

**Board of Directors Meeting & Orientation**

**Thursday, September 27 – Friday, September 28, 2018** Hampton Inn Springfield South  
Enfield, 20 Phoenix Ave, Enfield, CT 06082

*Please remember silence any telephones and electronic equipment during meeting.*

**Friday, September 28, 2018**

**Board Meeting**

*Business casual attire is suggested for today's events*

6:00 AM – 8:45 AM

*Breakfast onsite at Hampton Inn*

9:00 AM – 12:00 PM

1. Call to Order

Roll Call – establish quorum

**Action Item:** Approve Agenda

2. Secretary's report

**Action Item:** Approve Minutes

3. Committee Chair assignments

**Action Item:** Approve Committee

Chairs

4. Treasurer's Report

5. Finance Committee Report

**Action Item:** Approve Budget

6. Past President's Report

7. President's Report

8. President-Elect's Report

9. Vice-President's Report/Annual Conference

10:30 AM – 10:45 AM

*Break - Check out of rooms*

10:45 AM – 11:30 AM

10. Committee Reports:

Alumni

Development

Legislation & Education

Membership

Technology

NEOA Achiever

Professional Development

Public Relations

State Initiatives

Strategic Planning



TRIO Day

11:30 AM – 12:00 PM

11. State Reports:

- Connecticut
- Maine
- Massachusetts
- New Hampshire
- Rhode Island
- Vermont
- 12. Old Business
- 13. New Business
- 14. Adjourn

*Noon – 1:00*

*Lunch*

**Official Board Meeting**  
**Friday, September 28, 2018**  
**Hampton Inn Springfield South Enfield**  
**20 Phoenix Ave, Enfield, CT 06082**

**Call to Order at 9:02 am Quorum Established at 9:05 AM – (see end of minutes for attendance)**

- **Roll Call** by at **9:03 AM**
- **Quorum** established 21 of 27 voting members

**Approval of Agenda – President, Stephanie Cruz presented agenda**

**Action:** To Approve the agenda  
**Motion by:** **Mary Kate** to Approve agenda as amended  
**Second by:** **Sara Morrill**  
**Motion carries, at 9:07 AM - Unanimously**

**Secretary Report – Teri Mann reports out**

- Minutes were sent via email.  
**Action:** to Accept **June 2018** Board Meeting Minutes  
**Motion by:** **Karen Madden** to Accept the **June 2018** Board Meeting Minutes  
**Second by:** **Melissa Goyait**  
**Motion carries, at 9:10 AM 17 in favor 00 Opposed 10 Abstention**

**Action Item: Approve Committee Chairs**

**Action:** to Accept Approve slate  
**Motion by:** **Mary Kate** to Approve Committee Chair Slate  
**Second by:** **Josh Gagnon**  
**Motion carries, at 9:16 AM– Unanimously**

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

- Went to Bank with Stephanie and signed paperwork for access to Payment and checking
- Processing payments for Arnold Mitch Institute, NEOA/EOC Professional Development Event
- Meeting with folks to learn new role.
- Adam and Melissa have reconciled all the accounts through Aug.
- Actual Budget for 2017-18 – Review income and expenses -
- \$161,975 Budget – Actual Over Budget -\$499.57
- Rick Wilson, concern about the amount in checking account, should we carry that amount in the account.
- We are at a year and a half covering the

**Action:** Accept Treasurers Report  
**Motion by:** **Josh Gagnon** to Accept Treasurer's Report  
**Second by:** **Jane Kimball Foley**  
**Motion carries, at 9:35 AM -- Unanimously**

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

- Reconciled the 2017-18 accounts.
- Concerned with the money market account and need current statements. Still Working on finding out more about the account and ability to track it.
- Presented proposed budget 2018-19
- Stephanie presented rational for proposed budget; plan for a reasonable year, similar to last year.
- Leadership Institute 14 accepted students at 500 each 7K – May be some attrition – Craig worth Paid out of Last year and half out of this year. We want to make sure that he has what he needs to create a successful leadership session.
- \$178,325.00 Anticipated Income/Anticipated Expenses \$178325.00

**Action:** Accept Budget 2018-19

**Motion by:** **Sara Morrell** to Accept 2018-19 Budget

**Second by:** **Steve Visco**

**Motion carries, at 9:44 AM – Unanimously**

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

- Worked with Development Chair and EOC PD and Leadership
- COE Board Partnerships committee Government Relations State Initiatives committee
- COE Conference Rising Leadership

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

- Reached out to State Associations, looking forward to attending state meetings. Want to make sure that I meet each states expectations. Hope to connect and discuss the nature of the visit, what you are looking for Stephanie to deliver at the state conferences. VT is the first one.
- PD – already looking at Leadership Institute – Visit their group and EOC PD.
- Met with Professional Development chair and Past President to select leadership institute members.
- Working with Treasure and Finance Chair – to follow up on budget in the coming year.
- Attended COE Conference. Well attended.

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

- Conference Venues for 2020 – Helms Brisco – sends proposals to hotels on our behalf – TRIO Day 2020 and NEOA Conference 2020 – 4-5 Quotes – have been presented.
- TRIO Day 2020; looking at MA; all have the space, costs are \$125.00 approx., 375-430 rooms. All offer give back as we meet their numbers. Will narrowed down for Board selection. Move fairly quickly to secure
- Conference CT – 4/1-4/3 – looking at possible locations. All are offering similar packages, will continue to working with them to narrow down the best options for the board to decide.
- Have not visited the sites.
- Karen Madden; be aware of AV costs at each of the sites, the cost can be all over the place- up to 10K.

**Vice President’s Report - Brianna Edwards - Absent**, please see written report for full details if provided

- Stephanie Presented – VP responsibility Chair for Annual Conference – Brianna is unable to be here.
- She is in the planning she is convening meeting with the 6 programs –and EOP in the area to include them in the planning.
- Mario Muccio – secure keynote Speaker
- Looking at online Auction/registrations
- Waiting for apt to secure Hotel.
- Steve encouraged that all the Region’s University Presidents invite will continue. Well received by many.

- Sue Pollen Need to specifically reach out to President that has not come to the table around TRIO.
- Karen Madden – Put in Conference budget – Historically VT has used PD funds to fund it. We have discussed in the past to include it in the Conference budget.
- Stephanie will ensure that this is part of the discussion.
- Conference Dates April 3-4-5 (board meeting on 2<sup>nd</sup>)
- Policy March 27<sup>th</sup> NOTE

**Break 10:15 AM-10:48 AM**

**State Reports**

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

- Biggest Goal – How do we get memberships to contribute to Fair Share, Feedback through list serve and fund raise for Fair Share, Concerned with the lowest contribution,

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

- Focus on Leadership - seeking new members to co chair to encourage joining.
- MEEEOA made a \$5K To COE donations
- Mobilized Maine – President on UMPI Campus- wrote letter and made calls in support of TRIO

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

- Preparing for Nov 19<sup>th</sup> 2018 Conference

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

- Main focus on Fundraising and Alumni support

**RI – Chuck Youn** Absent – please see written report for full details if provided

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**VT – Sue Polen** – Reports out – please see written report for full details if provided

- Fundraising for scholarship for students. Increased the amount from last year, but not sure can sustain it.
- Would love to share with other states Guest Speakers – Recommend that things like this is List serve and the Board and mailing to State Presidents. Possible share a Google doc.

**Committee Reports**

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

- COE – Tom Cole Chair of Sub Committee – Concern that if the Dems take over the House – He will lose this role.
- Early 2019 Reauthorization will come back to table. Pell Potential Eligible will be considered TRIO Eligible.
- Reach out to new Elected people to Get TRIO on their radar.
- Facebook and Alumni Directory URLs are in Report. Steer Alumni to registration.
- Events Planned late fall in the Boston Area. Feb TRIO Day and NEOC Conference in RI -

**Development – Reggie Jean**, arrived late, reports out, see written report for full details if provided

- Raise funds in support of TRIO Day, Conference, and Leadership Institute.
- Gaylen has agreed to help out on Committee
- Silent Auction is big part of share the Committee does to raise funds, info is online now for this year's auction.
- Linda Schiller will continue supporting the organization of online Auction.

- Issues –Reach out to NH/RI to brainstorm what colleges are involved with College Access, Presidents and what their stand is on College Access. Invite them to participate in Conference and TRIO Day.
- Biggest supporter ASA – Kristi Pierce (Retired) she has suggested some names of who could replace her in her role with NEOA.
- Committee will be Attending Events to expand our area of influence; attend Meetings, Events, Speak to Political Leaders.
- We need you all to talk about what you do, NEOA, and grow what NEOA is and what we support.
- NEOA Members are recognized by COE as Leaders in Advocacy – best Alumni, first in the nation to do “new” things.
- New England Council – Regional Association Business Leaders- meeting with Elected officials. NEOA is a member, Any NEOA Member can attend for free – Info will be shared through List serve. Show up, free breakfast, 10-100 people present – chance to hear what they want to share as important. Ask questions about TRIO and their take/viewpoint. Opportunity to get TRIO in the conversation.
- Committee did a great job with fund raising for the Conference.

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

- **State Leaders**
  - People are working on state board membership, Assessing new needs,
  - Discussing trio alum, state initiative, fair share, looking newly at missions and strategic plans, and first gen celebrations. Folks shared best practices that will foster great partnerships.
  - State initiative grants available in Oct, simple form – \$3K budgeted/approved. State Association or individual programs can apply to use funds on activity that will be done between now and Aug 2019.

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

- Casey and Steve have been working together to determine who is a member and who is not.
- EOC PD Day will be used to test
- Reaching out to States to gather info on new directors, and new staff.
- Institutional Membership – is still an issue that some members would like to research. Stephanie shared that we have gathered info in the past about the pos and neg of it.
- Suggested a sub committee to consider Institutional Leadership—The following have volunteered to start the exploration: Karen, Rick, Sarah Steve, and Stephanie.
- Each State President has been asked to send Steve a list of programs in their state and staff leaders.
- Council has a directory – but it is not accurate – US DOE has a list online of programs.

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

- Spoke with Deb – rec a lot of info from her
- Each year we recognize 2 Rising Stars and 2 Achiever at our Conference.
- Start thinking about folks who you would like to recommend – First of the year nominations forms will be available.
- Stephanie – in past few years, used readers from local area in this year RI – reach out to RI to get ideas on whom to ask. Think strategically WHOM we want to use as readers. Think of the people you want to be more aware of TRIO.
- Viola Davis Family – Nationally Recognized. Did anyone have a pic taken with her? There are pics – Stephanie will be reaching out to Kim at COE to find a copy. Press Conf: CCRI was mentioned in video – Some Pictures were found on CEO Website -may able to use.

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

- EOC PD Day – Nov 1-2, 2018 Kristie Prepped for this event.

- In Touch with COE about SSS grant writing workshop- one-day event to be planned.
- Book Club – Thought - Pre Conf Event, Online Event, other formats.
- Reach out to Conference chair to be considered to be included. To talk about option of what books and format would work best.
- Possible Book: Reaching and Teaching Student in Poverty, Paul C Gorski
- Email Karen if you are interested in exploring this.

**Public Relations – Anthony Staffiere** Not present, see written report for details if provided

- See Written Report
- Stephanie – encourage each state to id a Media liaison to get info to Tony to get it out.

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

- EOC and Membership Event Registration is going well
- New rough draft of Conference Registration
- Working on the website –
- If you have something to post – send it to Casey and it will get up
- Stephanie – please post your own info to the list serve. Contact Casey if you are not able to post – they need to be a member of the list serve.

**TRIO Day -- Joshua Gagnon** - Reports out, see written report for details if provided

- 21 – 22 Feb 2019 Radisson – planning a Meeting to finalize. Typically it is held Third Week in February.
- Employ Alumni – When school register their students- they will be need to ID Adult. If there is an issue the school Adult Will need to take care of the issue. Security is an issue. Using Students as security becomes a liability issue and is discouraged.
- Registration by Thanksgiving, Should have School identified by then
- Begin planning for workshops that will be available. – Looking for ideas as to what people will be wanting for workshops. Cost – \$110 Per night/cost \$60 reg fee.
- McNair will be coming and doing a presentation.
- Reaching out for college fair help.
- **Discussion on the desire to include all of TRIO programs on TRIO Day and not just a youth centered event.** State Level Conversation occurred – to encourage EOC, SSS, and McNair programs to be included in the TRIO Day event.
  - Should we consider a different day diff event to be held?? What can we do to include other TRIO Programs into the celebration?
  - Sue Pollen, Chris Lee – Both spoke to the point- Large amount of funds are directed to TRIO Day exclude McNair, SSS and EOC students.
  - Discussed possible ways to include all programs fairly.
  - Possible Recommendation that Cooperation with the local College programs for possible connection/mentoring with younger students and current students would be option. This happened in NH in the past. Time and effort to plan and coordinate. Concerns about liability of older students and younger students mixing.
  - Have Rick Explore options of Piggy Backing an event to include -with support of Sub Committee Sub Committee – Explore options Sue Pollen, Chris Lee, Reggie Jean, Christy Cruz, Teri Mann.
- **Point of Information** – Reggie – Trio Day is a Nationally Recognized event. Reggie Read from COE National TRIO Day proclamation. Historically TRIO Day was held 4<sup>th</sup> Sat of February.

**Old Business –**

- Institutional Membership (Steve Visco) – see notes

**New Business –**

- Readers Group. (Karen Madden) – see notes
- Encourage membership to take part in New England Council Events – on the website.
  - Oct 4<sup>th</sup> Sun Oct 26<sup>th</sup> events to consider

**Motion by Ray Gonzalez** - To adjourn.

**Second by: Reggie Jean**

**Motion passes:** unanimously at **12:20 PM**

**Board Meeting Adjourned: 12:20 PM**



2018-2019 NEOA Board Members

VOTING MEMBERS

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

<b>COUNT OF VOTING MEMBERS PRESENT</b>			<b>21</b>	
<b>NON-VOTING MEMBERS</b>				
<b>Co-Chairs</b>				
<b>TRIO Day Co-Chair</b>	<b>Randy Schroeder</b>			
<b>Development Co-Chair</b>	<b>Ray Gonzalez</b>	<b>1</b>	<b>X</b>	
<b>Ad Hoc Committees:</b>				
<b>NEOA Achievers Awards</b>	<b>Brian Post</b>	<b>2</b>	<b>X</b>	
<b>Newsletter &amp; Retiree Comm.</b>	<b>Elaine Leavitt</b>	<b>3</b>		<b>X</b>
<b>COUNT OF NON-VOTING MEMBERS PRESENT</b>			<b>2</b>	

**Total Voting Members: 21 -- Late Arrival: 1**

**Non-Voting members present: 2**

**Quorum Established: 21/27 at 9:05 AM**

**Full attendance during meeting total: 24/30 for the meeting**

**Submitted for review: 11-14-18 by Teri Mann**