

NEOA Board Meeting - January 12, 2024

In-Person & via Zoom

Call to Order at 9:01 AM

- Roll Call at **9:02 AM**

Quorum Established at 9:04 AM – see end of minutes or attendance spreadsheet for details

- **19** of **28** voting members present at roll call (+4 more who arrived late)

Approval of Agenda - President **Lindsay Carpenter** presents agenda.

Action: To approve the agenda

Motion by: **Julie F.**

Second by: **Deb M.**

Motion carries, unanimously

Secretary Report - Submitted by **Julie Coon**

Action: To approve Nov. 2023 minutes

Motion by: **Julie F.**

Second by: **Dylan B.**

Motion carries, unanimously with 0 abstentions

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

- Beagle had a 2nd meeting with state treasurers; next meeting is already scheduled.
- Payments coming in for TRIO Day (college fair, registrations, etc.).
- MA state dues hadn't been paid as of yesterday (1/11), but are now and are reflected in the budget. Member dues slowly trickling in.
- Board meeting expenses, right on track.
- Bonding & Insurance, lapsed for a couple weeks like last year (no notifications), but paid now and up to date.
- Please see the updated "NEOA Budget vs. Actuals" for more details.

Finance Committee Report - **Chris Lee** reports out.

- Checking account balance as of the end of December 2023 is: **\$211,183.91**.
- SBLI investment account is \$80,300.39 and \$72,462.28 in Surrender Value.
- Big \$100k increase was in April 2021 (virtual annual conference).
- Ameriprise account was closed out, funds are currently in our checking account.
- Recommend moving \$115,000 (\$15,000 from former Ameriprise + \$100,000 from checking) into a TD Signature Savings, due to APY bump rate of 4.00%, can draw down.
- See Chris' Finance Chair Report for more details.

Action: To either move \$115,000 from checking to a TD Signature Savings, or closing out the SBLI (\$72k).

Motion by: **Deb M.** to move \$115,000 from checking to TD Signature Savings.

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Discussion: Julie F. asked if we need to make a motion to close the SBLI account? No, per Sarah M., it can be a friendly amendment to original motion.

Amended by: Deb M.

Second by: Jes C.

Motion carries, unanimously with 0 abstentions

Past President's Report - Rob Pote is not present, **Jessica Coronel** reports out.

- Update on FairShare State Report
- Rob attended the COE December board meeting in Las Vegas.
- COE Book Club opportunity, author could be future conference keynote speaker.

President's Report - Lindsay Carpenter reports out.

- Lindsay did not attend COE Dec. board meeting in-person, but attended virtually.
- Strategic Planning co-chair and COE Personnel Committee.
- Interesting to see the transition and difference between the COE presidents.
- Unable to physically attend the CEAOP & MEEOA conferences, remarks were shared.
- Lindsay will be in touch with committee chairs.
- Working with April D. in RI about the importance of state associations and NEOA - meeting in RI on March 8th.
- Julie F. asked why we don't video record our meetings. Casey H. would have to look into storage capacity and constraints. Chris L. suggested adding closed captions.

President-Elect's Report - Yara Zoccarato reports out.

- Attended COE Dec. board meeting in Las Vegas.
- Serving on conference and by-laws committees.
- Met with Kim Kossi from HelmsBriscoe, along with Randy S. and Heidi D. to discuss TRIO Day 2025 and Annual Conference 2025.
- Will be looking into additional Past Presidents' Dinner locations in VT.
- Costs have increased.

Action: To approve increase in President-Elect's budget to \$3,500 (\$1,000 increase)

Motion by: Yara Z.

Second by: Deb M.

Motion carries, unanimously with 0 abstentions

Vice-President's Report - Julie Finnegan reports out.

- Have held 2 committee meetings since the last board meeting.
- No pre-conference event, but Lynn P. is working on a SSS grant writing workshop.
- Guest speakers: Will Eberly (EOC participant & Director of the VT Recovery Center) & Gretchen Wegner (tools to help students manage what they can control, motivation).
 - Will sent in a proposal and requested \$2,000 for travel reimbursement.

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- Gretchen is not requesting a speaker fee, but is asking for travel reimbursement.
- Solar Eclipse on April 8th in VT (extra busy, crowds expected).
- Should we up the registration fee by \$10 to make up for lost pre-conference revenue?
 - Linda S. feels it's a bad precedent to increase conference registration again this year. Lindsay C. argued costs are going up and registration fees go up regularly.

Action: To approve increase to 2024 conference registration fees across the board (all membership types) by \$10.

Motion by: **Jes C.**

Second by: **Yara Z.**

Motion carries, unanimously with 1 abstention

- Viewed conference logo in Box Drive (noted, typo in “conference”).
- Special award for retired Sen. Patrick Leahy - “NEOA Lifetime Achievement”. Rick W. will work with Linda S. and Lindsay C. to craft language for the award.
- Soren D. will send Mona S. a recommendation for a DEI speaker from VT.
- Working on Achievers Awards questions, working with Becky C. & Adam K.
- Arnold Mitchem Leadership is happening in 2024 - Craig W. will hold a workshop.
- Registration questions - (lanyards, buttons, pins) - work with Ramon G. & vendors. Will be handing out folders at check-in to keep info organized.
- NEOA Welcome, dance for hospitality, save the dates, registration will open 1/22.

Break (10:44 AM - 11:00 AM)

Committee Reports:

Alumni - Randy Schroeder reports out.

- Attended the MEEOA Conference in Augusta, ME.
- Trying to bring in some SSS & McNair students to TRIO Day (20-50 students).
- Yara Z. is doing outstanding work on TRIO Day 2025.
- Planning alumni breakfast for the NEOA Annual Conference.
- The New England Council has two staffers initiating a Young Professionals group.

Advocacy - Sarah Morrell reports out.

- Awarded Maine a State Initiative grant.
- ME & MA have been awarded Spraggins grants from COE.
- Planning a Policy Seminar-related state leaders meeting for 1/18.
- Serving on NEOA By-Laws Committee.
- House & Senate leaders reached an agreement on funding levels. Jan. 19th deadline.
- COE President Kim Jones sent a letter to Secretary Cardona about McNair Programs to dispel misinformation about eligibility criteria.

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By-Laws - Brian Post reports out.

- Committee met on Dec. 7th to discuss minor changes - did not come to an agreement on making any membership level changes.
- Term limits for officers and Treasurer: Can the Treasurer serve longer than 2 years? Chris L. suggested perhaps eliminating the term limit for Treasurer, they still have to be re-elected each year. Will continue to work on the language before April's meeting.
- The DEI Committee needs amendment to become a Standing Committee instead of Ad Hoc.
- Amendments need to be certified by the Secretary by Feb. 15th (45 days prior to Board Meeting), then sent out to membership.
- Rough draft of a board evaluation in the Box Drive.
- Working on a Board manual.

Corporate Development - Ramon Gonzalez not present.

- Please see Ramon's board report in the Box Drive.

Diversity, Equity and Inclusion - Mona Savastano reports out.

- DEI Committee will hold virtual meet & greets for NEOA members from 12-1pm on 1/30 & 2/2.
- Collaborating with P.D. committee to plan workshops & guest speakers.
- Collaborating with NEOA conference committee to plan DEI panel & workshops for the April 2024 conference.
- Kevin Linton (guest) mentioned a group that works with educational organizations (assoc. at Salem State) for DEI professional development that is highly interactive.
- See Mona's board report for further details and goals.

Historian - Deb McCann reports out.

- Working on a master conference list, dating back to 1976.
- Working on a Past President contact list for use with Past President's Dinner.
- Will be working on individual state histories.
- Documented evidence of work done by Historian in 2012, but can't locate any of the information - will check with Reggie Jean.

Membership - Jessica Coronel reports out.

- Currently have 100 paid members, 11 members from executive board not paid.
- TRIO Day 2024 - 39 programs signed up thus far, but 11 are not paid NEOA members. Should be a paid member before registration next year.
- Working with Casey H. on database records, organization and clean-up.
- P.O. Box issue where some checks were not received.
- Linda S. suggested a year-over-year comparison of membership - perhaps work with Strategic Plan to formulate a plan to track this, monitor, and specify goals.

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NEOA Achievers - Adam Keese & Becky Carrasquillo report out.

- Please consider nominating a student for Rising Star and/or Achiever!
- Mailed physical letters to get folks' attention.
- Readers - Ginny W. & Linda S. have volunteered to read. Would like some recommendations for VT readers. Brian P. volunteered to be a reader.
- Unfortunately, no one attended the NEOA Achiever Award zoom to go over the process.

Newsletter - Linda Shiller reports out.

- Challenging position to continually remind everyone to submit for the newsletter.
- Hoping to have the newsletter out by next Tuesday, 1/16.
- 20, 30 & 40-somethings are looking at newsletters differently in this technological age. Recent newsletters have been long. Hoping to offer shorter versions in coming months.
- Also hoping to have student stories in future newsletters.
 - Julie F. said they could include a newsletter in the conference folder.

Professional Development - Lynn Ploof-Davis reports out.

- PD survey sent out yesterday & Doodle sent out to get committee together again.
- Donna Thompson hasn't responded... any updates? Yara Z. said she started a new job.
- Health Alexander will do a late summer SSS grant webinar on common errors.
- Rick W. said a SSS pre-conference workshop would be very helpful to membership.
- Craig W. traditionally speaks at the conference banquet.
- Linda S. talked about the Jerry Ellis P.D. Fund - no one has applied yet from NEOA membership. May look into adjusting application criteria (currently not including retiree population).
 - Bryan L. said we need to focus on communication to improve the common theme coming up in our topics.
 - Rick W. said we should make a point of mention at the conference.

Public Relations - Anthony Staffiere reports out.

- Will post DEI meet & greets (Mona S.).
- TRIO Day - do we have a press release?
- Will send Linda S. a student submission for the newsletter.
- Please send any info to promote.
- Working to promote a media workshop for the annual conference.

Retirees - Gaelyn Hastings reports out.

- Honorary membership for retirees will continue to be offered.
 - Linda S. reminded all to let Gaelyn know if you are aware of anyone retiring.
- Please see Retiree board report for further details.

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Strategic Planning - Rick Williams reports out.

- Enjoyed reviewing everyone's board reports - very robust. Strategic plan was well-addressed.

Technology - Casey Henderson reports out.

- Finalizing AV arrangements for TRIO Day.
- Website updates happening as needed (website upgrade will be worked on later).
- Please see Casey's report in Box Drive for more details.

TRIO Day - Arielle Derival reports out.

- 469 student registrations as of today (60 on waiting list), 24 colleges registered.
- Keynote speaker has been secured, \$1,000 speaker fee, comp. room.
- Agenda is finalized, 11 college visits & chaperones.
- Working on possibly incorporating SSS & McNair for TRIO Day.
- Possible afro-caribbean dance performance before dinner. Waiting on DJ recs too.
- Most colleges are providing lunch (40 participants per school).
- Still need workshop facilitators.
- Expenses are coming in about \$6,000 MORE than expected/budgeted. \$45,000 budgeted originally. Ask is for a \$10,000 increase, hope to not use it all.

Action: To increase the budget for 2024 TRIO Day by \$10,000.

Motion by: Julie F.

Second by: Yara Z.

Motion carries, unanimously with 0 abstentions

State Reports:

Connecticut - Yara Zoccarato reports out.

- CAEOP Conference held on Dec. 1st.
- Working on an internship mentoring program in CT.
- Preparing a Better FAFSA workshop for membership.

Maine - Ginny Ward reports out.

- Held successful state conference on Jan. 4th-5th.
- Awarded a Spraggins grant for printing advocacy materials.
- Working on expanded Advocacy Day through the State Initiative Pilot Project.

Massachusetts - Bryan Landgren reports out.

- Next MEQA board meeting is in two weeks.
- Received Spaggins grant for our Advocacy Day in late April/early May.

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- First P.D. offering will hopefully be in Feb. for staff & students - called Crocodile River Music - history of African Drum music. Also, working on a P.D. on translation.
- Alumni co-chairs have been working on MEOA alumni database with Casey H.
- Trying to increase MEOA membership - sending emails & requesting sponsorship.

New Hampshire - Jes Crowell reports out.

- Executive Board met - also met our 10 for 10 goal before Dec. 15th deadline.
- Working on alumni to bring to Policy Seminar.

Rhode Island - April Donohue reports out.

- Met with TRIO Directors from her institution (CCRI) about re-establishing RIEOA.
- Planning meeting in RI with Lindsay C.
- Met with Jen Rudolph and Brenda Dann Messer.
- Please see April's board report for more details.

Vermont - Soren Dews reports out.

- VEOP has been meeting monthly.
- Working with Julie F. on collaborating for the NEOA annual conference.
- FAFSA Baby Pool fundraiser for our scholarships was a success.
- Met our 10 for 10 goal.

Old Business: None

New Business:

- Deb M. asked if we need to vote on the RI Policy Seminar situation? Decided to retract until meeting in RI to gauge interest.

Motion to adjourn: Jes C.
Seconded by: Dylan B.
Motion carries, unanimously, at 12:35 PM

**Next Meeting:
April 9, 2024
Burlington, VT**



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2023-2024 NEOA Board Members				
VOTING MEMBERS - January 12, 2024				
OFFICER/CHAIRPERSON	NAME	Voting	Present	Absent/Late
Executive Board:				
President:	Lindsay Carpenter		X	
Past President:	Rob Pote			A
President-Elect:	Yara Zoccarato		X	
Vice-President, Conference Co-Chair:	Julie Finnegan		X	
Secretary:	Julie Coon		X	
Treasurer:	Matt Bourgault		X	
State Presidents:				
CT	Yara Zoccarato		-	P
ME	Ginny Ward		X	L
MA	Bryan Landgren		X	
NH	Jes Cromwell		X	
RI	<i>Vacant</i>			
VT	Soren Dews		X	L
State Liaisons:				
CT	Julio Muniz			A
ME	Terry Charlton			A
MA	Arielle Derival-Joseph		X	
NH	Becky Carrasquillo		X	



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RI	April Donohue		X	L
VT	Dylan Bertolini		X	
Standing Committees Chairs:				
Advocacy Chair	Sarah Morrell		X	L
Alumni Chair	Randy Schroeder		X	
Corporate Development Chair	Ramon Gonzalez			A
Diversity Chair	Mona Savastano		X	L
Finance Chair	Chris Lee		X	
Membership & Credentials Co-Chair	Jessica Coronel		X	
Membership & Credentials Co-Chair	Taryn Tomkins			A
NEOA Achievers Co-Chair	Adam Keese		X	
NEOA Achievers Co-Chair	Becky Carrasquillo		-	P
Professional Development	Lynn Ploof-Davis		X	
Public Relations	Anthony Staffiere		X	
Technology	Casey Henderson		X	
TRIO Day Co-Chair	Miguel Peralta		X	
TRIO Day Co-Chair	Arielle Derival-Joseph		-	P
COUNT OF VOTING MEMBERS PRESENT:			23	
NON-VOTING MEMBERS				
Ad-Hoc Committees				
By-Laws Chair	Brian Post		X	
Conference Co-Chair	Rachel Casey		X	



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Historian	Deborah McCann		X	
Newsletter & Retirees Co-Chair	Linda Shiller		X	
Newsletter Co-Chair	Kylee Casner		X	
Retirees Co-Chair	Gaelyn Hastings		X	
Strategic Planning Chair	Rick Williams		X	
Guest	Kevin Linton (virtual)		X	
Guest				
COUNT OF NON-VOTING MEMBERS PRESENT:			7	