

## Annual Business Meeting Minutes

## Atlanta, GA

## September 11, 2021

 The meeting was called to order by Mr. Mateo Arteaga, NEOCA President at 2:30 p.m. Roll call was taken by Dr. Ansley A. Booker, NEOCA Secretary. A quorum was established. Dr. Booker then presented the minutes from the 2019 NEOCA Business Meeting for review. A **motion** was made **and carried** for **approval of the minutes**.

 Report of Officers were then given. They included: Mr. Mateo Arteaga gave the NEOCA President’s report. It was a different year with zoom and teams. Served COE as a Hot Topics presenter and discussed needs for EOC. Influenced Dept. of Ed. through COE that EOC programs would not be harmed in their last year of 5 year grants if they didn’t meet standard progress. Thanked Maureen, Angelica, and the COE staff for making that happen. Thankful for the past two years serving NEOC and for having board members who were technology savvy.

Mr. Lee Williams III then gave the NEOCA Vice President’s Report. Mr. Williams was appointed to the NECOA Executive Board as Vice President in February 2020. He centralized communications and established and implemented Conversations with NEOCA with the help of Chad Moore for NEOCA professionals to get together. He represented NEOCA as a presenter in 2020 and 2021 for COE in the Connect – Discuss – Learn webinars. Worked with President Arteaga and COE to update program objective during the pandemic. Working to get the NEOCA Website updated and have identified people to help with this. And planned the 2021 NEOCA Annual Conference with the help of the executive board. Mr. Williams then discussed the four NEOCA Conversations that provided an outlet and safe space on how to more forward to help EOC function during the pandemic and share with other programs how EOC was dealing with trying to provide outreach and services to participants. He noted the decision to not have a 2020 conference due to the pandemic. The webinars recordings have been saved on a YouTube page and Lee can send a link. He then recommended that we keep the conversations and that we establish a committee for this. He noted that there were at least 60 attendees at each of the three webinars in 2020. Other recommendations included establishing a 2022 conference committee for San Diego. Mr. Williams thanked the EOC staff at Texarkana College for all of their help with NEOCA.

Mrs. Tonya Harris gave the NEOCA Treasurer’s Report. She began by thanking everyone for attending the conference and noted the check book balance of $33,236.06 as of August 31, 2021. Activities after 8/31/21 were noted. There were $6,000 earmarked for scholarships and the PayPal account balance was $4,405.63 as of 9/9/21. Mrs. Harris noted that NEOCA had 25 paid or invoice requested 2021-2022 NEOCA Institutional Memberships. There were a total of 94 folks registered for the 2021 NEOCA conference, 40 In-Person and 54 Virtual of which 66 were Early Bird at $300 and 28 at the Standard Rate of $350. Conference costs included $5,286 for the virtual platform, $7,761.61 for the Hyatt Regency Atlanta meals and set-up, $2,992.37 for 114 fleece jackets, as well as additional costs for shipping, door prize gift cards, and hotel costs for NEOCA Secretary, Ansley Booker, who is no longer in TRIO but graciously completed her term as an officer. Mrs. Harris also noted that she created the Google Doc forms for voting and membership, set-up a new NEOCA treasurer e-mail that could be passed on to the next treasurer (neocatreasurer2021@gmail.com), had to refund memberships for cancel programs. Mrs. Harris then presented the proposed 2021-2022 NEOCA Budget with anticipated revenues of $35,175 from Institutional Memberships, conference registration fees, and the sale of extra NEOCA gift items. The proposed expenses of $35,175 for 2022 conference, scholarships, policy seminar, and COE Fair Share donation. She noted that this was proposed and that it could be changed. She then shared the Bank of America activity from 9/1/20-8/31/21.

Secretary Report – Dr. Ansley A. Booker, NEOCA Secretary, NEOCA Scholarship Committee Chair. She noted that NEOCA had given out a total of $18,000 in scholarships! Dr. Booker added the NEOCA executive meeting minutes to the NEOCA drop box before she would leave office. Noted that NEOCA would give out three GED and three postsecondary scholarships and that this year was the best year for submissions. The $1000 makes a difference in our participant’s lives. NEOCA would be looking for a scholarship committee chair, which fall under the Secretary’s duties. She hoped that Ms. Cross and Ms. Lawrence would continue to serve on the committee and noted that a token of appreciation was generally given to committee members. Dr. Booker noted that the scholarship winners and videos would be added to the NEOCA website. Thanked everyone for their time, service, and commitment.

 There was no old business to discuss.

New Business was then discussed. It included: Proposed Constitutional and Bylaw changes were presented by Tonya Harris. She noted that the changes were to get consistency with the Constitution, Bylaws, and how NEOCA was actually doing business. She had a parliamentarian expert review the NEOCA Constitution and Bylaws and basically we were not in compliance with our documents. Much of this stemmed from definitions of membership and voting. She noted that EOC membership for any EOC member and the Institution/Agency/Program Membership grantee as the paid Institutional memberships that get two votes to be in line with how we had been operating in our history. This proposed change wording was carried throughout the document. The next proposed change was for Tenure/term limits of officers to allow an officer who wants to serve more than two terms in a position at the will of the membership via voting. The third main change proposed was to change the program year to the calendar year, 1/1-12/31. This would make operations easier because spring scholarship submission were based on one year and then to vote at the fall conference was based on the next year membership being paid. This time frame change would allow for one membership payment for the year for scholarships and conference voting. If approved, 2021-2022 memberships would be grandfathered in till 12/31/22. The final proposed change was for dissolution of the association and that any funds be given to COE or another non-profit organization if the organization dissolved. There was questions and discussion on the proposed changes. It was noted that they were presented at the last conversations with NEOCA and they were also e-mailed out prior to the conference. There was discussion on the process to present amendments and changes to the constitution. It was noted that Article IV of the Bylaws addresses amending Bylaws.

A **motion** was made by Tonya Harris **to accept the proposed changes**. The **motion died** for lack of a second. There was discussion to review the proposed changes separately. Tonya Harris then discussed the proposed changes to Section 1. Categories of Membership and Section 2. Voting Privileges and the rational for changes. Suggested changes to denote Section 1a as EOC Individual membership and Section 2b and Institution/Agency/Program Membership and changes to denote Section 2a for Institution/Agency/Program Membership for establishing voting delegates and Section 2b to add EOC Individual Membership as non-voting. These changes were to get the Constitution in line with how the NEOCA Organization voting procedures.

 A **motion** was made by Tonya Harris, and seconded by ? (I couldn’t hear person on the recording. TKH), **to accept the proposed changes for Section 1 Membership definitions and the necessary correction through the document to support said change.** **The motion carried**.

 The next proposed change discussed was for Section 3. Tenure. The proposed change was to either strike “and shall not serve more than two consecutive term” or add “in the same office” on the tenure of officers. The rational was to allow an officer to serve in a position again after two terms in the same position.

A **motion** was made by Tonya Harris that we strike the term limits for officers. The **motion died** for lack of a second.

 A **motion** was made by Tonya Harris, and seconded by ? (I couldn’t hear person on the recording. TKH), **to accept the proposed change to a January 1 – December 31 program year.** The **motion carried**. It was noted that those who paid the 2021-2022 membership would have their institution/program in effect through 12/31/22 instead of ending on 8/31/22. The next year to purchase membership would be 1/1/23. This would not affect our fiscal year or officer terms.

 A **motion** was made by Tonya Harris, and seconded by Kate Walsh, **to add Article X to our Constitution.** The **motion carried**. Suggestion from Sharon Harris, Danville Community College, to add donation after assets will be, comma after organization, and a comma after education.

 Mr. Arteaga noted that we would continue to review the Constitution and Bylaws and to contact Tonya with any recommendations. He recommend that we continue to research for websites that will make it easier to update, be user friendly, work with list serve, be good for conference registration, allow for registration and payment online, and be able to house information from meetings and what not. Wants to change the provider to a new provider with a monthly $75 charge versus the current $20 for every change. Tonya Harris noted that the current provider couldn’t make the changes we were requesting. A **motion** was made by Lee Williams, and seconded by Diane Garrard, Gulf Coast, **to move to a new website provider and a new website interface for the user and the executive board**. The **motion carried**. With suggestion to have a members only access on area on the website. Suggested the establishment of a website committee.

 Lee Williams requested a committee be established for the Conversations with NEOCA A Network and Dialogue. Mr. Arteaga requested folks to volunteer for the committee.

##  The next topic was discussion on the COE Fair Share program. Mr. Arteaga requested that NEOCA donate $3,500 to COE Fair Share. A motion was made by ? (I didn’t hear who made the motion on the recording. TKH) and seconded by Tenequa Martin, for NEOCA to donate $3500 to the Council for Opportunity in Education’s Fair Share program. The motion carried. Mr. Arteaga noted how helpful COE was in advocating for programs and substantial progress with the pandemic. It was noted that the check would be presented to Maureen Hoyler at the COE Snack and Chat after the business meeting. Lee noted that COE provides the room for our NEOCA conferences.

 The NEOCA 2021-2023 Election was presided over by Mr. Mateo Arteaga. The terms would be for two years. Officer nominations included:

* Mateo Arteaga nominated Mr. Lee Williams III for President and seconded by Ansley Booker. Mr. Williams accepted the nomination.
* Ansley Booker nominated Mrs. Tonya Harris for Vice President and seconded by ? or Mateo Arteaga). Mrs. Harris accepted the nomination.
* ? nominated Ikisha Cross for Secretary and Ansley Booker seconded the nomination. Ms. Cross accepted the nomination.
* Treasurer – no nominations
* Past President – Mateo Arteaga will automatically move into this position

The final 2021-2023 slate of potential officers included:

* President – Lee Williams III, Texarkana College, Texarkana, TX.
* Vice President – Tonya Harris, Arkansas Northeastern College, Blytheville, AR. Secretary – Ikisha Cross, Opportunity Resource Services, Cleburne, TX.
* Treasurer – no nominations
* Past President – Mateo Arteaga will automatically move into this position

Voting took place for each position. All candidates were elected to their respective positions. Candidates will take office in January. Mateo requested for new officers to attend the remainder of the 2021 meetings for a smooth transition.

A **motion** was made by Tonya Harris and seconded by Lee Williams **to adjourn the business meeting**. The **motion carried.**

Minutes submitted by

Tonya Harris,

NEOCA Vice President

9/16/22