

November Board of Directors Meeting- Friday, January 28, 2022

9:00 AM- 12:30 PM

In Person & via Zoom

Breakfast onsite

Call to Order at 9:11 AM Quorum Established at 9:14 AM – (see end of minutes for attendance)

- **Roll Call** at **9:11 AM**
- **Quorum** established **22** of 27 voting members

Approval of Agenda- President, Deb McCann presents agenda.

- No changes

Action: To approve the agenda

Motion by: **Rick W** to approve agenda.

Second by: **Melissa P**

Motion carries, unanimously

Secretary Report – Gaurav Khanna report sent out via email, on 1/26/2022

- SUBMITTED BY EMAIL FOR REVIEW

Action: To approve **November 2021 Board Meeting Minutes**

Motion by: **Melissa P.** to Accept the **September 2021 Board Meeting Minutes** as amended

Second by: **Lindsay C.**

Motion carries, unanimously

Membership- Andrea Dawes reports out.

- 116 paid members
- Renewed unpaid: 61 (shows as 64 with 3 duplicates)
- Some challenges in getting payments via mail that do not include Andrea's name
- We are where we normally are. Will see an uptick around the conference
- Target is about 300
- Linda S requests if there was some way to get YTD comparisons so we could track
- Andrea D will try to set up some systems with Kristin H and Casey H to track membership most granularly. We have not done so in the past
- Kristin H reports that membership budget is 17000 equating 309 members
- Andrea D created a recruitment flier to include with next newsletter
- Done some research to compare NEOA with other regional organizations
- Rick W appreciates work on membership recruitment, part of strategic plan. Sends kudos

Treasurer's Report- Kristin Hagopian reports out.

- Continued attempts at communicating with prior accountants
- 2019 2020 tax forms are complete
- 2020 2021 are not complete
- Have updated QuickBooks

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- Transferred paypal balances to TD. Some payments have come in over the last few days which will be updated.
- Reached out to people with outstanding balances.
- Reviewed budget. Melissa G has questions about payments for TRIO day compared to registrations
- Deb M mentions that we might exceed Board lodging line item with people's requests for single rooms. Rick W states that approval is needed for amounts in excess of 125% of budgeted costs
- TRIO day speaker cost is 150% more than budget:
- Adam H moves to increase budget, Lindsay seconds carries unanimously
- Melissa G clarifies that treasurer or finance chair cannot make finance related motions

Action: Approve Treasurers Report

Motion to approve Treasurer's Report: Sarah M

Seconded by: Brian P

Motion carries unanimously

Finance Committee Report- Melissa Goyait reports out.

- Reminder to complete travel vouchers for this meeting
- Thanks all people who have attended finance meetings
- Old accountant is not going to do the financial review for 2020 and 2021, new accountant will need to be hired for those
- Brian P was finally able to connect with the old accountant via phone. Old Accountant recommended treasurer just summarize quickbooks expenses since Old Accountant does not have bandwidth. Relationship has been wrapped up.
- Jitasa will not be able to do financial review so have decided not to move forward on this. Met with an accountant Michael Murphy referred by DM. Had done his homework and submitted a proposal that comes in just under what we were paying Brenda. Finance committee voted to hire him as our accountant for this year. Committee is working on getting taxes and financial review for 2020 and 2021 done.
- Lindsay C suggests inviting Michael Murphy to the conference/next business meeting. Was invited to current meeting had a conflict with an audit
- RW asked about Eastern bank. All materials received by DM

Past President's Report- Brian Post reports out.

- Attended COE Board meeting with Rob P and Deb M in person
- Filled in for Deb M at the VT day of celebration, very well attended
- Attended COE grant writing workshop

President's Report- Deb McCann reports out.

- Attended first live COE meeting. Lots of meetings along with some nice moments to connect with other COE Board members

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- Attended Maine conference. Impressive three day conference
- Working on TRIO day and NEOA conference
- Trying to keep people engaged in events and Board

President- Elect's Report- Rob Pote reports out.

- Annual conference for 2023. Three location options: Sunday River, Westin in Portland, Holiday Inn. Provided some parking information
- Recommends Westin Portland Harborview. Prices are a little lower and we have used the hotel in the past

Action: Choose Westin Portland for 2023 conference

Motion to approve: Rob P

Seconded by: Melissa G

Motion carries unanimously

- Randy S suggests paying attention to force of nature clauses in the contract. Has become more of an issue. Having a multi-year relationships with hotels is also helpful here.
 - TRIO day next year, looking at RI locations.
 - Wyndham cost is about half of Crowne Plaza
 - BP initiates capacity discussion about capacity at Wyndham. Have not been in person but Kim says it will support 500. Rob P can take a drive to check it out.
 - Sarah M asked if there was comparative data on the event
 - 2/9 and 2/10 priority dates. Randy P reminds to try to line up with Feb school vacation week. In that case 23rd and 24th would be better.
 - Rob P will check on bus parking
 - Rick W suggests checking on capacity limits for ballroom, sometimes that has been an issue
 - Sarah M suggests check in with RI/Stephane Cruz about location for ease of local support
- Action:** Choose Wyndham Newport for TRIO day 2023
- Motion to approve: Rob P**
- Seconded by: Brian P**
- Motion carries unanimously**
- Advocating for TS programs that missed the funding band
 - Closed out the 2020 conferences by presenting awards. Last award presented last week. Congressman Courtney had questions about pandemic funding use. Congressman sent Rick W an email thanking for the recognition. Has not happened before.
 - Attended COE meeting with Brian P and Deb M. Great professional experience. Attended Board orientation

Vice-President's Report/Annual Conference- Taryn Tomkins reports out

- 2022 conference is in person
- RFP has gone out

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- Randy S and Taryn T will visit property
- Finalize details so registration can go live
- Will include vaccination/testing language
- Lane Glenn from NECC will be the Keynote speaker
- Maureen and Chris George have been invited, will need rooms. Gaby Watts has also been invited
- Pat Marshall is doing the pre-conference. Will have details by 2/4 when registration goes out
- Sarah M applauds Taryn T's work in getting this off the ground

Break 10:35-10:50am

Committee Reports:

Alumni- Randy Schroeder reports out.

- Working closely with NH team for policy. Adam H is doing a great job pulling everything together.
- Reached out to four alumni for being nominated for achiever/rising star, they are submitting their statements soon.
- Working on AMLI history and tracking people. Have almost all participants.
- Also working closely with TRIO day and conference committee.
- Deb M appreciates pulling together AMLI database
- Craig would appreciate time to recruit for next year's leadership instt. Event/workshop. Taryn T will reach out.
- Lindsay mentioned Craig needs follow up on running AMLI in the future

Legislation & Education- Sarah Morrell reports out.

- Two grants have been made ME and VT (advocacy skills and strengths based leadership trainings)
- Other states are encouraged to apply
- Rob P sits on state initiatives matching funds at COE. Challenges hearing back from COE on funding application. How can we get notified in a timely fashion?
- Attending NEC activities and webinars. Had an early college focused webinar. Might be worth it to invite NEC to send a speaker to the conference or attend the achievers luncheon. Sending those announcements to Board
- Working on conference committee and plenary items
- Recent CDL meeting through COE. McNair proposals will be due before UBMS – this is unprecedented. UBMS proposals might bump into summer programming. Comment period has not yet begun.
- Deb M suggests Sarah M invite Jim/Taylor NEC to conference.

Development- Ramon Gonzalez reports out.

- Four payments received, totaling \$4500
- Lots of leads but less payment activity
- Spoke with Liam D for getting vendors
- Spoke to CB tours, triojoblists.com, Kim Gorman. Some vendors want to do workshops, please keep in mind when reviewing RFPs.
- Deb M suggests vendor presentations happen with a program using their services

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- Linda S had questions about online auction. Ralph H reports meeting with Reggie about online auction. We will conduct the online auction and in person auction. Soliciting donations for both auctions.
- Deb M asked about TRIO day sponsorships/support. We had none last year.

Diversity, Equity and Inclusion- No Report.

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NEOA Achiever- Elyse Pratt-Ronco reports out.

- Accepting nominations until Feb 1
- Four-six readers
- Readers will get info on Feb 2.
- Once decisions are made materials will be sent to the conference committee for inclusion in booklet
- Will communicate vaccination requirements to readers and awardees. Will try to send awards early if people cannot make it so they can be included in videos.
- Deb M expresses thanks.

Newsletter- Linda Shiller reports out.

- Doing well for second newsletter. Was hoping to get out today but will hopefully go out next week
- Wants to focus on conference/policy/fair share
- Janelle and I will meet on Monday to finalize and send out by Friday.
- Tony requests newsletter in a slightly different format so that it can be used on social media
- Please send program/state information as events and activities happen. Love to acknowledge state and program work. Would also love student submitted content.

Professional Development- Lynn Ploof-Davis reports out.

- Have seven people on committee.
- Met twice and will be meeting monthly
- Planning a monthly zoom table. Lori Weir is coordinating technology.
- First on 2/16
- Break out rooms for separate programs
- Second initiative: panel discussion on Thursday morning at conference about the future of higher ed. Trying to recruit panel members from different areas of colleges. Looking for global thinkers with some leadership experience. Will work with Sarah M on this. Taryn T suggests Ryan Forsythe from Worcester State or Angela Q from Cape Cod CC.

External Affairs- Anthony Staffiere reports out.

- Working with Casey H and planning committee of TRIO day
- Working to advertise annual conference
- Will be highlighting programs on social media as well
- Kim Gorman will be reaching out to market the RFP.
- Taryn T invites to participate in annual conference meetings. Every T at 930.
- TRIO day can also connect with Tony

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Retirees- Elaine Leavitt reports out.

Strategic Planning- Rick Williams reports out.

- Gratifying to see us commit to doing the work reflected in our reports.
- We're doing a great amount of committee work which helps streamline operations
- Finance and treasurer have done a great deal of work to set up a good financial operation.
- COE has been supporting our work
- Please make sure to complete Board reports so that we can stay on track and stay accountable as a Board. Make sure to record the hard work that we are doing.
- We also need to keep an eye on recruiting new members
- We should pay attention to creating a marketing/development plan
- Rob P added that NEOA is ahead of many other regions who are just getting underway on strategic planning

Technology- Casey Henderson reports out.

- Twelve people on tech committee
- Meets about once a month
- Looking into purchasing equipment for organization use
- Has researched some options for screens/projectors/speakers/lapel mikes. For six-eight sets we'd be looking at about \$10,000. Needs board guidance on budget and size of orders.
- Melissa G will make it an agenda item at the next finance committee meeting.
- Adam H asked about forecasted costs for conference expenses. Making a quick decision could help us defray some costs
- Deb M suggests taking a vote. Melissa G suggests we can use "Other" line item under Board meetings to fund purchase
- Elaine L suggested a maintenance budget for technology
- Casey H emphasized need for maintaining inventory records

Action: Add a line item for \$12,000 to the budget for a purchase of six projectors and accessories

Motion to approve: **Ralph H**

Amendment: **Deb M** remove count from motion

Amended motion to approve: **Ralph H**

Seconded by: **Lindsay C**

Motion carries unanimously

- Casey H will provide a formal proposal before proceeding.

TRIO Day- Adam Hurwitz reports out.

- Committee believes with the current environment it's best to move to a fully virtual event.

Action: Move TRIO Day to fully virtual

Motion to approve: **Adam H**

Seconded by: **Ramon G**

Motion carries unanimously

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- Committee met recently and discussed hotel commitment in case of a virtual conference. Commitment was \$36,000. 2024 conference is scheduled in VT. Hotel has agreed to waive costs for this year if we book them for 2024. Contract is being worked on.
- This year planning for two days in the afternoon until 6-630pm
- Working with Paradigm Shift for speaker on navigating transition, adapting to change.
- Looking for TRIO alumni and students who are in career fields to participate in TRIO day. Chelsie Martin asked about early college.
- 904 registrants. Great workshops College search, career, etc.
- Have reached out to Sen. Sanders office to see if they will be able to attend. Might get a video if no live presentation.
- Charges for colleges participating, waived like last year
- Hoping to do a giveaway. Does that need to be voted on? Will exceed budgeted account by 125% so yes.

Action: Increase Misc line item under TRIO day to \$5000

Motion to approve: Adam H

Seconded by: Sarah M

Motion carries unanimously

- Casey H will be reaching out to TRIO day volunteers for logistics to run zoom sessions.

State Reports:

Connecticut- Robert Pote and Yara Zocaroto report out.

- Finalizing website to relaunch
- Planning on a spring in person conference
- Or board is doing an awesome job connecting with each other and working

Maine- Samantha Prosser reports out.

- Submitted for state initiative and Spraggins money
- People are stepping up to plan a day conference
- Sen Collins sent a video message for our conference. Rockell Bartoli was great. John Henry was a supporter. About 20 people showed up for Trivia night. Paid external host to run it.
- Working on policy seminar. Have two alumni and two staff in addition to Board Members planning to attend.
- Elyse is putting together state fact book
- Have secured a president elect for this year and next year. Terry Charlton for rest of this year. Sept, Catherine Lualdi will take over. Both are SSS staff.
- Scheduled a day to invite state stakeholders to learn about TRIO
- 84 registrations for conference. \$5k plus contributions to send extra people to policy.

Massachusetts- Ralph Hogan reports out.

- Held our first board meeting but had to scrap second meeting
- Awarding two staff members scholarships for policy seminars. Developing policy seminar teams.
- Also serving on conference committee with Taryn and Linda for silent auction and fundraising
- Linda S is appreciative of the work Ralph is doing for fundraising

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New Hampshire- Adam Howard reports out.

- Next meeting is virtual
- Presentations on FAFSA and financial literacy from professionals around NH
- Looking good for Policy Seminar

Rhode Island- No Report

-

Vermont- Lindsay Carpenter reports out.

- Good start to 2022. Seven people representing here
- Day of celebration went really well. Many leaders presented.
- Did not have nominees for Jack Anderson award so invited Jack and past recipients to talk about TRIO history
- Important for people to hear the history and know that they are part of a national movement to support our students.
- Set up a workshop series for PD. May be a small fee. Will be advertised in newsletter
- Two alums for policy seminar
- 57% of goal towards fair share
- Rick W emphasized the importance of the conference and revisiting history
- Linda S recommends recreating historical perspectives at conferences to maintain connections.
- Deb M mentions the need for future discussions on PD

Old Business:

-

New Business:

- Board discussed Student Success grants at community colleges in MA

Action: Hold 2024 Annual Conference at Doubletree VT

Motion to approve: Deb M

Seconded by: Ramon G

Motion carries unanimously

Motion to adjourn: Brian P

Seconded by: Melissa G

Motion passes unanimously, --- nay, at 12:05 PM.

Next NEOA Board of Directors Meeting:

Next Meeting:

Before Annual Conference, Portsmouth, NH



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2021-2022 NEOA Board Members				
VOTING MEMBERS – Friday, January 28, 2022				
OFFICER/CHAIRPERSON	NAME	Voting	Present	Absent/Late
Executive Board:				
President:	Deb McCann	1	Y	
Past President:	Brian Post	2	Y	
President-Elect:	Rob Pote	3	Y	
Vice-President, Conference Co-Chair:				
Treasurer:	Kristin Hagopian	4	Y	
Secretary:	Gaurav Khanna	5	Y	
State Presidents:				
CT	Robert Pote			
ME	Samantha Prosser	6	Y	
MA	Ralph Hogan	7	Y	
NH	Adam Howard	8	Y	
RI				
VT	Lindsay Carpenter	9	Y	
State Liaisons:				
CT	Yara Zoccaroto	10	Y	
ME	Mary Sinclair	11	Y	
MA	Scott Dowling	12		
NH	Katie Robinson	13	Y	

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RI	Gail Mance-Rios	14		
VT	Soren Dews	15	Y	
Standing Committees Chairs:				
Alumni Relations	Randy Schroeder	16	Y	
Development Chair	Ramon Gonzalez	17	Y	
Finance	Melissa Goyait	18	Y	
Legislation & Education	Sarah Morrell	19	Y	
Membership & Credentials	Andrea Dawes	20	Y	
NEOA Achievers Awards	Elyse Pratt-Ronco	21	Y	
Nominating	Brian Post			
Professional Development	Lynn Ploof-Davis	22	Y	
Public Relations	Anthony Staffiere	23	Y	late
Technology	Casey Henderson	24	Y	
TRIO Day Chair	Adam Hurwitz	25	Y	
COUNT OF VOTING MEMBERS PRESENT			23	
NON-VOTING MEMBERS				
Ad-Hoc Committees				
Diversity, Equity, Inclusion Co-Chair	Mona Savastano	1		
Newsletter	Linda Shiller	2	Y	
Retirees	Elaine Leavitt	3	Y	
Co-Chairs:				
Conference Co-Chair	Taryn Tomkins	4	Y	
Diversity, Equity, Inclusion Co-Chair	Samienta Pierre-Vil	5		

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Newsletter Co-Chair	Janelle Humphrey	6		
TRIO Day Co-Chair		7		
Guest	Chelsea Morton	8	Y	
Guest	Matt	9	Y	
Strategic Planning	Rick Williams	10	Y	
COUNT OF NON-VOTING MEMBERS PRESENT			6	

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