

**New England Educational Opportunity Association
 2nd Board of Directors Meeting – Agenda
 November 19 & 20, 2015**

Thursday, November 19	Arrive – Professional Attire is suggested for today’s events- board picture!
12:00 pm – 12:30 pm	Optional: Lunch – bring a lunch/snack to sit and chat before the meeting
12:30 pm – 12:45 pm	Welcome, • Warm up Activity- Reconnect – Deb McCann
12:45 pm- 1:20 pm	Recap on Fiduciary Responsibility (10min) – Reggie Jean NEOA Awards (Review descriptions) (10min) - Gaelyn Hastings Fair Share (10min) - Alvin Riley
1:20 pm- 2:20 pm	-State Presidents and Liaisons Meeting/Advocacy Strategies- Sarah Morrell -Alumni Committee- Randy Schroeder and Deb McCann
2:20 pm – 2:50 pm	State Presidents and Liaisons Meeting about Alumni Engagement and Ideas- Randy Schroeder and Deb McCann
2:50 pm – 4:00 pm	Finance Committee – Karen Madden (Requested Attendance: VP, TRIO Day Chair(s), PD Chair, Development Chair, Treasurer, Secretary, Past President, President Elect) • Actuals • CD’s or higher yield accounts- phone call to Edward McNamara • Fiscal Agent Policy
4:00 pm – 4:15 pm	BREAK - MOVE INTO ROOMS
4:15 pm- 4:30 pm	Board Photograph
4:30 pm-6:40 pm	2016 - 2021 Strategic Plan Creation Process Start – Elaine Leavitt and Linda Shiller
6:40 pm – 7:40 pm	Dinner
7:45 pm- 8:30 pm	Bylaws- review changes being put forth- Sarah Morrell and anyone else is welcome - Propose to membership to amend the Bylaws to make the Technology Committee a standing committee. The Technology Committee shall be responsible for providing technological assistance to support the goals and objectives of the association as outline in Article II. -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. Could we write a statement giving the board the authority to vote on exceptions each year? -Anything else? -Need to send proposed changes to membership 30 days prior- 2/15/16 will be our date for electronic notification to members
8:30 pm- 10:00 pm	Tree House Tavern for dessert and drinks on your own (if you want)

Friday, November 20	<i>Professional Attire is suggested for today's events</i>
7:45 am – 8:50 am	Breakfast
9:00 am – 11:05 am	<p>NEOA Official Board of Directors Meeting</p> <p>Call to Order Action: Approval of Agenda</p> <p>Secretary's Report Action: Acceptance of September 2015 Board Meeting Minutes</p> <p>Treasurer's Report Action: Acceptance of Treasurer's Report</p> <p>Finance Committee Report</p> <p>Past President's Report</p> <p>President's Report</p> <p>President-Elect's Report</p> <p>Vice-President's Report</p> <p>State Reports:</p> <ul style="list-style-type: none"> New Hampshire Rhode Island Vermont Connecticut Maine Massachusetts <p>Committee Reports:</p> <ul style="list-style-type: none"> Alumni NEOA Achiever Development Advocacy: Legislation & Education/State Initiatives <p>(10 MINUTE BREAK)</p>
11:15 am – 12:15 pm	<p>TRIO Day</p> <ul style="list-style-type: none"> Strategic Planning Membership Technology Professional Development Public Relations Newsletter <p>Old Business</p> <p>New Business</p> <p>Adjourn</p>
12:15– 1:00 pm	Box Lunches and Depart

NEOA Official Board Meeting
<p>Call to Order 09:01 AM Quorum Established at 09:03 AM 19/24 – (see end of minutes for attendance)</p> <ul style="list-style-type: none"> • Roll Call at 9:01 AM • Quorum established 19 of 24
<p>Approval of Agenda: Gaelyn Hastings, written</p> <p>Review of today’s agenda. Addition to the agenda: We will add a conference call with ASA re Partnership with ASA at about 12:00.</p> <p>Action: Approval of agenda including additional item Motion by: Elaine Leavitt to approve of agenda Seconded by: Tammy Gewehr Motion carries 09:05 AM</p>
<p>Secretary Report: Stephanie Cruz, written (minutes)</p> <ul style="list-style-type: none"> • 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. <p>Action: Acceptance of September 2015 Board Meeting Minutes with change Motion by: Steve Visco to accept the September 2015 Board Meeting Minutes Second by: Sarah Morrell Motion carries at 09:11 AM , with 3 abstentions</p>
<p>Treasurer Report – Kristin Hagopian, reports out- please see written report for full details</p> <ul style="list-style-type: none"> • Budget summary was distributed. • Lines are now numbered to facilitate easier discussion. • Some discussion on Line 55 regarding a check received from COE that was made out to NEOA for COE Spraggins initiative for the amount awarded to MEOA (MA). Line 55 represents the amount that was then sent to MEOA.

Cruz, Stephanie 1/15/2016 7:36 AM
 Deleted: June

- It was suggested to clarify the amount specifically in the budget. Discussion on the amount awarded to MEEOA (ME) which has not been received by the state. VEOP (VT) was awarded and received their check which was made out to VEOP. Will address with COE as the reimbursement to the regional association poses budget tracking problem if this practice is going to be ongoing it will be difficult and it crosses fiscal years which makes tracking even more difficult.
- COE state initiative grants were: \$500 MA; \$250 VT; \$652 ME; Certificates and checks were presented in September at COE Annual Conference. Need to research the MEEOA award as a check for ME has not yet been received. Also need clarification on why the amount for MA was sent through NEOA.
- Line 68 is the honorarium for SSS PD day speaker. Note that the EOC amount does not reflect a deposit that was paid over the summer and thus is recorded in previous fiscal year.
- Line 76 is board travel and some concern that could be on the high side a reminder to board members to carpool as much as possible.
- Line 94 represents unspent funds from the New World Foundation agreement for the Upward Bound 50th Anniversary event.

Action: Acceptance of Treasurer's Report

Motion by: Reggie Jean to approve Treasurer's Report

Seconded by: Rick Williams

Motion carries @ 09:32 AM

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

- Sent out written report to the board.
- SSS PD day was successful in VT had 55 attendees.
- Kristin has reconciled the account and all is up to date.
- Karen sought clarification on Fiscal changes from last meeting. Only board approval is required. Karen will update the changes and send electronically.
- CD discussion will have a conference call to discuss appropriate instrument to invest reserve amount.

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

- Attended CAEOPP, was excellent two amazing achievers.
- Also attended VEOP on behalf of Gaelyn in October. Silent auction \$700 raised.
- Talked to Craig Werth and he is 'interested' in serving as director of the Arnold Mitchem Leadership Institute (AMLI) for 2016-17.

Randy suggested that recruitment efforts should start soon. Also referenced that it was at the conference preceding the institute that a big push started, that would mean the upcoming conference this time around.

- Randy noted that per the bylaws, the nominating committee is appointed by President and the Past President will chair. Committee should be identified 4 months before business meeting – which would be December 2015.
- Randy encouraged folks to start thinking about running or nominating people.
- Steve expressed concerns about EOC RFP comments on draft are due by Monday and EOC folks are waiting on some direction from COE. Pam Boisvert sent comments from EOC PD Day to COE need leadership from COE Angelica said working on it.

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

- Thanked Randy for going to CAEOPP and VEOP state conferences and Deb McCann for representing at the NH conference.
- Gaelyn will serve on COE state leadership committee.
- David Celotto from CT will join the NEOA board as CT state president and he will bring great energy and presence.
- Attended Talent Search 50th anniversary in NH and attended MEOA state conference.
- Went to both Professional Development Days (EOC and SSS) and spoke about NEOA fair share.
- Partnership with ASA will pilot SALT program with NEOA. ASA will partner with three regions.
- Gaelyn has attended some NEC meetings. Gaelyn spoke about the many benefits awesome educational experience great networking, partnerships at NEC events. Saw Hillary R. Clinton speak.
- Worked with Reggie Jean and Kristin Hagopian to close the loops with New World Foundation relationship for the UB 50th.
- Attended the NE student leadership and spoke about advocacy.

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

- Unable to attend today's meeting due to schedule conflict Gaelyn shared highlights from written report.

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

- Conference is set for the Cape April 6th-8th will send direct link in January to register at hotel and for conference.
- ASA will present a pre-conference workshop on SALT. Not sure if there will be a cost Ray thought it may only be to cover expenses for

food which are pretty high. Date will be April 5th, board meeting day. Hotel gave room for free.

- Met with conference committee at the hotel - 8 in attendance, 20+ total on committee.
- Invites to guests Trent Ball COE board chair has accepted, waiting on everyone else.
- NEOA, ASPIRE, and SAEOPP only three regions with the ASA relationship and there will be free resources to each.
- It came up that COE is trying to get "Onboarding" program out and may also be looking to do a preconference workshop.
- Some discussion ensued with regard to possible time conflict and need to know if this is moving forward. Onboarding training will require some in-person participation at first but much will be online. Again there are three regions taking part at this time, likely NEOA, SAEOPP, third region was not definitely determined in the meeting.
- Content will include: Financial Aid, professional ethics, and HR strands for directors and other professionals. Offers opportunity to get possibility to get training in broad range of subjects without having to leave office per Karen Madden.
- Elaine inquired if professional development credit can be earned, Karen responded not at this point.
- It was asked if this could be a stand-alone day in NE? We will close the gaps per Gaelyn.
- RFP for workshops is out with deadline of January 8th

State Reports: 1016 NH, RI, VT, CT, ME, MA

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

- Speaker Mindfulness coach and meditation www.wildmind.org at state conference was fun.
- Ted talk with Ken Robinson. Participants watched video and Dan Gordon led discussion.
- Working on regaining 501c3 status.
- 50th Talent Search celebration – really pushed to get pols there. Governor came and reps from each office. Rep. Guinta read something in the House in DC. Middle School, High School students and alumni, and current and former staff attended. Gaelyn and Randy spoke. Ray and Karen also came. Generated much interest for policy seminar and NH will decide before annual meeting on who will go.
- Members have been attending NEC events. Tammy Gewehr saw Donald Trump.

RI – (written report submitted by Stephanie Cruz, reports out)

- Since writing report, now have two positions vacant – both State President and State Liaison. Gaelyn has been very active in trying to work with RI and will continue to do so to get organization up and active.

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

- Was out of country when state meeting occurred. Small attendance but was well received. State NEOA and COE reps attended
- Sen Leahy sent a representative.
- Awards: New TRIO professional ID a guidance counselor and TRIO achiever.
- Jan 19 registration posted for Gender Identity Workshop, Professional development opportunity open to all.
- Fair Share – Kelley Beckwith picked up \$605 in COE donations.
- TRIO day coming along, more info later from Rick.

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

- Speaker at the conference
- Reps from non-profits TRIO like orgs to establish collaborations and raise awareness.
- New president appreciates Gaelyn assistance.
- Contacted legislators.
- Sent thank you letters (snail mail) to Washington / local offices and reminder will see at policy seminar.
- Looking at by laws and 501c3 status.

ME – Teri Morse, reports out- please see written report for full details

- Small subcommittee working on updating bylaws increasing membership involvement.
- MEEOA is reaching out to new SSS projects and invited to participate in conference.
- Teri has created a welcome packet to get message out on NEOA and COE and how relate to our state and staff.
- January state conference in Bangor.
- Awards: will present Rising Stars/State Achievers awards at conference.

- ME EOC staff coordinated EOC PD day ASA spoke about using social media to reach out to folks.
- Like most states, Teri is concerned about filling positions on the board; suggested a conference call to continue the discussion? Gaelyn likes idea of a conference call to continue the discussion from state leaders meeting yesterday.

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

- President elect vacant, looking for suggestions.
- State meeting was last week, was unable to attend.
- Joan Becker was keynote.
- Topics included Auditing.
- Silent auction could improve.
- Restorative justice workshop in future.
- 130 people attended per Gaelyn.

Development – Reggie Jean, reports out- please see written report for full details 10:52

- Members throughout region have been attending NEC events and Reggie encourages all to attend. There is a CT event in DC and he is coordinating with Kim Jones to attend.
- Jennifer Jones is coordinating online auction; Adam Shaughnessy coordinating silent auction for the annual conference.
- Received \$10,000 from ASA. Looking at ways to generate other opportunities working with TRIO day and Conference.
- Bidding for good, see written report.
- Gaelyn mentioned anyone that has ideas or know people to donate items for auctions should let board know.
- Suggestions from donations that were successful include: restaurant certificates, hotel stays. Also, be creative... one year auctioned lunch with Charles Desmond and Pam Boisvert.
- Reggie mentioned had good conversation with Eastern Bank on investing some of the association's reserves as little or no growth in the current CD's. Reggie reports trying to get some dates available to go over info from eastern bank with their representative.
- Has closed the loop with New World Foundation and unused funds have been returned and is reflected in treasurer's report.

- Deb McCann asked Reggie Jean about some of his contacts serving as readers for achievers. Timeline is December applications and read applications in January 2016.
- Amanda asked about template for ask.
- Kelly Isleman asked about 10K from ASA, on how it may be used. Per Reggie, on any NEOA activities, not yet reflected in budget. Kelly suggest possibly scholarships.

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

- Randy spoke about encouraging Alumni to sign up on the NEOA web page get them hooked in.
- By having them sign up we can potentially get them to advocate and this can also generate future ‘achievers’ nominees.
- Stephanie Cruz asked if there is a way to know who has signed up from their states. Randy stated he believes this can be done.

Achiever - Deb McCann, reports out- please see written report for full details 11:05

- Applications will be available in December send to everyone you know.
- Deb addressed concerns expressed from evaluations from last year’s selection in lack of diversity. Mentioned that the readers are not looking for diversity as they are reading from outside NEOA memberships and do not know the candidates, they just have the applications.
- Encourage nominations far and wide as this will increase the pool and potential for diversification.
- Elaine Leavitt – Selections will be done by independent readers not from our programs.

Advocacy – Sarah Morrell, please see written report for full details 11:11

- Roughly \$500 per state and may be higher if not utilized by each state don’t wait to July/August.
- COE can match NEOA awards through the Paul T. Spraggins State Initiative Award.
- Amount of awards is on website.
- Contact Sarah Morrell if you are interested in applying and if want template, she can provide a successful application (redacted) as a sample.
- Karen Madden asked if there is a \$ limit or restriction on money spent for food. Gaelyn will pose the question to COE.

- Sarah mentioned the great discussion that came out of state leaders meeting yesterday. Suggested that state leaders meet at each board meeting.
- Sarah mentioned the “Nine Edicts on Advocacy for Persons Affiliated with TRIO Programs”. Will share with board. Items include what we as board members are permitted to do such as: YES, you may encourage participants and parents to write to congress on behalf of TRIO; but NO, you may not make such a request a requirement for participation or an assignment.

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

- Committee met two weeks ago met at UVM.
- Discussed that Burlington Sheraton best facility for VT for space and proximity to colleges, etc.
- On Wednesday evening Credit Unions will facilitate financial literacy game.
- Thursday will be a big day: breakfast, college fair, workshops, college tours (15) in VT /NY.
- Will feed participants when they get back from tours.
- Speaker will be Richard Haynes.
- Attendees will have option to participate in scholars bowl or dance on Thursday evening.
- Friday depart – grab and go breakfast. Committee will make suggestions on college visits for those interested on making visits on their way back to their states and campuses.
- Room block looked low but Sheraton suggested stay with the occupancy. Timing is favorable in that they do not expect demand for rooms so NEOA and up the amount, this option is better than over committing.
- Hotel package may be either: 1 night which includes 2 meals; or 2 nights which includes 3 meals.
- Registration to go live very soon on NEOA website.

Strategic Planning – Elaine Leavitt, reports out- please see written report for full details 11:42

- Met with Linda Schiller who is assisting in the process, and held conference calls with the Committee.
- Strategic Plan Survey completed by Board; Results used for defining new goals and action plans. Will follow up with committee.

Membership – Laura Mielke, reports out 11:44

Cruz, Stephanie 1/6/2016 9:37 AM

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Cruz, Stephanie 1/6/2016 9:37 AM

Deleted: Survey and results. ..

- Increase in membership largely due to professional development days.
- 174 (43 apps in yet to be paid).
- Laura mentioned a question that came up concerning - when a membership paid and person left almost immediately after. The program wanted to know if they could transfer to a new person. There is no policy currently on this.
- Question arose as to whether this is a by-laws, or fiscal policy issue.
- Convene small meeting to work out language: Rick Williams, Karen Madden & Laura Mielke.

Technology – Casey Henderson, please see written report for full details 11:47

- Gaelyn reviewed, professional development day work done, all reports are on Google drive, updated listserv and website.
- Steve encouraged folks to give Casey some lead time for getting things posted on website or addressing technical questions.

Professional Development – Steve Visco, reports out- please see written report for full details 11:50 am

- Reviewed spread sheet on the professional development days this fall. The costs per member is between \$10 – 20 per member.
- The spreadsheet Steve provided is a work in progress and he will update.
- Elaine talked about attending a workshop at COE on best practices resource center for TRIO, thought about invite to conference in April. Data driven. May be webinar opportunity. Guides through process ... will get info to Steve.

Public Relations – Sammy Pierre-Vil, reports out 11:58

- Follow us on Twitter open to suggestions.
- Promote what you do or update on COE twitter/facebook
- TRIO Tues ends in 2 weeks, make sure to participate
- Need to connect with TRIO Day, Conference and Achievers for updates.

Newsletter – Maria Muccio, reports out 12:02

- If going to miss a meeting please let know as costs for meals and rooms may be needlessly incurred.
- Maria reviewed newsletter and can be accessed at: <https://neoonline.wordpress.com/> shared with board.

<ul style="list-style-type: none">Encouraged submissions from all states
Old Business –
New Business – ASA SALT pilot project Conference Call. Joanne from SALT guided board members through some features on the website for the pilot program.
Motion by: Samienta Pierre-Vil to adjourn Seconded by: Elaine Leavitt Passes unanimously @ 12:30 PM Board Meeting Adjourned: 12:31 PM

Cruz, Stephanie 1/6/2016 9:09 AM
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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		X
Vice-President:	Ramon Gonzalez	4	✓	
Treasurer:	Kristin Hagopian	5	✓	
Secretary:	Stephanie Cruz	6	✓	
State Liaisons:				
CT	Kim Gorman	7	✓	
ME	Kelly Ilseman	8	✓	
MA	Andrea Dawes	9	✓	
NH	Tammy Gewehr	10	✓	
RI	April Brown	11		X
VT	Kelley Beckwith	12	✓	
State Presidents:				
CT	Vacant	13		X
ME	Teri Morse	14	✓	
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	✓	
Finance	Karen Madden	22	✓	
TRIO Day	Rick Williams	23	✓	
Professional Development	Steve Visco	24	✓	
Nominating	Randy Schroeder			
COUNT OF VOTING MEMBERS PRESENT			20	4
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	✓	
Alumni Relations	Debbie McCann/ Randy Schroeder			
Accessibility	Maria Muccio	4	✓	
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			7	1

Total Voting Members: 24

Voting members present: 20

Quorum Established: 20/24 at 09:03 AM

Full attendance during meeting total: 27/32 for the meeting

Respectfully submitted for review: December 11, 2015 by Stephanie M. Cruz