

**New England Educational Opportunity Association 2019-2020
Annual Business Meeting Thursday April 2, 2020**

Virtual Meeting: Zoom / Microsoft Teams

**NEOA Official Membership Annual Business Meeting
Call to Order at 1:07 PM Quorum Established at 1:09 PM**

- **Roll Call**- N/A
- **Quorum** established with 72 voting members present

Approval of Agenda- President, Rick Williams presented agenda

- No changes

Action: To approve the agenda

Motion by SARAH MORRELL to approve agenda

Second by: STEPHANIE CRUZ

Motion carries, at 1:10 PM, 72 yeas, 1 abstention

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

- SUBMITTED BY EMAIL FOR REVIEW
- Unfortunately, the original final copy has been lost due to a lost hard drive. The only file available was the rough draft so that has been cleaned up from non-substantive errors.
- Non-substantive errors have been cleaned up and highlighted in yellow.
- Unclear items are highlighted in blue.

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

Motion by: SARAH MORRELL to Accept the April 2019 Board Meeting Minutes as amended with the provision that the secretary will share the non-substantive corrections following this meeting.

Second by: BRIAN POST

Motion carries, at 1:16 PM, 65 yeas, 2 abstentions

Treasurer's Report- Janelle Humphrey reports out.

- NEOA received an unqualified opinion for FY19.
- Due to the COVID-19 outbreak and cancellation of our annual conference the final report will be provided when we receive final figures.
- The current report is as accurate as possible.
- The NEOA board is working to mitigate future expenses without effecting our mission.
- Assets are at: \$237,867
- Total Revenue for FY19: \$190,132
- Total expenses are: \$186,827
- Overall, strong operational year.
- Cash flows: \$138, 630
- Decrease of: \$2,814 from FY18
- Current budget for FY20:
 - Total annual conference income: \$62,665
 - General foundation support: \$10,000 from American Student Assistance
 - Total membership dues: \$16,820

- TRIO Day income: \$44,635
- Total Income YTD: \$135,105.47
- Expenses:
 - Generated: \$46,741 in refunds
 - PayPal fees incurred: \$1,138.56
 - Total board meeting fees: \$15,097.63
 - Total general expenses: \$23,969.91
 - Total TRIO Day expenses: \$49,504.38
 - Total Expenses: \$131,674.17
 - Surplus of: \$3,431.30
 - More refunds to come so we assume it will zero out.
- Final budget draft will be sent out as soon as all refunds have been made.
- Entirety of report is accurate except for one piece on the last page.

Action: Approve Treasurers Report

Motion to approve Treasurer's Report: STEPHANIE CRUZ

Seconded by: SARAH MORRELL

Motion carries at 1:28 PM, 62 yeas, 6 abstentions

Finance Committee Report – Melissa Goyait

- This year we have spent a lot of time pulling our funds from Eastern Bank to TD Bank. They are not set up for non-profits and their customer service has been of issue.
- The interest rates with Eastern Bank were really low so TD allowed us better rates
- We conferred with other similar programs and we advised to look into TD Bank.
- Next step we are planning to move our checking account. It is not a good time to do this when there are a lot of things going on (TRIO Day, conference, etc.) We will plan to move them over in the summer time when the signatories change.
- We will open up a Business Market account that will come with a card reader.
- We have canceled the conference and are refunding members. Members and directors can email Janelle for reimbursements for the conference and Policy Seminar.
- We have a healthy budget and this is coming in handy during the current COVID-19 crisis. If we had to in case of emergency, we could disperse CDs as necessary.
- Due to our healthy budget, we are able to do things like refund during these trying times.
- We have an Ameriprise account that changes quite frequently. Only get statements every six months. The numbers reported are subject to change. Janelle's report is likely a clearer picture of our current financial situation.
- We are comparing TD Bank's card reader with other card readers on the market to make the best decision for our situation. Melissa will follow up with more details once we get closer to a decision.

President's Report – Rick Williams

- This is not the year he was expecting.
- It has been an absolute privilege working with this board but he has outstanding support he has had from board members, membership, national board which has made everything much easier.
- Had multiple meetings in response to the crisis and what to do in terms of the conference.
- Been working with the Heritage Hotel in CT and they have honored the Force Majeure clause that will allow us to either reschedule or potentially only lose our deposit. More to follow on the conference.

- The most fun has been traveling to each state's conference.
- Being a part of the COE board has been very rewarding and the traveling with them has been outstanding. Seeing them work has been very rewarding.
- TRIO Day was a huge success and seeing 600+ students be a part of it was especially amazing.
- Sami and Mona had Dr. Mitchem as the keynote and that was an incredible opportunity for our students.
- Sadly, this was the last event we were able to have in person.
- We will have one more board meeting, potentially through Zoom.
- Appreciates the board for all of their work and support and working with him through this somewhat tumultuous year.

President-Elect- Brian Post reports out.

- Thanks to everyone who has come together to put together this unprecedented meeting format.
- Thanks to Rick for his leadership this year.
- Great experience learning everything about his future position.
- Goals for this year will be going back to Strategic Goals
- Offering a lot of PD and learning opportunities for our membership.
- We are in uncharted territories and have lots of adapting to do so PD will help us through this.
- There will be another AMLI hosted this year. Programs should nominate their employees to participate. One of the best PD experiences.
- Looking ahead to next year's conference, looking forward to being at our conference in Portsmouth, NH and be together, celebrating our Achievers and Rising Stars.
- Looking forward to a lot and remaining optimistic we will be together soon. Looking forward to upcoming year and meeting more people within the organization.

Past President's Report, Alumni, and Nominations/Election – **Stephanie Cruz** reports out.

- This year has been quite a ride.
- We have been able to accomplish a lot this year and the work has been phenomenal.
- Two major responsibilities as Past-President are Fair Share and Elections for board positions.
- Expect follow-up regarding Fair Share.
- Our typical big money maker is during our conference. Stephanie is working to come up with creative solutions.
- Nominations went well. We have a complete slate of nominees. We can accept nominations from the floor if attendees raise their hand through the chat feature.
- President Elect: Debora McCann
- Vice President: Josh Gagnon
- Treasurer: Kristin Hagopian
- Secretary: Eric Pratt
- CT: Chelsea Cicchocki
- MA: Gaurav Khanna
- ME: Steve Visco
- NH: Linsey Edmunds
- VT: Matt Yu
- RI: Maria Muccio
- Voting will be open for one week after this meeting to allow all members to vote.

Motion to close nominations at this time from the floor at 1:51 PM: **EVETTE LAYNE**

Seconded by: **VALERIE LAPORTE**

No discussion.

Debora McCann: Remarks for consideration for election of position.

Motion passes by acclamation at 1:56 PM

Committee Reports: Membership reports out. Other committees reported on via slideshow prepared by Rick.

Membership – Andrea Dawes reports out.

- Membership is at 282 as of today.
- Still waiting on membership payments to activate a few other individuals who are outstanding
- It's been a great year, and due to recent events, updates have been slow moving.
- Will pick up once normalcy resumes.
- We are proposing adding one type of membership to our membership types: Institutional membership.
- We have also altered two of the current membership types by adding some language for clarity.
- Institutional membership- Language read to meeting attendees. See document sent out ahead of time, outlining these changes.
 - This would cover unlimited amounts of members and would be pro-rated by number of members at institution.
 - We want to make sure the membership knows this is just an additional option but members can still purchase membership in the ways that had before.
 - This only applies to those that are eligible to be members of NEOA
 - Currently have institutions and organizations that pay for a membership for their staff and this provision just makes it a little easier for them.
 - Discussion: There are programs that staff may not feel as equal to other programs if they cannot afford institutional memberships.
 - This language will be emailed out again for members to read more thoroughly. We welcome more discussion and questions. We want member input!
 - Sarah Morrell offered suggestion on some minor language alterations.

The following reports are reported via slideshow created by Rick.

TRIO Day – Mona Savastano and Samienta Pierre -Vil

Development – Reggie Jean and Raymond Gonzales

Professional Development/AMLI – Lynn Ploof Davis

Public Relations – Anthony Staffierre

Technology – Casey Henderson

NEOA Achiever – Elyse Pratt Ronco

President-Elect's Address – Brian Post

Vice-President's Report – Rob Pote

Old Business

- Voting on Bylaws Change
 - We will send out the ballot today and will close on April 9th, 2021.
 - Discussion about bylaw amendments or other ballot measures would need to be submitted in writing before being placed on the ballot and then shared for voting.
 - Recording of meeting will also go out with ballot so this can be reviewed before voting, as well as hearing directive of forwarding any discussion to Rick or Andrea before voting.

New Business

- Reggie would like to be sure to recognize Rick for his leadership. A board can't do its work without a great leader. Every president goes through something and Rick has done so with grace.

Motion to Adjourn: **STEPHANIE CRUZ**
Seconded by: **RAMON GONZALEZ**
No Discussion.

Motion carries at 2:23 PM 58 yeas, 2 opposed, 1 abstention

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