

September Board of Directors Meeting- Friday, September 24th, 2021

9:00 AM- 12:30 PM

In Person & via Zoom

Breakfast onsite

Call to Order at 9:19 AM Quorum Established at 9:19 AM /27 – (see end of minutes for attendance)

- **Roll Call** at **9:19 AM**
- **Quorum** established **24** of 26 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: **Lindsay C**

Motion carries, unanimously

Secretary Report – Eric Pratt report sent out via email, on 9/24 by Deb M.

- SUBMITTED BY EMAIL FOR REVIEW
- A few changes.
 - Correction in Deb's name
 - Clarified that Rick is following up on awards that were not delivered
 - Additional students attended event from NH

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

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

Second by: **Linda S.**

Motion carries, with two abstentions

Treasurer's Report- Kristin Hagopian reports out.

- Met with Brenda McGivern, trying to gather financial data to get filings completed. Our reporting has been delayed due to health issues and needs to be completed.
 - We have been interviewing accountants for potential replacements. Questions about requirement for CPA. Nothing in our docs/fiscal policy.
 - Plan to bring forward new accountants for review at next meeting.
 - Discussion around getting insurance policy in lieu of CPA and to try to hire a TRIO alum.
- BUDGET REVIEW:**
- Discussion on COE Executive Leadership Institute
 - Discussion to move some more money into website line item
 - Gail M had a question about bank charges and audit/tax prep. Last year was an exceptionally large for bank fees.

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- Discussion around comfortable funding. Research shows that other organizations are banking the money for a rainy day. May consider banking/CD the money. Last year we had a surplus of \$82,000 compared to mostly break even most years. We also have 1.5 times our annual expenses in reserves. Lot of work over the last three years to get to this point.

Action: Approve 2122 Budget & Treasurers Report

Motion to approve Treasurer's Report: **Linda S**

Seconded by: **Sarah M**

Motion carries unanimously

Finance Committee Report- **Melissa Goyait** reports out.

- Reconciled all our accounts till July, working on August
- Healthy balances in all accounts. Might consider reserving more money for a rainy day fund
- Working on fiscal policy language
- Interviewing new accountants

Past President's Report- **Brian Post** reports out.

- Was not able to attend COE in person, but participated remotely
- Looking forward to working with new COE Board chair

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

- Please name Box reports with your position name, not NEOA
- Need to fill a couple of positions
- Looking forward to participating in state conferences and meetings
- Working with Craig Werth on leadership reunion
- Worked on four COE committees last year. On six COE committees this year. Co-chair of the personnel committee.
- Getting on TD accounts today
- Discussion on TS grant competition. 443/865 success rate. Several programs with perfect scores were not funded. No grant competitions after this cycle

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

- Dual role with state president
- Thanks to Ray, Rick, Brian and Deb for guidance
- Working with VP for past president's dinner at conference
- Also on personnel committee for COE plus state leadership committee.
- Looking forward to first in person COE board meeting in December
- Mass is working on planning conference. Will shift into higher priority after state conference in October



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

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Committee Reports:

Alumni- Randy Schroeder reports out.

- Tommy Walls, new alumni chair, prior achiever chair phasing out
- Connecting with the three achievers who spoke at the annual conference
- Marion Belgrave-Howard was great to bring and listen to. Her birthday is in early November if someone would like to send a card. Randy will share information on Board email
- Challenging to do a session with a virtual/in person hybrid
- Setting up TAD talks (TRIO Alumni Dreams).
- Doing an alumni workshop for MEOA
- Please refer students to alumni linked in page and COE Faces of TRIO page

Development- Ramon Gonzalez reports out.

- Has reached out sponsors from last year. Has already raised \$1500.
- Some suggestions for fundraising: Vendor workshops at conferences? Follow up Professional Development? Sponsorship for meals and specific events? Melissa supports Ray's recommendation to recover some of the money we'll lose with ASA loss. Andrea says this allows us to support vendors that have provided good services e.g. Nucleus Robotics. Elaine reports there has been some precedence for this.
- Workshops should be clearly ID'd as a vendor presentation
- Ray will add more categories for giving and sponsorship

Diversity, Equity and Inclusion- Mona Savastano reports out.

- Setting up a virtual panel discussion
- Will update Board as participation and dates are confirmed

Legislation & Education- Sarah Morrell reports out.

- House has currently passed 200m increase for TRIO
- COE is asking everyone to reach out to Senators to support that increase in Senate
- COE is working with ED to fund down the slates for the past year.
- COE has a great sample email to use to contact. Please do it as soon as you can
- Build Back Better act under consideration will be very helpful for institutions, esp CC and HBCUs. COE advocates support for this
- UB draft competition is out. CPPs are also not out
- First gen day on Nov 8. COE is advocating for it
- NEC puts out some great updates on legislations. Sarah is serving on the education committee and will send out updates as need.
- \$3k in funding available, \$500/state for state initiatives. Please consider aligning activities with NEOA strategic plan. Can be proposed till August but would be much better if done earlier.
- Question about adding a TRIO line to the Build Back Better bill. Rob reports that requests can be made to Patty Murray.
- COE has a great return on investment chart that would be useful as you contact congresspeople. COVID flexibilities extend to September 2022. Question from Linda about NE losing any TS

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programs in the competition. There are potentially two programs, one from MA and one from RI. MA program is ASA that is getting out of the TRIO program business.

Break:

Membership- Andrea Dawes reports out.

- 78 members have renewed as of 845am on 9/24
- Working with strategic plan to improve membership
- Will update the brochure and align with changes along with the subpages
- Bring updates to Board.
- Renewal of membership outreach in progress
- Andrea can provide a list of last year's members on request

Technology- Casey Henderson reports out.

- Has been updating calendar etc.
- Working with Ramon to gather early payments
- Will work with Board around TRIO day, conference, and PD registrations and payments
- CAEOP's webpage got taken over—Casey will help us rebuild. Students will be assisting. Need to update web address in all materials. CT web presence is non-functional for now.
- Reminder about phishing scams. Pay attention to emails requesting.
- Casey will reach out to committees as needed for tech issues

NEOA Achiever- Elyse Pratt-Ronco reports out.

- Add alumni question to our membership form
- Will coordinate with Linda to get an ad in the newsletter
- Eventually would like to move this responsibility to an alum

Professional Development- Lynn Ploof-Davis reports out.

- First PD in October by Heath Alexander on common areas to lose points in competition 10-2
- Discussion about price points. May be charging for institutions who do not have a grant or based on membership
- Will send out a survey on PD options

Public Relations- Tony Staffiere reports out.

- Thanks to state associations for sending information to include in publicity
- Conference and TRIO committee please forward any publicity needs
- Also please forward any PD information
- Many organizations are going to try meeting back in person but we should try and preserve an online option
- Will be using a variety of hashtags. Currently #NEOA2021 until the end of the year, then we'll flip to next year

State Initiatives- Sarah Morrell reports out.

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Strategic Planning- Rick Williams reports out.

- Doing a final review of the plan to clean up minor grammatical/formatting issues before publishing on website
- Action:** To approve • **Approve 2021-2026 plan** as amended and reported out of committee
Deb M. calls for vote Motion carries unanimously

TRIO Day- Adam Hurwitz reports out.

- Set for Feb16-18 in Burlington VT
- First meeting this week. Would like a few more members on committee. Julie Finnegan will be co-chairing from Castleton
- Trying to do something hybrid while maintaining the full experience for in-person participants
- Trying to decide on themes. Will send out email to community for ideas/alum suggestions for speakers.
- Deb expressed hope that with high school students vaccinated, programs will turn out well with students

Retirees-Elaine Leavitt reports out

- Likes new template
- Randy is going to work on this area with Elaine

Newsletter- Linda Shiller reports out.

- Achiever timeline is usually applications in Dec and due Feb
- Will try to get newsletter out 3-4 times a year. Aiming for Oct or early Nov for next edition. It's a great tool for multiple strategic objectives
- Jannelle and Linda have split up states to cover and will communicate with state leadership but also encourage states to reach out to them as newsworthy events happen.

State Reports:

Connecticut- Robert Pote reports out.

- Have adopted a president elect model.
- Virtual conference this year
- Dealing with website issues

Maine- Mary Sinclair reports out.

- Worked with congressional offices for TS and EOC. All were refunded.
- Made a donation to COE this summer as we have in past years.
- Still looking for president elect and govt. relations positions.
- Conference in Jan. Going fully virtual again, didn't make sense to get locked into hotel

Massachusetts- Kristin Wing reports out.

- Last meeting in June, meeting again next Friday.
- Conference committee has been working all summer.
- Conference will be fully virtual 10/15.
- Trying to fill VP role

New Hampshire- Adam Howard reports out.

- Planning conference on 10/21.



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- In person with hybrid option.
- Committees working to finalize content and fees.
- Trying to ramp up association activities.

Rhode Island- Gail Mance-Rios reports out.

- Gail. worked with congressional members over the summer to support TRIO.
- Created activities to draw people into the organization and worked with other orgs in the state to provide opportunities for staff to expand skill set

Vermont- Lindsay Carpenter reports out.

- First board meeting next week.
- Did a short training and job function review.
- Conference was planned in person but canceled for now. Will be subbed for a VAEOPP day of celebration virtually including elements of usual conference.
- Working on TRIO day planning.
- At 4/10 for 40 for 40.

Old Business:

- None

New Business:

- Thank you for supporting the new strategic plan. We should look at mission and vision and job descriptions to align
- Soren had questions about liaison job descriptions.
- For remote participants, please send feedback directly to Deb.

Motion to adjourn: Ramon G

Seconded by: Melissa G

Motion passes unanimously, --- nay, at 12:28 PM.

Next NEOA Board of Directors Meeting:

Next Meeting:

UMass Lowell Nov 18 & 19

2020-2021 NEOA Board Members				
VOTING MEMBERS – Friday, September 11, 2020				
OFFICER/CHAIRPERSON	NAME	Voting	Present	Absent/Late
Executive Board:				

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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		
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	
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	

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Legislation & Education	Sarah Morrell	19	Y	
Membership & Credentials	Andrea Dawes	20	Y	
NEOA Achievers Awards	Elyse Pratt-Ronco	21	Y	
Nominating	Rick Williams	22	Y	
Professional Development	Lynn Ploof-Davis	23	Y	
Public Relations	Anthony Staffiere	24	Y	
Technology	Casey Henderson	25	Y	
TRIO Day Co-Chair	Adam Hurwitz	26	Y	
COUNT OF VOTING MEMBERS PRESENT			24	
NON-VOTING MEMBERS				
Ad-Hoc Committees				
Diversity, Equity, Inclusion Co-Chair	Mona Savastano	1		
Newsletter	Linda Shiller	2		
Retirees	Elaine Leavitt	3		
Co-Chairs:				
Conference Co-Chair		4		
Diversity, Equity, Inclusion Co-Chair	Samienta Pierre-Vil	5		
Newsletter Co-Chair	Janelle Humphrey	6		
TRIO Day Co-Chair		7		
COUNT OF NON-VOTING MEMBERS PRESENT				

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