

November Board of Directors Meeting- November 18, 2022

9:00 AM- 12:30 PM

In Person & via Zoom

Call to Order at 9:00 AM Quorum Established at 9:03 AM – (see end of minutes for attendance)

- **Roll Call** at **9:00 AM**
- **Quorum** established **22** of 29 voting members

Approval of Agenda- President, Rob Pote presents agenda.

Action: To approve the agenda

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

Second by: **Lindsay C.**

Motion carries, unanimously

Secretary Report – Gaurav Khanna report sent out via email

- Submitted by email for review

Action: To approve April 2022 Board Meeting Minutes

Motion by: **Deb M.**

Second by: **Melissa G.**

Motion carries, unanimously

Treasurer’s Report- Matt Bourgault reports out.

- Conference we have \$6400 from last year come in
- Membership dues have been flowing in
- AMLI fees are also coming in after invoices went out
- COE payment has been made
- Policy seminar payment was made to CT as discussed at last meeting
- We have pre-paid for three Board meetings for next fiscal year
- Treasurer will break out expenses for Board Meetings. Will likely need Board approval for overages
- AMLI facilities budget is also over
- General discussion about managing budget in a challenging year

Action: Increase budget for AMLI facilities to \$3640

Motion by: **Deb M.**

Second by: **Mary S.**

Motion carries, unanimously

Finance Committee Report- Melissa Goyait reports out.

- Trying to set up NEOA accounts to use generic financechair credentials to make transfer easier
- Working with new accountant to bring records up to date
- Finally has access to Ameriprise and SBLI account
- Working with new treasurer to get up to speed
- Still waiting to hear from new co-chair



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- Close to completing April 2022 review

Past President's Report- Deb McCann reports out.

- Working on fairshare for New England
- Will be going to New Orleans in Dec for COE
- Working actively on COE committees
- Meeting with Randy and Maria from NEC and discussed TRIO issues. She is familiar with our organization and we are on her radar.
- Discussed first gen celebration
- Need to work on slate of officers needed by next April. Looks we will need a President Elect, Secretary, VT needs to decide on VP along with state liaisons. Please discuss with your state organizations
- Linda S requests COE updates for newsletter

President's Report- Rob Pote reports out.

- Met with all committee chairs
- Busy with three COE committees. Will be presenting at the next COE Board on progress
- Excited to meet with Jasmine and help her get started on TRIO day
- Finding time to get to all our activities and state meetings is a challenge. Would like to attend an AMLI meeting. We currently have 11 participants
- Nov 29th will be going to DC with Kim Jones to advocate for programs in the funding band. Will be meeting with Sen. Murphy and Rosa DeLaura for getting funding for programs. Will try to get more information on APRs.
- At San Diego, Kim Jones was formally voted in as COE's third president. It will be great to have someone from CT representing us in DC. This will be a big change of guard.
- Received award for fair share work
- Karen Keim (?) received the Walter Mason award at the conference. Was not able to receive in person. Should recognize at our conference. She might be retiring this year.
- COE has been trying to showcase post-secondary programs.
- Rick W had questions about funding down SSS slates from the last competition given proximity of next competition

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

- Planning Past Presidents' dinner in Portland with Sam
- Met with Helms Briscoe and have put out bids TRIO day. Have found one location that was able to accommodate in Stamford. Location later withdrew bid. Discussed options with Board with potentially booking someplace in MA. Only option in our price range is on the MA/CT border. Focus will remain on CT colleges.

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- Also have been finding places are getting booked out further in advance so have been reserving Board meeting locations for next year for September, November and following June.
- Working on COE committees. Will be involved in COE leadership summit at Policy. Attending first COE Board meeting in New Orleans.
- Working with Paul on how to best keep retirees involved.
- Mary S. made a suggestion to move one Board Meeting to virtual to control cost

Action: Book Sheraton Springfield Monarch Place Hotel for 2024 TRIO day

Motion by: Rick W.

Second by: Sarah M.

Motion carries, unanimously, with one abstention

Vice-President's/Conference Chairs Report – Mary Sinclair and Ginny Fowles report out

- Have been very busy with conference planning.
- Conference committee is full but would be great to have another couple of people to supplement roles (silent auction and conference concierge—will connect attendees with local information and attractions)
- Discussed budget for keynote costs. Have identified a McNair scholars alum who is a professor at St. Anselms college. Is a published author. Her work dovetails with our educational opportunity goals. We can confirm with Board's budget approval.
- Will be meeting on Tuesday with Elyse who is spearheading workshops and soliciting workshops
- Have put out a save the date for the conference.
- Thanks to Chris L for designing a conference logo that will be used for future communications.
- Board has approved increase in conference fees.
- Will be a half-day pre-conference around "Liberating Structures". Presenters have given us a great deal.
- Rob expresses thanks for all the work done by the committee
- Committee is planning to split up the Retirees and Newcomers reception. Newcomer's reception also is limited in capacity.
- Randy expresses excitement for conference keynote and pre-conference

Action: Increase the line item for keynote speaker to \$4000 plus travel expenses

Motion by: Samantha P.

Second by: Gail M-R

Motion carries, unanimously

Break 1035-1053

Committee Reports:

Alumni- Randy Schroeder reports out.

- NEOA alum received awards and were recognized at the COE conference.

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Legislation & Education- Sarah Morrell reports out

- TRIO training announcements went out in the past couple of days
- We have one approved state initiative from NH. Hoping to get more proposals from other states
- Would like to check in with Board with potentially setting up priorities to focus impact of state initiative funds
- Have been attending Higher Ed meetings of the NEC. It has come to attention that NEC communications may no longer be going out to everyone. Sarah will continue to share announcement with Board. Highly recommend attending virtual or in-person meetings
- Suggestions for conference: having a State Initiative panel to debrief on how awardees of funds have used funds and efficacy. Another option would be the Jurassic/STEAM initiative panel. Mary requests if Sarah can moderate State Initiative panel.
- UMB has a new TS program that will be serving Lawrence HS through slate fund-down from prior competition.

Development- Ramon Gonzalez reports out.

- Has been reaching out to sponsors
- Have been pushing out \$2k funding level that includes a conference session. Presenter MUST have a user presenting alongside themselves. Have received two \$2k funders, one \$1500 funder.
- Cambridge Education Services will be paying \$2k again to open the conference
- Rob P expresses appreciation for Ray's work while being short staffed at his regular position

Diversity, Equity and Inclusion- No Report.

Membership- Jessica Coronel reports out.

- Andrea attended MEEOA and provided info about NEOA
- Taryn T has expressed interest in helping with this committee
- 115 paid members, 71 have renewed but not yet paid. Goal is still 260
- Had to refund three memberships for double payments
- Discussion around Honorary/retiree memberships
- Rob P expresses appreciation

Technology- Casey Henderson reports out.

- Committee is 6-8 people
- Working with conference committee. Josh has been very supportive
- Setting up PD registrations
- Looking for a new solution for the list-serv. Investigating a couple of options and getting pricing quotes
- Making website updates
- Potentially moving website to new host next year.
- Rob P expresses thanks

NEOA Achiever- Adam Keese reports out.

- Working with Becky and had our larger committee meeting

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- Also in process of finding readers for achiever awards by Jan 20
- Apps are due by Feb 1
- On track for process. Hoping for robust nominations this year to recognize the hard work our students do after leaving our programs.
- Discussion around sharing nominations with nominees. Suggestion to use materials for alumni spotlights in newsletters after adding permission option in application.

Newsletter- Linda Shiller reports out.

- Next edition will go out second week of December. Deadline for submission Dec 2.
- Thank you to all who have submitted content. Have received good updates on First Gen day and conference.
- Special thanks to Yara and Randy
- Feel free to submit pictures with your content.
- Great way to update NEOA community
- Would love to get feedback on topics of interest to make newsletter more interesting
- Suggestion from Mary to include outcomes from State Initiative grants in newsletter

Professional Development- Lynn Ploof-Davis reports out.

- Small but well functioning committee
- AMLI is off to a good start
- Will be meeting in January to identify a replacement for Craig. Craig will be involved in the process to update job description
- Zoom round tables are going well. Last meeting had 37 attendees. Taking a break in December.
- PD survey distributed, 37 responses so far. Hoping for some more (received 80+ in the past).
- UB PD will be held at UNH on 12/9
- Two attendees reached out about becoming members after the last event
- Rob P expresses thanks
- Rick W suggests highlighting PD at COE

External Affairs- Anthony Staffiere reports out.

- Report is in the Box drive

Retirees- Paul Linskey reports out.

- Reports some trouble with email. If you have sent an email and have not received a response, please reach out again.
- Matt B. started discussion about the definition of retirees.

Strategic Planning- Brian Post reports out.

- Has been working with Rick to look at Sept Board reports to make sure work is aligned with strategic goals
- Please try to make note of all your work so that the work done is being recognized
- At some point we will re-evaluate Board Report to make it a little more user friendly
- Jess C, Matt B, and Linda S had questions about best practices for filling out the report



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TRIO Day- Jasmine Miranda-Avalos reports out

- Have been in touch with RI universities and colleges to host students
- Next task is to organize buses
- Will also visit the Crowne Plaza
- Looking through feedback from 2017 TRIO day (last in RI) to better identify activities
- Rob P expresses thanks for taking up this committee and work

State Reports:

Connecticut- Chelsea Cichocki reports out

- Thankful for NEOA reimbursing for 2022 Policy Seminar
- Annual Conference on Dec 9. About 50 members registered. Theme is Re-energizing and Re-engaging in the state
- New website launched on 10/1. <https://www.conncaeop.org/>
- Soliciting feedback from members for activities
- State Liaison recently accepted a non-TRIO position so the position has become vacant. We will notify NEOA board when a replacement has been identified. Yara and Chelsea will cover the gap in the meantime.
- Very glad to be a part of AMLI this year and would like to encourage CT members to participate in the future.

Maine- Samantha Prosser reports out.

- October meeting did not meet quorum but had an unofficial meeting.
- Need a treasurer and president-elect. Fact book needs to be completed.
- Reaching out to directors to fill out board. Trying to focus on getting different programs to participate
- Setting up a form for PD funds up to \$125 for members
- Getting workshop proposals for conference. Still looking for keynote. Challenge because site is more expensive so limited budget for keynote.
- First gen day for a success. Shared information across MEEOA (?) listserve and social media. Spearheaded by SSS program. Goal is to expand to other programs next year.
- Keep information from COE and NEOA going on state list-serv
- Planning to submit Spraggins and State Initiative requests to support PD
- Our Govt Relations team is staying in touch with our reps, reaching out to congratulate those who have been re-elected. Our main point of contact in Sen. Collins' office has left so we are trying to connect with other staffers. Katie B is our contact for the time being.

Massachusetts- Craig Elkins and Mendrick Banzuela report out.

- First Board meeting for Monday. Newsletter going out in the next two weeks
- Have a couple of open positions to fill out the Board
- Mendrick reports reaching out to connect with congresspeople and programs
- Rob P attended MA conference and thought it went very well. Keynote speaker was great.

New Hampshire- Adam Howard reports out.

- Had a business meeting last week
- Annual Meeting moved to February

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- Opened policy seminar nomination process for alumni
- Randy will be joining us again
- NH does not have a strategic plan so we will be starting the process so we can be more intentional with our operations. Hopefully it will help ID things that we want to do as an association.
- Have received State Initiative funds
- Josh is VP and conference chair
- Working on fairshare
- First Gen day went well
- Attended the COE Exec Leadership Instt in Kansas. Great experience

Rhode Island- No Report.

Vermont- Lindsay Carpenter reports out.

- Have been updating position descriptions and updating by-laws
- VT also does not have a strategic plan. Rick has been spearheading working on this
- Would like to present updated by laws and plan at our next state conference scheduled for January
- Also working on Spraggins and State Initiative proposal
- Great First Gen celebration at UVM
- Reaching out our new congresswoman to acquaint her with TRIO

Old Business:

- 22-23 NEOA budget was adopted via email vote on October 18, 2022 with 27 vote

New Business:

- Melissa G. reports that 2020 and 2021 financial reports have been received and have been uploaded to Box for sharing via the website. Email will be sent out to update membership.

Motion to adjourn: Deb M.

Seconded by: Adam H.

Motion passes unanimously, --- nay, at 12:23 PM.

Next NEOA Board of Directors Meeting:

Next Meeting:

Warwick, RI – January 12 & 13, 2023

2022-2023 NEOA Board Members				
VOTING MEMBERS –November 18, 2022				
OFFICER/CHAIRPERSON	NAME	Voting	Present	Absent/Late
Executive Board:				
President:	Rob Pote	1	Y	

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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			
MA	Craig Elkins	8	Y	
NH	Adam Howard	9	Y	
RI	Gail Mance-Rios	10	Y	
VT	Lindsay Carpenter		Y	
State Liaisons:				
CT	Jennifer Benson			
ME	Samantha Prosser	11	Y	
MA	Mendrick Banzuela	12	Y	
NH	Chris Lee	12	Y	
RI				
VT	Dylan Bertolini	13	Y	
Standing Committees Chairs:				
Alumni Relations	Randy Schroeder	14	Y	
Development Chair	Ramon Gonzalez	15	Y	
Finance Co-Chair	Melissa Goyait	16	Y	
Finance Co-Chair	Soren Dews			

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Legislation & Education	Sarah Morrell	17	Y	
Membership & Credentials Co-Chair	Andrea Dawes	18	Y	
Membership & Credentials Co-Chair	Jessica Coronel	19	Y	
Diversity Co-Chair	Mona Savastano			
Diversity Co-Chair	Samienta Pierre-Vil			
NEOA Achievers Awards Co-Chair	Adam Keese	20	Y	
NEOA Achievers Awards Co-Chair	Becky Carrasquillo	21	Y	
Professional Development	Lynn Ploof-Davis	22	Y	
Public Relations	Anthony Staffiere			
Technology	Casey Henderson	23	Y	
TRIO Day Chair	Jasmine Miranda-Avalos	24	Y	
COUNT OF VOTING MEMBERS PRESENT			24	
NON-VOTING MEMBERS				
Ad-Hoc Committees				
Conference Co-Chair	Ginny Fowles	1	Y	
Access and Disability				
Newsletter Co-Chair	Yara Zoccarato	2	Y	
Newsletter Co-Chair	Linda Shiller	3	Y	
Retirees	Paul Lynskey	4	Y	
Strategic Planning Co-Chair	Brian Post	5	Y	
Strategic Planning Co-Chair	Rick Williams	6	Y	
Guest				
Guest				

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COUNT OF NON-VOTING MEMBERS PRESENT	6	
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