

Board of Directors Meeting & Orientation
Thursday, June 6 and Friday, June 7, 2019

UMass Lowell Inn & Conference Center | 50 Warren Street | Lowell, MA 01852

Board Meeting Minutes: Friday, June 7, 2019

Call to Order at 9:29 AM Quorum Established at 9:29 AM 21/28 – (see end of minutes for attendance)

- **Roll Call** at **9:37 AM**
- **Quorum** established 21 of 28 voting members

Approval of Agenda- President, Stephanie Cruz presented agenda

- Changes:
 - “State Initiatives” section to be removed and added to “Legislation and Education” section
 - Location of meeting changed from Hampton Inn to UMass Lowell Inn & Conference Center

Action: To approve the agenda

Motion by: **SARAH MORRELL** to approve agenda as amended

Second by: **JANE KIMBALL FOLEY**

Motion carries, at 9:31 AM, unanimously

Secretary Report – Teri Mann report sent out via email, on Wednesday

- SUBMITTED BY EMAIL FOR REVIEW
- Changes:
 - There were two minor spelling errors which were noted and fixed before publishing

Action: To approve **April 2019** Board Meeting Minutes as amended

Motion by: **STEVE VISCO** to Accept the **April 2019** Board Meeting Minutes as amended

Second by: **JOSH GAGNON**

Motion carries, at 9:38 AM, unanimously

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

- The NEOA conference exceeded the budgeted amount.
- Exceeded budget with state dues. Waiting on Connecticut. Chrystie Cruz will bring that payment to the meeting.
- Exceeded budget for development (line 9, \$16,000 contributed).
- Working on filing taxes with our CPA, Brenda Gibbard. Trying to get in contact but she is not returning calls. We have on month to file.
- Expenses: we have overspent and will need some approval.
- Overall, we are in good standing and made money for the year.
- Conference refunds, conference supplies/misc., Policy dinner need to be voted on as they are over 150%).
- Tony Staffiere- Suggested putting an ad in the COE conference booklet. This will not need approval, as it is already a line item.
- Steve Visco- Noticed an error in the budget. The Income Less Expenses line was incorrect. Likely, it incorrectly populated from QuickBooks.

Action: Vote on three items that are over budget by 150% (Conference refunds, conference supplies/misc., policy dinner)

Motion by: **CHRIS LEE** to Accept Changes to Budget Lines.

Second by: STEVE VISCO
Motion carries, at 10:02 AM, unanimously

Action: to Approve the Treasurer's Report
Motion by: RICK WILLIAMS to approve the Treasurer's Report
Second by: JESSICACORONEL
Motion carries, at 10:03 AM, unanimously

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

- Budget reconciled as of April.
- Checking account balance at end of April \$172,745.54.
- Options have been discussed for moving CD's to a new, higher yielding account. Moving six CD's into one account. Moving from 0.2 to 1.71% interest that will mature in seven months. This will allow time to research other non-profit-centered banks to hold these CD's.
- Eastern bank is no longer focused on non-profits, and customer service has been lacking. Eastern bank will allow us to move all of our funds into a new account without penalty.
- Two statements were accessed recently online so the account totals should be up to date.
- Total CD amount is \$77, 347.58.
- Stephanie has reached out to her cohort to get ideas for other bank options. They use places like Wells Fargo, PayPal and Square too. Square sometimes has issues of getting receipts out.
- Rick is creating budget for next year and a line item was discussed for an addition of PD funds for the Executive Leadership Institute at \$2500 total. If more than three people do it, then we will revisit funding options.
- Next year's expenses are expected to be lower as the location is more accessible. Rick noted that it is better to budget on what we have been spending versus adding extra money to the line and not use it.
- Stephanie asked for a show of hands in support of action of moving CDs into one, new account. Reggie abstained, everyone else voted in support.

Vice President's Report - Brianna Edwards

- Unable to attend.
- Stephanie updated.
- Evaluations of the conference are in and they are not fully condensed yet. They are mostly 4-5 ratings on events. Lots of comments.
- Stephanie is going to get detailed evaluations to Connecticut to help them out.
- A flash drive of information for Connecticut from Vermont will be passed along.
- The construction was unexpected by us and the hotel staff and we are expecting that that will be a big mention in the evaluations.
- There was question as to whether the hotel had been made aware of all of the hotel issues (not just the reservation part). There were many issues.
- The hotel staff appeared to not be accommodating or very professional.
- There was talk of reminding with hotel that we have given them a lot of business over the last five years.
- More rooms have been reserved for the next conference's hotel for board members (25 rooms).

Past President Report – Jane Kimball Foley – Reports out, please see written report for full details

- Jane mentioned that during the May COE meeting she visited Maine’s congressional offices.
- Took the Pell indicator reports. Congressional leaders were excited to receive them.
- Katie Brown, Collins’ Aide, had questions in regards to the HEA and asked about TRIO. There were questions regarding formatting and Pell Eligibility equaling TRIO Eligibility. She is going to reach back out with the wording that she comes up with to get Jane’s feedback. Jane is going to reach out to Kim Jones to let her know.
- Read proposals for the Paul T. Spraggins State Initiatives from COE.
- Fair Share is at 117%. Not in first place at the moment.
- MEEOA is planning to donate \$5000 which will help.
- In Maine, three retired directors (Darylen Cote, Alan Parks, and Dave Megquier) are doing a matching campaign of up to \$1000.

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

- Board meeting in DC, two weeks ago.
- Went to the Hill as is usual during May visits.
- New concerns are \$50 million being set aside to serve students with disabilities specifically. We already do this.
- Linda Byrd Johnson was present at the meeting on the last day.
- UB programs have received GANs and 4.5% increases.
- EOC has received their GANs.
- Talent Search should receive them any day.
- SSS should receive them at the end of the month.
- McNair should receive theirs by the middle of July.
- LBJ made it clear that they have been hearing us.
- The SSS Grant competition is still being said will have a possible October release and potential November 15, December 15, or January 15 due dates. They have discussed putting a logic model in.
- Talent Search STEM supplement was being discussed while in DC. It appears they really want to get the money out so programs should apply! Some programs are not applying because they are not allowed to have carry over.
- Kyle Ethelbah did an amazing job testifying before congress. At the Press Club, TRIO alums that spoke were outstanding as well.
- Stephanie is chairing the newcomer’s reception at the COE conference. The theme is the Roaring Twenties, please come in costume.
- Every year there is a basket or a raffle from every region. They are asking we donate something.
- Conference registration items didn’t move well. Not huge money makers.
- They are going to replicate what NYC did- events in the city! Bid on activity, win it, and do it before you head home.

President-Elect Report – Rick Williams - Reports out, please see written report for full details

- Highlight of the last month was the Past Presidents dinner.
- Hill visits recently went well. Met with Sanders’ and Leahy’s education aides. Very different meetings than policy seminar. More about policy than celebrating alums.
- Went to Mike Simpson meeting, an expectation of being on the board. Money well spent to listen to his passion for TRIO. He spent more time with them than expected.
- Being at the National Press Club while Indicator’s reports were released was an interesting event! Four alums spoke and they were amazing.

- Went to Eastern Bank yesterday and met with Erin Rosen. He got the same impression that has been spoken about already about their lack of non-profit focus.

Committee Reports

Alumni – Randy Schroeder –reports out

- Alumni breakfast was probably a little bit expensive. There were a lot of people there. State senator spoke!
- Randy is giving TRIO Works pins to presidential hopefuls.
- Following up with those who came to conference and also following up with people on social media.
- Working with Casey on getting on the listserv specifically for SSS people during grant writing years. Working on taking off other programs that are out of cycle.
- Chris suggested having separate listservs.
- Working on making sure that all state conferences are on different dates.
- Stephanie added information about COE's Faces of TRIO campaign. They want students from all states.

Development – Reggie Jean, Late arrival, see written report for details

- Reggie was with us but his call got dropped.

Advocacy: Legislation & Education/State Initiatives– Sarah Morrell reports out

- Two state initiative grants have both been processed and completed.
- Potential third for Vermont and their Jamboree for media coverage, press releases, political leaders, cultural activities.

Membership – Steve Visco reports out

- 304 members paid, but four of them are not in the system yet.
- New group (SUNY Potsdam), excited to join us. Ten members from NY.
- Working with Casey on making membership sign up online component smoother.
- Roughly 40 who are unpaid.

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

- Luncheon was great! Achievers and Rising Stars were great.
- Brian has a flash drive with Deb's information about the process that he is willing to pass on to the next person.
- Struggled with having people nominate in a timely manner. Wants to move toward a stricter deadline without extending it. Info got lost throughout the holiday season.
- Steve mentioned having State Liaisons working on getting people from their states to make nominations and get candidates from each state.
- Sarah suggested having State Achiever nominee applications be passed on to NEOA.
- Eric mentioned potentially shortening window for nominations so people don't forget about it.
- State conferences could market by putting nomination forms on tables at the conference.
- Elaine suggested pushing deadline forward to the fall could be an option.
- Randy brought up the fact that the lack of nominees reflects a lack of alumni connection with programs. Randy happy to start getting people fired up now.
- Monda suggested revisiting applications of past year's nominees since groundwork is already complete.
- Rick mentioned that we should always ask if programs wish to re-nominate. Sometimes programs don't want to.

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

- Sent out a newsletter survey on Survey Monkey and got 104 responses and then discovered that only 100 responses are free. Got a 30% response rate.
- Respondents were very thoughtful with what they shared.
- Some suggested we get guest writers that help with each state’s newsletter.
- Elaine questioned whether or not we should share results of survey with the membership since they took the time to do the survey. People agreed that it shows inclusivity and transparency and appreciation for their time.
- Sarah suggested that State Liaisons could be sure to add items for the newsletters. Elaine does reach out to them. Elaine completed three issues for the year. She loves doing it and will gladly accept people who want to help with it.
- The retirees came to the conference. The Excel spreadsheet is up to date. Retirees do like to be involved.

Professional Development– Karen Madden reports out, see written report for details

- Karen had to leave early.
- EOC’s professional development event in the process of being planned.
- They have submitted a proposal that needs to be approved. Stephanie is going to follow up with Karen on that.
- DOE SSS Technical Assistance Workshop is tentatively scheduled, more information should be coming soon.

Public Relations – Anthony Staffiere reports out, see written report for details.

- Good year so far. Thankful for contributions.
- Ad for COE booklet is going out. Janelle and Tony have been working on getting it out. Deadline is July 1.
- Tony has been reaching out to specific programs to get specific info.
- NEOA and MEEOA now on Instagram

Strategic Planning– Rick Williams reports out

- The Strategic Plan is a lofty goal and seeing how that integrates with specific policies for the board
- Really going to look at it this fall and set goals for positions, adding responsibilities to State Liaisons.
- Elaine has been doing very helpful work over the last couple of years. Rick will continue to seek counsel from Elaine, Brian, and Stephanie.

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

- Up to date on website updates.
- Looking into new host for website. Looking to upgrade but Apple has taken away some features we need.
- Has been doing research on platforms that have what we need and want. GoDaddy seems like a good option. Prices range from \$5-30/month. Can be upgraded later.
- Not a specific timeline- wants to work on it over the summer as that is not a busy traffic time for the website.
- Rick suggested moving the cost into a budget line. Casey confirmed that would be a good idea.
- Sarah brought up the discussion of purchasing technology equipment for the region to use.
- Stephanie discussed making a more concerted effort for creating a dedicated technology committee to help distribute the work load surrounding the conference.
- Elaine suggested creating some sort of web-based platform for our region’s documents.
- Box drive is being used by MEEOA and Casey has been pleased with it so far.

- Randy asked about looking into the possibility of separating program-specific listservs for grant writing conversations. Initially cost was prohibitive but Casey is going to research that option again.

TRIO DAY – Josh Gagnon reports out, Nothing to report

State Reports

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

- Jessica did a wonderful job at increasing participation in fair share.
- Was ~15% and now it is 79%.
- Conference transition committee meeting next week.

ME – Mary Kate Barbosa Reports out – please see written report for full details

- Got policy seminar reimbursement in.
- Have a full board.
- Working on a strategic plan.

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

- Policy reimbursement sent in.
- Scheduled the 35th conference. It will be on the Cape and it is an overnight conference. Contract signed. Deposit not in yet.
- Met/exceeded 100% goal for fair share.
- Successful advocacy day. 30 current students and 7 alumni participated. Spoken to by Representative Russell. Students received political workshops. Had some reps visit their programs.

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

- No new news.
- Reaching out to banks and corporations for funding.
- Had to get rid of scholarships due to lack of funding from the state. Hoping to bring those back with some extra funding.

RI – Chuck Youn – Absent- No Report – Stephanie Cruz- Reported

- Paid its state dues to NEOA today.
- Looking into doing an advocacy day.
- TRIO alums are in roles of political power.
- Fair share has been met.

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

- Planning a 5K fundraiser at UVM. Trying to get sponsors.
- Conference on October 15.
- Memberships are all paid. At 152%.
- Full board moving into next year.

Old Business: None
New Business: None

Adjourn-

Motion: Steve Visco

Second: Chris Lee

Motion carries, at 12:04 PM, Unanimously

2018-2019 NEOA Board Members				
VOTING MEMBERS – Friday, June 7, 2019				
OFFICER/CHAIRPERSON	NAME	Voting	Present	Absent/Late
Executive Board:				
President:	Stephanie Cruz	1	1X	
Past President:	Jane Kimball Foley	2	2X	
President-Elect:	Rick Williams	3	3X	
Vice-President:	Brianna Edwards	4		X
Treasurer:	Janelle Humphrey	5	4X	
Secretary:	Teri Mann	6	5X	
State Presidents:				
CT	Chrystie Cruz	7	X	X-Late 9:45am
ME	Mary Kate Barbosa	8	X	X-Late
MA	Andrea Dawes	9	6X	
NH	Chris Lee	10	7X	
RI	Chuck Youn	11		X
VT	Sue Polen	12		X
State Liaisons:				
CT	Jessica Coronel	13	8X	
ME	Dori Felman	14		X

MA	Mona Savastano	15		X
NH	Selina Taylor	16		X
RI	Frangely Rojas	17		X
VT	Monda Kelly	18	9X	
Standing Committees Chairs:				
Alumni Relations	Randy Schroeder	19	10X	
Development	Reggie Jean	20	X	X-Late
Finance	Melissa Goyait	21	11X	
Legislation & Education	Sarah Morrell	22	12X	
Membership	Steve Visco	23	13X	
Technology	Casey Henderson	24	X	X-Late
Professional Development	Karen Madden	25	X	X-Late
Public Relations	Anthony Staffiere	26	14X	
TRIO Day	Joshua Gagnon	27	15X	
Nominating	Jane Kimball Foley	28	16X	
COUNT OF VOTING MEMBERS PRESENT			21	12
NON-VOTING MEMBERS				
Co-Chairs				
TRIO Day Co-Chair	Randy Schroeder			
Development Co-Chair	Ray Gonzalez	1		X
Ad Hoc Committees:				
NEOA Achievers Awards	Brian Post	2	X	
Newsletter & Retiree Comm.	Elaine Leavitt	3	X	
COUNT OF NON-VOTING MEMBERS PRESENT			2	1

Next NEOA Board of Directors Meeting:
 September 26-27, 2019
 Location: Hulbert Center- Fairlee, Vermont