

NEOA Board Meeting - November 15, 2024

In-Person & via Zoom

Call to Order at 9:02 AM

- Roll Call at **9:03 AM**

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

- **29** of **33** voting members present at roll call (of which 27 are paid)

Secretary Report - Submitted by Julie Coon

Action: To approve September 2024 minutes

Motion by: **Lindsay C.**

Second by: **Melissa G.**

Motion carries, unanimously with 2 abstentions

Approval of Agenda - President Yara Zoccorato presents agenda

Action: To approve the agenda

Friendly Amendment: **Julie C.** asks if there will be a budget vote today, as listed on the agenda? **Beagle B.** corrects that there will be no budget vote today. **Yara Z.** also proposes to move approval of committee chairs to New Business.

Motion by: **Chris L.**

Second by: **Arielle D.**

Motion carries, unanimously

Treasurer's Report - Matt (Beagle) Bourgault reports out.

- Sent invoices to state presidents for NEOA dues, will forward to Treasurers.
- Conference vendor payment received and processed.
- Made payments for AMLI expenses and processed 12 of 15 tuition payments.
- Processed payments for membership, state dues (2 of 6), TRIO Day, and liability insurance is paid.
- Purchased a UPS box to allow for a more consistent mailing address.
 - Rick W. wondered if there's an issue with a non-profit having a P.O. box? This is a UPS box, not a P.O. box.. In addition we do continue to have a physical address (Commonwealth Ave. at Boston University).
 - Taryn T. noted that Jessica Coronel's address is still set up at the mailing address for membership. Will work to get that switched over to the UPS box.
- Made payments to TRIO Day hotel.
 - Randy S. noted to be aware that we are paying about 35% in taxes on top of the food & beverage costs.
- Please see Beagle's Treasurer's Report for more details.

Finance Committee Report - Chris Lee reports out.

- Reconciled through October 2024.

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- Checking account balance as of Nov. 14, 2024 was: **\$145,975.98.**
- Checking account is back down to where we were before the bump from Covid.
 - Account should go back up a bit after TRIO Day and the Conference.
 - We need to start thinking of new revenue streams, costs are not going down. Perhaps tap into our alumni for a new revenue stream, as members, etc.
- Have been working to finalize the closure of the SBLI account, just need to get papers notarized.
- See Chris' finance report for more details.

Past President's Report - Lindsay Carpenter reports out.

- We have met 30% of our FairShare goal. Thank you to those who have donated.
- Reached out to state presidents to serve on the Nominations & Election committee.
- Have been attending a few COE board meetings & heading to Puerto Rico in 23 days!
- See Lindsay's board report for more details.

President's Report - Yara Zoccarato reports out.

- Had meetings with CAEOP team to help with their leadership transition.
- Attended MEOA and NHEOA state conferences in October.
- Met with Past President Lindsay to help support State Liaisons, and am continuing to meet with each board chair and co-chairs through Nov., Dec., and Jan.
- Asked to serve on COE Alumni committee.
- See Yara's board report.

President-Elect's Report - Arielle Derival-Joseph reports out.

- After a walkthrough yesterday, would like to move forward with a contract with the Framingham Collection hotel for TRIO Day 2026.
- Attended the NE Leadership Conference and served as the keynote speaker.
- In the process of reaching out to 5 restaurants in RI for the past presidents' dinner.
- About to schedule a walkthrough for the potential 2026 conference hotel in CT (Mystic Marriott Hotel & Spa), also getting contracts for the 25-26 board meeting hotels.
- Josh G. requested hotel contracts also get sent to Casey and the technology committee.
- Have begun attending COE board meetings. I am on the Bylaws, Partnerships, Standards and Initiatives, Government Relations and Resource Development committees.
- See Arielle's board report.

Vice-President's Report - Heather Bacchiocci reports out.

- Working on a possible service project in RI.
- Draft agenda created, alcohol policies reviewed.
- Mara Luna and Kim Jones confirmed, pending Gaby Watts.
- Upcoming meeting dates on Tuesdays

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- We budgeted around \$14k for AV, but it is coming in around \$9k. Wifi is complimentary, but an additional hardwired internet can be added for \$150/day..
- Early-bird registration opens 1/22/25, regular registration on 3/5/25.
- Pre-Conference topic will be the upcoming EOC and ETS grant competitions
 - Potential volunteer project, still researching
 - Estimate for two speakers is \$1,750. Last year cost \$1,650, the budget this year is \$500. Should we charge for the pre-conference? Last year, we did not. Rick W. feels this should be a benefit of membership. Many agreed to not charge.
 - Linda S. spoke with Donna Thompson and she has agreed to speak/present - may be able to put EOC and ETS together, as there is a lot of overlap. Still looking for a co-presenter - see Linda S.
 - Beagle B. and Sarah M. appreciate Heather's level of detail and taking into account costs, mileage, etc.
 - Taryn T. asked why isn't GEAR UP included here, as they also have a grant competition coming up? Heather acknowledges they are still trying to bring them in within RI.
 - Sarah M. reminded all that we should be charging non-members who want to participate in our activities and we can promote nationally.
- See Heather's board report & PowerPoint for additional details.

Committee Reports:

Alumni - Randy Schroeder reports out.

- Steadily building up our LinkedIn alumni group.
- Attended MEOA and NHEOA conferences.
- Working with the Technology committee on TRIO Day and the conference.
- See Randy's board report.

Advocacy - Sarah Morrell reports out.

- Resources are in Box drive in the Advocacy and State Initiatives folder, as well as on the NEOA website.
- Updated the State Initiatives proposal form on the website.
- Reached out to NEOA State Presidents and Liaisons to organize a state leaders committee meeting.
- Shared New England Closures & Mergers map to see the landscape of our region.
- Shared election advocacy resources - posted in the Box drive.
- Disseminated a JFK Library Forum panel webinar, discussing the election implications.
- See Sarah's board report.

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Bylaws - Brian Post reports out.

- Sent out the proposed wording changes last night for what the definition of “Professional Membership” is, to be inclusive with regard to retirees.
 - Josh G. brought up that some states, including NH, might have a category for retirees or affiliates who cannot vote or hold office in their state. So, they are members, but that may conflict with what is proposed in the NEOA wording, allowing such a member to vote and hold office. Josh suggests we take more time to set up a separate category for retirees.
 - Sarah M. asks if having a separate retiree membership avoids the state-regional conflict and allows them to vote and hold office?

Action: To approve proposed Bylaws wording changes for the definition of “Professional Membership”, to be inclusive with regard to retirees.

Motion by: Rick W.

Second by: Beagle B.

Discussion: Several members raised concerns and feel there is confusion with the use of “professional” members in the “or” section of the proposed changes.

Friendly Amendment: Julie C. proposes changing the “or those who are...” section of the wording from “professional members...” to “paid members of one of the regional state associations...”

Motion Accepted by: Rick W.

Discussion: Beagle B. proposes removing the word “paid” to just “member”.

Amended as Suggested by: Rick W.

Motion carries, with 1 nay, and 1 abstention

----- **Break (10:41 AM - 10:58 AM)** -----

Corporate Development - Ramon Gonzalez is not present.

Diversity, Equity and Inclusion - Mona Savastano reports out.

- Mona S. asked if people feel comfortable with the sharing of final survey results by Castro Collaborative? Yara Z. brought up that we now have a different board, so do we want to reflect on those responses moving forward, or should we as a new board move forward with a new survey or workshop?
 - Arielle D. feels we move forward with reviewing the results. Results should not have any identifying information attached to them.
 - Linda S. feels we need to process these results and don’t need a third-party. Results are still relevant to this Board with regard to DEI, culture, and membership.
 - Arielle D. does feel we need a third-party to help facilitate and for everyone to feel comfortable. Linda S. supports that.

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- Mona asks if we should proceed with this virtually or at our next board meeting. Will depend on third-party's availability.
- Yara Z. recommends waiting to share results until the facilitator is available to process.
- Mona requests any suggestions for campus resources to help facilitate - there is an available budget, if needed.
- Mona is still looking for new members to join her committee. Stephanie C. is interested in joining.
- See Mona's board report.

Historian - Reggie Jean is not present.

Membership - Taryn Tompkins reports out.

- Currently have 165 paid members! Keep telling your friends and colleagues.
- Requesting Board members who have not paid to please pay.
- Met with Retirees and Bylaws committees.
- Is Stephanie C. interested in joining both the DEI and membership committee? Yes.
- See Taryn's board report.

NEOA Achievers - Adam Keese & Rachel Casey report out.

- Sent out our save-the-date for the fall newsletter, will go out soon to membership.
- Looking for readers... would like to utilize the Board for suggestions.
- Application opens December 1st.
- Rachel C. created a form to collect info on potential readers - will send it out.
- See Adam & Rachel's board report.

Professional Development - Lynn Ploof-Davis reports out.

- Shout-out to the P.D. committee! Have met twice and held a Zoom Table. Another Zoom Table coming up this Wednesday with 5 panelists.
- 31 responses to the P.D. survey this far. Overwhelming requested to talk about best practices and programs, but those still coming in might ask for advocacy topics?
- Lynn shared a picture from the recent AMLI session.
- See Lynn's board report.

Public Relations - Linda Shiller reports out.

- P.R. has been doing a great job of posting.
- Special edition newsletter on professional development coming up.
 - Need more AMLI photos.
- Next regular newsletter will go out in January - Policy Seminar, P.D., Conference, etc.
- Save-the-Dates are important info we can post for Achievers, TRIO Day, etc.
- Suggestion to pin posts on Instagram and Facebook, not seeing recent Stories.

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- See Linda's board report.

Retirees - Gaelyn Hastings reports out.

- Attended Membership committee meeting to discuss inclusivity with regard to retirees and membership.
- Has some work to do - sent a straw poll last night regarding the definition of a retiree.
- Linda S. said they are looking for names of those retiring this year.
- See Gaelyn's board report.

Strategic Planning - Rick Williams reports out.

- Rick reviewed the Strategic Plan yesterday.
- Mentioned attending a state advocacy event with Jim Brett, Becca Balint, and former Governor Jim Douglas.
- See Rick's board report.

Technology - Casey Henderson reports out.

- Held first committee meeting in October, and has attended other committee meetings.
- Looking into adding another Zoom license to run the Zoom when not at Board meeting in January.
- Sneak peak of the new website.
 - Chris L. suggests prices are visible initially, not just after filling out a registration form.
- See Casey's board report.

TRIO Day - Heidi Dyer reports out.

- Technology committee has been doing a lot of work on AV quotes.
- TRIO Day budget:
 - Received a transportation quote from First Student for \$7,150. Becky C. suggested we consider increasing the budget to \$8,000 for transportation.
 - Richard Haynes' speaker quote is \$1,500, but the budget is currently at \$1,000.
 - Two AV quotes received: \$5,000 vs. \$16,000
 - Melissa G. asked about vendor tables to raise funds? Need help to research that.
 - Gaelyn H. mentioned relooking at the format for college visit transportation in the future - maybe programs provide their own transportation. Beagle B. was under the impression this discussion was already happening when we approved the budget.
 - Yara Z. would like to meet early next week with the committee to discuss cost increases before we make a motion to increase the budget. Usually have a 30 day window on quotes.
- See Heidi's board report.

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State Reports:

Connecticut - Nina Vazquez-Rosa reports out.

- Nina Vazquez-Rosa is the new CT State President. She transitioned to the President position from Vice President, after Jessica Coronel stepped down.
- CT state conference theme is “Roots of Resiliency”.
 - Trying to get more people to register for the conference, and hold more regular meetings to increase membership.
- See Nina’s board report.

Maine - Michelle Richards reports out.

- Have held monthly meetings in Maine. Still have a few vacant positions.
- Maine state conference is set for January in Augusta.
- Michelle was a panelist on NEOA’s First-Gen Day webinar.
- Submitted goals & timeline to continue to be a part of COE’s State Initiatives Program.
- Took measures to reduce travel costs to NEOA board meetings.
- Had someone step up to be the Development chair.
- See Michelle’s board report for more details.

Massachusetts - Kevin Linton reports out.

- Held a very successful, well-attended MEOA state conference.
- Will hold our first board meeting in December.
- Goals: 1) Expand our state association membership (currently over 100 members), and 2) Reimplement our state advocacy day next spring.
- See Kevin’s board report.

New Hampshire - Josh Gagnon reports out.

- Held an amazing state conference in October.
- Working on engaging more with GEAR UP in NH.
- Working on Bylaws changes and creating a President-Elect position. Recently filled NHEOA Secretary position.
- Looking to incorporate some PD into our business meetings.
- Sent out alumni and staff invites for Policy Seminar.
- See Josh’s board report.

Rhode Island - Milary Tavarez reports out.

- RI is still in the process of being reinstated.
- Future Plans - thinking of holding a state conference and increasing advocacy in RI.
- See Milary’s board report.

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Vermont - Dylan Bertolini is not present, **Michele Feiner** reports out.

- Looking at how to make TRIO Day in VT more impactful.
- Working on getting our Policy Seminar nomination forms out, we need to get creative budget-wise. Did not hold a conference in 2024.
- Need to get our scholarship committee up and running.
- In Vermont, the State Liaison is the President-Elect, so I will be President next year - would like to network and promote VT. Would like to continue participation in the North Country TRIO Directors group.
- See Michele's board report.

Old Business:

- None

New Business:

- Yara Z. would like to appoint Lindsay C. for co-chair of the Advocacy committee and Linda S. for the co-chair of the Retirees committee.

Action: To approve committee co-chairs

Motion by: **Josh G.**

Second by: **Kevin L.**

Motion carries, unanimously with 1 abstention

Motion to adjourn: **Gaelyn H.**

Seconded by: **Kevin L.**

Motion carries, unanimously, at 12:25 PM

**Next Meeting:
January 10, 2024
Nashua, NH**



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2024-2025 NEOA Board Members				
VOTING MEMBERS - November 15, 2024				
OFFICER/CHAIRPERSON	NAME	Voting	Unpaid	Absent/Late
Executive Board:				
President:	Yara Zoccarato	X		
Past President:	Lindsay Carpenter	X		
President-Elect:	Arielle Derival-Joseph	X		
Vice-President, Conference Co-Chair:	Heather Bacchiocchi	X		
Secretary:	Julie Coon	X		
Treasurer:	Matt Bourgault	X		
State Presidents:				
CT	Nina Vazquez-Rosa	X		
ME	Michelle Richards	X		
MA	Kevin Linton	X		
NH	Josh Gagnon	X		
RI	Milary Tavarez		X	
VT	Dylan Bertolini	A		A
State Liaisons:				
CT	Fiorela Hidalgo		X	
ME	Ginny Ward	X		
MA	Naomi Brown-Jones	X		
NH	Melissa Goyait-Heikkinen	X		

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RI	Stephanie Cruz	X		
VT	Michele Feiner	X		
Standing Committees Chairs:				
Advocacy Chair	Sarah Morrell	X		
Alumni Chair	Randy Schroeder	X		
Corporate Development Chair	Ramon Gonzalez		A	A
Diversity Chair	Mona Savastano	X		
Finance Chair	Chris Lee	X		
Membership & Credentials Co-Chair	Taryn Tomkins	X		
Membership & Credentials Co-Chair	Rachelle Lappinen	X		
NEOA Achievers Co-Chair	Adam Keese	X		
NEOA Achievers Co-Chair	Rachel Casey	X		
Professional Development	Lynn Ploof-Davis	X		
Public Relations Co-Chair	Linda Shiller Cormany	X		
Public Relations Co-Chair	Bryan Landgren	A		A
Technology	Casey Henderson	X		
TRIO Day Co-Chair	Becky Carasquillo	A		A
TRIO Day Co-Chair	Heidi Dyer	X		
COUNT OF VOTING MEMBERS PRESENT:			29	
<i>*Only 1 co-chair per committee votes & is counted here, if paid</i>				
NON-VOTING MEMBERS				
Ad-Hoc Committees				
By-Laws Chair	Brian Post	X		



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<i>Conference Co-Chair</i>	<i>TBD</i>			
Historian	Reggie Jean	A		A
Retirees Chair	Gaelyn Hastings	X		
Strategic Planning Chair	Rick Williams	X		
Guest				
Guest				
COUNT OF NON-VOTING MEMBERS PRESENT:			3	