

## 2024 NEOA Conference Planning Agenda

January 19 9:00 am

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

### 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. Tony Staffiere ([tony.staffiere@thomas.edu](mailto:tony.staffiere@thomas.edu)) Social Media

### 2. Conference volunteer survey - Casey has it in the registration for Workshops and Roundtables

Is there another survey that we need to send for other volunteers?

### 3. SSS Grant writing Pre-conference- Lynn Ploof Davis

This will be happening BUT Lynn is still finalizing it and we will promote it later than the regular conference as it is for such a specific group. We are working out a fee to reflect room and food needs.

### 4. Registration:

Hotel open for registration on January 22

Share logo for feedback

Conference Booklet - Adrianna??

Social Media - Tony - Promoting the conference in

February and March. Save the Date and the Alumni/Newcomers Breakfast

### 5. Workshops:

RPF released and sent to members. I encourage you to send to your state organizations as we have found that not everyone on is on the NEOA list serve!

6. Plenary ideas: DEISJ - Mona is working on this! I will share as I receive her ideas and thoughts

### 7. Schedule update:

Will Eberle - Wednesday

Gretchen Wegner - Thursday

### 8. Hospitality: Update?

9. Hotel update: Food/AV - I met with the catering company: Share the spreadsheet

Casey and I met with the AV company for the hotel and he will have a quote for us soon.

10. Anything missing or other thoughts?

Future meetings:

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!