

**New England Educational Opportunity Association  
Board of Directors Meeting Minutes  
The Colonial Hotel  
625 Betty Spring Road  
Gardner, Massachusetts 01440  
November 7<sup>th</sup> and 8<sup>th</sup>, 2013**

New England Educational Opportunity Association  
Board of Directors Meeting Agenda  
The Colonial Hotel  
Gardner, Massachusetts  
November 7th and 8th, 2013  
Thursday, November 7th  
Casual attire is suggested for today's events Arrive – The Colonial Hotel – Pontiac Room  
1:00 Welcome from Board to EOC Regional Event all board to welcome please,  
1:30 pm Welcome – to board meeting – Karen Keim  
1:15 - 2:00 pm Committee Meetings

- Finance Committee Meeting – Karen Madden  
For Committee Members and Conference Chairs
- Fair Share Committee – Randy Schroder  
For Committee Members, State Liaisons, and  
State Presidents & all members not at finance

3:00 - 3:30 pm BREAK – CHECK INTO ROOMS  
3:30 - 5:30 pm NEOA Official Board of Directors Meeting  
Roll Call  
Call to Order  
Action: Approval of Agenda  
Secretary's Report  
Action: Acceptance of September 2013 Board Meeting Minutes  
Treasurer's Report  
Action: Acceptance of Treasurer's Report  
Action: Voting of Selection of Accountant  
State Reports:  
Vermont  
Rhode Island  
New Hampshire  
Massachusetts  
Maine  
Connecticut  
Committee Reports:  
Alumni  
Development Plan Proposal  
Leadership Institute –Discussion  
5:30 pm Recess

Friday, November 8th  
 Casual attire is suggested for today's events  
 8:00 am Breakfast  
 9:00 am Reconvene  
 Committee Reports Continue:  
 Finance Committee Report  
 Professional Development  
 Action: Acceptance of PD Proposal  
 TRIO Day  
 Technology  
 Discussion: Conference Registration  
 Legislative & Education  
 State Initiatives Committee  
 Membership  
 Technology  
 Public Relations  
 Action: Newsletter Proposal  
 Vice-President's Report  
 Discussion: Cost of conference registration  
 Past-President's Report  
 President-Elect's Report  
 President's Report  
 Discussion: On-line auction  
 Discussion: Ad Hoc committees  
 Old Business  
     Website upgrade  
 New Business  
     • 2014-2015 Board Recruitment Strategy  
 Adjourn  
 12:00 pm           Working Lunch Discussion Groups  
 1:00 pm Departure! Safe travels home! Enjoy the holidays!  
 Dates to remember:  
 November 15 Connecticut State Conference, UCONN Hartford  
 January 6-8 Maine State Conference, Bangor  
 January 9-10 NEOA Board Meeting Rhode Island  
 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

**MEMBERS PRESENT 11/7/13:**

Allison Cox, Andrew/Drew Goodwin, Casey Henderson, Monda Kelley, Karen Keim, Evette Layne, Karen Madden, Sarah Morrell, Angela Quitadamo, Randy Schroeder, Cecilia Nugent, Gaelyn Hastings, Jennifer Jones, Stephanie Cruz, Trisha Turner-Gill, Adam Edgerton, Shawn Graham, Chris Turner, Shawn Graham

**GUESTS PRESENT 11/7/13:**

**ABSENT 11/7/13:**

Robert Pote, Charles Youn, Laura Mielke, Julie Kimball, Ramon Gonzalez, Tammy Gewehr, Rebecca Sonn, Sarah Morrell

**MEMBERS PRESENT 11/8/13:**

Allison Cox, Ramon Gonzalez, Andrew/Drew 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, Robert Pote, Trisha Turner-Gill, Adam Edgerton, Shawn Graham

**GUESTS PRESENT 11/8/13:**

**ABSENT 11/8/13:**

Robert Pote, Charles Youn, Laura Mielke, Tammy Gewehr, Rebecca Sonn, Sarah Morrell

Agenda Item	Discussion	Action
	See list above for NEOA board members	Quorum established by Gaelyn Hastings with the help of Ramon Gonzalez (remotely) to ensure paid membership At: 11/7/13 3:30pm
Call to Order	<p><b>Meeting was called to order Karen Keim – 3:30pm 11/7 promptly, quorum established</b></p> <ul style="list-style-type: none"> <li>○ Andrew Goodwin asks that Todd Moellendick is placed on the agenda as a motion to approve him as MA State Liaison</li> <li>○ Karen Keim asks for a motion to recess- Evette Layne motions to recess and Andrew Goodwin seconds to recess until tomorrow morning -</li> </ul>	<b>Andrew Goodwin motions to amend new agenda to add to New Business to approve appointment of Todd Moellendick. Drew Motions to</b>

	<p>motion carries 11/7/13 4:52 pm</p> <ul style="list-style-type: none"> <li>○ <b>11/8/13 reconvened time:9:00am</b></li> <li>○ <b>Quorum established for 11/8/13 at 9:03am</b> <ul style="list-style-type: none"> <li>▪ 9:55 Karen Keim announces a 5 minute break</li> <li>▪ 10:03am reconvened</li> </ul> </li> </ul>	<p><b>approve agenda with addition; Evette Layne seconds</b>  <b>11/7/13 3:32pm agenda stands with changes</b>  <b>unanimously</b></p> <p><b>Andrew Goodwin motions to approve minutes with corrections; Allison Cox seconds</b>  <b>Motion Carries</b>  <b>Minutes approved at: 11/7/13 3:34pm</b>  <b>Voted Unanimously</b></p>
<p><b>Treasurer's Report</b></p>	<p>Allison Cox Reports Out 11/7/13</p> <p>-Allison passed out updated budget to review</p> <ul style="list-style-type: none"> <li>- One state still needs to pay dues but they are dealing with banking issues so that will be resolved soon.</li> <li>- Karen Keim asks about bonding insurance? Karen Madden says as far as she knows everyone is covered</li> <li>- Allison says this is a quiet time for the treasurer right now. By January we will have more exciting things to talk about.</li> <li>- Karen Keim and Allison Cox have banking authority</li> <li>- Karen Madden and Allison Cox can have online baking authority</li> <li>- If anyone wants to read through insurance policies she will send them out</li> <li>- Karen Keim inquires about TRIO day line and Allison explains more will be reported in January.</li> <li>- Randy Schroeder inquires about the miscellaneous line in budget and Allison Cox answers that line includes the membership for the New England Council</li> </ul> <p><b>Karen Keim asks for motion to accept treasurers report 3:39pm – vote passes</b></p> <p>-Allison Cox reports at 4:24pm 11/7/13 that we will have a new CPA soon, there are five proposals received. There is one that stands out and this could saving NEOA \$650.00- new CPA</p> <p>-Karen K reports finance committee gave Allison authority to make the final decision on a CPA</p>	<p><b>Karen Keim asks for motion to accept treasurers report 3:39pm – vote passes unanimously</b></p>

	-Allison asks for travel reimbursements tonight or early tomorrow	
<b>Vice-President Report/Conference Committee</b>	<p>Cecilia Nugent Reports Out 11/8/13</p> <ul style="list-style-type: none"> <li>- Karen Keim looking at costs from last year- is the preconference rate the same for both member and non-member- nonmember rate should be much higher than member</li> <li>- Cecelia Nugent- 4/8-11 – theme: “Paradigm Shifts in training and education: standing strong together”</li> <li>- Two Teleconference meetings – next 12/1 anyone is welcome</li> <li>- Needs chairperson for workshops- to coordinate</li> <li>- Working with Casey Henderson on conference registration</li> <li>- Ramon Gonzalez asks about preconference. Will it be on 4/8? Cecelia Nugent says “yes” and she is looking for suggestions on grant writers.</li> <li>- Karen Keim says we need to decide on a price of conference and would like to skip over preconference prices for now...discuss nonmember, member, early bird, late registration- looking for discussion <ul style="list-style-type: none"> <li>o Angela Quitadamo asks the question of what do we need to clear to make the budget? Allison Cox answers the amount has been \$55000 in the past based on 183 “normal” registrations- majority of payments were \$300</li> <li>o Karen Madden says to keep member rate at \$300</li> <li>o Karen Keim suggests to raise preconference rate and bring someone really great in</li> <li>o Allison Cox- preconference would need 50-60 people to come</li> <li>o Andrew Goodwin suggests to have the preconference be more broad about grant writing/development building</li> <li>o Allison Cox- no expense line for preconference</li> <li>o Cecelia Nugent aiming for a great presenter suggest charging \$150</li> <li>o Karen Madden not sure she would pay \$150 for this preconference</li> <li>o Angela Quitadamo inquire to membership or SSS community about if that would be a good focus- ask at the SSS PD day</li> <li>o Karen Keim - Conference Committee brainstorm back up plans for the preconference – encourages board to send ideas to CN</li> <li>o Cecelia Nugent - how was the preconference in prior years? Allison Cox shares that some have been cancelled but yrs. before Suffolk had a great</li> </ul> </li> </ul>	

	<p>preconference and well attended</p> <ul style="list-style-type: none"> <li>○ Karen Keim bringing it back to rate discussion- nonmember \$475 registration and \$500 for onsite-</li> <li>○ Chris Turner- add to registration an encouragement statement to become a member?</li> <li>○ Allison Cox doesn't think anyone paid nonmember one day \$210 on-site <ul style="list-style-type: none"> <li>▪ Participants needed to reach budget goal- 184</li> <li>▪ Cecelia Nugent member registration should stay the same as last year- \$300 early- \$395 regular - \$425 onsite</li> <li>▪ SC suggests to give those owing money a nice note at conference registration – Allison Cox says it would need to be done night before conference so someone on registration committee</li> <li>▪ Cecelia Nugent - still would like to focus on SSS and will have another plan as well</li> </ul> </li> <li>○ Randy Schroeder – UB PD day at UNH was very successful – there are other ways to conduct the SSS community preparation</li> </ul>	
<b>Past President</b>	<p>Evette Layne Reports Out 11/8/13</p> <ul style="list-style-type: none"> <li>- Doing activities to support Karen Keim and Randy Schroeder – Evette shares that Randy presented at MEOA which was great</li> <li>- Met with Karen Keim in Boston on complete transfer of President materials (Karen Keim loved seeing Evette Laynes space)</li> <li>- Got access to membership database to target for next board- beginning to put documents together- corrected item to go on website- wants to edit board descriptions ensure they are all updated based on changes to by-laws in April</li> <li>- Aiming for full slate for board in spring</li> </ul>	
<b>President-Elect's Report</b>	<p>Randy Schroeder Reports Out 11/8/13</p> <ul style="list-style-type: none"> <li>- Participated in COE Government Relation conference calls <ul style="list-style-type: none"> <li>○ House/senate need a federal budget by 1/13 or 1/15</li> <li>○ Randy Schroeder explains the situation right now on the Rep/Dem differences</li> <li>○ Some hard deadlines for Jan/Feb</li> <li>○ Kim Jones has a lot on her shoulders for COE – now that Heather is gone-</li> </ul> </li> </ul>	

	<p>Kim's targets Jeanne Shaheen – targeting key players</p> <ul style="list-style-type: none"> <li>○ Fairshare- incorporating alumni- use TRIO day – find mechanisms to donate- there are some bumps with the online fairshare mechanisms (not billed on time etc.) Hope to hammer out glitches soon</li> <li>○ Randy Schroeder will connect with board members about Fairshare</li> <li>○ Participated on Conference committee</li> <li>○ Andrew Goodwin asks about what the consequences of not meeting deadlines set</li> <li>○ Randy Schroeder explains, that his understanding is that there would be no federal money to be spent after January if no budget agreed on</li> <li>○ Adam Edgerton thanked Randy Schroeder for being a mentor to him and for presenting at MEOA</li> </ul>	
<p><b>President's Report</b></p>	<p>Karen Keim Reports Out 11/8/13</p> <ul style="list-style-type: none"> <li>- Has toured New England</li> <li>- Attended an incredible event - The New England Student Leadership Conference in VT</li> <li>- Attended VT conference- loved how she saved money and streamlined- at first few people at business meeting as time went on people streamed in</li> <li>- Attended NH conference</li> <li>- Going to CT next Friday</li> <li>- Planning on attending RI</li> <li>- Still thinking about how to get people involved in advocacy and membership efforts – people are getting tired- don't think their phones calls matters- seems like every program is getting attacked in different ways – important to support Randy Schroeder and to advocate</li> <li>- Has worked with Rick Williams on the alumni achievers chair- focused on getting an alumnus to be on the board – has reached out to two alumnus – Rick Williams has given Karen Keim- a timeline – would like a prestigious person – date with Mr. Dudley (alumnus) in the middle of the month</li> <li>- Meeting with Beth Hogan 11/15- running training – run focus groups- she is a COE consultant – chairing (listen to recording 10:58)</li> <li>- Sending out a doodle about conference call for development</li> <li>- Can share the timeline for Achievers</li> <li>- Online auction</li> </ul>	

	<ul style="list-style-type: none"> <li>○ Evette is going to event for the online auction – on Tuesday- asked Steve Visco and he is thinking about it- if anyone else is interested please let Evette know</li> <li>○ Karen Keim suggesting RS and he says sounds great</li> <li>- Ad/Hoc committees <ul style="list-style-type: none"> <li>○ Some committees have been “ad/hoc” for 15-20 yrs.</li> <li>○ Technology committee...is an essential committee now</li> <li>○ By definition “ad/hoc” is short term 2-3 yrs.- it is a bylaws changes</li> <li>○ Any other committees suggested to be moved from ad/hoc</li> <li>○ Andrew Goodwin – accessibility? Karen Keim thinks to move that under conference</li> <li>○ Jennifer Jones- alumni committee should be moved as well</li> <li>○ Suggested Moving Alumni, Tech out of ad/hoc</li> </ul> </li> <li>- Checked with Julie on next Board Meeting not being in Framingham- checking in with Stephanie to do a meeting in RI</li> <li>- Karen Madden concerned about RI in January because it’s the furthest – Karen Keim-thinks having January meeting at UNH maybe dove tail with UB PD but need to figure out those details still– so June in RI would be the target</li> </ul>	
<b>Committee Reports:</b>		
<b>TRiO Day</b>	<p>Julie Kimball Reports Out 11/8/13</p> <p>-Has two plans in mind for space- A Plan and B Plan as far as space</p> <ul style="list-style-type: none"> <li>- Upper limit to budget for 700 participant</li> <li>- 60-75 schools/colleges are being planned for attendance</li> <li>- Thinking about speakers and workshops- looking for individuals to share expertise around the theme- sharing your future- tech/communication- share your future- thinking about your future- share what your support system is- wants to have 12 in total for workshops- someone presenting will present twice in the day- want tracks to bring in interest for SSS and EOC for example</li> <li>- 15 buses and 15 college visits \$320x15 keeps things in budget amount- Julie Kimball asked about requesting to use other program buses and KK said it is hard to confirm this/can be stressful to rely on this and EL mentioned is may be a liability issue- Julie Kimball just concerned about cost- MK says she has always donated their bus and can check with VSAC about liability</li> </ul>	



	<ul style="list-style-type: none"> <li>- Julie Kimball -Idea’s for feedback ?– some speakers have a fee....looking for alumni for a panel</li> <li>- Rally after college visits- Boston and Worcester- the idea is there the details are coming together – any thoughts are welcome- Karen M have the students write letters to their representatives in VT they got a great response – possibly doing it ahead of time- Julie K says challenge as it on the first day- Jennifer Jones suggests Directors do this with their programs ahead of time and bring them with them</li> <li>- Karen Keim-asks about visits to congressional offices- Julie Kimball figuring how do we do that? Karen Keim- could invite them to city hall to the rally</li> <li>- Andrew G- rally site for Worcester? Angela Q volunteered to help coordinate and help with rally and mentioned McGovern</li> <li>- Randy Schroeder asks if we are asking colleges to give lunch- Julie Kimball yes but also balance the timeline and other visits- some are saying call us back in December still waiting on some of that- Randy Schroeder shares that last yr we were really adamant about giving lunch and eventually it worked out but some created tight timelines to meet the college plan to be able to give lunch- Julie Kimball discusses the thought process on how this will all fit together – feels it’s important to prepare the students before depart</li> <li>- 11/15 will be posting registration with Casey-</li> <li>- Hotel-already half way to goal for Wednesday night for the hotel for registration</li> <li>- Randy S asks about keynote- Julie Kimball working on it – first person couldn’t do it Chancellor UMASS Boston</li> <li>- Randy S- announces that any help from board members for the event- Karen Keim encourages everyone to come and look- a lot of fun!</li> <li>- Karen Keim confirms we are capping at 700 - first come first serve- based on payment received – cannot go over</li> </ul>	
<b>Professional Development (PD)</b>	<p>Andrew Goodwin Reports Out 11/8/13</p> <ul style="list-style-type: none"> <li>- PD – EOC happening now</li> <li>- SSS is 11/22</li> <li>- Possible UB day- 1/9/12 -UNH APR UB/UBMS estimated due end of January- Mike Dennehy submitted a proposal- flexible with dates since it is a board meeting date – \$500-600 total budget – room rental and lunch- suggestion of registration cost for none members</li> </ul>	<p><b>Evette Layne motions to approve PD Budget and Karen Madden seconds. Motions carries at 9:15am Unanimous decision</b></p>

	<ul style="list-style-type: none"> <li>- PD budget for year in pretty good shape</li> <li>- Andrew Goodwin asks to moves to approve the PD budget</li> <li>- Evette Layne motions Karen Madden seconds motions carries at 9:15am</li> </ul> <p>Unanimous decision</p>	
<b>Leadership Institute</b>	<p>Karen Madden Reports Out 11/7/13</p> <p>-Leadership Institute Committee: deciding on funding and how to proceed? Do we reduce the cost to individuals? Post the position very soon- to be able to interview and get them started in June and start with new group next November- suggestion to meet during the board meeting to make the connection to leadership development and the board.</p>	
<b>Recess</b>		
<b>Reconvene</b>		
<b>Roll Call</b>	<b>Quorum Established 11/7/13 3:30pm 13/24</b>	
<b>Secretary's Report</b>		
<b>State Reports:</b>	Karen Keim-thanks the states for all of their important work 11/7/13 4:07pm	
<b>Vermont</b>	<p>Jennifer Jones Reports Out 11/7/13</p> <ul style="list-style-type: none"> <li>- Held state conference over 80 people- 16 outside of TRIO (HS guidance and College Counselors)</li> <li>- Karen Keim- attended and rallied for Fairshare etc.</li> <li>- Karen Madden – attended with 3 college students Senator Leahy's women's conference – spoke with him with 3 students spoke with him in the hallway about TRIO – Karen M met with Sanders' Ed aid about the TRiO budget request – Senator Sanders on Budget Committee appointed by President Obama ask him about easing up on his stand on not touching entitlements and more support to TRIO – Sanders said thank you but no thank you- Karen K COE sees him as the kingpin for this issue</li> <li>- Karen Keim-loves Green initiative- bring your own name tag and award given to guidance counselor – wonderful</li> <li>- Karen Madden even though government shut down – sanders aid attended</li> </ul>	
<b>Rhode Island</b>	<p>Stephanie Cruz Reports Out 11/7/13</p> <ul style="list-style-type: none"> <li>- Have not had a conference yet- 5 TRIO programs and GEAR UP- trying to figure out strategy</li> <li>- Event on campus- financial literacy event</li> <li>- Second annual event for public institutions –TRIO attended</li> <li>- Karen Keim says will ask Julie Kimball how important it is to her about having it at</li> </ul>	

	TRIO Day location- wants to have our next meeting in RI to help with the RI association – thanks Stephanie Cruz for working on energy and the effort to build momentum	
<b>New Hampshire</b>	<p>Randy Schroeder Reports Out 11/7 /13</p> <ul style="list-style-type: none"> <li>- Annual State Meeting – 30 Prof attended-10/18- Kim Jones spoke about fairshare and break out educating staff on the status of the Higher Ed Re-Authorization</li> <li>- Getting ready for SSS Day 11/22 UNH- kudos to Casey for doing registration</li> <li>- Getting ready for NEOA 2015 Conference</li> <li>- Spraggins Award-State Initiatives- due 12/1</li> <li>- Kelly Ayotte on Budget Committee and working on building awareness in her office</li> <li>- Kim Jones says to focus on Jeanne Shaheen</li> <li>- Randy explains the Spraggins State Initiates Award (funding from COE but not on website) and will send copies to the board due 12/1/13</li> <li>- Karen Keim discusses Keene. NH pumpkin festival</li> </ul>	
<b>Massachusetts</b>	<p>Adam Edgerton Reports Out 11/7/13</p> <ul style="list-style-type: none"> <li>- Annual Conference-10/29 110 registered <ul style="list-style-type: none"> <li>- Secretary of Education- Matthew H. Malone</li> <li>- Patricia Marshal – alumnae of UMAINE TRIO-Keynote</li> <li>- Randy Spoke- enthusiastic welcome from NEOA</li> <li>- Looking to reach out to McNair</li> <li>- Full Board – seats filled-</li> </ul> </li> <li>- Karen Madden suggested a college campus as a venue option- may keep costs down</li> <li>- Adam Edgerton moved past presidents dinner to first MEOA board meeting 11/15 to create</li> </ul>	
<b>Maine</b>	<p>Shawn Graham Reports Out 11/7/13</p> <ul style="list-style-type: none"> <li>- Conference early Jan- Pieces of the TRIO puzzle- ensure all of ME communities are together- 20 people registered on the first day registration was open</li> <li>- Working on Strategic plan and time tables</li> <li>- Working on Alumni and future leadership hope to bring the next round of leaders-</li> </ul>	

	<ul style="list-style-type: none"> <li>- Creating a 501c3 status follow with 501c4 – pluses and minus to have the two</li> <li>- Karen Keim-shares Emily Cane wants to base her platform on TRIO- she loves what we stand for- Governor Baldachi Education Platform based on TRIO</li> </ul>	
<b>Connecticut</b>	<p>Karen Keim Reports Out 11/7/13</p> <ul style="list-style-type: none"> <li>- Karen Keim Explains- Erica Granuff sent a report</li> <li>- Cecelia Nugent- still without President-State Conference UHART –</li> <li>- Working on 501c3 status</li> <li>- Website up</li> <li>- Fundraising to fairshare and CAOPP (sounds like K-OP)</li> </ul>	
<b>Committee Reports:</b>		
<b>Finance Committee</b>	<p>Karen Madden Reports out: 11/8/          -resolved checking accounts          Reviewed proposals          Talk to eastern bank to consolidate to gain more interest          Met yesterday finance committee- Brenda Mcgiver new accountant</p> <ul style="list-style-type: none"> <li>- Leadership Institute – getting job description out in the next week- please send comments to KM- lower cost to participants to \$500.00- goal to raise money for consultant and then the difference with the participant savings- hope to garner a good size group to start next year- Meet Nov/Jan with this board to encourage connection and possible thoughts for board in the future</li> <li>- Karen Keim says to send Karen Madden ideas for consultants – someone that will be a good leader in this</li> </ul>	
<b>Development</b>	<p>Rebecca Sonn did not send a report. <b>11/7/13</b>          Table report as Rebecca is not here          Karen Keim propose to Rebecca to work on a list to ask agencies to support Fairshare-she received lists from everyone but VT and CT- are there people in the state that are good at          Andrew G- asks about 10 for 10? Does it continue or does it stop? Allison Cox says - it won't continue          – Karen Keim-says the problem is that money is not being taken out as planned.          Karen Keim- asks to give to fairshare  <b>11/8/13</b>          Karen Keim says she is going to ask for a conference call, including state presidents to participate. The whole board will be included and it will be soon as this can't wait for the</p>	

	next board meeting- Karen Keim is applying for a mini-grant for TRIO day through the Maine girl scouts and is connecting with Adam Edgerton to have a collaborating partner in MA.	
<b>Combined Report: State Initiatives, Legislation &amp; Education and Advocacy Committee</b>	<p>Sarah Morrell Absent</p> <ul style="list-style-type: none"> <li>- Karen Keim reads Sarah Morrell's email on dialogue with legislator</li> <li>- Casey reports she sent out state initiatives</li> <li>- EOC 12/9 APR due</li> <li>- TS 12/6 APR due date</li> <li>- SSS 12/13 APR due date</li> <li>- Karen Keim says webinars available</li> </ul>	
<b>Newsletter</b>	- See below	
<b>Public Relations</b>	<p>Angela Quitadamo Reports Out 11/8/13</p> <ul style="list-style-type: none"> <li>- Has someone for newsletter- Liz Worth from UNH- Karen Keim says Liz is great 25 yrs. experience and Laura M has already met with her- State presidents are responsible for articles</li> <li>- Working with Casey about design for website</li> <li>- Adam on press releases</li> <li>- Invite her to meeting for TRIO day or keep in loop</li> <li>- If anyone needs IT let people know for our upcoming events- students in college that have specialty</li> <li>- Jennifer Jones –suggestion to provide a guide on “How to” to contact and communicate for effective advocacy</li> <li>- Karen Keim- reviews- send all articles pictures to Angela Quitadamo and then she will forward to Liz-</li> <li>- Shawn – Timeline? Angela Quitadamo says goal to get one out before Christmas-preholiday and then after TRIO day- probably 2/1 and then right after policy</li> </ul>	
<b>Technology</b>	<p>Casey Henderson Reports Out 11/7/13</p> <ul style="list-style-type: none"> <li>- Karen Keim wants us all to be part of this committee due to be on the same page with branding – thanks Casey for willingness</li> <li>- Casey shares putting together systems to streamline better- some things came in late and may have been due to confusion but wants to work that out better- will</li> </ul>	

put together document of guidelines

○ Basic Guidelines:

- Event Planners: All details should be sent to Casey- will make a page if needed for every event
- Registration should be done through our system- otherwise could be confusing- should be in one place and can be tied into membership system-
- Karen Keim explains some have paid membership rate for conference but haven't paid it – these people will have to pay their past expenses to move forward
- Casey Henderson looking for ways to minimize gaps in payment- some institutions don't allow PayPal- wants to streamline the systems to minimize the gaps-looking at a “universal” system to connect the membership payment with registration to events (PD, TRIO day, Annual Conference etc.) looking for comments, suggestions, pro's and cons.
- Allison Cox suggested those that have a bad track record are required to pre-pay – prior to event otherwise cannot attend
- Andrew Goodwin no one wants to be the person to say- you cannot attend this event- letter prior
- Casey Henderson suggests to add a field that will total owed that can add up –Karen Keim can say past due to avoid accounting issues from previous budget years- doesn't want professionals at registration at conference to have to confront those coming in the door.
- Casey Henderson confirms a “past due” option
- Karen Madden heard of a different model to collect money- person gets on the phone and asks what may be going on to find out how we can help them pay – they are seeing 30-40% better than other collection agencies.
- Casey- in the past the conference person checks membership to say “yes paid” and check it off the list...there are glitches with this
- Casey- sometimes institutions are very slow to cut the checks

	<ul style="list-style-type: none"> <li>▪ Karen Keim- don't want our community to have an experience that turns them around</li> <li>▪ Allison Cox suggests an idea from MEOA -back of nametag note to say that money is owed</li> <li>▪ AQ on registration add supervisor email and name</li> </ul> <ul style="list-style-type: none"> <li>- <b><u>11/8/13 Casey Reports Out</u></b></li> <li>- Casey- helped out with state conference planning</li> <li>- Doing some clean up on the google drive- establishing a structure- will send something out as soon as that is finished</li> <li>- Every committee has a folder to store along with board meetings- all board reports will be saved under board meetings- he will send directions out</li> <li>- At UMaine- someone attempted to break in to account –IT wasn't concerned- Casey didn't see anything of concern that looks like we were compromised – he is on top of this as best as he can- please do not store any sensitive information birthdates, SS# etc. worst case are names and addresses that would be viewed – happened to be our video gallery page which are on YouTube</li> <li>- <b>Conference registration discussion</b> <ul style="list-style-type: none"> <li>○ Some never pay- causing issues with book keeping etc.</li> <li>○ Suggestion not allowing them to register without payment first- disable membership discount until you are an actual paid member-</li> <li>○ Issue to this may be that sometimes it takes people a while to get a check cut from institution –</li> <li>○ Karen Keim- will need to do incredible amount of communication to our membership- outreach is significant- gave Ramon a list of all NE programs for outreach may be a starting point- need to be proactive and really positive</li> <li>○ Casey suggests to open registration earlier than before</li> <li>○ Angela Quitadamo suggests to throw it out to members during conference for next year to explain what is going on- announce at the beginning of conference and encourage questions – board have name tags and encourage questions/comments</li> <li>○ Chris Turner suggests a letter to send out to members saying because you are a member this is what your membership gives you with a refund</li> <li>○ Karen Madden responds to Chris told by institution that can't put money</li> </ul> </li> </ul>	
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	<p>back in</p> <ul style="list-style-type: none"> <li>○ Karen Keim-which comes first</li> <li>○ Karen Madden likes AQ idea – talking about with membership – Karen Keim putting something in conference program and website</li> <li>○ Angela Q regular and late membership? Karen Keim says there should be a significant membership discount – AQ only eligible for early bird if you are a member</li> <li>○ Karen Keim-- only see the membership cost if you are a paid member- if you are not a paid member then see other rate only- Casey says that is the plan and can also send statement with past due amount</li> <li>○ Evette Layne membership deadline – if you are paid by this “date” then you would be eligible for this rate- any members paid after that date has a different date</li> <li>○ Karen Madden asks what percentage is paid right now? Ramon Gonzalez answers that we have 132 right now...most he’s seen at this time of year...setting a deadline with incentive could be done. Casey Henderson says there are 2 Professional Development days ensure membership is paid earlier. Ramon shares that there is usually spike in membership February/March</li> <li>○ Karen Keim-likes the idea of sharing with membership at home and share the info first</li> </ul>	
<b>Strategic Planning</b>	-	
<b>Membership</b>	<p>Ramon Gonzales Reports Out 11/8/13</p> <ul style="list-style-type: none"> <li>- 132 paid members</li> <li>- More coming in because of MassEdCo</li> <li>- 15 brand new members</li> <li>- Karen Keim asks about unpaid members – Ramon Gonzalez says they are not here</li> <li>- Ramon Gonzalez in past based an incentive to be a new member with a possible free registration for conference – Andrew G including everyone in that raffle and could be used to stimulate meeting the early bird registration deadline – Jennifer J pay membership by 1/1 your name would be placed in a drawing for free conference registration –Karen K loves it and we are moving forward with that-</li> </ul>	



	Ramon G by 12/31 midnight to get it done (paid member) prior to holidays and time off- Jennifer J can we transfer it to someone in office – Karen K says that if the person’s name is pulled its that person that gains the free registration cannot be transferred to someone else	
<b>Alumni</b>	<p>Monda Kelley Reports Out 11/7/13</p> <ul style="list-style-type: none"> <li>- Reached out to alumni chairs at states</li> <li>- Great ideas about alumni reception</li> <li>- Monda Kelley wants to streamline processes</li> <li>- VCAS alumni coordinator- reaching out to con</li> <li>- Asking board to have everyone have their alumni sign up for National TRIO Alumni Association and the NEOA Alumni page</li> <li>- Next step to form a Committee to</li> <li>- Karen Keim asks how many on the board that are alumni- asks to get others in our office to sign up on the sites</li> <li>- Monda Kelley -On facebook – looking at how many responding and who it is that is responding...</li> <li>- Karen Keim asks for those to serve on Alumni Committee</li> <li>- Angela Quitadamo suggest link to NEOA webpage and will use her boss as the sample</li> <li>- Evette L asks about past alumni sites and if someone registered in the past – did it transfer over</li> <li>- National TRIO Alumni website- website: TRIOalumni.us</li> </ul>	
<b>NEOA Achiever Committee Report</b>	<ul style="list-style-type: none"> <li>- Karen Keim working on finding an alumnus to chair this position on the board.</li> </ul>	
<b>Break</b>		
<b>Old Business</b>	<p>Karen Keim starts 11/8/13 11:09am</p> <p>Technology upgrade with Casey</p> <ul style="list-style-type: none"> <li>- Casey Henderson trying to streamline all Professional Development’s and events with deadlines</li> <li>- Casey Henderson requests please send him materials on Professional Development or event web pages</li> <li>- Karen Keim would love to see a facelift- would like to see a new look to webpage</li> </ul>	

<p><b>New Business</b></p>	<p>Additional Reports:</p> <ul style="list-style-type: none"> <li>- Evette Layne- board recruitment- if any of the board knows someone that may be interested – personal outreach is the best – her goal is to really talk to people herself <ul style="list-style-type: none"> <li>- Spoke to EOC this morning about anyone there getting involved</li> <li>- Karen Keim-Replacing treasure next year- takes a particular skill set – send people to Allison to connect with her about specific responsibility</li> <li>- Vice President will be needed NH next year for conference- Randy Schroeder is working already on contracts for conference venues 4/15</li> <li>- TRIO day is in ME next year so will be looking for that position 2/15</li> </ul> </li> <li>- Karen Keim-Alan Parks is retiring in two years- has never been president as he was never asked- Karen K says to look around as there may be people that just need to be encouraged</li> <li>- Evette Layne- being asked is really important – didn’t touch her as much as having others ask her to lead – Karen Keim had been asked but waited for other staff to go through in her office – when she asked Steve he said it wasn’t his time and he said it was her time- pleasure to serve with everyone- encourage part in Leadership Institute</li> <li>- MA State Liaison- Adam Edgerton describes Todd Mollendick and he is excited to participate – will be our fairshare coordinator as well</li> <li>- Karen Keim-Working Lunch/box lunches- Taking Pictures for board and with EOC</li> <li>- Jennifer Jones VT gave Jack Andersen award- long time commitment – given to Monda Kelley</li> <li>-</li> </ul>	<p><b>Andrew Goodwin motions to approve Todd Mollendick as MA State Liaison; Evette Layne seconds Vote Carries 11:22 unanimous</b></p>
<p><b>For The Good Of The Board</b></p>	<p>-</p>	
<p><b>Adjourn</b></p>	<p>Meeting adjourned: 11/8/13 at 11:25am</p>	<p><b>Shawn Graham moves adjourn meeting; Stephanie Cruz Seconds ; Unanimously adjourned 11:25am 11/8/13</b></p>