



**April Board of Directors Meeting- Tuesday, April 6<sup>th</sup>, 2021**

**9:00 AM- 12:30 PM**

***Virtual Meeting: Zoom***

Join from PC, Mac, Linux, iOS or

Android: <https://zoom.us/j/92583264895?pwd=WUIGck03UIM5Qm1WeXM1RFFRaTE0Zz09>

**Agenda**

**Call to Order at 9:05 AM Quorum Established at 9:09 AM 25\*/27** – (see end of minutes for attendance)

- **Roll Call** at **9:05 AM**
- **Quorum** established **21** of 27 voting members  
\*4 voting members joined late- noted in attendance.

**Approval of Agenda-** President, Brian Post presents agenda.

- No changes.

**Action:** To approve the agenda

**Motion by:** **RICK WILLIAMS** to approve agenda.

**Second by:** **MELLISSA GOYAIT**

**Motion carries, at 9:10 AM, unanimously**

**Secretary Report** – Eric Pratt report sent out via email, on January 29<sup>th</sup>, 2021.

- SUBMITTED BY EMAIL FOR REVIEW
- Discussion: None.

**Action:** To approve **January 2021 Board Meeting Minutes** as amended

**Motion by:** **DEBBIE MCANN** to Accept the **January 2021 Board Meeting Minutes** as amended

**Second by:** **ADAM HURWITZ**

**Motion carries, at 9:13 AM, unanimously**

**Treasurer's Report-** Kristin Hagopian reports out.

- Still waiting on a response from Brenda in regards to our taxes.
- Brief fraudulent transaction from Eastern Bank from Janelle's debit card. That has been refunded and card has been canceled.
- Kristin does not have access to this account, so this will hopefully be closed down soon.
- Transferred funds from PayPal and updated Quick Books.
- Will be updating some funds in budget as payments are still being received for the conference but it is up-to-date as of April 2.
- A check needs to be used to transfer money from Eastern Bank to TD Bank.
- Current PayPal balance is \$4060.00
- Budget vs. Actuals:
  - Still waiting to hear from Brenda about uncategorized income and fraudulent charges



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- Highlights: Registration- \$70,707, TRIO Day- \$43,050, and more specific income amounts in report.
- Refunds should have been received for Professional Development
- Has been tracking to make sure folks have receive checks
- Miscellaneous fees seem questionable but these amounts were for the TRIO Day Film Festival, hats, and bank transfers. Folks loved the hats! Brian has lots of extras.
- Kristin is going to share with us the Budget vs. Actuals document.
- Will hopefully be able to publish more widely once Brenda gets back to Kristin. We could also do a Quick Books report to be able to publish to Membership for conference materials. This is a required part of the Business Meeting.
- It is too late to add this to the conference “booklet,” but Josh has other ways to share this information via emails and on the “handouts” section of the session on Open Water.
- We also need to publish how the last year ended, financially. Additionally, the Accountant’s notice that we are in good standing should go out once we receive it.
- Kristin will reach out to the Accountant, Brenda, again today.
- Highlighting the transfer of banks, TRIO Day, Conference Income, and the fraudulent charges will be important for this year’s reporting to the Membership.
- Kristin shared her screen to show us the Budget vs. Actuals.
- Refunds need to be moved to the Expenses line.
- Some vendors paid last year but were given space this year. This is what the Conference Refunds is. Any individual registrations who were no longer able to attend were not refunded, but rather they substituted someone in their place.
- The Accountant fee seems to be high.
- There is an IRS fee of \$1644.71 that was for “Notice of Intent to Seize (Levy) Your Property or Rights to Property.” Kristin has reached out to Brenda about this but has not received anything. This looks like it could be from more than just one year. The overdue bill was from August 2019.
- Andrea had a similar experience with this due to late filing, from the same accountant for MEOA.
- The Miscellaneous section needs to be moved so it is not being reported as money we paid.

**Action:** Approve over budget amounts for refunds for the conference vendors and TRIO Day miscellaneous items

**Motion to approve over budget amounts for refunds for the conference vendors and TRIO Day miscellaneous items: SARAH MORRELL**

Seconded by: **STEVE VISCO**

**Motion passes at 9:56 am, unanimously**



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**Action:** Approve the exceeding amount for the Audit Prep line with the caveat that we need to follow up with the Accountant so that we can clarify what the expenses actually were so we can prevent late payment in the future.

**Motion to approve the exceeding amount for the Audit Prep line with the caveat that we need to follow up with the Accountant so that we can clarify what the expenses actually were so we can prevent late payment in the future: STEVE VISCO**

Seconded by: **SARAH MORRELL**

**Motion passes at 10:02 am, unanimously.**

**Action:** Approve Treasurers Report

**Motion to approve Treasurer's Report: STEVE VISCO**

Seconded by: **RICK WILLIAMS**

**Motion carries at 10:03 am, unanimously**

**Finance Committee Report-** Melissa Goyait reports out.

- Been very busy this year, moving the accounts around
- Hoping to close Eastern Bank account soon. Will get Janelle to write a check and deposit it at her local TD Bank branch.
- TD Bank has been a positive, lucrative change for us.
- Melissa will get a snapshot of our accounts to give to Josh to post for Membership.
- Have not received March statements yet.
- Our account is currently very healthy at \$223,198.55.
- Reconciled through February on two checking accounts we have.
- Will start working on March once she receives the statements.
- Melissa will update report with dates of statements of accounts for historical purposes.

**Action Item:** *Reconcile March and officially close Eastern Bank account once receiving the March statements.*

**Past President's Report-** Rick Williams reports out.

- NEOA is at 76% of Fair Share. Still a little ways to go.
- Rick reports the proposed slate:
  - Rob Pote, candidate for President-Elect
  - Gaurav Khanna, candidate for Secretary
  - Tyler Ochs, candidate for Vice president and Conference Chair



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- Kristin Hagopian will continue as Treasurer
- Rob will have a CT State Liaison by the CT State Meeting tomorrow.
- Josh will create a Qualtrics ballot to send out to membership so folks can vote for the week after the meeting.
- Eric will communicate this with the membership and then follow up with the membership about the outcome of the vote.

***Action Item:** Josh and Eric will work on ballot to send out to the Membership. Rob will find someone to represent CT.*

**President's Report- Brian Post** report out.

- Overview of the agenda for the Business Meeting on Friday.
- It is not a surprise that there are some gaps from last year, because this past year has been chaos!
- Kristin can give highlights of budget in her Treasurer's report.
- Brian will give some highlights of the year and the work we've done.
- Deb will give a welcome and highlight some goals she has for the upcoming year.
- Rick will go over the slate.
- Rob will make some remarks about stepping into the President-Elect role.
- Accept nominations from the floor. Secretary and VP will give a brief speech.
- It might be nice to give some background information about the State Liaison role.
- We will then go over any new or old business.
- We will be presenting Dr. Cardona's award in his absence, as he is very busy right now and can't attend by video. His office has been very communicative.
- We might want to clarify language around State Liaison nominations in the Bylaws. It reads as if the State Liaison nominations are put forth from the state and the NEOA Membership votes to approve them.

**President- Elect's Report- Debbie McCann** reports out.

- It's been an interesting year.
- Lots of learning.
- We have the signed contract for the TRIO Day and Conference for next year. We need to empower committee to sign and accept contracts. However, we have already signed them.
- We are going to VT and Portsmouth next year!
- Participated on a bunch of committees.
- Worked on Past-President's gathering this past year, which has to be virtual, the first of its kind! Has discussed with Maureen Hoyler, Sari Byerly, and Christian Wiles, to share what is going on in COE (Fair Share, Legacy Giving, and Board opportunities).



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- Will allow time for people to talk about leadership and ways to be involved.
- Working on trying to fill board positions for next year. Will talk to Newcomers tonight!
- Got seven RSVPs for attending. Debbie has given Josh emails for those who did not respond.
- Wants to make an effort to update directory of Past-Presidents. Elaine will help.

*Action Item: Andrea is going to reach out to Joan Becker to see if she is attending the Past-President's Dinner.*

**Vice-President's Report/Annual Conference- Josh Gagnon reports out.**

- Excited to host a conference!
- All expenses from conference are up-to-date minus a few last-minute expenses of gift-cards.
- 284 paid attendees. Roughly 30 VIPs. 20-30 individuals attending as presenters!
- Open Water is pretty much open and totally functional. Help feature should be turned on as of today after noon.
- Very excited and proud of this event. Fit lots of stuff into the conference and it is packed!
- Chris did the booklet.
- There is an Awardees Gallery this year so people can see the recipients featured on the site.
- Secretary Cardona will not be able to be in attendance, but Elaine will be there! Senator Hassan will send a video ASAP to be uploaded to the site.
- Typos will be fixed in the booklet after the fact for historical purposes.
- Will send a daily email to highlight the following day's events.
- Two items that we are going to push a lot is the Fair Share campaign (\$20.21 donation suggestion) and Laura has been working on a decorating project for Meals on Wheels bags to go out to conference registrants that they then send back and get used by Meals on Wheels. Folks should take pictures of what they do.
- Today we have the Pre-Con and Newcomers Event.
- Re-envisioned the roundtables piece so those should be fun! Some facilitators may be first-timers, so help support them as much as possible!
- Every session will be recorded and made available on the website once videos are edited for the next six months.

*Action Item: Josh will be making Rum Cake for the banquet, minus the cake.*

**Committee Reports:**

**Alumni- Randy Schroeder reports out.**

- It has been difficult to get ahold of congressional staff.



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- Looking forward to Alumni Celebration.
- We will monthly TRIO Alumni Dream (TAD) Talks to keep folks connected.
- Creating a mentoring platform so community can boost each other up.
- Elaine gives major kudos for TAD Talks and other associated alumni efforts!

**Development- Ramon Gonzalez reports out.**

- Ten partners for NEOA conference bringing in \$10,500.
- Going to finalize new sponsorship giving levels with Josh and Deb this summer.
- Reggie is working on the online Bidding for Good which has opened.
- Big sponsors will be sending emails after the conference.
- ASA did not donate this year.

**Diversity, Equity and Inclusion- Mona Savastano & Samienta Pierre-Vil report out.**

- Been focusing on conference panel.
- Will be doing a practice run with Miriam today.
- Mona has written up a brief intro to read ahead of the panel.
- Working with MEEOA to help rewrite their mission statement to use more DEI-focused language.

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

- Phenomenal COE Policy Seminar representation. New England was well-represented.
- Been attending the New England Council meetings to help with communication.
- American Rescue Act passage has been huge! Powerful amount of money heading into our schools and will have a strong impact on TRIO programs in the coming years.
- Senator Angus King will have a Capitol Hill report on April 16<sup>th</sup>.
- Sarah will pass along any information she receives that will help us communicate with our universities to request funds.
- Sarah is on the Strategic Planning committee.

Break: 10:51-11:00 am

**Membership- Andrea Dawes reports out.**

- 295 paid members.
- 175 Institutional members.
- Casey has been very helpful organizing this system.
- Information is getting spread about Institutional Membership and people are starting to use it.
- The system is saying 81 unpaid members, but some are duplicates.
- If folks have paid by check, those have not gone through yet, whereas online payments have.
- It is a challenge to get on campus at the moment. Mail did not get delivered in a timely manner, so five checks were not deposited. Hoping to get new checks reissued. They total \$555.00.



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**Technology- Casey Henderson reports out.**

- Been involved with quite a few different things.
- Worked with Tony on the Maine virtual TRIO and Gear Up Advocacy Day.
- Has worked with conference committee on conference.
- Worked with Lynn on PD events.
- Worked with TRIO Day committee on that event.
- Continues to update websites as needed.
- Renewed web-hosting platform for a few years.
- Maine is losing Box access, so Casey is helping out with folks getting set up, personally.
- Casey is also serving on the Strategic Planning committee.

**NEOA Achiever- Elyse Pratt-Ronco reports out.**

- Two Rising Stars and one Achiever.
- They have recorded their remarks for us to play at the banquet.
- They have received their awards so we will have pictures to post of them with their awards in hand.
- Created Press Release template so those can go out ASAP.
- Using the chat feature to collect praise for them to send to after!
- Awardees will be in attendance.
- We could potentially use pieces of the recordings to use for promotional materials in the future.
- Has already had folks save the date for October to get ready to nominate more for next year.
- Their speeches are very powerful!
- Last year's recipients have received their awards.
- People can read the awardees personal statements on the website!

**Professional Development- Lynn Ploof-Davis reports out.**

- Spent lots of time with the accounting for the PD events.
- Has been tracking down checks.
- We will be making money on PD events and not using any of budgeted funds on PD events.
- Would love to consider giving back to the Membership in some way since we have made lots of money.
- Spoke with the Leadership Institute on March 5<sup>th</sup>. They are so hopeful they might get to meet in person even if it is not this year.
- Rick suggested the potential of maybe starting a scholarship fund for members to cover cost of attendance to the conference. Perhaps called the Joan Becker Conference Scholarship Fund?

**Public Relations- Tony Staffiere reports out.**

- Banner year for PR.
- Response and attendance was much higher this year given the virtual nature.
- TRIO Days were incredible.
- Made a unique connections with COE's PR folks. They featured NEOA pretty heavily.



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- Been working with Josh and planning committee for the conference.
- Has been making connections with other regions by allowing our events to be more open to them.
- Tony is leading the Maine TRIO and Gear Up Virtual Advocacy Day today.
- Maine has started a YouTube channel for broadcasting events and other promotional materials. Wondering if NEOA is interested in doing something similar? This could help archive events.

**State Initiatives- Sarah Morrell** reports out.

- Maine and Vermont have made proposals for State Initiative grants. Sarah is always happy to help folks with their proposals.

**Strategic Planning- Elaine Leavitt** reports out.

- There has been a lot of creativity this year that has impacted the effectiveness of this board.
- Has not heard from some states before being able to synthesize progress.
- Started working on the next Strategic Plan. Has enjoyed working with the initial team but will discuss this more in New Business.
- Associated documents have been uploaded to Box drive in the Strategic Plan folder.

**TRIO Day- Doris Juarez.**

- No committee member present.

**Retirees/Newsletter- Elaine Leavitt** reports out.

- Most of the work for contacting retirees has to occur long before March.
- There were five. One had already retired and she is being honored by Maine.
- Never heard back from Jeanne Hearn.
- Believe Diane Dickerson, June Hampe, and Susan Bartzak-Graham are participating.
- They will be acknowledged at the conference. Josh has taken all of the bios from the booklet and any ads submitted on their behalf have been compiled into one PDF as a "Retiree Handout."
- Will follow up to get post-retirement contact info.
- Lynn will send Brian contact info for Becky Young.
- We might want to include Joan Becker in this since she has been in an Educational Opportunity position.
- Should she be included on Thursday morning with other retirees?
- Should we get her a pen made?
- Josh has confirmed it would be easy to add her in Thursday morning if we want to.
- We can add her to the list for Thursday morning and get her a pen!
- Should Elaine try to get a bio from Joan Becker for historical purposes? It could be added to the booklet after the fact. Andrea will follow up with her to get an updated bio. Elaine will get address to send the pen and info for contact spreadsheet.





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**State Reports:**

**Connecticut- Robert Pote reports out.**

- Successful Policy Seminar- lots of amazing conversations.
- Amazing support from elected officials and all willing to Double TRIO!
- Have followed up with each office.
- Excited about Miguel Cardona being selected for Claiborne-Pell award.
- Should have a full-slate for the CT board for the upcoming year.

**Maine- Mary Sinclair reports out.**

- Hosted TRIO Day and it was fantastic! Great to participate with folks from all over New England.
- The committee did an amazing job.
- Ginny Ward is doing our state leadership institute.
- Applied for State Initiative funds. Didn't get to host event in time but will remain an optional event for participants and board. Mary will submit an updated proposal to Sarah.
- Policy Seminar went very well. Met with Senator Collins and aides from Golden, King, and Pingree offices too. We have built some great relationships there.
- Working on revising our Mission Statement and Constitution removing gendered language and being more intentionally inclusive in our mission.
- Currently working on filling our slate for the next year. Almost complete.
- Today we are hosting our TRIO and Gear UP virtual Advocacy Day. Declaration from Governor. Alumna sharing her story too.

**Massachusetts- Gaurav Khanna reports out.**

- Policy Seminar went well. Had a fantastic alum.
- Got commitments from almost everyone, except one office.

**New Hampshire- Chris Lee reports out.**

- Busy month with the conference and Policy Seminar.
- Had a good annual meeting in February.
- Voting on slate tomorrow for state board.
- Policy Seminar went really well and had a good turnout in terms of team members.

**Rhode Island- No one to report out.**

- No report.
- We need to look into how to regain their participation.
- Randy will connect with Stephanie Cruz.

**Vermont- Adam Hurwitz reports out.**

- Policy Seminar went really well.
- Fantastic Alumni and a variety of TRIO program representation. The staffers seemed to really be ready to take back those stories and emotions with them to the elected officials.



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- Senator Leahy is now the head of the Appropriations Committee so it is tough to get him to commit to anything.
- Bernie Sanders wants to double Pell and TRIPLE TRIO!
- The language for COE's request this year basically came from Sanders' office.
- State organization just awarded scholarship to very deserving recipients- \$6,000!
- Sanders hosted a student town hall with 15 students from across VT and listened to them for 90 minutes about how COVID has impacted their lives since it has begun.

**Old Business:**

- None

**New Business:**

- Strategic Planning
  - Big thanks to Elaine and Rick spearheading this effort.
  - Created a work group to take on this project.
  - Subgroups have been determined to hopefully meet before the next meeting to discuss separate sections.
  - Chairs will be in touch with those listed below their names on the chart that Casey has put up on the screen. If you want to switch your committee, you will have to make an even trade with someone else.
  - These meetings would be similar to the ones we used to have the day prior to the official board meeting.
  - We would like to have a rough draft to review and submit at the June meeting.
  - More info will be coming from the chairs of each section of the SP.

**Motion to adjourn: JOSH GAGNON**

**Seconded by: STEVE VISCO**

**Motion passes 24 Yeas, 1 Nay, at 12:16 PM.**

**Next NEOA Board of Directors Meeting:**

**Next Meeting: June 4<sup>th</sup>, 2021**



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2020-2021 NEOA Board Members				
VOTING MEMBERS – Friday, September 11, 2020				
OFFICER/CHAIRPERSON	NAME	Voting	Present	Absent/Late
<b>Executive Board:</b>				
President:	Brian Post	1	1X	
Past President:	Rick Williams	2	2X	
President-Elect:	Deb McCann	3	3X	
Vice-President, Conference Co-Chair:	Josh Gagnon	4	4X	
Treasurer:	Kristin Hagopian	5	5X	
Secretary:	Eric Pratt	6	6X	
<b>State Presidents:</b>				
CT	Robert Pote	7	7X	
ME	Mary Sinclair	8	8X	
MA	Kristin Wing	9	9X	
NH	Chris Lee	10	10X	
RI				
VT	Adam Hurwitz	11	11X	
<b>State Liaisons:</b>				
CT	Chelsea Cichocki	12	12X	
ME	Steve Visco	13	13X	
MA	Gaurav Khanna	14	14X	Late

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NH	Katie Robinson	15	15X	
RI	Maria Muccio	16		
VT	Matt Yu	17	16X	
<b>Standing Committees Chairs:</b>				
Alumni Relations	Randy Schroeder	18	17X	Late
Development Chair	Ramon Gonzalez	19	18X	Late
Finance	Melissa Goyait	20	19X	
Legislation & Education	Sarah Morrell	21	20X	
Membership & Credentials	Andrea Dawes	22	21X	
NEOA Achievers Awards	Elyse Pratt-Ronco	23	22X	
Nominating	Rick Williams			
Professional Development	Lynn Ploof-Davis	24	23X	
Public Relations	Anthony Staffiere	25	24X	Late
Technology	Casey Henderson	26	25X	
TRIO Day Co-Chair	Doris Juarez	27		
<b>COUNT OF VOTING MEMBERS PRESENT</b>			<b>25</b>	
<b>NON-VOTING MEMBERS</b>				
<b>Ad-Hoc Committees</b>				
Diversity, Equity, Inclusion Co-Chair	Mona Savastano	1	1X	Late
Newsletter		2		

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<b>Retirees</b>	<b>Elaine Leavitt</b>	<b>3</b>	<b>2X</b>	<b>Late</b>
<b>Co-Chairs:</b>				
<b>Conference Co-Chair</b>	<b>Laura Mielke</b>	<b>4</b>	<b>3X</b>	
<b>Diversity, Equity, Inclusion Co-Chair</b>	<b>Samienta Pierre-Vil</b>	<b>5</b>		
<b>TRIO Day Co-Chair</b>	<b>Michelle Richards</b>	<b>6</b>		
<b>COUNT OF NON-VOTING MEMBERS PRESENT</b>			<b>3</b>	