

New England Educational Opportunity Association Orientation & 1st Board of Directors Meeting 2016-2017

Monday, 09/16/2016 <i>Casual attire suggested</i>	Arrive –
1:00– 3:00 PM	Welcome, Introductions – Ice Breaker Ramon Gonzalez Board Overview <ul style="list-style-type: none"> • Board Responsibilities – Gaelyn Hastings • Fiscal Policies – Karen Madden • Fiduciary Responsibility – Steve Visco and Kristin Hagopian • Council for Opportunity in Education – Randy Schroeder • Sharing is Caring – Randy Schroeder • Connection to the Council and States – Sarah Morrell • By-laws – Sarah Morell • Robert Rules of Order – Sarah Morell • The Board of Directors Meeting – Stephanie Cruz • 2016-2017 Calendar – Ramon Gonzalez
3:00 pm – 3:30 pm	BREAK - MOVE INTO ROOMS
3:30 pm - 4:30 pm	Orientation – Ramon Gonzalez <ul style="list-style-type: none"> • Where does your piece fit in? • Leadership & how to get others involved
4:45 pm – 6:00 pm	Finance Committee/Budget Meeting – Karen Madden (officers, Finance Chair, Trio Day Chair MUST attend) all are welcomed
4:30 pm – 5:30 pm	Technology Committee Meeting – Casey Henderson State Presidents and Liaisons Meeting- Randy Schroder (Fare Share Orientation)
6:30 pm	Dinner (99 Restaurant) 54 Hazard Ave. Enfield, CT 06082
8:30 pm	Networking Suite

Friday, 09/16/2016 <i>Professional attire suggested</i>	
8:00 am – 9:00 am	Check Out Breakfast - Canal Room
9:00 am – 10:30 am	NEOA Official Board of Directors Meeting Call to Order Action: Approval of Agenda Action: Approval of appointed Members Secretary's Report Action: Acceptance of June 2015 Board Meeting Minutes Treasurer's Report Action: Acceptance of Treasurer's Report

	<p>Finance Committee Report Action: Approval 2016-2017 Budget</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>(15 MINUTE BREAK) Board Photograph</p>
<p>10:45 am – Noon</p>	<p>Committee Reports: Alumni Development Legislation & Education Membership Technology NEOA Achiever Professional Development Public Relations State Initiatives Strategic Planning TRIO Day</p> <p>State Reports: Connecticut Maine Massachusetts New Hampshire Rhode Island Vermont</p> <p>Old Business</p> <p>New Business</p> <p>Adjourn</p>
<p>Noon – 1:00 pm</p>	<p>Lunch provided – any other business</p>

NEOA Official Board Meeting

Call to Order 09:07 PM Quorum Established at 09:17 PM 19/24 – (see end of minutes for attendance)

- **Roll Call** by Stephanie Cruz at 9:14 AM
- **Quorum** At time of meeting 16 of 25 voting members with paid membership present.

Approval of Agenda: Ray Gonzalez, written

Action: Approval of agenda

Motion by: Sarah Morrell to approve agenda

Seconded by: Gaelyn Hastings

Motion carries 09: 14 AM

Approval of appointed members (committee chairs) of the Board:

Alumni Relations Committee, Chair *	Randy Schroeder
Development Committee, Chair *	Reggie Jean
Finance Committee, Chair *	Karen Madden
Legislation & Education Committee, Chair* & State Initiatives/Advocacy Committee, Chair	Sarah Morrell
Membership Committee, Chair*	Kristin Hagopian
NEOA Achievers Awards Committee, Chair	Debbie McCann
Newsletter Committee, Chair	Elaine Levitt
Professional Development Committee, Chair* & Public Relations Committee, Chair	Laura Mielke
Technology Committee, Chair*	Casey Henderson
TRIO Day Committee, Chair*	Maria Muccio
TRIO Day Committee, Co-Chair	Chuck Youn

*Voting members

Action: Approval of appointed board members/committee chairs

Motion by: Melissa Goyait to approve appointed board members/committee chairs

Seconded by: Jane Kimball Foley

Motion carries 09: 17 AM

Secretary Report: Stephanie Cruz, reports out - please see written report for full details

- Minutes were sent to all for corrections on
- Copies provided for further review

Action: Acceptance of April 2016 Board Meeting Minutes with changes

Motion by: Sarah Morrell to accept the April 2016 Board Meeting Minutes as amended

Second by: Gaelyn Hastings

Motion carries, with one abstention at 09:20 AM

Treasurer Report – Kristin Hagopian, reports out on behalf of Adam Shaughnessy - please see written report for full details

- Budget summary was distributed
- Kristin stressed importance of getting receipts and expense reports in within two weeks of expense to avoid issues with auditing
- Kristin reviewed key lines of budget
- See the budget

Action: Acceptance of Treasurer's Report

Motion by: Stephanie Cruz to approve Treasurer's Report

Seconded by: Dave Celotto

Motion carries @ 09:32 AM

Finance Committee – Karen Madden, reports out

- We currently have CD's six with different maturity and interests rates.
- \$97.62 interest earned
- Last year as approved by the board, \$12,000 was invested in a 7yr CD – We have lost \$400 at this point but in 7yrs should turn around
- No real good place to put money right now
- Review of Budget
- Includes a conference fee increase from \$300 to \$350 for Early Bird. It has been quite a while since any increase and could be ten yrs
- Also, an increase late registration for colleges for TRIO day to \$125
- Balanced budget for 2016-2017
- Laurie Davis expressed concerns about increase in conference registration fee for programs. The expense can make attendance prohibitive for some programs. If we cannot get newer staff in at the bottom, we may not ever get them involved.
- Gaelyn mentioned that a number of options were considered to balance and asked for any thoughts of how to balance.
- Member fees are a (LD) we took in more than budgeted...
- Steve commented that last year's income was unusually high but largely due to contract with venue last year for conference.

- Karen Madden mentioned we could cut back one meal.
- Jane Kimball Foley mentioned the importance of the meals is beyond the food but rather the speaking program
- Sarah Morell proposed a 'first-time conference attendee' rate a little lower than the EB rate to encourage attendance
- Deb McCann asked... Where is org going? What are the goals? ... If it is to make money just to save then we should raise. Goal had been to raise half the budget or continue to grow or is it to provide more value with the income we now have provide benefit to membership or getting more CD's
- Steve Visco can we get meeting with accountant? Could help to answer these questions. Kristin H asked Steve to send potential questions if a meeting is to be secured with accountant
- Karen Madden said a meeting would be a good idea but would not have approved budget need to do soon to keep in compliance
- Does it have to be all or none? Or can we approve and amend?
- Steve V said should we vote we should be vote confidence in budget not with the intent to amend
- Individual issues impacting budget include Leadership Institute, conference rates
- Development lines based on what was achieved. Not expecting same as last year
- Karen M mentioned with regard to raising conference fees in general conference fee... Do we want to make \$\$\$ from the conference? Incremental increases are necessary. Perhaps smaller amount.
- Laurie D asked about the shortened number of days. Does this mean less content for the fee?
- Steve V mentioned that when the time condensed, the same number of meals, events, workshops, etc had been maintained so no loss of content.
- Kelley Beckwith said we really need a multi-year solution for future
- Jennifer Garrett-Ostermiller – Suggested maybe a perhaps 10% increase to \$330
- Steve V reflected back on Sarah's comment - New attendee rate stays at \$300 with an increase as planned to \$350 for EB for returning members
- Deb M we have to be able to market o people that we have not increased rate in at least 10yrs 10% is a good number and some programs may have to make hard choices
- Karen M suggested straw vote to gauge board
- Jennifer G ... If the line is adjusted will it affect a particular line in the budget
- Ray G we would have to look at other areas to be adjusted to balance
- Melissa G supports keeping lower. Comments from NH member's comments on the costs could offset.
- Laurie some counselors have opted in the past to attend NCADA – as the fee to attend regional is less than NEOA
- Dave Celotto stated may have to make hard choices e.g. opt for one day option
- Per Maria Muccio regional NACADA fee is \$140 (national is \$450)
- Karen M meals are big not much ways to downsize
- Suggested 'Bag lunch' they can start at about \$16

- Meals are critical... Stephanie mentioned reflecting back on Jane comment importance of what happens at the meals. The Banquet and or TRIO Achievers generally happen at those meals. If we eliminate a meal, we would need a plan to incorporate the activities.
- Ray G rethink...
- The suggestion was brought up again to keep early bird registration at \$300/NEW Attendee Members, and \$350 for NEOA Members who have previously attended an annual conference.
- How will first time attendees be identified. Per Ray G, the registration process recognizes emails
- The majority of the board expressed confidence in the \$300/new first-time attendee's rate with an increase to \$350 for returning attendees to \$350. (If 50 new comers attend impact would be \$2500 it is expected that the regular and late registrations could make up the difference.)

Action: Approve the 2016-2017 budget

Motion by: Deb McCann to approve Budget as presented

Seconded by: Melissa Goyait

Motion carries with one opposed, no abstentions @ 10:20 AM

- Recap by Karen M, NEOA has 6CD's balance: \$76,701.03 and Checking balance: \$157,947.39
- Steve V stated we had we had NO reserve 15 yrs ago. Karen M we are very healthy but have not always been. Conservative stance when after having had to move the conference after having signed contract put the organization in bad place. One conference could turn the tide.
- Steve V is calling on presidents to inform directors back home about changes to give them a heads up as they prepare their budgets.

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

- Encourage attendance at NEC events. Great opportunity to represent TRIO/EOP's great networking and leadership building. Karen M reminded people to register early as thy can fill up.
 - Katherine Clark in DC Monday, 09/19
 - ISO 28, St Anselm, 09/27
- Encourage folks to sign up for ASA Salt Money Curriculum – This is a pilot with NEOA. Includes: curriculum, lesson plans, scholarships... register under NEOA.
- Also, encouraged COE Communities of practice – COE web page communities of Practice include: Alumni, State leadership, Data/Research, International, STEM... may add more. Encourage members at state meeting to participate in the Communities of Practice. Gaelyn reviewed process on how to access and join via COE website.
- Mentioned the NACADA/COE partnership at national level
- Encourage leaders and up and coming ... leadership and at national conference important and informative for to be
- COE board meeting was great in September

- Mentioned NEOA needs a sustainable mailing address (Street address, PO Box not acceptable) for legal docs. Must be in MA. What would that entail to change? Needs to be in MA and has to be physical address per Steve V. Gaelyn will look into and Sara M will help

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

- TRIO site deposit has been made
- Has participated on Budget conference calls
- COE Fair Share conference calls
- Conference planning is moving along
- November in VT
- NEOA received a plaque for #1 Fair Share at national conference in San Diego
- Ray was invited to represent NEOA at the ASA grand re-opening on October 7th at the Boston Pub Library

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

- Working on 2018 Annual Conference location sites
- Reggie Jean has connected Jane K with Helms Briscoe to determine sites for conference – service is free for non-profits. The agency does pay the agency we do not.
- Has begun conversations with people to serve on the upcoming board next year.
- At COE connected with folks on fair share. Randy S said he will help
- Looking at TRIO Day location for CT
- Attended fund raiser for Gwen Moore in DC

Vice-President's Report – Steve Visco, reports out

- Felt like got off to a late start but evaluated 4 proposals for locations for conference
- Westin in Portland won. Best choice and a great location \$129/pp plus \$5 overnight parking
- Premier location. The former Eastland Hotel site of last ME conference and it has been completely gutted.
- Top of the East still there on top floor
- Conversations happening nothing super specific right now
- Committee will meet on site next month
- April 12-14 are the dates
- Walking distance to many things
- Could be \$15 to park for non-hotel guests, will verify same

Break 10:51 AM - Check out of rooms

Resume 11:04 AM

Alumni Relations– Randy Schroeder, report out- please see Randy’s written report for full details

- Randy presented at the Trio Achievers Awards Banquet in San Diego. Co-Chair for National Achiever
- He has been asked to stay on COE board to work with Alumni and Achievers
- Deb M encourage programs to have their seniors sign up with alumni databases
- Also, Deb Suggested that the alumni involvement should be a standing committee and that we should have the discussion around this this year

Development Committee – Reggie Jean

Legislation & Education – Sarah Morrell reports out

- Sarah stated there are some big potential change in Perkins. Catherine Clark was cosponsor of bill to essentially impact Perkins to align with work force development more than in the past. TAACCT grants will look more like that and are susceptible to state influence depending on state leaders this could be impactful. Passed in the house goes to senate. (note Sarah followed up with email on bill update: <https://www.congress.gov/114/bills/hr5587/BILLS-114hr5587eh.pdf>)
- UB proposal writing update. There are Competitive Preference Priority (CPP) questions germane to legislative discussions. Keep an eye on CPP encroachment on Prior Experience and the impact on future funding of grants proposals.
- Per Lucy Jones --- expected UB due date is November 15 (no later than 11/30). UBMS not far after. Talked about APR deadlines --- Probably still November 30 for UB
- Comment period ends today for UB draft. Around 100 comments received. Table format (double space required) was a big issue. The concern is that applicants must become more succinct and generic, resulting in less meaningful, less rich in detail applications.
- Regional impact of EOC/TS competitions – NE lost 2 TS (the both chose not to write) and NE gained 1 new TS in MA. Also, gained one new EOC in MA through ASA. The cut off was very high 106 – CPP not optional, only perfect grant applications were successful for new applicants. Good work by NE to have done so well.

State Initiatives

- Sarah encourage ALL NE states to apply. We are prepared to fund each state \$500. Examples on website of previous applications. The awards are given on a reimbursement basis. Keep receipts. Applicants can partner with others and all are encouraged to apply for Paul Spraggins via COE as well as NEOA.

Membership – Kristin reports out, see written report for details

- Kristin reports she is getting acclimated to the new position. There are 39 paid memberships.
- She is updating database
- There are 47 unpaid memberships and Kristin will be sending out invoices to these individuals.

- Plans to reach out to potential new members who have been inactive
- Karen M asked about potential for Institutional Memberships.

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

- Casey reports that he has started 2016-17 updates for the website
- Conference registrations are ready for PDD's

NEOA TRIO Achievers – Debora McCann reports out

- Nomination applications will be coming out Nov/Dec. Would like all programs to be represented and all states to be represented, but folks must submit applications
- Readers will be from host state of the conference which is ME this year
- Ray we need to begin to reach out to them to read. Get info on potential readers to Debbie
- Examples of past readers include from last year in MA, readers represented these organizations/individuals: MEFA, ASA, Adam Edgerton, and MASS EDCO

Professional Development - Laura Mielke reports out

- First PDD is completed. UB (09/09/16). 23 attended the proposal writing session/24 best practices
- SSS is scheduled for November 18th in Manchester, CT
- EOC is scheduled for November 3rd & 4th in Gardner, MA
- Randy and Kim worked with Dave at Manchester Community College in CT to see that SSS came together
- Registration for EOC/SSS PDD's will open soon
- Working with Craig Werth re: Arnold Mitchem Leadership Institute. Lodging costs are a concern. Seeking locations to control costs.
- Craig and Steve V talked about connecting AMLI participants with newcomers.

TRIO Day 2016 – Maria Muccio reports out, see written report for details

- The dates are February 23/24
- The Crown Plaza contract has been signed and deposit made
- There is a meeting at RI College next week – Thursday September 22
- We have a block of 180 rooms at \$107/night includes meals
- Overflow hotel is just down the street, same owners
- Meals are \$13/head
- Question was asked if meal expense could be rolled into room. Maria will check with hotel
- The question was asked about incorporating Bring SSS/EOC/VUB/McNair students in TRIO Day
- NH was able to incorporate SSS students need to follow up with them to see how

- Potential Speakers include – Pres RIC
- Stephanie Suggested CCRI President as well right down the street from Hotel

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

CT – David Celotto reports out - please see written report for full details

- Has full board
- Struggle with membership, reaching out to folks
- CAEOPP support DC going to UB PDD
- \$50K cuts - significant hits to several EOPS in CT
- Unfortunately, Nov 4th Conference/overlaps with EOC event
- Casey help with migrating website
- Registration is up on website for state conference

ME – Laurie Davis reports out

- President elect office is vacant
- Working on date for Oct meeting will likely do google hangouts due to logistics
- Working on training manual
- Membership an issue
- Working on Fact Book broaden audience, Disseminate info to state agencies, Identify where programs are what schools are served
- ME leadership institute to run
- Looking at structure

MA – Andrea Dawes reports out for Amanda

- MA is dealing with issues of not having a full board
- Some resignations including President Elect, Past President, Secretary, VP and PDD
- There are some potential candidates MEOA has good pool to pull from
- The conference is set for Thursday, 10/13 – Theme: Civic engagement for Social Change – Charles Desmond & Kim Jones will present
- Working on Policy Day and plan to write for NEOA and Spraggins

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

- Friday, 10/14 is state conference
- 3 from NH in Arnold Mitchem Leadership Institute
- Looking toward Policy Seminar and who will attend

- Melissa commented on NEC events and how while attending one she was approached by the Rep who she had once had to track down at Policy Seminar
- Meeting with enrollment manager and Fin Aid folks
- TRIO staff have been reaching out to state folks

RI – Stephanie Cruz reports out for Anthony

- There is an NEC event on Monday, 9/26 for Rep David Cicilline, Did a nice press release on TS grant award
- Whitehouse did press release for EOC grant award
- Meeting next week with Anthony Carrion (Maria & Jackie) will try to work closer with TRIO Committee

VT – Kelley Beckwith reports out - please see written report for full details

- Kelley Tuesday, October 11th is the state conference
- UB Jamboree at Castleton State

GH ----- No other time like now in building relationships with legislators takes time to cultivate INVITE!!!

Old Business –

New Business –

- Gaelyn H reach out to legislators! We need to build and maintain contact with our members of congress. HEA will be coming up.

Motion by: Steve Visco to adjourn

Seconded by: Deb McCann

Passes unanimously @ 12:08 PM

Board Meeting Adjourned: 12:08 PM

2015-2016 NEOA Board Members

VOTING MEMBERS				
OFFICER/CHAIRPERSON	NAME	Voting	Present	Absent
Executive Board:				
President:	Ramon "Ray" Gonzalez*	1	✓	
Past President:	Gaelyn Hastings*	2	✓	
President-Elect:	Jane Kimball Foley*	3	✓	
Vice-President:	Steve Visco*	4	✓	
Treasurer:	Adam Shaughnessy*	5		X
Secretary:	Stephanie Cruz*	6	✓	
State Liaisons:				
CT	Shoshannah Henry	7	✓	
ME	Teri Morse	8	✓	
MA	Andrea Dawes*	9	✓	
NH	Tammy Gewehr*	10		X
RI	Jacqueline Mane	11	✓	
VT	Jennifer Garrett-Ostermiller*	12	✓	
State Presidents:				
CT	David Celotto*	13	✓	
ME	Laurie Davis*	14	✓	
MA	Amanda Bernasconi	15		X
NH	Melissa Goyait*	16	✓	
RI	Anthony Carrion	17		X
VT	Kelley Beckwith*	18	✓	
Standing Committees Chairs:				
Development Committee	Reggie Jean	19		X
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	✓	
Nominating Committee	Gaelyn Hastings			

COUNT OF VOTING MEMBERS PRESENT

20

**Paid membership*

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		4		
COUNT OF NON-VOTING MEMBERS PRESENT				1

Total Voting Members: 25

Voting members present with paid membership: 16

Quorum Established: 20/25 at 09:03 AM

Full attendance during meeting total: 21/29 for the meeting

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