

January Board of Directors Meeting Thursday, January 30 and Friday, January 31, 2020
Sheraton Framingham Hotel and Conference Center 1657 Worcester Road Framingham, MA 01701

Breakfast onsite at Sheraton in the Postern Grille – with vouchers.

Call to Order at 9:04 AM Quorum Established at 9:06 AM 22/28 – (see end of minutes for attendance)

- **Roll Call** at **9:05 AM**
- **Quorum** established **22** of 28 voting members

Approval of Agenda- President, Rick Williams presented agenda

- No changes

Action: To approve the agenda as amended

Motion by: **SARAH MORRELL** to approve agenda.

Second by: **STEVE VISCO**

Motion carries, at 9:07 AM, unanimously

Secretary Report – Eric Pratt report sent out via email, on Thursday.

- SUBMITTED BY EMAIL FOR REVIEW
- No changes
- Question of whether or not the information was received for the unknown pieces. They have been filled in.

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

Motion by: **BRIAN POST** to Accept the November 2019 Board Meeting Minutes as amended

Second by: **MELISSA GOYAIT**

Motion carries, at 9:09 AM, 2 abstentions

Treasurer's Report- Janelle Humphrey reports out.

- This week Janelle invoiced each state. Expecting checks to come in soon.
- SSS Proposal Writing workshop this month at YCCC. Payments are being processed for that.
- Processing TRIO Day registrations and NEOA conference registrations. Have reached out to the accountant on the status of our financial report.
- Total income is \$54,754.00
- Total expenses are \$28,853.90
- Total Net Income: \$25,900.10
- Expecting the next few months to be busy.

Action: Approve Treasurers Report

Motion to approve Treasurer's Report: **STEPHANIE CRUZ**

Seconded by: **JOSH GAGNON**

Motion carries unanimously

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Finance Committee Report- Melissa Goyait reports out.

- Report sent out last week.
- We have withdrawn all but one CD. Receiving a check soon for the last one. It had strange restrictions so it could not be broken up at this time. Bank was unable to determine what the penalty would be for withdrawing it. The bank confirmed yesterday that they figured it out and will send a check to Melissa ASAP.
- Once all checks have been received, we will go ahead and open the TD Bank CD.
- Our financial account from Ameriprise is doing quite well now. We could keep an eye on this.
- We will move the accounts this summer when things have calmed down.
- We have made very educated decisions in regards to moving these accounts.
- The penalties for withdrawing CDs is only about \$66 total, so it is very minimal.
- Looking into a card reader for NEOA. Looking into a Clover model through TD Bank or PayPal. Looking into monthly fees and transaction fees.
- PayPal does not charge the monthly fee for nonprofits.
- TD Bank's option has a \$10 monthly fee but there is a chance they may waive that fee with our new accounts.
- Checking account with Eastern Bank- reconciled October and November. Still working on December.
- Working on doing taxes now. Melissa will send Janelle the statements. Janelle will get in contact with the accountant soon and get them to get moving on them!

Action Item: Wrap up December. Continue with migration. Get taxes in order.

Past President's Report- Stephanie Cruz report sent out yesterday

- Will be reaching out to members to become part of the association. Has some folks specifically in mind to invite to April board meeting.
- Actively seeking nominations for VP out of NH due to that being the location for the conference. Also looking for a President Elect and Treasurer.
- The more involvement the potential VP has with conference contract the better.
- TRIO day committee from Maine is forming.
- NH has some names in mind.
- Encouraging everyone on this board to pledge to donate to COE for Fair Share. Hoping to get 100% of the board donating. Only 12 show up at the moment.
- COE TRIO Achiever nominations opening up soon.
- Would encourage bringing alums to Alumni Forum at Policy Seminar. It is tough to manage financially due to the timing of the events.
- Another Fair Share conference call should be happening soon.

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- At COE training Justis Lopez met with them and gave specific alums to each region to reach out to in hopes to get them more involved in COE. Deloris Grant, Timothy Granfield, Chris Murphy, Victor Woolridge, Francisco Borges. Reaching out to them will hopefully get them more involved with COE and develop a better relationship there. Stephanie will touch base with Kim to get more info as to what this relationship will look like.
- At board meeting in December, there was discussion about Faces of TRIO and thinking about running a contest where if a state nominates five faces of TRIO, COE will print them out professionally to use at Policy Seminar. Alumni can submit themselves too. This could align with Policy Seminar.
- Elyse will send link to people who do not receive Achiever Awards.
- TRIO Alums who work for TRIO are welcome to be Faces of TRIO.
- We could reach out to former Achiever nominees as well.
- Anyone interested in VP can talk to Stephanie or any other Past President.

President's Report- Rick Williams report out.

- Attending Board Meeting in Key West was great. It was great to be the official President of the Association.
- Going to the state conferences has been the most fun.
- Maine was so great that he brought his staff to the conference. The workshop offerings were unlike any other.

President- Elect's Report- Brian Post reports out.

- Key West training was a great experience. He was sweating. "Dolled up and dripping." Invigorating to network with other people who are supporting the same mission.
- Having dinner with Maureen and Mitch was a highlight.
- On some committees that have already begun working. Kyle Ethelbah is working on competencies to develop for instances of hiring or professional development.
- Working on Bylaws Committee and they are working on the board member guide.
- Hoping to approve contracts for TRIO Day and NEOA today.
- Sent a Save the Date to all past presidents for conference. No location for the dinner picked yet. But it is in the works.

Vice-President's Report/Annual Conference- Rob Pote reports out.

- Will vote on Awardees later in the meeting.
- Everything is going smoothly.
- Will be sending out booklet ad request soon.
- Elaine will connect with Rob about retiree announcements for booklet.
- Prices will remain the same for booklet ads.

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- Workshop RFP submissions deadline extended to February 10. Hoping for 20-30 workshops.
- COE has a new database platform that could be presented on called Empower.
- Things feel like they are going well now. Keynote secured. Booklet coming together.
- Book club is still being worked on. The Compassionate Achiever by Chris Kukk. The turnaround would now be tight on getting the book to members.
- There are 53 SSS programs in New England so there could be some workshops surrounding SSS programs.
- Remember to work on state baskets. ~\$100 value.

Committee Reports:

Alumni- Randy Schroeder reports out.

- Bob Brown was reluctant to be nominated. But he is now interested.
- Working with Elyse on getting readers for Achievers. Enid Rey?
- Talking to Justis Lopez about coming to the conference.
- Identifying alumni for Policy Seminar and for conference Alumni breakfast.
- Putting together the college fair for TRIO Day.

Development- Reggie Jean reports out.

- ASA has given at the Masters level with \$10,000.
- Auction is coming together. Linda Schiller is on board.
- Been in contact with Mastery Prep. Maybe we could have them sponsor a portion of the conference? There has been radio silence as of late. Going to get back in touch with Misty Cruz, the Mastery Prep person.
- Reggie has been in touch with Comcast and College Board.

Diversity, Equity and Inclusion- Steve Visco reports out.

- Steve has sent out a report that has a survey at the end. Been working with Luckson Omoaregba who has some great ideas.
- The survey is inquiring further about how people view DEI within our association currently.
- The first few questions touch on the view of the diversity of the board and association.
- Some people want affinity groups.
- Soren is interested in potentially running a workshop. They are also writing a piece for the newsletter.
- It is important to let those know why they are being asked specific questions. We would worry about people being able to be identified by their response if we use demographic information to report out.
- May want to start with broad questions and work our way to more specific questions toward the end in hopes to prevent a lens being created for the surveyed right from the start.
- A Bias Statement is definitely a priority of ours. Don't want to rush it to happen before the conference. Deserves time and thought.

• **Legislation & Education- Sarah Morrell reports out.**

- Several people have submitted updated state booklets. Casey has uploaded those new versions to the website. It is very important to have these updated and representation from every state, as we never know who could be accessing the site.

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- Recently joined the New England Council- Higher Education Committee.
- Sent out some legislation that is in the works that could involve TRIO.
- States reporting out on Policy Seminar preparation progress.
- VT- All three appointments have been made. Two alums confirmed.
- MA- Did training call yesterday. Alums are selected. Planning to set up appointments this coming week.
- NH- Still choosing Alumni. Registered alum positions. Reaching out to government officials soon to set up appointments. At least three staff members will be going. Selina will be the Team Leader.
- CT- Identified a couple of alumni who will be going. Identified staff members who will be attending. Marek is the Team Leader.
- ME- Working on it. Steve, Mary Sinclair, and Eric will be attending. Scheduling soon. Identifying Alums.
- RI- Working on getting EOC and TS alums. Stephanie will be making appointments next week. Tracey Karasinski will be attending too.
- Working on determining the best way to report back to Rick. He consolidates all of the information.
- In person can be the best way, if you see him.
- The Council is being very cautious this year about how to document paying for Policy Seminar.
- The last day is the lobbying day, but they are cautioning people about even using grant funds for the whole Policy Seminar event (this does not include DOE update).

Break- 10:56 am- 11:08

Membership- Andrea Dawes reports out.

- Attended New England Council meeting with Lori Trahan recently. She talked about HEA Reauthorization. She talked about use of Pell for Dual Enrollment. She was looking for information around guidance offices in schools and how they prepare students for college.
- Any information NEOA can provide her with would be helpful.
- We have 176 paid members. 68 renewed and waiting for payments.
- 31 not in system yet so that will mean a bunch of new members.
- Andrea and Gaurav worked together to come up with language for membership levels in bylaws.
- We will definitely need to fine tune as we go. We are expecting people to raise a lot of questions regarding payments, prices, additions of members, etc.

Motion by: JOSH GAGNON with a friendly amendment from SARAH MORRELL to support and recommend proposed membership bylaw changes being sent to membership.

Seconded by: STEVE VISCO

• **Discussion:**

- Sometimes bylaw revisions can become a lengthy process at the April meeting, so we should be prepared with any questions that may arise.
- We could send this to our states ahead of time to let them know it is coming.
- A one-pager FAQ could be a nice way to present the information to
- [Bylaw Amendment Language](#)

Motion passes unanimously, 11:28 am.

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Technology- Casey Henderson reports out.

- Staying busy leading up to the conference.
- Have set up box drive for the board. Transferred all documents from the Google Drive. If someone did not create the document, do not delete the document.
- Casey is happy to upload our reports or we can go in and upload them ourselves.

NEOA Achiever- Elyse Pratt-Ronco reports out.

- Currently we have two Achiever nominations and four for Rising Star. Hopefully receiving one more Achiever nomination by tomorrow.
- Are four Achievers too many for one sitting during the conference?
- We could also explore other combinations of awardees.
- We could mitigate any lengthiness by making sure the nominators are speaking less.
- Should have bios and head shots by the first week in March for booklet purposes.
- Want to make sure that rooms are being held for awardees.
- Elyse is ordering the awards. She will work with Rick to sort out payments.
- Haven't been able to get many readers from Connecticut so not optimistic about their presence at the luncheon. We have 3-4 right now. Hoping for 6 total. If we cannot get all, Elyse has a backup list of readers not from Connecticut.

Professional Development- Lynn Ploof-Davis reports out.

- Kim Gorman has submitted her report. She had a wonderful trip. Working on obtaining documentation for reimbursement.
- 13 Alums fed lunch at MEEOA Conference for their participation in the Understanding Disparities in Higher Education Access discussion.
- Had 20 people at the SSS Grant Writers workshop
- It could be worth thinking about funding more fully for professionals to attend the international conference. Bidya has built a lot of incredible professional relationships from attending in the past.
- **Action Item:** Need to make a commitment to Craig Werth for AMLI next year. If he is hired, he would like to attend the conference for a workshop. Also, deciding on an additional Fall piece the year after the institute ends. Lynn will contact Craig and determine how many nights he needs and then will contact CT about adding the room to the master bill.

Public Relations- Tony Staffiere reports out.

- Need a Press Kit ASAP for TRIO Day. This will go out on February 18th, if there is one.
- Will need a liaison on the ground there, as Tony will not be there, in order to send media back to him.
- Sarah has a staff member who is a professional photographer.
- Send any media from the event to Tony's email.
- Starting to work on NEOA Conference social media. Please let Tony know of any VIPs attending.

State Initiatives- Sarah Morrell reports out.

- Been working with people for State Initiative Proposals but none have been submitted.
- Recommended to do as soon as possible.
- Happy to work with people to help make it even easier.

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Strategic Planning- Elaine Leavitt reports out.

- Reported yesterday.
- Told board members how to better report their progress on the SP so we can better track our progress as a whole.

TRIO Day- Samienta Pierre-Vil reports out.

- 47 programs registered. Keynote is Dr. Mitchem. Peanut allergy has been noted.
- Meeting with Kristin next week at the hotel to go over last minute details.
- Hotel is full. 13 confirmed schools.
- College fair is all set. 36 colleges confirmed with 10 more on deck.
- Six confirmed workshops.
- 605 registrations, 508 of which are students.
- Evening activities include a dance, game room, paint night.
- T shirts will be ordered soon.

Retirees/Newsletter- Elaine Leavitt reports out.

- Retiree report has been revised.
- There are three identified retirees from VT. Moving forward with their bios and photos.
- Has sent out requests to all State Liaisons to discover any additional retirees.
- The Newsletter will be coming out mid-February.

State Reports:

Connecticut- Marek Mikunda reports out.

- Conference in December. Great turnout.
- Their association has been meeting at different institutions in hopes to broaden connections.
- Working on filling out E-Board for next year.
- Marek has been doing a lot of working on Fair Share and they have met their 10 for 10 goal. Working toward Policy Seminar.

Maine- Steve Visco reports out.

- Conference earlier in January!
- We got a lot of people from outside of TRIO to participate and see the scope of our work.
- We are having a good year.
- We have a full board and there are people in the pipeline which is great!

Massachusetts- Elizabeth Fitzgerald reports out.

- One of their goals this year is to more effectively market their association. Working on giving their website a facelift. Hopefully it will be ready to roll out before NEOA conference.
- They are on Instagram now.
- Put out a newsletter in January. It's their first one!
- Working on a Strategic Plan goal.
- Have developed a committee to work on this.
- Aligning SMART goals with NEOA and looking to Maine's goals as well.

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- Working on putting out more PD events. A financial aid PD day as well as a mental health PD day are in the works. They are trying to move it around the state.
- Also, working on doing a Leadership Institute every other year.
- Planning to go back to a two day conference in October. This will move around the state too.
- Brining in new people onto the board!
- Alumni Engagement: Luxen trying to build an Alumni Association. Working on a networking event too.
- Fair share is being worked on. Hoping to meet their goals. Confident in this.
- Advocacy day will be moved to May.

New Hampshire- Chris Lee reports out.

- Annual meeting in a couple of weeks if whether permits: February 14th.
- Still trying to decide on Alumni for Policy Seminar. Currently have three staff members selected.
- Trying to push other EOPs to attend our events.
- Josh has been working on Fair Share and been following up with donators after the fact.
- Having staff members attend political events in order to make those connections.

Rhode Island- Stephanie Cruz reports out.

- As presented.

Vermont- Rick Williams reports out.

- Working on a scholarship fund. Raising a lot of money lately.
- Disaffiliated from Dollars for Scholars so the application with the IRS for non-profit status has been submitted.
- Will be partnering with VSAC in order to administer their scholarships.
- Trying to get more younger professionals involved with VEOP.

Old Business:

- Award nominations:
 - Mariam Bellgrave Howard Award Nominee: Bob Brown, 30+ years of service. Still working. Still connected.
 - Claiborne Pell Award Nominee: Dr. Maria Martinez, Overseen many different programs, never lost sight of serving low-income, first-gen students. Has served thousands of students.
 - Shirley Chisolm Award Nominee: Joe Courtney, advocating for TRIO programs since his entry into office. He personally congratulates programs when they've been awarded. Truly supports TRIO programs. Always attends their closing ceremonies.

Motion by: MELISSA GOYAIT to accept the slate as proposed.

Seconded by: STEVE VISCO

Motion passes unanimously at 12:26 pm.

- Contract Discussions:
 - We have concluded that the TRIO Day and NEOA Conference hotels discussed are the ones we are going to go with. Did research other locations but these two make the most sense.



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- The Sheraton contract looks good. We would probably want to bump up request for hotel rooms for TRIO day, as the space would allow for an increase. We run the risk of having to pay for rooms if we do not meet how many we reserve. There are many extra charges that come with the contract such as AV, meal service charges, etc.

Motion by: SARAH MORRELL to authorize the President and Executive board to make the decision on both contracts for TRIO Day 2021 and NEOA conference 2021 hotels.

Seconded by: MELISSA GOYAIT

Motion passes unanimously at 12:36 pm.

New Business:

- Can we have an extension for Achiever Award nominees?
- We have reminded that there were many reminders of the deadline, with plenty of notice.
- Elyse will agree to accept until Monday at 8:30 am.

Motion to adjourn: RAMON GONZALES

Seconded by: BRIAN POST

Motion passes unanimously, 1 nay, at 12:37 pm.

Next NEOA Board of Directors Meeting:

Next Meeting: March 31, 2020

Heritage Hotel and Conference Center
522 Heritage Rd, Southbury, CT 06488



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2019-2020 NEOA Board Members				
VOTING MEMBERS – Friday, September 27, 2019				
OFFICER/CHAIRPERSON	NAME	Voting	Present	Absent/Late
Executive Board:				
President:	Rick Williams	1	1X	
Past President:	Stephanie Cruz	2	2X	
President-Elect:	Brian Post	3	3X	
Co Vice-President:	Robert Pote	4	4X	
Co Vice-President:	Bidya Ranjeet		X	
Treasurer:	Janelle Humphrey	5	5X	
Secretary:	Eric Pratt	6	6X	
State Presidents:				
CT	Miguel Peralta	7	7X	
ME	Steve Visco	8	8X	
MA	Elizabeth Fitzgerald	9	9X	
NH	Chris Lee	10	10X	
RI		11		X
VT	Adam Hurwitz	12	11X	
State Liaisons:				
CT	Marek Mikunda	13	12X	
ME	Mary Kate Barbosa	14		X
MA	Gaurav Khanna	15		X
NH	Joshua Gagnon	16	13X	

Please remember silence any telephones and electronic equipment during meeting.

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RI		17		X
VT	Karen Madden	18		X
Standing Committees Chairs:				
Alumni Relations	Randy Schroeder	19	14X	
Development Co-Chair	Reggie Jean	20		X
Finance	Melissa Goyait	21	15X	
Legislation & Education	Sarah Morrell	22	16X	
Membership	Andrea Dawes	23	17X	
Technology	Casey Henderson	24	18X	
Professional Development	Lynn Ploof-Davis	25	19X	
Public Relations	Anthony Staffiere	26	20X	
TRIO Day Co-Chair	Mona Savastano	27	21X	
Nominating	Stephanie Cruz	28	X	
NEOA Achievers Awards	Elyse Pratt-Ronco	29	22X	
COUNT OF VOTING MEMBERS PRESENT			22	5
NON-VOTING MEMBERS				
Co-Chairs				
TRIO Day Co-Chair	Samienta Pierre-Vil	1	1X	Late (9:12)
Development Co-Chair	Ramon Gonzalez	2	2X	
Ad Hoc Committees:				
Newsletter & Retiree Comm.	Elaine Leavitt	3	3X	
COUNT OF NON-VOTING MEMBERS PRESENT			3	0

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Notes from Thursday, January 30th, 2020

TRIO Day 2020

- College Visits are scheduled. Plenty of schools, plenty of space for students.
- Registration closed fairly quickly. At capacity at 508 students. 605 total.
- Hotel Reservation is tricky. 224 rooms for Thursday evening. 88 rooms for Wednesday evening. Earned 8 free rooms. Political rep and keynote will be able to stay.
- Food is set. Still trying to bring cost of lunch down a bit. Largest expense was the actual box for the lunches. Hoping to use bags as a cheaper option. Looking into bringing in own cases of water to cut costs. Working on setting dinner menu. Breakfast is set.
- Technology is set. Provided by Josh. Will need microphones.
During the dance, there will also be a “paint night,” as well as a game room. Looking for volunteers to be strategically placed so students don’t wander. Two rooms downstairs and two rooms upstairs in addition to the ballroom. DJ secured.
- Transportation is locked in for all of the college visits.
- Check in for the hotel: Welcome table. Luggage placed in a secure room until check in is available. Check out is at noon the next day.
- Keynote is Dr. Arnold Mitchem on Thursday evening after dinner. Political rep is Russell Holmes, the following morning after breakfast.
- T-shirts are ready to be ordered. They will be matching. Different colors for students and staff. They look great!
- All hands on deck when staff get there!
- 47 programs have registered. There is a waitlist.
- Not all programs have paid yet. Some institutions will not pay for things upfront.

2020 Annual Conference

- Schedule put together. Some things are being tweaked.
- Registration is live. 90 registered, 35 paid.
- Things are going well.
- Vendor registration is live. Blumen wants to contribute- going to ask for \$5000 or potential of paying for a meal. Maybe they will sponsor the alumni breakfast?
- Auction will be in a secure room that will be locked. There will also be a place to lock things with the hotel.
- Keynote speaker: Chris Cook.
- No pre-con.
- Achiever’s luncheon- Nominations are coming in.
- Three workshops are registered. Hoping to get some workshops in line with Diversity and Inclusion committee. Thinking about doing a roundtable discussion.
- The President should be the one inviting government officials to attend the conference. What is the best timeline for these invites? They will likely be busy during the traditional Achiever Luncheon so would it be possible to move things around so government officials would be able to attend while Achievers are receiving their awards? Sometimes Friday sessions aren’t as well attended. But having this presentation on Friday could get people to stay. It would be wonderful to get Rosa Deloro there. Maybe giving the government officials an option of when they can be there, either Wednesday morning or Friday morning?



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- Mara Luna will be joining us at our conference. Discussion of donating to Puerto Rico. We could do some sort of matching donation from the NEOA board. We should set a max match. Maybe do a gift card tree? Board could match a dollar amount to gift card amount donated. Need to check with Mara with what their needs are.

Institutional Membership

- Looked into other states to see how they did membership and how it was written into their bylaws.
- There are eight different categories that are listed: Active Professional (self-pay), Institutional, Affiliate, State Affiliate, Retiree, Student (we do not currently have...this could lead to incorporating alumni), Honorary (people who have given a substantial amount of their career working with Educational Opportunity), Corporate (if they want to financially support institution).
- The benefit is that the program could pay versus the employee. Membership is prorated per amount of employees. This could get us more paid members. Could there be a price based on a scale that gets cheaper per member with more members. Since we won't be losing money on this, we could present it, and then fine-tune as we go.
- We do not need to list the actual price levels in the bylaws.
- The student membership rate is a great idea! Would get students more involved.
- Would we consider changing the title of it? "Institutional" title could get confusing. However, this may not be as easy to pass through program officers.
- What categories would we like to adopt for our association? Andrea suggests: Active Professional, Institutional, State Affiliate, Retiree, Student, and Corporate. Could Affiliate membership include student and alumni?
- Corporate membership seems to bring some concern. It is a way for a company to show support of our organization, financially.
- There could be ways to combine certain types into fewer categories with subcategories: ie. Active, Student, Affiliate, and Honorary (could also be under Affiliate).
- If we tweak the bylaws, notice will need to be given with ample time before the next meeting. We will need to tweak wording for Individual, Affiliate, and Honorary. We will propose official language tomorrow.

2021 TRIO Conference

- Holiday Inn by the Bay is looking like it is the only hotel option that can hold us.
- The hotel contacted us recently informing us that they messed up on the day request and they accidentally requested Tuesday through Thursday, not Wednesday through Friday. They have admitted fault.
- We just received the contracts yesterday. We will look over them tonight.
- February 16-18, 2021 are the dates of the event.

2021 NEOA Conference

- We have received the contract from the Sheraton Portsmouth. We have been there before. It is a great place, central location.
- April 6-9, 2021 are the dates for the event.
- Parking does come at a cost reduced to \$10, but they have worked out a deal with the hotel room cost, now \$141. Took \$10 off parking and \$10 off of rooms.
- They will match any AV price we can find.



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Fair Share

- Had a conference call last week training new Fair Share people from each state. Great turnout! Over 50 people.
- We are currently #6. This may actually be incorrect. Some peoples' donations have not even been deposited yet.
- We encourage everyone on the board to donate.
- The \$19.65 campaign is starting in February to commemorate the signing of the Higher Education Act.
- 10 for 10 campaign is also going on at the moment.
- Hoping to reach out to EOC and Talent Search folks to make sure they are members.
- February 15th is a cutoff for renewal for institutional COE membership discount of \$300.

Strategic Plan

- Please note in your board report which project you are working on within the SP.
- We all need to be sure to include those who have not participated in board work in order to include outside members. This will keep the board fresh. This is a goal of the SP.
- State reps need to be working on gathering Alums to go to Policy Seminar.
- State reps please reach out to Alums in Connecticut about the conference!