

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

**Old Colonial Inn- Gardner, Ma**

**November 6 and 7, 2014**

<b>Thursday, November 6, 2014</b>	
1:00 - 1:15 pm:	Welcome & Framing of the Day
1:15 - 3:00 pm:	<p>Finance Committee – Highlights from committee:</p> <ul style="list-style-type: none"> <li>o Drew expressed concern about ASA money and whether this can be absorbed into NEOA if not used as opposed to New World Foundation money? <ul style="list-style-type: none"> <li>o Listed some questions to review with Reggie when he joins us</li> </ul> </li> <li>o Banking and transition to new officers has been challenging so we discussed looking into a different way to do this and the financial committee will research options. <ul style="list-style-type: none"> <li>o Helpful step to making this easier, have the Secretary file the “Change of Directors” and Annual Report earlier then set deadline of 11/1. Should be filed and approved by mid-September with the state of MA to ensure alignment of banking paperwork that needs to be processed in order for new officers and chairs to write check, use the ATM card, and just to have access any financial data.</li> <li>o Karen Keim suggested a timeline for ever board position added to descriptions or listed for easy access for reference</li> </ul> </li> </ul>
2:15 – 3:00 pm:	Technology Committee
3:00 - 4:00 pm:	<p>Reggie Jean meets with full Board - UB 50th Anniversary plans and NEOA follow-up on alumni/advocacy</p> <p><b>Notes from meeting with Reggie 11/6/14 3:25pm UB 50th Anniversary Symposium</b></p> <p><i>Highlighted notes to record details and answer questions</i></p> <p>-Reggie reviews reasons for event- threats to funding in different programs- NEOA has talked about positioning itself to be the forefront for advocacy- Alumni speak to the personal, academic level of many of the benefits of TRIO/GEAR UP- it’s the 50th yr – started in June/July of conference calls about holding an event-passes out information agenda/introduction</p> <p>GOALS FOR EVENT:</p> <ul style="list-style-type: none"> <li>- 1st goal-Update alumni registry- stay connected with NEOA and leading questions to get information systematically to use – we need to be able to have a strong registry to do this when it is critical and when we need-</li> <li>-2nd goal- 50yrs comes once so now is the time for this – next year will be talent search- we need to be able to</li> </ul>

attach ourselves to what is relevant

- 3rd goal – bring ppl together that aren't connected (working with or an alumnus) to UB and have meaningful discussion an sessions about first gen/low inc and how to extend the benefits of educational access/opp programs
- it has generated a lot of excitement – 269 register – 50-60% alumni- rest are guidance, community etc.
- moving forward – connect and galvanize stakeholders and alumni to protect our programs and be a voice for the voiceless who need our programs
- registration starts at 12- 1pm event start- agenda posted- panels of alumni
- Questions- drew thanks Reggie (R) for time/effort

1. Drew Starts with a question- budget- can we have an updated budget to know where we stand? Need to add in an expense section and income section to the NEOA budget
  - a. Reggie- fiscal stand point the budget that was sent to sponsor is the plan- any change let us know as we would need to connect with them quickly- submitted to NWF 9/30
2. Karen m asks if things have changed from the time the budget was submitted?
  - a. Reggie- a lot of things have changed- we got the money from them last week – bills had to be paid – website wasn't made with timing – contacted 2 or 3 vendors and now it is too late as the event is 2 days away- Casey made modifications on what we already have and its very good – could happen but needs to be done quickly
3. Kelly- how much is estimated to be left over?
  - a. Reggie-not sure yet- things haven't been paid for yet- parking, travel for speakers,
4. Debbie- 2500 ASA does it have a specific purpose?
  - a. Reggie- ASA -symposium and related activities
5. Karen k- are you asking for funding from other org?
  - a. R-no-catering should be under – overall thinks will be under budget- maybe around \$22,000
6. Debbie- asa different ppl talking to them about funding –
  - a. R-asa doesn't think its about NEOA- different- Kristi pierce has the information
7. Drew- any other organization hit up
  - a. R-NEOA board for \$1000 and meoa board -Giselle- MEOA \$100
8. Karen Keim- signage taken care of?
  - a. Reggie -taken care of- website and signage at event
  - b. Reggie-Auditorium can cover 370- thinks between 280-300
  - c. Reggie-Parking – is available – Upward Bound Symposium – 595 commonwealth ave
9. Randy- how to leverage the conversation –
  - a. created cards to give to alumni to encourage they sign up – created 100 any extra will go to NEOA- any extra Stan books will go to NEOA – PR web media subscription good for a year for us to use purchased last Friday 10/31/14 – Kate Fillion has lead the way for marketing for this event – costs \$599.00 – the reason Stan Salett focused on NEOA
10. Deb asks to clarify budget plan and how to fit that into our budget management Can invoice for funds to improve alumni registry?
  - a. Reggie says we just need to confirm date of when NWF wants money back and invoice
11. Karen K- comfortable making modifications to make what we need to fit with our budget?
  - a. Reggie- send him the details and we can talk about that- definitely possible – could conference next week – Karen keim we can do this tonight

	<ul style="list-style-type: none"> <li>12. Question about website? <ul style="list-style-type: none"> <li>a. Reggie- check with Casey- question was posed about unlimited funds what needs to be done- Casey made changes and it meets the needs</li> <li>b. Email reggie about</li> </ul> </li> <li>13. Details about laptops for alumni to sign up on the registry – how many laptops- where will they be? Who’s in charge? <ul style="list-style-type: none"> <li>a. Gaelyn emailing him <ul style="list-style-type: none"> <li>i. He responded saying Rick and others are leading this and this will be held in the atrium room and details are accounted for.</li> </ul> </li> </ul> </li> </ul>
4:00 - 5:00 pm:	1. TRIO Day Group 2. State Presidents and Liaisons (these are two separate and simultaneous meetings)
5:00 - 5:30 pm:	Break, move into hotel rooms, ‘freshen up’
5:30 - 6:00 pm:	Full Board meets with Leadership Institute participants for somewhat structured sharing of our Board roles & background.
6:00 pm:	Dinner with Leadership Institute participants at the Colonial Hotel. EOC folks will be in the restaurant at the same time, but starting their dinner earlier.

<b>Friday, November 7, 2014</b>	
before 9:00 am (Breakfast is available beginning at 6:30 am)	<b>Breakfast – Colonial Hotel</b>
9:00 am sharp – 12:00 noon  9:00 am – 10:30 am	<p><b>NEOA Official Board of Directors Meeting</b></p> <p><b>Call to Order 903am</b>  <b>Action:</b> Approval of Agenda- Karen Madden  <b>Seconded:</b> Monica Sargent at 9:06am  <b>Action:</b> Randy S-Agenda items added-          Motion: Sarah Morrell motioned to approve with added items-          Seconded: Drew  <b>Passes unanimously 9:07am</b></p> <p><b>Secretary’s Report</b>  <b>Action:</b> Acceptance of September 2014 Board Meeting Minutes  <b>Motion:</b> Acceptance of September 2014 Board Meeting Minutes with corrections  <b>Seconded:</b>          Passes unanimously 9:22am</p> <p><b>Treasurer’s Report</b> Kristin Hagopian Reports Out- Please refer to the updated (as of today) budget  <b>Action:</b> Acceptance of Treasurer’s Report-         <ul style="list-style-type: none"> <li>• Kristin reviewed updates made last night including changes the amounts for the 50<sup>th</sup> anniversary symposium and board travel for COE move to officer travel- saved on google.drive for record</li> <li>• Drew expressed gratitude about the 50<sup>th</sup> being reflected in budget and concern about the costs for leadership institute at this point and says budget may need adjustment to meet the needs- Randy S meeting in Jan/Mar and this is an expensive location</li> <li>• Monica S reads Craig’s 11/2014 report</li> <li>• Sarah Morrell- offered to contact him and firm down a more concrete budget? Get projected expenses- more specific details to ensure meeting budget plan</li> <li>• Karen Keim- has requested funders so would like to wait to see and also give us time to see</li> </ul> </p>

- about more specific numbers
- Randy Schroeder- is working close with Craig W and will put this topic on the January Board Meeting
- Kelly Ilseman- looking at 50<sup>th</sup> and asks about amounts? Is ASA included
- Karen Madden- yes all is accurate based on Reggie's budget- but may have made a mistake in putting the numbers into our budget
- Board Reviews the numbers for 50<sup>th</sup> Anniversary Symposium -Discussion
- Karen M voting on accepting the revised budget including the addition of the 50th

**Motion:** Drew Motions to accept the budget as amended

**Seconded:** Kelly Ilseman

**Passes Unanimously at 9:39am**

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

**Action:** Approval 2014 - 2015 Budget Revisions-Karen Madden says Randy is stopping at the bank to move the \$10,000 into a CD that will provide more income to increase interest earned

**Motion:** Karen Madden moves that the board give the Finance Committee authority move up to \$10,000 from to an alternate account this yrs budget.

Drew has concerns about not having a specific purpose

Sarah M thinks confirming vote from this board

Friendly amendment:

Karen Madden Withdraws motion above

Karen Madden moves that this years board give the Finance Committee authority move up to \$10,000 from to an alternate account this yrs budget to support future activities and yield higher interest rates.

Drew Offers Amendment- Drew Finance Committee come to board in January with research and specifics on accounts and interest

Drew Withdraws amendment – original motion stands

**Seconds:** Drew G

**Discussion** about different CD, other accounts, and other experiences (NH association story- Monica)- at the latest all taken care of and money where it can yield higher revenue by end of the board year (August 2015)

**Motion passes: unanimously at 9:54am**

Karen Madden reports out how complicated the process has been to transfer leadership of accounts with banking

	<p><b>Past President's Report:</b> Karen Keim Reports Out – Please see her report for complete details  Randy Schroeder Clarifies Expectations to ensure efficient board time together  Provided hard copies of all reports sent if people want  Would like reports to be sent and reviewed by board prior to meeting  Karen Keim shares some highlights and goals</p> <ul style="list-style-type: none"> <li>• Committee to find a president elect</li> <li>• Passes around paper to write recommendations for this role – will be meeting with subcommittee with our recommendations</li> <li>• Sarah Morrell- suggests to send it out to whole membership</li> </ul> <p><b>President's Report-</b> Randy Schroeder reports out- please see his report for full details  Been busy with the insertion of the UB 50<sup>th</sup> and then the regular transition of taking over presidency  Highlights:  Going to the student leadership in VT  Keep looking out for future leaders- we have some talented young staff  Goals:  Development- Karen Keim is working hard on this- items for bidding for good donations for our Alumni development – Saturday great opportunity to build momentum- to eventually build an ask for advocacy and fund raising  Financial management and transition times- working on better system</p> <p><b>President-Elect's Report-</b> Vacant</p> <p><b>Vice-President's Report-</b> Deb McCann reported yesterday and please see report</p> <p>15 MINUTE BREAK – <b>Room Check-out 10:10am</b></p>
<p>Reconvene Meeting: 10:31 am – 12 noon</p>	<p><b>Committee Reports:</b>  <b>Alumni</b> – Randy Schroeder has asked Lindsay Jones – will be at 50<sup>th</sup> anniversary event tomorrow at BU- will have her attend in January if she is willing and able to serve as chair- Rick Williams is identifying readers for achiever and rising star awards and will be putting out call for nominations in a month- please nominate</p> <p><b>Development-</b> Karen Keim reports out  Working hard to develop clean ask and develop relationships – dress appropriately- TRIO works button or t-shirt or business suite- don't be bashful – shares pictures with President Obama and experience  Working on getting 15000 for TRIO day transportation – reviews specific asks from funders</p>

included in her report  
Shares about Husson University story and connection for help with cost  
Please think about how in our region we can ask for support- don't need to ask but can board help by giving a list of possibility  
Going after banks to support financial literacy activities etc.  
Wendy Alt in ME – UMF UB alumnus – fund development in ME – is helping to connect us with banks etc.  
Drew- CRA – credit worthiness and make financial services available to low income- maybe ME has this?  
While we were meeting ASA agreed to sponsor NEOA for \$10,000

**Legislation & Education** – Sarah Morrell reports out- please see her report for complete details  
State Initiative committee and Legislation and Education committee were officially merged to ADVOCACY COMMITTEE in the 2012-2013 board year  
Randy S says we will ensure that is remedied on the next agenda etc.

Highlights

Working with CW with leadership  
Serving as COE resource development in regard to fairshare and campaign drives- NEOA call on 11/13- if you are a fairshare coordinator please sit in on the call- if you need the information she can share that  
Involved with planning committee for UB symposium  
Received 2 proposals for state initiatives – hoping other states will apply  
Spraggins leadership opportunity application is out – will ensure everyone gets that

**Membership:** Ramon Gonzalez reports out- please see his report for full details

155 paid members- last yr 112-  
36 not pd yet-last yr 30  
Could hit 250 members if we stay with this progress  
still working on getting everyone on board about membership year starting 9/1  
New members raffle- he just sent that out for free conference registration  
Karen Madden- questions about SSS – can she have a membership list to compare who has paid and who will pay a different rate etc.  
Monica Sargent- members are still confused about membership year...  
Ramon Gonzalez- sends out notification in September about membership renewal about board year – only those on list serve receive this notification so others may

**Technology:** Casey Henderson reports out- please see his report for full details

Event planning continues  
In the next couple of months TRIO day and conference registration will be out  
Set up a list serve for grant writing – 1 shared listserv- \$60/yr per list- subscription is closed for now- worked with Ramon G on this- should be members as it's a membership benefit  
Drew suggests only members strictly for marketing

Casey H says its in the membership details

Please put program title in subject so everyone knows what program is being referred to

**Arnold L. Mitchem Leadership Institute**- please see Craig Werths report for full details

Randy – we met with LI participants – anything to add?

Giselle- seems like it is going great

**NEOA Achiever:** Randy Schroeder Reports Out

**Professional Development**- Drew Goodwin Reports Out- please see his report for full details

SSS-48 current registrants- Karen Madden accounting for events

EOC- 29- 6 paid membership for event- Val and Holly doing 90% of details for day

Working with Monda for a precollege PD for spring or summer

Prepared for Book discussion ready for conference- Ready, Willing, and Able, by Mandy and Suzanne

Used money that was left in PD last yr- first 10 ppl interested will get a free book – academic book

Sarah Morrell- COE offering online certificate program- may want to put it on the website - through the Colorado State University of Fort Collins- on COE website under trainings- Karen K there are 4 scholarships through COE

**Public Relations:** Renee Gilbert Reports Out

Added to facebook about UB 50th and RFP for conference workshops- should receive notification as she posts things- please look out

Posting photo of Freeman lobouscy-

Goals

Get a handle on the linked in page- more professional way to get information out and connect with alumni

Can send her emails to add any of the social media and she will post

**State Initiatives** – combined with advocacy above

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

Action Items

Many of goals on his report have been worked on and accomplished

Contacting directors to reach out directly personally to encourage attendance by 12/1

Working on ensuring details are accounted for

Entertainment lead person established

Would like any help or advice or guidance about how to proceed

Putting together a timeline is important right now

Welcome any suggestions

Beautiful venue



Next planning meeting 11/24/14

**State Reports:**

**Connecticut**- Aamna Qureshi Reports Out-please see her report for full details

- 60 at annual conference

working on getting website up and going- Casey has been very helpful- major project – Renee says sent Senator Delora thank you letter and she has been reelected- working on state initiative grant for fact booklet

**Maine**- Kelly Ilseman- please see his report for full details

Reports represents all ME professionals have worked on

Encouraging membership- made postcards- encouraging guidance and others to be part of state association – submitted state initiative grants for this purpose

**Massachusetts**- Giselle L’Italian reports out - please see her report for full details

Starting with infrastructure – timelines and role descriptions etc.- working on development chair but otherwise full board

Reach Higher Initiative- through Obama’s office to encourage people to work on initiative to increase college going and completion

Conference 30<sup>th</sup> anniversary – honored 3 alumni

PD planning for 12/5

Sarah Morrell asks about committee and GL shares there’s not an official point person or committee – Drew shares info about what he has heard from NCCEP (GEAR UP national organization) will send out the information out to board

**New Hampshire**- Laura Mielke Reports Out- please see her report for full details

Highlights

All TRIO professionals part of state association membership

Michelle Obama- member shares about calling her at white house and then emailed her- would like us to invite her to NEOA conference

Randy shares-Susan Collins on Appropriations – lost carol shea porter

**Rhode Island**- Stephanie Cruz (at Leadership Institute)-Please see her report

Karen Keim- Stephanie worked hard and RI has full slate

**Vermont**- Monica Sargent reports out -please see her report for full details

Elaine Levitt has agreed to fill the VT president position – making effort to develop leadership within state by organization state leadership – working on getting all programs involved

10/28 Castleton UB 50<sup>th</sup>- 50 ppl attended

**Old Business**

**New Business**  
**NEOA Awards**

Clayborne Pell  
ShirleyChism  
Marian Belgrave

Randy Schroeder-Start thinking ahead- see website for descriptions- has a nomination idea for Drew asks for list for past nominations- Gaelyn will look at notes to see if we have that recorded

Sarah Morrell- asks board to look at specific descriptions and ensure we are identifying people for these award- haven't awarded Pell every year-

Randy S – can see award winners on website

Nominations considered at the January meeting- Please have nominations

**Two electronic votes since our last board meeting**

- **UB 50<sup>th</sup> Anniversary – passed with majority 9/29/14**
  - On 9 September 2014
  - Sarah Morrell has electronically submitted the following motion for a vote by eligible NEOA Board Members;
  - Melissa Azzaro has seconded this motion.
  - **Motion:** "NEOA agrees to serve as the fiscal agent for the New World Foundation in order to donate funds for an Upward Bound anniversary event to be held in Boston, MA in November. NWF requires a 501(3)c organization to hold the funds for this event and disburse payments. A Memorandum of Understanding will be drawn up between both organizations to hold NEOA harmless and describe the particulars of the agreement."
  - A 'YES' vote indicates that you support NEOA, Inc. accepting this role as fiscal agent.
  - A 'NO' vote indicates that you do NOT support NEOA, Inc. accepting this role as fiscal agent.
  - Attached are four documents for Board members as background material. I assembled, as best as possible, a chronological trail of e-mails reflecting pertinent information and conversations intended for a broad audience under UB Anniversary Event Documentation. That one document alone totals 14 pages of text.
  - I am asking Board Members who are eligible to vote and are paid NEOA Members to submit their vote by 2:00 pm on Monday, September 29, 2014. Members should send their votes directly to Drew Goodwin at a\_goodwin@mwcc.mass.edu . This is a roll call vote, so YES and NO and non-votes will be recorded.
  - As to the above motion electronic roll call vote results are:
    - Total Voting Members: 21
    - Needed for a Quorum: 11
    - Total Responses Received 15
    - Yes: 9
    - No: 5
    - Abstentions: 1
    - **Motion passes with a majority**

- **TRIO Day Hotel- passes with majority 10/22/14**
  - On 20 October 2014
  - Debora McCann has electronically submitted the following motion for a vote by eligible NEOA Board Members;
  - Laura Mielke has seconded this motion.
    - **Motion:** "The Board gives the NEOA President the authority to sign a LETTER OF AGREEMENT with the Portland Marriott at Sable Oaks and with the Holiday Inn Express Suites of South Portland, Maine as the conference centers and hotels for the NEOA TRIO Day 2015 on February 18, 19, & 20, 2015."
    - A 'YES' vote indicates that you support the NEOA President signing of these two LETTERS OF AGREEMENT.
    - A 'NO' vote indicates that you do NOT support the NEOA President signing of these two LETTERS OF AGREEMENT.
    - Message (Monday 10/20/14 at 7:27 AM) From NEOA President: Randy Schroeder:
      - "These LETTERS have been reviewed and revised multiple times by NEOA Officers and the Finance Chair and were distributed electronically to all Board members for review & feedback on 10/16/2014. They have been attached again." I am asking Board Members who are eligible to vote and are paid NEOA Members to submit their vote by 9:00 am on Wednesday, October 22, 2014. Members should send their votes directly to Gaelyn Hastings at HastingsG@YOUINC.ORG . This is a roll call vote, so YES and NO and non-votes will be recorded.
      - Thank you for your attention to this at a busy time for all of us. If you have questions about the voting process here, please submit them to Gaelyn Hastings.
      - As to the above motion electronic roll call vote results are:
        - Total Voting Members: 21
        - Needed for a Quorum: 11
        - Total Responses Received 20
        - Yes: 19
        - No: 0
        - Abstentions: 1
        - **Motion passes with majority.**

**COE website** -Randy reviews details of SSS competition and urges us all to read through carefully and comment

Karen Keim- Dr. Mitchem says we should show outrage about the timeframe-waiting for talking points – we should not wait for congress to be in session – communicate outrage and passion- Sarah Morrell- competitive priorities – some language threatens long term prior experience – need to push back on this – may threaten stability  
Randy- more details and direction to come – but can get voice out now- opportunities are there  
–

	<b>January Board Meeting: South Portland ME- 1/14 and 1/15</b> <b>Motion to adjourn: Drew</b> <b>Seconded: Kelly Ilseman</b> <b>Board Meeting Adjourned with Majority: 11:52am</b>  <b>Adjourn</b>
12:00 pm	Lunch is on your own

**2014-2015 NEOA BOARD MEMBERS**

**VOTING MEMBERS**

**November 7, 2014**

**Colonial Hotel**

**Gardner, MA**

<b>OFFICER/CHAIR PERSON</b>	<b>NAME</b>		<b>Present</b>	<b>absent</b>
<b>President:</b>	Randy Schroeder	1	X	
<b>Past President:</b>	Karen Keim	2	X	
<b>President-Elect:</b>	vacant			
<b>Vice-President:</b>	Deborah McCann	3		X
<b>Treasurer:</b>	Kristin Hagopian	4	X	
<b>Secretary:</b>	Gaelyn Hastings	5	X	
<b>State Liaisons:</b>				
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
<b>State Presidents:</b>				
CT	Aamna Qureshi	12	X	
ME	Kelly Ilseman	13	X	
MA	Gisele L'Italien	14	X	
NH	Laura Mielke	15	X	
VT	vacant			
RI	Stephanie Cruz	16		X

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

**NON-VOTING MEMBERS**

<b>CHAIRPERSON</b>	<b>NAME</b>		<b>Present</b>	<b>Absent</b>
<b>Ad Hoc Committee Chairs:</b>				
Accessibility				
Alumni				
History & Archives				
Resource Development				
State Initiatives	Sarah Morrell		X	
Strategic Planning				
Technology	Casey Henderson		X	
NEOA Achievers Awards	Rick Williams			
<b>Committee Co-chairs:</b>				

Annual Conference				
Resource Development				
<b>Others:</b>				
Leadership Institute Director	Craig Werth			

Total Voting Members: 21  
Present: 15  
Quorum: 11  
Quorum Established : 15/21