



**April NEOA Business Meeting- Friday, April 9<sup>th</sup>, 2021**

**9:30 AM- 10:15 PM**

***Virtual Meeting: Zoom/Open Water***

**Agenda**

**Call to Order at 10:00 AM Quorum Established at 10:00 AM 121 Voting Members, 5 guests in attendance**

- **Quorum** established 121 voting members of 126 people present

**Opening Remarks- Brian Post**

- Congratulations to Laura Mielke and Josh Gagnon for putting on an incredible conference!
- Rick Williams presents Elaine Leavitt with the Marian Belgrave-Howard award!
- Elaine delivered beautiful, thoughtful remarks and reflections on her receipt of the award.
- Brian shared a letter from Senator Jeanne Shaheen congratulating NEOA on an amazing conference and for the support provided to students during the pandemic.

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

- No changes.

**Action:** To approve the agenda

**Motion to approve agenda by: MELISSA GOYAIT**

**Second by: SARAH MORRELL**

**Motion carries, at 10:00 AM, 121 yeas, five abstentions**

**Secretary Report – Eric Pratt** report posted with NEOA Conference Materials.

- Josh posted last year’s minutes in the NEOA Conference Materials.
- No changes.

**Action:** To approve **2020 Business Meeting Minutes** as amended

**Motion to accept the 2020 Business Meeting Minutes as amended by: RICK WILLIAMS**

**Second by: STEPHANIE CRUZ**

**Motion carries, at 10:02 AM, 121 yeas, 5 abstentions**

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

- One issue we are experiencing is with institutional checks as they are not labeled. Please talk to your institution to see if they can possibly put a note on checks coming in to identify what you are paying for.
- Income of the Annual Conference:
  - Brochure Ads: \$750.00
  - Exhibitor/Vendor Registrations: \$11,000.00 (Increase of \$8,500.00 from last year)
  - Conference Registrations: \$84,287.00 (Last year was \$58,090.00)



**April NEOA Business Meeting- Friday, April 9<sup>th</sup>, 2021**

**9:30 AM- 10:15 PM**

***Virtual Meeting: Zoom/Open Water***

- Silent Auction: \$450.52 as of this morning before the live auction and this year's online auction. The \$450.52 were payments that came in during this fiscal year from last year's online auction.
- Underwriting: \$0.00
- Total Annual Conference: \$96,487.42
- Did not have any foundational support this year
- Approximately 300 paid members which totals \$16,500.00 (this is an increase from last year's 284)
- State dues invoices going out in the coming weeks
- Miscellaneous income includes last year conference hotel fee which was returned due to COVID-19 cancellation. This also includes transfers from Eastern Bank to TD Bank which totals \$132,144.17. This also includes a fraudulent request for money from the alias of the President, asking for money for a software fee. After making a claim, the funds were returned to the NEOA account. TD Bank expressed that while rare, this often occurs when boards have a turnover of leadership and it is acknowledged on their website. Be vigilant if you receive requests for payments.
- Professional Development Registration Fees: \$8050.00 (\$65.00 for members, \$85.00 for non-members)
- National TRIO Day Student Registrations: \$43,050.00
  - There are a few checks that need deciphering to determine if they are TRIO Day registrations or NEOA Conference registrations. Kristin will follow up with folks individually.
- Arnold Mitchem Leadership Institute Participant Tuition: \$6,000.00 (still tracking down a couple payments)
- Total income before expenses \$318,094.03 (An increase from last year \$135,105.47)
  - This large increase is due to the Eastern Bank transfers that are reflected in our bank statements that need to be reconciled in this budget.
- Annual conference payments are still coming in so this is subject to change.
  - Due to no hotel cost this year, the board decided to put all of the OpenWater fees in this budget line. This amount was: \$31,934.00.
  - Next year's hotel deposit: \$1000.00
  - There were no printing costs due to virtual nature of conference.
  - Refunds: \$1,000.00 (includes some duplicate member registrations and some vendor refunds from last year's conference)
  - Total Annual Conference Expenses: \$33,934.00
- Annual COE Dues: \$4,000.00
- Annual Fair Share contribution will be sent out in the coming weeks.
- Other Expenses: \$36.96 (purchase for Newcomer's Reception at COE Conference last year)
- Policy Seminar: \$1,250.00 (this line will be changing once more reimbursements come in)
- Total COE Expenses: \$5,286.96
- Affiliation Memberships: \$500 (for membership to New England Council)

*Please remember silence any telephones and electronic equipment during meeting.*



**April NEOA Business Meeting- Friday, April 9<sup>th</sup>, 2021**

**9:30 AM- 10:15 PM**

***Virtual Meeting: Zoom/Open Water***

- Association Awards \$210.75
- Audit & Tax Prep Expenses: \$6,564.71 (includes an expense for an IRS penalty fee of \$1,644.71, which was requested by the IRS in error and will be refunded, additional \$4,850.00 for the accountant's review and tax prep, and remaining \$70 is for tax filing fee- once we get the financial report we will make it available for all NEOA members)
- TD Bank Fees: \$232.41.00
- PayPal Fees: \$2,503.55
- Total Bank Fees: \$2,735.96
- Due to COVID-19 the board has not met in person so that budget line remains empty.
- Bonding and Insurance Fees for Cross and Liberty Mutual General Liability Insurance: \$2,376.00
- No committee expenses thus far.
- Executive Leadership Institute did not meet due to COVID-19 response.
- Member Professional Development Registration Expenses: \$3,500.00 (two refunds due to institution and member paying at the same time, also includes presenter fees)
- Membership Refunds: \$495.00 (due to duplicate payments similar to aforementioned refunds)
- Miscellaneous Expenses: \$138,058.03 (used this line to document aforementioned bank transfer and fraudulent expense, as well as expenses made on a debit card by Eastern Bank in the sum of: \$263.86, which Eastern Bank is completely refunding)
- QuickBooks Online Subscription: \$520.66
- Treasurer Expenses: \$24.90 (for postage paid for certified mail to aid in tracking mail)
- TRIO Alumni Society Expenses: \$0.00
- Vice President Expenses: \$0.00
- Website Operational Expenses: \$6,568.77 (website services for Zoom and Rev.com)
- Total General Expenses: \$161,724.78
- National TRIO Day Expenses: \$12,271.38
  - Entertainment: \$500.00 (for Maine Outdoor Film Festival)
  - Miscellaneous: \$4,771.38 (for gift hats sent out to participants and presenters)
  - Hotel Deposit: Did not pay at this time
  - Refunds: \$0.00
  - Speaker Expense: \$7,000.00 (for Dr. Anthony Jack)
- The Leadership Institute Expenses: \$6,200.00 (for speaker and Director fees)
- Total Overall Expenses: \$219,417.12
- Net Operating Income: \$98,676.91 (this is high due to cancellation of multiple events that would have incurred costs)
- Discussion:
  - OpenWater is clearly pretty expensive and it's worth noting the work that Casey and Doris did on setting up TRIO Day with our Zoom platform.

*Please remember silence any telephones and electronic equipment during meeting.*



**April NEOA Business Meeting- Friday, April 9<sup>th</sup>, 2021**

**9:30 AM- 10:15 PM**

***Virtual Meeting: Zoom/Open Water***

- Josh was asked by Brian to share about OpenWater experience and reasoning for cost. About 300 attendees and over 142 individual zooms in addition to website, IT support, and other unique requests.

**Action:** Approve Treasurers Report

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

**Seconded by: **TAMMY GEWEHR****

**Motion carries at 10:20 AM, 89 yeas, 4 abstentions**

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

- Thanks to the entire NEOA Board for all of their help.
- This job needs everyone to help and that has been the case.
- Lots of virtual events and meetings attended.
- Thanks to many board members for their work this year!
- Goals for the year have included: supporting state associations, professional development, fostering leadership, fiscal health, and advocacy on behalf of our students.
- Supporting State Associations: Amazing state conferences and participation in Policy Seminar.
- Professional Development: Amazing offerings this year. Three high-quality PD events.
- Foster Leadership: AMLI had 14 participants this year.
- Fiscal Health: Record attendance and reduced costs without travel.
- Advocacy on behalf of our students: TRIO Days 2021 was an unbelievable success with almost 1000 registrants. High quality. Again, Policy Seminar attendance and success.

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

- So excited to be President-Elect! So proud to be a part of this organization and association.
- We did so many wonderful things this year despite the circumstances.
- There are aspects of this year that we will continue to use moving forward.
- Thank you for the leadership that has guided her term.
- Working on a new Strategic Plan for the next five years of the association. Hopefully this will be complete by the end of this fiscal year to be able to vote on by September.
- Wants to get more folks involved and it's wonderful to see new people getting involved.
- Hoping that more people attend meetings to join onto committees.
- Excited for the next year's conference in Portsmouth, NH! Put it on your calendars!
- Hoping to provide lots of opportunities to our membership given our current fiscal strength.



**April NEOA Business Meeting- Friday, April 9<sup>th</sup>, 2021**

**9:30 AM- 10:15 PM**

***Virtual Meeting: Zoom/Open Water***

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

- Current Slate of Nominees presented. Following this meeting, all active members will receive a ballot via email and will be due by April 16<sup>th</sup>.
- Nominations from the Membership: None.
- All members running for board positions gave brief remarks.
- President-Elect Candidate: Rob Pote
- Vice President Candidate: Tyler Ochs
- Treasurer Candidate: Kristin Hagopian
- Secretary Candidate: Gaurav Khanna
- State Liaisons:
  - Maine: Mary Sinclair
  - Massachusetts: Scott Dowling
  - New Hampshire: Katie Robinson
  - Connecticut: Yara Zoccaroto
  - Rhode Island: Gail Mance-Rios
  - Vermont: Soren Dews

***Action Item:*** *Email ballot being sent out to all paid members of NEOA. Voting will close on April 16<sup>th</sup>, 2021.*

**Old Business:**

- Melissa explains the transfer from Eastern Bank to TD Bank:
  - Eastern Bank had some customer service issues and were not set up well for non-profits.
  - Eastern Bank was also not as accessible to folks all over New England.
  - Rolled six CDs from Eastern Bank at about \$70,000 into one CD at TD Bank which increased our return. We have now rolled those TD CDs into a new CD with a higher interest rate of 2.1%.
  - Almost done rolling all of these over to the new CDs. There is about \$4,000 left at Eastern Bank.
  - Our checking account is healthier than it's ever been. But this should even out once we start making deposits for hotels.

**New Business:**

- None

**Motion to adjourn: DEBBIE MCANN**

**Seconded by: MELISSA GOYAIT**

**Motion passes unanimously, 89 yeas, 0 nays, at 10:44 AM.**



**April NEOA Business Meeting- Friday, April 9<sup>th</sup>, 2021**

**9:30 AM- 10:15 PM**

***Virtual Meeting: Zoom/Open Water***

**Next NEOA Business Meeting:**

**Next Meeting:** NEOA Conference 2022, Portsmouth, NH