



September Board of Directors Meeting- Friday, September 9th, 2020

9:00 AM- 12:30 PM

Virtual Meeting: Zoom

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

Call to Order at 10:17 AM Quorum Established at 10:21 AM– (see end of minutes for attendance)

- **Roll Call** at **10:18 AM**
- **Quorum** established **23** of 27 voting members

Approval of Agenda- President, Brian Post presented agenda

- Change time of meeting from 9:00 PM to AM.

Action: To approve the agenda as amended

Motion by: **SARAH MORREL** to approve agenda as amended.

Second by: **RAMON GONZALEZ**

Motion carries, at 10:23 AM, unanimously.

Secretary Report – Eric Pratt report sent out via email, on Friday, September 4th, 2020.

- Submitted by email for review.
- Changes:
 - Change made to Achiever’s Report. Achievers never made videos.
 - Got clarification for CT State Report.

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

Motion by: **DEB MCCANN** to Accept the **June 2020 Board Meeting Minutes** as amended

Second by: **JOSH GAGNON**

Motion carries, at 10:26 AM, unanimously.

Committee Chair Assignments- Brian Post reports out.

- Melissa Goyait, *Finance*
- Sarah Morrell, *State Initiative/ Legislation & Education*
- Andrea Dawes, *Membership & Credentials*
- Mona Savastano, *Diversity, Equity, & Inclusion Committee Co-Chair*
- Samienta Pierre-Vil, *Diversity, Equity, & Inclusion Committee Co-Chair*
- Lynn Ploof Davis, *Professional Development*
- Casey Henderson, *Technology Committee*
- Ramon Gonzalez, *Corporate Development*
- Anthony Staffiere, *Public Relations*
- Randy Schroeder, *NEOA Alumni*
- Elaine Leavitt Retirees, *Strategic Planning*
- Elyse Pratt-Ronco, *NEOA Achiever Chair*

Action: Approve Committee Chair Assignments

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Motion by: JOSH GAGNON to approve [Committee Chair Assignments](#)

Seconded by: DEBBIE MCCANN

Motion carries at 10:28 AM, unanimously.

Treasurer's Report- Kristin Hagopian reports out.

- Needs to connect with Janelle to get caught up to speed and informed of what procedures we use.
- Going to meet with Melissa to get caught up.

Action: Approve Treasurers Report

Motion by: JOSH GAGNON to approve [Treasurer's Report](#)

Seconded by: RAMON GONZALEZ

Motion carries at 10:31 AM, unanimously.

Finance Committee Report- Melissa Goyait reports out.

- Very busy summer.
- Last year we voted to change accounts from Eastern Bank to TD Bank.
- Moved CDs over to TD Bank account. They have a higher interest rate.
- Checking accounts are a bit more complicated.
- In the process of switching still- held up because of COVID.
- Rick learned that we could likely get money wired over to TD Bank to avoid having to write a physical check.
- Proposing that we wire \$13,144.17 to TD account, leaving \$2,500 behind.
- Ameriprise Financial account just over \$13,000.
- Total TD Checking account has roughly \$3500.
- If we can wait to spend NEOA money, that would be ideal.
- All made it to Burlington to change over names on account.

- Budget Discussion:
 - Registration budget seems high.
 - Folks need to spend down budgets right now and are looking for great PD events to spend their money on. Hopefully with a robust virtual offering, people will still register to attend.
 - Costs for Portsmouth, NH conference were higher than other years. We will need to keep this in mind if in January things open up.
 - Holiday Inn in Portland has basically said they couldn't do TRIO Day, which led to removing those pieces from the budget and pivoting to a virtual offering budget.

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Action: To approve the budget as presented
Motion by: **SARAH MORRELL** to approve budget as presented
Second by: **JOSH GAGNON**

Motion carries, at 10:55 AM, unanimously.

Past President's Report- Rick Williams reports out.

- 100% of board contributed to FairShare
- NEOA exceeded FairShare goal by 4%
- 9 new programs and five did not receive continued funding
- Leadership Institute had 14 applicants
- Working with Brian to assist in transition documents and budget

Action Item:

Action: To approve the Past-President's Report as presented
Motion by: **MELISSA GOYAIT** to approve Past-President's Report as presented
Second by: **SARAH MORRELL**

Motion carries, at 10:58 AM, unanimously.

President's Report- Brian Post report out.

- State Presidents please be in touch with State Conference plans. Happy to do whatever is needed.
- Sent out congratulatory emails to Leadership Institute Participants, has been in touch with Craig and planning to participate in one of those sessions.
- Enjoying working on COE committees. Part of two and they meet regularly.
- COE Bylaws committee has been working on professional competencies for TRIO professionals. Has first draft ready.
- Fun working at the National level!

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

- Has been President-Elect for 11 days.
- Met with Rick and Brian and got lots of information.
- Not much else to report.

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

- There will be a conference of some kind.
- Best case at the moment: a hybrid conference.
- More likely scenario is an online conference.



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- We can wait a bit more before making a final decision but will, at some point, in the near future, need to make a decision as we need to allow time to plan.
- NEOA would need to look into purchasing a virtual conferencing platform to host conference as our institutions would not allow us to use their accounts.
- Planning to talk with hotel in Portsmouth to discuss options moving forward.
- Meeting again next week to discuss ideas and vision for conference. Thinking about a “refresh” as to what it looks like and this may be the perfect year. Hoping to have an outline by beginning of October.
- Been reaching out to other orgs to see what they’ve done for online conferences.
- Could we start offering a hybrid model every year? Could we offer a tiered registration approach?
- Rob mentioned seeing how we could open our offerings to a more National level. Could folks pay for a membership to then gain access to a series of workshops?
- Thinking there could be potential that even if we don’t have the hotel, a hybrid could still be possible.
- Let’s invest in a good conference host that specializes in hybrid conferences.
- How can we collaborate with states for their conference platforms?
- COE is using Open Water and maybe they could share information with us.
- We may need to consider pushing deadlines up, like Achievers, other awards, etc. so we have time to get their video reception of the award.

Action Items:

- Reach out to Rob to see what could be carried over from last year’s conference.
- Reach out to Elyse to work on honoring Achievers.
- Reach out to Ray, with his board position, to talk about partnering with organizations to sponsor specific parts of the conference (rather than “just sponsor the conference”).
- Reach out to hotel to see what options lie ahead in order to get an initial idea in place in early October.
- Brian will check in with COE next week at the board meeting regarding Open Water platform.

Committee Reports:

Alumni- Randy Schroeder reports out.

- Up to 324 members on the NEOA Alumni Facebook Page.
- Justis Lopez has left COE to a new position.
- COE started a TRIO Alumni Ambassador Program a few years ago that took off at first but then ended. Perhaps we could look at the model for a regional model.
- We did have a National Achiever this year!
- There will be a virtual award ceremony and those folks have been awarded in 2021 in Atlanta.

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Development- Ramon Gonzalez reports out.

- Received no money yet.
- Just reached out to ASA contact from last year in order to make connection for another donation.
- Worked with Reggie on Development levels so folks don't have to give such large amounts.
- Hoping smaller donations will add up!

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

- No report.

Legislation & Education- Sarah Morrell reports out.

- Will be providing updates from New England Counsel.

Membership- Andrea Dawes reports out.

- Hasn't been much going on.
- Connected with Brian, Casey, and Gaurav regarding institutional membership and the roll out.
- 41 individuals have renewed their memberships.
- Sent out an email to the membership about renewing for the new year.
- Deposited checks that have come in in the last few months.
- Working with the Treasurer to make sure no one gets missed.
- Wants to work with PD and Conference Committee. Need to see what is in it for Institutional Membership- what does that get you?

Technology- Casey Henderson reports out.

- Fairly busy summer.
- Membership webpage is now live.
- Institutional Membership and Individual registration are separate processes.
- Things seem to be off to a good start.
- Updating site and calendar of events.
- Our GoDaddy account allows us to create custom email accounts specific to each person's role if needed/wanted.

NEOA Achiever- Elyse Pratt-Ronco reports out.

- Not much to report yet.
- Idea of doing a teaser for our nominations when COE announces their nominations.
- Will get something ready to send out accordingly.
- Been in contact with Josh about how to honor this year and last year's Achievers at this year's conference.

Professional Development- Lynn Ploof-Davis reports out.

- Been in contact with Kate Walsh.
- Excited about the Leadership Institute class. Every state represented except CT. Good representation of all programs and experience levels.

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- Craig sent out video introduction to participants.
- Hoping after first virtual meeting things can be in person.
- Hoping to get Policies and Procedures in a document.
- Looking to create a space on NEOA site put all PD offerings happening regionally.
- Lynn happy to help with offerings!

Public Relations- Tony Staffiere absent.

- Nothing reported.
- Brian mentioned Tony's publicizing our statements on Black Lives Matter and his continued support publicly displaying our support for such causes.

State Initiatives- Sarah Morrell reports out.

- Not much to report on yet.
- These funds are used to support TRIO programs locally.
- Funds usually come in \$500 amounts.
- Will be sending out applications soon.
- Want everyone to be thinking about- what creative things can be done. Look at PD needs.
- Has examples to share: VEOP recently used money to revamp their state logo!

Strategic Planning- Elaine Leavitt absent.

- Nothing to report.

TRIO Day- Brian Post reports out.

- Doris Juarez has agreed to help out.
- Maine legislators could be involved so it still has a Maine feel despite things being virtual.
- Could do virtual college tours of Maine schools.
- Andrea is wondering if we could postpone the event to later in the year to allow for time to see if we could do something in person.
- Summer could be an option as well. But it may be tough to get students involved in the summer that aren't UB programs or for hotels to offer that much space in the summer.
- What if we table the event for the year? Things are still so uncertain.
- Brian was considering a paired down event. Maybe a few sessions throughout the week with some keynotes, etc.
- We really need to consider the students' perspective on this virtual piece. They will likely not want to sit through a conference like we are used to attending.
- We can do something of quality but it needs to be unique and creative.
- We should really focus on the student experience and creating something memorable for them, rather than focusing on the potential for revenue.
- Perhaps we bring some student leaders on board to help with the committee.

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Retirees- Elaine Leavitt absent.

- No report.

Newsletter- Elaine Leavitt absent. Words on her behalf:

- Looking for someone to take this over.
- Don't want to lose this piece.
- Recommendation to reach out to Janelle Humphry as a potential option.

State Reports:

Connecticut- Robert Pote reports out.

- Have a full slate of board members.
- Have already met as a board.
- Hoping to spread NEOA and CEOP footprint.

Maine- Steve Visco reports out.

- Summer was quiet but are working to figure out how to run the conference.
- We sadly lost one SSS program this year.

Massachusetts- Kristin Wing reports out.

- Looking forward to getting acclimated to NEOA Board.
- Still looking to finalize board and committee chair positions.
- Online conference in October.
- Working on a Strategic Plan.

New Hampshire- Chris Lee reports out.

- Been at a standstill since the spring.
- Trying to figure out what it will take to do a state conference virtually. Working with Randy on this.
- Working to determine dates.
- Welcoming Linsey to the NEOA board!
- Looking forward to the annual conference for the spring!

Rhode Island- No one to report out.

- No report.
- Sarah announced RI received three new SSS programs!

Vermont- Adam Hurwitz reports out.

- Used the State Initiative money to get a new logo for VEOP.
- Grow fundraising efforts as much as possible to offer more scholarships.
- Matt is new to the VEOP board and excited to have him on NEOA board.
- Getting new people onboard and involved.



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Old Business:

- None

New Business:

- None

Motion to adjourn: RAMON GONZALEZ

Seconded by: ROBERT POTE

Motion passes unanimously, at 12:17 PM.

Next NEOA Board of Directors Meeting:

Next Meeting:

November 13th, 2020- Virtual Meeting: Zoom

2020-2021 NEOA Board Members				
VOTING MEMBERS – Friday, September 11, 2020				
OFFICER/CHAIRPERSON	NAME	Voting	Present	Absent/Late
Executive Board:				
President:	Brian Post	1	1X	
Past President:	Rick Williams	2		
President-Elect:	Deb McCann	3	2X	
Vice-President, Conference Co-Chair:	Josh Gagnon	4	3X	
Conference Co-Chair:	Laura Mielke		X	
Treasurer:	Kristin Hagopian	5	4X	
Secretary:	Eric Pratt	6	5X	
State Presidents:				

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CT	Robert Pote	7	6X	
ME	Mary Sinclair	8	7X	
MA	Kristin Wing	9	8X	
NH	Chris Lee	10	9X	
RI				
VT	Adam Hurwitz	11	10X	
State Liaisons:				
CT	Chelsea Cichocki	12	11X	
ME	Steve Visco	13	12X	
MA	Gaurav Khanna	14	13X	
NH	Linsey Edmunds	15	14X	
RI	Maria Muccio	16		
VT	Matt Yu	17	15X	
Standing Committees Chairs:				
Alumni Relations	Randy Schroeder	18	16X	
Development Chair	Ramon Gonzalez	19	17X	
Finance	Melissa Goyait	20	18X	
Legislation & Education	Sarah Morrell	21	19X	
Membership & Credentials	Andrea Dawes	22	20X	
NEOA Achievers Awards	Elyse Pratt-Ronco	23	21X	
Nominating	Rick Williams			
Professional Development	Lynn Ploof-Davis	24	22X	
Public Relations	Anthony Staffiere	25		

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Technology	Casey Henderson	26	23X	
TRIO Day Co-Chair	Doris Juarez	27		
COUNT OF VOTING MEMBERS PRESENT			23	
NON-VOTING MEMBERS				
Ad-Hoc Committees				
Diversity, Equity, Inclusion Co-Chair	Mona Savastano	1	1X	
Newsletter		2		
Retirees	Elaine Leavitt	3		
Co-Chairs:				
Conference Co-Chair	Laura Mielke	4	2X	
Diversity, Equity, Inclusion Co-Chair	Samienta Pierre-Vil	5	3X	
TRIO Day Co-Chair		6		
COUNT OF NON-VOTING MEMBERS PRESENT			3	

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