

2024 NEOA Conference Planning Agenda

January 19, 9:00 am

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

See notes from the meeting in Red below. Please reach out with any questions or thoughts!

1. Conference 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's Dinner
- d. Randy Schroeder (randy.schroeder@unh.edu) , Alumni Event
- e. Linda Shiller (shilcorm88@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 Gonzalez (r_gonzalez@mwcc.edu) , Vendors, Universities, etc
- l. Tony Staffiere (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? Julie will gather the needs and send out a survey sometime in February.

There needs to be a spreadsheet with where we have reached out either in person or online so that we do not duplicate! Julie and Rachel will start this and share with VEOP.

A table is needed outside the Silent Auction room for the Football!

VOLUNTEERS Needed:

State Basket Organizer This would fall to the state presidents and liaisons

3. SSS Grant writing Pre-conference- Lynn Ploof Davis Julie will touch base with Lynn about the specifics. A couple of points:

Don't call it a pre-conference, call it professional development

A one sentence reminder that this even cannot be paid for with grant money

Maybe advertise it to everyone as there might be someone out there that just wants grant writing knowledge

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 hopefully, fingers crossed that I hear back from the hotel. I will reach out.

Share logo for feedback - shared!

Conference Booklet - Adrianna?? Lindsay will follow up

Social Media - Tony - Promoting the conference in February and March. Save the Date and the Alumni/Newcomers Breakfast. Encourage your peers to follow NEOA on Facebook!

Buttons, Stickers, name tag ribbons Rachel shared what we are looking at! NEOA will buy a button maker

******make sure that our registration form reflects inclusivity with pronouns and preferred names to be on name tags******

For the NEOA business meeting, we need to know who is a member and can vote. This can be taken care of at registration with either a sticker (maybe a gold star?) or a colored dot on the nametags.

5. Workshops:

RFP released and sent to members. I encourage you to send to your state organizations as we have found that not everyone is on the NEOA list serve! RFP's close on Feb 1 and there will be a meeting on Feb 2 to review. Ray shared the invite

We might be looking for someone to help Monique with moderator gifts!

6. Plenary ideas: DEISJ - Mona is working on this! I will share as I receive her ideas and thoughts Maybe have a raffle for that morning! Hotel stay, Vermont item, free conference registration for next year, etc to entice people to stay for the event.

7. Schedule update:

Will Eberle - Wednesday

Gretchen Wegner - Thursday

We discussed workshop needs based on the schedule. There are 7 slots for workshops for 3 different time frames. Each Keynote will do a workshop after their keynote which would leave about 19 open workshop slots. We do not have to fill them all. Number wise 250 attendees (which I hear is a generous number) / 7 workshops is about 35 people per workshop. Just numbers to guide the process! Send the RFP to people you know in your circle who might want to present!

8. Hospitality: Update? Elizabeth shared that they are meeting soon to talk about where they stand. I will share ideas that have come my way! Hospitality can also be a place to share info about Fairshare and NEOA in general!

9. Hotel update: Food/AV - I met with the catering company: Share the spreadsheet looking good with our budget. Should be within the budget guidelines. Hoping to have sponsor for one nice coffee break.

Casey and I met with the AV company for the hotel and he will have a quote for us soon. Quote coming soon. We wanted to make sure that we have very good quality audio as to allow everyone to hear ! We also want to make sure that we are ADA compliant for the conference.

10. Anything missing or other thoughts?

When we invite our senators and representatives check to see if they want to talk or share a statement of any kind. If they do, the statement will not interfere with the Achiever's luncheon in any way.

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!