

## **NEACEP Board Meeting**

June 9 2015

PRESENT: Lori Weir, John B. Araujo, Kristen Levesque, Dwayne Conway, Wendi Richardson, Natalie Searle, Christina Hebert, Beth Doiron, Pam Brown

### **1. TOPIC:** Bylaw Amendments to clarify Board composition

**CONVERSATION:** In article 4, it currently states there are up to 5 at large members and we would like to change this to state: no fewer than 7 members, and no more than 12 members. We will keep it to no more than 2 members from each state.

**DECISION:** Lori will send all the by laws out again to everyone and then Kristen and Adam will do the next steps. Kristen should email Adam to figure out what she needs to do.

### **2. TOPIC:** Roles and Responsibilities

#### **DISCUSSION:**

#### *ROLES:*

\*PRESIDENT: Lori Weir, Director, PK-12 Partnerships (NACEP member)

Northern Essex Community College, Haverhill, MA

\*VICE PRESIDENT: John Araujo, Assistant Director of Admissions (NACEP member)  
Community College of Rhode Island, Warwick, RI

\*SECRETARY: Kristen Levesque, Dean of Students

RSU 38/ Maranacook Community High School, Readfield, ME

\*TREASURER: Louise Goulet, Running Start Coordinator  
Nashua Community College, Nashua, NH

#### **MEMBERS-AT-LARGE:**

\*Dwayne Conway, CAGS, MBA, MS.Ed, Principal

Maranacook Community High School, Readfield, ME

\*Wendi Richardson, Assistant Director/Director of Enrollment Operations  
University of Connecticut, Early College Experience

\*Natalie Searle, Director of Secondary Education Initiatives  
Community College of Vermont, Springfield, VT

\*Christina Hebert, Manager of Educational Partners  
Quinsigamond Community College, Worcester, MA

\*Beth Doiron, Director of College Access Programs and DoE Programs and Initiatives  
Community College System of NH

#### *RESPONSIBILITIES:*

MAIN PURPOSE: To grow our membership.

SECRETARY: Takes minutes for board meetings (twice a year). Secretary will send minutes out to board members, and members will have 15 days to review and approve them. After 15 days, minutes will be posted online and will go into the Box storage within 30 days of the meeting. Secretary will also run membership list (once sent out by Pam).

COMMITTEES WITHIN NEACEP:

1. Professional Development
  - a. Natalie Searle, Dwayne Conway, Pat Haag, Beth Doiron, Louise Goulet, Lori Weir
    - i. There will be a meeting in August (possibly through WebEx) to plan the November conference. Beth will set this meeting up.
2. Marketing
  - a. Chair: Chris Hebert (will create NEACEP logo), Wendi Richardson, John Araujo
3. Membership
  - a. Chair: Pam Brown, Kristen Levesque

**3. TOPIC:** Annual Meeting Dates (July 1, 2015- July 1, 2016)

**\*ANNUAL MEETING DATES\***

Board Meeting Dates:

July 9, 2015, 10am-12pm: Great Bay Community College, Portsmouth NH

February 2, 2016 (snow date: March 1, 2016), 10am-12pm: Manchester Community College, Manchester NH.

June 23, 2016, 10-12pm: Joint Board meeting (2015 and 2016 Board members): Manchester Community College, Manchester NH.

Professional Development:

November 17: Annual Conference, Northern Essex Community College, Haverhill, MA

Annual Meeting (Open):

April 5, 2016, 10am-2pm: Manchester Community College, Manchester NH in the multi-purpose room.

\*This meeting will be a time for open conversations around concurrent enrollment.

#### **4. TOPIC: NEACEP- Official Vote from NACEP**

**CONVERSATION:** The vote is due by NACEP today, July 9, 2015. We should be the second affiliated state chapter for NACEP. Once we are an official affiliate chapter of NACEP, there are some steps NEACEP will need to do such as: getting a federal ID, filing with a state, getting a bank account, etc. We need to find a state to file with that would be most advantageous for the organization. We have agreed to not charge fees to be a member of NEACEP.

Adam Lowe's NACEP Clarification: The main question in terms of incorporation is what state we choose to become incorporated as a non profit organization with. Some states require for a report to be sent in every year while other states require it only once every three years. Some states will have stock-statements which information to include in the articles of incorporation. Once associated, we can set up a bank account and getting a federal ID number. NACEP will hold funds for NEACEP for the short term (at least for the fall conference).

We, as board members, could also all donate \$10, tax exempt, to start the bank account.

**DECISION:** NACEP will hold funds for NEACEP for the short term. NEACEP will start holding funds for the 2016 fiscal year. Louise will set this up. We need to look into what the minimum fees to set up a bank account.

#### **5. TOPIC: November 17<sup>th</sup> Conference**

**CONVERSATION:** The conference is at Northern Essex Community College, Haverhill, MA. Lori will hold 4 rooms for the break out sessions.

Costs for the conference: We need about \$1000 to cover lunch and coffee. We could ask for donations for the conference. We are also looking to see if any institutions can sponsor the conference. John may be able to get money from a grant. Natalie can fund for anyone from VT to attend.

There will be a meeting in August (possibly through WebEx) for the Professional Development Committee, to plan the November conference. Professional Development Committee will also communicate with Marketing and Membership for advertisements and agendas.

What is the theme and goal of the conference? NEACEP wants it to be something that is relevant for both post-secondary and secondary partnerships.

**CONFERENCE GOAL:** We want to strengthening and developing concurrent enrollment partnerships in New England.

Possible sessions:

1. New development in concurrent enrollment
2. Funding sources for concurrent enrollment (possible title: SHOW ME THE MONEY!)
  - a. Panel talk? Round tables?
3. Concurrent Enrollment- different tracks

**DECISION:** Board members to go back and see if there is any money that can be used to help pay for the conference.

#### **6. TOPIC:** NACEP and NEACEP Website

**CONVERSATION:** NACEP will set up a few pages off of their website for NEACEP.

**DECISION:** Kelsey Anderson, the NACEP Communications Coordinator for summer 2015 will work with Lori on this. Kristen will also contact Kelsey for access to the website, to post minutes.

#### **7. TOPIC:** Cloud Storage

**CONVERSATION:** NACEP uses "box" for cloud storage. NEACEP can also use this. All Board documents should be included in here. Membership should be included in here as well.

**DECISION:** Adam will set this up and then share this with all NEACEP Board members

#### **8. TOPIC:** ListServ for NEACEP

**CONVERSATION:** The only people on the NEACEP ListServ would be the people who have specifically registered for NEACEP. We currently have 100 people who are individually on the ListServ. We are hoping to increase this.

**DECISION:** Kristen will work with Adam Lowe and Lori on this.