

November Board of Directors Meeting- September 9, 2022

9:00 AM- 12:30 PM

In Person & via Zoom

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

- **Roll Call** at **9:03 AM**
- **Quorum** established 22 of 29 voting members

Approval of Agenda- President, Rob Pote presents agenda.

Action: To approve the agenda

Motion by: **Rob P** to approve agenda.

Second by: **Melissa G**

Motion carries, unanimously

Secretary Report – Gaurav Khanna report sent out via email

- Submitted by email for review
- Update Melissa P to Melissa G

Action: To approve April 2022 Board Meeting Minutes as amended

Motion by: **Deb M.**

Second by: **Lindsay C.**

Motion carries, unanimously, seven abstentions

Action: Approve committee chairs

Motion by: **Jessica**

Second by: **Mary S.**

Motion carries, unanimously

Treasurer's Report- Matt Bourgault reports out.

- Have access to check books. Can issue mileage reimbursements
- Reviewed budgeted vs actual figures for last year
- Expenses came in at 83.83% of budgeted amounts (\$30,685.03). Some expenses are still outstanding but should be fairly close.
- Current Net Operating Income was \$15,951.74
- Deb M discussed funding for Jerry M scholarship
- Chelsea questioned reimbursement timeline for 2022 Policy Seminar
- Discussion about applicability of reimbursement deadline for this year. Ramon G mentions challenges of process
- Rob is working on developing his budget based on last year's numbers that have come

Finance Committee Report- Melissa Goyait reports out.

- Kristin H. dealing with some life challenges but helping us get our accounts up to speed
- Melissa and Matt B are working together to get everything reconciled



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- Melissa G is planning to transition out of the role after this year and trying to make sure to everything is up to date before transition.
- Brief review of tax accountant history. Review of 2019 and 2020 years has been uploaded to the Box drive. Currently working on review for 2021. Trying to get help from prior Board members to access Ameriprise and TD bank annuity accounts.
- Discussion on membership listsev and process for adding members to the listserv
- Interest rates have gone up on our CDs on renewal
Recommends that we move Ameriprise money to TD Annuity account to make it easier to track in one place and reduce logistical challenges. Melissa G will pull together formal proposal. Discussion about ease of access.
Action: Delay presentation of budget for this year until a virtual meeting within 30 days. Meeting at 230pm on October 5 for information with vote via email.
Motion by: **Deb M.**
Second by: **Rick W.**
Motion carries, unanimously

Past President's Report- Deb McCann reports out.

- Priority to support Rob, FairShare, and making sure Board positions are filled
- Recruiting a diverse Board is a long term process and we need to start working on recruiting now to develop “prospects” for the Board.
- Working with Lynn and Craig about next AMLI
- Working with Melissa G on finances
- Planning to go to San Diego in a couple of weeks
- Along with Rob and Brian, met with Kim who is going to transition to COE President this year
- Expressed thanks for the gift tree from last year

President's Report- Rob Pote reports out.

- Set up monthly meetings with Zach and Jennifer at COE
- Accepting items for the COE auction
- Supporting Mary with conference questions with planning and budgets
- On the conference committee for next COE conference
- Discussing AMLI and dates. Looks like we have a full cohort
- Working with Linda on newsletter
- Met with COE search committee. They are in the second round of interviewing Kim Jones for the position. Votes will be taken in San Diego in person.
- Want to continue the green initiative that we have worked on in the past couple of years
- Co-chairing committees is a great idea to mentor/train new people
- COE conference is in need of volunteers. Gailyn's email has details. Please consider volunteering.

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

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- Not much to report since I'm still learning the role
- Reached out to past presidents over the summer to get their insight into the role
- Bylaws and state leadership committees for COE
- Working on Past President's dinner and preparing for TRIO Day 2024 in CT

Vice-President's Report – Mary Sinclair reports out

- Working on NEOA conference. Some of the standard attendee counts seem low, we should be higher than those
- Working on filling out the committee including some new people
- Rob P asks if committee meetings will be open
- Linda asks if the silent auction can be in a room instead of a corridor
- Received great information from Taryn and Amy, very helpful. Just need budget parameters and estimate of attendees for the Board Meeting at the conference.

Break 1039-1103

Committee Reports:

Alumni- Randy Schroeder reports out.

- Shared pictures from over the last year and zoom link for last TAD talk
- New leadership at NEC. Had a NH TRIO zoom with Mariah. Will try to set up something for the Board. She is also the specialist for Higher Ed on the council and is based in DC.
- Fundraiser for Sen. Hassan on Saturday. Carol Shea-Porter will also be there.

Legislation & Education- No Report.

Development- Ramon Gonzalez reports out.

- Working with Melissa G to transition Ameriprise
- Working with Ginny
- Added \$2000 level for sponsors including a workshop

Diversity, Equity and Inclusion- No Report.

Membership- Jessica Coronel reports out.

- We had 242 paid members last year
- Goal is the increase by 5% this year
- Updating marketing materials
- Collaborating with state presidents and liaisons to promote NEOA at conferences and PD events

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Technology- Casey Henderson reports out.

- Turning over for new year. Databases listservs etc.
- Updating sponsor information
- Meeting with committee chairs
- Trying to set up things so that transition to a new tech chair can happen in a few years. Will tackle list-serv this year.
- Equipment purchase worked well last year. Will work with finance committee to implement some guidelines or acceptable use policies for equipment use
- Please let me know if you have any challenges with any of our technology.

NEOA Achiever- Becky Carrasquillo reports out.

- Starting to plan for luncheon
- Adam and Becky are both transitioning to new jobs
- Rick W advises to keep an eye on timelines because they can sneak up

Newsletter- Linda Shiller & Yara Zoccarato report out.

- Janelle H stepped down. Yara has joined the committee.
- Hoping to have four newsletters this year
- Working with Randy to publish Alumni Corner in newsletter
- Requests programs share the newsletter with alums they know. It's a great way to build capacity and recruit newer members to the Board.
- Also have a new crossword puzzle on the newsletter
- Would love to highlight any first gen stories from 1stGen day
- Stories can be submitted at any time
- Marketing requests non-pdf format for posting to social media

Professional Development- Lynn Ploof-Davis reports out.

- Twelve great candidates for AMLI
- Craig is very happy to be in person but is clear that this is his last year
- Would like to revisit process to choose new director in November
- Working on setting up a contract for Craig for this year. Rob will need to send it out.
- Budget has been uploaded for Box
- Question if Jerry Ellis Fund should be a line item in the budget
- Setting up some PD for UB summer models

External Affairs- Anthony Staffiere reports out.

- Starting a zoomcast with Rob as first guest. Have noticed expansion in this space and will allow us to expand footprint
- Current posts are getting decent traction
- Please re-share and tag us at COE annual conference
- Please keep me in the loop as you plan and execute events
- Also happy to post content that is being generated for e.g. newsletter

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Retirees- Paul Linskey reports out.

- How can we be more strategic about this
- Would appreciate any ideas/feedback on how best to engage our alumni
- Deb M voices appreciation of the visions
- Randy recommends keeping retirees connected with the legislative/appropriations process and communicating with congressional offices
- Linda suggests staying in touch with TRIO professionals who switch careers as important resources

Strategic Planning- Rick Williams reports out.

- Reviewed plan with Rob
- Emphasized need to file reports so that progress can be tracked
- Will meet with State Presidents to provide information
- Paul appreciates the strategic plan in place

TRIO Day- No Report

- Rob will follow up with Jasmine

State Reports:

Connecticut- Chelsea reports out

- Lots of changes and updates in the last week
- Have a full board in place and hope to tackle a lot of lingering tasks
- Have contributed to COE auction
- Planning in-person conference and hopefully re-energize CT members in person
- Want to build up systems and stability with a strong team

Maine- Terry reports out.

- Keeping Board staffed
- Planning the annual conference- Jan 4 pre-conference and conference on the 5th and 6th at Central ME community college. Hotel is Hilton Riverwatch. Come join us!
- Scheduling a book club

Massachusetts- Mendrick Banzuela reports out.

- MEOA conference 10/7
- Actively recruiting for the Board, a number of open positions

New Hampshire- Adam Howard reports out.

- Two folks attending COE Leadership Institute

Rhode Island- No Report.

Vermont- Lindsay Carpenter reports out.

- We do not have a full Board. We need to develop more engagement from our membership
- Soren is president-elect
- Planning a one-day in-person conference
- VT has a new UB grant, I will be directing the grant. Thank you Rick W.



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- Would like to focus on fund-raising and advocacy, especially with the replacement for Sen. Leahy so they are on board with supporting access and success for TRIO students
- Trying to invite candidates to speak at conference
- Rob appreciates Lindsay filling a dual-role

Old Business: None

New Business:

- Please submit mileage requests.

Motion to adjourn: Deb M

Seconded by: Lindsay C

Motion passes unanimously, --- nay, at 12:13 PM.

Next NEOA Board of Directors Meeting:

Next Meeting:

Sheraton Portsmouth, NH - November 17, 2022

2022-2023 NEOA Board Members				
VOTING MEMBERS –September 9, 2022				
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	

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ME	Terry Charlton	8	Y	
MA	Ralph Hogan			
NH	Adam Howard	9	Y	
RI	Gail Mance-Rios			
VT	Lindsay Carpenter	10	Y	
State Liaisons:				
CT	Jennifer Benson	11	Y	
ME	Samantha Prosser	12	Y	
MA	Mendrick Banzuela		Y	
NH	Chris Lee		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			
Legislation & Education	Sarah Morrell			
Membership & Credentials Co-Chair	Andrea Dawes			
Membership & Credentials Co-Chair	Jessica Coronel	17	Y	
Diversity Co-Chair	Mona Savastano			
Diversity Co-Chair	Samienta Pierre-Vil			
NEOA Achievers Awards Co-Chair	Adam Keese	18	Y	
NEOA Achievers Awards Co-Chair	Becky Carrasquillo	19	Y	

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Professional Development	Lynn Ploof-Davis	20	Y	
Public Relations	Anthony Staffiere	21	Y	
Technology	Casey Henderson	22	Y	
TRIO Day Chair				
COUNT OF VOTING MEMBERS PRESENT			22	
NON-VOTING MEMBERS				
Ad-Hoc Committees				
Conference Co-Chair	Ginny Fowles			
Access and Disability				
Newsletter Co-Chair	Yara Zoccarato	1	Y	
Newsletter Co-Chair	Linda Shiller	2	Y	
Retirees	Paul Lynskey	3	Y	
Strategic Planning Co-Chair	Brian Post	4	Y	
Strategic Planning Co-Chair	Rick Williams	5	Y	
Guest		6	Y	
Guest		7	Y	
COUNT OF NON-VOTING MEMBERS PRESENT			7	

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