



**September Board of Directors Meeting- Friday, June 4<sup>th</sup>, 2021**

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

***Sheraton Harborside, Portsmouth, NH***

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

**Call to Order at 9:05 AM Quorum Established at 9:07 AM 25\*/27 – (see end of minutes for attendance)**

- **Roll Call** at **9:07 AM**
- **Quorum** established **25\*** of 27 voting members  
\*Three members arrived late, quorum still established at 9:07 with 22 members present

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

- No changes

**Action:** To approve the agenda

**Motion by:** **DEB MCANN** to approve agenda.

**Second by:** **STEVE VISCO**

**Motion carries, at 9:08 AM, unanimously**

**Secretary Report** – Eric Pratt report sent out via email, on April 6, 2021.

- SUBMITTED BY EMAIL FOR REVIEW
- A few changes.
  - Josh clarified a few things
  - Gaurav corrected that he made the Massachusetts report

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

**Motion by:** **JOSH GAGNON** to Accept the **April 2021 Board Meeting Minutes** as amended

**Second by:** **KRISTIN WING**

**Motion carries, at 9:09 AM, unanimously**

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

- TD Bank account is over \$230,000.
- There are questions about the accountant. She has reached out in regards to the movement of funds to different accounts. She wants some answers about our investment accounts before she does our taxes, which will be done in a few days.
- Previous year's reports have been uploaded to the NEOA website for members to view.
- The cost of our accountant has been going up slowly over the last few years.
- Will be refunding members as soon as funds become available to the PayPal account.
- All vendors have been paid at this point.
- Melissa has been reconciling the bank accounts.
- Reggie has been working with Ramon and Kyle to make sure the funds from the auction have been collected.



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- When this past year's report from the accountant comes in, Kristin will share with the board and membership.
- The accountant will have some suggestions for line additions to the budget.

**Action:** To approve **motion to empower the executive committee to make changes recommended by the accountant.**

**Motion by:** **STEVE VISCO** to approve motion to empower the executive committee to make changes recommended by the accountant.

**Second by:** **CHRIS LEE**

**Motion carries, at 9:20 AM, unanimously**

- Melissa would recommend looking into a new accountant. The finance committee will look into some options over the summer and solicit bids.
- Kristin reported the budget versus actuals.
- Some members and vendors made duplicate payments so we have had to issue some reimbursements.
- A couple of payments for the Leadership Institute are being tracked down.
- Due to COVID the mail has been so delayed that some checks are too old to actually cash.
- Meeting expense and travel line will have items in them due to this June meeting being in-person.
- Brian suggested the move of the money from his line to the awards line.
- We need to vote on exceeding budget for the board meeting line.

**Action:** To **approve exceeding the lodging line of the budget.**

**Motion by:** **STEVE VISCO** to approve exceeding the lodging line of the budget.

**Seconded by:** **JOSH GAGNON**

**Motion carries at 9:39 AM, unanimously.**

- Our net income has been substantial this year due to all of our amazing offerings.
- Deb is wondering how we can balance budget with reducing fees for things and providing more to the membership. This is a conundrum that we should seek guidance from an accountant.
- Kristin will schedule a meeting with the accountant. Brian will ask folks at the COE level.
- Sarah wondered if the VEOP state initiative grant was on this year versus last year. Adam thinks it was last year.
- Sarah also mentioned new state initiative grants to VT and ME and that they can be accounted for in the budget.

**Action:** **Approve Treasurers Report.**

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



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**Seconded by: JOSH GAGNON**

**Motion carries at 9:47 AM, unanimously**

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

- This year has been like riding a mechanical bull.
- We are in a very good place.
- We are all reconciled. All the money is where it needs to be.
- Eastern Bank account was closed in February and all funds have been withdrawn.
- Melissa reported on official dollar amounts of accounts.
- We are very healthy, financially, but we cannot assume that future years will be so good.
- Melissa plans to look at the fiscal policy this summer and will propose some language for conflicts of interest and will bring to the next board meeting, keeping the fiscal policy updated.
- Rick acknowledged the immense work that Melissa has done to get our accounts consolidated and cleaned up.
- The move to TD Bank has made things so much easier.

*Action Item: Melissa will look into updating fiscal policy language.*

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

- This year's COE committee work has been immense. They have had many meetings.
- NEOA is at 109% for Fair Share!
- The Fair Share numbers don't always accurately reflect how many have actually paid.
- Been in great contact with Brian and Deb to make transition smoother.

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

- Kudos to the conference committee!
- OpenWater was worth the investment.
- Our PD offerings were amazing this year and possibly offering a combination of in-person and virtual events. Virtual is incredibly convenient when we are so busy.
- AMLI was very successful this year with 14 members. We will want to check in with Craig to see if he is still willing to direct in the future years.
- We filled the slate of officers!
- Fiscally, we did very well.
- The COE committee work has been really valuable. Has gotten to be a part of the release of the Pell Indicators.
- COE has never had access to an administration like they do right now. Have had multiple meetings with the White House. We've got a lot of support in our corner in higher positions of power.



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- TRIO got an increase in President Biden's budget, which has never happened before.
- Deb acknowledge how fantastic Rick and Brian were in their presentations they gave and that they chaired committees for COE.

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

- It's been interesting balancing learning this new role and her current work.
- It will be great getting to really meet and work with her cohort.
- Did a Zoom meeting for the Past-President's "dinner." It went well and allowed more folks to be involved. It's cool to see how Maureen knows so many past-presidents well.
- Brought a newcomer to this meeting.
- Next year's board proposal was passed around. Nothing is set in stone but the proposed slate is looking great!
- Really wants to encourage committee work next year to expand on committees of one.
- Proposed dates for board meetings for next year.
- Has been working on finding hotels for meetings for next year. September is proving to be a bit difficult.

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

- We had a conference and it was great!
- The Open Water aspect made things really smooth.
- There were some payment processing issues which we made more difficult with the Eastern Bank transition. All payments hit on Tuesday. One payment was denied.
- Most proud of running the conference they wanted to despite being virtual.
- Open Water's tech support was fantastic and worth the money.
- It was the best virtual conference NEOA has ever put on.
- Laura and Josh were going to get suites for the conference so Josh encourages Tyler to go that direction.

**Committee Reports:**

**Alumni- Randy Schroeder reports out.**

- Randy has shared his archive of signatures of leaders past.
- Randy has TRIO Works buttons for folks.
- Thanks to everyone helping sign thank you cards for Fair Share.
- Will send the LinkedIn link to folks again.
- Scheduling our first TAD Talk. These will continue monthly.
- Had over 40 alumni at the alumni meeting at the conference.
- The TAD talks are going to incorporate a lot of applicable life skill topics.
- The ball is rolling now and Randy is excited to keep working on this stuff!



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**Development- Ramon Gonzalez reports out.**

- Launched a couple of initiatives this year with a gift card drive and online live auction.
- Raised over \$2500.
- Had some issues with the payment processing.
- Going to follow up with donors who were not interested in donating this year. Also going to follow up with donors who did donate.
- Talking about doing some swag for fundraising.
- Will continue to use some vendor tiers for future events to increase donations.
- The digital booklet was a nice way to easily incorporate many vendors.

**Diversity, Equity and Inclusion- Mona Savastano & Samienta Pierre-Vil not present.**

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

- Brian mentioned a lot of the great legislative things happening.
- We have a great opportunity to connect with influential folks.
- We will have to use these moments of in-person events to document and share with legislative offices to help illustrate the work we do.

**Break: 10:30-10:42 AM**

**Membership- Andrea Dawes reports out.**

- Some checks will be coming in in the next few weeks.
- We have 317 paid members.
- Casey was able to track down two checks that were missing.
- Casey has smoothed any glitches with the institutional membership piece.
- Andrea is working to iron out any challenges that are occurring to make things easier for the next person in this role.
- Some checks on her campus get routed to the wrong places on campus.
- It appears that institutional membership has really helped improve our numbers.

**Technology- Casey Henderson reports out.**

- Been working with SP committee to revise Goal #2.
- Been doing website updates as things come across his desk.
- Things are fairly quiet at the moment.
- What are technology needs going forward? Technology needs seem to be increasing with online, hybrid meetings and in person technology. Consideration of committee members for technology urged.

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

- Conference went well!
- The virtual nature allowed us to get videos of alums which we've never had!
- They were also able to receive the praise they received in the comments.
- Sent out information to folks around graduation to get nominations of their new alums.
- Happy to continue on in this role but also happy to pass on to someone who is an alum.

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- Perhaps a committee could form.

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

- Big year for PD.
- It has been great reaching out to the larger community and expand our offerings.
- Craig has asked for a November retreat. He has submitted a budget and it is in the Box Drive.
- We have already discussed a post-AMLI get-together of sorts.
- This would be a one-time, two-day retreat for this past year's Leadership participants.
- The budgeted amount would be \$5940.

**Action:** to **approve retreat for AMLI participants in November.**

**Motion by:** **BRIAN POST** to **approve retreat for AMLI participants in November.**

**Seconded by:** **MELISSA GOYAIT**

**Discussion:** Could we get this on this year's budget? The amount is known so it won't be too hard for Deb to account for in her budget. Deb suggested paying as much as possible before August 31<sup>st</sup>. We could pay for lodging and Craig's prep work.

**Motion carries at 11:30 AM, unanimously.**

- Deb suggested potentially putting something in writing for our goals with AMLI. Usually the Director assesses the group and plans curriculum. Perhaps we create a mission statement.

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

- This time of year is pretty slow.
- What level of conference ad do we want to go with for COE National Conference in September?
- Brian gives the go-ahead to let Tony design whatever ad he'd like.
- Keep in mind how inclusive we can be on a remote platform. Tony is happy to help develop programming with this aspect in mind.

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

- \$600 to VT
- \$500 to ME
- Still have \$1900 in our line item so please submit proposals.
- Sarah is always happy to connect and help with the planning process of this!
- Maybe over the next few years we could lay some groundwork for training grants.

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

- Cannot finalize progress on SP until hearing today's State Reports.
- Leadership didn't have as much engagement with former TRIO staff.
- Financial and Organizational section met all objectives except for developing a marketing plan.
- Advocacy had all objectives met.



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**TRIO Day- Doris Juarez reports out.**

- TRIO Day was a really awesome event.
- Committee had about 15 people join.

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

- Attended Deb's Past-Presidents event. This was a really wonderful experience.
- Connected with some Past-Presidents to get their information. Still working on getting more.
- Has connected with Linda Shiller to be on the board.
- Got Joan Becker a pen for her retirement.
- The retirees really appreciate the recognition.

**State Reports:**

**Connecticut- Robert Pote reports out.**

- Full slate for next year's board.
- Have a student participating in COE's National Student Leadership Congress next week.
- Excited to step into President-Elect role.

**Maine- Mary Sinclair reports out.**

- We are struggling to get a full slate. Still looking for a President-Elect.
- The structure of roles has been a great collaborative team.
- Met with Senator Collins' new Legislative Assistant.
- State Initiative grant was used to do a Maine Leadership Institute.
- Going to do Strengths Finder with our board and other invited folks.
- Have a Talent Search student participating in COE's National Student Leadership Congress next week.

**Massachusetts- Gaurav Khanna and Kristin Wing report out.**

- Did well with Fair Share contributions.
- Have names and addresses for raffle winners.
- Had some professional development events over the last couple of months.
- Over the summer there will be a legislative outreach to the MA legislature.
- Put out a competition to TRIO students for designing a new MEOA logo.
- Continuing to update board role descriptions to align with their SP.

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

- Has a full slate for next year's board.
- Congrats to the conference committee for their efforts.
- NH always has political candidates popping in so they are keeping as connected as possible.
- UNH Upward Bound students are participating in COE's National Student Leadership Congress next week.

**Rhode Island- No report.**



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**Vermont- Lindsey Carpenter reports out.**

- Full slate for next year and two new members serving.
- Monda Kelly is coming on as Preseident-Elect
- Give \$6000 in student scholarships.
- VT is hosting TRIO Day this year from February 16-18 at the Double Tree in Burlington.
- Sending two students to participate in COE's National Student Leadership Congress next week.
- Meeting with legislative offices who are very supportive.

**Old Business:**

- 2020 Conference awards have not been received by recipients.
- Rick is following up on this.

**New Business:**

- Deb acknowledged Brian's efforts and leadership this year.

**Action: Adjourn meeting.**

**Motion by: JOSH GAGNON to adjourn.**

**Seconded by: RAMON GONZALEZ**

**Motion passes at 12:11PM, unanimously.**

**Next NEOA Board of Directors Meeting:**

**Next Meeting: September 23 & 24, 2021**

2020-2021 NEOA Board Members				
VOTING MEMBERS – Friday, June 4, 2021				
OFFICER/CHAIRPERSON	NAME	Voting	Present	Absent/Late
<b>Executive Board:</b>				
<b>President:</b>	Brian Post	1	X	
<b>Past President:</b>	Rick Williams	2	X	
<b>President-Elect:</b>	Deb McCann	3	X	
<b>Vice-President, Conference Co-Chair:</b>	Josh Gagnon	4	X	
<b>Treasurer:</b>	Kristin Hagopian	5	X	

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<b>Secretary:</b>	Eric Pratt	6	X	
<b>State Presidents:</b>				
CT	Robert Pote	7	X	
ME	Mary Sinclair	8	X	
MA	Kristin Wing	9	X	
NH	Chris Lee	10	X	
RI				
VT	Adam Hurwitz	11	X	Arrived 9:20
<b>State Liaisons:</b>				
CT	Chelsea Cichocki	12	X	
ME	Steve Visco	13	X	
MA	Gaurav Khanna	14	X	Arrived 9:11
NH	Katie Robinson	15		
RI	Maria Muccio	16		
VT	Matt Yu	17	X	
<b>Standing Committees Chairs:</b>				
Alumni Relations	Randy Schroeder	18	X	
Development Chair	Ramon Gonzalez	19	X	
Finance	Melissa Goyait	20	X	
Legislation & Education	Sarah Morrell	21	X	
Membership & Credentials	Andrea Dawes	22	X	
NEOA Achievers Awards	Elyse Pratt-Ronco	23	X	
Nominating	Rick Williams			

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Professional Development	Lynn Ploof-Davis	24	X	
Public Relations	Anthony Staffiere	25	X	Arrived 9:58
Technology	Casey Henderson	26	X	
TRIO Day Co-Chair	Doris Juarez	27	X	
<b>COUNT OF VOTING MEMBERS PRESENT</b>			25	
<b>NON-VOTING MEMBERS</b>				
<b>Ad-Hoc Committees</b>				
Diversity, Equity, Inclusion Co-Chair	Mona Savastano	1		
Newsletter		2		
Retirees	Elaine Leavitt	3	X	
<b>Co-Chairs:</b>				
Conference Co-Chair	Laura Mielke	4	X	
Diversity, Equity, Inclusion Co-Chair	Samienta Pierre-Vil	5		
TRIO Day Co-Chair	Michelle Richards	6		
<b>COUNT OF NON-VOTING MEMBERS PRESENT</b>			2	

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## **Notes from Thursday, June 3, 2021 Committee Meetings**

### Finance Committee Notes:

- State of the state: Eastern Bank is completely zero now. Rob helped clear some CT checks. Everything is where it belongs in TD Bank.
- TD Bank account is doing well: over \$75,000.
- Ameriprise account is over \$13,000.
- Saved more money than we anticipated this year.
- Having some concerns with our accountant due to follow-through and response times.
- Mona has an accountant in mind who works with nonprofits accounts. DTB Tax (Donovan Thomas Billings). Would be great to find someone who could advise us on our larger sum of money.
- Elaine reminded us that the Strategic Plan covers some fiscal language.
- No conflict of interest language in fiscal policies.
- Development plan will be to solicit smaller donations.
- Plan to contact folks as they are forming their budgets for the year.

### Strategic Planning Committee Notes:

- NEOA is in a great position because we have followed up with our Strategic Plan each year. It is already a great document but now we are tweaking and fine-tuning.
- We would like to work on our meeting reports aligning with our Strategic Plan.
- Elaine has done a fantastic job going over every aspect of the plan.
- Chris shared out their progress on their section of the SP and how his committee worked through the process.
- We should discuss including DEI into our SP.
- We should really have a board orientation to the SP which will inform every one of their responsibilities within the SP.
- Deb wants to try to fill out the committees more so little pieces can be worked on over time. Zoom will allow these committees to be more involved between meetings.
- Rick's committee was super-efficient and got their section done in one meeting!
- We now have a TRIO Alumni LinkedIn profile!
- Should Fair Share be included in the SP anywhere?
- We should add a DEI section into each section of the SP.
- In priority #1.2 we could drop "a." Sarah reported out on other amendments made to this priority. Could combine sections, "d" and "e" in this priority as well.
- We need to consider more thoughtful invitations of potential board members to give them insight into what we do and how they can get involved.
- Section 1.3 had an addition of point "c," from Goal 5.4- a,b,c.
- Brian reported out on Priority 4- financial planning.
- Could we bring back a marketing plan? How would this look in the makeup of board positions. Perhaps a more robust PR committee would be helpful.