

EXECUTIVE BOARD MEETING MINUTES

BOARD MEETING DATE: September 21, 2023

LOCATION: Ocean's Casino and Resort Atlantic City, NJ/Virtual

OFFICE/COMMITTEE: Recording Secretary

COMMITTEE MEETING DATE:

PERSON(S) SUBMITTING FORM: Dr. Debora Rivera

Call to Order

Meeting was not called to order

Roll Call by Corresponding Secretary, Florangel Cabrera

Present: Dr. Andre Turner, Dr. Jenice Sabb-Dumas, Arthur Horn, Ruben Melendez, Al-Lateef Farmer, Alex Delgado, Lissette Herrera, Ivory Luke, John Marshall, Alan Manzueta, Natalie Quinones, Jose Rodas, Terrence C Harris, Liz O'Brien, Chrysten Colaccico, Faheed Washington, Marie Sanjurjo Lopez, Khayriy Tilghman, Christine Millien. From the OSHE/EOF Central Team: Hema Patel

Absences: Taruna Chugeria, Johanna Romana, Viviana Zambrano, Dr. Debora Rivera

I. Ice Breaker

a. Facilitated by Chrysten Colaccico

II. Vice President's Welcome and Address

a. Good morning everyone. Welcome to the retreat. I was trying to write something down for this, but I couldn't. Especially, I don't know if you remember Christine, we have a past vice president here; at the Day of the Capitol, you addressed the audience and it seems like you worked on it for so long. It was great. So, that is what I had in the back of my mind when I was thinking about this.

b. I agree with everything Al-Lateef said yesterday regarding the vision, so I won't go into what he said, but I will talk a little bit about why I went for this position and why I put in the work for this position. If you read the bio when I ran, I mentioned the work that was done especially my two consecutive Board runs and the work that still needs to be done. We did a lot, the last two Boards. We had a new logo, we battled COVID, we updated our financial software and how we keep up with our records, things like that. But, there are more things to be done. I was thinking about AESNJ and what Al-Lateef and myself couldn't do and what I hope that the new advisors could do - like a new logo for them and getting their E-Board back together. Things like that.

c. I was thinking about talking to Florangel about correspondences and how we can get that to a more uniform process to where she is not just getting information and forwarding messages; and then she is getting messages about things that she doesn't know about.

d. I say that to say, how do we continue on? How does this Board leave a mark? I think about the past presidents and past Boards and how they left their marks and how the State Boards leave their mark and how when they talk about Boards in the future, they talk about how this one has put policies in place. I am very big on policy. I love policy. That's why I asked Ruben to give a presentation yesterday because I believe that we should operate within the Constitution and what it says. So, I will share that with you all. Hopefully, we could get those plaques with the Robert's Rules in the back - because I think know what you can do and know your rights. I think we will operate better like that. I am writing my dissertation and it's about policy in admissions in higher ed, so I do focus on policy a lot.

e. That's it - that's where I am coming from. I am here to help as best I can, but I do think about legacy and mark and what we could do. Any questions? **Al-Lateef Farmer**: In a group like this, he may not articulate all that he wants to do, but when he speaks to you individually he will.

III. 2021-2023 Executive Board in Review

a. **Dr. Andre Turner**: So, we did a lot. But, like Terrence said, we still have a lot that needs to be done. Some of the things that are left unfinished for the new Board are the 501 3C status. Arthur is working diligently on that. There were some things that were out of our control like refiling our taxes. Somewhere down the line, things got forgotten about. The question always comes up - are we a non-profit status? Technically, no. We are trying to fix that situation. Our hope is that we get our taxes filed and we regain our non-profit status. Of course, that causes an issue for us at conferences when we make some purchases that need to be tax-exempt. To work around that, is to work with institutions that usually have non-profit status so we could alleviate those costs for the Board. But, we are working on that. Hopefully, that will be fixed during this administration. It took all of my two years just to collect the information that we needed. And we are still trying to collect information that is needed. .

b. In terms of the initiatives that we did, in terms of Men of Color, AESNJ, Branding, Statewide Ambassadors program, and all the other events that we did were all well received. One of the things we got accolades for was programming and they still happened either virtually or in person. That was one of the major accomplishments.

c. We lost a lot of the camaraderie that we had prior to COVID due to being virtually. My prior years were in person. Everyone came and if they didn't come, they had a good reason why. One of the biggest challenges that we had was that everyone was not on the same page in terms of why we are here and what we are doing. A lot of the initiatives that we had were kind of the Al-Lateef and Terrence show. We were putting all of our energy in that because they were fun but everyone else was just like I am here. In terms of challenges that was one.

d. The Constitution was an accomplishment and a huge undertaking.

e. The way I looked at my term as President was this is the year to fix things so that we could move forward. There weren't any failings or mistakes sort of speak, but just trying to fix things. Hopefully, in these two years, we can fix some of those things that we couldn't get to.

f. Also, a lot of the things that the Treasurer has done, has made managing the budget easier and has put systems in place to make things a little bit easier. We want to better make use of our processes because there are a lot of fingers in the mix. We don't have a central place to house our things and then the mailbox is in Newark. Everyone on the Board is in different locations in New Jersey. It makes things a little harder. Should we explore a different location? We should have a conversation about these things.

g. We also want to be transparent as a Board and show the membership what we are doing with their funds.

h. I am excited about these next two years and I know that there will be many exciting things to come.

i. **Christine Millien (previous Vice President)**

- I definitely agree a lot with what you said Andre. I think that I was fortunate enough to work alongside Andre. Seeing a lot of the programming and seeing like what Andre had mentioned that there's so much that can lead you to grow in terms of connecting with each other beyond COVID. I feel like so much time we were stuck in this idea of we have to focus on COVID and post COVID. But, okay let's move beyond COVID - like what else can we do to collaborate together. Even within this new role that I have, I think that we have a huge opportunity to where we are growing, we are getting more innovative, we are finding multiple different forms to keep that new energy going. And so, collaboration is

key as we mentioned before. Obviously, there are a lot of members on this Board from the previous Board, but there were gaps. There were people who weren't picking up what they should be doing. A lot of the weight did lean one way or the other which happens to be the President and Vice President now. I think it's super important to be collaborative and open to new ideas and ensure that we are all overall in the mission together, even if that takes different shapes and sizes. We can work differently, but all work toward that same goal, which is for our students but also for the professional development of ourselves. We need to do for ourselves so that we can do better for the students. I think that is something that we should focus on as we move forward.

▪ **Al-Lateef Farmer:** For those of you who are new to the Board, we aren't trying to scare you, but there is work and it's a commitment. It's volunteer work and you put your name in so the expectation is that you follow through. Show up and do your part. We didn't have some sector reps and there were things that weren't happening. We want to make sure that they happen. Ruben mentioned the regional meetings. We want to make sure that they happen. South Jersey needs to work on improving their pipelines with the community colleges. Central Jersey from the shore to Rider and TCNJ. Up North you have Middlesex County and Rutgers. Everyone should be connected and know that. We need to get Ocean to an event. There are schools that we need to see at our events. I know that there is a Special Projects application for the Community College Summit to grow and we will see if we get approved for that. The idea is and we will flesh it out over these next couple of months is for all these things to grow, all of our different sectors to grow, and I am excited to work more with Jenice and the Ambassadors.

IV. Treasurer's Report

a. There's a couple of things that I want to share with the Board. One of the things we need to do at this meeting is to discuss the budget. Because our counts are down right now, let's look at that. Right now this is the money that we have in real time in the accounts.

- EOFSAA - \$2,029.55
- Arrigo Rogers Scholarship - \$25.00 - there is only \$25 in there because I don't want them to close the account.
- AESNJ - \$0 - I just moved that money over before this presentation so that is zeroed out.
- Business Account - \$3,715.44
- Business Saving - \$1, 586.73
- Paypal - \$2,700.35

b. In columns D and E, these are the expenses that we have on going. Basically, for the last couple of years. These numbers are actual. There might be anywhere between \$3 - 5,000 less, but in some spaces I just put more just in case things happen to go up. If we do get notice in the middle of the year, and we just got one for one of these accounts that said it was going to go up \$2 a month.

c. Extra Storage actually went up - it's at \$189 now. Two years ago it was at \$139. And last year it was \$30 less than what it is right now. It's budgeted out for the amount that it should be at the end of the year - roughly \$2,300 is going to cost us for the storage for this next year. These are real numbers. What I did was go back from July 1/ August if any payments came out - September up to now, so these are the three payments that came out the last three months. We already paid \$567 toward the storage.

d. Monthly E-Board meetings I left at \$3,000.

e. Postage \$100.

f. State Farm Is \$50 a month. So right now there is \$150 that came out.

g. Membership Works is \$35 a month.

h. See Sure Bookkeeping we are at \$1,497.00.

i. The PO Box is already paid. That came out earlier this week.

j. Digital Platforms - so question, Amazon Prime, do we have a business account for Amazon and they charge us \$15 a month? I have been meaning to ask that. Anybody know? **Terrence C Harris:** Not that I am aware of, no. **Arthur Horn:** Because we get charged \$15 a month and I can't figure out why. So I need to do more investigation about what this is for.

k. Website is paid for the next two years. Dr. Turner, was it a year or two? **Terrence C Harris:** It was two. **Arthur Horn:** Two years. Alright so I just put \$200 there just in case something pops up.

l. Xero is the account software that we use and I will show you in a second.

m. Miscellaneous is anything that pops up. Like state registration was paid - that was \$88. What I had to do is, I put the new president and new vice president in and changed out the previous ones on the state information. So that is up to date.

n. Now these numbers, I put in \$15,000 for this retreat. As you can see for the numbers so far, Ocean's initial deposit was \$1,600.00. The \$13,297.77 they already charged. Dinner last night was \$1,370.34. Plus the tip was \$245. It brings us to \$16,513.11. We went over the budget a little bit.

o. Now, all the other numbers are zero because we don't have the money to put in there right now. So, that is what we have to discuss. How are we going to go forward in creating this budget? The one thing I would like to do is revisit the budget every three months to make sure we are on target or if we need to shift anything out into other categories as we move forward.

p. **Questions/Comments**

- **Terrence C Harris:** I want us to step back because there are some people on the Board who might not understand. Each position has their budget to be used for initiatives or events that have been planned. Right now Arthur said we are at zero in our accounting. We are looking into some money that is not there right now but should be. I guess we will discuss right now what we will do moving forward. Then we will get an accurate budget.
- **Ruben Melendez:** What is our objective revenue? Like you said, we are expecting some money that has not come in yet. And also, what do we expect revenue to be from membership? **Hema Patel:** So OSHE provides the Board money for conference, CTI. We got a notification saying we don't think we received the funds yet so that is tens of thousands of dollars you didn't know you didn't get. So, that's a concern for sure. I saw in our records because we get something from the finance office that tells us the payments that have been sent. I saw something for CTI, we are trying to find something for Directors Summit - possibly you never got Directors Summit. But, the fiscal year is over so I don't know what the solution is for that. I think there's a contract. I don't know, but we are exploring it. The other thing is and I talked to Al-Lateef about this, you're supposed to get money from Tri-State, so I don't think that money is in but you don't know. So, these are all big concerns. If you're expecting tens of thousands of dollars and your bank account is not showing that money and you don't know and you don't alert anyone, you may not get that money. **Terrence C Harris:** I understand. There are a lot of questions we have been asking. A lot of conversations have been going on, especially with Arthur and the president. We are looking into it. **John Marshall:** To go back to Ruben's question, I guess we still haven't gotten an answer to yours about the objectives, but what are the revenue streams that we have? I understand OSHE. **Hema Patel:** We sponsor attendance to conferences, such as fall conferences, spring conferences, that's how we support. Whatever you charge for the conferences, that revenue and what comes on top of it, a lot of it comes from us. But, some of it will come from institutions. We will sponsor up to three but your institutions may sponsor five more. So those are revenues. **Ruben Melendez:** How are we planning a fall conference without any funds? **Hema Patel:** So, it was submitted as special projects, it is not going to be approved as special projects because as the expenditure reports are coming in, programs have not turned in expenditure reports. So final expenditure reports all those refunds, we are going to put into special initiatives. Some of it goes to the grad ceremony, some of it goes to fall, some to spring, all those other things that we fund. Currently, we will be able to fund the fall conference without the special projects. There is enough refund money in the central initiatives pot to fund the fall conference. We saw the two budgets, we may still have to review that. I am the liaison so I will go over that with you to fine tune some stuff up. But, yes, there is money for the fall conference. **Ruben Melendez:** It's money from the central office, but is that enough to fund everything that we actually spend? **Terrence C Harris:** I don't know the amount. **Hema Patel:** It's on the budget, so I don't know how much? **Ruben Melendez:** It's being planned, I'm sure, we are getting quotes and bills are going to have to be paid and we have no money. **Hema Patel:** How is the fall budget this year compared to last year? **Someone answered, but I could not make out who or what was said.** **Hema Patel:** He may be okay. I can't guarantee that. I haven't seen the numbers. The important thing is that you will have money, but I don't know when. **Alan Manzueta:** We might need a little more because we are expecting 100 more people than last year. **Hema Patel:** There were two, I wasn't sure, I couldn't remember, it was like AESNJ and a fall conference. I think the fall conference is AESNJ. I think the fall conference is going to go through. **Alan Manzueta:** I was looking at the storage unit, that's a lot of money for that little space. That's not big at all for the amount of money that we are paying. I just went to a similar size unit in Clifton and it's \$81 a month. **Christine Millen:** The thing with storages is that they will start off low and then increase. That happened with this one. It was cheaper at the start. **Terrence C Harris:** We've had that unit as long as I have been here. **Ruben Melendez:** Again,

this is a historical lesson as the Board has shifted, different presidents, different members, when this was purchased, whoever got it was closer to them, it was more convenient. We are not obligated to continue the same things. We have a new Board, we can make recommendations and new decisions to alter expenses, change things. Unless we are tied to a contract, we are not locked in. Focusing on the obvious, we need to get revenue. That's when we start with the membership. And we don't have figures to answer this now, but I question how we are going to run a fall conference if dues aren't due until November and we don't have anything in. I think it is imperative that although the deadline is in November, we need to have a push to please pay as soon as possible. Like I mentioned, we normally have a budget, sectors have a budget, but we have no money so how can we plan things if we don't have money? **Alan Manzueta:** Who is the person on the Board that has the information for the members? **Severl answered:** Corresponding Secretary. **Terrence C Harris:** The Corresponding Secretary is working with the Treasurer to set up the membership accounts for the Directors of each program so they can go in and pay membership. I think two different questions were asked. When it comes to keeping record of who has paid and who has not paid, that is the Financial Secretary. When it comes to payment itself, the Corresponding Secretary works with the Treasurer. **Alan Manzueta:** I think it is important to yes send the emails, and however they are going to be submitting the payment, but it is also important to speak to the Directors of those schools, maybe a call, and say I sent you an email. Because that shows that we actually want them to be members and be active with us and at the same time, that is also a way to keep better communication with them to make sure that they know from us about this. **Ruben Melendez:** Where we are right now, from my understanding in conversation, everything is documented in the Constitution. We notify the membership by June 30th of what the dues are going to be for the upcoming year. The membership period opens August 1st. We established a deadline of November 15th. That's what's in play now. It has been my understanding that the technical issue if you will of the membership workup is how do we even pay? I don't think that has been sent out for programs to even pay. So that is where we are right now. Because we have these things in place to be done ideally. If we didn't have these issues, that should have gone out in July. But, that is not where we are. **Arthur Horn:** Again, most people pay by check. Most people email me to get specialized invoices for their particularly financial or business department for me to issue them the check. People have been doing it. I have been sending them out and people are processing their information. All of us work in higher education. Everyone works in different schools and everybody knows in higher education it takes 30-45 days for them to produce the check so people have been reaching out. I have been sending out the information. We are just waiting for the process to go through on them. **Ruben Melendez:** How does Membership Works actually make the process? It's new right? We used to use Formsite? **Florangel Cabrera:** Yeah, so last year Arthur purchased Membership Works and so he has to create an account for everyone for the Directors. So, the Directors go in and they essentially request an invoice through Membership Works. And they are supposed to update their members there as well. Which that usually never happens. So, I end up reaching out to them and say hey you need to update your members. I think Membership Works is more so for Arthur because it breaks down the people who request an invoice, it provides a pie chart and breaks it down. So I think it's a good way for him to see who paid and who didn't. **Ruben Melendez:** Had an email gone out on how to actually pay the dues this year? **Florangel Cabrera:** I think it did. I think Arthur sent it, but the membership link wasn't in it. But, the problem then became that some Directors - like I was holding off because some Directors don't have an account. So, I asked Arthur which he did, he created accounts for them. So, now I can send it back out. But, people used it last year. Like they used Membership Works. **Hema Patel:** Is the issue that you can't process the online payment? **Terrence C Harris:** I'll let Arthur answer that, but I don't think that is the issue. I think it's just getting into the program. **Florangel Cabrera:** I think you can pay for membership through here. When we renewed Formsite you couldn't. **Arthur Horn:** 80-85% of the schools are still sending checks. Regardless of the systems we are using, people are still sending checks. Probably last year, we had about 6 institutions that used a credit card which they went through with Paypal and paid through there. But, otherwise, the majority of our schools still use checks. We still got through the process like we always did. Get the checks, deposit the checks and use that methodology. Roughly from membership, we may get about this year since we went up about \$3,700 from membership. Remember, our membership is not, you know we don't have a big group paying \$700-\$800 what the max is 15-20 people. We have two schools that fit that criteria. They pay the most and that is less than \$200. So, roughly we should get \$3,700 with any additional small fee that we put on for this year. It's really not a lot of money that we get from membership.

- Next, this is a chart of the past three years of how much money that we spent out. Some of them are duplicates. For instance, 4Imprint, in 2022 we spent roughly just under \$11,000. In 2021, it was closer to \$2,100. **Ruben Melendez:**

Is this money just the Board or does it include special projects? **Arthur Horn:** Most of this is special projects. But some of the money that we used was to support special projects because there were other expenses that we put in, so this year we may have to look at some of the things that we do when it comes to special projects. Like how much money are we investing outside of the EOFPANJ to do certain things. That is something we need to have conversations about. **Ruben Melendez:** Is there a way to filter out what is strictly Board expenses? **Arthur Horn:** The Board expenses are what I showed on the budget - the extra storage, our meetings, the website, digital software, State Farm...outside of that, everything else is special projects.

• **Terrence C Harris:** Arthur, you asked for a specific conversation earlier - remind me again, it was about membership you said. You said you needed to talk about something. **Arthur Horn:** Just the budget. How are we going to proceed with the budget? **Ruben Melendez:** Obviously, this is a unique situation. Typically, at the retreat, the budget is presented to the Board so each person knows how much they have to spend. Obviously, I don't think we can make that determination right now. There's really nothing necessary to improve if we don't have enough information. **Terrence C Harris:** Usually, we do budget approvals so we will have to table that. **Ruben Melendez:** Yes, we will have to table that. We don't have the information to make that determination. If we had a better idea of our anticipated revenues, obviously we don't have the money now, but what we expect to get. I know some things are still being investigated. In the future, maybe we can have an idea of okay as of now, expected revenue is \$200. Whatever that may be. Obviously, that would increase if we end up getting more revenue. We can't really do the budget, but again I don't know if the fall conference is planned. I mean typically for the fall, we would have a fall conference budget. We would be planning, but I don't know how we could do that right now. There is nothing set aside unless we have an idea. **Terrence C Harris:** I think that what Hema said, that we can expect similar to what we got last year. I don't know if we can say that right now. **Ruben Melendez:** We can't. It's not official. That's why we are kind of stuck right now. I don't know when payments are due for the people planning the fall conference. That's the question. If we can have an idea, we can get quotes and people can get paid, but we don't even know what money we have to pay people. **Terrence C Harris:** I understand, but I think Alan and Chrysten can work on something based on what they got last year. **Hema Patel:** Let's plan ahead. We submitted a fall conference budget for special projects - the same form. So, they kind of got started. So, I can work with them on that and then we can start getting that approval process. Once that is approved by Dr. Carter, we can issue the contract, and send out the money. We can expedite that. We can plan that but if you spend more on the fall conference then what we give you, that's where you will fall into some difficulty. You're relying completely on us to plan your fall conference. I don't know what your costs are and you're expecting us to cover that. You do need a reserve amount and this is what they were talking about when they came from the Tri-State meeting. Tri-State is a big chunk. That's a lot of money that is owed to you. So, you'll have that too. And once we finish the summer expenditure, we will have a better idea of what we can put in the central initiatives pot. My big concern is the Directors Summit from last year. I don't see a contract, a Docu-Sign; and I am meticulous with email. I don't know if this was discussed in a meeting, but did you utilize any of the other funds we gave you for the fall conference? Because that can be an issue, but I don't see a paper trail for Directors Summit. **Christine Millien:** I was going to say for fall conference, two things: It's not unrealistic to have the budget be approved late and get the money late? When we did CTI last year, we got the budget the week of CTI. So when you are planning a conference, you need to make the companies aware that you might not get payment right away. However, like Dr. Carter says, we are not supposed to be planning and you can't assume that we are going to be getting money from the state either. When you prize out the cost of registration, technically the registration should be like the total cost of the whole budget. So, if people pay the registration, the whole thing should be able to fund itself rather than relying on getting those funds. **Alan Manzueta:** I have a question, are we allowed to do fundraising? **Ruben Melendez and Terrence C Harris:** Yes. **Hema Patel:** And I will go over this when I talk about OSHE and how we will manage our relationship. I believe in expediting the initial fee. You are not going to get something the week of the conference. So, I am going to be on top of things. We are going to work on that, but you have to have your ducks in a row. **Terrence C Harris:** Anything else? I mean, I know, I won't speak for the president, I will just say this - I know we are in a unique situation. We are working through it. I can't tell you what it's going to look like, we just need to figure it out. I am just trying to focus on how we proceed in this meeting and forward with the situation that we are in. **John Marshall:** I guess my question is so we have \$10,000 right now, right? Is that \$10,000 earmarked for the \$20,000 or \$28,000 that we have in encumbrances and expected payments, right? So, we are waiting to see how much money we are going to get in funds from membership fees? Are we waiting for OSHE's money? What's the thing that we are waiting for to

move forward with the budget itself? **Terrence C Harris:** That's a great question and Arthur I might need your help on this, but from my understanding it is like Hema was talking about the Directors' Summit last year, what happened there? We are investigating that. But, if that money comes in then we will have a larger amount of money in the account. **John Marshall:** That money is not going to come in. **Terrence C Harris:** I am not going to say anything. I don't know. Maybe not. The other one was CTI from last year. But then membership fees. It's not that we are waiting, but how do we move forward in the situation that we are in? **Ruben Melendez:** For CTI, we paid and we are waiting to get reimbursed? People got paid somehow. Where did that money come from? **Arthur Horn:** The money came from out of our budget. Out of our reserves. That's where the money came from to cover costs for CTI. So we covered those costs. **Ruben Melendez:** So, if we don't get that reimbursement, we can't assume we are? **Arthur Horn:** Correct. **Ruben Melendez:** We can't operate with assumptions. I don't think it's responsible to make decisions based on assumptions. It's hard to move forward with any budgetary decisions. **Hema Patel:** Let's discuss this. Maybe you need to have a conversation with Stephanie to have a plan of attack so you can get this all exact and develop a timeline. And then I think the important thing is, it can't be Arthur and Al-Lateef trying to figure it all out. So what role can the Board play in helping this so you all can move forward? Can someone take, these are the email threads for CTI in the Google drive, whatever you need to do. Kind of develop a system. **Terrence C Harris:** We should have all of the emails and things like that from the previous Board. Everyone has access to the drive. But, we were operating with different people. **John Marshall:** But, the previous Board members should all still be in EOF? **Hema Patel:** You can ask for their help, but they were the previous Board and it is now your responsibility. **Terrence C Harris:** No, I agree. **Hema Patel:** They may have created the mess but you have to fix it. **Terrence C Harris:** I'm not going to blame them. I just see that as a roadblock because it was a different Board. **Hema Patel:** Well, the key players are still here - Andre, Arthur and Al-Lateef. And then you can go back and Christine, you are going to help with that too? And go back and contact all the people that ran CTI, Directors Summit, whatever you need to do but you need to develop a plan that is structured and develop a timeline. **Ruben Melendez:** The main question is where is the money? You have records that OSHE sent it out. How do we investigate where the money is? **Hema Patel:** We usually send checks. I can tell you about the date that we got it and you can look at your bank account to look at the deposit slip. You can determine that. The same for the Directors Summit. Again, I have no paper trail of the Directors Summit. I don't see a contract. I don't see emails. Or from Dr. Carter to the Finance team saying we submitted a payment. That's a big concern. I don't remember how much the Directors Summit was. Another thing is that if we paid for staff we could stay. I stayed at the Director Summit. I did not have to come out of pocket for it. **Terrence C Harris:** We need to have those conversations about moving forward. It's just what has happened already that has put us in this position. **Hema Patel:** You can develop a structured plan on how to manage a budget. What role does everyone have to play? Especially the new people too. We want them to have a budget for their sector, right? But, they still need to keep track and know how to do it. You can't just assume that because they are on the Board that they know how to do it. Before the Board was mainly Directors so they knew how to do the budget. Everyone is new so I have to do a budget training. **Alan Manzueta:** This is a comment. I think you know, I asked the question about fundraising, because we cannot depend all the time on special projects funds. Maybe we can do something nice, we will need to spend money, but a nice gala/dinner that is fundraising and we invite local businesses that would like to donate money to students or to us so that we can spend the money on the conferences. Maybe we can invite banks that are always giving money to students. I don't know. I am just throwing ideas out there because it is crazy to have this account like this. **Ruben Melendez:** Within the Constitution, there are standards for committees and the fundraising committee is one of them. These are things that we should be doing every year. When looking at the committees, someone from the Board doesn't have to be the chair of that committee or sit on it. We should get buy-in from our constituent agents. We should be having those committees anyway, but considering where we are now, we should make it a priority to have that active. Things that have been done in the past, we've gotten donations and we have raffled off. We did Ruth Chris Steakhouse, we got them to donate a certificate and we raffled at the conference. We can talk about sponsorships on the website. Get people to pay us money to advertise on our website. I brought it up to Al-Lateef and Terrence having a vendor fair at the fall or spring conference. We can have people to pay us to have a space. There are many ways that we can fundraise. **Alan Manzueta:** In New Jersey, every university, every college, has a DEI department. They have a budget and sometimes they can give back. I don't know. We can invite them to the conferences and promote their events. **Ruben Melendez:** The fundraising committee is something that we established. Those are things that they can take on and bring back. The one question I have is if our 5013C status being in limbo, will that affect our ability to get donations

or accept payment like for the vendor fair, or whatever? **Terrence C Harris:** Let me just rewind a little bit because this is specifically for the spring conference but this is something that we want to move forward and continue with so we do have people working on fundraising. Right now, what I am trying to do is look at the Constitution about how to fundraise. Also, there's the political ties within some companies. I think that is my own thing. I don't want us to accept money from just anybody. We are looking at that stuff too. So, you do have something on the way regarding that. **Ruben Melendez:** Getting back to where we are now, I would say this though, I mean typically people already know what their budgets are, but this is a unique situation. I would say to start thinking about what you need as a sector rep. Come back to the next meeting with a budget proposal. I know as a sector rep, I barely used my budget. Not that I couldn't have used it, but sometimes, at least in the past couple of years, it's been virtual meetings. We didn't feed anybody. Sometimes those institutions would pay the fee to feed people at a sector meeting - sometimes it did not have to come out of the Board. I would say think about what you may need and then at a future meeting, we will have a better idea of what each area actually has. **Terrence C Harris:** The Constitution says we have to approve a budget, but you're saying we can table it. **Ruben Melendez:** Yea. **Terrence C Harris:** Okay, so let's table it. Can I make a motion? **Ruben Melendez:** Well, we would have to accept these Arthur I don't know if you have anymore comments. **Arthur Horn:** The only thing I will leave you with is the last money we received from the state was back in February. And that was basically for special projects. We sent money back, I got those checks. We didn't spend all the money so we did send money back. **Hema Patel:** Okay, CTI was sent. Like I said, Andre, I don't have a record of the Directors Summit budget or contract - 5/18/23 is when CTI was mailed. **Liz O'Brien:** And, was it mailed to the PO Box? **Hema Patel:** I don't know. I will gather this information up and update you. **Liz O'Brien:** The reason why I ask is because my membership checks from last year were sent to the PO Box and they never showed up. I know I had two checks that were sent to the PO Box and were never received. I know on my end I was able to cancel them and get the credit back, but that happened twice. So, I don't know if maybe those checks were sent by OSHE and were never received. I mean these were months apart, but our spring check was months before our membership check. **Florangel Cabrera:** But, Hema is saying there is no record of it either. **Ruben Melendez:** For the Directors, not CTI. **Liz O'Brien:** She said CTI was mailed out May 18. **Florangel Cabrera:** We did get a CTI check. **Ruben Melendez:** Is it possible that we got a CTI check? **Hema Patel:** It is possible that you got the CTI check. **Florangel Cabrera:** I remember a CTI check. **Hema Patel:** Can we look back in the minutes? Would it be in the minutes? **Terrence C Harris:** I think we could continue this conversation, I think it doesn't have much bearing on accepting Arthur's report and tabling the budget. **Arthur Horn:** So, vice president Harris, real quick I just want to share so people can kind of see what in the previous what each sector received for each position on the Board. The president's budget was roughly \$2,000. The vice president \$1,000. The treasurer \$2,000. Financial secretary \$500. The total was \$3,000 for all the sectors - meaning \$500 each. We had the Sunshine for \$500. Parliamentarian was \$500. Recording secretary \$500. And Public Relations \$1,000. Then Emergency Assistance Funds were roughly \$10,000. **Terrence C Harris:** What's not there is AESNJ, but I think that's what's missing, something like that. **Arthur Horn:** Yes. So those are the rough numbers. **Ruben Melendez:** I think what's the most important action for everybody is once we send a reminder with the membership board link and ask everyone to encourage your respective programs to pay their dues. Sector reps, I think that is one of the things that you can do is follow up with people in your sector. Things that we have coming up this year - relay that information to your sector. **Terrence C Harris:** Can I have a motion to... **Ruben Melendez:** First, we have to lay the budget approval on the table. So, again, normally we would be accepting the budget here but we don't have the budget to approve. I would say table the budget on the floor for the next meeting when we have more information. **Lisette Herrera:** When the email is sent out with the membership link, can we send the information on the different rates per group? **Christine Millien:** They can go to the website. The website has a breakdown. The email was just telling them the prices. The website is current now.

Motion to lay on the table the approval of the 23-24 EOFPANJ budget:

Moved by Ruben Melendez

Seconded by Terrence C Harris

Comments/Questions: None

Vote: 14 (Y), 0 (N), 0 (Abstention)

Motion Passed

Motion to accept the Treasurer's Report as submitted:

Moved by Ruben Melendez

Seconded by Florangel Cabrera

Comments/Questions: None

Vote: 14 (Y), 0 (N), 0 (Abstention)

Motion Passed

V. Corresponding Secretary's Report

- a. Checks were received from the following institutions as of September 15, 2023:
- Georgian Court University: \$330.00
 - Hudson County Community College: \$150.00
 - Rutgers University: \$330.00
 - Question mark, which one?
 - Salem Community College: \$330.00
 - Warren County Community College: \$342.00 (For EOFSAA)
 - Total - \$1,482.00
- b. Additional Correspondence:
- Bank of America
 - 4Imprint addressed to Terrence
 - Stobbs Printing - Returned mail
 - Check for Joshua Fredenburg - Returned mail
 - NJIT - Check not cashed notice
 - State Farm addressed to Arthur
 - These I will be giving to Al-Lateeef so that he can give them to Arthur and Faheed.
- c. Asked Arthur to create accounts for all Directors on Membership Works.
- d. The details related to the checks will be included in the Financial Secretary or Treasurer's Report.
- e. **New Business:**
- Order new frames for resolution.
- f. **Old Business:**
- Sending out correspondence to begin updating directory specifically for those people that have submitted their checks already.
 - PO Box mail forwarding
 - Mr. Horn, I need the credit card that's used to pay the PO Box in order to confirm it online. **Arthur Horn:** You need what? **Florangel Cabrera:** I need the credit card. We can set up a meeting to do it. In order for me to do the mail forwarding, I need the credit card that's on file. **Arthur Horn:** Okay, no problem. Quick question Ms. Florangel - could you forward when you get a chance, the new letterhead? You don't have it? Who made up the letterhead with all of our names on the side? **Dr. Andre Turner:** It's on the drive under Branding. You don't have access to it? Is that why you're asking Arthur? **Arthur Horn:** No, we have to update it. I gave the one with all the last year's Board members. **Terrence C Harris:** I will update it.

Motion to accept the Corresponding Secretary's Report as submitted:

Moved by Christine Millien

Seconded by Liz O'Brien

Questions/Comments:

- **Dr. Andre Turner:** Did the checks say what they were for? I wanted to know if that was membership. **Christine Millien:** If I am not mistaken, Hudson was the one school that did not pay. **Florangel Cabrera:** The checks don't say anything. There's an invoice, Arthur may have to see if that's a membership due. **Dr. Andre Turner:** I just wanted to know if it was the old or new membership fee. **Christine Millien:** I want to say the old membership fee. **Liz O'Brien:** Arthur, I just had a question: is there an invoice for Hudson County Community College for spring for membership dues? **Arthur Horn:** I can check. And I will let you know. **Liz O'Brien:** Thank you. **Terrence C Harris:** Any other questions?

Vote: 13 (Y), 0 (N), 0 (Abstention)

Motion Passed

VI. Public Relations Officer's Report

a. Website

- Successfully logged in to all features. I've been working on familiarizing myself with GoDaddy, WordPress and the editing features of the site.
- Edits made: updated job postings to reflect current EOF openings.

b. Social Media

- Instagram - Began to familiarize myself with past posts and thinking of ways to engage with memberships.
- Posts/Stories update: Highlighted new staff posts, Created a roundup story last week of what some of the campus programs across the state are up to in regards to programming, speakers, events, etc.----- Posted for National Hispanic-Latino Heritage Month.
- Ideas given: Feature Fridays for E-board, highlighting campus programs (maybe reels?), EOF historical anecdotes.
- Facebook - Access needs to be transferred or granted?
- I plan to go through the board reports from the past public relations officer and compile a list of all updates, suggestions, ideas that have been previously on the table and see if any of those are outstanding, move them forward or scrap them.

VII. Sector Representatives

Al-Lateef Farmer: We will now move on to our Sector Reps. I know that they do not have a lot to report on now. But we will start with Public Research.

a. Public Research

- Lissette Herrera:
- Taruna and I haven't discussed what we want to do for the year yet. I really don't have anything as of now.

b. Independent

- Jose Rodas - North
- In this new role, I'm thinking about holding monthly online meetings with our constituents on the Board. One of the ideas that I got from meeting with you is that you and your counterpart, I wanted to and this is something that I will talk to Liz about, do monthly meetings during a lunch time just to talk about updates. That's something that I want to start soon and all I have for now. I welcome any ideas that you might have.
- Liz O'Brien - Central/South
- I've been taking notes about things I might want to do. So, exciting things are coming.

c. State College and Universities

- Natalie Quinones - North
- Similar to Liz, I am getting acquainted. I have ideas. I would like for all of us to just talk throughout this retreat and brainstorm on how we can support each other. Some of you may have done this already. Right now my perspective is taking an old school approach and having meetings in person instead of virtual. I don't know if that is realistic, but it's

a perspective of an idea. So, it is not confirmed. That's what I am thinking of. Obviously, we may need some meetings online, but I think there are some areas where in person would be the best approach. Ideas are growing.

- John Marshall - Central/South
- Nothing to report.
- d. **County College**
- No report.

VIII.NJ Statewide Ambassadors

- a. Dr. Jenice Sabbb-Dumas
 - I just have some quick updates. For the Ambassadors Program, it's running. We do have three events that we will be attending this semester. One, Knight will be attending the Newark Board of Education Senior Student College Fair tomorrow. So he will be representing us there. That's a bi-annual event so spring and fall semesters. Then we will have Tieka who will be attending the New Brunswick High School event. She is going to promote EOF to the Brunswick High School Seniors. That will be a group of about 140-150 students. Then Kalia will be attending an event in Bridgerton High School. That gets us to hit Newark which is in the north, New Brunswick which is central and Bridgerton which is south. I know that the Camden event is coming up with OSHE. I am trying to keep my ambassadors together such that we can have a good pool of people who can go out.
 - At the Fall Conference, we are going to need an opportunity to continue to welcome and train ambassadors. I am going to meet with Dr. Carter an OSHE to update our slides so the ambassadors will have the general slide presentation because as he said yesterday one message, one voice. That is what we always want to promote.
 - Because we haven't submitted a special projects budget report, I did make a request for some funding to support travel because these people will not be traveling for their institutions, they will be traveling for EOF as a whole so we want to make sure that we are at least able to compensate them at the state rate for travel to and from the events and potentially lunch. Lunch is not served.
 - I wasn't able to upload anything onto the drive because somehow my ambassador email doesn't have access to the share drive. I guess I will talk to Alex about that.
 - That is all I have for the Ambassador Program and one other thing, I am going to be meeting with the EOF Statewide Alumni Association because I think that group is probably a more reachable group of people to go out and recruit because they are not already actively involved in recruiting for their schools. What I am finding is to get ambassadors to go out into these places that are making requests, a lot of them are already going out for their schools and doing other things. So, I want to try to incorporate the Alumni Association into our recruiting. Hopefully, AESNJ can come on board and so something as well.
 - If we can do another mailing that would be really well. We reached over 60 high schools and we reached out to over 70 CBO's. And they are reaching out to us to get information about EOF.
 - **Terrence C Harris:** Jenice, can you email me your report and I will put it on the drive. **Dr. Jenice Sabb-Dumas:** Okay. **Terrence C Harris:** Also, I can go out for the Ambassadors Program. I like doing those events. **Dr Jenice Sabb-Dumas:** Yeah, okay. You did well last semester.

IX.AESNJ

- a. Alan Manzueta
 - We started forming the committee for the Fall Conference. I believe we have 4 or 5 people so far to join the committee. We are now waiting in the process to see if we are going to be approved for the budget for the conference. We started having conversations to bring back. The E-Board, we need to form the E-Board of the students. Because I think it would be a good way for us to start events, galas, fundraisers and stuff like that.
- b. Chrysten Colacicco
 - Yeah, so what Alan said and we are also working on a theme. So, we want to get a theme out. We were looking at "Diversity Is Our Strength". So once we get a theme, I can send out the call for proposals for student workshops. Student workshops will be run by EOF professionals. We are also going to work on a walkthrough of TCNJ.
 - Talked about the session breakdown of speakers. That was with the idea that the special projects funds were going to be accepted. I am not sure if we will need to make changes to the speakers, probably, depending on approval

of the budget. We wanted to pay for speakers for the professionals. Terrence and I were talking about how we hear from ourselves a lot and not from other people. I think that is it. **Alan Manzueta:** We were thinking of doing 11 workshops. If we do 11, then 7 will be for the students and 4 for professionals. If we do 12 then 8 for students and 4 for professionals. **Chrysten Colacicco:** We also included space for an EOFPANJ meeting.

• **Ruben Melendez:** So, just going by past practice, again we are supposed to have a General Body meeting each semester - one at the fall and spring conferences. So, just make sure that's on the agenda. **Chrysten Colacicco:** Yes, it's on the agenda. **Ruben Melendez:** Also, there are usually sector meetings at the conferences as well. The Constitution says, sector reps must have two meetings every semester. The conference is always a given - we're going to have one at the conference and then find another one some other time. So, it's the General Body plus the Sector meetings. **Alan Manzueta:** Something I would, I mean I don't if this could be done, we are counting on this approval, but it will be good to start asking maybe your departments if they would like to sponsor some of the EOF students to go to the fall conference. In case we don't get some of the approval money to be able to bring your students. Because sometimes we don't have enough money on our budget to be able to bring all of the students we want to this conference. My goal is to bring students and I would like to bring 20 students if I can, but I don't have the money in my budget to cover all of my students. I don't have the money in my budget to fund all of it, but it would be good to start asking your department. **Al-Lateef Farmer:** Hopefully, the Directors have budgeted for the Fall Conference. I would hope that's a given. **Ruben Melendez:** Usually, we give out students rates and then OSHE will sponsor 5 of them. Or sometimes OSHE sponsors all of them. A lot of programs come in expecting to pay the fee. So, everyone's budget is different. Everyone's finances are different, but it's typically a reduced rate for students. **Al-Lateef Farmer:** Yeah, like \$25 for students. **Terrence C Harris:** I think we have had 2 or 3 past fall conferences where they have been totally free or minimum costs. But, Alan, are you asking for programs to sponsor students of other programs? **Alan Manzueta:** No, I am asking in case we don't get the approval of the money, within your school if you could sponsor. **Al-Lateef Farmer:** Here is what you need for that to happen, we need information to get out to the membership ASAP. Like save the date, flyers or something. We need something inviting and attractive. **Chrysten Colacicco:** Okay. **Al-Lateef Farmer:** And then I need a budget. **Terrence C Harris:** You missed the conversation about the budget. I'll fill you in. But my question is are we setting a registration fee to students and staff with or without the central initiatives covering the conference? **Al-Lateef Farmer:** That's why I'm saying we need the budget. **Dr. Andre Turner:** I think what Alan is saying is the assumption that it can only be OSHE sponsorship or the program. All the programs should have it budgeted for the fall conference whether OSHE sponsors it or not. OSHE can only cover 5 students and the program has to cover the rest. And that is also more money going into the Association. **Al-Lateef Farmer:** Can we get a larger space? **Alan Manzueta:** We are getting a larger space. **Al-Lateef Farmer:** We are not in the student center. They gave us the rec center. **Terrence C Harris:** Tell me if I am wrong, but last year we advertised it as free and we didn't have the rates go up. **Dr. Andre Turner:** That's because we capped it at 300. **Christine Millien:** There's a rate but there's always OSHE sponsorship. But, there's always a published rate. You know if the sponsorship is there, you may not have to pay the rate. But you publish that. **Ruben Melendez:** In the past, there was always something there for people to know what the rate was when signing up. **Terrence C Harris:** Correct me if I am wrong, but it said that it was free. There was no sponsorship information. I don't remember anything about rates. I could be wrong. **Al-Lateef Farmer:** This year we are operating under the assumption that there is no approval. **Christine Millien:** I have a question, you said 8 students, 4 staff? **Chrysten Colacicco:** Yes. **Christine Millien:** I would recommend doing 10 and 2, just because the Fall Conference is typically geared to students. So the more students we can get instead of professionals. The Spring Conference is for the professionals. **Alan Manzueta:** Okay. **Liz O'Brien:** I have been part of EOF longer than some, a lot less than others, I know when I first went to Fall Conference, it was OSHE updates, EOFPANJ updates. For professional staff it was more of a business meeting, I think. I am all about professional development. Maybe we could do some sector rep meetings. Maybe have less professional speakers and business sessions. **Chrysten Colacicco:** We have a meeting here, so you are saying add additional meetings instead of speakers. **Liz O'Brien:** Someone from OSHE would know if they might want to give updates at the fall conference. **Hema Patel:** Yeah, we will give updates as part of the business meeting. **Liz O'Brien:** I feel as though it's advertised as the student conference with a little bit of professional development. When I feel it should be advertised as a conference for everyone with different tracks. There have been some years where I thought the focus was more on professionals. So, what is the message? So, part two of that is we are unsure about budget and unsure about spacing - why do we get more students then or maybe change it so that there are 3 professional speakers for staff. **Chrysten Colacicco:** So the students have four different

speaker options per session, right. And then the keynote and the closing that's all geared to students. The professionals are only getting three so it's advertised as a student conference with a professional track. Since it looks like we are not going to get the special projects funds, is it possible that we could still do this? **Ruben Melendez**: I would counter with there is also revenue and we charge a higher rate than professionals. So, we need money. We want to bring in professionals so that we get that conference and registration fee. It's a budget thing. That's how it is at Kean. Why have an outside speaker when somebody in-house can do it? We definitely need to have a professional track to get that registration revenue. Again, we are the professional association. We don't want to negate that. So, for these Fall Conferences, we always want to do both. **Terrence C Harris**: Also, people have been asking what we get for our membership? I think having and the language too - we can make words better. I think it's important to have a professional track and have other voices come talk to us. **John Marshall**: Question - so we kill two birds with one stone and we save money by having sector meetings and part of our sector meetings, we do something for professional development. So that way we still get the benefit of the professional development and we can still hold our sector meeting. **Al-Lateef Farmer**: So for an hour and fifteen minutes? Y'all will have sector meetings between now and the Fall Conference. **Natalie Quinones**: I am open to doing it but my concerns is what if as a professional they are not equipped to give that presentation? Okay, they give you three options. I'm just putting it out there. I'm saying like they say budget, I don't feel comfortable giving a whole budget presentation. **Ruben Melendez**: Depending on what the meetings are about - you might get these questions about budget. **Lisette Herrera**: You can talk about what is going on within the respective campus programs, what they would like to see for the spring, what are some concerns that they might have, what are some best practices, things like that. **Chrysten Colacicco**: Because we are not sure of the budget, I don't feel comfortable making a decision today. **Hema Patel**: I think the luxury of having a speaker and being able to bring in a speaker is recent because of low enrollment and not having the funds available to support. That is why we have always used internal people. **Al-Lateef Farmer**: So we will continue the discussion and I will meet with you all and Terrence on October 5th

X. Adjustment to the Agenda

- a. Al-Lateef Farmer:
 - Tomorrow and it ties into our conversation today - we will go over the roles and expectations. What we will do now is start with our planning for the year, get our meetings on the calendar, and start looking at some of the initiatives that are already on the calendar. I know Liz has some ideas that she wants to share. I know Lisette has some ideas as well that she wants to share. Then we will wrap up for the day.

XI. 2023-24 Vision/Focus/Planning

- a. Terrence C Harris: Handed out calendars to the Board so that they could start planning for their events.
 - **Al-Lateef Farmer**: We do already have a couple of dates that we can plug in.
 - The first is the Fall Conference 12/1/23 at TCNJ.
 - Spring Conference is 2/27/23 - 3/1/23 here at Ocean. **Jose Rodas**: Can these be calendar invites? **Al-Lateef Farmer**: Yes, but we are about to plan.
 - The Graduate Achievement Awards are April 19 at Rutgers University.
 - **Liz O'Brien**: Can we do a master save the date email once we have all of our dates?
 - Every third Friday for the Board Meetings works for me. Does that work for everyone too? **Arthur Horn**: Didn't we do second Friday's? **Al-Lateef Farmer**: Second Friday's? Okay, so we will do the second Friday of each month. Except for June and we will start looking at that as we look for locations. Our last meeting will be at CTI. Meetings are usually from 10AM - 1PM.
 - October 13, 2023 - Mercer County Community College
 - November 17, 2023 - The College of New Jersey
 - December 8, 2023 - Kean University
 - January 12, 2024 - Virtual Meeting
 - February 9, 2023 - Rowan College at Burlington County
 - March 8, 2023 - Rowan College of South Jersey
 - April 12, 2023 - TBD

- May 10, 2023 - TBD
- June 6, 2023 - CTI - TBD

i. **Christine Millien:** For CTI, I think that we should work backwards in a sense. Even if we do a call to Directors and see who wants to host it and then from there whoever is hosting CTI needs to have the Chair. One of them has to be from the host institution. **Al-Lateef Farmer:** Can we get that out next week? Put something together. **Natalie Quinones:** So I have a list of people who expressed interest in being Chairs.

- For those hosting the Board Meetings, if you can't provide food, let us know. I will reach out to the programs for the April and May meetings and get back to the Board. **Al-Lateef Farmer:** Lissette, do you want to talk about financial planning?

b. Lissette Herrera:

- Financial Planning Information

- I have the dates but they will need to change because they conflict with some of the dates on our calendar. But, I will be talking about different topics regarding financial literacy. **Al-Lateef Farmer:** We want to try to support us professionally and differently. So this is going out of a conversation that we had of different ways to engage membership from new professionals to those looking at retirement. Y'all were talking about wellness and what we need to do our jobs, but we also need to think about the financial situation.

- So we kind of have a syllabus. The first session, we will be talking about how to build our financial foundation. The second session will be conquering debt and establishing emergency funds. The third session will be saving and investing or your retirement - two part series. The fifth session will be in and for your child's future. The next session will be tax strategies and wealth preservation. Next, preparing for the retirement transition - two part series. It's all free. I will be doing the sessions with a partner. **Al-Lateef Farmer:** We will get the dates out to you and will add it to when we create our shared calendar.

c. Liz O'Brien:

- Meaningful Meetings - Not sure that I captured this - I couldn't hear you that well

- So yesterday we were talking about the importance of engagement. I was thinking about having meaningful meetings whether it's for a social piece, networking, service or a professional aspect. Create something besides just business at our Board meetings, so that we are excited to be there. As long as I have been on the Board, all campuses have hosted us. Just an idea on how we can make things more meaningful. **Al-Lateef Farmer:** This is a great idea. Flush it out and figure out how to implement it. And what it means - something different in almost every meeting. That will keep us engaged. I think it's worth taking a shot at.

d. Sector Reps

- Al-Lateef Farmer:

- Start thinking about what you want to do. I know the independent sectors want to get together to have a discussion. **Natalie Quinones:** That discussion started last night. It was good.

e. Al-Lateef Farmer:

- Your reach extends beyond this Board. If you are looking to do something and you are over taxed, you can ask for help from people who are not on the Board. Hema and I talked earlier about creating committees. There are other professionals who ran for position and who are interested who can help you run a regional meeting. We want to get all the schools from North Jersey together. Get somebody from each sector to make it happen. **Hema Patel:** We at OSHE would like to partner with you as well. We want our meetings to be a little bit more focused. Definitely I want it to have casual work meetings - for lunch like a lunchtime meeting where I want there to be one for the summer report. And plan these meetings out with you for the whole year. I can also work with the sector reps too if you want to plan a topic. Something that is more interactive. The way we do training is that we present the information to you and then you don't get it again until next year. I have been on the Board since I started. Even when I went to OSHE, I remained on the Board. There's a lot of historical information that like sometimes I'll attend a meeting you'll say that's not a part of Robert's Rules of Order or that sort of thing. So there are explanations that I can provide and Dr. Carter can provide. So we are thinking we would like to be incorporated somewhere maybe at the end of the meeting. And it's hard because you end at different times. So if you will need a fixed time, like I can send out the Board meeting dates and whoever can come from OSHE EOF will come. And so there's more engagement. Also, for efficiency. We shouldn't have to wait for you to get things and you shouldn't have to wait for us. That doesn't work. So I know that there are a lot of things that

didn't work the past year and I don't want to harp on the things that didn't work. Just work on fixing it and move ahead. And really develop a strategic plan. Stephanie was guided to be a little more hands off. I think because it's so many new people and so few Directors - I want to help to make the process easier.

f. Terrence C Harris:

- So we talked about project management - John Marshall asked about that yesterday. One thing I would recommend is learn how to use Monday.com - it provides management for large groups like our own. It will keep track of what we are planning. And you will all have access to it.

g. If anything was said after this, I could not make it out from the recording.

XII. Adjournment

Motion to adjourn meeting by Ruben Melendez

Motion Passed by Unanimous Decision in Favor of Adjourning.