

## 2024 NEOA Conference Planning Agenda

January 5 9:00 am

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

**Please see the meeting notes under each agenda item in PURPLE**

**Be aware that there is a meeting change listed at the end of the notes!**

**Thank you all for helping me plan this conference! I appreciate all of you:)**

**Julie**

### 1. Conference Committee:

- a. Casey Henderson ([casey.henderson@maine.edu](mailto:casey.henderson@maine.edu)), NEOA tech chair
- b. Becky Carasquillo & Adam Keese([rebecca.carrasquillo@keene.edu](mailto:rebecca.carrasquillo@keene.edu) or [adam.keese@keene.edu](mailto:adam.keese@keene.edu)) , NEOA Achiever
- c. Yara Zaccarato([zoccaratoy@wcsu.edu](mailto:zoccaratoy@wcsu.edu)) Pres-Elect, plans Past President Dinner
- d. Randy Schroeder ([randy.schroeder@unh.edu](mailto:randy.schroeder@unh.edu)) , Alumni Event
- e. Linda Shiller ([shilcorm88@gmail.com](mailto:shilcorm88@gmail.com)) , Auction, Retirees
- f. Erika Nichols-Frazer,( [efn00043@vermontstate.edu](mailto:efn00043@vermontstate.edu)) Newcomers
- g. Mona Savastano ( [msavastano@salemstate.edu](mailto:msavastano@salemstate.edu)) , DEI
- h. Rachel Casey( [rachel.casey@vermontstate.edu](mailto:rachel.casey@vermontstate.edu)) Registration/Logo/Program Booklet
- i. Monique Coulson ( [mcoulson@mwcc.mass.edu](mailto:mcoulson@mwcc.mass.edu)) , Workshop organizer
- j. Elizabeth King ( [elizabeth.king@ccv.edu](mailto:elizabeth.king@ccv.edu)) and VEOP, Special Guest, Hospitality, Concierge
- k. Ray Gonzalez ( [r\\_gonzalez@mwcc.edu](mailto:r_gonzalez@mwcc.edu)) , Vendors, Universities, etc
- l. Am I missing anything?? **All looks good!**

2. Review the 2 suggested schedules and choose one - both have been shared with the President. Julie shared her thoughts behind the two draft schedules and was looking for feedback. The committee shared their thoughts, and we decided on Draft Schedule #2 which has no pre-conference and two Keynote addresses. Julie will reach out to Randy and Erika about Alumni and Newcomers and work with Linda for retiree recognition. Julie appreciated all of the feedback and will continue to refine the schedule.

Thoughts when looking at schedule:

Pre conference - to have or not to have decided on Schedule Draft #2

SSS grant writing Lynn Ploof Davis is working on this  
Alumni Breakfast or Reception see note above

Newcomers Event see note above

3. I will bring our selection to the NEOA board meeting next week and also talk about pricing. Julie will share the conference schedule at the board meeting and talk about lost pre-conference revenue.

4. Registration:

Logo - Chris Lee Julie will work with him to add color to the logo

Fees and numbers - Rachel and Julie met with Casey H about the back end of conference registration.

Conference Booklet - Adrianna? Lindsay will reach out to her

Social Media - Tony ? we will talk about this at the NEOA Board meeting next week.

5. Workshops:

Ideas: AI, Brain Science, Using your resources, Being ready to learn, RFP Monique meeting with Ramone to discuss specifics.

There are 7 slots for workshops based on last year, but they do not all need to be filled. We recognize that when you have a keynote, there is a potential for the associated workshop to be quite full. We should just keep this in mind. -

6. Plenary ideas: DEISJ - the suggestion was to reach out to all of the DEISJ Coordinators at VTSU, UVM, St Mike's, and Champlain to see if we can put together a panel about current practices and campus initiatives.

7. Hospitality: Dance Idea - Who is helping Elizabeth King: ? Patrick Greene, and ? Julie to connect Elizabeth with Patrick, Karen Madden, and anyone else willing to help with this area. We also talked about how we would honor Patrick Leahy. Julie will bring this to the NEOA board.

8. Recap the conversation with the hotel about April 9. Share his suggestions. I spoke with Alan at the Double Tree. He is ready to do whatever we decide for the pre-conference. He believes everyone attending the Solar Eclipse will leave by Tuesday morning. If there is no pre-conference, he suggests a welcome table for those arriving on Tuesday afternoon/evening to welcome them to the conference and allow them to pick up their conference packet. SSS grant writing pre-conference event or workshop will be investigated by Lynn Ploof-Davis. We are able to do either.

9. Share Save the Date to go out to membership after the NEOA Board Meeting. Rachel made a lovely save-the-date graphic for the newsletter, and Julie will write a blurb for the newsletter.

Future meetings:

January 19

I have to cancel the February 2 meeting as I am away visiting family.

February 16

March 1

March 15

March 29

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