

NEOA Board Meeting - September 22, 2023

In Person & via Zoom

Call to Order at 9:01AM

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

Quorum Established at 9:05AM – see end of minutes for attendance

- **23** of **27** voting members present at roll call (+3 more who arrived late)

Approval of Agenda - President Lindsay C. presents agenda.

Action: To approve the agenda as amended

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

Second by: **Dylan B.**

Motion carries, unanimously

Secretary Report – Submitted by Gaurav K.

Action: To approve June 2023 minutes

Motion by: **Jess C.**

Second by: **Rob P.**

Motion carries, unanimously with 8 abstentions

Approval of Committees - President Lindsay C.

Action: To approve committee chairs

Amendment: Add Arielle D. to TRIO Day co-chair

Motion by: **Dylan B.**

Second by: **Yara Z.**

Motion carries, unanimously

Treasurer's Report - Matt Bourgault is not present. **Lindsay C. and Chris L. report out.**

- Beagle reviewed the treasurer's report at yesterday's meeting, Lindsay recapped.
- \$310 positive balance, moved to a line item for retirees.
- Reduced lodging for Board travel by \$1,500 and "Other" line item by \$500, increased exhibitors by \$1,000.
- Beagle created a timeline of responsibilities for future Treasurers.
- Need to clarify the NEOA benefits of state membership and create a policy for COE Policy Seminar reimbursement - Beagle, Chris, Lindsay, Sarah, Yara, Jess, Taryn, and Deb will take a look. Goal is to have this accomplished by the November Board meeting.
- Beagle has reached out to all state treasurers to have a meeting and review best practices, etc.

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Action: Accepted treasurer's report as information

Finance Committee Report - Chris L. reports out.

- Has everything reconciled through the end of August.
- Still in the process getting connected with all accounts online - will give an update on all the balances once that has been completed.
- Ameriprise account was closed out in June - they said they tried to contact us, but we didn't receive their outreach, and had to work to regain the roughly \$15,000 - we were successful. Decision needs to be made with what to do with the funds.
- Would like Board permission to research non-profit investment accounts.
- If we are making interest on our accounts, what do we want to do with that money? At what point do we decide our base is "strong enough" to then use that extra money to fund new things? Please give it some thought in your free time.
 - Dylan B. suggested using the extra money to directly support students instead of a slush fund for the Board.
 - Chris L. suggested putting extra funds into the Jerry Ellis fund.
 - Chris L. reported that Melissa G. previously suggested combining the TD Bank annuities.
 - Deb M. said there should be a line item for interest income.
 - Rick W. suggested beefing up state initiatives.
 - Jes C. suggested talking to business professors at our campuses for suggestions.
- Checking account balance as of the end of August 2023: **\$222,265.12**
- Tabled the budget vote

Past President's Report - Rob Pote reports out.

- Helping with Lindsay's transition to the Presidency - travel card, planning, etc.
- Plans to represent NEOA on the COE Board and is serving on three new Boards this year: Partnership Standards & Initiatives, TRIO Alumni, Conference Committee in NYC.
- Help recruit new leaders in NEOA, continue to help out on the Finance Committee, and help Linda S. with info for the newsletter.
- Help ensure we meet our Fair Share quota: every state in NEOA made their Fair Share goal. NH exceeded their goal by 194% (*round of applause*). Rob presented Becky C. from NH with a plaque acknowledging this accomplishment.
- NEOA is currently at 11% of the Fair Share goal for this year.
- Rob recently gave Beagle a \$4,000 membership check to give to COE.
- NEOA had an Achiever (James Brett) recognized at this year's annual COE conference.
- Rob shared some pictures from the COE Annual Conference.

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Revisit and Review Budget: Chris Lee reports out.

- Added \$1,000 to State Initiative line
- Added \$2,000 for Craig W. for AMLI
- Took \$1,500 from lodging for COE Board travel (now at \$10,500)
- Took \$500 from the “other” line
- Raised exhibitors to \$13,000
- If lines go over 150% or more, the Board needs to vote on them
- Budget expenses are now roughly \$209k.
- Rob noted that sometimes we pay with our institutional funds, if available, but we can't assume that every program has that ability and we don't want that to discourage folks from participating on the Board.
- Randy and Rick visited the TRIO Day hotel, reviewed the costs and mentioned that it's going to be tough to break even on that event. Don't want to jack up the registration fee (550 attendance max). May need to lean on the Board a bit.
- Rick recapped account totals and asked about the value of the CDs to demonstrate the fiscal health to the Board. The Board was in a very tenuous fiscal position 10-15 years ago. Chris reported that the TD Annuity is \$79,287.22 as of June 2023. Also, we have \$15,000 from the former Ameriprise account.

Action: To approve budget

Motion by: Dylan B.

Second by: Ramon G.

Motion carries, unanimously

President's Report - Lindsay Carpenter reports out.

- Shared goals for her Presidency at yesterday's meeting.
- Met with the DEI committee in June, Beagle & Chris (finance) throughout the summer, recruited some members to fill chairs on Standing and Ad Hoc committees, and is working with April D. to provide support to RI.
- Co-Chairing Strategic Planning committee for COE with Board Chair Mara Luna from Puerto Rico, as well as the Personnel Committee.
- Met with NEOA Achievers Co-Chairs, as well as Casey H. to get NEOA Board listserv updated.
- Found a new location for the November Board meeting in Tyngsboro, MA. It's small, so we may have to share rooms.

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- Presented a balanced budget today, with the help of Beagle and Chris L.
- Transferred over bank info from Rob P. to Lindsay C.
- Calendar on the NEOA website now shows NEOA and COE events. Still needs to add state conference dates.
- Deb M. spoke with some of the past RI state leaders at the COE conference and suggested that NEOA help plan a one-day conference for RI to get people in the room.
- Lindsay C. said that she spoke with Cindy V. from Illinois at the COE conference and they do a “Men’s Conference” for those who identify as men in TRIO.
- Chris L. noted that we have TRIO Day for pre-collegiate programs, but nothing similar for the other programs. Suggested having our college programs come in and tag onto TRIO Day on Friday when the pre-college programs leave - asked Yara Z. to look into that with the hotel.
- Viola Davis’s sister Dr. Delores Davis lives in RI - Lindsay spoke with Kim Jones at COE Conference to help facilitate possibly working with Dr. Davis to help reinvigorate RI.
- Lindsay shared a student/alumni connection story to remind us all of the importance of the work we do.

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

- Been reviewing the role of President-Elect and the committees on which she will be participating.
- In communication regarding the TRIO Day and NEOA Annual Conference hotels.
- Met with Jen Rudolph about state membership and engagement in CT.
- Met with Julio M. to discuss the State Liaison role.
- Met about the TRIO Day and Annual Conference for 2025 - do we want to revert to the states that got missed during COVID or stay with the current plan? Deb M. suggested we move forward with the current plan.

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

- Julie F. held first virtual conference meeting recently - went very well.
- Meeting with Alan next Thursday at the conference hotel, then again 10/20 to continue to organize.

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- Started a Google sheet for planning and organization purposes. Will share in the Box drive.
- Looked at the conference budget, Julie F. will reach out and ask questions as needed.
- Lindsay C. will reach out to COE for guest attendance.
- Julie F. asked if there is a summary somewhere on last year's conference results? Ginny W. will look for that and share.
- Chris L. asked Julie F. to keep the Board up-to-date on line item anticipated costs as they come up.
- Ginny W. noted that you won't know until the end of the conference how many extra & comped rooms you'll need vs. how many you actually use.
- Linda S. is wondering about bringing Senator Leahy and the scheduling procedure... Chris L. said it's up to the conference committee, and Julie F. will bring it to VEOP's advocacy chair. Soren D. confirmed they will discuss that at the VEOP meeting next week.
- Julie F. has already reached out to VT political leadership, but did it a little early, waiting to hear back.

Break (10:30AM - 10:45AM)

Committee Reports:

By-Laws - Brian Post reports out.

- Reviewing current NEOA by-laws for strengths, weaknesses and relevance.
- Looking for help on the By-Laws committee.
- Compare and contrast other regional associations by-laws for ideas and perspectives.
- Discuss with NEOA Board the need for a Board Evaluation as utilized by COE.
- Revise NEOA By-Laws as approved by the Board of Directors.
- Rick W. requested Brian share any other copies of Board evaluations that he may have. Rob P. will share the current COE Board evaluation.

Alumni - Randy Schroeder reports out.

- Sent around an email with Board pictures from yesterday.
- Met with personnel from the NE Council at the COE Annual Conference.
- Attended the Alumni reception at the COE Conference - great attendance.
- COE is looking for a SSS sophomore or junior for a national TRIO alumni internship.
- Has extra copies of the COE Achievers booklet from the conference.
- UNH alumni awards to help recognize TRIO programs.

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- Randy has received many communications from Maureen and Angelica about getting past presidents to the conference.
- Randy wondered if folks know of someone who came back with COVID from the conference.

Advocacy - Sarah Morrell was not present.

Corporate Development - Ramon Gonzalez reports out.

- Received a check yesterday for \$2,000 from Cambridge Educational Services for a table at the 2024 NEOA Conference. Would also like to pay \$2,000 more to hold a workshop at the conference (contingent on relevant pairing - may need a "Hot Topic" type slot).
- See Ramon's Development handouts for sponsorship costs, ads, and swag bag ideas.
- Jes C. asked if we have a letter to send to potential sponsors/presenters... She has someone in mind. Ramon will send info to her.

Diversity, Equity and Inclusion - Mona Savastano reports out.

- DEI Committee has met several times in the spring and over the summer.
- Putting together committee member bios for the newsletter.
- Inviting guest speakers to come present.
- Wants to provide professional development, foster leadership with NEOA, and strengthen NEOA's financial and organizational resources... See additional goals in Mona's Board Report.

Historian - Deb McCann reports out.

- Looking for NEOA historical documents.
- In the past, Maureen Hoyler did a presentation on TRIO History, then regions broke out to present, Deb feels like we need more documentation to be able to access and/or have on our website.
- Will be reaching out to past presidents for info.
- Goal is to be able to present on NEOA history at the conference.
- Casey created a folder titled "Historical Documents" on Box drive.

Membership - Jessica Coronel reports out.

- Excited to have a co-chair for the committee in Taryn Tomkins.
- 278 paid memberships next year, would like to reach 280 this year.
- Need to renew our P.O. Box through Sept. 2024 for \$216.
- Thanks to Casey for help with the database.
- Sent a flyer promoting membership to Linda for the newsletter.

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- Taryn is taking care of PayPal payments, Jess is working with check payments.
- 74 people have renewed membership and 39 have paid.
- Some members renewed at the old rate of \$55 before the database reset in August for this membership year (4 people). Dylan B., Lindsay C., and Ramon G. all felt it's fine that they paid at the \$55 level and to not worry about following up with them to get the difference. No one disagreed.
- NEOA listserv contains anyone who wants to join, not just paid members. Wondering how we can get non-members to join and participate in free events... Should we be reconciling paid-members against who signs up for events? Can work with Lynn Ploof-Davis on this.
- Becky C. agreed to keep the listserv open to non-members as a resource. Non-members can pay non-member rates to participate in events.
- Lindsay C. suggested we use our listserv to promote membership.

NEOA Achievers - Adam Keese & Becky Carrasquillo report out

- Shared 2024 NEOA Achiever Award flyer on the Zoom.
- Continuing the enthusiasm and encouraging confidence in the process.
- Centralizing communication origin (Gmail account - shared on Box drive).
- Creating a form for nominations.
- Scoring updates, and more qualitative feedback from readers.
- Looking for readers (including a NEOA Board member).
- Becky C. reports that she and Adam wanted to make the committee and the processes more transparent to clarify their role and set them apart (from Alumni, who they are often confused with).
- Nominations open December 1st, close February 1st.
- Would like to bring nominations to the Board for support.
- Would like to educate the Board and the membership about the awards and the process. Looking for more committee members - have two (Andy and Joe) thus far.
- Would like to put the nominees in the newsletter - will work with Linda S.
- Linda S. wondered if the scoring rubric could be shared? Yes, they will post updated rubric in the Box drive.
- Rick W. brought up how to deal with the nominees that don't win and how we honor them even though they didn't win. Adam mentioned that they are communicated with, but more can be done.
- Becky asked for nominations and to plug at your state meetings.
- Lindsay thanked Adam and Becky for their streamlining, transparency, and hard work.

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Newsletter - Linda Shiller reports out.

- Asked by a show of hands who reads the entire newsletter each time it comes out (a few folks raised their hands). Would like feedback on how to make it better.
- Needs a co-chair - need help with graphics and layout.
- Current newsletter is $\frac{2}{3}$ done, still looking for more stuff that is relevant to our work today - state updates, summer program highlights, COE conference, etc.
- Thank you to Yara Z. for her work on the newsletter, Linda will miss her as a co-chair!

Professional Development - Lynn Ploof-Davis reports out.

- Looking for a co-chair and committee members.
- Planning to hold first meeting at the beginning of October.
- Disappointed in a lack of responses. Lots of free professional development out there, doesn't want to lose momentum from the Zoom tables.
- Will talk with Mona S. about PD and DEI collaborating.
- Marti's suicide prevention workshop was very well attended, may consider holding again.
- Rick W. asked about a SSS Professional Development offering on grant writing.

Public Relations - Anthony Staffiere reports out.

- Recently hosted 5 NEOA Speaks Zoomcasts.
- Assisting each state in their own "local" marketing and promotions.
- Will continue to help out on the Newsletter committee and try to reshare with our social media platforms.

Retirees - Gaelyn Hastings not present. **Linda Shiller** reports out.

- Looking at how we can tap into our retirees' strengths to possibly have them partake on committees, etc.

Strategic Planning - Rick Williams reports out

- What has your committee done to support the Strategic Plan?

Technology - Casey Henderson reports out.

- Casey is working through a 3-5 year plan to transition out of this role.
- Completed the listserv transfer to a new platform.

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- Next big piece is to transition the website... Every page is hand-written by Casey. Two year project... get a plan in place to transition to a new platform like WordPress, SquareSpace, etc.
- Need to figure out membership tracking, and more - will need some web-based tools for help with all of that.
- Held a committee meeting two days ago... Will be looking into state websites for info and possible resources.

TRIO Day - Miguel Peralta reports out.

- Toured event hotel in Springfield, MA.
- Created a list for the college tours and fair - shared with Randy S.
- Working on a timeline, save-the-date, budget, etc.
- Need help from MA friends to recommend bus companies.
- Anthony S. suggested a member from the next year's conference state serve on this year's committee (NH is next year).

State Reports:

Connecticut - Yara Z. reports out.

- Working on planning our state conference.
- Met with Jen Rudolph to increase participation in CAEOP.
- Do not currently have a President-Elect.
- See Yara's Board report for more state updates and pictures.

Chris Lee update: TRIO Store has received a \$500 donation. Will be sent to Beagle. Flagged for student support. Can help with logos, design, swag, etc.

Maine - Ginny Ward reports out.

- Held first executive meeting in Sept. - did SWOT analysis.
- Lots of focus on reenergizing membership and conference attendance.
- Has some financial challenges with regard to the conference (possible college campus location instead of a hotel).
- Currently don't have a leadership chair, but will work towards one for next year.
- Maine has been invited to participate in COE's State Initiative program.
- Attending the Executive Leadership Summit at Johns Hopkins.

Massachusetts - Bryan Landgren is not present. **Ramon Gonzalez** reports out.

- Conference will be at the Cape in October.
- Brian L. will be attending the Executive Leadership Summit at Johns Hopkins.

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New Hampshire - Jes Crowell reports out.

- Conference will be Nov. 9th. at Plymouth State. Website is all set up. Working with Adam and Angie.

Rhode Island - April Donohue reports out.

- April D. plans to connect with Lindsay and past presidents to re-establish state membership and leadership.

Vermont - Soren Dews reports out.

- First Board meeting will be next Monday. Lots of new Board members.
- VEOP has a new strategic plan. Will be working on advocacy.
- Treasurer left last year halfway through the year, so this year's budget and fiscal matters are a bit messy, but will need to be focused on.
- Conference is up in the air - usual campus location is not available.

Old Business: None

New Business:

- Lindsay C. asked, "How do we engage State Liaisons more on this Board?"
 - Dylan B. feels like he's currently getting a lot from the experience, and doesn't really want more added to his plate.
 - Julio M. suggested working more with state leadership.
 - It was suggested that perhaps liaisons join a Board committee.
 - Also, Liaisons can check with their state past-president about Fair Share.

Motion to adjourn: Rob P.

Seconded by: Dylan B.

Motion passes unanimously, at 12:12PM.

**Next Meeting:
November 17, 2023
Tyngsborough, MA**



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2023-2024 NEOA Board Members				
VOTING MEMBERS - September 22, 2023				
OFFICER/CHAIRPERSON	NAME	Voting	Present	Absent/Late
Executive Board:				
President:	Lindsay Carpenter		X	
Past President:	Rob Pote		X	
President-Elect:	Yara Zoccarato		X	
Vice-President, Conference Co-Chair:	Julie Finnegan		X	L
Secretary:	Julie Coon		X	
Treasurer:	Matt Bourgault			A
State Presidents:				
CT	Yara Zoccarato		-	P
ME	Ginny Ward		X	
MA	Bryan Landgren		X	L
NH	Jes Cromwell		X	L
RI	<i>Vacant</i>			
VT	Soren Dews		X	
State Liaisons:				
CT	Julio Muniz		X	
ME	Terry Charlton		X	
MA	Arielle Derival-Joseph		X	
NH	Becky Carrasquillo		X	

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RI	April Donohue		X	
VT	Dylan Bertolini		X	
Standing Committees Chairs:				
Advocacy Chair	Sarah Morrell		X	
Alumni Chair	Randy Schroeder		X	
Corporate Development Chair	Ramon Gonzalez		X	
Diversity Chair	Mona Savastano		X	
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:			26	
NON-VOTING MEMBERS				
Ad-Hoc Committees				
By-Laws Chair	Brian Post		X	
Conference Co-Chair	Rachel Casey			A



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Historian	Deborah McCann		X	
Newsletter Co-Chair	Linda Shiller		X	
Retirees Chair	Gaelyn Hastings			A
Strategic Planning Chair	Rick Williams		X	
Guest				
Guest				
COUNT OF NON-VOTING MEMBERS PRESENT:			4	