

June Board of Directors Meeting- Friday, June 5th, 2020

9:00 AM- 12:00 PM

Virtual Meeting: Zoom

Join from PC, Mac, Linux, iOS or Android: <https://unh.zoom.us/j/98967798062>

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

Call to Order at 9:06 AM Quorum Established at 9:09 AM 26/28 – (see end of minutes for attendance)

- **Roll Call** at **9:06 AM**
- **Quorum** established **26** of 28 voting members

Approval of Agenda- **President**, Rick Williams presented agenda

- No changes

Action: To approve the agenda

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

Second by: **JOSH GAGNON**

Motion carries, at 9:10 AM, 22 yeas, no abstentions

Secretary Report – **Eric Pratt** report sent out via email.

- SUBMITTED BY EMAIL FOR REVIEW
- A few changes:
 - Josh clarified a few things.
 - Marek corrected who reported out for CT.

Action: To approve **March 2020 Board Meeting Minutes** as amended

Motion by: **MELISSA GOYAIT** to Accept the **March 2020 Board Meeting Minutes** as amended

Second by: **BRIAN POST**

Motion carries, at 9:14 AM, 18 yeas 3 abstentions

Treasurer's Report- **Janelle Humphrey** reports out.

- Not much activity.
- PayPal balance is zero.
- Have not received RI dues yet.
- Conference refunds are complete.
- Taxes have not been filed with the accountant.
- Conference refunds are over 9,000% of budget line.
- See budget document for more detailed expense account information.

Action: Approve Treasurers Report

Motion to approve Treasurer's Report: **SARAH MORRELL** to approve Treasurer's Report

Seconded by: **JOSH GAGNON**



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Discussion:

- What does canceling the conference do to us financially?
 - There weren't really any expenses to begin with, having canceled when we did, so we have not lost much, we just didn't bring anything in. So we may not be in too bad of shape. Fiscally we should be okay. Melissa will explain more in Finance Committee.
- Have we put a deposit down for the Sheraton in Portsmouth yet?
 - Not yet. Should look into that. Janelle remembers filling out a form to allow the Sheraton to charge, but they have not done so yet. Rick will reach out to the hotel.
- Ray received a mailing for Liability Insurance yesterday, which was strange. Ray received the letter but it had Stephanie's name on it. The Insurance should be good until 2021. This should cover things like TRIO Day and our board. Rick will reach out on Monday to see if there are any next steps. This letter appears to just be in regards to auto insurance.

Motion carries at 9:33 , 22 yeas

Action: To approve over budgeted lines of 125% in Treasurer's report due to cancellation of conference and distributed refunds.

Motion: BRIAN POST to approve over budgeted lines of 125% in Treasurer's report

Seconded by: SARAH MORRELL

Motion carries at 9:37, 22 yeas

Finance Committee Report- Melissa Goyait reports out.

- Reconciling April was a fun time.
- Feels good to refund people for the conference.
- For April had tallied up 139 refunds. Compared to Janelle's report, things are slightly different but Janelle's number is more accurate due to having April included.
- February, March, and April have been reconciled. May statement has not been received.
- Once May is reconciled we will move funds to new account.
- Want to leave a bit of a cushion in Eastern Bank account just to be safe while other things clear.
- Once this move is made, \$2500 will be used to move into TD Bank Market account.
- Will be reconciling Eastern Bank and TD Bank for the next few months but likely in the fall it will be safe to pull out remaining \$2500.
- Checking account is quite healthy right now. This comes even after cancellations and reimbursements. Things have not been as financially devastating as we imagined it would be.
- Total combined assets are very healthy. We are only down roughly \$240 from last year.
- Our Ameriprise account is doing even better this year too.



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Past President's Report- Stephanie Cruz reports out.

- COVID has affected Fair Share more than other aspects of our work.
- We are not at Fair Share but we are currently sitting at 8th place.
- A new report was run yesterday and we are looking a little better.
- We only have the rest of this month to improve.
- The next Fair Share meeting is on June 9th.
- UCONN should be showing up as it has been paid, but it is not.
- We lost one of our biggest opportunities for personal contributions by not having the conference.
- Would like to do some sort of Fair Share event with a buy-in, in hopes to get more folks engaged.
- Perhaps we could host a Trivia Night. Previous events have been engaging.
- Would like a full 100% donating board. We are almost there.
- COE has been doing a lot to keep us informed and mobilized during COVID, so it's worth it to support Fair Share.
- In previous years, the board has made a donation to Fair Share. If we are financially stable enough that would be a great option.
- As TRIO Alumni Chair, we are looking at having an event for alumni as a hybrid event. This opens things up to far more individuals than before!
- National conference is set to be a hybrid conference. There will be in-person and virtual registration types with differing pricing levels.
- TRIO Achievers are currently being informed.

Action Item: Decide on NEOA Board making a donation to COE Fair Share.

Discussion:

- Be sure to plan far enough ahead in terms of whether or not we will have a full conference experience next year.
- COE prefers donations by June 15th at the latest.
- Discussion to continue in New Business.
- In the past we've donated \$5,000. We could do any amount from \$100 to \$5,000.

President's Report- Rick Williams report out.

- Met with entire Congressional delegation. All so supportive. If they hadn't signed onto the letter, they had written their own.
- The association is financially healthy at the moment.
- Was happy to be a part of the Pell Indicators Report release.
- Also on the Strategic Planning committee. This has been a very interesting committee to be on and was interesting to look back on the last few years.



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- Has been enjoyable to join in with NEOA Upward Bound groups.
- Recently involved in a New England Council meeting. Joe Courtney was there!
- Dr. Mitchem spoke at TRIO Day event and was so pleased with turnout.
- Reached out to colleagues across the nation to see what had and had not been done in response to racial injustice. Most of the other programs had not created statements at that point.

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

- Our last in-person event was such a highlight.
- Participating in many Zoom calls. Hats off to Josh for putting together virtual UB calls.
- This organization's strength is sharing and collaboration.
- Planning for next year's big events. Lots of discussion lies ahead for what will be able to happen.
- Our first big event is February so we will see if we will be able to move forward with that.
- Been participating in COE offerings.
- Has been on multiple committees for COE board. Tasked with determining Standards and Competencies that COE will put forth to professionals. Also on bylaws committee.
- Putting committee chairs in place for next year.

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

- Been talking with Miguel about the transition of new board and what the future of in-state work looks like.
- Relieved to know that we did not take a huge financial hit due to conference cancellation.
- CT came together to plan the conference and the teamwork was wonderful.
- Helms-Brisco really helped us out with things which was great.
- Believes the location of the conference should reflect where the students we serve are from.
- We should look into moving to virtual conference offerings in the future.
- This could open up our offerings to professionals in other regions.
- Advice would be to start planning for a virtual conference for next April.
- It will be helpful to remain in contact with state associations in order to help them through the process when they are planning events.
- Should board consider purchasing a license for Zoom or some other platform to be able to offer virtual services in the future?
- Glad we could honor Achiever recipients still.

Committee Reports:

Alumni- Randy Schroeder reports out.

- Time to reach out to your SSS and Upward Bound seniors to get them onto the NEOA Alumni list and Facebook group.



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- Monda Kelly has been adding people regularly.
- Planning to recognize alumni at annual NH October meeting.
- Randy is willing to team up with others to make Fair Share donations.

Development- Ramon Gonzalez reports out.

- Changing up packages in regards to changes brought about due to COVID.
- Had made connections with a vendor to give \$1500 for conference. Everything shut down before there was an opportunity to send invoice.
- Thinking about how we can change our asks as the landscape is different. No one will be donating \$15,000 right now.
- Reached out to many vendors when in Florida for Gear Up event. Some of these vendors are willing to work with us. If we can give them a deal they may be willing to donate.
- Truly New England Auction has concluded- May 25th. Reggie included a report. Raised roughly \$1,065 for that event.
- 21 of 23 items sold.
- Received a late donation of a photo shoot from a NY-based company.
- Both partners planning to stick around for next year. Reggie is good with the technology aspect.

Diversity, Equity and Inclusion- Steve Visco reports out.

- Report included with Maine report.
- Worked a lot on a survey and had lots of great discussion surround adjustments to that.
- New folks stepping into committee next year. Meeting with Mona soon to discuss future of the committee.

Legislation & Education- Sarah Morrell reports out.

- Assisting VT in a state-initiative proposal.
- There have not been many proposals overall due to COVID.
- Proposing with the remaining funds, roughly \$2000, that states and leaders in those states could plan virtual events that spread word of TRIO.
- Fees can go toward speaker fees.
- This is an opportunity to get creative and offer activities that people may be craving due to lack of in-person events we normally have.
- Been participating in NEOA UB meetings and COE webinars, NEC subcommittee meetings.
- Helped draft our NEOA statements on racial injustice. Put that statement in our BOX Drive for posterity.
- Excited to help out with Fair Share Trivia event in the future!



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Membership- Andrea Dawes reports out.

- As we stand we have 284 paid members.
- Believes there are checks on campus but needs to get many levels of permission to set foot on campus. Number will change once those checks can be received.
- We have updated all state information in database.

Technology- Casey Henderson reports out.

- Sent out an email to the board regarding security breach. GoDaddy has offered one year of security protection for free.
- Our hosting account is set to renew next month.
- It would be prudent to push through renewal before it runs out just to not have any interruption to services.
- Been thinking of institutional membership and working on that implementation.
- Maine System is ending contract with Box and moving to Microsoft platform but it should not impact our Box drive as Casey used a Gmail account to set it up.

NEOA Achiever- Elyse Pratt-Ronco reports out.

- Nothing new since last meeting.
- Achiever bios were in Elaine's newsletter.
- Going to recognize at 2021 conference.
- Randy mentioned presenting awards to two of the four achievers.
- Can get plaques at a later date.
- How do we want to proceed for next year's Achievers?
- Two said they would give video reception speeches. Can ask the others again.
- Information for press releases were given out but not sure if they got published.
- Josh has been in discussion with conference chairs in order to recognize eight Achievers at the NEOA conference.

Professional Development- Lynn Ploof-Davis reports out.

- Seconding Sarah's sentiment regarding state initiatives.
- Leadership Institute- Updated contract. Need to send it to Craig to be signed.
- Craig has a similar budget. Loves Biddeford.
- Craig is thinking about possibility of raising participant cost for this upcoming institute.
- Currently \$500 and potential to move up to \$1000. We could raise price a bit and then also kick in more on behalf of the NEOA board.
- Programs do have money to afford costs right now.
- Application is ready to go. Considering a July 17th due date with an August 7th notification date.
- Lynn can sort out application reception.
- If we increase participant cost to \$750 programs should be able to keep up. Maybe board shouldn't take the hit when programs have the money to cover costs.
- Could state initiative funds be used to sponsor someone's participation?

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- Not sure we can transfer funds in that direction but states could propose some sort of matching program which would allow them to use state initiative funds.
- Seems reasonable to increase to \$1000 and see how it goes this year. SSS programs won't have money to spend this year.
- Maybe \$1000 is too much. Perhaps \$750 would be a reasonable intermediary step.
- Could be worth checking with Craig to see if a hybrid modality would be something he is interested in.

Informal poll taken to see how board feels about raising Institute cost to \$750 for participants.

Results: at 11:20 AM 16 yeas, 6 nays.

Motion to raise AMLI participant registration fee to \$750 "for 2020-2021 Institute.*"

Motion by: STEPHANIE CRUZ with friendly amendment by **MELISSA GOYAIT***

Seconded by: BRIAN POST

Motion carries at 11:26 AM with 11 yeas, 7 nays, and 2 abstentions.

Public Relations- Tony Staffiere reports out.

- Beginning to understand importance of this position in times like this.
- Sent out a statement from Rick on June 3rd- hopefully the first of many actions.
- Hoping Association becomes an agent of change.
- If any programs are planning any Black Lives Matter programming, please share with Tony to help spread the word and the message.
- This is a perfect opportunity to do what we do, really well.

Strategic Planning- Elaine Leavitt reports out.

- Sent out report this morning in hopes to get as many individual reports in as possible before doing hers.
- Pretty set with completing task required.
- State leadership has been phenomenal this year, getting people connected.
- This is the last year of the strategic plan and would like to have a great summary of our progress before moving forward with planning of next Strategic Plan.

TRIO Day- Samienta Pierre-Vil reports out.

- Nothing to report.

Retirees/Newsletter- Elaine Leavitt reports out.

- Spring issue has been released. Focused on awardees who were not recognized in person.
- Favorite accomplishment was working with Tony on PDF converter to make things able to be posted to our social media.
- If the newsletter continues it is advised to send out a survey to membership to see what they have to offer and what they want to see.



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- Five retirees this year. They should be in the process of receiving their retiree pens.
- Has spread sheet of retirees. Would entertain ideas for planning where to host that document.
- For 2021, retirees should be asked to donate to Fair Share.

State Reports:

Connecticut- Miguel Peralta reports out.

- Followed Josh Gagnon's lead and implemented a UB meet-up for CT.
- Been pushing for institutional memberships for institutions with Marek.
- Continuing to follow up on Fair Share contributions.

Maine- Steve Visco reports out.

- As Executive Committee we have tried to reach out to each program in the state to make sure programs were kept in the loop regarding all COE communication.
- Decided to plan January conference to be in a virtual format.

Massachusetts- Gaurav Khanna reports out.

- Robust PD offerings this spring.
- Programs have been meeting up to discuss plans and program needs.
- Made decision to cancel fall conference. Will be reimaged as a one day online workshop.

New Hampshire- Chris Lee reports out.

- New batch of officers for next year.
- Josh is leaving board but will be conference chair. Chris is remaining as President.
- Randy will be VP. Keeping current Secretary and Treasurer.
- Above and beyond Fair Share goal.

Rhode Island- Stephanie Cruz reports out.

- Nothing new to report.

Vermont- Karen Madden reports out.

- Full slate of officers for the fall.
- Had a Zoom meeting with COE yesterday to talk about Democratic National Committee getting involved.

Old Business:

- None.

New Business:

- **NEOA's Conversation About Racial Injustice**
 - This is a larger conversation that deserves more time to discuss.
 - Rick will send out an event for a meeting for next week to develop a task force.



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- We should clarify our statement on our website to be clear about what “recent events” we made a statement about.
- **Deb McCann** – a few words
 - Very excited to be back on the board working with old and new friends. We have a lot of work to do and is excited to follow Rick and Brian’s paths.
 - We have Elaine to thank for making the phone call to Deb to ask her to consider it.
- **Brian Post** – setting the agenda
 - Thanks to Rick and Stephanie for leading the way. Excited for next year and is ready to take on challenge of what the upcoming year will look like.
 - Ready to get creative to use virtual platforms to our benefit.
 - Looking forward to moving toward better support for our members.
 - Presentation of, “Thank You,” video for Rick from board.
- **Stephanie Cruz** – thoughts from our past president
 - Welcome to Deb! You will have countless Presidents to call upon in times of need.
 - Good luck to Brian!
 - To the membership: Please do not wait as long as she did to experience this role. This is an exciting time to be involved in the important meetings that are making big changes.
 - To Rick: So impressed with how you stepped up this year. You handled so many changes with grace and kept us moving forward.
- **Rick Williams** – Closing Remarks
 - Fortunate and proud to be a member of this board.
 - He often gets credit for the board’s work as a whole and he is constantly reminded of how hard we work and how well we collaborate.

Motion to adjourn: RAMON GONZALEZ

Seconded by: BRIAN POST

Motion passes, 1 nay, at 12:17 PM.

Next NEOA Board of Directors Meeting:

Next Meeting:

September 11, 2020

9:00-12:30

Virtual Meeting: Zoom



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2019-2020 NEOA Board Members				
VOTING MEMBERS – Friday, June 5, 2020				
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		
VT	Adam Hurwitz	12		X late
State Liaisons:				
CT	Marek Mikunda	13	12X	
ME	Mary Kate Barbosa	14	13	
MA	Gaurav Khanna	15	14	

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

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