

November Board of Directors Meeting- June 3, 2022

9:00 AM- 12:30 PM

In Person & via Zoom

Call to Order at 9:06 AM Quorum Established at 9:14 AM – (see end of minutes for attendance)

- **Roll Call** at **9:07 AM**
- **Quorum** established **20** of 26 voting members

Approval of Agenda- President, Deb McCann presents agenda.

Action: To approve the agenda

Motion by: **Sarah M** to approve agenda.

Second by: **Melissa P**

Motion carries, unanimously

Secretary Report – Gaurav Khanna report sent out via email

- Submitted by email for review
- Breakouts of 125% override vote updated
- Month of meeting updated

Action: To approve April 2022 Board Meeting Minutes as amended

Motion by: **Lindsay C.**

Second by: **Taryn T.**

Motion carries, unanimously, with one abstention

Treasurer’s Report- Kristin Hagopian reports out.

- Completed paperwork with accountant
- Updated QuickBooks
- Mailed reimbursements for policy and conference. Please let me know if anyone is still waiting on reimbursement
- Reviewed budget line items
- Brian has forwarded FairShare money. Does not need to be reflected in budget
- Big shortfall in Policy spending. MA has not yet submitted reimbursements.
- Discussion around reallocation of unused Policy money and establishment of due date for reimbursement request.

Action: Establish deadline of June 30 for policy reimbursements for new and additional reimbursements. The finance committee will review and approve any additional reimbursement requests.

Motion to approve: **Gaurav K**

Seconded by: **Ramon G**

Motion carries unanimously

- Sarah M suggests updating the finance policy manual to update new process, Melissa G agrees
- Money will be transferred from the President’s account for the Jerry Ellis scholarship contribution
- Net income of \$35,006.54 for the YTD

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- Can send out details for any line item on request

Action: Approve 125% overage for the following budget items: speaker expense for AMLI, next year's hotel deposit, Treasurer

Motion to approve: Lindsay C

Seconded by: Sarah M

Motion carries unanimously

Action: Increase mileage reimbursement rates to federal rate for carpool drivers, five cents less than the federal rate for individual drivers effective today

Motion to approve: Rob P

Seconded by: Gail M-R

Motion carries unanimously

Action: Contribute \$1k for the Jerry Ellis Scholarship Fund

Motion to approve: Lindsay C

Seconded by: Ramon G

Motion carries unanimously

Action: Approve Treasurers Report

Motion to approve Treasurer's Report: Ramon G

Seconded by: Brian P

Motion carries unanimously

Finance Committee Report- Melissa Goyait reports out.

- Happy to have accountant on board
- Was able to meet Board yesterday
- Financial report submitted
- Haven't received Ameriprise and TD statements in a while, will follow up
- Reconciliation in progress

Past President's Report- Brian Post reports out.

- Last COE report we were at 96% for Fair Share, up past 100% at this point
- Sent money raised at conference to COE
- Full slate of officers for next year
- Attended COE meeting in May
- Added to COE conference proposal committee

President's Report- Deb McCann reports out.

- Discussed state strategic planning
- Taryn T will discuss conference
- Business meeting took place at conference. We had a full slate of officers. We have guests attend our Board meetings to encourage participation



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- Worked with finance committee to finalize accountant search
- Worked with DC reps to move UB slate forward

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

- Working on COE state leadership and personnel committee. Worked on policy seminar
- Getting ready to review applications for first gen celebration
- Reviewed comparable compensation surveys for COE President. Maureen is retiring this year but will stay on for an additional year to ease transition. Discussion about hiring process
- Jonathan Elkins and Al Phillips are also leaving
- Recommends the Indicators book from the Pell Institute. Good overview of the work done by TRIO. Ramon G suggests COE mail out book to all directors. Rick W suggests mailing costs may be prohibitive but book is available for direct download.
- Worked with congressional reps in conjunction with Kim Jones
- Voted in two new COE Board officers. Samuel Blanco III Board Chair elect and Leo Conway for Board Treasurer
- Confirmed sites for 2023 conference in Portland, ME and TRIO day 2023 in Warwick, RI
- Working on committee positions for next year. Have received emails from eight people. If anyone else has interest please email Rob P by June 30. If more than one person is interested it will allow for shadowing.
- Great to have COE staff and NEOA alumni at the conference
- Ramon G expresses thanks for Presidents, past and elect for their work at the national level

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

- Conference went well. Well attended and received.
- Panel was great
- Some concerns about renovation, parking, request for more DEI
- 27 people not paid yet
- Lindsay C expresses thanks for the work of the committee and how nice it was to be back in person
- Linda S expresses appreciation for the organization and work of the committee and subcommittees
- Deb M will try to save conference materials in the Box drive for future references. Taryn and Amy did a great job.
- Taryn T will share feedback results.
- Ginny? And Mary Sinclair are working on next year's conference. Mary will be "official" chair.

Break 1040-1055

Committee Reports:

Alumni- Randy Schroeder reports out.

- Looking for nominations for next year's achiever awards. Don't wait till November/December
- Worked with Kim Jones for information about Ashley Doukas for a Labor HHS committee meeting.
- Kudos to conference committee

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Legislation & Education- Sarah Morrell reports out.

- MA has a new state initiative award for \$500
- Half of our total budget has been committed. VT and ME are conducted their activities. Still time for other states to submit proposals.
- Working with conference committee to leave suggestions for next year's committee
- Continuing to attend NEC meetings. Recommend attending Higher Ed committee meetings (conducted virtually)
- As new programs are funded the Board should consider bringing the new programs into the COE/NEOA/state organizations
- Acknowledged the work of Jerry Ellis, glad the Board is recognizing him.
- Additional requests for money can be submitted for state initiative grants.

Development- Ramon Gonzalez reports out.

- Received pledges for \$10,500
- Still chasing Comcast for \$1000
- Cambridge Ed Series contributed \$2000
- All the vendors are asked to come back next year. Only two vendors balked at this year.
- Recommendation for Hot Topics strand for next year's conference for vendors to present their products.

Diversity, Equity and Inclusion- Mona Savastano reports out

- Statement was sent out last night
- Discussion around the statement. Statement will be shared with membership for feedback
- Committee will gather feedback, subcommittee meeting, and finalize at next board meeting
- Soren expresses thanks for the work the committee as done

Action: Convert DEI committee as a standing committee

Motion to approve: Rick W

Seconded by: Melissa G

Motion carries unanimously

- Membership and Secretary will start process to update bylaws

Membership- Andrea Dawes reports out.

- 242 paid members 134 institutional 108 individual
- Renewed unpaid: 81
- There is some duplication in our system so some names are bot under paid and unpaid
- Discussion around single or two invoices for Conference and membership (will work with Casey H)

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NEOA Achiever- Elyse Pratt-Ronco reports out.

- Achiever luncheon was held
- Mailed awards to Virtual attendees
- Put together press releases
- Elyse will suggest folks interested in heading committee email names to Rob for next year
- Deb M expresses tanks for work and luncheon

Newsletter- Linda Shiller reports out.

- Any important dates from now until the end of September should be sent to Linda so that they can be included in the newsletter
- Should we include information about the achievers and scholarships in the newsletter? Consensus is that it would be redundant, we should just provide link to original materials
- Next newsletter will be focused on Jerry Ellis. Will need information on is family to send a copy of the newsletter
- Thanks to Janelle for her work this year. Yara will be stepping in next year.
- Deadline of Monday for submissions for next edition
- Deb M expresses tanks for all the work that the committee as done this year in renewing the newsletter

Professional Development- Lynn Ploof-Davis reports out.

- We need to find a replacement for Craig to head up AMLI after next year
Action: Establish the Jerry Ellis Professional Development Scholarship using a portion of the silent auction revenue (at the annual conference) to award funds to NEOA members for professional development opportunities both within and external to the Association.
Motion to approve: Rick W
Seconded by: Melissa G
Motion carries unanimously

External Affairs- Anthony Staffiere reports out.

- Summer Programming, please forward to Anthony for publicity
- Will work with newsletter Committee on highlighting newsletter for social media
- Discussion around alumni social media platforms—discussion around working together. Should they be with committee or go under PR
- Proposing a Zoom Cast every couple of weeks, finding representation from across states and programs. Hoping to do first one in September
- Deb M expresses thanks

Retirees- Elaine Leavitt reports out.

- Met goals for last year
- Board should Consider having retirees as a standing committee to follow the guidelines that have been laid out
- Retirees have expressed appreciation for NEOA recognition

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- Needs someone to take over the position

Strategic Planning- Rick Williams reports out.

- Committees have really Helped the Board move forward
- Expresses appreciation for all the work done

Technology- Casey Henderson reports out.

- Met last month to debrief work done over the year
- Committee will take a break over the summer with email updates
- Will convene a new committee in September
- Helped Lynn wit PD registration. Heard it was well attended
- Conference went well
- May need a few more equipment pieces
- Helped ME with state needs
- Zoom links are set up for next year

TRIO Day- No Report

- Rob P will be working with hotel for deposit and food for next year
- Natalie turner is our contact at the hotel

State Reports:

Connecticut- Robert Pote and Yara Z report out.

- Funding for four new programs
- Launching our new state website soon
- Successful policy seminar

Maine- Terry reports out.

- Held state business meeting. Have a full slate of elected positions
- Held state PD day with support from Spraggins grant with reps from different programs.
- Updated position descriptions
- Planning for transitions for next year
- Working with congressional reps, esp. Collins and Golden

Massachusetts- Ralph Hogan reports out.

- Taryn T reports trying to reinvigorate advocacy day
- Conference on Oct 7

New Hampshire- Adam Howard reports out.

- Held summer business meeting last week via zoom
- Reviewed by-laws to see if changes are needed
- Working with Shaheen's office for questions for ED about delays in funding and notifications
- Moving up deadlines especially for grants that are not being refunded
- UB grants were refunded
- Would like to reinstate scholarships



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- Looking into applying for initiative grant

Rhode Island- No Report.

Vermont- Lindsay Carpenter reports out.

- Annual mtg. at NEOA conference
- Filled our slate and have two new board members
- Updating our bylaws and making language gender neutral, updating position descriptions
- Four UB grants refunded, two lost, one new grant funded. Thanks to rick w for his work

Old Business: None

- Linda encourages states to send a write up of their activities for inclusion in the newsletter
- Linda appreciates Deb M’s work and professionalism over this past year
- Deb M passes gavel to Rob P

New Business:

- Student Success state grants in MA .

Motion to adjourn: Ramon G

Seconded by: Rob P

Motion passes unanimously, --- nay, at 12:27 PM.

Next NEOA Board of Directors Meeting:

Next Meeting:

Amherst, MA June 2, 2022

2021-2022 NEOA Board Members				
VOTING MEMBERS –April 12, 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	

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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			
NH	Adam Howard	7	Y	
RI				
VT	Lindsay Carpenter	8	Y	
State Liaisons:				
CT	Yara Zoccaroto			
ME	Mary Sinclair	9	Y	
MA	Scott Dowling			
NH	Katie Robinson			
RI	Gail Mance-Rios	10	Y	
VT	Soren Dews	11	Y	
Standing Committees Chairs:				
Alumni Relations	Randy Schroeder	12	Y	
Development Chair	Ramon Gonzalez	13	Y	
Finance	Melissa Goyait	14	Y	
Legislation & Education	Sarah Morrell	15	Y	
Membership & Credentials	Andrea Dawes	16	Y	
NEOA Achievers Awards	Elyse Pratt-Ronco	17	Y	

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Nominating	Brian Post			
Professional Development	Lynn Ploof-Davis	18	Y	
Public Relations	Anthony Staffiere	19	Y	
Technology	Casey Henderson	20	Y	
TRIO Day Chair	Adam Hurwitz			
COUNT OF VOTING MEMBERS PRESENT			23	
NON-VOTING MEMBERS				
Ad-Hoc Committees				
Diversity, Equity, Inclusion Co-Chair	Mona Savastano	1	Y	
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	Y	
Newsletter Co-Chair	Janelle Humphrey			
TRIO Day Co-Chair				
Strategic Planning	Rick Williams	6	Y	
Guest	Matt Bourgault	7	Y	
Guest	Terry	8	Y	
COUNT OF NON-VOTING MEMBERS PRESENT				

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