

**New England Educational Opportunity Association
2014-2015 Board of Directors January 2015 Meeting Agenda**

Holiday Inn-Express
303 Sable Oaks Drive
South Portland, ME 01440

January 14 & 15, 2015

Thursday, January 15, 2015

before 9:00 am

(Breakfast is available beginning at 6:30 am) Breakfast – Holiday Inn

9:00 am – 12:00 noon

9:00 am – 10:30 am NEOA Official Board of Directors Meeting

Call to Order

Action: Approval of Agenda

Secretary's Report

Action: Acceptance of November 2014 Board Meeting Minutes

Treasurer's Report

Action: Acceptance of Treasurer's Report

Finance Committee Report

Past President's Report

President's Report

Vice-President's Report

15 MINUTE BREAK – Room Check-out

10:45 am – 12 noon Committee Reports:

Alumni

Development

Advocacy

Membership

Technology

	<p>Arnold L. Mitchem Leadership Institute NEOA Achievers Professional Development Public Relations TRIO Day 2015</p> <p>State Reports: Connecticut Maine Massachusetts New Hampshire Rhode Island Vermont</p> <p>Old Business</p> <p>New Business By-Laws Planning Claiborne Pell/Shirley Chisholm/Marian Belgrave-Howard Awards Strategic Plan Planning Educational Talent Search Anniversary Adjourn 12:00 pm 12:30 pm Lunch is on your own TRIO Day Organizers Meeting and Facility Walk-Through</p>
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<p>Thursday January 15 2015</p>	
<p>before 9:00 am (Breakfast is available beginning at 6:30 am)</p>	<p>Breakfast – Holiday Inn Sable Oaks Portland, ME</p>
<p>9:02 am</p>	<p>NEOA Official Board of Directors Meeting</p> <p>Call to Order 9:02am Quorum 9:05 17/22 Action: Approval of Agenda- Sarah M Seconded: Elaine L at 9:07am Action: Randy S-Agenda items added- 9:06 am Chris Turner and Drew Goodwin arrived to meeting 9:07 am Motion: Sarah Morrell motioned to approve with added items- Seconded: Drew Passes unanimously 9:07 am</p> <p>Secretary’s Report Action: Acceptance of November 2014 Board Meeting Minutes Motion: Sarah M Acceptance of November 2014 Board Meeting Minutes with corrections Seconded: Drew Passes unanimously 9:10am</p> <p>Treasurer’s Report Kristin Hagopian Reports Out Reviewing Actuals and Budget- Please refer to the updated (as of today) budget New Total Including expenses in report and most recent expenses-\$6919.03- added to Leadership Institute expenses UB 50th-Additional expenses coming in from the UB 50th from Reggie Jean</p> <ul style="list-style-type: none"> • Karen asks about the percentage for NEOA to be taken out - an invoice is created and money moved out of budget - Reggie Jean invoice NEOA – to be put into “general” • Randy S concerned about the costs that are larger that may be missing • Sarah M asks what is included in “venue” • Speaker travel is high so Kristin is following up about the specific receipts • Kristin H reviews lines for venue - booklets, portfolios, pins, chargers, \$2000 room rental- media \$1723- parking \$836- catering \$4025.50 man fee 200 -university 1048.85- deposit 2622.40 to BU- Kristin Breaking down expenses to specific line items • Randy S Speakers expenses may include other speakers – Karen K was concerned about speaker expense • Questions about travel from board members • Kristin emailing Reggie and ccing Randy to put a deadline on final expenses to close the books- Sarah M policy says three month 2/8/15 final deadline- Randy says by the end of January • Karen K budget goes out to annual meeting so we need to ensure we have everything in the right place

- and we need to be able to explain to membership clearly
- Giselle asks about the deposit as it should go towards some of the expenses and should be deducted from final expenses – Kristin says it is taken out
 - Karen M- says the treasurer relies on others for exact information
 - Kristin H- asks about who makes the judgment about appropriate spending
 - Sarah M- we are guided by fiscal polies for modest spending but this was an outside budget
 - Karen M- this is the reason to have fiscal policy
 - Drew questions ASA money- is the unspent money fully in our budget?
 - Kristin- the speakers travel invoice is not itemized
 - Karen M says Randy being part of the committee should ask Reggie for more itemized information on invoice
 - Chris – what happens if we ask about why this was so high? And shared info seems not responsible – too late to go back but to move forward?
 - Randy- need to be able to explain it to membership
 - Karen K- Fiscal agent policy is important to break down and define the rules we follow- needs to be known before something like this comes up again
 - Kristin asks who to cc emails – Randy says just Randy and Karen M
 - Kelly- asks about fiscal policy and clarification of Karen K concern or comment
 - Karen K- we are fiscal agents
 - Deb- asks questions about clarification for alumni events and moving forward to make other alumni events more substantial than in the past
 - Elaine- to establish a subcommittee for fiscal policy is needed to prepare this for the March board meeting
 - Karen M- doesn't think this needs to be done by next Board meeting- whole board has vote on fiscal policy not membership necessarily
 - Elaine- to prepare the treasurer report at business meeting would be better to identify that we have a committee to move forward on this
 - Karen M – is moving on this and sending out information on subcommittee for those to decide to – fiscal policy development
 - Drew- not prudent to create fiscal policy- acting as a fiscal agent says that since “you” don’t qualify as a nonprofit then you can use NEOA as – was this not an exceptional situation?
 - Kelly- agrees with drew about being rare situation and thought by creating fiscal policy would develop standards for future though
 - Sarah M- agrees with Drew but we would need to be careful about language/wording
 - Drew continues to share wording and on thoughts on policy “will abide NEOA standard fiscal policies”
 - Karen M is working on follow through with accountants and has some lawyers to consult as well
 - Karen K- agrees with Drew
 - Kelly- there are specific amounts questions so maybe a policy for oversight of spending
 - Randy- NWF gave us the money and Reggie was the lead to decide- there is no action to take at this point the past event
 - Karen M- example-if RI asks to do the same thing- that we have a policy to refer to and a basis to question of oversee.

- Karen K- if the speaker travel is not broken down – needs to be explained more in a breakdown- want to ensure everything is where it is supposed to be
- Kristin asks about putting a "speaker fee" line item?- Karen M says yes
- Randy looking for moving to treasurer's budgets- Karen M shares that we can approve the budget based on information in today
- Kristin shares- it is a working document

Action: Acceptance of Treasurer's Report-

Motion: Drew Motions to accept the budget as amended

Seconded: Melissa A

Discussion-Deb M- can accept report as submitted – changes/updates will come

Passes Unanimously at 10:03am

Finance Committee Report: Karen Madden Reports Out- Please see her report for more details

Kristin and Karen M balanced the budget up through September

Discussed our CD's- she and Randy will talk to the bank- does this year's board have to reapprove the moving of the CD money into a higher yielding account?

Motion: Karen M moves the NEOA board give the finance committee authority to move up to \$12000 into a higher yield account by the end of the fiscal year. This motions replaces the past motion.

Seconds: Deb M

Discussion Randy looking at maturity dates and questions- Karen M says they have different dates and will get reports

- -Drew concern about specifics on what account or type of account that the finance committee looking at – can we have specifics of the account for next board meeting to vote
- -Giselle asks about specific account- higher risk- Randy says if voted we are trusting finance committee to make the decision
- -Elaine- remove individual trust from the aspect
- -Karen K- point of clarification-if motion doesn't pass then does the past motion stand
- -Karen M- this motion supersedes this past motion
- -Drew- we had a concern about this being a time sensitive activity- can we come to the next meeting with specifics to decide on specifics
- -Sarah motion needs to be voted on
- -Kelly- asks why \$12,000 instead of 10,000. Looks for clarification
- -Karen M- says it doesn't mean that there won't be information present but if there is an opportunity committee can move on it

Vote:

Favor- 21

Nay-0

Abstention-1

Motion passes: at 10:23am

Karen Madden reports out

Craig's idea for leadership institute

- Drew has an idea for budget- has some professional development budget that could be moved to leadership institute to cover some of the overages from the original budget plan-
- Karen K - we knew by making the leadership institute come to where our board meeting was in November that it would be more expensive
- Sarah looks for clarification on this point
- Randy - Colonial was more expensive then the Holiday Inn may be
- Karen M- Craig has worked hard to keep cost down- Sigh always said there wasn't enough money- breaks down the remaining money \$6861 for the rest of the year. We could say a specific amount or move money and meet Craig's request.
- Drew- propose 1000 excess PD registration income and roll into LI line 1250 addition into LI line will get closer to need requested for LI- use rest of PD money for key note speaker at NEOA conference
- Randy- Drew write this up and have as an action and motion under new business

15 MINUTE BREAK – Room Check-out 10:33am

Meeting resumed- 10:49am

Past President's Report: Karen Keim Reports Out – Please see her report for complete details
Met last night to tackle leadership issues- lets praise excellent leadership- we have some interested people for next year's slate- looks like possibly more than one candidate for pres. elect
Additional fund development for NEOA coming – more details to come

President's Report- Randy Schroeder reports out- please see his report for full details

- Financial management and transition times- working on better system
- Fair Share report- July-June- 1/5 58% of FS goal #1 in country – region doing fantastic- reads Fair Share amounts from other states in comparison to NE states- ME is number one in country!
- Encourage others to donate to Fair Share
- Karen K – many are getting close to retirement; 4 from ME this year- think of a strategy to grow states and regions
- Elaine question about president report about SSS rotating, etc.
- Drew- clarify each year requires a new professional development proposal
- Karen M- has results from PD evaluations and will revisit at 3/30 meeting

President-Elect's Report- Vacant

Vice-President's Report- Deb McCann reports out- please see her report

- Early bird registration out- ppl have started to register
- Draft agenda posted
- 24 workshops to plan for- info can see website for details
- Working out how to fit all activities into the conference- leadership reception, etc. possibly combine receptions? The time to honor retirees? Please send her any names of retirees to ensure we recognize them
- Each program could offer help with moderators for program round tables- Possible Leads:
 - UB- Brian Post
 - EOC Monica
 - TS- Ramon
 - GEAR UP- asking someone from RI possibly? Veteran and new person possibly
 - Karens K shares she thinks it's a privilege and honor to be asked to lead
 - SSS- Patti May
 - McNair-Renee Gilberti
 - VetUB-
 - MSUB-

Fund development/resources for conference:

Looking for donation of bags- 250

-ASA said no to TRIO day- due to the giving to UB 50th and to the board

-Rick ACT may be willing to donate bags

-Sarah M- NH Resource Authority?

-sent out 19 letters for vendors

-Randy business and corporate sponsors for this event

-Karen K look at local banks for financial literacy which is required by law and financial support- let her know if help is needed for those asks

Randy- Dr. Hrabowski will meet in closed room with NEOA Board, local educators, dignitaries, and policy-makers – want to use the this time to attract sponsors – professional attire for this event

Board dinner and past presidents dinner concurrent and separate – Monica S could we combine the two for cost and Karen K added the mentoring and leadership aspect is beneficial – Deb concerns about the mystique of the past presidents dinner. Karen M would like to break the mystique of past president dinner. GL it would be helpful- Karen K would like to organize this.

Karen K- looking for clarification on the timeline for achievers decisions to include corporate sponsorship asks- Rick and Karen K will connect about details

Rick – acknowledging Mike Dennehy as he hasn't retired but has moved on

Committee Reports:

TRIO Day 2015: Reported out by Anthony Staffiere- please see his report for full details

- Draft schedule will be done by tomorrow and will go on website after Casey is well.
- Marriot has been very helpful
- Invoices ready for transportation and entertainment, etc.
- College tours 13 busses confirmed to 11 campuses
- College choice survey sent out to paid programs and registered programs by the 20th of this month- Bates backed out
- Great Keynote- First gen/Low income student from Northern ME- Policy analyst and does incredible work for ME 1st gen /low inc.- very energetic and has a great story
- Capable security team set up- Sarah M asks about the CORI's - Drew adds that the details for each room and program and staff contact for security team- Elaine-policy and training and procedure in place that would be sufficient - \$100 honorarium for each security person- some from programs and some from SSS and some past military experience
- Drew asks about the budget for buses? Tony says it should come in at or under budget
- Drew- asked about underwriting costs and Karen K explains breakdown

Tony- some extra slots for the one day registration. 100 spots available for the second day (Friday of TRIO day)

Randy- reaching out about college fair confirmation - may need to some help getting confirmation

Alumni -Lindsay Carpenter - Conversation was very helpful

Development- Karen Keim reports out in her Past President report

Legislation & Education - Sarah Morrell reports out- please see her report for complete details

- Participates in COE international summer study abroad- SSS students 85-90% students get support - please encourage students to apply as its very helpful- worth doing
- Elaine - what percent a student is responsible for cost? Sarah M possibly 1/3 or 1/2. Karen M shares her experience deposits are needed for \$500 and uses supplemental grant money
- Working on COE's Research and Development so if there are any ideas please feel free to share
- 3 state initiatives awarded ME, MA, and VT- asking about COE notifications for initiatives - resubmit to Jessica at COE- Gisele had contacted her and got things moving-
- April asks about deadline NEOA - Sarah M answers- rolling - plenty of money- two initiatives from one state possible

Membership: Ramon Gonzalez Absent- please see his report for full details

Technology: Casey Henderson Absent- please see his report for full details

Arnold L. Mitchem Leadership Institute- please see Craig Werth's report for full details

Randy – we met with LI participants
Gisele- seems like it is going great

NEOA Achiever: Rick Williams Reports Out- please see his report for full details
1/30 deadline- resubmit past nominations –please get them in- each deserve recognition- he is following up on ideas for readers from yesterday

Professional Development- Drew Goodwin Reports Out- please see his report for full details
SSS-day a big success- thank you to Karen M
Book study about to kick off- 24 ppl signed up and online set for this week
Sarah asks about list of participants? Drew says he can send it out

Public Relations: Renee Gilbert Absent- sent report – please refer to it

State Initiatives – combined with advocacy above

State Reports:

Connecticut- Aamna Qureshi Reports Out-please see her report for full details
Randy did a big push for Fair Share and working on increasing that
CT will be submitting state initiative grant

Maine- Kelly Ilseman- please see her report for full details
Using state initiative money made membership cards to encourage membership
At annual conference drew for membership incentive
Development committee secured many sponsorships
Membership voted on setting aside some money for alumni activities
Working on 501c3 status
Working on slate for next year

Massachusetts- Gisele L'Italian reports out - please see her report for full details
Round table with Senator Warren – Pam B organizing an activity in Worcester
State policy day will still stand or may combine efforts

New Hampshire- Laura Mielke Reports Out- please see her report for full details
Received 3rd alumni app for policy seminar

Rhode Island- Stephanie Cruz Absent -Please see her report
April reports nothing to add to report

Vermont- Elaine reports out- Please see report
Lindsay Carpenter is one of the alumni

	<p style="text-align: center;">Building new leadership in VT</p> <p>Old Business <u>By Laws</u>- steps to take? Committee will meet or conference call to move forward – looking at positions and succession plans, etc. Contact Sarah M if you want to be part of the committee. <u>NEOA Annual Awards</u>: Randy suggested timeline: 1/31 nomination of names and information to Randy 2/15 electronic vote <u>Strategic Plan Planning</u>- Karen M will send out email of information on committee so please respond if you are interested</p> <p>New Business ETS 50th anniversary and Higher Ed Act ann. -video contest and Randy will send out info about that in the next week</p> <p>Motion: Drew- motions to move \$1000 from Leadership Institute Participant Tuition (income) to Leadership Institute Lodging and Facilities (Expense); move \$250 from Member Professional Development Registration Fees (income) to Leadership Institute Lodging and Facilities (expense); \$250 from Member Professional Development Registration Fees (income) to Annual Conference Speaker Fees (expenses); move \$955 from Member Professional Development (expense) into Annual Conference Speaker Fees (Expense). Seconded: Elaine L Discussion: Sarah M Finance Committee could decide this <u>Passes unanimously 12:06pm</u></p> <p>March Board Meeting: Portsmouth NH March 30, 2015</p> <p>Motion to adjourn: Rick Williams Seconded: Kelly Ilseman Board Meeting Adjourned Unanimously: 12:07pm</p> <p>Adjourn</p>
	<p>Lunch is on your own</p>

2014-2015 NEOA BOARD MEMBERS

VOTING MEMBERS

January 15, 2015

Holiday Inn

Portland, ME

OFFICER/CHAIR PERSON	NAME		Present	absent
President:	Randy Schroeder	1	X	
Past President:	Karen Keim	2	X	
President-Elect:	vacant			
Vice-President:	Deborah McCann	3	X	
Treasurer:	Kristin Hagopian	4	X	
Secretary:	Gaelyn Hastings	5	X	
State Liaisons:				
CT	Renee Gilberti	6		X
ME	Chris Turner	7	X	
MA	Lecia Sligh	8	X	
NH	Melissa Azzaro	9	X	
VT	Monica Sargent	10	X	
RI	April Brown	11	X	
State Presidents:				
CT	Aamna Qureshi	12	X	
ME	Kelly Ilseman	13	X	
MA	Gisele L'Italien	14	X	
NH	Laura Mielke	15	X	
VT	Elaine Levitt	16	X	

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RI	Stephanie Cruz	17		X
Membership	Ramon Gonzalez	18		X
Legislation & Education	Sarah Morrell	19	X	
Public Relations	Renee Gilberti			
Finance	Karen Madden	20	X	
Annual Conference	Debbie McCann			
TRiO Day	Anthony Staffiere	21	X	
Professional Development	Andrew Goodwin	22	X	
Nominating	Karen Kiem			

NON-VOTING MEMBERS

CHAIRPERSON	NAME		Present	Absent
Ad Hoc Committee Chairs:				
Accessibility				
Alumni	Lindsay Carpenter		X	
History & Archives				
Resource Development				
State Initiatives	Sarah Morrell		X	
Strategic Planning				
Technology	Casey Henderson			X
NEOA Achievers Awards	Rick Williams		X	

New England Educational Opportunity Association - 2014-2015 - Board of Directors Meeting Minutes
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Committee Co- chairs:				
Annual Conference				
Resource Development				
Others:				
Leadership Institute Director	Craig Werth			

Total Voting Members: 22
 Present: 17
 Quorum: 11
 Quorum Established : 17/22

Full attendance during meeting totaled 19/22 for the meeting.