



FAEOPP Executive Board Meeting
Tampa, FL
May 6, 2015
1:00 -3:00 pm

- I. Call To Order at 1:11pm
- II. Roll Call – In Attendance: President Lori Livingston, Vice President Jerinae Speed – present, Secretary Carrie Blaustein, Member at Large North Rachelle Burns, Member at Large Central Beatrice Turpin-Peek - Member at Large South Region Carlton Daley, Immediate Past Present Raymond Cabrera, Not present: Treasurer Jovany Felix and Parliamentarian April Willis
- III. Approval of Minutes
 - a. Motion Jeriana, Second Lori, motion passed
- IV. President’s Report: Raymond Cabrera
 - a. At start of his two-year term in 2013 Ray set goals:
 - i. Maintain fiscal responsibility and maximize opportunity for financial well-being of organization
 1. \$40,000 by March 2015 transition
 2. 38 or 39 members attended Tristate
 3. FAEOPP brings in over100k annually
 4. Would like profit margin 30-40k good shape
 - ii. Create a web presence and keep membership informed
 - iii. Provide additional staff & student development opportunities
 1. Tack on professional development during student initiatives
 2. Grant writing
 - iv. Engaging small programs and members including VUB and EOC
 - v. State Research
 1. SAEOPP Board meeting – Dept. of Education website under programs. Performance – Lori will email link
 2. Developing marketing materials, Brochures, **At a Glance** from corporations, do not need to do leg work
 - b. After summer board retreat will be in August
 - c. [On FAEOPP website \(www.faeopp.weebly.com\)](http://www.faeopp.weebly.com) – Resources – **All board members should all review Constitution and Bylaws**
 - d. Board committee roles
 - i. Many committees listed in constitution
 - ii. Many dormant, limited to just few such as Tri-State
 - iii. Groom members into leadership role and reactivate committees
 - iv. Conference and Activities - Jerinae

- v. Student leadership – Doubletree yearly basis
 - vi. Media and Technology – Carrie website, sending out information
 - vii. Finance and Fiscal – Jovany, travel reimbursement
 - viii. Legislation and Education – Ray, Lori, Jerinae, state, COE
 - ix. Membership – Carrie (general info email Carrie and cc Lori)
 - x. Awards and Recognition - Rachelle
 - xi. Student Initiatives - (Olympics, Tri-State, Student Leadership) – Jerinae and Carlton
 - xii. Beatrice – can decide which committee she would like
 - xiii. Constitution and Bylaws – Lori and Ray and other members reexamine for August retreat
 - xiv. Parliamentarian - April
 - xv. Fair Share –Members at Large – check roles
 - xvi. Goodwill – condolences and thank you to board
 - xvii. Research – Ray will go to Department of Education website and compile report
 - xviii. New Members at Large can select a committee to be involved in
 - xix. Encourage Emerging Leaders and other members more involved and work on committees
- e. Immediate Needs
- i. Email Carrie Bios and Pictures (board has done so)
 - ii. Ray will work with Jovany and Lori – sunbiz. org active associations – board member
 - iii. Scholarships – two \$500 precollegiate and two \$500, six week opening, award beginning of August before start of school year
 - iv. Jerinae, Jovany, Ray – budget complete and send to boards
 - v. Membership Drive – Resources (brochures) next week
 - vi. Beatrice – Top 10 or Top 5 reasons to be a member? – Come together by email to write and use as promo
- f. Upcoming Year
- i. Olympics – Miami Dade College
 - ii. SLC – November Orlando, FL Doubletree
 - iii. Tri-state – Florida flip-flopped with Georgia (2016) and Florida (2017) because SAEOPP is in 2016
 - iv. Grant writing workshops with low cost
 - v. Olympics 2016 – need location
 - vi. SLC 2016 – Orlando
 - vii. Tri-state 2017 – Florida (Maybe Miami) – scout hotels during Olympics and other visits
- g. Recommendations

- i. 75 programs (pre-collegiate more active – need to offer array of services that reaches everyone)
 - ii. Large number of programs but fewer members travel (45 to 65 attend Tri-state)
 - iii. Tristate-Recalculate each state is responsible for (because of Florida low numbers attending) – fees not fair to be split three ways, requesting 20% of fees and 40% each for Georgia and South Carolina;
 - iv. Webinar services – asking who might want to give training
 - v. Have more conference calls- to connect through large state
 - vi. Condolences for President Livingston
- V. Vice President – Jerinae Speed
 - i. Conference committee for SAEOPP – Orlando – February 11- 17, Caribe Royale hotel, registration begins
 - 1. August 3- September 15 Super Early Bird lowest rate incentive (around \$465)
 - 2. Sept 16 – 30 Nov Early Bird
 - 3. Dec 1– Regular registration late
 - 4. Dec – Late
 - 5. Goal – every program try to participate
 - ii. Student initiatives
 - 1. Rowina Harmon – scholarship
 - 2. Beatrice volunteers for scholarship
- VI. Treasurer Report– April Willis
 - a. Ray will meet with Jovany and Lori
 - b. Bank balance: \$13,316 saving
 - c. \$9035.40 pay pal
 - d. Totals: \$22k
 - i. Opening Olympics in next couple weeks
 - ii. 40-50 k in registration
 - iii. Budget of 20K
 - iv. About 25 K profit
 - v. Send registration info in next couple weeks
- VII. Secretary –
 - a. Check with Lori for website changes, asked others for web changes
 - b. Advertise program activities and data for TRiOs contribution
 - c. Update Employee Directory – updates for institution , remove add
 - d. Welcome staff –
 - e. Electronic Directory – change right away – keep up to date
 - f. Calendar – Events in region, media
 - g. Update – let Carrie know what else can be done
- VIII. Northern Member Region at Large

- a. Reach out by phone call to programs in region
 - b. Internal directory – Board will send members at large a listing
 - c. What would they like – conferences and trainings Tri-state, Fair Share
 - d. Reviewing bylaws and constitution for responsibilities
- IX. Central Member at Large
- a. Arrangement to meet with Carrie – issues and concerns of what worked and didn't
 - b. Effective outreach to members for needs (training and webinars)
 - c. Reach out to members at institutions
 - d. Encourage Fair Share
- X. South Member at Large
- a. Reaching out to local colleagues – oratory competition to engage
 - b. FIU Day – Sophia Brown retirement celebration
 - c. FIU to assist with Upward Bound Olympics
 - i. Mr. Bishop – SSS Volunteers and tech savvy and
 - ii. Training EOC programs for grant proposals
 - d. Olympics - Complete
 - i. North and Miami Dade campus – SSS students helping
 - ii. Secured indoor games
 - iii. Track at local park can be reserved (about \$350) 27 Ave and 119 St – track Saturday morning then come back for conclusion
 - iv. Members at Large can help facilitate events as well as represent, promote, and transfer knowledge
 - v. one outdoor court, indoor –baskets designated, softball, soccer depends on how many people we have
 - vi. Pool regular basis – add swimming event? Ray-liability, slip,
 - vii. Provide two lunch and one dinner
 - viii. Olympics programming.- Friday night start before and after, need something outside, Thursday info about attractions
 - ix. Friday on campus event or boat bayside, Lori- host institution student groups showcase, step, social, on campus or theatre; Ray-cost, take on by program, provide cost of excursion logistics with Jovany; Maybe DJ or play and provide dinner
 - x. Lori-registration cost and deadlines
 - xi. Carlton is their Olympics committee but promo with Carrie, Jovany registration, next week conference call theme, logo, & registration dates,
 - xii. Current fees \$75 stay about 500 students, hotels 3 block off 40 rooms, each group makes own, cutoff date
 - xiii. Charlie-FSU question of hotel. Carlton has estimates and is working on to have by end of week.
 - xiv. Nearby hotels not accommodating and not focused on tourism; may need north of county line in Broward hotels off interstate such as Miramar 15-20 min near I-95 & turnpike

- xv. Ray and Carlton, Jovany, Charlie, other colleagues who are helping teleconference 11am on Tuesday May 12
 - xvi. FIU colleagues Tim providing additional help, other campuses and SSS student groups. Mr. Bishop will provide SSS student volunteer, 2 student club
 - xvii. Add Miami Dade College to FAEOPP insurance for Olympics meet of admin to join, same line, board insurance, insurance for Olympics and slc- location on policy- add Miami Dade
 - xviii. Lori would like to see collegiate student involvement
 - xix. Also need to play up Olympics media- plan marketing materials ready, Five reasons snapshot of programs; invite legislature and officials, corporation to play out, student initiatives are Florida trademarks showcase to SAEOPP & COE
 - xx. Beatrice-sample itinerary on FAEOPP website
- XI. Lori – Members at large reach out to all trio students
- a. Promoting COE, FAEOPP, other events, resources, needs of employees & benefits
 - b. Fair share ends June 30- Goal by end of May now at 97% one additional institutional membership engage former members
 - c. Jerinae- documents, programs with inst. member, those expired or expiring, phone calls, who to start with advocacy, professional development, and research
 - d. Use talking points and information from SAEOPP - Lori will forward.
 - e. Engaging more people to be part of and become involved, different committees, at school or in region, engaging alumni regionally – start at your school
 - f. Roles expectations, training separate conference
 - g. COE advocates for us and connected with congress in DC
 - h. Members at Large: communicating info, cc Lori on emails in region- forward to Carrie for statewide events
 - i. USF UB 50 year-alumni, look at those in region and institution and share info
- XII. Fair Share
- a. 97% institution and individual memberships - encourage individual contributions, all 10 for 10, do in next month, send institutional members and due dates
- XIII. Old Business
- a. accountant 501c3 - over summer
- XIV. New Business
- a. Vote on scholarship amounts has been 500 past four years used to be \$1000
 - b. Motion to approve amount
 - c. Jerinae motion to keep at \$500
 - d. Second by Carlton
 - e. Beatrice - wondering how is money received – Ray sent directly by address, verify by enrollment; must come from a program with institutional membership
 - f. Recognition for student and highlight program and student statewide to receive, program repr must be FAEOPP member
 - g. Book scholarship? can use amount however because it goes to student directly so can be used for books
 - h. Try to reach out and recognize scholarships for EOC and VUB receiving them

- i. Rachele helping-by meeting with directors meet monthly with EOC and VUB
 - j. Carlton has two in area – Miami Dade & Palm Beach State
 - k. Beatrice EOC at College of Central Florida
 - l. Lori could we tailor event around recognizing veterans Pensacola or
 - m. TRiO Adult learners: SSS, VUB, EOC, & McNair; Precollegiate: ETS, UB, & UBMS
 - n. Favor of \$500, All in favor, motion carried
- XV. Other Announcements
- a. Rachele-policy seminar-how it went, report back
 - i. Ray- 6 , Mr. Brown, Ray, Valencia, Tim Dean, Jerinae, Cathy Brown and LaTonya West
 - ii. positive meeting mostly aids, felt they heard us, brochure given out, they welcomed us to invite them-all offices, need to connect have others, seemed more engaged than prior years
 - b. SAEOPP- institution versus individual membership at conferences
 - i. Lori brought concern before SAEOPP board: According to Legs and Regs institution membership cannot benefit a person individually so individual membership is required
 - ii. COE does differently– individual not benefitting but institution
 - iii. Can be deterrent to attending SAEOPP, several people said their institution was willing to pay non-member rate, but could not pay that rate to attend.
 - iv. Lori will inform SAEOPP of that program
 - c. Rachel had first alumni gathering in late March spaghetti dinner-20 students engaged, cookout for July, will meet once per term and coincides with 30th year of SSS at Pensacola
 - d. Lori – SAEOPP Board discussion
 - i. ELI committee-
 - 1. Two year class, each state recommend two people, participation in policy and SAEOPP for two years, state association and SAEOPP split travel costs for ELI participants to attend policy, need to vote by end of September, must be SAEOPP and FAEOPP member
 - 2. Send employee to Leadership Summit the day before policy, program must incur, SAEOPP and FAEOPP only pay for policy
 - 3. Ray Amount- about \$1200 per EL per year. Jovany and Lori will cost out must be involved
 - 4. Ray: A lot of work as part of SAEOPP - travel for planning try to align, state dues \$1400
 - ii. COE has state initiative grants that average \$500 from COE, categories: state policy seminar, alumni event, marketing and exposure, reach out to corporations or public officials, FAEOPP pays some money SAEOPP pays half of what COE awards – always been funded in past; Lori will include link on COE
 - e. Carrie – marketing and forms
 - i. Create Twitter & Facebook - yes
 - ii. Online form to submit news - yes

- iii. Online form for registration at **SLC**, Olympics, Tri-state, scholarship – probably stress online but have paper option - probably
 - iv. Can be tough for treasurer to get registrations and payments from different place
 - f. **Olympics- we need to set-out who receives complimentary registration and procedures, we may have lost out on money, programs did not pay fees for food or registration for all students**
 - g. **Carlton-Edward Waters SSS participants currently need to pay fees for volunteering at event- need to develop in policy procedure**. Carlton can decide how many and who can receive complimentary registration; can have more volunteers but not include meals
- XVI. Ray move to close, Motion to adjourn – Carrie, seconded by Jerinae, all vote aye
- a. Carrie will send out meeting notes
 - b. Future conference calls will use same number
 - c. Meeting concluded at 3:07 pm