

**New England Educational Opportunity Association
2017-2018 Board of Directors Meeting**

**Ramada by Wyndham, 352 North Street, Saco, Maine 04072
June 7 & 8, 2018**

Thursday, June 7 <i>Casual attire is suggested for today's events</i>	
1:00 pm – 3:00 pm	Welcome, Introductions – Ice Breaker <ul style="list-style-type: none"> • Elections Update- Ramon Gonzalez • COE Update-Jane Kimball Foley • Fair Share-Ramon Gonzalez and Jane Kimball Foley • COE Conference Moderators and Volunteers needed • Bylaws Discussion-institutional memberships • Professional Development Discussion-Kristi Pierce
3:00 pm – 3:30 pm	BREAK - MOVE INTO ROOMS
3:30 pm – 4:30pm	<ul style="list-style-type: none"> • Finance Committee/Budget Meeting – Melissa Goyait (officers, Finance Chair, MUST attend) all are welcome
4:30-5:30 pm	<ul style="list-style-type: none"> • Technology Committee Meeting – Casey Henderson <ul style="list-style-type: none"> ◦ Discussion of how to improve conference registration process • State Presidents and State Liaisons – Jane Kimball Foley
6:00pm	• Meet in lobby to carpool to restaurant
6:30 pm	• Dinner at Run of the Mill Public House and Brewery, 100 Main Street, Saco, Maine 04072
8:30 pm	• Networking

Friday, June 8 <i>Casual Attire is suggested for today's events</i>	
7:30 am – 9:00 am	Breakfast –
8:00-9:00am	AML selection committee –Jane Kimball Foley, Kristi Pierce, Stephanie Cruz and Ramon Gonzalez
9:00 am – 11:00 am	NEOA Official Board of Directors Meeting Call to Order Action: Approval of Agenda Secretary's Report Action: Acceptance of Board Meeting Minutes Treasurer's Report Action: Acceptance of Treasurer's Report Finance Committee Report Action: State Reports:

	Connecticut Maine Massachusetts New Hampshire Rhode Island Vermont Committee Reports: Alumni Development Legislation & Education Membership Technology NEOA Achiever Professional Development Public Relations State Initiatives Strategic Planning TRIO Day <u>Retirees and Newsletter</u> (Amended)
11:15 am – Noon	Past President's Report President's Report President-Elect's Report Vice-President's Report Old Business New Business Adjourn
Noon – 1:00 pm	Pre-ordered Bag Lunch provided

NEOA Official Board Meeting	
<p>Call to Order at 9:09 am Quorum Established at 9:12 AM 15/25 – (see end of minutes for attendance)</p> <ul style="list-style-type: none"> • Roll Call by at 9:10 AM • Quorum established 15 of 25 voting members <p>Approval of Agenda – President, Jane Kimball Foley presented agenda Action: To Approve the agenda Motion by: Stephanie Cruz <u>to approve agenda as amended</u> Second by: Melissa Goyoit Motion carries, unanimously at 9:16 AM</p>	
<p>Secretary Report – Teri Mann reports out</p> <ul style="list-style-type: none"> • Minutes were sent via email. Action: to Accept April 2018 Board Meeting Minutes with changes 	

Motion by: Steve Visco to accept the April 2018 Board Meeting Minutes as amended
Second by: Karen Madden
Motion carries, at 9:18 AM unanimously

Treasurer Report – Adam Shaughnessy, Not in attendance- please see written report for full details

- Processing payment from Conference and continuing sorting things out expenses for this year.
- Work still needs to be done over the summer.
- Missing policy seminar Maine and New Hampshire received and Leadership Summit – received.
- State Dues are coming in.
- TRIO Day/Conference needs to be caught up on non-payments, following up with folks.
- March and April Reconcile – March done and April is in the process – Fraud on one credit card-working to resolve this with the bank.
- Highlights to budget: bottom line looks pretty good – 10K pay out on Policy still to do, this board mtg. also
- **Karen Madden** recommended that we increase TRIO Day line item – due to over budget – was budgeted for 14K.
 - **Kristi Pierce** suggested that we look at how we are being fair with how our funds re supporting activities – TRIO Day and Budget and EOC/SSS PD days – inequity in support.
 - Suggested that we look at how TRIO Day is designed to be inclusive to all TRIO Programs.
 - **Steve Visco** – TRIO Day was originally intended to be about Political Advocacy – Rally and March.
 - **Randy Schroeder, Laurie Davis, and Sarah Morrill** – All shared their thoughts on Look at options for creating options that work for all programs.
- **Discuss on overage of line items over 150% budgeted**
 - Annual Conference Committee Expenses 152.22%
 - Annual Conference Next year Hotel Deposit 200%
 - Printing for Ann Conference 262.01%
 - Bank Fees 150%
 - President Account 159.70%
 - TRIO Day Refund 229.36%
 - TRIO DAY Hotel 280.35%
 - Next Year Hotel 170%

Motion by: Karen Madden to Approve that we approve any of the expenses that were over 150% of budgeted amount.

- Discuss we need to be looking at budget more closely at each board meeting specifically the overage of line items over 125% budgeted.
- Karen Madden suggested that Adam or Melissa contact Accountant for advice on how to move forward.

REMOVED MOTION: Karen Madden

Motion by: Karen Madden - Move that the board approve any line item expense that exceeds the budgeted amount by 125%.

Second by: Steve Visco

Motion carries, at 9:56 AM unanimously

Action: Accept Treasurers Report

Motion by: Sarah Morrill to accept Treasurer's Report

Second by: Kristie Pierce

Motion carries, at 9:57 AM - 24 in favor 1 abstention

Finance Committee – Melissa Goyait, Reports out – please see written report for full details

- Create quick books login and names of new Treasurer soon. Adam and I will talk over the summer to meet with new treasurer to plan a training day.
- Cleaning up fraud issue.

- Steve Visco – We need to Spend more time at the board orientation covering the fiscal responsibilities. Adam agreed that it is an important part of the BOARD shared responsibility. Possible hire someone to come in and provide training on contract negotiations.
- Reggie had some suggestions on who may be a great trainer.
- Credit Card Fraud – Ray G. April’s credit card statement. Walmart.com Charge March 15th. Shared what was purchased. \$15 iTunes gift card – tried for purchase 4 but only one went through. Three way call with Adam and Ray and Eastern Bank. Eastern Bank needs to send paperwork to Adam to get the refund. There were May charges – May statement has not been received. Bank statement is ONLY available by mail. The statement gets mailed to Finance Chair and then reviewed with Quickbooks and discussed with Treasurer.
- Deb McCann – statements on CD’s and account balances. We don’t receive them on a regular basis.
- Update on \$12K investment. No regular statement has been received. Option 1. Get out of it. Option2. Get out of it and find a better investment. This would need to be handles by new Treasurer.

CT – Kim Gorman Not present – No report

- Jane, spoke with Kim/CT – new board members take office in June 2018.
- They are still an elected NEOA position as State Liaison

ME – Dori Fellman Not present, -No report

- A lot of good energy. Karen Keim Govt. Relations hand off to Erik Pratt UMF.

MA – Kunthary Thai-Johnson Not present, -see written report for full details

- Ray G – Advocacy Day at State house in April – Met with leaders, students share their stories.
- Mona is State Liaison – Andrea Dawes incoming state president,

NH – Joshua Gagnon Not Present, - no report

- Chris Le – tackle financials in NHEOA. Chris will be incoming President.

RI – Chuck Youn Not Present, please see written report for full details

- Stephanie Cruz - Election in process.
- Claudia now UB Director.
- Brianna Edwards – will meet in September.

VT – Sue Polen – reports out, see written report for full details

- Resetting goals from last year.
- Karen Madden brought COE consultants to state college/ central office staff – to talk about the appropriate ways to use funding and policy.
- Talking about ways to increase fundraising for scholarship.

Committee Reports

Alumni – Randy Schroeder –reports out - please see written report for full details

- Sending out Alumni outreach to TRIO grads requesting them to joining Facebook TRIO/Gear Up page and directory.
- Shared pics with Erik Holder.
- Video hearing with DeVos, Tuesday – Shaheen – speaking about TRIO and cuts.

Development – Reggie Jean, arrived late, Reports out, no written report

- Computer is being worked on – no printed report.
- Online Auction: \$2410.00 (83 bidders/ 275 bids) Onsite Auction went very well.
- College Board and Comcast Checks for sponsored Conference Activities – just gave to Adam today.
- Karen Madden – Thank Reggie and Linda Schiller – appreciate the hard work that they did.

Advocacy: Legislation & Education/State Initiatives– Sarah Morrell reports out, see written report for details

- **State Initiatives**
 - ME - Modest Amount for their state Emerging Leaders Requested \$215/Actual \$93.28.
 - MA – Sent in a request for \$791.32 - request came after the event with a full explanation of budget. Do we have policy around requests that come in after the fact. Discussion around paying it and supporting the full amount. We need to have a written language around this happening. Board agrees to reimburse the full amount.
 - VT Conference \$500 and VEOP Day/Legislative Day \$500 (\$1K)
 - RI State Reorganization Meeting \$500 approved – but not accessed at this point. They are still in the planning process.

Membership – Steve Visco reports out, see written report for details

- 293 Paid Members – clean up to happen – concentration about membership and registration. There have been a few issues over the past few events. Looking a system redesign over the summer with Casey.
- Ray G. will forward COE’s software pkgs that they use for registration. Looking at other regions and how they do it.

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

- Working with Conference and Membership registration. Looking at a redesign, registration form and working with next year’s committee to make sure that it is working well. Tracking Payment is a challenge. Have ideas on how to manage.
- Website Update over the Summer and change over with the new board updates for Sept.

NEOA Achiever – Debbie McCann reports out, no report

- NEOA Achiever Luncheon went well, two people who were able to attend.
- Katarina From Sanders office stayed for lunch. She sent an email re-how much she appreciated being there and how touched she was from hearing the stories and learning about the work that we do. Dean From UMaine Mary Ellen Mahoney O’Neal – stopped and talked to Karen and said that she would be attending every year.
- RI – needs to be thinking about 5 readers; Political, Business, Higher Education People are great!

Professional Development– Kristi Pierce reports out, see written report for details.

- *Notes are being reviewed for completeness.*

Public Relations – Anthony Staffiere Not present, see written report for details.

- See Written Report

Strategic Planning – Elaine Levitt reports out, no report.

- Discussion regarding the need for review of strategic plan in future board meeting.

TRIO Day – Josh Gagnon and Randy Schroeder – Reports out

- Josh and Randy visited Nashua Radisson. Some concern about the capacity of the ballroom for number of attendees. They are looking at colleges to include for visit including area MA schools.

Retirees and Newsletter – Elaine Leavitt – Reports out, see report for details.

- Newsletter – Issue went out early May. Work with states on advocacy efforts, scholarships and leadership institutes. Feature program staff with each issue.
- Retirees – Elaine created a draft sheet of retirees. Will finalized and Steve Casey will incorporate with database.

Past President report – Ramon Gonzalez – Reports out

- Ramon remarked that it has been an honor and privilege to serve on board. Work will continue through the summer. NEOA finished at 121% of Fair Share for COE... #1 Again!
- Nomination Committee – Election results: Treasurer - Janelle Humphrey from UMaine Presque Isle and Vice President/Conference Chair – Brianna Edwards Rhode Island College

President's Report – Jane Kimball Foley reports out – please see written report for full details

- Attended COE Board of Directors meeting in May. While in DC visited Maine congressional offices of Rep. Pingree & Poliquin, Senators Collins and King. Attended release of new Pell Institute *Indicators of Achievement in Higher Education Attainment* report and dropped off copies at all four offices. Attended UMaine alumni event in Washington DC Senators Collins and King attended. Senator Collins mentioned TRIO in her speech.

President-Elect's Report – Stephanie Cruz reports out – please see written report for full details

- Attended May COE Board meeting. Committees include Strategic Planning and Conference Committee. Role on Strategic planning shows a need to incorporate or revisit our plan on a more intentional basis. Also wants to be more intentional about passing the baton from one board to the next especially as people transition off the board and new to the board people replace them. The job descriptions in bylaws do not really convey the duties and expectations throughout the year. Would like to see more detail on actual job responsibilities. Ray has started this with a look at the 3year cycle for President. Perhaps a more detailed board manual is in order. Looking forward to the new board year.

Vice President Report – Karen Madden reports out, see written report for details

- Discussion on requirement that workshop prospective presenters register for the conference in order to present. Reduces the pool of potential presenters. It also is time consuming to cross check.

Motion by: Karen Madden – For the conference RFPs for workshop presentation we eliminate the requirement that presenters need to register for the conference, unless they wish to attend the conference.

Second by: Melissa Goyait

Motion passes: unanimously at 12:10 PM

Karen also mentioned that the feedback included a suggestion that the Non TRIO attendees have a breakout/roundtable for EOPs attendees.

Overall, conference well attended. We made money. Evaluations were overall good.

Old Business –

- None

New Business –

- None

Motion by Steve Visco - To adjourn.

Second by: Ramon Gonzalez

Motion passes: unanimously at 12:17

Board Meeting Adjourned: 12:17 PM

2017-2018 NEOA Board Members

VOTING MEMBERS				
OFFICER/CHAIRPERSON	NAME	Voting	Present	Absent/Late-time
Executive Board:				
President:	Jane Kimball Foley	1	X	
Past President:	Ramon "Ray" Gonzalez	2	X	
President-Elect:	Stephanie Cruz	3	X	
Vice-President:	Karen Madden	4	X	
Treasurer:	Adam Shaughnessy	5	X	
Secretary:	Teri Mann	6	X	
State Liaisons:				
CT	David Cellotto	7		X
ME	Laurie Davis	8	X	
MA	Mona Savastano	9		X
NH	Chris Lee	10	X	
RI	Chuck Youn	11		X
VT	Monda Kelly	12		X
State Presidents:				
CT	Kim Gorman	13		X
ME	Dori Felman	14		X
MA	Kunthary Thai-Johnson	15		X
NH	Joshua Gagnon	16		X
RI	Chuck Youn			
VT	Sue Polen	17	X	
Standing Committees Chairs:				
Development	Reggie Jean	18	x	Late-9:40pm
Finance	Melissa Goyait	19	X	
Legislation & Education	Sarah Morrill	20	X	
Membership	Steve Visco	21	X	
Technology	Casey Henderson	22	X	
Professional Development	Kristi Pierce	23	X	
Alumni Relations	Randy Schroeder	24	X	
Public Relations	Anthony Staffiere	25		X
TRIO Day	David Cellotto			
Nominating	Ramon Gonzalez			

COUNT OF VOTING MEMBERS PRESENT		16		
NON-VOTING MEMBERS				
Co-Chairs				
TRIO Day Co-Chair	Rob Pote/Jessica Coronel	1		X
Development Co-Chair	Gaelyn Hastings	2		X
Conference Co-Chair	Linda Segovia-Wise	3		X
Ad Hoc Committees:				
NEOA Achievers Awards	Debora McCann	4	X	
Retiree	Elaine Leavitt	5	X	
Newsletter	Elaine Leavitt			
COUNT OF NON-VOTING MEMBERS PRESENT		2		3

Total Voting Members: 25

Voting members present: 16 total

Quorum Established: 15/25 at 9:12 AM

Full attendance during meeting total: 18/30 for the meeting

Submitted for review: 9-26-18 by Teri Mann