

Board of Directors Meeting Tuesday, April 2, 2019  
Crowne Plaza, Warwick, RI

## Board Meeting Minutes April 2, 2019

**Call to Order at 1:14 PM Quorum Established at 1:17 PM 20/27** - (see end of minutes for attendance)

- **Roll Call** by at **1:15 PM**
- **Quorum** established **20** of 27 voting members

**Approval of Agenda** - **President**, Stephanie Cruz presented agenda  
Presents Agenda/Adjustments and Changes

**Action:** To Approve the agenda

**Motion by:** **JOSH Gagnon** to Approve agenda as amended

**Second by:** **STEVE Visco**

**Motion carries, at 01:18 PM 20 in Favor 00 Opposed 00 Abstention**

**Secretary Report** - **Teri Mann** reports out

- SUBMITTED BY EMAIL FOR REVIEW
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**Action:** to Accept **January 2019** Board Meeting Minutes

**Motion by:** **JOSH GAGNON** to Accept the **January 2019** Board Meeting Minutes

**Second by:** **CHRISTY CRUZ**

**Motion carries, at 01:19 AM 15 in Favor 00 Opposed 05 Abstention**

**Treasurer Report** - **Janelle Humphrey**, Reports out- please see written report for full details

- Passed out invoice to sates to dues. RI is still due. All others have paid
- Have been busy with Trio day - \$38,880 income.
- Conference registration \$78,088-more pending.
- Pay Pal Fees way over budget - \$1,250 - at \$2,133.90- Will need to vote -
- TRIO Day Expenses - \$41,651 -
- Leadership - under budget, last classes March - few more expenses \$12,219.76 - 18,395 budgeted
- Melisa reconciled accounts.
- Policy Seminar - reimbursement some requests VT and NH \$K Budget each state. Steve suggested waiting on state reimbursements until all expenses have been rec from that state
- Karen Madden - Thank you Janelle for getting checks reimbursement out ASAP.

**Motion by:** **Karen Madden** - **TO approve the over spending in the pay pal line.**

**Second by:** **Josh Gagnon**

**Motion carries, at 1:30 pm Unanimously**

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**Action:** Accept Treasurers Report

**Motion by Sarah Morrell** [Motion to Accept Treasurer's Report](#)  
**Second by: Josh Gagnon**  
**Motion carries, at 1:32 AM 20 in Favor 00 Opposed 00 Abstention**

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

- Working on reconciling Feb – Send docs to accountant for taxes.
- Will re send doc with all balances for CD Accounts.
- Reaching out to Eastern Bank – Jody – she has not been responding – Erin Branch Manager –
- Karen Madden – concern with the market and the amount of risk.
- 501 3 C – Status – State of MA – Needs to follow up
- Adam and Teri Took care of that paperwork re- MA PPwork. Teri Will follow up on this.
- Annual Report Teri will look into the requirements.

**Vice President's Report - Brianna Edwards/Maria Muccio –**

- Have checks to give to Janell from vendors
- Changes in the booklet – 267 Registration as of April 1<sup>st</sup>, 64 People Pre-Conferences 2 events going on; 84 Alumni registered for breakfast. 25 Workshops scheduled – Key Note –
- Plenary Panel – 4 Experts (Names Lori, Nick, Elizabeth, Isaac – UB Alumni) – Closing Mr. Merryweather
- Updates to Conference Booklet – New Schedule will have copy at registration table, emailed out to list serve.
- Awards Banquet – was accidentally not included in the booklet –
- Silent auction set up at 6pm tonight
- Shared questions for the Panel
- Round Table Coordinators – know who is leading – Elaine requests that the Leaders Send back to the board a summary of the Round table events to aid in planning for next year.
- NEOA Business Meeting has to end at 5pm. Need to have the room cleared to allow for the room to be flipped.
- Waiting for iTutor check sent to wrong institution. Tracking it down. Said that it is in the mail.
- Renovation- no suites for Hospitality room. It will be in a Break out room. We are approved to bring in our own food and beverages. Looking for entertainment – music, tv, speakers.
- Joshua Gagnon asked - Contract with hotel – is there any issues in the contract – that is not being met? – They are going above and Beyond to meet the needs of the conference.
- Karen Madden – Thank you for your hard work.
- Stephanie- also offered her thanks for the hard work planning a conference during a renovation.
- Moncia Sargent – doing an event at the new comer's reception presentation on with a little history of TRIO. She may need a little help.
- Grab your bags on the end of the meeting today.
- Brian will do intro of TRIO Achiever Awards
- Banquet – Stephanie Cruz – Speaker – Visitors attending - M Hoyler and COE Board Chair – Kim Jones will also be here. Jane and Rick will be asked to do introduce Visiting COE
- Intro of Key Note – Brianna Edwards
- Welcome from President – Stephanie Cruz
- Elaine Requested a copy of the names of all the alumni scheduled to attend.
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**Past President Report – Jane Kimball Foley – Reports out**, please see written report for full details

- Major Concern – Ballot and nominations have been coming in – looking to print the ballot when it is more final.
  - 2 Nominations for Secretary
  - 1 Nomination for Treasurer – Janelle Humphrey
  - CT ME NH – State Liaisons
  - VT – Conference Chair Nominations – Rob Pote
  - Open Pres Elect – No Nominations
    - Encouraged the group to consider President Elect Role. Time is getting short. Sarah Morrell – shared Stephanie’s accomplishments over the year along with her role changes with her employer.
    - Jane – CEO experiences is wonderful. The Board activities – along with outside events that they include members, Best leadership experience. Rick, Constant support – during the Pres elect year and feel great in preparation for the following year.
    - Fears in the three-year commitment – It’s not a heavy lift doing the first year – President year is more complicated – Reach out for help from past presidents. Delegate activities can make it more doable.
- Fair Share – Most recent update
  - Year NEOA We are now at 66% – last year we were at 84% -- We are behind.
  - IF you have not given yet, please do – NOW.
  - Football – proceeds go to fair share – Will be meeting with Reggie – Football Stephanie/has – Membership donates the contents – States cannot donate alcohol.
- Policy Seminar – Maine Contingent went great – New Second District – Josh – His chief of staff worked with King and knew TRIO well. He did not, but Janes feels positive.

**President’s Report – Stephanie Cruz - Reports out**, please see written report for full details

- Policy Seminar – Feedback – The APP used records the data and comments. The report we get back gathers data 32 of 33 (missed one in MA) however, dropped off info at their office.
  - 30 or 33 were in support of the 60 Million Ask.
- Pictures are available to share – marking the event.
- Brian Post, opportunity for the Conference Gov invites to attend – She cannot come, but sending her Aid to the Luncheon – Kevin Gallagher – Also in attendance Brenda Dan Messier – Pres of CCRI
- RI – Rising Star, is a RI CCRI Grad and RI College Grad, and NOW a RI State Senator.
- Pres Budget – talk was that it was dead on arrival, Combining for TRIO and GEAR UP – dead on arrival. If the Discussion is to include State
- Jean Shaheen – NH – Questioned Betsy Devos – re TRIO and Dept of Ed proposed budget.
- Homeless and Foster Child issue – didn’t have enough info – to understand the proposal. TRIO was asked what services are need to serve that population.
- Maine Asked about Pell Eligibility – concern was discussed – PELL Eligibility to be used for TRIO eligibility – Senator King and Collins thought that it was resolved – it has not.
- Angelica has left COE – Stephanie has a booklet for Board Members and Membership to send her off with a message – thanking her for her TRIO support over the years.
- Card for Ray-to sign and share your thoughts and support.
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**President-Elect Report – Rick Williams - Reports out**, please see written report for full details

- Confirmed Hotel TRIO Day and Conference 2020 – Policy Seminar
- COE phone and committee work.
- Policy Seminar – typically Republicans have been reserved but seem to be more open top spending.
- Past Presidents Dinner – Coordination – more complex than you think. We have 19 Confirmation for

dinner tomorrow night – COE - Maurine H and Christian Board Chair - Will be present.

### Committee Reports

#### **Alumni – Randy Schroeder –reports out** – No written report

- Shared Video of NH Senator Shaheen – and Betsy DeVos -discuss TRIO and Gear Up; concerns re eliminating funding for Gear Up, cutting TRIO, and Eliminating SSS.
- During Policy Seminar – a lot of Alumni and outreach activities.
- Wanted to capture a story to support TRIO – with sharing stories from our Alumni
- Alumni Reception at COE Policy Seminar – Wanted it on Sunday – didn't share the location
- Alumni Breakfast - 84 at our Conference
- TRIO Day SSS Alumni at Rally – emotional sharing, three state staff to talk. Andi Custer – Spent time with Keen state UB -her district.
- Handed out National Achiever forms – nomination is important process – April 26<sup>th</sup> is the deadline. Asked about Gear Up nominations – Randy suggested that they be considered.
- Homeless Youth Bill – is part of the process of re-design on HEA
- Video tape the Awards at the conference.
- Reggie gathered donation of - 120 Dark Choc bars – 22lbs Lindt Truffles –
- NH – Politics and Eggs- NEC – candidates are coming in to speak – We can attend for free as we are members – Randy has TRIO Works T-Shirts – show up with your gear.
- New England is one of the only regions who bring Alumni with them to event/policy. Leadership in NH is out.

#### **Development – Reggie Jean**, Late arrival 3:02 PM, see written report for details

- Found out last week Math Prep – ASA- UNH- development committee has been busy
- Auction started yesterday – raised \$900.00 -Open until 4-19-19
- Several hotel stays and restaurant and skiing event – thanks to all who have helped.
- Thank you Sue Polen for her donation of two separate visits to her home in Costa Rica.
- Share the auction with your family and friends – [www.biddingforgood/neoa](http://www.biddingforgood/neoa)
- Linda Shiller will be helping to set the silent auction up and gathering state baskets.
- Thank Chuck Youn – RI items gathered.
- NEC Conference Call – Ray G. included on – to be part of the planning. Excellent opportunity for us to Co-Sponsor.
- Football – getting it filled – How does that happen – Filled through donation – not for State or NEOA to cover the cost. Considered other options – Jane will send out a request for help in selling tickets for the Fair Share football.

#### **Advocacy: Legislation & Education/State Initiatives– Sarah Morrell** reports out, No written report

- Part of the success of NEOA – is our intentionality on bringing our staff and students with us. State initiatives is seed money to get hard work on the ground
- VT Legislative Day was been funded –
- April 24<sup>th</sup> North Eastern – Higher Ed Event – Formal Co-Sponsor that event – Reggie Jean lead this.
- State Initiatives Funds to cover the costs of our Presidents invites to attendance at our NEOA Conference.
- Bylaws proposed change – to Membership and vote for meeting.
- Karen Madden – VT uses that funding to build the TRIO image and building capacity ion the staff and students – re advocacy skill set.

**Membership** – Steve Visco reports out, No written report

- 283 Paid Members Renewed –58 Unpaid members – Reach out to them
- Institutions – take a LONG time to cut checks. If someone thinks that they are paid, they fine – the Registration table will gather that info and Steve will follow up.
- If you have a black Lanyard you are paid. Blue Lanyard is Unpaid. – If you have a blue lanyard and you are paid – Steve will follow up with institutions.

**NEOA Achiever** – Brian Post reports out, see written report for details

- Great pool of high quality nominations.
- Secured State Readers and votes.
- Award Achievers from variety of programs- 3/4 will be in attendance.
- Brigette Mullen will be reading a letter from the individual who cannot attend.
- Randy Schroeder will be videotaping the event.
- Stephanie Cruz will be getting plaques tonight.
- Readers Present; one will be able to make it.

**Newsletter and Retirees**– Elaine Leavitt reports out, see written report for details

- Spring issue – reaching out for summaries and what is happening at state and local level.
- Reaching out to the board for even info as well.
- Working on presentation for the board - newsletter survey – of membership about the newsletter - Do they read it, what do they like, what do people want from the newsletter. Meet with Stephanie and review and then bring it to the board.
- Steve Visco suggested that Achiever Stories be shared through the newsletter for folks who are not in attendance.
- Retirees – there are 8 known retirees this year. May be more. – Elaine has spoken with all of them, bio's from all – 7 in attendance and 6 for the banquet.
- In Booklet -
  - Pam Bouvoieue
  - Darlyn Cote
  - Laurie Davis
  - Philomena
  - Todd Hall -
  - Kathy Hunter – EOC not sure if she can
  - Paul Lynski
  - Natalie Brennan- TS and EOC – not on list

**Professional Development**– Karen Madden Absent, see written report for details

- EOC Event –
- Tried to schedule an SSS Grant writing workshop – cancelled – decided on webinar - great turnout and went well.
- Leadership Institute - was successful. Craig Worth – convent location was able to use that site because of the theme of the training. Need to include a room rate for Craig Worth to ensure that he has space, paid for by the Board. Karen Madden offered that by including it in the contract – paid travel and room fees.
- Next year they will be recruiting for attendance.
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**Public Relations – Anthony Staffiere** reports out, see written report for details.

- Great traction 2019 TRIO Day and Policy Seminar
- At Conference tag #NEOA19 – Twitter and FB
- Pics send them to Anthony – Randy Schroeder and video is great.
- Will be gathering photos along the week.
- All media outlets in Providence RI – (Not NBC 10) Received press release.

**Strategic Planning– Rick Williams** reports out.

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

- Worked with Treasurer, Conference Chair, and Pres – on web page.
- Working on AV arrangements for the conference
- Consider to add this topic to next board meeting. Next meeting- purchasing equipment for the board – for meetings and events.
- Working with Steve on Hardware and software – need upgrades. There will be Challenges with that related to hosting website– will be needing to discuss possible options to move to a commercial host.
  - Sarah Morrell – possible centrally located storage unit for items and archival materials, add this topic for discussion for June meeting.

**TRIO DAY – Josh Gagnon** reports out, see written report for details

- Over budget – 565 Participant 36 programs – 13 were on waiting list.
- 18 College University participated 14 trips
- 40 Colleges at College Fair
- \$7,300 dollars over. -- Purchased t-shirts for volunteer and gifts for volunteers. There were a few programs dropping slots, 1 program reduced 29 students within the deadline for the hotel – we ate cost. 1 college and 1 program are in the process of payment.
- All bills have been addressed and Paid – except for what was shared above.
- Feedback from programs and the students has been positive.
- Pen Drive to pass on to the person taking over for next year. Great to have then at June staff meeting – would be a great time to sit down and work on planning for chairs- for the next year and be part of the contract negotiation.
- Should consider the following:
  - New cancellation policy for programs – Hotel is requiring that the fee be paid in advance – Cost plus pay pal fees that may have been used. It was a significant loss this year. Could have added people from Wait list and lost nothing.
  - Consider new reservation policy – Dec of year – 10 student and 2 staff, Jan 1, open to open space.
  - Number of program that were turned away due to space was disappointing.
  - Consider upping the fee by \$5.00 could have resolved the overage.
- Janelle and Casey were great to work with.
- 230 Eval – Guest Speaker- \$1500 paid out was a hit. Comments from students about the programming and importance of TRIO - nothing about the food.

### State Reports

**CT – Chrystie Cruz** - Reports out – please see written report for full details

- Slow – two board meeting with low attendance.

- State two initiatives Social media FB page, started pod cast Grant writing Donna Thompson
- Policy- met with two pres – all were supportive of TRIO
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**ME – Mary Kate Barbosa** Reports out – please see written report for full details

- 6 people attended Policy,
- Discussed Pell Verification  
 Leadership plan – 3-4 of leadership will be on our board.,  
 Daryln Cote – TRIO mentioned in Maine Women’s Hall of Fame  
 Tony Hosted Hall of Flags – well attended  
 TRIO on Maine Calling NPR – talking about adult access – but they focused on. Other populations  
 Jared Golding new Second District.

**MA – Andrea Dawes** Reports out – please see written report for full details

- Successful board meeting – 2<sup>nd</sup> strategic plan for the organization 3-5 year Joan Becker lead discussion.
- Business meeting at Conf., present discussion point for possible vote. Area that membership has identifies as a need.
- Policy 21 folks/ 20 on the hill -= 3 groups with three alumni. Lead three of the visits. Pushed back by 30 minutes because they wanted to meet personally with TRIO.
- Met with us very interested – understood ed piece, wanted issues that our student were facing – needing that
- 4-19 Advocacy Day – at the State house.

**NH – Chris Lee** Reports out – please see written report for full details

- Link to hearing and photos
- NH budgets 6800 policy seminar – 4200 spent – Air BnB saved a lot.
- Bus to Boston and flew cheaper.

**RI – Chuck Youn** Reports out – please see written report for full details

- Successful Policy Seminar 4 prof and 3 alumni – 2 meetings
- UB counselor new staff

**VT – Sue Polen** – Absent – No report - Rick Williams- Reported

- 2 meetings since last NEOA meeting, Well attended
- Successful VT Policy Seminar
- Started fund raising for scholarships
- 3 liberal Arts college closing this year – one with an SSS program. Southern Vermont College – St. Josephs, Green Mountain College – Goddard is close to closing.

Old Business – none

New Business – non

Adjourn for today -

**Motion by Jane Kimball Foley-** To adjourn

**Second by: Selina Taylor**

**Motion carries, at 4:21 AM 19 in Favor 00 Opposed 01 Abstention**

2018-2019 NEOA Board Members				
VOTING MEMBERS - Thursday 1-11-18				
OFFICER/CHAIRPERSON	NAME	Voting	Present	Absent/Late
<b>Executive Board:</b>				
President:	Stephanie Cruz	1	1X	
Past President:	Jane Kimball Foley	2	2X	
President-Elect:	Rick Williams	3	3X	
Vice-President:	Brianna Edwards	4	X	X
Treasurer:	Janelle Humphrey	5	4X	
Secretary:	Teri Mann	6	5X	
<b>State Presidents:</b>				
CT	Chrystie Cruz	7	X	X
ME	Mary Kate Barbosa	8	6X	
MA	Andrea Dawes	9	7X	
NH	Chris Lee	10	8X	
RI	Chuck Youn	11	X	
VT	Sue Polen	12		X
<b>State Liaisons:</b>				
CT	Jessica Coronel	13		X X
ME	Dori Felman	14		X
MA	Mona Savastano	15		X
NH	Selina Taylor	16	X11	
RI	Frangely Rojas	17	X	
VT	Monda Kelly	18	X	
<b>Standing Committees Chairs:</b>				
Alumni Relations	Randy Schroeder	19	X13	
Development	Reggie Jean	20	Late	X-Late 3:02pm
Finance	Melissa Goyait	21	X14	
Legislation & Education	Sarah Morrell	22		X
Membership	Steve Visco	23	X16	
Technology	Casey Henderson	24	X17	
Professional Development	Karen Madden	25	X	
Public Relations	Anthony Staffiere	26	X 18	
TRIO Day	Joshua Gagnon	27	X19	
Nominating	Jane Kimball Foley			



COUNT OF VOTING MEMBERS PRESENT		20	7	
NON-VOTING MEMBERS				
<b>Co-Chairs</b>				
TRIO Day Co-Chair	Randy Schroeder			
Development Co-Chair	Ray Gonzalez	1		X
<b>Ad Hoc Committees:</b>				
NEOA Achievers Awards	Brian Post	2	X	
Newsletter & Retiree Comm.	Elaine Leavitt	3	X	
COUNT OF NON-VOTING MEMBERS PRESENT		2	0	

**Total Voting Members: 19 -- Late Arrival: 1**

**Non-Voting members present: 3**

**Quorum Established: 20/27 at 9:10 AM**

**Full attendance during meeting total: 22/30 for the meeting**

### Notes From Thursday -

#### Awards & Nominations -

Pell Award -

Shirley Chisholm Award - (outside TRIO Community)

Marian Belgrave - Howard Award -

- Send One Page Summary to Secretary by 1-22-19
- Teri to send out to NEOA Board 1-25-19
- and a Vote by 1-29-19
- Sub Committee of Sara Elaine Ray Teri Charged with review and creation of a standard app process.

#### Strategic Planning - Rick

- Status - Review state reports, majority that the work that we are doing does not fit into plan.
- Next year, focus two or three board member and position to look at to support the strategic plan.
- Elaine has ideas. Pressure on state president and state liaison - biggest challenge nominations for positions. Strong dialogue around a NEOA being "closed community". When a position needs to fill opening - they don't know enough about the board position. State President and Liaison do not know what they are doing. Stephanie - asked Rick and Elaine to review what got done last year and accomplished in regards to strategic plan.
- Rick and Elaine - look at plan and found
  - Need to reach out to their state membership to engage in NEOA activity.
  - Offering Job shadowing and mentoring opportunity. NEOA board meeting invite state members to attend the board meeting to observe.
  - With the President's permission: when space available and/or offer overnight to increase receptiveness. (Push out to State President and Listserve)
  - Reach out to past members/retirees to provide training opportunities and or board support - workshops, conference speaker, etc.
  - Leadership - June Meeting.
  - Should give thought to the length - 5 years? Is it too long?

#### Fair Share - Jane

#### Membership - Steve

- Don't see this in prep for April - needs a Bylaws Change. Ray sent samples from other states.
- Elig. Institutional Membership needs to be determined.
- Gear Up Grants -
  - NH has a gear up Grant that is expanding. Old Grant that was funded years later - expanding next year.



- State Association or President could reach out to Gear Up programs and to invite them to Conference.
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- Steve has received 2 Hiberg (sp) Affiliate Membership Apps- Student Access program. Will send a letter to congratulate them on becoming members.
- Bylaws include that we to reach out to all Educational Opportunity programs to include them in our membership.

Calendar –

- Board Meeting for June Vermont- Rick will look at option – Location and date options.

Committees:

- Technology
- Finance Committee
- State Presidents – Policy Seminar