

**New England Educational Opportunity Association
Board of Directors Meeting
University of New Hampshire
Durham, New Hampshire**

January 9 & 10, 2014

Thursday, November 9th

Casual attire is suggested for today's events Arrive – The UNH – Waysmeet Center

15 Mill Road

Durham, New Hampshire 03824

9:00 am Board Development Training, Randy Schroeder

SMITH Hall 206 (3 GARRISON AVENUE)

Board development team, 2 members from each state (working on development activities) plus executive committee. Lunch included.

Training from COE and UNH development office.

1:00 pm Welcome – to board meeting – Karen Keim

1:05 - 3:00 pm Committee Meetings

- Policy Seminar Meeting – Karen Keim

For State Presidents, State Liaisons discussion for budget for event led by Allison Cox, participation expectations led by Sarah Morrell.

- Technology Committee – Casey Henderson

For Committee Chairs and committee members

2:30 – 4:00 pm NEOA Leadership Institute Interview & Committee meeting (room TBA)

4:00 - 5:30 pm NEOA Official Board of Directors Meeting

Roll Call

Call to Order

Action: Approval of Andrew Goodwin

Secretary's Report

Action: Acceptance of November 2013 Board Meeting Minutes

Presidents Report

Past-Presidents Report

President-Elect's Report

Committee Reports:

Technology

Alumni

Public Relations

NEOA Leadership Institute

5:30 pm Recess

7:00 pm Dinner Three Chimneys Inn, Durham (walking distance from hotel)

Friday, January 10th

Casual attire is suggested for today's events Arrive – The UNH – Waysmeet Center

15 Mill Road

Durham, New Hampshire 03824

9:00 am Reconvene
 Treasurer's Report
 Action: Acceptance of Treasurer's Report
 Vice-President's Report
 State Reports:
 Vermont
 Rhode Island
 New Hampshire
 Massachusetts
 Maine
 Connecticut

 Committee Reports Continue:
 TRIO Day
 Finance Committee Report
 Professional Development
 Legislative & Education
 State Initiatives Committee
 Membership
 Old Business
 New Business
 Adjourn

 12:30 pm Lunch Holloway Commons Dining Hall
 Departure!
 Safe travels home!
 Dates to remember:
 February 20 & 21 TRIO DAY, Sheraton Framingham Conference Center
 April 8 NEOA Board Meeting Holiday Inn Bridgeport, CT
 April 9-11 Annual Conference Bridgeport, Connecticut
 June 5 & 6 NEOA Board Meeting New Hampshire

MEMBERS PRESENT 1/9/14:

Allison Cox, Casey Henderson, Monda Kelley, Karen Keim, Evette Layne, Karen Madden, Sarah Morrell, Angela Quitadamo, Randy Schroeder, Cecilia Nugent, Gaelyn Hastings, Jennifer Jones, Adam Edgerton, Chris Turner, Shawn Graham, Charles Youn, Laura Mielke, Julie Kimball, Ramon Gonzalez, Tammy Gewehr, Todd Moellendick

GUESTS PRESENT 1/9/14: Steve Visco

ABSENT 1/9/14:

Robert Pote, Andrew Goodwin, Rebecca Sonn, Stephanie Cruz, Trisha Turner-Gill

MEMBERS PRESENT 1/10/14

Allison Cox, Ramon Gonzalez, Andrew Goodwin, Casey Henderson, Monda Kelley, Karen Keim, Julie Kimball, Evette Layne, Karen Madden, Angela Quitadamo, Randy Schroeder, Cecilia Nugent, Gaelyn Hastings, Jennifer Jones, Stephanie Cruz, Trisha Turner-Gill, Adam Edgerton, Shawn Graham, Charles Youn, Laura Mielke, Sarah Morrell, Tammy Gewehr, Todd Moellendick

GUESTS PRESENT 1/10/14:

ABSENT 1/10/14

Robert Pote, Rebecca Sonn, Stephanie Cruz, Trisha Turner-Gill

Agenda Item	Discussion	Action
	See list above for NEOA board members	Quorum established 17/24 by Gaelyn Hastings 1/9/14 At: 4:45pm
Call to Order	1/9/14 Meeting was called to order Karen Keim – 4:24pm promptly, quorum established – 17/24 at 4:45pm Evette Layne motions to approve Andrew Goodwin- seconds Julie Kimbal Seconds Agenda is approved unanimously Angela Quitadamo motion to approve the minutes and Evette Layne seconds Minutes pass unanimously 4:50pm	1/9/14 Evette Layne motions to approve agenda; Julie Kimbal Seconds Agenda is approved unanimously 4:47pm Angela Quitadamo moves to approve the minutes;

		Evette Layne seconds Approval of minutes passes unanimously 4:50pm
Roll Call	Quorum Established 1/9/14 4:30pm 17/24	
Secretary's Report	Minutes from last meeting reviewed	
Past President	<p>Evette Layne Reports Out 1/9/14</p> <ul style="list-style-type: none"> - Thanks for cards, calls, texts for the loss of her sister- tough year – with help from folks on broad- apologize some things have dropped - Emailed report - Nomination paperwork out- form is updated for review- feedback welcome- reviewed for- 3/1 deadline to return form- trying best to have a full slate by this time- some good individuals to target to step forward- she will make calls and have conversations – personal contact makes a difference- any suggestions on folks please let her know - Bidding For Good- short on it- still can gain on this- mobile apps to engage bidding- need someone to organize and lead this – Allison Cox spoke to Channa Srey to find out about what a lot of work entails- changed where materials are sent- getting things donated and the shipping is the “work”- getting stuff may be challenging she is willing to help with shipping- the year Channa did it paying part was screwy and now the kinks are worked out for that- KAREN KEIM said Rebecca said 80% effort was biddingforgood- KAREN KEIM- Celtics tickets Allison Cox museum tickets or cheese and Bose radio. KAREN KEIM- book basket ME stuff and authors, it was huge and went well because it has a different group. KAREN KEIM already paid for biddingforgood- CECELIA NUGENT how is biddingforgood different than silent auction? Allison Cox says anyone in the world can bid on this stuff and can send to anyone to encourage bidding 	
President-Elect's Report	<p>Randy Schroeder Reports Out 1/9/14 at 5:25</p> <ul style="list-style-type: none"> • Details are included in his written report • Amazing time for the COE Board meeting- veteran people and new people – COE work like dogs – incredible political advocates- main theme “thought leaders” – • TRiO Day- please go to TRiO Day- go and help out – amazing experience – events to fundraise – 	

	<p>we could invite people to this event to see and leverage and ask them to donate –</p> <ul style="list-style-type: none"> • TRiO Achievers- 2/14- last yr. only 15 applicants- please try to think of someone to recommend someone for a rising star or achiever • Fairshare- 100% board participation is the goal - gave an envelope to those that still need to donate – important to be able to do this to ask others – KAREN KEIM even give \$25 because we can't ask for this until we have 100% board participation • Breakfast tomorrow- continental at hotel • Dinner tonight at 7pm- maple room 	
President's Report	<p>Karen Keim Reports Out 1/9/14</p> <ul style="list-style-type: none"> - TriciaTurner-Gill resigned from VT Liaison - Karen concerned about fewer people volunteering for roles - Thought leaders in college access- invite college admission folks - Sequestration and other issues have cut funding for PD - Need solutions to leadership - KAREN KEIM breaks to have Steve to report out about LI Director Interview - Sarah Morrell shares information about Craig Werth as an applicant for LI Director - Steve Visco – reminded about what a great guy Craig is, he ran the teambuilding aspect of the leadership- thinks he would be very strong but a few concerns - Theoretical aspects of program- personal challenges with illness with family- wide open about pedagogy but also hadn't thought about specifics- - Diversity aspect- 3rd older Caucasian male to run LI- may not help with a broadly diverse LI group- - CECELIA NUGENT says go for it as there was one applicant - KAREN KEIM- says Karen Madden suggested a cluster of people to run LI - KAREN KEIM-talk to Donna Thompson and Kristi Pierce and Sarah M to outreach - Evette Layne- has done some outreach- Craig came forward as someone interested- those applying want to gain expertise and doesn't matter if it's another Jerry Ellis or Sigh. - Steve Visco - Happy with Craig and he brought up the concern and he said he would use a network to bring in diversity - Sarah Morrell - Craig very self-aware - CECELIA NUGENT- Outlook on his dedication? Sarah Morrell shares he's very dedicated – will take great care in this role- would work closely with board to form the LI- wants feedback - KAREN KEIM – timeframe of decision? Sarah Morrell – told Craig after the board meeting - KAREN KEIM – fundraising? Sarah Morrell says he inquired about budget but not specific- SV 	

	<p>didn't talk about specific dollar amounts</p> <ul style="list-style-type: none"> - CECELIA NUGENT- what is he doing now? Sarah M says he's a Professional singer song writer-touring country - Sarah Morrell - he wanted to know the details about when the LI would meet- told him it would be up to the director - KAREN KEIM- recommendation from committee? Sarah Morrell -yes and for him to work closely with an advisory board- to help support and plan our details - KAREN KEIM – delaying vote until Drew – Steve Visco said he spoke to Drew and said he was very comfortable with choosing Craig - Chris Turner- what are the steps if we do not approve Craig? Do we reopen this search? KAREN KEIM – get this person on board to start recruiting to get a full 10 people enrolled and to fundraise to fund LI- don't want to rush decision but want to be able to move forward. Sarah Morrell - board could start recruiting and fundraising. She was excited when Craig applied. Wants someone who's passionate. - JENNIFER JONES- should it not work out it's not like we are committed for more than one year - - Steve Visco need to do a better job of re-contracting if we want a commitment - Randy Schroeder - he is going to draw people in- most creative and conscientious people he knows- very open to collaborating- very aware of issues with diversity- fabulous guy- - KAREN KEIM- thanked Steve for coming to help with the LI Director interview - KAREN KEIM- will call for this vote during Andrews part of our meeting tomorrow to allow people to process - KAREN KEIM- chose Bridgeport for conference –she and CECELIA NUGENT felt like this area represents TRiO and also to invite and be close to some TRiO programs that haven't been as involved- 20 minutes from a huge donor GE he can dovetail in his regular work day - Involvement of membership continues to be a concern- every place she has traveled she sees people not engaged with NEOA and/or COE- Kim and Maureen committed to help go to campuses and help engage those not engaged- Maureen was the one that got GE to donate millions– worried about this body (NEOA) and is concentrated on that - Recess - 5:36pm break for champagne celebration <p>5:54pm KAREN KEIM asks for meeting recess</p>	
Leadership Institute	See Karen Keim's report	
Recess	1/9/14 at 5:54pm Karen Keim calls a recess for the board meeting	

1/10/14 Reconvene/Roll Call	1/10/14 at 9:00am Karen Keim reconvenes board meeting Quorum Established 9:05am 18/24 by Gaelyn Hastings	
Treasurer's Report	<p>Allison Cox Reports Out 1/10/14</p> <ul style="list-style-type: none"> • Passes out up to date treasurers report • See report • Currently have \$84,566 in bank account and another \$76,000 in CD's <ul style="list-style-type: none"> ○ Some discussion on making changes to CD's. Karen Madden working with the bank on this. • Error in last meeting treasurer report, apologies to ME as they had paid. It was recorded in the wrong line. • A little over \$6000 student registration paid in Paypal for TRiO Day • \$500 paid from NHEAF to help cover TRiO Day costs • \$500 paid for Trio day for Hotel deposit • Paid COE dues • General expenses- included part of expenses for this meeting <ul style="list-style-type: none"> ○ EOC day Not SSS day included in PD line ○ Paid for list serves – thank you to Casey for organizing this • COE not selling tables- giving tables- One table per region, asked to give it to congressional offices- not going to be an expense line. KAREN KEIM no purchased tables at all anymore - not selling any tables any longer- evening out the playing field as some associations don't get to sit up front because they may not have the money to pay and the focus table seating on policy makers and funders- one could be asked to sit up front • MONDA KELLEY- maybe use 5000 for leadership institute or scholarships- Allison Cox is opposed because development goal is a challenges and already cut cost to participants • Sarah Morrell - this was allocated for advocacy may want to do something else in that regard - advocacy at the national level • Allison Cox - update the budget based on that- we have purchased 2 in the past- should we have 1 – thinks it may be premature to talk about reapproving the budget but good to know information of where the bottom line may end up. • Alison asks board to ask if there are questions or comments. • Sarah Morrell - One state initiative commitment - and she doesn't have their activity yet- JENNIFER JONES state house just opened up 1/2, closed for snow ,so hopefully will hold event in March 	Andrew Goodwin moved to approve treasurers report; Sarah Morrell seconded 9:24am 1/10 Treasurers Report Passes Unanimously

	<ul style="list-style-type: none"> • KAREN KEIM thanks Allison Cox • KAREN KEIM- moved to accept the treasurers report 	
Vice-President Report/Conference Committee	<p>Cecilia Nugent Reports Out 1/10/14</p> <ul style="list-style-type: none"> • 4/9-4/11 Bridgeport Holiday Inn • Conducting conference committee meeting • Working with Casey getting everything online and getting RFP online • Extending deadline to 1/31 for workshop RFP since we have one so far. Sending out reminders to get proposals in. • No pre-conference yet- following up on KAREN KEIM on her recommendations- “Ready Willing and Able”- following up with SSS • Waiting to hear back from Mayor for welcome to city address • Sent out copies of conference Andrew Goodwin. The only difference from last/previous years is that have we moved the alumni reception to second day 4/10 Thursday – 8-9:30pm during the Awards Banquet, in conjunction. • Still keeping hospitality suite- themes such as: banana rama; spades; etc. Contacting each of the state presidents to see how to proceed- KAREN KEIM asks hearing impaired or stay up late to stay on that floor to minimize complaints- she has requested the room from room- we have asked them to keep other guests off of that floor- If you are willing to take one for the team...suites are \$125.00 perfect place for team meeting – 6 to 8 suites available. • CECELIA NUGENT Asked individuals to submit workshop RFP’s –encourage Andrew Goodwin to get those done along with ads- institutional and program • 4/9 in addition to hospitality looking to have a step show or spoken word • 4/11- typically college president panel- not sure how we are going to fashion that activity 8:30-9:45am period of time • KAREN KEIM says two congressional members have been invited Congresswoman Rosa Delora and someone else from the Council Kim Jones and Maureen Hoyler have been extended invites and confirmed for attendance the whole conference. Evette Layne says to ensure we have exact details to know when they are coming in a leaving so accommodations can be prepared. • Cecelia Nugent – when are the college visits going on- coordinating – <ul style="list-style-type: none"> • KAREN KEIM They are doing college visits to do the “ask” for institutional membership – Maureen would like to do the “ask” • KAREN KEIM-reminder to help with conference as a board member – our job to make sure this conference is successful – please do outreach and do an RFP – CECELIA NUGENT says just send 	

	<p>her the name and she can connect with them- can pick up the phone and speak to them</p> <ul style="list-style-type: none"> • Randy Schroeder- take two minutes and think about who and what we want to see at conference <ul style="list-style-type: none"> ○ KAREN KEIM should be the person that knows them calling ○ Randy Schroeder - ideas and people right now <ul style="list-style-type: none"> ▪ ANGELA QUITADAMO- CT just got rid of remedial education ▪ Tammy Gweyer- best practices panel McNair or round table as there are new directors. Best practices, in addition to round tables. The MCNair PD got cancelled so doing something more at the conference would helpful. ▪ KAREN KEIM doing RFP on branding TRIO – Amy Verlanic ▪ Sarah Morrell PARCC and smarter balance- new assessments replacing MCAS in line with common core requirements ▪ Sarah Morrell reauthorization of the higher ed. act coming up – need to provide input on that. ▪ Sarah Morrell - college access challenge grant partnered with TRIO- STEM Starter Academy etc. may want more training with partnerships. ▪ Allison Cox - business alliance UMASS Dartmouth has well respected pathways to advanced new tech/manufactory careers. MA state wide STEM Summit. How to get businesses’ to invest in colleges. She can scan and send info from the event. ▪ Evette Layne-Mike Dennehy- State Assessment- ANDREW GOODWIN Reauthorization- Sarah Morrell says: APR- higher ed. Act authorization ▪ KAREN KEIM- EOC will want to know about new GED ▪ CECELIA NUGENT and thoughts from veterans – Sarah Morrell always people want grant writing workshops- CECELIA NUGENT Bidya or Susanna to come. May be precon. or be part of conference- KAREN KEIM Allen Parks form UMaine organizes SSS directors and she will contact. ▪ Randy Schroeder - angelica said may have more specific priority points- CECELIA NUGENT give her a week for additional leads ▪ Allison Cox - have we asked MEFA to do a financial aid workshop? – MEOA PD in January is not huge attendance could ask to present at conference- CECELIA NUGENT asking CT association- JULIE KIMBAL ASA could do one on the SALT online ed. ▪ KAREN KEIM multi states do participate in conference – ME, MA, VSAC etc. they 	
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	<p>provide funding and workshop</p> <ul style="list-style-type: none"> ▪ TODD MOLLENDICK- climate on DC for TRiO and policy – RS happens on Friday – TODD MOLLENDICK Michelle Obama focuses on first gen/low inc – comments on that and how we have been doing this- RS space for another plenary ▪ JENNIFER JONES – may want to invest more time on pre-conference for – suggestion- 10am to 3pm ▪ Sarah Morrell - any kind of training on staff management would be helpful ▪ KAREN KEIM lead following up on came from SSS and UB people – same person from Harvard –JULIE KIMBAL one of the possible presenters and co-author Mandi worked in TRIO at TERI before she got there – KAREN KEIM book signing offered ▪ Randy Schroeder - doesn't make sense to do panel and do visits – KAREN KEIM two different things- asking for money and panel for conference. Maureen has many contacts in CT and has offered to help build the CT association. ▪ Randy Schroeder -Keynote on Wednesday?? When/What do we want? Call to Action KAREN KEIM-Ask Michelle Obama- Rosa Delaro and Senator Murphy sending invitations- CECELIA NUGENT asked about Senator Blumenthal? ▪ Evette Layne- asks Karen about Pell awards? Usually vote for them at this meeting. Can do a doodle poll. Allison Cox checked web and read from web. Reviewing PELL awards and Chisolm awards the last few years. All past winners listed on website. Shrivens asked to speak for 50th anniversary of UB at COE. ▪ Sarah Morrell asks can we do something locally for 50th anniversary of UB? CECELIA NUGENT Jon Norman from UCONN in 1960's one of the few first grant writers for UB ▪ KAREN KEIM will be sent out over the weekend for award nomination- please put thoughtful time in deciding who to nominate. <ul style="list-style-type: none"> • Sarah Morrell can be linked to a strategic goal or conference if possible? • Cecilia shares -theme: <u>Paradigm Shifts in Training and Education: Standing Strong Together</u> 	
State Reports:		
Vermont	<p>Jennifer Jones Reports Out 1/10/14</p> <ul style="list-style-type: none"> • Renewed affiliation with Dollars for Scholars keep 5013c status <ul style="list-style-type: none"> ○ Wrote many policies to meet their qualifications and all was accepted and had to create a webpage on their website 	

	<ul style="list-style-type: none"> ○ Long process ○ Website on her report submitted ○ Rick updated the links for national TRiO websites • Sarah Morrell asks Jennifer to let us know Karen Maddens Status. 	
Rhode Island	<p>Karen Keim start off by please holding a round of applause for a state with 138% fairshare RI- congratulations to you</p> <p>Charles Youn reports out on behalf of Stephanie Cruz</p> <ul style="list-style-type: none"> • A meeting scheduled at end of month to discuss a spring event- possibly and alumni event or potential PD- see how it works out at the meeting • EOC Alumnus and Former NEOA achiever- George Eorza currently a mayoral candidate • UB RIC – found a film from 1967- second summer he believes – students were interviewed 40 min film- have invited alumni that moderated film- its really good. 	
New Hampshire	<p>Laura Milke Reports Out 1/10/14</p> <ul style="list-style-type: none"> • Emailed out report on Wednesday • Spent time since November on focusing on PD and advocacy • Tammy went to New Directors training • Student Access Database training- Kristin Sweeney Moore sent out email info for the training at the end of April- Contact Kristin • Communicating with Kelly Ayotte- lots of emails and phone calls- letter from Keen State Presidents asking for increased funding. • Randy asks about Spraggins award and Allison shares that COE has not reimbursed MEOA yet from last year. 	
Massachusetts	<p>Adam Edgerton Reports Out 1/10/14</p> <ul style="list-style-type: none"> • Karen Keim- shares that MA at 74% - impressed with individual contributions • Adam- working with Julie on TRiO Day • Board meeting in Worcester last month focused on policy and ensuring strong alumni • First PD at Westfield St coming up • Working on Development side – Planning an overnight conference -corporate sponsorship 	
Maine	<p>Chris Turner reports out 1/10/14</p> <ul style="list-style-type: none"> • Just held annual meeting- went well • Membership is down but goal is trying to increase membership and doing well • Recognized three great alumni to apply to go to policy • MELI second year and 7 people participated in – went well- great project ideas our of those 	

	<p>meetings</p> <ul style="list-style-type: none"> • Karen Keim- asks Chris to talk about state award from COE • Chris shares about MEEOA getting an award for meeting expectations – award for \$500 for state association, thanks to the work of Shawn Graham. • Karen K- Most Improved and Outstanding Awards for state associations - \$500/award- information is essential for COE to be able to report out what we are doing in our work. Please state presidents please let them know what you are doing along with articles published- Beth Hogan or Jodi Pike Cowen(Director of Communications)- post news and work nationally so please forward 	
Connecticut	<p>Karen Keim reports out for Erica Granoff 1/10/14</p> <ul style="list-style-type: none"> • Erica sent Karen Report and read it • Three people identified to attend Policy • Government relations working on a fact sheet to present at Policy • Fundraisers - 1/30 in Stanford first event and planning on more • CT doesn't have a president so public shout out Erica Granoff for doing the work <p>5 minute Break at 10:14am</p>	
Committee Reports:		
Technology	<p>Casey Henderson Reports 1/10/14</p> <ul style="list-style-type: none"> ○ Highlights <ul style="list-style-type: none"> ▪ Event planning –SSS – UB (33/34 registered) ▪ Still working on conference registration ▪ Worked on state conference ▪ Helped TRiO day registration get up and running ▪ Good discussion yesterday with committee 	
Alumni	<p>Monda Kelley Reports Out 1/10/14</p> <ul style="list-style-type: none"> - Report online- google docs - Excited about TRiO day- creating an electronic postcard to send out to program managers to disperse to alumni to come and mingle - NEOA conference alumni rec changed to Thursday- electronic postcard will have a link to click - Asks directors to get alumni involved – alumni involved with fairshare but advocacy is most important but need them signed up on NEOA website - Working towards creating an alumni group 	

	- KAREN KEIM depend on alumni advocacy- please make it part of the exit interview to sing them up for NEOA alumni page	
Public Relations/ Newsletter	<p>Angela Quitadamo Reports Out 1/10/14</p> <ul style="list-style-type: none"> • Report on google docs • Getting rally confirmed at Worcester city hall • Newsletter ready – thank you for articles • KAREN KEIM – all states represented in newsletter 	
Finance Report	<p>Karen Keim Reporting out for Karen Madden 1/10/14</p> <ul style="list-style-type: none"> • She’s been working with bank on CD’s • Will get a card out on behalf of board 	
Professional Development (PD)	<p>Andrew Goodwin Reports Out 1/10/14</p> <ul style="list-style-type: none"> • UB event next Wednesday at UNH. It looks to be in good shape. Today is last day to register. So far 36 registered • Thank you to Randy for setting up logistics and KAREN KEIM thanks to Randy for doing NEOA welcome (5-10min welcome) • Solicit newsletter articles for EOC and SS days • LI discussion- 1 person applied for director- Drew wasn’t able to be there for meeting but reading through information- interesting background good fit for this role- reading Steve’s debrief email- Craig Werth- KAREN KEIM wanted to hold vote until today to wait for Drew and he would be part of the advisory committee with Andrew as part of this committee – more discussion needs to happen-wanted to give people time to process- asked Sarah Morrell /parliamentarian about how to proceed- • KAREN KEIM asks for motion- Sarah Morrell moves to accept the recommendation of the LI subcommittee to extend an offer CW for director of LI for 2014-2015 class- CECELIA NUGENT second- • DISCUSSION: KAREN KEIM knows CW through music, he is gracious and wife is active with this group (newsletter) - interested in a 1 yr. commitment – Chris Turner clarification on process- hiring for 1 yr. and there will be input from board on how to direct the LI? <ul style="list-style-type: none"> ○ ANDREW GOODWIN – the board will help Craig Werth but the vision comes from the director, board won’t micromanage -you have to have a good idea of what the LI looks like- ○ Sarah Morrell said they did share that thought and accountability to board with Craig Werth and thought he understood- ○ ANDREW GOODWIN budget management piece needed to be focused on by director from past experience and may not be his strongest point but Andrew 	<p>Karen Keim asks for a motion about the leadership Director -Sarah Morrell moves to accept the recommendation of the LI subcommittee to extend an offer and contract to Director the Institute for the 2014-2015 class -Cecelia Nugent seconds -Karen asks for Discussion: see notes -Passes Unanimously at 10:37am</p>

	<p>wasn't part of the interview; Sarah Morrell says he address that – he understands and would like to work directly with finance/budget committee-</p> <ul style="list-style-type: none"> ○ ANDREW GOODWIN remembering that we give a budget amount and that is what is worked with. ○ Allison Cox language on contracts need to be clear expectations have a signed contract and written reports stated in our policies bylaws- budget reports- ○ Sarah Morrell says that part of June meeting could be dedicated to talk about a plan and funds- thinks he understands that but perfect to spell it out on a contract ○ KAREN KEIM- expectations held for anyone in this position. ○ Chris Turner- if it is cost effective to do in person- did he speak of the vision of Leadership Institute?- ○ Sarah Morrell says his past experience with Jerry Ellis will influence him– he wants to follow that vision- personal leadership – didn't get the sense of the emphasis on NEOA or State leadership. ○ Karen Keim has the expectation from director if sending staff that they will use it to building leadership in NEOA or state- ○ RS Craig is excellent with details and carefulness of money he is right there- as far as contract that it should be an annual signed every class – not emphasized on yr to yr contract – “renewable” ○ KAREN KEIM contract with class. ○ Evette Layne says Craig brings the historical perspective been here 30 yrs NEOA TRiO – very instrumental in NH- she likes it. ○ CECELIA NUGENT if we make the offer and then it doesn't work do we reopen it?- ○ KAREN KEIM we would repost if needed – too much travel to expect LI Director to come to all board meetings because of cost. ○ Evette Layne suggest specific location for LI around Board Meetings and location to save on cost and connect- ○ ANDREW GOODWIN included in contract that minimal 1 board meeting same time and location in contract- board be careful not to micromanagement – base requirements. ○ JENNIFER JONES work together and share expectation of leadership- not a huge expectation – they can do it. ○ Tammy Gewehr- once commitment is over then would we offer or would he reapply or post? ○ Allison Cox says if there's not a reason to repost then happy to reoffer or post- no policy on that. ○ CECELIA NUGENT- is there some kind of appraisal for this position 	
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	<ul style="list-style-type: none"> ○ KAREN KEIM evaluation from participants? ○ CECELIA NUGENT – With employment and contract should be an evaluation- is there a formal appraisal of him from board? ○ KAREN KEIM- evaluation done by participants about how its run and what was learned that would give us appraisal. ○ ANDREW GOODWIN need to set it up as PD and LI chairs not specific names; ○ KAREN KEIM should be consistency in role – thanks Andrew Goodwin • Call for vote • Andrew Goodwin motions to empower the executive committee working with the Leadership Institute Director Search subcommittee to draft a contract to present to the NEOA President to negotiate with Craig Werth in terms of contract • Evette Layne seconds • Passes with a Unanimous vote 10:42am 	<p>Andrew Goodwin motions to empower the executive committee working with the Leadership Institute subcommittee to draft a contract and recommend to the NEOA President to negotiate and present to Craig Werth.</p> <p>-Evette Layne Seconds</p> <p>-Karen asks for discussion and clarifies and Chris Turner asks about salary</p> <p>-Karen Keim calls for a vote</p> <p>-Vote Passes Unanimously at 10:42am</p>
<p>TRiO Day</p>	<p>Julie Kimball Reports Out 1/10/14</p> <ul style="list-style-type: none"> • Numbers are increasing • Currently Goal #4 -141 total room nights – break down 33 Wednesday and 108 Thursday- met minimum goal for hotel - likewise 370 part registration- have met minimum food requirements- plenty of room to grow and did a breakdown of states waiting to see more from RI and NH-NY has a group coming from Suny Platsburg (part of VEOP Ass.) • Speakers- having a trouble but will come together with the help from committee • Will have a signup sheet for those being there for the day – more hands on deck helpful for areas needing help- to staff areas post card writing etc. –send sign-up sheet around- MONDA KELLEY suggestion to send out an email about request volunteers- JULIE KIMBAL wants to 	

	<p>appoint a lead chaperone – bags didn't cost us any money ASA paid for them-KAREN KEIM ASA should be listed in development report as gift "in-Kind" - JULIE KIMBAL pack bags with snacks, program, banners for rally and put them on the buses with one rep on each bus with all information – KAREN KEIM this person must have a cell phone – JULIE KIMBAL BJ's run with snacks and not breaking rules about bringing snacks into hotel- JULIE KIMBAL waiting to see what colleges confirm to see who is on what bus etc.</p> <ul style="list-style-type: none"> • Equipment- spoke about needs a bit yesterday- hotel says ok to bring in our own laptops and projectors mainly for workshop times on Friday and video postcard- we do need these 14 total – please let her know who can do this- • At 6 week mark – putting on finishing touches on this and focusing on needs • Randy Schroeder - is AV in house? JULIE KIMBAL hotel subcontracts- some things we will have to buy like sound in the ballroom. Rooms are set up are pretty good with built in screens– not in writing but hotel is working with us, sensitive topic – KAREN KEIM hotel was very generous about how to side step the subcontractors requirement to be able to bring in our own equipment • JULIE KIMBAL-Thursday Lunch and Dinner and Friday Breakfast is included in registration cost. Thursday lunch requiring from colleges on tours- may be pizza at lunch – we are having pizza for dinner too so we will add chicken fingers for dinner- Evette L breakfast? JULIE KIMBAL not sure eggs for breakfast? it is continental but not sure if eggs are included- • Randy Schroeder - For those that stay on Wednesday night -do we have breakfast on Thursday? JULIE KIMBAL all meals are online to purchase \$10 discounted rate for Thursday morning breakfast – continental both mornings 	
<p>Combined Report: State Initiatives, Legislation & Education and Advocacy Committee</p>	<p>Sarah Morrell Reports Out 1/10/14</p> <ul style="list-style-type: none"> • Combined Report Leg and Ed /State Initiatives • Able to attend development and training committee meeting -Development meeting fruitful- connects with advocacy efforts and using funds for targeted purposes • Got to be part of interview candidate for director of LI • Omnibus legislation bill- looking at appropriations for next year – trio part of this bill- restore funding loss or invest in Obamas initiatives race to the top etc. – as soon as we know what direction from the council we need to be ready to either protest or support response • Reauthorization of Higher Education Act- a lot of prior experience points are based on language in this Act- looking for input/feedback 3/15 to ED- then work on language with them – we don't always respond robustly about language- its authorized for 5 yrs at a time- found in COE 	

	<p>Government Relations branch- Sarah will resend most updated</p> <ul style="list-style-type: none"> • Great discussion on Policy Seminar and getting ready for that- keep in touch to continue to prepare for that • NEC meetings- if you need the emails let Reggie Jean or Sarah Morrell know- have the opportunity to meet Marty Walsh new Boston Mayor- Karen Keim no restrictions to how many times and how many guests – we pay for this membership regardless – register through their system- NEOA is the code for registration- bring students with TRIO t-shirts and buttons – take the time to talk with them • State initiative- 1 state -\$2500 – send a description about how it will improve advocacy in state to Sarah- hopes to get one from every state- average of \$500 could be useful 	
Membership	<p>Ramon Gonzales Reports Out 1/10/14</p> <ul style="list-style-type: none"> • 184 members (27 unpaid) last year at this time 122 (17 unpaid) • Renewed or joined –“Unpaid” means currently joined but not paid yet • Dan Gordan won NEOA conference registration free • Helping to do TRIO day registration with Julie • Looking at Institutional membership in addition to personal memberships-Questions about institutional membership have come up- whether we ask membership for a vote or move forward we should ensure the language and prep work done for 2015 business meeting. The reasons is that some can cover by institution membership – <ul style="list-style-type: none"> - asked the board about feedback - Gave Brandies example of staff being paid and then they leave etc. - Sarah M asks about different levels? - Allison Cox says for MEOA the amount is the same-same cost- just allows grant money and is a nightmare for treasurer to keep track of who is covered- JENNIFER JONES shared in VT \$200 for institutional regardless of number of people (2-20people) with conference and institutional membership for alumni or retirees – conference discount for first 5 people send, any over the 5 would be an additional cost. - KAREN KEIM conference call with RG with membership committee? Would like to have recommendations from committee for next board meeting. - Sarah M might be nice to have a couple of models from other associations as examples. 	
Development	<p>Randy and Karen Keim Report Out 1/10/14</p> <ul style="list-style-type: none"> • KAREN KEIM-Strategy- explains past strategy and now asking two reps from each state to be the development committee – if state has a development committee, we want to coordinate our efforts- committee should locate resources – for example KAREN KEIM went to event and found 	

	<p>sponsors and kept the program with the list of sponsors- will ask them “would you like to go regional?” KAREN KEIM had a meeting with Chimbrow saw them at NEC- connected with him and brought her to lunch with others and then maneuvered through conversation realizing focus actually on ME so changed direction to talk about ME association. Don’t want to take away just augment efforts. Contacts will be on google docs and notes on contact.</p> <ul style="list-style-type: none"> • Rebecca sent out asks \$32,500. \$500 has already come in • Janella from COE and development from UNH (thank you Randy) gave training on how to do this- using TRiO day and other events to invite, past presidents, and target sponsors to demonstrate our work – more coordinated in effort • Randy Schroeder - relationships are super important- cultivate relationship and be ready with elevator speech – asking them for their time and invite them for events - long term strategy • JENNIFER JONES- Suggests a table for GE at conference 	
New Business	<p>Additional Reports: 1/10/14</p> <ul style="list-style-type: none"> • Marion Belgrave - Howard Award– KAREN KEIM reads from NEOA website description-people work in TRiO- read past winners 1999-2013 these are people that work in TRiO • Recommendations were discussed • MONDA KELLEY nominating Monica Sargent and Jennifer Jones seconds • Cecelia Nugent nominates Joan Becker and Evette Layne seconds • KAREN KEIM-anybody else want to nominate anyone else? <p>New Business part 2</p> <p>PELL award- KAREN KEIM explains background- reads description from NEOA website- not given every year....Vision and broad impact:</p> <ul style="list-style-type: none"> - Award nominations were discussed. • Shirley Chisolm Award- KAREN KEIM reads description from website and past winners <ul style="list-style-type: none"> - Award nominations were discussed. • Deadline for nomination: two weeks from today send to KAREN KEIM by 1/24/14- then conference call to vote 	<p>Monda Kelley nominating Monica Sargent; Jennifer Jones seconds</p> <p>Cecelia Nugent nominates Joan Becker; Evette Layne seconds</p>
Old Business	<p>Karen Keim starts 1/10/14</p> <ul style="list-style-type: none"> • CECELIA NUGENT- Cost to charge for ads? Do I need board approval? Allison Cox looking up cost from last yr- EL last yr wanted to increase cost of ad’s but went out of the gate before could make that change- CECELIA NUGENT Tracy said to ask for the cost to be increased- Allison Cox hard to tell -last year \$150 full nonmember some were \$200, \$100 hlf, \$50 for a discount or qtr page, business card size \$25 	

	<ul style="list-style-type: none"> • CH- read from full page-member - \$150; non-member-\$200 hl pg 100 and 125; business card size member \$25 or nonmember \$50 • CECELIA NUGENT- recommendation: <ul style="list-style-type: none"> ○ Full- member \$200; nonmember \$250 ○ Hlf pg member \$150; nonmember \$200 ○ Getting rid of smaller option ○ CECELIA NUGENT was working out details to finalize ○ KAREN KEIM to CECELIA NUGENT to use her discretion • No vote needed- committee makes decision • Evette L- did we finalize new CPA- Allison Cox says yes and she has filed for an extension with IRS– last BM she said she would lower her price and we voted to hire her. • JENNIFER JONES- CECELIA NUGENT could send out an email to give to college for ad. Etc. • JULIE KIMBAL- if development numbers come in at a higher level -questions about those that give larger gifts and ads provided • KAREN KEIM included in development letters 	
Adjourn	Meeting adjourned: 1/10/14 at 12:21pm Julie Kimball motions to close meeting Cecelia Nugent seconds 1/10/14 12:21pm meeting adjourned unanimously	Julie Kimball motions to close meeting Chris Turner seconds 1/10/14 12:21pm meeting adjourned unanimously