

New England Educational Opportunity Association Board of Directors Meeting Minutes

NEOA Agenda	
Thursday, June 4, 2015	Arrive – Wilder Board Room
1:00 pm – 1:10pm	Welcome
1:10 pm – xxx pm	Finance Committee ~ Karen Madden, Chair
2:00 pm – xxx pm End of Finance Meeting - 4:00 pm	Technology Committee ; Casey Henderson, Chair (there is time overlap with the Finance Committee here. Board members can choose where their presence is most needed) Full Board - By-Laws discussion; Strategic Plan discussion; Annual Conference proposal(s)
1:10 – 4:00 pm	Fair Share Working Group - a few volunteers to work on Fair Share data, organize a call sheet, start on thank you cards. Would prefer to have some State Presidents or Liaisons on this.
4:00 pm	BREAK - move into hotel rooms
4:20 pm – 6:00 pm	Full Board meets for reflection and discussion ... looking at the past year, assessing the present, planning for the future
6:30 pm	Dinner: Woodstock - Melaza Bistro, 71 Central Street, Woodstock
Friday, June 5, 2015	
before 9:00 am;	Breakfast – Woodstock Inn - Breakfast is available beginning at 7:00 am; Coffee/Tea available in Conservatory at 6:30 am
9:00 am sharp – 12:00 noon	NEOA Official Board of Directors Meeting
9:00 am – 10:30 am	Call to Order Action: Approval of Agenda Secretary's Report Action: Acceptance of March 2015 Board Meeting Minutes Treasurer's Report Action: Acceptance of Treasurer's Report Finance Committee Report Action: Approval 2014 - 2015 Budget Revisions (if needed) Past President's Report President's Report President-Elect's Report Vice-President's Report
	15 MINUTE BREAK – Room Check-out by 11:00 am
	Committee Reports: Advocacy

	<p>Alumni Development Membership Technology Arnold L. Mitchem Leadership Institute NEOA Achievers Professional Development Public Relations TRIO Day</p> <p>State Reports: Connecticut Maine Massachusetts New Hampshire Rhode Island Vermont</p> <p>Old Business New Business ETS/EOC Grant Proposal LISTSERV 2015-2016 Board Meeting Dates COE Items: 2015 Conference & the TRIO Advocacy Challenge</p> <p>Adjourn</p>
12:00 pm	Lunch is on your own
NEOA Official Board Meeting	
<p>Call to Order 9:00am Quorum Established at 9:42am 16/22- see below for attendance</p> <p>Action: Approval of Agenda Motion: Deb McCann for Approval of Agenda Seconded: Elaine Leavitt at 9:43am Passes unanimously 9:43am</p>	
<p>Secretary's Report: Gaelyn Hastings, written minutes were sent to all</p> <ul style="list-style-type: none"> • Corrections were previously submitted with only technical edits, typos/spelling errors, not content errors • Giselle Litalien made an additional correction of her last name as it does not have an apostrophe <p>Action: Acceptance of March 2015 Board Meeting Minutes Motion: Drew Goodwin Acceptance of March 2015 Board Meeting Minutes with corrections</p>	

Seconded: Giselle Litalien
Passes unanimously 9:45am

Past President's Report – Karen Keim, reports out- please see written report for full details

- Karen K expressed “Thank you’s” to the board for the support and contributions the past three years
- Karen K commented that she feels that moving forward that NEOA should not co-mingle the silent and “Bidding for Good” online auction. Should be a team and be someone experienced with finance. Also stated need early donations. Hotels are the biggest moneymaker
- Randy S inquired about the timeframe for our membership and how we can expand use. Karen K – Expires end of June 2015 and we should renew for next year. Can use throughout the year not just at conference time.
- Karen K stated there are online as well as in-person trainings available from Bidding for Good folks and should consider sending someone for in person training. Karen K encourage Gaelyn H to consider moving this forward for next year

President’s Report – Randy Schroeder, reports out- please see written report for full details

- Reported out on COE meeting. James T. Minor, Deputy Assistant Secretary for Higher Education Programs says that he supports TRIO
- Reported that Linda Byrd-Johnson, Director, Office of Federal TRIO Programs was there but did not address to the board
- **Hill visits** while at COE went well. **Reauthorization of Higher Education Act (HEA)** will come after ESEA (Elementary and Secondary Education Act) ...
- The Senate H.E.L.P. (Health, Education, Labor & Pensions) committee is working together well together. Chair is Lamar Alexander and Patty Murray is the most senior (ranking) member.
- Because so many senators are running for president in 2016, this could cause delay in Reauthorization. Randy requested that we keep up the pressure and presence with legislative aids
- Trying to get back to 2009 funding level. Rick asked about sequestration and Randy said it is still in effect unless reversed
- Karen M mentioned Kim Jones’ Advocacy Contest going on this summer
- Karen K mentioned that most of congress is against sequestration it because it was so unpopular
- Per Randy part of the challenge is the Defense vs Non-Defense spending
- Karen K reported meeting with Susan Collins exciting visit, agreed to give them 6 minutes but stayed nearly an hour!
- Randy talked about important information available through Pell Institute and mentioned Tom Mortenson for data on 1st gen students
- Watch for COE news releases and comment when possible when articles appear (e.g. New York Times, Huffington Post, etc)
- **Fair Share** the Mid-Eastern association is currently in first place at 124% with NEOA at 110% followed closely by Aspire at 108%. Many institutions have paid memberships. Regarding personal contributions, Randy prepared “Thank you” cards to send contributors. Board members have and will sign cards thanking folks for contributions. List from Jesse Baker (COE) will show people who have contributed in past but not yet this year. State presidents will get list of folks within state to encourage contributions.
- Karen K sometimes just a reminder that deadline is June 30th and sometimes people do not realize it. Also could be that information with COE must be updated (e.g. those who have done donations automatically and credit card may have expired or account has changed.)
- Sarah indicated that takes time to process so mid-June is necessary for it to be counted toward the FY.
- Elaine L asked COE if has system to send reminder when there is a lapse to please check you bank statement. Randy believes COE working on it

- Karen K reminded please be mindful of folks and their potential personal financial situations before call
- **National TRIO Achiever** deadline is **June 19** encouraged members to nominate Achier banquet is Thurs Sept 17th
- Asked if Providence Mayor has been nominated. Stephanie indicated that nomination will be submitted

Treasurer – Kristin Hagopian, reports out- please see written report for full details

- Kristin reports has started process to itemize certain categories such as Board Travel (mileage, meals, lodging) in accordance with finance committee meeting on 6.4.2015. Will need to go back to September 2014 to breakdown the amounts.
- Other categories to breakdown will include awards such as Achiever award and NEOA achiever awards
- Budget today now reflects moving the portions of Past Presidents/NEOA board dinner. Half now charged to the Board meals as originally it was less appropriately listed under Past President's Dinner 100%
- FY will end August 31st
- Randy asked if and when we sign off on this budget to close the year. Karen M only transactions need to be approved

Action: Acceptance of Treasurer's Report

Motion: Sarah Morrell to approve Treasurer's Report

Seconded by: Kelly Isleman

Passes unanimously @ 9:57am

Finance Committee – Karen Madden, reports out- please see written report for full details

- Karen M reports the budget is balanced through April 2015
- Again encouraged folks to get receipts to Kristin H - ASAP as delays to do so can impede the work
- State initiatives receipts should be in ASAP, at the latest before year end (August)
- No budget revisions. We are in good shape
- Karen M reports the status of CD accounts: Total Value is \$76,476.82 and interest earned is \$163.74
- Karen M confirmed still has approval to move some CD balance around. Yes approval has already been granted, but Karen K mentioned will have to be before new fiscal year at which time will have to have approved again

President Elect – Gaelyn Hastings, reports out

- Gaelyn H attended COE Board meeting enjoyed meeting the board. Is appreciative of veteran leadership and other states. Thankful for Karen M and Randy for helping her get acclimated to The Board.
- Ray G (Vice President Elect) & Julie (Co-Chair) have begun the Conference planning. A table providing a summary of conference site proposals was sent to board yesterday: Cape Codder "CC" (Hyannis); Sea Crest Beach Hotel "SC" (North Falmouth), and the Sheraton (Boston)
- Per Gaelyn & Ray overall the Seacrest looks good
- Ray mentioned that with either CC or SC we would have the run of the place; each site will allow us to bring in our own AV equipment; room rate better at SC \$119 vs \$125 at CC, but food is a bit more expensive.

- Could be some issues with getting there for Linda Byrd Johnson if she chooses to come. Suggested possibly flying in to Green Airport (Warwick, RI) and being driven to the cape. (a little over 1hr drive depending on time of day and traffic)
- Randy commented on relatively high minimum room requirement (125). Stated we may want to negotiate down a little. Ray: they will check into it
- Gaelyn and Karen K expressed great confidence in Ray & Julie -Karen K asked for a round of applause for such good information and progress at this point
- Rick asked about the dates as they range from April 5- April 8, 2016 at SC to April 4- April 7, 2016 at CC. Calendar was considered, Easter is in late March 2016, and Pol Seminar is expected to early to mid-March in 2016
- Deb M mentioned that in recent years there were 6 breakouts - had 8 this year and it was appreciated by attendees. Will we be able to do move up to 8 from the 6 on the proposals? Per Ray there may be a couple more rooms to accommodate this & will look into
- We only have a proposal only, not a contract. The Board needs to vote to authorize sign.

Motion: Melissa Azzaro to authorize the president to sign a letter of agreement with Sea Crest Beach Hotel, North Falmouth, MA for 2016 NEOA Conference

Seconded by: Kelly Isleman

Passes unanimously @ 10:15am

- Excellent job good timing per Karen K

VP Report – Deb McCann, reports out

Reviewed some conference highlights and comments:

- This year we had 4 workshop sessions vs 3, and people still would have liked more
- Newcomer and Alumni event was combined; Leadership Institute had a breakfast not an evening reception; 5 vendors which was the most we had in a while - Recommended that next year committee follow up same vendors
- Some comments on evaluation included:
 - TRIO Achievers not enough diversity (cannot always tell via application)
 - Some indicated they like paper handouts at workshops
 - Suggestion to perhaps tie in keynote speaker theme throughout conference
- Acknowledge Kristen Sweeney co-chair and all her hard work!
- Randy S requested round of applause for Deb and Kristen

Advocacy – Sarah Morrell, reports out- please see written report for full details

- Nearly entire budget has been allocated via awards for submitted proposals but still needs receipts to know if awards have been fulfilled
- Attended COE , Participated in Fair Share calls
- Discussed study abroad opportunities through COE to Spain. NEOA does not send many. Life changing opportunity get students ready. Kristin H stated that they are sending a student to Student Leadership Conference, her institution (UMASS Dartmouth) is paying
- Some COE colleagues are at Euro Access conference in Norway and some will go on to Malaysia from there

- Elaine L timing can be off especially for UB. Are there ways to connect this with those who do go. (e.g. Virtual connection)
- **By Laws** review. Thank you to the board for discussion yesterday but we must follow up
- Uniform Guidance webinar – need to boil it down for TRIO how it is meaningful guidance for us. COE sent notes on guidance, Karen M will share
- At this time of year, ED is taking a look at large outstanding \$\$\$\$. If your institution is slow to draw down, should push them to do so before ED starts looking for \$\$\$
- SSS notification could be as early as mid-July for 1st round and all should be notified by August 10th by law. Reading for SSS has concluded. Applications rejected for format, submission or other such up front errors have been notified. Couple of N.E. SSS's chose not to apply

- **Break:** 10:30 – Checkout of rooms
- **Reconvene:** 10:50

Alumni – No Report

Development – Randy S

- Covered in Past President Report “Bidding for Good” and the need to separate from silent auction to maximize this effort.
- There are no asks currently out there

Membership – Ramon Gonzalez (Ray), reports out- please see written report for full details

- There are 294 Paid members!
- 27 who are not paid; 64 ‘brand new’ members. Ray cited some inconsistencies in how ‘new members’ is defined. It can be tied to a new email address which does not account for the same person just switching institutions, programs or email addresses. The 64 indicated here are indeed all new to NEOA.
- Membership has increased a bit every year
- Randy asked if there are any additional questions for Ray. There were none

Technology – Casey Henderson, reports out- please see written report for full details

- Submitted a brief report. Not a great deal to report as the stretch after conference with most events done, mostly updates
- PD request for proposals was updated
- If anyone need something posted or corrected let Casey know
- Randy asked if there are any additional questions for Casey. There were none.
- Rick W acknowledged how easy it is to work with Casey! And how quickly he is able to get things done. Applaud unanimously in agreement!

Achievers – Rick Williams

- Rick shared some 70+ documents with Deb McCann regarding TRIO Achievers and is thrilled that Deb will be chairing next year.
- Randy asked if there are any additional questions for Rick. There were none.

Professional Development – Andrew Goodwin (Drew), reports out- please see written report for full details

- The PD application is up on web site
- SSS has indicated interests in submitting proposal for next year
- Drew recommendations moving forward with both proposals he has received for the Fall:
 - VEOP – training by outside provider understanding gender identity \$825 open to membership
 - EOC – Marty Kelly, UMaine, the standard event EOC has held in Gardner - 2day event similar in schedule and scope with same registration fee structure for member and non-members. Agenda to include: APR, proposal review, FSA ID challenges
- Steve Visco will take over as PD Chair next year
- June 1st deadline was the deadline for Fall/Winter PDD proposals, if extend for one applicant, then will extend to all.
- Giselle L is considering submitting one
- Drew recommends a budget in the \$2000 – \$2500 range to cover these opportunities
- It appears that there may be competing PDD's on same date or week. EOC date is pretty solid, VEOP and SSS may have some flexibility if anything needs to be moved.
- Q's for Drew

Motion: Gaelyn Hastings to approve the first time Gender ID proposal by VEOP

Seconded: Giselle Litalien

Vote on Motion:

Approve: 15

Oppose: 0

Abstain: 1

Passes @ 11:10am

- Elaine express thank you to Drew for the excellent work as PDD and in particular for establishing and coordinating the reading group and activities
- Randy noted that: Karen K, Drew, Giselle L, Lisa all leaving board

Public Relations – Renee Gilberti, written

- Renee did a fantastic job this year
- Renee will not continue as PR chair and Samienta from Suffolk will do so 2015-16

TRIO Day 2016 – Rick Williams, Submitted written agenda for 2016 TRIO Day

- Rick Williams and Brian Post will co-chair TRIO Day 2016.
- Looking at February 17-18-19, 2016 which is a Wed-Thurs-Fri
- Sheraton only hotel in VT that can accommodate such a groups and has availability of colleges
- Underwriting from VT Credit Bureau being sought. Will have a fin lit workshop on Wed, may ask to have them underwrite a meal. Meals up significantly. Thinking of adding a dinner might not be a reality.
- Increase from \$99 to \$109/night
- Getting tougher to do lunches for college tour
- Consortium of VT colleges and Rotary clubs ... potential asks
- Kelly – Excited about the format
- Cognizant of programs that have less \$\$\$ to participate in such events
- Hotel is OK with 4 in a room
- With late start programs can plan on Thurs morn arrival
- Proposal but no official contract yet. Board may have to approve by email
- Karen M – reflected on TD great event for students and staff. Richard Haynes... would not count on Bernie
- REFUND policy should be explicit- put it out front & highlight... snow emergency was not regarded as such with hotel this year - clarify ironclad what that means to Sheraton as NEOA paid difference
- Programs lost money from registration fee but not from rooms BUT NEOA had to pay fee for below room minimum
- Sarah – our own policy because some programs could not come b/c buses would not go. Nothing in our policy for last minute emergencies
- Randy – if we say if we say 600 dinners if we reduce still have to pay
- They can always add up by 10% always confirm the lower number
- If contract is signed before summer likelihood doing budget based on reality would be great per Karen K

Motion: Deb McCann to authorize the president the permission to sign the contract for 2016 TRIO Day

Second: Elaine Leavitt

Discussions:

Randy questioned if he needs to share with board before signing. Per Karen K - That is privilege but not required per Karen K

Passes unanimously @ 11:20am

State Reports:

CT

- Randy acknowledged that CT Fair Share went from is 24% in 2014 to 94% in 2015
- Applause led by Karen

ME

- Working on transitioning early working with Dan (Treasurer) getting things set up for Sept so things really to roll in Sept incoming
- Advocacy 15? JMG UM system officials on how it would look and how dovetail with services provided by TRIO
- Sent some alums to Augusta to ask to increase state grant. Has been funded do not know the level.
- Last meeting this week modify constitution. Info to membership next week.
- Terry Morse Theresa is the incoming president UMaine-TS/EOC
- Pres Elect is vacant, looking to fill

MA

- Patrice Lincoln is incoming president, President Elect is vacant
- Andrea Dawes – clarification MA bylaws
- State liaison vacant board shall appoint
- Conference is October 9th
- Advocacy theme
- Kim Jones – Randy asked if Kim Jones, COE has talked about stepping up to the next level? Giselle mentioned a conference call to evaluate and include Kim Jones and Beth Hogan
- Karen K mentioned that if MA wants Maureen Hoyler to attend, they can and should invite her

NH

- Oct 16th UNH state conference
- May attended luncheon with Sen Shaheen

RI

- Struggle continues in RI
- Not always the support needed to participate
- Talking with GEARUP and other EOP programs to increase base
- Suggestions from others included Elaine who spoke about him the TRIO Community Connections helped re-build VEOP

VT

- Last year had trio community experience TRIO Community Connections ... VT
- At NEOA conference came out with a full board... see report
- October 15th conference
 - Working on TRIO Day
 1. Get professional Development
 2. Cross programs
 3. Something meaningful to them
 - Next year:

1. Professional development
2. Day of service TRIO Works CSD students and staff!!! TRIO works T-shirts
3. Resource Manual for all TRIO professionals, especially for front-line workers

Old Business -

Bylaw Changes

- With regard to Bylaws we need to look at:
 - **Committees** - Standing Committee vs Ad Hoc committees in particular Technology Committee
 - **Membership** - Active membership categories Active (voting) and affiliate members and should 'members' it be broader to include those out of New England region and/or those who do not work in Educational Opportunity programs and/or language that would provide for exceptions. Also what about additional categories e.g. defining/establishing Alum and retiree levels
 - **Succession** for replacing officers particularly VP as successor for Pres Elect
- Recommendation with regard to Technology Committee
- Can we address via electronic vote with 30 day period to review and vote? Just a simple majority or active membership.
- Votes go to secretary for tabulation
- Vote to move forward with Bylaws change to change Tech Committee to a standing committee
- Make the committee standing which makes the chair a voting member

Motion: by Melissa Azzaro - Propose to membership to amend the Bylaws to make the Technology Committee a standing committee

Seconded by: Gaelyn Hastings

Discussion:

- Will need a description of the committee
- Drew G why now? Karen K we have talked about this for nearly ten years. Randy - Discussed every year, need to expedite ASAP.
- Drew G we need to have the description and language for the committee
- Make resolution to toward that membership vote to craft the language
- Randy S can we do all amendments as a set
- Deb – Some of the other amendments are more substantial and controversial this
- Create two lines of language
- Sarah M – can we draft the language consistent with By Laws
- Randy S - Put out to full membership with language

Vote on motion:

Approve: 12

Oppose: 2

Abstain: 2

Motion Passes @ 11:55pm

- Language submit to membership

Motion by: Gisele - The Technology Committee shall be responsible for providing technological assistance to support the goals and objectives of the association as outline in article 2

Seconded by: Kelly Isleman

Vote on motion:

Approve: 14

Oppose: 0

Abstain: 2

Motion Passes @ 12:15pm

- Secretary to present to membership
- Randy appreciate time energy work and passion presentation
- MEOA asking for additional funding for state advocacy program. Total was: \$2800 and some printing costs coming in. Asked if NEOA would provide any additional \$.
- Per Sarah, Advocacy was funded for \$2500 and of that allocated \$2300+ with balance of \$137 remain. Because not all have submitted receipts, she does not know if everyone has spent their award

Motion by: Karen Madden - To Approve additional funding \$250 for the MEOA advocacy event

Seconded: Melissa Azzaro

Vote on motion:

Approve: 15

Oppose: 0

Abstain: 1

Motion Passes @ 12:30pm

- Randy gave a big Thank You to those not on board next year. Are as great as can imagine!
- Standing ovation was given to Karen for her years of service as President (President Elect, and Past President)

Motion to adjourn: Ramon Gonzalez

Seconded: Kelly Isleman

Board Meeting Adjourned Unanimously: 12:35pm