

2024 NEOA Conference Planning Agenda

December 1, 2023 9:00 am

Zoom: <https://vsc.zoom.us/j/4046860328>

1. Introductions:

i. Any new participants:

Monique Coulson: Workshop chair

Erika Nichols-Frazer: Newcomers

Terry Charlton: Will help wherever needed!

2. Conference Committee: If you would like to be a part of a committee listed below please reach out to the chair of that committee:

- a. Casey Henderson (casey.henderson@maine.edu), NEOA tech chair
- b. Becky Carasquillo & Adam Keese(rebecca.carrasquillo@keene.edu or adam.keese@keene.edu) , NEOA Achiever
- c. Yara Zaccarato(zoccaratoy@wcsu.edu) Pres-Elect, plans Past President Dinner
- d. Randy Schroeder (randy.schroeder@unh.edu) , Alumni Event
- e. Linda Shiller (shilcorn88@gmail.com) , Auction, Retirees
- f. Erika Nichols-Frazer,(efn00043@vermontstate.edu)
Newcomers
- g. Mona Savastano (msavastano@salemstate.edu) , DEI
- h. Rachel Casey(rachel.casey@vermontstate.edu)
Registration/Logo/Program Booklet
- i. Monique Coulson (mcoulson@mwcc.mass.edu) , Workshop organizer
- j. Elizabeth King (elizabeth.king@ccv.edu) and VEOP, Special Guest, Hospitality, Concierge
- k. Ray Gonzelez (r_gonzalez@mwcc.edu) , Vendors, Universities, etc

- I. Am I missing anything??
2. Conference Topic: [see notes below](#)
 - a. Empowering learners: Who has reached out and engaged so far
 - b. How we would like to view the conference:
 - i. Past: Pre-Conference, Keynote, Plenary
 - ii. New Idea: A Conference Experience or Journey
 1. Three parts of the conference experience - How to gain tools and skills to Empower Learners
 - a. Begin your experience with the tools to help learners be ready to learn - Mental Wellness and Substance use
 - b. Continue your experience by learning how the brain works when we learn and how to harness its power for each individual student
 - c. Complete your experience by understanding how the brain works ??? (Still working on this part)

Language that would support and enhance a conference experience.

There was a lengthy conversation about the conference schedule and the reason for pre-conference, how to schedule the two main days of the conference and how to keep people on Friday.

Thoughts about schedule:

- Need a wellness piece in the mornings: Gaelyn Yoga??
- Kim Jones has a conflict so her part will have to be unique this year and Lindsay will let us know when she does
- NEOA business meeting was not well attended so they would prefer not to have it on Friday morning.
- Look at Friday schedule and talk about how to keep people there for the morning. Linda SC stayed on the call, and we talked about DEISJ and how that might be a great

group topic for Friday morning. Still thinking on how that would look. Will reach out to Mona, NEOA DEI chair

- There was serious interest in a Dance/Hospitality/Trivia time. DJ??? (I know Brian Post has DJ equipment!)
- Look at Newcomers, Alumni, and Retiree time/recognition
- In looking at the two full days of the conference could we change it up and have two “keynote” speakers. One each day that is also interactive? Keeping in mind time for state meetings and roundtables (these were wanted after not having them last year)
- Julie to look at 2019 schedule and bring a mock schedule to the next meeting
- Right now we have Will Eberle and Gretchen Wegner for speakers/workshops. We are not sure where they fit and will use the mock schedule to help us decide the flow of the conference

3. Names of participants that we have so far: Will Eberle (Merrilyn gave us a bio on him for the group), Gretchen Wegner (gretchenwegner.com), and <https://www.youtube.com/c/Gretchenwegnerconsulting>, Hector J Vila (Linda has reached out), and I have reached out to UVM College of Education, ideas?? Reach out to DEI professional at UVM for Friday?
4. Logo share of idea: get some feed back We will share this on Friday Jan 5 at our next meeting
5. I am setting up dates to set the menu call into Alan at the Doubletree
6. Talk about room block amounts: (I have spoken with Kim Cossel)
 - a. Total Reserved: 70, 145, 145
 - b. Reality from last year: 111, 189, 189 continue working with Kim to make sure we have enough space.
7. Other business

NEXT MEETING: We need to begin meeting every other week beginning in January. Meeting schedule for the rest of the time until the actual conference: All meeting are on Fridays at 9am same Zoom link as above.

January 5

January 19

February 2

February 16

March 1

March 15

March 29

Maybe a meeting on April 5 for any last minute issues!

Thank you all so much!

Please let me know if you have any thoughts or questions

Agenda Building:

Mock schedule: Taking into consideration pre-conference, 1 to 2 keynote speakers, NEOA business meeting, plenary/speaker.....

Meet with Hotel: regarding food and rooms. When will the room reservation link go out? Linda to see the room for silent auction

Talk about RFP's and the process for them going out

Julie Finnegan is inviting you to a scheduled Zoom meeting.

Topic: Julie Finnegan's Zoom Meeting

Time: Dec 1, 2023 09:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://vsc.zoom.us/j/4046860328?omn=82516654582>

Meeting ID: 404 686 0328

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