

November Board of Directors Meeting- Friday, November 19th, 2021

9:00 AM- 12:30 PM

In Person & via Zoom

Breakfast onsite

Call to Order at 9:02 AM Quorum Established at 9:06 AM – (see end of minutes for attendance)

- **Roll Call** at **9:02 AM**
- **Quorum** established **23** of 27 voting members

Approval of Agenda- President, Deb McCann presents agenda.

- No changes

Action: To approve the agenda

Motion by: **Melissa G** to approve agenda.

Second by: **Brian P**

Motion carries, unanimously

Secretary Report – Gaurav Khanna report sent out via email, on 11/11

- SUBMITTED BY EMAIL FOR REVIEW
- A few changes.
 - Linda: seconded an item/non voting member
 - Rick: Change to strategic planning on list, Brian to nominating

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

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

Second by: **Lindsay C.**

Motion carries, unanimously

Treasurer's Report- Kristin Hagopian reports out.

- Completed quickbooks updates, deposits, paying bills
- Reviewed fiscal year budget
- Researched and sent additional information to accountant a while back and followed up with no response
- Tried to physically visit accountant yesterday, will try again.
- Planning to transition to new accountant. If we can get a partial refund we can try to get the new accountant to do last year's taxes as well.
- Budget is available in the Box drive
 - Prepaid \$1500
 - Some 2021 balances also came in
- State dues invoices have been sent out. Some people might have received duplicate invoices due to institutional formatting needs
- Where to categorize things like flowers – moved to misc

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- Melissa G proposes adding a line item for virtual platforms for conference/TRIO day. Allocate expenses to specific events rather than general website budget
- Very challenging to run simultaneously online and in-person conferences. Not sure how viable that is going forward.
- Zoom license is up for renewal 12/11
- Linda: Silent auction expects to bring in \$3k. Seems to be overly optimistic for the onsite, online, gift baskets. Would be worth looking into the time and effort it take to get in that money. Last year income was about \$2800. Kristin will look into getting the breakouts historically. Reggie is still planning to run the online auction. We should have a committee meeting to discuss conference fund raising. Ralph H. will schedule.

Action: Approve Treasurers Report

Motion to approve Treasurer's Report: Sarah M

Seconded by: Ralph H

Motion carries unanimously

Finance Committee Report- Melissa Goyait reports out.

- Reconciled all accounts till October, Nov statements are not yet in
- Accounts are still looking very healthy
- Combined assets are \$318,639.99

Kristin H is working with accountant. Recommend that we move forward with hiring new accountant Jitasa for a year.

Action: Hire new accountant

Motion to approve new accountant hire: Rob P

Seconded by: Adam H

Motion carries unanimously

- Melissa G will contact new accountant and have them send a contract for accounting services to the president for 2021. Will explore using them to catch up on 2020 incomplete work.
- Worked on conflict of interest guidelines. Customized Brian's document and added to fiscal policy
- Reviewed distribution of assets

Past President's Report- Brian Post reports out.

- Working on fair share. Discussed with state liaisons. Will try to develop better marketing materials
- Show younger members what fair share is doing for them
- Trying to fill some positions for the coming year by the conference – send any nominations to Brian
- Plant seeds for prospective board members
- Going in person to COE board meeting. CO-chairing COE bylaws committee
- Linda requests articles on these topics for newsletters

President's Report- Deb McCann reports out.

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- Attended NH and MA state meetings virtually. Excited to talk about what has been happening on the Board and sharing goals
- All set for Board meeting in Burlington
- Met with TD bank after last Board meeting and was added to the account. Have a debit card on the account
- On COE budget committee as well as chair of personnel plus others

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

- Rick W connected him with Helms Briscoe for the 2023 events (TRIO day and conference)
- Will connect with Samantha for the conference in ME
- Will connect with RI for TRIO day 2023
- Attended Fair Share with Brian
- Presented two awards
- Planning a meeting with State Presidents

Vice-President's Report/Annual Conference- Position currently vacant

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Break 10-10:15am

Committee Reports:

Alumni- Randy Schroeder reports out.

- Maintain Mitchem Academy attendee database
- Evaluate what happens with attendees
- Think about quarterly newsletter
- Have been working with Adam H to organize college fairs that will be great for TRIO days
- Working with Ralph H on the NEOA conference and legislative connections
- UNH SSS alum Vivian Pham was chosen as one of the 10 outstanding leaders in Boston
- Still working on getting TAD talks going with TRIO alum

Legislation & Education- Sarah Morrell reports out.

- Reminder about state advocacy funds availability. Sarah M is available to consult for initiatives and narrative drafting
- They can serve as a match for Spraggins funds
- Forms are available on the website
- Spotlight Katherine Clark and consider for award
- Policy Seminar workshop at Jan Board meeting. Working with zoom policy seminar workshop in January before the Board meeting
- If you are planning to go to Policy make sure to register early so that COE can keep everyone in the loop
- Planning to join the NEOA conference committee
- Extra money available in this grant cycle. We should be putting some plans in place for every state to invite new project staff next fall to participate in our activities.

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- Gail had a question about format of NEC, meetings are on zoom

Development- Ramon Gonzalez reports out.

- Continuing to try to fund raise. Most people are holding off. One sponsor: StudentAccess
- Discussed events at Onlinefinancialschool.com. Company has requested being the exclusive sponsor for financial literacy. Board discussed questions about how to handle vendors who handle other topics in addition to financial literacy. Rick W suggested continuing conversation. Linda S felt that a monopoly vendor is not representative of our culture. Rob P noted that the money is attractive. Gail M-R suggested a workshop where audience can self-select vs keynote for captive audience. Ray G will follow up

Diversity, Equity and Inclusion- Samienta Pierre-Vil reports out.

- We did outreach for some panel speakers, have not had much response
- Now reaching out to specific program staff who have competencies in this area to run PD events
- Have established a committee
- Creating a resource document to address frequently researched issues
- Will join the conference committee to help plan workshops
- Working on developing bias statements for the organization
- Deb M excited about the work being done in this area

Membership- Andrea Dawes reports out.

- As of 11/16 we have 103 members.
- Additional checks are in the mail from members who have requested invoices
- 55 renewed but unpaid members
- Would like to create a committee and work with State Liaisons to renew outreach for membership in states
- Goal is to increase membership by 6%
- Researching promotional materials at websites of other organizations to attract memberships
- Looking for a couple of members to shadow the position to plan transition
- Mary asked how to plan meetings, likely via zoom

NEOA Achiever- Elyse Pratt-Ronco reports out.

- Updated application with new deadlines
- Identified and Invited alumni with Casey H's help to be on committee, five joined the panel
- Important for alumni to be the face of the committee at the lunch, welcoming other alumni and helping them get settled

Newsletter- Linda Shiller reports out.

- Thank you for submitting articles. Robust newsletter
- Some communication glitches between Linda and Janelle, getting them smoothed out.
- Input welcomed on length and content. Please email feedback.
- Hoping to get the next one out mid-January but please submit articles as you have events or topics that come up
- Try to consider relevance of articles to audience and consider what call to action you want to include

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- Rick W excited to get one out early and to use future issues to advertise events and PD. Deb M really like news bites section.

Professional Development- Lynn Ploof-Davis reports out.

- Heath Alexander did a good PD. Focused on what common areas where points were lost.
- 58 registrants
- Created a shared google folder where people could upload materials and Heath can review and comment
- Early PD sessions encourages participation and memberships
- Have eight committee members
- Craig Werth has booked a meeting location in March for AMLI grads from 2021

Strategic Planning- Rick Williams reports out.

- Reviewed how positions support the strategic plan.
- Evaluating how we are functioning and working towards our objectives
- How to best hold ourselves accountable. Make sure we are paying attention to all our objectives and allocate resources as needed.
- Deb M noted that the new reporting format has had differing ways of tracking completion. Rick W said he will evaluate how the reports are working over the course of the year.
- Deb M thanks Rick W for his work on this and moving it forward

Technology- Casey Henderson reports out.

- Reviewed job descriptions that have been posted
- Prioritizing TRIO day and conference activities
- Worked with Lynne to capture the PD event so that it could be reviewed by attendees.
- ON the MEEOA conference committee.
- Consulted with CT on their website
- Did some website updates. Please send any materials that need to be posted.
- Working with alumni chair about zoom for an alumni event
- In the Box drive there is a document called Tech Discussion Questions that we reviewed yesterday. Provides an overview of big picture questions. Please review and add your comments if you'd like.
- Deb M expressed thanks for the work
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TRIO Day- Adam Hurwitz reports out.

- TRIO day will be hybrid 2/17 and 2/18
- WE will be requiring vaccinations for all attendees. Understand the challenges that this presents for students. Colleges in VT require vaccinations at this point.
- Registration open next month
- In person workshops will look similar to usual. In the evening there will be virtual events.
- Mary S: "Is there a limit to attendees?" 300 cap
- Deb M asked "will there be fun stuff?" Yes, in the evening!

State Reports:

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Vermont- Lindsay Carpenter reports out.

- VT canceled in person conference. Planned a virtual celebration. Focused on celebrating the work that VT/NY has done through TRIO and GEAR UP as well as give awards
- Starting work on a strategic plan
- Dianne Griggs, Director of Gear up at VSAC Recognized with a NCCEP/GEAR UP Leadership award. Linda S requests more information

Rhode Island- Gail Mance-Rios reports out.

- Event with Senator Reed to meet with students
- Organized a first gen day
- RI has allowed undocumented students to receive in-state tuition if they graduated from a RI high school

New Hampshire- Adam Howard reports out.

- Things went well with conference at Keene State. 60% in person, 40% virtual
- Elyse P-R did a great event on Trauma Informed Work
- Currently establishing committees to tackle some of the items on the agenda.
- MA and ME have shared strategic plan materials
- Started recruiting for policy seminar
- Next business meeting in February

Massachusetts- Ralph Hogan reports out.

- Had conference on 10/15. 108 attendees, 12 fewer than last year
- Have established NEOA conference committee. First meeting on 11/29
- Did an EOP101 training over four meetings
- First new board meeting 12/3
- Promoting open board positions
- Hoping to apply to Spraggins grant to encourage new participation on the Board and other initiatives.
- Directors retreat on an annual basis
- Improving state infrastructure
- Expand alumni initiatives
- Deb M asks if directors retreat can be used to encourage staff to participate in Board activities
- Mary S and Steve V have been discussing how to get ME directors involved.
- Deb M appreciates invite to conference and opportunity to present

Maine- Samantha Prosser reports out.

- Have had monthly Board meetings
- Discussing ways to get people involved. Often have the same people involved over extended periods of times.
- Have discussed replacing presidential system with a committee
- Have an online fund raising clothing store for a week. Clothes with new logo. Low risk
- Met with Sens. King and Collins on GEAR UP programs that were not funded. Ongoing because lots of confusion and no information has been provided for closure despite perfect scores.
- Planning conference, hoping to do a one day event

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- Celebrated a statewide first gen college day. Hoping to invite the organizer back to the board to help individual schools organize events on their campus
- Collecting nominations for awards. Have 5-6
- Linda S asks if some of these things could be sent in newsletter articles
- Registrants to ME conference will get free gear as gift, Rockell Bartoli will be keynote

Connecticut- Robert Pote and Yara Zoccaroto report out.

- Conference in the spring in person
- Casey H helping with website replacement. Will be using squarespace as a platform. Old domain was transferred to Asia. Casey H recommends everyone use strong passwords and Two Factor Authentication
- Gave out awards for 2020 conference. Still scheduling one presentation for Chisholm award.
- Gave out 400 shirts for first gen day
- Early Oct, met with Sen Murphy's staff with Jonathan Elkin to discuss TRIO funding

Old Business:

- Deb M appreciates all the programs that organized events on campus. FG language came from COE. It's important to maintain that identity.
- Sophomore summit at UVM on the same day as first gen day
- State Liaisons and state presidents meetings – please provide feedback to Deb M if they need anything
- Program meetings across states for PD? Lynn P-D thinks would be great especially for programs like TS or EOC that have a limited number of programs. Can we formalize current efforts in this area? Periodically cast a wider net on the list-serv to remind folks. Soren D: asks about scope of effort. The idea would be to have program specific round tables periodically for PD.

New Business:

- Soren D asked about room in the budget for inviting VT professionals not on the Board to attend Board meetings. This is OK! Deadlines for inviting – Deb M will send out requests for RSVP
- It would be great to have a record of who is on the committee on committee reports
- Please work on position description for January Meetings

Motion to adjourn: Brian P

Seconded by: Mary S

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

Next NEOA Board of Directors Meeting:

Next Meeting:

DoubleTree Burlington, VT Jan 27 & 28



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2020-2021 NEOA Board Members				
VOTING MEMBERS – Friday, September 11, 2020				
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		late
RI				
VT	Lindsay Carpenter	9	Y	
State Liaisons:				
CT	Yara Zoccaroto	10	Y	
ME	Mary Sinclair	11	Y	
MA	Scott Dowling	12	Y	
NH	Katie Robinson	13		
RI	Gail Mance-Rios	14	Y	

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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	
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	Y	
Newsletter	Linda Shiller	2	Y	
Retirees	Elaine Leavitt	3	Y	
Co-Chairs:				
Conference Co-Chair		4		
Diversity, Equity, Inclusion Co-Chair	Samienta Pierre-Vil	5	Y	
Newsletter Co-Chair	Janelle Humphrey	6		

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TRIO Day Co-Chair		7		
Strategic Planning	Rick Williams	27	Y	
COUNT OF NON-VOTING MEMBERS PRESENT				