison Cox responded stating the meeting/discussion needs a record of the vote of it happening and we will need to vote during Sarah Morrell’s bylaws report that the name change has happened. 	
<p>Bylaws</p>	<p>Sarah Morrell –</p> <ul style="list-style-type: none"> - Bylaws changes were emailed to NEOA members 30 days prior to NEOA annual business meeting. Thank you to Joanna Rivera Davis for sending that out to members. Hard copies have been distributed to members and placed at each table. - We will need to vote to approve suggested bylaws changes and as the current bylaws state all members need to receive the changes at least 30 days in advance - All the bylaw changes will be reviewed briefly. All the current changes are noted in color in the document provided to you. Also, a 2/3 vote needs to happen for vote to be carried. <ol style="list-style-type: none"> 1) Many are copy edits have been noted, for example: opportunity to opportunities (self explanatory) 2) Page 1 - Name change for the association should be New England Opportunity Association, Inc. also referred to as NEOA or the Association throughout the Bylaws document. 3) Page 3 - The Secretary will submit all required legal reports to the State of Massachusetts Secretary of State’s Office. In the event the Secretary is not a resident of Massachusetts, the NEOA Board or designed subcommittee will appoint a Resident Agent who is a member of the Board and a resident of Massachusetts to fulfill such reporting duties in partnership with the Secretary. 4) Page 2 - Formal provisions to electronic voting, not specifically listed but it does stated if needed (mail and electronically) in Section 3 under Election. 5) Page 2 - Honorary Membership for example retirees to recognized growing members has been noted in Section 5 under Honorary Membership 6) Page 4 – Legislation & Education committee has been changed to be one unified committee. Stating: Legislation and Advocacy Committee shall specifically address itself to the Association’s goal and objectives listed in Article II, including regional support and coordination of state advocacy efforts. 7) Page 4 - Slight change to the association newsletter to responsibility of Public Relations Committee, stating The Public Relations Committee shall address itself specifically to Association objectives delineated in Article II. It shall have the responsibility for public relations activities, including the association 	<p>Dan Gordon moved to accept all of the proposed changes to the Bylaws Tammy Gewehr second Motion Carries unanimously</p>

	<p>newsletter, and shall in other appropriate ways encourage scholarly efforts toward publications related to and supportive of Association philosophy and goals.</p> <p>8) Page 5 - Reference to what versions of Roberts rule of order will be used by the association</p> <p>9) Page 6 - Updated non-discrimination language under Article XII. Amending Procedures, Section 1.</p> <ul style="list-style-type: none"> - Membership Discussion: Randy Schroeder questions about minor changes and asked if Sarah Morrell wanted those changes now? Sarah Morrell responded that will be done in June if it includes copy edits. Randy Schroeder stated he would hold his changes until then. 	
Old Business	- None	
New Business	- None	
Adjourn	Meeting adjourned at 6:13 pm	Margaret Coan motioned to adjourn the meeting; Reggie Jean second Meeting Adjourned