

April Board of Directors Meeting- April 4, 2023

In Person & via Zoom

Call to Order at 2:32PM Quorum Established at 2:35PM – (see end of minutes for attendance)

- **Roll Call** at **2:33PM**
- **Quorum** established **22** of **29** voting members

Approval of Agenda- President Rob P presents agenda.

Action: To approve the agenda as amended
Motion by: **Lindsay C.** to approve agenda.
Second by: **Sam P.**
Motion carries, unanimously

Secretary Report – Compiled by **Mary S.**

- Submitted by email for review by **Gaurav K.**

Action: To approve minutes
Motion by: **Deb M.**
Second by: **Melissa G.**
Motion carries, unanimously

- Rob P expresses his thanks for Mary and Ginny's work in putting together the conference
- Hope is that by teaming up co-chairs for different board committees continuity will be maintained during turnover of personnel. Has worked well this year and hopefully will be continued in the future. Thanks to the entire board for pulling together as a team.

Treasurer's Report- **Matt Bourgault** reports out.

- Slightly lower than expected for conference ads
- Over expected for exhibitors and underwriting
- Good shape for pre-conference
- A couple of states have filed Spraggins grants
- Over target on membership dues
- State dues are in except for MA and RI, MA may be paying today
- Received a refund check from the IRS for previous years
- TRIO days payments still outstanding from two schools
- Little under on AMLI budget because enrollment is one less than budget and some expenses are higher than expected. Rob P will discuss with Craig.
- Approximately even on budget right now based on outstanding receivables
- Discussion on how to boost membership from people attending NEOA events
- Rob P expresses thanks to Matt for staying on top of getting tax-exempt certificates for all NE states
- Paid \$4000 to COE for NEOA dues. Expenses for travel, Policy, Policy reception included.
- Paid for NEC
- Paid for tax prep fees
- Paid for PayPal/Bank fees
- Paid for liability insurance

April Board of Directors Meeting- April 4, 2023

In Person & via Zoom

- NH paid under state initiatives grants
- Budget for past president's dinner bumped up
- Some technology purchases that will be used at this conference
- Rev close captioning cancelation completed
- Rob P mentions that technology at the hotel is fairly expensive and the cost of food has gone up as well but it's still important to put out a solid conference. Future Boards will have to factor this in. We must try to partner/fundraise and find ways to have adequate funding to serve our mission.
- Deb M suggests we take a look at how we do business overall. TRIO day and the conference are our two main events that should be maintained but may not cover their own costs. We will have to find ways to conserve resources or find other fundraising avenues.
- Have encountered fraud on account. Affected bank cards have been replaced.
- Have sent out an updated excel reimbursement form. Also available in the box drive. Please email to Matt and he will return a check.
- Rob expresses thanks.

Action: To approve the current overages exceeding 125% over of budged amount: Audit tax prep, Lodging for Policy Seminar dinner, equipment, TRIO Day, speaker fees

Motion by: Jessica C.

Second by: Gail M-R.

Motion carries, unanimously

Action: To approve treasurer's report

Motion by: Deb M.

Second by: Jessica C.

Motion carries, unanimously

Finance Committee Report- Melissa Goyait reports out.

- Started training our new finance chair. Chris is attending finance meetings this year and will be taking over next year and
- Reconciled through March
- 20-21 and 21-22 annual reports have been completed and are in the conference booklet
- The new accountant that we have has been wonderful
- Feeling good about transferring over role in good shape
- Annuity is doing well
- Checking account is very health. Will drop a little after conference expenses.
- Ameriprise account is also doing well. Rose last year but is a little down this month.
- Rob expresses thanks.
- Rick also appreciates Melissa's work over more than 10 years to put us back on track.
- Multiple members express how the move to TD bank has been helpful

Past President's Report- Deb McCann reports out.

- Fair share has been a challenge. NEOA historically used to be the best at raising money but we have now moved to the middle of the pack. We are currently at 75%.
- Asks state presidents to turn in donations for the fair share football. Raffle tickets will be sold.



April Board of Directors Meeting- April 4, 2023

In Person & via Zoom

- QR codes will be on the table for individual donations. Please talk to your friends and colleagues to donate \$10.
- Rob P. discusses challenges around fundraising
- Brian L. mentions a lack of understanding of levels of TRIO and multiple organizations. Discussion about how to share fundraising information with new staff
- Happy to announce that we have a full slate of officers for next year. Need a state liaison for MA and RI. Deb M feels like we have great candidates.

President's Report- Lindsay Carpenter reports out for **Rob Pote.**

- Co-chair on the personnel committee
- Looking at a new database for COE data storage
- On the conference planning committee for next September
- Attended fair share meeting
- ME conference
- TRIO day was awesome. Jasmine did a great job of leading that up. Feel like it was one of the best TRIO days ever. Expresses thanks for Randy's help.
- RI has not had a conference yet
- Next COE Board meeting is in DC in May
- Need help! Rob is on the entertainment committee for the next conference in DC. Looking for talent suggestions in DC. Will be last conference for Maureen.

President- Elect's Report- Lindsay Carpenter reports out.

- Working on COE committee on by-lays
- Attended policy seminar and represented NE in Rob's absence. Appreciate Brian and Josh for putting together the songs and video and everyone who sent pictures.
- Helped Deb M fill the election slate and working on ad-hoc committees
- 30 people attending past president's dinner. Special guest from KS, Past COE Board Chair, Ngondi Kamatuka is attending. Rob P wants to make sure to recognize him.

Vice-President's Report – Mary Sinclair and Ginny Ward report out

- 258 people are registered against 230 planned for. Filled pre-conference reg at 60 people.
 - Had strong proposals so we added some sessions. Have a local state senator talking and Senator Collins doing brief remarks
 - Sen Collins staff will also be attending the banquets
 - All award winners are attending
 - Pat Callahan will be attending – beloved recently retired news anchor from ME
 - Conference committee has been fantastic. Everyone has put in the work. Couldn't have done it without all our members.
 - Rob expresses thanks
- Action:** Increase the line item for keynote speaker to \$4000 plus travel expenses
Motion by: Sam P.
Second by: Gail M-R.
Motion carries, unanimously

April Board of Directors Meeting- April 4, 2023

In Person & via Zoom

Break (None)

Committee Reports:

Alumni- Randy Schroeder reports out.

- Weekly zoom conference committee meetings were very well run
- Alumni event at TRIO day was well attended.
- Expecting 50-70 alumni tomorrow
- Please talk up the event and get people connected
- National achiever – president of NEC. Part of 1966 class of UB at Boston College.
- Met with NEC higher education committee head (Mariah Healey). NEC is advocating for double Pell.
- TRIO day was great. Committee did a great job but are unfortunately not able to be here today.
- Came out ahead on budget
- Lt. Gov of RI and Providence city councilor attended the event and NEOA also received citation from the city of Providence.
- Appreciate the people who stepped up last minute to chaperone.
- Process for identifying school visits needs to be considered.
- Jessica suggests requiring that staff/institutions bringing students should also be members
- 50 colleges at the fair. They also contributed to one meal so NEOA funded meals could be made more substantial
- Melissa G expresses that the event was run very well. Suggests that program staff accompany their own students during college visits because it's hard to manage students who are not from your own program.

Advocacy/State Initiatives- No Report.

Development- Ramon Gonzalez not present, report in the box drive.

- Raised \$13k
- CES contributed \$2k for a couple of minutes tomorrow morning to award grants to TRIO programs.
- We have a couple of new vendors. T-Mobile and Visible Body

Diversity, Equity and Inclusion- No report

Membership- Jessica C. reports out.

- We have increased 6% from last year. We are at 273 total for the year. Hoping to add a few more over the rest of the year.
- Worked with Andrea to create a new brochure.
- Discussion around how retirees should be categorized in membership and to clean up some of the other categories.
- Discussion around how to define retirees
- Jessica suggests discussing an increase in membership fees effective September 1.
- Rob expresses thanks Andrea and Jessica for their work on increasing membership.
- Linda S. proposes an unofficial subcommittee to develop specific language for membership committee



April Board of Directors Meeting- April 4, 2023

In Person & via Zoom

NEOA Achiever: No report

Newsletter- Linda S report out.

- Planning to get another newsletter out this year
- Policy, TRIO day, conference updates requested.
- Pictures would be great
- Rob P requests Board members to take pictures during the conference and upload them to the Box drive
- Newsletter is a great vehicle for membership, fair share etc. Articles welcomed.
- If anyone has any suggestions (positive or negative) please let editors know.

Professional Development- Lynn Ploof-Davis reports out.

- 52 attendees at the last event
- Numbers have fallen a little bit
- Planning PD activities for the fall. Sending out surveys for suggestions.
- Jerry Ellis scholarship has been finalized. Has been promoted via newsletter and listserv. We currently do not have any applicants

AMLI: Rob P. reports out

- Spoke with Craig W.
- Great group this year. Entire group will be here except one.

Public Relations: Anthony S. reports out

- #NEOACON23 for any social media posts
- Zoom cast episode 3 is out

Retirees- no report.

Strategic Planning: Brian P. reports out

- Rick and Brian have been analyzing reports to see how things have been going to see how many goals are being achieved.
- Some states and committees are lagging a little bit but overall we are doing well
- Rick emphasizes the importance of recording our activities and history.
- Rob P expresses appreciation that we are ahead of other regions in strategic planning.

Technology- Casey Henderson reports out.

- Working with conference committee
- Looking for another home for the list-serv that is not tied to a specific person. Will have a proposal at the June meeting. Expected to cost about \$250
- Rick expresses appreciation for organization and execution of Casey's technology committee meetings

State Reports:



April Board of Directors Meeting- April 4, 2023
In Person & via Zoom

Connecticut- Chelsea Cichocki reports out.

- Since Jan, two zoominars have been held, one for pre-college and one for college professionals. Good mix of seasoned and new professionals.
- Trying to build leadership opportunities
- Successful during Policy. Met with all offices
- Have identified five of nine Board members for the upcoming year

Maine- Sam P reports out.

- Working with VUB project to get some reporting requirements changed for the programs
- Working on conference planning committee

Massachusetts- Ramon G. reports out.

- Conference will 10/5-6 on Cape Cod Sea Crest Hotel.
- Keynote speaker will be Maria Vazquez who is a life coach

Rhode Island- No Report.

New Hampshire- Adam H reports out.

- Conference held in Feb in Concord NH
- Sessions went really well
- Had a PD event on team building
- Policy went really well. Maggie Hassan spent a lot of time with TRIO alumni
- Received Spraggins and State Initiatives grants from NEOA
- Last meeting of the year in May
- SSS program at St. Anselm is off the ground

Vermont- Lindsay Carpenter & Soren report out.

- Held regular Board meetings
- Conference committee held an update meeting. Legislative aides were present
- Raised about \$800
- Hoping to reconnect members at an awards ceremony
- Vermont TRIO Day on April 13
- Working on strategic plan. Will be presented to membership tomorrow for votes.
- Working on a slate for officers for VEOP

Old Business: None

New Business: None

Motion to adjourn: Ramon G.

Seconded by: Deb M.

Motion passes unanimously, at 5:05 PM.

Next Meeting:

Southbury, CT – June 1 & 2, 2023

2022-2023 NEOA Board Members



April Board of Directors Meeting- April 4, 2023
In Person & via Zoom

VOTING MEMBERS – January 13, 2023				
OFFICER/CHAIRPERSON	NAME	Voting	Present	Absent/Late
Executive Board:				
President:	Rob Pote	1	y	
Past President:	Deb McCann	2	Y	
President-Elect:	Lindsay Carpenter	3	Y	
Vice-President, Conference Co-Chair:	Mary Sinclair	4	Y	
Treasurer:	Matt Bourgault	5	Y	
Secretary:	Gaurav Khanna	6	Y	
State Presidents:				
CT	Chelsea Cichocki	7	Y	
ME	Terry Charlton	8	Y	
MA	Craig Elkins			A
NH	Adam Howard	9	Y	
RI				
VT	Lindsay Carpenter		Y	
State Liaisons:				
CT	Yara Zoccarato	10	Y	
ME	Samantha Prosser	11	Y	
MA	Mendrick Banzuela			A
NH	Chris Lee	12	Y	
RI	Gail Mance-Rios	13	Y	
VT	Dylan Bertolini			A
Standing Committees Chairs:				



April Board of Directors Meeting- April 4, 2023

In Person & via Zoom

Alumni Relations	Randy Schroeder	14	Y	
Development Chair	Ramon Gonzalez	15	Y	
Finance Co-Chair	Melissa Goyait	16	Y	
Finance Co-Chair	Soren Dews	17	Y	
Legislation & Education	Sarah Morrell			
Membership & Credentials Co-Chair	Andrea Dawes			L
Membership & Credentials Co-Chair	Jessica Coronel	18	Y	
Diversity Chair	Mona Savastano			
NEOA Achievers Awards Co-Chair	Adam Keese			
NEOA Achievers Awards Co-Chair	Becky Carrasquillo	19	Y	
Professional Development	Lynn Ploof-Davis	20	Y	
Public Relations	Anthony Staffiere	21	Y	
Technology	Casey Henderson	22	Y	
TRIO Day Chair	Jasmine Miranda-Avalos			
COUNT OF VOTING MEMBERS PRESENT			23	
NON-VOTING MEMBERS				
Ad-Hoc Committees				
Conference Co-Chair	Ginny Fowles	1	Y	
Access and Disability				
Newsletter Co-Chair	Yara Zoccarato		Y	
Newsletter Co-Chair	Linda Shiller	2	Y	L
Retirees				
Strategic Planning Co-Chair	Brian Post	3	Y	
Strategic Planning Co-Chair	Rick Williams	4	Y	



April Board of Directors Meeting- April 4, 2023
In Person & via Zoom

Guest- Brian Langden		5	Y	
Guest				
COUNT OF NON-VOTING MEMBERS PRESENT			5	