

**New England Educational Opportunity Association  
Board of Directors Meeting Minutes  
The Putney Inn  
Putney, VT**

**September 19<sup>th</sup> and 20<sup>th</sup>, 2013**

Board of Directors Meeting  
Putney Inn  
57 Putney Landing Road  
Putney, Vermont  
Thursday, September 19, 2013  
Casual Attire is suggested

- 1:00 Welcome & Introductions & Groups
- 1:30 Ice Breaker, Jennifer Jones
- 2:00 The Rewards of Membership, Ramon Gonzalez
- 3:00 Activity, Laura Mielke
- 4:00 Communication, Karen Keim
- 4:30 More Ice to Break, Jennifer Jones
- 5:00 Technology Training, Casey Henderson
- 5:30 Fair Share, Randy Schroder
- 6:00 Social Gathering (Cash bar)
- 6:30 Dinner (A feast)
- 8:00 Introduction to a Budget (casual discussion for new members...at the bar)

Friday, September 20, 2013  
Casual Attire is encouraged

- 8:00 Full Breakfast
- 9:00 Business Meeting
  - Call to Order
  - Roll Call
  - Action Item: Approve the Agenda
  - Action Item: Approve the June 2013 Meeting Minutes
  - Treasurer Report
  - Budget

Action Item: Approve Budget

Work Sessions:

- TRIO Day
- Conference
- Communications
- Introduction of Committees

Committee Chairs briefly outline goals for year

Reports:

	<p>How to submit (Casey)  12:00 Lunch  1:30 Depart</p> <p>Dates to remember:  September 27-29 NEOA Student Leadership in Fairlee, Vermont  October 15 Vermont State Conference, Vermont Technical College  October 17 New Hampshire State Conference, UNH Durham  October 29 Massachusetts State Conference, Devens, MA  November 7 &amp; 8 Board Meeting, Massachusetts  November 7 &amp; 8 EOC Regional Conference, Gardiner, MA  November 15 Connecticut State Conference, UCONN Hartford  January 6-8 Maine State Conference, Bangor  January 9-10 NEOA Board Meeting Rhode Island  February 20 &amp; 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 &amp; 6 NEOA Board Meeting New Hampshire</p>
--	--

**MEMBERS PRESENT:**

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

**GUESTS PRESENT:**

**ABSENT:**

Tammy Gewehr, Chris Turner, Adam Edgerton, Rick Williams, Shawn Graham, Rebecca Sonn

Agenda Item	Discussion	Action
	See list above for NEOA board members	Quorum established by Gaelyn Hastings with the help of Ramon Gonzalez to ensure paid membership
<b>Call to Order</b>	<p>Meeting was called to order Karen Keim – 9am promptly, quorum established</p> <ul style="list-style-type: none"> <li>- Karen has appointed positions introduce themselves a roles- all of the chairs-</li> <li>- Comments on June '13 minutes: <ul style="list-style-type: none"> <li>o Sarah Morrell page 14 state initiatives for clarification- once a few final receipts are in we will know the final numbers</li> </ul> </li> </ul>	<p>Sara Morrell motion to approve agenda, Evette Layne seconds  <b>Motion Carries</b></p> <p>Karen Madden motions to approve</p>

	<ul style="list-style-type: none"> <li>○ Sarah Morrell “any reimbursement request sent to Allison C”</li> <li>○ Drew Goodwin pg 9 PD last sentence PIC should say PD instead</li> <li>○ Evette- pg 4 “vendor” VP 4 bullet-</li> <li>○ Evette Pg4 first bullet- ED not DOE</li> </ul>	<p>June '13 Board Meeting Minutes and Evette Layne seconds After comments and changes <b>Accepted with changes 9:27am Minutes Accepted</b></p> <p>Evette Layne moves to accept chairs Appointed by Karen Keim Stephanie Cruz seconds <b>Motion carries Drew Abstains from Vote</b></p>
<p><b>Treasurer’s Report</b></p>	<p>Allison Cox Reports Out State of MA officially recognizes NEOA as a non-profit under correct name</p> <ul style="list-style-type: none"> <li>- RFP for CPA’s sent out soon</li> <li>- Sent our copies of budget from last year to this year for review has hard copies for those needing to see them</li> <li>- Passed out copies of proposed 2013-2014 budget for review.</li> <li>- Allison leading breakdown explanation- Conference last year \$18,000 short due to low attendance. Casey sent out a survey to get an idea of planning for numbers for the 2014 annual conference.</li> <li>- Allison explains Bidding for Good the online auction- percentage goes to us – getting items for it and negotiated with Bidding about what to put up there. Sarah Morrell suggests Channa Srey (former board member) may be a good resource for information on this.</li> <li>- Karen Keim-Bidding for Good under the development committee but not under Rebecca Sonn</li> <li>- Treasurers report has specific figures regarding the current budget</li> <li>- Treasurer reviews proposed 2013-2014 budget <ul style="list-style-type: none"> <li>○ Changed the general foundation support from 20,000 to 10,000- 20,000 is a lot – under budget and possibly raise more – asked Rebecca Sonn to work on development- Karen Keim says each state should have two people to raise money- Joe Costa RI and Ann Coles MA to start with – Randy Schroder NH- Karen Keim looking for someone to take over the live auction so Rebecca can reach out in other ways to go out and get</li> </ul> </li> </ul>	<p>Evette Layne motions to approve budget and Sarah seconds 10:32am Julies motions to close discussion and drew seconds on closing discussion Karen Keim rules on final budget <b>Motion carries-Budget passed</b></p> <p>Karen Keim asks for a motion Drew motions to allow the finance committee to hire the CPA Evette Layne seconds <b>Motions carries</b></p>

	<p>money</p> <ul style="list-style-type: none"> <li>○ Conference looks like on track for costs with preliminary contract.</li> <li>○ Last year officer travel cost under budget and TRiO day made \$10,000 revenue</li> <li>○ Officers are sharing room costs- COE pays for their airfare- Karen Keim wanting to keep costs low for this area and Randy Schroder is focused on this as well</li> <li>○ NEC \$500 which is an important investment will be renewed.</li> <li>○ CPA expense may vary since we don't have this confirmed yet</li> <li>○ Board insurance – contract is being renewed for another three years.</li> <li>○ No longer Cross Insurance Company- changing name to Liberty Mutual Insurance</li> <li>○ Allison encourage carpooling to board meetings to keep costs down</li> <li>○ Julie Kimball says she thinks she can work with this budget as she is keeping bus costs down for TRIO Day</li> <li>○ Leadership Institute – resources to look for someone to hire- cost for a search</li> <li>○ Development Committee – Julie Kimball questions the increase to development committee. Allison says make the line \$700, that is what we paid Bidding for Good. Karen Keim says Girl Scouts of Maine make a lot more money than we do on “Bidding For Good” and we should look into this.</li> <li>○ Karen Keim wants everyone to make the commitment to help bring in vendors to make money- Karen Madden suggesting colleges to pay a fee for the college fair – college admissions to pay a certain fee–Angela Quitadamo suggested to invite graduate programs for staff to connect with- Cecilia asks who will participate and timing looking at vendor set up and spacing- Karen Madden says college people should have a separate space than the vendors- \$50/college fair most places or \$100 for trio day – Cecilia will place this on list as one of the committees – Karen Madden suggested Nella might have contacts – Karen Keim asked is we could increase revenue of conference and Cecilia no would rather bring in more than budgeted- Jennifer Jones suggests giving a discount to places that pay for a vendor table or add as an incetive.</li> </ul>	
--	--	--

	<ul style="list-style-type: none"> <li>○ Drew- questions reduction in general foundation support for revenue? When there is a focus on the development – One person running bidding and Rebecca focusing on outreach – Julie Kimball says ask ASA for \$10,000 not \$5000</li> <li>○ Sarah Morrell agrees with general approach to conference- preconference could be boosted with SSS writing- Julia Tower possibly could bring in money- \$1000 cost last time- she would attract beyond NE Sarah asks where the CTK2GO grant stands as an income producer? Julie Kimball says they did not get refunded/renewed- “Know how to go” through Lumina Foundation</li> <li>○ Made money on pre-conference \$19,000 minus costs in 2010</li> <li>○ Sarah Morrell question if we will be making a payment to reserve? Allison explains CPA advised to ensuring a balance of a half a year costs in reserve and that we currently have that and there isn’t room in the budget to make additional payments at this time.</li> <li>○ What was the pre-conference cost to participants or was done as a membership benefit –Allison Cox said in 2009 we paid David Parker for presenting a pre-conference.</li> <li>○ Karen Madden passed around CD totals – finance report \$75000 in reserve; Julie Kimball – questions reserve as our reserve is over half of costs; Sarah Morrell says healthy margin for error</li> <li>○ Karen Madden comfortable to increase General Foundation Support- Allison Cox says clear expectations is needed for what Rebecca is responsible for – underwrite conference/Trio day or general foundation support?</li> <li>○ Julie Kimball would love to work with Rebecca to find ways to help underwrite TRIO day costs –</li> <li>○ Karen Keim comfortable at General Foundation Support at \$15000</li> <li>○ Karen Madden suggested we reduce the board meeting line to be more fiscally conservative. Karen Keim agrees and looking for agreement- Drew agrees and brought up past weather issues interfering with quorum indicating we should have an alternate plan to ensure quorum such as a virtual option. Karen Keim to Casey about Nov meeting to be heavy with tech training to [prepare for remote meetings- Karen</li> </ul>	
--	---	--

	<p>Madden says Nov. made sense to her to have remote as Jan. is before TRIO day and conf. – Randy said it was crucial- Sarah M support meeting in Jan no substitute for in person- even a day meeting- Shawn G would have an 11 hr. drive- Karen Keim suggested one place to meet each time as there may be a deal- Evette Layne said Jan. meeting at TRIO day event site- Board can see site She said the hotel may give a better deal because of TRIO day</p> <ul style="list-style-type: none"> <li>- 10:35am- with all of the changes, this budget has a positive \$320.00 balance.</li> </ul> <p>Allison says we need to hire a new CPA- decision to hire a CPA to the finance committee. Allison is sending RFP's to CPA's</p> <p>Karen Madden says we have many CD's and suggests investigating cascading CD's and finding better rates.</p>	
<p><b>Vice-President Report/Conference Committee</b></p>	<p>Cecilia Nugent Reports Out</p> <ul style="list-style-type: none"> <li>- Cecilia passed out committee assignments</li> <li>- 119/night jr suites 125/night holiday inn conference center</li> <li>- 4/8-4/11- Board Meeting 4/8</li> <li>- 100 persons/night- list of rooms too high-Current contract has 301 room count; hotel sending a new contract with reduced room numbers.</li> <li>- Allison Cox says we had 85 rooms last year and \$4000 was paid on rooms unused. She suggests to move back the cutoff date for the room block.</li> <li>- Free suites based on numbers reserved needs to be added to contract- Jr suite can bring alcohol in that room only – KK going to ask for 85 rooms/night and move to March 1 for cutoff date</li> <li>- Karen Keim will get the final contract and send out</li> <li>- Bridgeport Holiday Inn is the recommended for the conference- Art museum and EOC right there – 2 campuses in walking distance of hotel- 5 programs that do not part in NEOA – GE is 20 minutes away and will support us- possibly can offer a lower registration because costs are lower- Sarah Morrell devil's advocate is the Holiday Inn going to as much as a draw as the Water's Edge Resort- Karen Keim says will fill conference that will be good quality workshops and professional experience- Cecilia political draw closer drive and thinks more support – hotel committed to helping with media coverage as few conferences happen in Bridgeport.</li> <li>- Rob- thought Bridgeport was a great location- represents what we are told to do</li> </ul>	

	<p>from COE in terms of advocacy and activity in communities that we serve.</p> <ul style="list-style-type: none"> <li>- Sarah Morrell - supportive- committee will have work to package and market it to get people there</li> <li>- Cecilia 10/1 or 10/2 conference call</li> <li>- Karen Keim - asks Angela to help with promotion of the conference</li> <li>- Randy – put it all on the table – history behind the decision is important</li> <li>- Cecilia asking for committee members to help</li> <li>- Karen Keim will work to send revised contract to Board next week.</li> <li>- Randy – great events- pump them up to get people there</li> <li>- Karen Keim - asking all board members to serve on a Board committee</li> </ul>	
<b>Past President</b>	<p>Evette Layne Reports Out</p> <ul style="list-style-type: none"> <li>▪ Leadership Institute- Sigh resigns as leader- do we continue – how often- how are we going to search for a director of this? Past had a small committee to – Karen Keim thinks it important so put money in budget to find a new director- thinks its valuable- look for ways to fund this initiative – must have 100% of Board fairshare part.</li> <li>▪ Karen Keim – adhoc committee for selecting a new LI director. Karen Madden chairing committee for search for LI Director.</li> </ul>	
<b>President-Elect’s Report</b>	<ul style="list-style-type: none"> <li>• Randy- fairshare report- replicating the experience from RI achievers luncheon and says thank you</li> <li>• Karen Keim board to make a pledge of how much we will contribute to fairshare</li> </ul>	
<b>President’s Report</b>	<p>Karen Keim Reports Out</p> <ul style="list-style-type: none"> <li>- Expect to stay on budget</li> <li>- Written reports due 1 week prior to board meeting- 11/7 next meeting- expect to come to meeting fully prepared – send changes to Gaelyn to make changes prior to meeting- want to know what’s going on in the different committees and states</li> </ul>	
<b>Committee Reports:</b>		
<b>TRiO Day</b>	<p>Julie Kimball Reports Out</p> <ul style="list-style-type: none"> <li>- Karen Keim signed contract for hotel for TRiO Day</li> <li>- 2/20-21 Sheraton Framingham, MA</li> <li>- Initial committee meeting next week- open to others to join</li> <li>- Registration? And timeline? Questions for board</li> <li>- Registration- posted earlier may be better- Oct/Nov</li> </ul>	

	<ul style="list-style-type: none"> <li>- Meal tickets being sold at registration</li> <li>- Costs? Figuring out what to charge colleges for college fair the same as last year- one day registration cost- participation in one day over another? Maybe the second day? SSS/MCNair/EOC may not want to participate in a dance... so the second day could have programming for adults? Julie invites discussion- Allison asks if anyone remembers the past years one day cost-Alumni panel suggested from Monda- Drew suggested to pick one SSS or McNair or Alumni to focus attention-</li> <li>- Julie asks about the cost for one day registration, suggests less than half for a one day? The second day- Allison thinks that it was \$25....says it must be recorded somewhere and will check</li> <li>- Incorporate Technology –closing up program with slideshow – video postcard-</li> <li>- National Girls Collaborative Project may help with grant support – Karen Keim reaching out for funding – In the past, letters have been sent them to home state representatives if the name was written on the letter clearly.</li> <li>- Karen Madden- Rick and really good at connecting kids to area/advocacy- 150 hand written letters in VT –</li> <li>- Julie says in the past we have had a big march to draw political people or media attention. Framingham is not the best location for that, therefore, she is looking for suggestions on how to have that experience. Karen Madden suggests an idea of having students with t-shirts with college debt printed- and students stop at state capital for Boston college tours – Angela says McGovern hunger awareness for Worcester tours- Karen Madden Jennifer mentioned sequestration and got media there rick did a spreadsheet of how much \$ a program would lose and students lost</li> <li>- Allison asked about media cost in contract? Julie keeping those cost down- Karen Keim says some media will be free- hotel doesn't want to put that in writing</li> </ul>	
<p><b>Professional Development (PD)</b></p>	<p>Andrew Goodwin Reported:</p> <ul style="list-style-type: none"> <li>- Goal # 2 Provide Professional Learning Opportunities for Membership</li> <li>- Notified SSS and EOC PD day planners of approval of their PD funding application approvals.</li> <li>- Worked with EOC PD day planner to work with Executive Committee on contract approval and getting deposit payment made to secure hotel for PD event.</li> <li>- Worked with EOC PD planner to connect with Tech Chair to use the PD</li> </ul>	



	<p>registration system. PD registration system is up and running Thank you Casey!!</p> <ul style="list-style-type: none"> <li>- Currently working with interested UB personnel on organizing a PD event for January to focus on new APR for UB/UBMS as well as another student focused component on mindfulness. Have suggested a budget for their proposal in the \$500-\$600 range.</li> <li>- Paid NEOA member dues, state association dues, and contributed to COE fair share and NCCEP for the 2013-2014 year.</li> </ul>	
<b>Leadership Institute</b>	-	
<b>Recess</b>		
<b>Reconvene</b>		
<b>Roll Call</b>		
<b>Secretary's Report</b>	-	
<b>State Reports:</b>		
<b>Vermont</b>	<p>Jennifer Jones Reports Out</p> <ul style="list-style-type: none"> <li>- Have Increased the numbers of workshops at conference</li> <li>- All three aids for legislatures coming to conference</li> <li>- Invited guidance counselors</li> <li>- Not sure about fairshare stance- Karen Keim says one institutional contribution so far</li> </ul>	
<b>Rhode Island</b>	- Karen Keim- Stephanie committed to getting the association going	
<b>New Hampshire</b>	<p>Laura Mielke Reports Out</p> <ul style="list-style-type: none"> <li>- New to state board – Rob UNH VP and Conference chair -10/18 Kim Jones attending</li> <li>- Randy, Tammy, Beth attended senator Jean Shaheen event</li> <li>- Randy- looking for feedback on HEA authorization- prepare for down the road – authorized every 5 years</li> </ul>	
<b>Massachusetts</b>	<p>Allison Cox Reports Out</p> <ul style="list-style-type: none"> <li>- Conference- Oct 29</li> <li>- Patricia Marshal – WSU-Allison suggests to nominate her as a National TRIO Achiever</li> <li>- Kim Jones presenting/speaking</li> </ul>	

	<ul style="list-style-type: none"> <li>- More than 70 ppl registered</li> <li>- Devens Conference Center</li> <li>- Need candidates for President Elect and State Liaison</li> </ul>	
<b>Maine</b>	<ul style="list-style-type: none"> <li>- Won highest achieving state based on the report cards and follow up- strategic plan and ME-LI etc. Shawn was good at getting people to participate in fairshare.</li> </ul>	
<b>Connecticut</b>	<p>Robert Pote Reports Out</p> <ul style="list-style-type: none"> <li>- Conference is at UCONN 11/15- save the date was sent out</li> <li>- Working on 501c3 status</li> <li>- Contacted by Americans for Public Education- looking at UB and how we can help with retention etc.</li> <li>- Fairshare- will have six institutional memberships by the end of the day</li> <li>- Kim Jones going to conference</li> </ul>	
<b>Committee Reports:</b>		
<b>Finance Committee</b>	<p>Karen Madden Reports out:</p> <p>Goal 4: Build and Strengthen NEOA's Financial and Organizational Resources</p> <ul style="list-style-type: none"> <li>- Met with Steve Visco in August to go over Quick Books and review responsibilities of finance chair.</li> <li>- Met with Karen Keim before Board meeting to review 2013-2014 budget</li> <li>-</li> </ul>	
<b>Development</b>	Rebecca Sonn did not send a report.	
<b>Combined Report: State Initiatives, Legislation &amp; Education and Advocacy Committee</b>	<p>Sarah Morrell Reports Out</p> <ul style="list-style-type: none"> <li>▪ Goals: <ul style="list-style-type: none"> <li>○ Continue States Initiative Grants- each state to write proposal – increase visibility legislatures for TRIO-Share best practices</li> </ul> </li> <li>▪ Continue policy seminar training and preparation</li> <li>▪ To help to serve as a connect COE, NEOA, and state efforts</li> <li>▪ She is the National fairshare coordinator</li> <li>▪ Calls for proposals for the state initiatives, will be out very soon.</li> <li>▪ Spraggins- State Initiative for COE is due to come out soon by December 1- matching funds with regional and state funds- Sarah Morrell suggested NEOA write to help fund the annual conference being held CT</li> </ul>	
<b>Newsletter</b>	<ul style="list-style-type: none"> <li>- Angela inherited- needs help</li> </ul>	
<b>Public Relations</b>	Angela Quitadamo Reports Out	

	- Will join conference and TRIO Day committees	
<b>Technology</b>	<p>Casey Henderson Reports Out</p> <ul style="list-style-type: none"> <li>• Casey figuring out the priorities for the year based on what has been said <ul style="list-style-type: none"> <li>○ Cut costs for meetings</li> </ul> </li> <li>• Demonstrated how to use google and “hangout”- contact him for questions <ul style="list-style-type: none"> <li>○ Must have a google account to use – not use NEOA account</li> <li>○ Gmail “Hang out” – ten people on video- you and nine others <ul style="list-style-type: none"> <li>▪ Can see and hear</li> <li>▪ All people will appear at the bottom of the screen</li> <li>▪ Can turn microphone off or camera off- still connected</li> <li>▪ Left hand side short cuts</li> <li>▪ Screen share – broad cast screen to others to all look at documents</li> <li>▪ Group chat- make a note to not interrupt conversation</li> <li>▪ Google effects – beards and crowns – fun stuff</li> <li>▪ Hearing impaired-Important to see someone as they speak- can turn microphone off if you are not speaking</li> <li>▪ Will cut down on costs for travel committee meetings and if you are sick or have another conflict you could still “attend” the meeting etc. Help us meet the quorum etc.</li> <li>▪ Call or email Casey if you need help</li> <li>▪ Sarah Morrell- questioned Board meeting use- Karen Keim explained how it would work- projected on wall- and computer scanned around board room</li> <li>▪ Could broadcast board meeting on YouTube</li> </ul> </li> </ul> </li> </ul>	
<b>Strategic Planning</b>	<ul style="list-style-type: none"> <li>- PD- drew SSS coming together</li> <li>- UB – possible training in January</li> <li>- Mindfulness working with Mike D and Jenni F</li> <li>- Technology and delegating skills</li> <li>- Last yr.-creating better timelines</li> </ul>	
<b>Membership</b>	<p>Ramon Gonzales Reports Out</p> <ul style="list-style-type: none"> <li>- Ramon says membership has been up and down through years. The biggest issue is chasing those that owe money. A suggestion is to have a copy of a master list to see who has paid as they check into the conference and have more formal</li> </ul>	

	<p>structured process for check in.</p> <ul style="list-style-type: none"> <li>- Karen Keim adds that no one can pay as a member for conference if they have not paid membership yet.</li> </ul>	
<b>Alumni</b>	<p>Monda Kelley Reports Out</p> <ul style="list-style-type: none"> <li>- Monda says to please help your alumni join the alumni site. There are about 120-130 alumni on the site but 11 may actual read it.</li> <li>- She is going to outreach to different states to gauge needs</li> <li>- Since state associations have an alumni position on their boards, she would like to work with those positions as well</li> <li>- Goals- <ul style="list-style-type: none"> <li>o Continue to work on Facebook posting- increase activity</li> <li>o Attend alumni receptions</li> <li>o Work with states</li> </ul> </li> </ul>	
<b>NEOA Achiever Committee Report</b>	-	
<b>Break</b>		
<b>Old Business</b>		
<b>New Business</b>	<ul style="list-style-type: none"> <li>- Additional Reports:</li> <li>- Karen Keim asked for agenda requests to Karen Keim</li> <li>- Will send out minutes for review after Gaelyn send it for Karen Keim review</li> <li>- 11/7 board meeting-Gardner MA- dove tail with EOC training – Karen Keim trying to coordinate an event with them</li> </ul>	
<b>For The Good Of The Board</b>	-	
<b>Adjourn</b>	Meeting adjourned at 11:50 am	Drew Goodwin motions to adjourn the meeting; Cecilia Nugent seconds <b>Meeting Adjourned 11:50am</b>