

New England Educational Opportunity Association 2nd Board of Directors Meeting 2016-2017

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| Thursday, September 15 <i>Casual attire is suggested for today's events</i> | Arrive – Hulbert Outdoor Center |
| 1:00 pm – 3:00 pm | Welcome, Introductions – Ice Breaker (Laura) <ul style="list-style-type: none"> • Review of Strategic Plan (Ray) • Achievers & Rising Stars Conversation (Deb) • Development Package (Reggie) • TRIO Day/Conference 2018 locations (Jane) • Surplus of funds (Ray) |
| 3:00 pm – 3:30 pm | BREAK - MOVE INTO ROOMS |
| 3:30 pm - 4:30 pm | Awards conversation |
| 4:45 pm – 6:00 pm | Finance Committee/Budget Meeting – Karen Madden (officers, Finance Chair, Trio Day Chair MUST attend) all are welcome |
| 4:30 pm – 5:30 pm | Technology Committee Meeting – Casey Henderson State Presidents and Liaisons Meeting- Randy Schroder (Fare Share Orientation) |
| 6:00 pm | Dinner |
| 7:30 pm | Evening activity |

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| Friday, September 16 <i>Professional Attire is suggested for today's events</i> | |
| 7:30 am – 9:00 am | Check Out Breakfast - |
| 9:00 am – 10:30 am | NEOA Official Board of Directors Meeting Call to Order Action: Approval of Agenda Secretary's Report Action: Acceptance of Sept. 2016 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 |

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|-----------------|---|
| | (15 MINUTE BREAK) |
| 10:45 am – Noon | <p>Committee Reports:</p> <ul style="list-style-type: none"> Alumni Development Legislation & Education Membership Technology NEOA Achiever Professional Development Public Relations State Initiatives TRIO Day <p>State Reports:</p> <ul style="list-style-type: none"> Connecticut Maine Massachusetts New Hampshire Rhode Island Vermont <p>Old Business</p> <p>New Business</p> <p>Adjourn</p> |
| Noon – 1:00 pm | Lunch provided – any other business |

NEOA Official Board Meeting

Call to Order 09:07 PM Quorum Established at 09:17 PM 15/25 – (see end of minutes for attendance)

- **Roll Call** by Stephanie Cruz at 9:07 AM
- **Quorum** established 15 of 25 voting members

Approval of Agenda: Ray Gonzalez, written

Action: Approval of agenda
With friendly amendment to move vote on bylaws changes to old business
Motion by: Elaine Leavitt to approve agenda
Seconded by: Steve Visco
Motion carries unanimously 09: 14 AM

Secretary Report: Stephanie Cruz reports out

- Minutes were sent via email by Stephanie Cruz and again by Ray with notice for this meeting
- Several hard copies provided at meeting for further discussion

Action: Approval of minutes from September Board Meeting, with corrections
Motion by: Elaine Leavitt to approve agenda
Seconded by: Steve Visco
Motion carries with one abstention at 09:22 AM

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

- Relatively good shape
- For the Professional Development Days (PDD's) Julie did not submit mileage
- Process and tracked for PDD's and AMLI at UNH updated as of yesterday reflected in budget
- Reapplied insurance with travelers no lapse another with liberty mutual in February
- COE dues \$4,000
- Reimbursements for January board meeting
- Karen Madden when Kristin Hagopian makes sure still get paper statements to Karen

Action: Acceptance of Treasurer's Report
Motion by: Jane Kimball Foley approve Treasurer's Report

Seconded by: Tami Gewhr

Motion carries unanimously @ 09:24 AM

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

- Short meeting yesterday looked at TRIO day and NEOA conference
- Questions answered by Adam
- We earned \$96.73 interest in CD's statement
- Ray to ask accountant if we can we use surplus from previous year e.g. AMLI? Leadership? Can do state initiative for additional money for attending policy seminar.
- We have \$18K last year
- Proposed changes to Finance committee, and we can vote electronically
- Fiscal policy updates

Past President's Report – Ray reports out on behalf of Gaelyn Hastings - please see written report for full details

- Gaelyn Hastings serves on the COE committee partnership committee and the international access committee
- Encourages participation with SALT
- Gaelyn has been very busy and has spoken with several folks about future leadership roles

President's Report – Ray, reports out- please see written report for full details 10:40

- Has been doing lots of travel
- TRIO day conference calls with Maria Muccio also with Reggie and Steve
- Has participated on COE Fair Share calls
- Next meeting is scheduled for: January 12/13 in Warwick, RI
- Has visited many state conferences (VT, NH, MA, CT) and PDD day (EOC)
- In process to change NEOA physical address to MWCC (from BU)
- Next COE board meeting is in NY. New Board member orientation
- Save the date for alumni event Bronx Community College for December 11 at 6PM (the COE Board chair's home campus). There will be an alumni event. Any alums in NYC are encouraged to attend

President-Elect's Report – Jane Kimball Foley, please see written report for full details

- Working on sites for 2018 Conference, and TRIO Day
- Participated in TRIO Day meetings
- **Conference Sites** – (VT)
- **Stowflake** highlights:
 - May waive bartend fee with \$400 minimum

- Room rates to confirm - possibly reduce \$10 to \$129
- 139/night
- Block: 100 rooms two night stays and 20 rooms first night (board meeting)
- Dwayne at Stoweflake is very interested in our business
- Outside audio – They own their own Audio Visual (AV) and would offer 20% off
- Karen M mentioned to be sure to specify what AV is
- Jane said they provided a list
- Jane mentioned Stoweflake wants to forge a relationship with NEOA
- **Sheraton**
 - \$119/room but they may build in fees
- It was noted with some institutions the word “Resort” raises eyebrows
- **TRIO Day sites** – (CT)
- **Radisson** \$114/night 85 have two double beds
- Expect to need 150 total rooms meaning would have 65 King rooms – a concern with up to four per room for some programs
- **Marriott** started at \$149 (no meals) started dropped to \$126 they have 200 two double bed rooms
- Per Jane the Marriott seems willing to work with us, the Radisson not so much
- Marriott \$50/meals
- Can the Marriott come down on room rates meal minimum?
- Programs may opt to stay at other hotel or food options
- Rad \$25 meals
- Registration will be \$60
- Will gather more information on the sites and send to executive board

Motion by: [Jennifer Garrett-Ostermiller](#) to ask the board have the exec board to review the conference and TD contracts to decide between now and next board meeting

Seconded by: [Shoshannah Henry](#)

Passes unanimously @ 9:50 AM

Vice-President’s Report – Steve Visco, reports out- please see written report for full details

- Held Conference Meeting at the hotel
- Looking for volunteers once UB grants are in
- Questions on VIP invites. Who invites COE?
- Ray: do they come the entire time?
- Karen M usually the NEOA president invites COE staff

- Theme – “Lighting the Way”
- Do we address the political climate? Kim Jones, Maureen Hoyler will address this and we should not make it a focus
- Can include workshops such as: hate speech, inclusion. Jane suggested having the Mayor of Portland
- Laurie D suggested, the Diversity Inclusion officer Mariana Cruz at the University of Southern Maine Will tap :Laurie for speakers
- Jennifer Garrett-Ostermiller suggested workshop on how we advocate for students who are marginalized
- Steve mentioned that in Lewiston the school system has trained all staff to expect hate crimes
- Vendors? – Steve asked how much we want to give them? – Do we give workshop time?
- Ray suggested time after ‘lunch your own’
- Give them that opportunity Deborah McCann we should give them something
- Stephanie Cruz mentioned flip side of people who were unhappy when they attend a workshop and they feel it was a sales pitch
- Elaine – Mentioned how informative the session can be and that people have gotten value out of them
- As long as we identify if a workshop is by a vendor, it gives vendors an opportunity to do workshops and attendees are able to make an informed decision to attend.
- Per Steve we have slots available for volunteers
- Elaine would like to include conference information in next newsletter
- Will Randy have an Alumni event at conference? Per Deborah, she is not sure probably

Alumni - Randy Schroeder, written

- Sent yesterday
- Adam read highlights – There are 281 Alums on Facebook
- Alumni DB
- Shared link for alumni sign up
- Mentioned the COE Signature TRIO alumni event at Bronx Community College
- Randy is gathering data from alum pages
- US house in session and suggests we contact Murphy (CT), Leahy (VT), Shaeen (NH), Reed (RI) and Collins (ME)

Development – Reggie Jean, see written report

- Reggie Sent draft of form Steve will follow up with RJ
- Ray and Steve will update us

Legislation & Education and State Initiative – Sarah Morrell

- Thus far, has received 1 State Initiative proposal from MA, encourages more activity
- COE will match NEOA if approved
- Sarah needs to forward with regional okay for Spraggins eligibility. States can send separately as long as SM/Board knows

- Importance of raising visibility of TRIO
- Plan to have some legislative updates soon. Things are so fluid right now.
- Emphasized the importance of attending Policy Seminar this year
- In January at the board meeting in RI, plans to talk in detail to prep team leaders
- Planning support not just financial support
- Raising more money for states to travel. Will review state proposals for more money to attend Policy Seminar, no max set yet per Ray.
- Sarah additional monies could be to send alums or staff. Suggestion to use for folks like Senior institutional members such as President/Vice President – long as being used for initiative

Membership – Kristin

- We have 103 members
- Reviewing to make sure attendees for PDD are paid up
- Will review database re: how many members have not paid yet

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

- Has updated web site
- Has been working on event planning TRIO Day, and PDD's Registration
- Also, working with Steve on conference and getting registration up

NEOA Achiever – Debbie McCann reports out

- Waited for yesterday's discussion to finalize nomination application process
- Will tweak applications a bit for board review
- Looking for feedback, we can talk about any major revisions
- Steve V has recruited readers from ME
- Applications will go out soon
- Debbie encourages every program every state to apply!

Professional Development – Laura Mielke reports out

- 136 registered for three PDD's
 - 69 UB
 - 37 EOC
 - 30 SSS
- Programs have spent between \$224 and \$842 of budget for \$1000 per event
- Laura is looking for a write up from EOC/SSS to Elaine for newsletter

- Arnold Mitchem Leadership Institute (AMLI) – had its 1st meeting and there has been a great response from participants
- Steve and Randy are looking into a deciding on a book for those who wish to participate in a ‘book club’ group at conference

TRIO Day – Maria Muccio

- Registration is up on the website
- List of colleges 178 have registered
- Busses have been secured for the college tours (under \$10,000 for 20 busses)
- Maria is asking for volunteers to serve as chaperones for the tours
- Ray has secured DJ Big Daddy Rob, former MA state president
- Rick Williams has agreed to do Scholars Bowl
- Adam Shaughnessy has reached out to “Make a Wish Foundation” for Community Service event. Will prepare backpacks for them. Looking to do a couple dozen

Newsletter – Elaine Leavitt reports out

- One issue has been sent to date - out 3, may be 4 issues this year.
- Would like a feature on each of the programs and feature on alums
- Elaine will send a formal ask for contributions
- Will include some best practices

State Reports: NH, RI, VT, CT, ME, MA**CT** – Shoshanna reports out on behalf of David Celotto - please see written report for full details

- Sent to RG n SH
- 55 people attended the CT state conference Ray was unable to attend as it was same day as EOC PDD day
- Kim Jones of COE and Donna Thompson presented
- Mentoring program
- SSS PDD being held today at Manchester Community College, Manchester, CT
- CAEOPP sent letters to state preserve MAP’s

ME – Steve reports out on behalf of Laurie - please see written report for full details

- Per Steve, 1st meeting addressed SWOT and it was productive
- Stimulating interest
- Removing barriers
- Invite Ray Gonzalez to state conference in January

MA – Andrea Dawes reports out on - please see written report for full details

- State Conference was 10/13
- 100 attendees
- Charlie Desmond presented
- MA has 2 new board members
- MEOA needs President Elect
- Shared info on TRIO Day and Annual Conference with membership

NH – Tammy reports out on behalf of Melissa Goyait - please see written report for full details

- State conference was on 10/14
- Featured workshop on working with Homeless Youth
- Plymouth State Mentor Freshmen
- Trivia at the conference
- Workshops on UB McNair proposal writing
- State association need secretary
- NH folks have concerns about in-state FA packages. Plans to address that at the state schools and the state house
- There is no state money for students in NH. Created an awareness especially for in-state kids getting Pell.

RI – (Stephanie Cruz reports out for Anthony Carrion)

- Jackie, Anthony Carrion and Stephanie participated on Fair Share calls. RI at 114% of Fair Share, working on individual contributions
- Jackie and Stephanie have attended TRIO Day meetings
- Several staff have attended NEC meetings in RI

VT – Jennifer Garrett-Ostermiller reports out - please see written report for full details

- Second board meeting
- 70 people from VT NY NH attended state conference
- Fernando Cardenas Alumni relations presented at conference
- Ray Gonzalez brought NEOA update
- Raised \$600 from basket fund raiser
- Currently has 12 Fair Share contributions
- Have attended NEC events in VT

Old Business –**New Business –**

- NEC – Reminder to attend any and all NEC events in your state especially with key members
- We have \$140,000+ in checking. Do we want to do anything with this? Possibly use 40-50K to start a foundation. Can address next meeting.
- Karen mentioned that Adam has reconciled accounts and all is up to date!
- Jane Kimball Foley inquired about the structure of the board, specifically the three-year commitment of the President/President-Elect/Past President.
- We should look at the structure of the board to encourage people to be able step up due to the magnitude of the commitment
- Per Karen Madden, that is the structure of Council on Opportunity in Education (COE). With each position representing NEOA on the COE Board, we would suffer lack of representation at COE, if for example, we eliminated any of the three positions and we would lose voting power.
- Karen went on to state that people stepping into this position actually need the time (as President-elect) to learn the job and bring continuity to the next on board (as Past President)
- The commitment is like a Bell curve that will maximize as president and wane as past president.
- Reggie Jean encouraged president-elect or those considering position to seek advice from current or former president and past presidents on what is optional.
- Karen stated that the president (president-elect or past president) can delegate some stuff. One should be strategic and mindful.
- Elaine suggested a review of the job descriptions.
- Stephanie suggested inviting prospective candidates and institutional personnel to conference and/or Policy Seminar
- Karen suggested submitting a proposal for the state initiative to Sarah Morrell to have folks attend Policy Seminar

Motion by: [Kelly Beckwith](#) to adjourn

Seconded by: [Elaine Leavitt](#)

Passes unanimously @ 11:03 AM

Board Meeting Adjourned: 11:03 AM

2016-2017 NEOA Board Members

| VOTING MEMBERS | | | | |
|---|------------------------------|---------------|----------------|---------------|
| OFFICER/CHAIRPERSON | NAME | Voting | Present | Absent |
| Executive Board: | | | | |
| President: | Ramon "Ray" Gonzalez | 1 | ✓ | |
| Past President: | Gaelyn Hastings | 2 | | X |
| President-Elect: | Jane Kimball Foley | 3 | ✓ | |
| Vice-President: | Steve Visco | 4 | ✓ | |
| Treasurer: | Adam Shaughnessy | 5 | ✓ | |
| Secretary: | Stephanie Cruz | 6 | ✓ | |
| State Liaisons: | | | | |
| CT | Shoshannah Henry | 7 | ✓ | |
| ME | Teri Morse | 8 | | X |
| MA | Andrea Dawes | 9 | ✓* | |
| NH | Tammy Gewehr | 10 | ✓ | |
| RI | Jacqueline Mane | 11 | | X |
| VT | Jennifer Garrett-Ostermiller | 12 | ✓ | |
| State Presidents: | | | | |
| CT | David Celotto | 13 | | X |
| ME | Laurie Davis | 14 | ✓* | |
| MA | Taryn Tomkins | 15 | | X |
| NH | Melissa Goyait | 16 | | X |
| RI | Anthony Carrion | 17 | | X |
| VT | Kelley Beckwith | 18 | ✓ | |
| Standing Committees Chairs: | | | | |
| Development Committee | Reggie Jean | 19 | ✓* | |
| Finance Committee | Karen Madden | 20 | ✓ | |
| Legislation & Education | Sarah Morrell | 21 | ✓* | |
| Membership & Credentials | Kristin Hagopian | 22 | ✓* | |
| Technology Committee | Casey Henderson | 23 | ✓ | |
| Professional Development/ Public Relations | Laura Mielke | 24 | ✓ | |
| TRIO Day Committee | Maria Muccio | 25 | | X |
| Nominating Committee | Gaelyn Hastings | | | |

COUNT OF VOTING MEMBERS PRESENT 17

- ✓ *Present at meeting*
- ✓* *Joined meeting via phone*

| NON-VOTING MEMBERS | | | | |
|--|-----------------|---|----------|---|
| Co-Chairs | | | | |
| TRIO Day Co-Chairs | Chuck Youn | 1 | | X |
| | | | | |
| Ad Hoc Committees: | | | | |
| Alumni Relations | Randy Schroeder | 2 | | X |
| NEOA Achievers Awards | Debora McCann | 3 | ✓ | |
| Newsletter | Elaine Leavitt | 4 | ✓ | |
| COUNT OF NON-VOTING MEMBERS PRESENT | | | 2 | |

Total Voting Members: 25

Voting members present: 17

Quorum established with 15 members at 09:22 AM (Note: 2 voting members joined meeting after the quorum was established)

Full attendance during meeting total: 19/29 for the meeting

Respectfully submitted for review: December 12, 2016 by Stephanie M. Cruz