

New England Educational Opportunity Association
3rd Board of Directors Meeting – Agenda
January 14&15, 2016

Cruz, Stephanie 3/30/2016 3:40 PM

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Thursday, January 14, 2016	Arrive –
12:00 pm – 12:15 pm	Optional: bring a lunch/snack to sit and chat before the meeting
12:15 pm – 12:30 pm	Welcome, <ul style="list-style-type: none"> • Warm up Activity- Reconnect – Tammy G
12:30 pm- 1:30 pm	NEOA Awards (Review nominations) (45min) - Gaelyn Hastings Fair Share (15min) - Alvin Riley
1:30 pm- 2:45 pm	Finance Committee – Karen Madden (Requested Attendance: VP, TRIO Day Chair(s), PD Chair, Development Chair, Treasurer, Secretary, Past President, President Elect) <ul style="list-style-type: none"> • Actuals • CD's or higher yield accounts- final recommendations on investment of \$12,000- Info from Edward McNamara • Fiscal Agent Policy- should we specify who specifically is paid for by NEOA for Policy Seminar?
2:45-3:05 pm	BREAK - MOVE INTO ROOMS
3:10 pm – 4:00 pm	Bylaws- review changes being put forth- Sarah Morrell lead with sub-committee <ul style="list-style-type: none"> - Propose to membership to amend the Bylaws to make the Technology Committee and Development Committee standing committees. -Review Amending Procedures -Section III- is there a “pro” to having a procedure for exceptions to enable someone to be an officer if they are not in a NE state for example. Possible recommended change- review options -Anything else? -Need to send proposed changes to membership 30 days prior- 2/15/16 will be our date for electronic notification to members so the decisions will be made at our January meeting -Technology Committee- Casey Henderson
4:00 pm – 5:10 pm	-State Presidents and Liaisons Meeting/Advocacy Strategies- Sarah Morrell -Alumni Committee- Randy Schroeder and Deb McCann
5:10 pm-5:20 pm	State Presidents and Liaisons Meeting about Alumni Engagement and Ideas- Randy Schroeder and Deb McCann
5:20 pm- 6:45 pm	2016 - 2021 Strategic Plan Review 1 st Draft – Elaine Leavitt and Linda Shiller lead (whole board participation)
7:00 pm – 8:30 pm	Dinner
8:30 pm -9:30 pm	Leadership Subcommittee – whoever wants to (PD chair and officers)

	requested please)
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Friday, January 15, 2016	
7:30 am – 8:15 am	Breakfast (included with hotel stay)
8:30 am – 11:05 am	NEOA Official Board of Directors Meeting Call to Order Action: Approval of Agenda Secretary’s Report Action: Acceptance of September 2015 Board Meeting Minutes Treasurer’s Report Action: Acceptance of Treasurer’s Report Finance Committee Report Past President’s Report President’s Report President-Elect’s Report Vice-President’s Report Committee Reports: TRIO Day Alumni NEOA Achiever Development Advocacy: Legislation & Education/State Initiatives Strategic Planning Membership Technology (10 MINUTE BREAK)
11:15 am – 12:15 pm	Professional Development Public Relations Newsletter State Reports: New Hampshire Rhode Island Vermont Connecticut Maine Massachusetts Old Business New Business Adjourn
12:15– 1:00 pm	Box Lunches and Depart

NEOA Official Board Meeting

Call to Order 09:01 AM Quorum Established at 09:03 AM 15/24 – (see end of minutes for attendance)

- **Roll Call** at 8:35 AM
- **Quorum** established 15 of 24 voting members

Cruz, Stephanie 3/30/2016 3:48 PM

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Approval of Agenda: Gaelyn Hastings, written

Review of today’s agenda. Proposed change to the agenda to move the vote on bylaw changes to old business.

Action: Approval of agenda including additional item
With friendly amendment to move vote on bylaws changes to old business
Motion by: Karen Madden to approve of agenda
Seconded by: Melissa Goyait
Motion carries 09:05 AM

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Cruz, Stephanie 2/16/2016 7:55 AM

Deleted: Addition to the agenda: We will add a conference call with ASA re Partnership with ASA at about 12:00.

Secretary Report: Stephanie Cruz, written (minutes)

- Minutes were sent to all for corrections on 10/01/15 and again 09/09/15.
- Copies provided for further review.
- Reggie asked to strike the phrase “pending confirmation” in development committee members section.

Action: Acceptance of November 2015 Board Meeting Minutes with change
Motion by: Steve Visco to accept the November 2015 Board Meeting Minutes as amended
Second by: Alvin Riley
Motion carries at 08:42 AM

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

- Budget summary was distributed.
- Reimbursement forms for travel available
- Kristin reviewed lines and provided numbered list to coincide with the spreadsheet. No changes since yesterday’s finance meeting
- Trying to resolve the MEEEOA check with COE \$495 to Maine. Sarah to f/up with COE
- Membership dues \$10,495 changing as memberships come in
- States that have paid: MEOA and MEEEOA will send invoice to the state. Sarah asked if there is a due date. Money seems to trickle in – varies by state. Is there a recommendation for a deadline -Nov Dec seems to works for most states. Next year invoices will be handed out at first board meeting.

- Prof development
- TRIO Day money is starting to coming in
- Will send spreadsheet to itemize for policy seminar expenses
- Regarding the CD's Karen Madden indicated she has different balance. Difference is because Karen gets statements periodically while Kristin gets balance form the bank.
- Kristin will fix the check for Johnson State for food for SSS professional development day. Vendor was paid by NEOA but had already been paid by Karen. Kristin was waiting for check form Johnson state to come back to reimburse Karen.

Action: Acceptance of Treasurer's Report

Motion by: Elaine Leavitt to approve Treasurer's Report

Seconded by: Reggie Jean

Motion carries @ 08:59 AM

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

- Yesterday the finance committee discussed moving some funds to a long term CD \$12,000. The new account will mature after 7 years at a higher rate of interest. At that time the organization can decide to reinvest or take it out. The money will not earn dividends but will earn significantly more interests.
- Discussion on where the amount will come from and if we will need to reflect in separate line in Quick books. Karen (finance chair) and Kristin (treasurer) will figure out how to appropriately reflect the money in the budget. Gaelyn and Kristin will need to meet with Edward at Eastern Bank to do paperwork – likely in February.

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

- Has received one nominee for elections in Spring for s Elect Jane Kimball Foley
- Maine is host of conference in 2017 and has someone interested for Vice President position
- Randy attended MEEOA with Gaelyn and Alvin
- Kim Jones said COE thinking about what to ask for at policy seminar. Do we ask more money?, focus on HEA?
- Chance that HEA won't happen in 2016 due to elections
- Fair share - We should all be contributing to COE
- I-3 grant has lived its life and folks have left... money tight at COE
- There are two potential new ETS applications coming from ME; and possibly one in CT; However, UCONN is not writing
- Manchester CC may write for (EOC)
- Randy encouraged all to attend NEC whenever possible. Senator Markey 1/22; and Rep Langevin 2/19; There is also an event in DC for Rep McGovern in DC
- Questions on NEC, when is payment due to them? Questions arose that show the need for a permanent address.

President's Report – Gaelyn Hastings, reports out- please see written report for full details

- Looking to have 100% in fair share. By February 12th.
- Discussed 10 for 10, Commitment needs to made to count towards Fair Share
- Sarah wonders how accurate records are. Pace seems even slower than previous years.
- Fair Share goals have changed for some. Changes may be due to lost programs.
- Per Randy in January 2015 NEOA was at 58%; January 2016 at 47%
- Sate goals for Policy Seminar registration promotion: CT 4; ME 18; MA 23; NH 10; RI 6; VT 12
- Policy Seminar preparations being finalized Gaelyn will keep us updated;
- Attended MEEOA conference; and is continuing outreach to the states especially RI & CT
- Serving on COE state leadership committee and participating in the State Leadership Conference on the Saturday before Policy Seminar. There will be an Alumni strand for alums attending seminar.
- Discussed Arnold Mitchem Leadership Institute (AMLI). Poll taken of last year's class was encouraging and the feeling is that the AMLI should be offered. The possibility of having Craig return was also discussed. Need to confirm director for next class. Craig Werth possibly.

Motion: [Reggie Jean](#) that we offer the director position of the Arnold Mitchem Leadership Institute to Craig Werth

Second: [Melissa Goyait](#)

Discussion: Alvin asked about the structure for the AMLI; Sarah indicated it was pretty broad expectations, director specify 3 meetings and secures faculty locations. Often the director will query the participants on what they want from the experience Sarah asked if we should we have some guidelines developed including who the director answers to. Look at the budget Where are files ... Google docs, Casey

Need to clarify who they report to, evaluation would avoid starting from scratch.

Sub-committee: Kelley Beckwith, Steve Visco, Amanda Bernasconi, Sarah Morrell, Karen Madden & Stephanie Cruz

Ray asked if AMLI will stay same budget given the challenges to pull it together. For this year, the budget is set. It is possible to have changes for next year.

Motion Carries at 9:55am

Motion: [Elaine Leavitt](#) that the NEOA board give the executive committee authority to a negotiate contract with Craig Werth to serve as director of AMLI

Second by: [Melissa Goyait](#)

Discussion: Kristin asked if we are talking just salary or entire contract. Sarah stated it is hard to separate contract and cost to run; Contingent on the whole package; involve the finance committee Amanda asked about securing outside funding? Will look into Pivot funding.

Friendly amendment to include whole budget as long as the finance committee in the decision making process

Cruz, Stephanie 4/1/2016 11:24 AM

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Cruz, Stephanie 2/16/2016 7:55 AM

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Motion: Elaine Leavitt move that board give the executive committee including the finance chair the authority to negotiate contract and operating budget with Craig Werth to do the AMLI.

Second by: [Melissa Goyait](#)

Discussion: [Steve](#) mentioned cost around \$15,000, tuition \$5,000 rest from NEOA. Is there a cut off number to run the institute... right now it is 10.

Motion Carries @ 10:13

- Per Gaelyn it has been a great learning experience on COE board
- COE will open the “Hit the Ground Running” training on April 5th at NEOA Conference. Karen Madden is on the faculty. COE will handle registration. Program being finalized now but will be a mix of online and in person modules; 6 on blackboard in 2 week intervals; Participants will get certificates. Sarah and Karen confirmed it is an allowable cost for the grants.

Awards:

Marian Belgrave Howard – Michael Dennehy nomination received. Any additional nominations? Gaelyn reviewed the nomination with the board.

Motion by: [Ramon Gonzalez](#) to award Michael Dennehy the Marian Belgrave Howard Award

Seconded by: [Alvin Riley](#)

Motion carries @ 10:24 AM

Shirley Chisholm – Senator Elizabeth Warren, nomination received and reviewed with the board. A nomination for Russel Holmes was suggested but was not formally submitted

Motion by: [Alvin Riley](#) to award Senator Elizabeth Warren, D-MA the Shirley Chisholm Award

Seconded by: [Melissa Goyait](#)

Discussion: [Karen](#) mentioned national status and advocacy

Motion carries @ 10:26 AM

Pell Award: Joan Becker, nomination received. And reviewed. When discussed at Thursday meeting Pam Boisvert was also suggested but no formal nomination was submitted

It was mentioned that the Pell award has traditionally gone to folks of a more national figure beyond TRIO.

Motion by: [Alvin Riley](#) to award Joan Becker the Pell Award

Seconded by: [Steve Visco](#)

Motion carries @ 10:33 AM

President-Elect's Report – Alvin Riley, please see written report for full details

- Working on sponsorship for conference by Massasoit Community College
- Reviewed state goals for fair share
- Attended Maine state conference

Vice-President's Report – Ramon Gonzalez, reports out- please see written report for full details

- There will be an Alumni breakfast. Attendees can stay up to breakfast fee if stay for lunch or the day \$50 would cover meals
- Costs for registration fees. Does the chair have to bring fee change to the board? Traditionally it has been brought to board
- Fees have not been raised for many years and the structure seemed uneven for Members v Non Members after early bird.
- Comparatively we are lower than SAEOPP by \$100 for EB member rate ours \$300; theirs \$400
- Some discussion on leaving EB rate the same but reducing the EB period.
- Karen asked when the program will be ready as many people decide whether to attend based on workshops and program. Ray states that we have many workshop sessions confirmed and that there will be no Vender-run workshops!

Proposed conference rates will be:

- **Member:** Early Bird \$300, Regular \$395; On site \$425; and One Day \$150
- **Non-Member:** Early Bird \$400, Regular \$495; On site \$550; and One Day \$250
- The link for adverts will go out.

Break 11:10 - Check out of rooms

TRIO Day 2016 – Brian Post, reports out- please see written report for full details 11:31

- Monday the committee met; promoting 2 night event; Events begin on Wednesday night with reality fair based on The Game of Life.
- Currently negotiating pizza, there will be food and Ben & Jerry's ice cream
- At 405 registrants from 26 projects
- 15 colleges on the tours, busses have been secured on budget
- Scholars bowl, & speakers are set
- Some concern about a couple usual attendees not yet registered.

Alumni Relations & Achiever Awards – Randy Schroeder & Deb McCann, report out- please see Randy's written report for full details 11:00

- Achiever award nominations are due by Friday, January 29th!!! By end of day – 2 weeks from today
- Suggested someone nominate Russell Holmes, one year UB
- Rising Star participants; Achiever – 'graduates'
- Committee should vet first
- National scene – National communities of practice. Alumni one coming soon

Cruz, Stephanie 2/16/2016 7:55 AM

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<ul style="list-style-type: none"> Nat TRIO Alumni Newsletter coming out soon. Alumni Strand during leadership and Monday night reception at Policy Seminar National TRIO Award deadline is in June. Randy is national Co-chair
<p>Development – Reggie Jean, reports out- please see written report for full details 11:31</p> <ul style="list-style-type: none"> Received \$2000 for TRIO Day from VSAC Has been in discussions with Eastern Bank <u>regarding CD's</u> Truly NE auction already has 15 items Auction goes live on March 15th www.biddingforgood.com\neoa
<p>Advocacy – Sarah Morrell, please see written report for full details 11:35</p> <ul style="list-style-type: none"> Policy seminar discussion with state leaders yesterday State initiative funds are available. Two applications received this year from: VT & NH State initiative is linked to Spraggins grant and COE may match. To be eligible for Spraggins, NEOA must recommend and pass on Per Sarah ... Get them in! Let us know how we can help with NEOA and Spraggins
<p>Strategic Planning – Elaine Leavitt, reports out- please see written report for full details 11:38</p> <ul style="list-style-type: none"> Written thanks for participation in activities yesterday Elaine will information from yesterday's activities and disseminate
<p>Membership – Laura Mielke, reports out 11:44</p> <ul style="list-style-type: none"> 193 members goal 275 ... several applications are in but have not yet been paid
<p>Technology – Casey Henderson, please see written report for full details 11:40</p> <ul style="list-style-type: none"> Busy stretch working on updates as soon as he can get to them Conference Registration should be up by Monday, January 18th
<p>Professional Development – Steve Visco, reports out- please see written report for full details 11:40 am</p> <ul style="list-style-type: none"> PD event Tuesday... Gender 9-2 in VT Pre conference will be offered later
<p>Public Relations – Sammy Pierre-Vil, written</p> <ul style="list-style-type: none"> Sent out
<p>Newsletter – Maria Muccio, written</p> <ul style="list-style-type: none">
<p>State Reports: NH, RI, VT, CT, ME, MA 11:43</p>

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NH – Melissa Goyait, reports out- please see written report for full details

- Annual meeting Wednesday slate for elections
- 501C3 completed need to be submitted
- Pol seminar coming along

RI – (Stephanie Cruz, reports out)

- Spoke with Gaelyn about organizing a meet with directors in RI.
- Have reached out to Congressional delegation for Policy Seminar
- Two Alums identified to attend

VT – Elaine Leavitt, reports out- please see written report for full details

- Gender Identity PD training coming up Jan 19 in VT
- Karen Madden & Rick Williams will be Policy Seminar co-chairs
- Karen Madden has made appointments for Policy Seminar hill visits

CT – Kim Gorman, reports out- please see written report for full details

- Jose Santana, Mechanical Engineering Doctorate
- Reviewing their Non-profit status; Tax doc needs to be filed and looking at bylaws
- Exec board is on board and all are brand new
- CAEOPP guide book ... policy seminar
- Steve Visco offered to share Maine's transition guide

ME – **Steve Visco** reports out on behalf of Teri Morse- please see written report for full details

- Per Steve great state conference. About 70 attendees. Looks like ME will hold a new Emerging Leaders Institute.
- MEEOA has a president elect

MA – Amanda Bernasconi, reports out- please see written report for full details

- January 8 had meeting. State is planning for Policy Seminar. Will send 2 alums and 2 staff (Amanda and Andrea)
- Planning Advocacy Day. Leicia will meet with Rep Tostado on January 29th re bill
- Week after NEOA

Old Business –

Bylaw changes as discussed yesterday at the Bylaw committee meeting, several proposals are under consideration:

Motion by: Elaine Leavitt to propose to the membership at large that the Technology committee become a standing committee.

Seconded by: Steve Visco

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Motion carries @ 11:59 AM

Motion by: [Ramon Gonzalez](#) to propose to the membership at large that the Development committee become a standing committee.

Seconded by: [Melissa Goyait](#)

Motion carries @ 12:00 noon

Vote will be taken of the membership at the annual business meeting in April at the conference.

Motion by: [Laura Mielke](#) to eliminate the phrase "Six (6) copies" in "Article XIII. Amending procedures".

Seconded by: [Ramon Gonzalez](#)

Motion carries @ 12:02 PM

Motion by: [Reggie Jean](#) to remove the word "College" in Article II Section 1 "... and (College) students with disabilities.

Seconded by: [Ramon Gonzalez](#)

Motion carries @ 12:04PM

Discussion on membership categories for that would expand membership to folks working in programs beyond the six New England states.

Wording suggested to include:

- Reference to state, institution, county, 'neighbor state'
- Affiliate or active members of state association (e.g. member of VSAC, CAEOPP, et) ... with voting rights and ability hold office
- Or language that would have board determine if they can hold office

Gaelyn favors state memberships (second bullet above)

Steve cautioned with second bullet in some ways it passes off the decision from NEOA to the state associations.

Reggie indicated that it could give states power to dictate who beyond NE is allowed to be full voting member of NEOA.

State criteria may not be same as NEOA or from state to state.

Sarah Morrell will send some suggestions so that we can consider more fully and within a week we will have an electronic vote.

Sarah's email received during meeting and is as follows:

Cruz, Stephanie 4/1/2016 11:26 AM

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Under Article III: Membership

Options for language to provide for affiliate members to hold office and vote, below.

- 1) Name the institution/county/state to include in list of active professional eligibility;
- 2) Permit affiliate or active professional members of member state associations to become active professional members of NEOA;
- 3) Provide for exceptions to the list of those eligible for active professional membership, with a vote by 2/3rds of the Board of Directors.

(Note: #3 seems to allow for voting, but may not allow for office-holding, as those positions are elected prior to the Board year in which the individual would serve).

Gaelyn would like an **electronic vote*** within a week after we have had a chance for further reflection.

Elaine thanked the board for bringing the issue up for consideration.

Straw poll are you ready to vote

New Business –

Motion by: Reggie Jean to adjourn
Seconded by: Ramon Gonzalez
Passes unanimously @ 12:31 PM
Board Meeting Adjourned: 12:31 PM

*** Electronic Vote Summary:**

On Feb 3rd email sent to board members for consideration on language and /or whether to propose expanding membership categories beyond the six New England states. A "Yes" vote required a suggestion on the language. Votes were submitted through Feb 8th and results are below:

Yes/No	Count	Option 1	Option 2	Option 3
No	14			
Yes	4	0	3	1
Did not vote	4			
Vacant Seat	2			
Grand Total	24			

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2015-2016 NEOA Board Members

VOTING MEMBERS

OFFICER/CHAIRPERSON	NAME	Voting	Present	Absent
Executive Board:				
President:	Gaelyn Hastings	1	✓	
Past President:	Randy Schroeder	2	✓	
President-Elect:	Alvin Riley	3	✓	
Vice-President:	Ramon Gonzalez	4	✓	
Treasurer:	Kristin Hagopian	5	✓	
Secretary:	Stephanie Cruz	6	✓	
State Liaisons:				
CT	Kim Gorman	7	✓	
ME	Kelly Ilseman	8		X
MA	Andrea Dawes	9		X
NH	Tammy Gewehr	10		X
RI	Vacant	11		X
VT	Kelley Beckwith	12	✓	
State Presidents:				
CT	David Celotto	13		X
ME	Teri Morse	14		X
MA	Amanda Bernasconi	15	✓	
NH	Melissa Goyait	16	✓	
RI	Vacant	17		X
VT	Elaine Leavitt	18	✓	
Standing Committees Chairs:				
Membership	Laura Mielke	19	✓	
Legislation & Advocacy	Sarah Morrell	20	✓	
Public Relations	Samienta Pierre-Vil	21		X
Finance	Karen Madden	22	✓	
TRIO Day	Rick Williams	23		X
Professional Development	Steve Visco	24	✓	
Nominating	Randy Schroeder			
COUNT OF VOTING MEMBERS PRESENT			15	9
NON-VOTING MEMBERS				
Co-Chairs				
Annual Conference	Julie Kimball	1		X
TRIO Day Co-Chairs	Brian Post	2	✓	

Ad Hoc Committees:				
NEOA Achievers Awards	Debbie McCann	3		X
Alumni Relations	Debbie McCann/ Randy Schroeder			
Accessibility	Maria Muccio	4		X
Historian/Archivist	Maria Muccio			
Newsletter	Maria Muccio			
Development	Reggie Jean	5	✓	
State Initiatives/Advocacy	Sarah Morrell	6	✓	
Strategic Planning	Elaine Leavitt	7	✓	
Technology	Casey Henderson	8	✓	
COUNT OF NON-VOTING MEMBERS PRESENT			5	3

Total Voting Members: 24

Voting members present: 14

Quorum Established: 14/24 at 09:03 AM

Full attendance during meeting total: 20/32 for the meeting

Respectfully submitted for review: February 3, 2016 by Stephanie M. Cruz