



September Board of Directors Meeting- Friday, January 29th, 2021

9:00 AM- 12:30 PM

Virtual Meeting: Zoom

Join from PC, Mac, Linux, iOS or Android: <https://plattsburgh.zoom.us/j/95619556140>

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

Call to Order at 9:05 AM Quorum Established at 9:09 AM 19/27 – (see end of minutes for attendance)

- **Roll Call** at **9:06 AM**
- **Quorum** established **19** of 27 voting members as of the beginning of the meeting. Two more voting members joined during the meeting giving us 21 of 27 members present.

Approval of Agenda- President, Brian Post presents agenda.

- No changes

Action: To approve the agenda

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

Second by: **RICK WILLIAMS**

Motion carries, at 9:10 AM, unanimously

Secretary Report – Eric Pratt report sent out via email, on November 13th, 2020.

- SUBMITTED BY EMAIL FOR REVIEW
 - Disunion: None

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

Motion by: **DEBBIE MCCAN** to Accept the **November 2020 Board Meeting Minutes** as amended

Second by: **JOSH GAGNON**

Motion carries, at 9:12 AM, unanimously

Treasurer's Report- Kristin Hagopian reports out.

- Brenda McGovern is our accountant and we are following up for taxes
- Successfully deposited checked and transferred pay pal deposits to TD Bank.
- Updating business address.
- A lot of our mail is going to Boston so following up with that.
- Reconciling all of the fiscal changes with the bank accounts.
- We received the fraud refund.
- “Miscellaneous” item was a tax-exempt refund from Zoom when we purchased that.
- Annual conference hotel cost is our Open Water software virtual experience purchase
- Had to reissue a check because we sent it in December and she just received it recently. Had already canceled previous check and reissued another. The new one has a confirmation tied to it.
- Small COE expense was for the Newcomers’ Reception
- Budget is highlighted with specific notes about specific line items.



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Action: Approve Treasurers Report

Motion by: **DEBBIE MCCAN** to approve Treasurer's Report

Seconded by: **JOSH GAGNON**

Motion carries unanimously at 9:22 AM

Action: Approve the website line item overage in budget

Motion by: **STEVE VISCO** to approve the website line item overage in the budget

Seconded by **SARAH MORRELL**

Motion carries unanimously at 9:23 AM

Finance Committee Report- Melissa Goyait reports out.

- Been very busy the last two years.
- We have been meeting before meetings during these virtual times. We send out invites to those on the committee, but if anyone wants to be included, just let Melissa know and she will include you.
- Finance Committee is not boring! It's exciting!
- Setting up TD Bank accounts with Brian.
- If we take our CD and move it to a non-profit annuity, we actually earn more interest.
- Been organizing the accounts with Kristin and Brian.
- We can move remaining funds from Eastern Bank to TD account.
- Need to make sure that no more money is being funneled into Eastern Bank, so making sure that all accounts are directed toward the TD Bank account.
- Melissa will amend report as there is more money in the Eastern Bank account than what is being reported out in the report.
- We are still doing pretty well, financially despite the Pandemic circumstances. Saving money by not having board travel.
- We are just about on track for where we were last year at this time.
- Previous boards have set us up well, financially, and Development committee has helped us be able to make money on our conferences.
- To clarify, we have left money in Eastern Bank just in case any expenses were tied to that account still.
- TD Bank has been a dream to work with.
- Turning money into an annuity has allowed us to make some more money.
- Suggestion that moving Finance Committee to a Zoom a few days before the actual meeting could be a good move to increase engagement, especially when we go back to in-person meetings. This is the model that COE uses to get work done in between meetings.

Action Item: None



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Past President's Report- Rick Williams reports out.

- Not many updates since report submitted to Box Drive
- One key role Rick holds is Nominations and Elections. Will be looking for several positions to be filled moving forward.
- Elaine will be tasked to get you on board.
- We have a really strong showing during Fair Share meetings with most of our states attending all the meetings.
- We are number one in the nation right now for supporting Fair Share. In good shape as we are a little over halfway through the year.
- NH and RI lead New England usually.
- Policy Seminar is coming up. Early registration deadline is coming up quickly.

Action Item: None

President's Report- Brian Post report out.

- Not as much travel as expected.
- Been interesting trying to fulfill duties from comfort of his own desk.
- Attended every state conference and gave NEOA updates.
- Every state has done a wonderful job pulling together these events.
- It appears attendance may have increased due to not having to travel.
- Quality workshops all around.
- PD has been going very well! Events are well-received.
- AMLI had their second session recently and Dr. Mitchem addressed the group.
- Continuing to work with COE. Attended board meeting in December. Been doing various committee work. On By-laws, Resource Development, and co-chairing Partnerships, Standards, and Initiatives Committees. Busy but rewarding work.
- Competency work: Developing Cultural Competencies for the Council so that all of our work is purposeful. We can use these to evaluate our practices such as conferences, hiring, etc. This will allow us to measure if we achieved what we set out to achieve. These will be passed down from COE to each Association.
- Randy is wondering if anything is happening with Alumni Chair position at COE.
- Josh Delaney from Senator Warren's office has moved over as Legislative Director for Senator Warnock.

Action Item: None



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

- This is a year of learning and the transition period is so important.
- Attended first COE Board Training and Meeting.
- It is hard to know people from this virtual platform versus getting to spend time together in person.
- Next year when we have board meetings we will need to evaluate what structure we want to have for our board meetings. Should we continue with the way things were? Should we entertain new methods?
- Supporting people with what they are doing in their states.
- Been working with VT on TRIO Day 2022 hotel contract as well as MA starting to think about hotel options for 2022 conference.
- On conference committee for Atlanta in September. Organizing the fun-run in the morning! Very important role. Her past as a Physical Education teacher may have led to this role placement.
- Elaine suggests two-day meetings are so important for networking.
- Doing a great job with Fair Share. If everyone on the board can make a donation to COE, that would indicate that as a board we all support COE's work.
- Would love to make more connections with people in our association so they could take on board roles in the next year! State Presidents, please report back to Debbie with individuals who would be ready and willing to take on these roles.
- Rick mentioned if each state could bring someone from their association to the next meeting that would be wonderful.
- Maine would like to bring President-Elect to June meeting to help in transition.

***Action Item:** All board members to donate to Fair Share. Also, encourage individuals in your office to join in on a meeting.*

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

- Last month has brought about a lot of action items, pushing forward!
- Working with 30-40 people at any given time.
- Brining lots of folks in from the membership to help out.
- Chris Lee has put together a logo for the conference that will be coming out.
- Budget is on page 4 of the report. Ahead of where we wanted to be. There are still some unknowns but expecting income to be much higher than expenses.
- Kristin's report mentioned ~\$22,000 for Open Water. This report has an additional \$9,000 for Open Water which includes day-of fees.
- Silent and live auction. State Presidents need to come up with a Gift Card donation. This will be the live portion.
- Registration will open next week.

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- Price Categories: Member, Non-member, Retiree, Student, and Alumni
- The Early Bird prices finishes three weeks before the conference date.
- Anticipating increased registration this year.
- Open Water allows all recordings to be available for six-months after the conference on the website.
- Pre-Con is included in the price of the conference. Everything is one price!
- One PD session will be a logic-model training.
- Also offering a Newcomer's program for a Pre-Con
- Working with Lynn to develop more PD events!
- April Board Meeting will be at 9:00 AM on April 6, before conference starts.
- Sheraton- Portsmouth allowed us to cancel without charge!
- Josh will follow up with Calls to Action and Kyle Lontine will reach out to State Presidents about State Baskets.
- Question from the membership about timing for the events and if things are happening too late. Evening events sometimes pose the problem of decreased attendance.
- Maine conference brought up they had fantastic evening events with great attendance!
- Evening events sometimes pose the problem of decreased attendance.
- Josh and Laura have been coming up with some unique ideas to change things up to increase engagement. Going to be forthcoming about when people will be honored as awardees so hopefully people can plan to come.
- Josh could and is willing to "fade into the ether" if these changes backfire and they will go down in history along with his past decision buying the fancy cookies.
- Lynn may host a PD event to train potential facilitators ahead of the conference. This could be a great way for people in your office to get involved!

Action Item: Board Members: First, reach out to a colleague to submit a PD proposal AND a facilitator proposal. Secondly, come up with and work with a local business to make a donation to the silent auction this year and State Presidents getting a gift card "basket" for live auction. Third, promote registration.

Committee Reports:

Alumni- Randy Schroeder reports out.

- Working with TRIO Day folks. It's going to be great! Doris and Michelle are fantastic.
- Working on College Fair portion.
- Erica Anhalt is a Senior Legislative Assistant for Senator Sheheen is being considered for a State Award. This is top secret until further notice.
- Other details in report.

Development- Ramon Gonzalez reports out.

- Reggie and Kyle are busy with the online NEOA Auction.



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- There is a letter being sent out from Kyle asking for donations.
- There are new vendor categories for the conference. They start at \$500 and max out at \$1500.
- We are working on a customized donation option as well. None so far.
- It has been slow lately. Hoping things will go back to normal soon.

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

- No one to report out.

Legislation & Education- Sarah Morrell reports out.

- Working on TRIO Day committee. They are tremendous.
- Participated in NEC Higher Education Committee Meetings. Sent report from that recent meeting to Casey to show us.
- Most of CARES I Act money is gone, but CARES II money is being divided. Biden's recovery proposal will be CARES III and anticipated coming out soon.
- There is a lot of discussion about which students should receive CARES checks.
- NEC represents a lot of different institutions regionally. They want to know what NEOA's priorities are that could be included in CARES IV which would be coming about in the summer and would be a big stimulus package. Looking at doubling PELL.
- Looking like there will be a bipartisan resolution in the coming weeks.
- Not confident HEA will happen soon but hopefully before the midterm elections.
- Huge infrastructure package in the coming year in the trillions.

***Action Item:** Brian will highlight some of the COE priorities and send bullet points to NEC as soon as today to help put our priorities on their radar.*

Break: 10:20- 10:28

Membership- Andrea Dawes not present.

- Nothing reported out.

Technology- Casey Henderson reports out.

- Purchased an NEOA Zoom license in December. Working on the back end to get that up and running.
- Letting state associations use this and started it in Maine. It worked well.
- Worked with Lynn on two PD events and online registration.
- Working with conference 2021 on registration and will get that going soon.
- Making website updates as they come up.
- Renewed website security certificate.
- Working on TRIO Day committee to support tech aspects. Registration closes soon but we will need to increase Zoom capacity for TRIO Day.
- There are some options we will need to discuss for this event. Zoom offers an expanded subscription but also we could do a "Large Meeting Add-On" which would likely be half the cost of the increased subscription.

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- Casey believes the “Large Meeting Add-On” will be the best option. Josh supports Casey’s suggestion.
- Doris wants to make sure we keep the user experience in mind.
- The chat feature can be useful for engagement and interaction. But it may be tough to keep focused with so many participants, over 800!
- Casey will look into the bigger webinar option to make sure that user experience is the best.

NEOA Achiever- Elyse Pratt-Ronco reports out.

- Now have three Rising Star applications and one Achiever application.
- Deadline approaching.
- Once that arrives, applications will be sent out to readers.
- Working with conference committee to have recipients and speakers pre-record their speeches to avoid any potential technical difficulties.
- Wanting to have awards sent out ahead of time so recipients can have them for the live event.
- Two NH recipients did not get to deliver remarks, so going to follow up with those two in hopes they may record remarks to plug into the conference at different times.
- Mailing awards: Elaine has mailed them out and got reimbursed when she sent Retiree awards. Brian could order and send. Elyse could also get a bill and forward to Kristin to pay.
- We have a few “TRiO Achiever” pins but only six left and they have the incorrect logo. Elyse can order more if that is what we want. Once Achievers are designated, Elyse can work with Brian and Kristin to order more pins. NEOA charge card could be used.
- The pins may not be necessary. The placards may be sufficient.

Action Item: Send Elyse any nominations ASAP!

Professional Development- Lynn Ploof-Davis reports out.

- Focused workshops around DEI work. Great presenters, well-received.
- If folks attended both, they got roughly six hours of DEI PD for \$120.
- Struggling with the accounting end of things, working out check collection. November’s is almost done and will start working on January soon.
- Josh and Lynn are working on the Facilitator training on March 18th ahead of the conference. Wants to open this up to student workers as well as summer staff members.
- Hoping to host a “big-bang” PD event at the end of the year, looking at the whole trajectory of PD over the course of the year. Maybe have a National speaker!

Public Relations- Tony Staffiere not present.

- Been working closely with TRIO Day and Conference.

State Initiatives- Sarah Morrell reports out.

- Participating in an attempt to get folks to work on State Initiative Proposals. Worked with someone recently on a potential proposal.
- Just sent the form out moment ago so please share with others.
- This is open until we exhaust funds or about August 1, whichever comes first. Could be \$500+.

Strategic Planning- Brian Post and Elaine Leavitt report out.

- Our SP expires in 2021.

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- Forming a committee to work on this and if anyone is interested who Brian did not contact is welcome to join.
- Elaine humbly requests folks documenting their progress as they accomplish pieces of the SP in their reports. This is important archival information.
- State Liaisons have responsibilities vis-a-vis the Strategic Plan but neither report out nor submit Board Reports.

TRIO Day- Doris Juarez and Michelle Richards report out.

- Registrations are now at 846 with a few hours left for registration.
- There are so many people helping and offering ideas.
- NASA request was denied but it is still cool we got to ask!
- Not many expenses but looking into paying for Closed Captioning to the event.
- Maine Representative Jared Golden is going to participate on our panel discussion, Rep. Pingree will be sending a video, and still waiting to hear from Collins' scheduler.
- Keep increasing hat order! Keith from Bowdoin designed a wonderful logo.
- Been a lot of fun collaborating with Maine organizations and introducing them to TRIO.
- Michelle has been doing great work to partner with the Maine Outdoor Film Festival to bring two hours of video introducing students to Maine through film. All films created by people in Maine and are about outdoor things in Maine.
- Our goal is to host five workshops per day and we only need one more for Community Day! Lots of amazing workshops in the pipeline.
- We have about 12-13 volunteers for moderator roles.
- Please keep the committee in the loop as soon as we see anything regarding the Secretary of Education and their potential attendance.

Retirees - Elaine Leavitt reports out.

- Elaine has good news!
- Have received names of three individuals who will be retiring this year. Will work with conference committee to make sure that their info is collected for their biographies.
- Elaine will order their retiree gifts.
- Joan Becker is retiring this year and she needs more than just the normal recognition. We need to discuss what we could do to honor her!
- They will be recognized during Thursday morning's events. Elaine will reach out to Chris Lee to get the bios incorporated in the conference booklet.

Action Item: Send Elaine any retirees you know of ASAP!

Newsletter- Brian Post reports out.

- Has gotten a confirmation from Janelle Humphrey that she will do a newsletter once she receives some information.

Action Item: Submit any news to Janelle!



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State Reports:

Connecticut- Robert Pote reports out.

- Conducted first leg of conference in January and will be hosting the next segment in February regarding trauma. Had roughly 50 people in attendance for virtual conference.
- Did the COE: “How to Afford Policy Seminar” webinar.
- Had Brian come in and give a welcome to their conference.
- Kim Jones spoke a bit too.
- Miguel Cardona has been picked for Secretary of Education from President Biden. He is first-gen and grew up in a low-income household. He has participated in TRIO programs. Thinking of how we could potentially consider him for an NEOA award. Hopefully he will be confirmed soon.
- Rosa DeLauro is a big support.
- NEOA could write a letter of support for Miguel.
- Exciting time for CT!
- Kim Jones wants to make sure that we can show our support more publicly because we have so many New England reps in positions of power in the federal government.

Maine- Mary Sinclair reports out.

- Had our conference and had almost 100 people in attendance.
- The programming was great and it was engaging despite being over Zoom.
- Running our emerging leaders institute this year presented by Ginny Ward.
- We have found that our state Directors are a tight-knit group so our secretary, Lisa Black is acting as a liaison between that group and the board.
- Hoping to bring additional folks to Policy this year!
- Got a new logo this year too.

Massachusetts- Kristin Wing and Gaurav Khanna report out.

- Been working on Fair Share communication
- Planning for Policy Seminar



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- Getting to work on the conference for 2022.
- Working on job descriptions and responsibilities for their strategic plan.

New Hampshire- Brian Post and Katie Robinson report out.

- Brian has introduced that there is a Liaison-Elect for NH.
- **Action:** Elect Katie Robinson as NH Liaison.
- **Motion by: JOSH GAGNON** to [elect Katie Robinson as NH State Liaison](#)
- **Seconded by: DEBBIE MCCANN**
- **Vote passes unanimously at 11:46 AM**
- Annual meeting on February 12th. Beginning process of nominating new board members for upcoming year.
- Excited for TRIO Day
- NEC held events in January with every NH representative and TRIO was represented across the board.

Rhode Island- Brian Post reports out.

- Missing participation from RI.
- COE has reached out to RI leadership.
- Maria has not gotten in touch with Brian as of late.
- Stephanie Cruz contacted Sarah recently and wondered about RI participation. She has some ideas for folks who can get involved.

Vermont- Adam Hurwitz reports out.

- At last board meeting had the board read and score nominations for alumni for Policy Seminar. They have selected two for their virtual visits on “the Hill.”
- Had annual conference in December and Brian attended. Overall attendance was on par with normal numbers.
- Rep. Welch popped into Zoom to talk to membership about his support for TRIO and recognition of how hard this year has been for our students.
- Jonathan Elkin was there and it felt a lot like a mini Policy Seminar.
- Still were able to raise a lot of money through registration and donations. This supports scholarships so should still be on track for this year.
- Each year they bring students to the State House to teach about state-level advocacy. Couldn’t do one last year but hoping to do one this year, virtually, to get students involved and write letters.

Old Business:

- Seasoned Policy Seminar professionals happy to act as a resource for folks who are new to planning for Policy Seminar.
- Rob offered tips for how to afford Policy Seminar and what to do when there, based on his participation in the COE workshop regarding this topic. Don’t get discouraged if you don’t hear back until a week before or even more last-minute.

New Business:



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- Annual Awards:
 - Need to start working on this soon. Open to suggestions for nominees.
 - Brian will draft a letter to send out to membership next week.
 - Submit nominations to Eric Pratt and we will convene to vote.
 - We should try to highlight folks from the state the conference is being held in.
 - Maggie Hassan has been nominated by Randy for multiple awards that, as a board, can decide which she fits with most. Perhaps Shirley Chisolm given her position.
 - Randy has been in talks with Kim Jones and Jonathan Elkin about other nominations: Rep. Custer.
 - Could use nominations for Belgrave-Howard and Claiborne-Pell.
 - Our timeline should be prior to or shortly after TRIO Day.
 - Potentially we could nominate Miguel Cardona for an award. Kim Jones thinks it would be an appropriate time. He could be a good fit for Claiborne-Pell.

- ***Action Item:** Brian will draft a letter soliciting nominations and nominations should be sent to Eric to collect. Then we will hold a vote. Brian will send his letter to the membership. Rob will write a nomination for Miguel.*

- TRIO Day 2022:
 - Just got back the updated proposal for a contract from Kim at Helms-Briscoe.
 - Almost all of her requests for revisions were accepted.
 - We are right in line with last year's contract. It is looking good!
 - Will be in Burlington at the Double Tree that used to be a Sheraton.
 - There needs to be some sort of approval for the contract. The past few years the chair and the President-Elect work on the contract and then present it to the board when all things are ironed out. We can do this via email. Hoping to sign the contract by the end of February.

- Annual Conference 2022
 - Need to start narrowing down what city we will be hosting this conference in.
 - Let's never do Cape Cod again! Swimming to hotel rooms is not fun in April!
 - Thinking of sticking with Portsmouth hotel since we had the contract for this year.
 - There are few options in Western MA, Worcester, or along the shore.
 - Portsmouth is very close to MA still and would honor all of their flexibility with us this year.
 - We can tell Helms-Briscoe to work on a contract with them.
 - Josh advises that they take the consideration of being able to visit location. That hotel has a great knowledge of our association's needs and have that documented.
 - Kristin Wing is excited about the opportunity to travel out there to look at the venue.

- Joan Becker Recognition
 - Inaugural MEOA President and very important figure in development of NEOA. Has been a "mother" of the regional association over the years.
 - Retiring this year from UMass Boston where she has been the Provost for many years and overseen TRIO programs at the institution.

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<ul style="list-style-type: none"> ○ She has worked regionally and nationally to support TRIO programs. Consulting with COE following her retirement in the fall. ○ Important to recognize all of her service to use throughout the years. ○ She has received every award we offer that would fit her role, so we should come up with some way to recognize her contributions. ○ Perhaps this becomes a periodic award. Maybe we name it after her?
<p>Motion to adjourn: DEBBIE MCCANN Seconded by: KRISTIN WING Motion passes with a majority, 1 nay, at 12:34 PM.</p>

Next NEOA Board of Directors Meeting:
Next Meeting: April 6, 2021

2020-2021 NEOA Board Members				
VOTING MEMBERS – Friday, January 29, 2021				
OFFICER/CHAIRPERSON	NAME	Voting	Present	Absent/Late
Executive Board:				
President:	Brian Post	1	1X	
Past President:	Rick Williams	2	2X	
President-Elect:	Deb McCann	3	3X	

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Vice-President, Conference Co-Chair:	Josh Gagnon	4	4X	
Treasurer:	Kristin Hagopian	5	5X	
Secretary:	Eric Pratt	6	6X	
State Presidents:				
CT	Robert Pote	7	7X	
ME	Mary Sinclair	8		
MA	Kristin Wing	9	8X	
NH	Chris Lee	10		
RI				
VT	Adam Hurwitz	11	9X	
State Liaisons:				
CT	Chelsea Cichocki	12	10X	
ME	Steve Visco	13	11X	
MA	Gaurav Khanna	14	12X	
NH	Linsey Edmunds	15		
RI	Maria Muccio	16		
VT	Matt Yu	17	13X	
Standing Committees Chairs:				
Alumni Relations	Randy Schroeder	18	14X	
Development Chair	Ramon Gonzalez	19	15X	
Finance	Melissa Goyait	20	16X	
Legislation & Education	Sarah Morrell	21	17X	
Membership & Credentials	Andrea Dawes	22		

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NEOA Achievers Awards	Elyse Pratt-Ronco	23	18X	
Nominating	Rick Williams			
Professional Development	Lynn Ploof-Davis	24	19X	
Public Relations	Anthony Staffiere	25		
Technology	Casey Henderson	26	20X	
TRIO Day Co-Chair	Doris Juarez	27	21X	
COUNT OF VOTING MEMBERS PRESENT			21	
NON-VOTING MEMBERS				
Ad-Hoc Committees				
Diversity, Equity, Inclusion Co-Chair	Mona Savastano	1		
Newsletter		2		
Retirees	Elaine Leavitt	3	1X	
Co-Chairs:				
Conference Co-Chair	Laura Mielke	4	2X	
Diversity, Equity, Inclusion Co-Chair	Samienta Pierre-Vil	5		
TRIO Day Co-Chair	Michelle Richards	6	3X	
COUNT OF NON-VOTING MEMBERS PRESENT			3	

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