

**NEOCA MINUTES FROM 2003 MEETING
SEPTEMBER 28, 2003
SAN DIEGO, CA**

12:53 Meeting called to order by President, Cecilia Nugent

President Nugent confirmed that the body had received a copy of the President's Report and the 2002 minutes from the Washington D.C. meeting.

Osei Chandler moved to accept the minutes. The motion was seconded by Q. T. Jackson. The motion carried.

Erin Grisham made the Treasurer's Report on behalf of Denise Simmons. Helen Trainor moved to accept the Treasurer's Report. The motion was seconded by Debra Fountain-Ellis. The motion carried.

Committee Reports:

Conference Report—final figures are not yet available, but preliminary figures indicate that this will be one of the best attended conferences to date. 130 have been registered. To date, the expenses, revenues and profit from the conference are as follows:

Expenses:	20,875
Revenues:	33,354
Net Profit:	12,000

Newsletter Report:

Janet Tauer reported on behalf of Anna Galperin who recently had a baby boy named Michael David Rolgowski. Articles are requested for the newsletter, which is scheduled to be delivered December or January. The question was posed to the body whether or not the newsletters should be sent by email or regular mail. Currently, they are sent by regular mail, which incurs greater costs. It is also harder to track whether newsletters sent by regular mail are received by the correct person. It was suggested that the question would be emailed to the membership for consideration.

Technology Report:

Gera Drake made the report on behalf of Henry Puryear who has stepped down but provided the following information. The NEOCA website is growing. As of today the site includes a membership directory. It can be found at <http://neoca.freesevers.com>. It was noted that communication among programs is an important part of EOC. Individuals can join the EOC listserv by sending a request to nationaleoc-subscribe@yahoogroups.com. messages can be sent by emailing them to nationaleoc@yahoogroups.com. Russell Rostkowski manages the egroups and issued instructions at the business meeting. Some discussion ensued regarding what members

should do if their emails have changed. It was noted that members may go to yahoo groups to reenroll.

Bylaws:

Dorothy Yarborough reported that the effort to compile bylaws is ongoing. The committee is currently engaged in trying to locate the existing bylaws. She also noted that Dr. Harold Dickerson has important information regarding the bylaws, but he has been in the hospital since last May.

It was also noted that NEOCA is not currently incorporated as a not-for-profit organization. Articles of Incorporation have been started, but the process has not been concluded. As a result of this, NEOCA is not currently tax exempt. The Association has been using COE's tax exempt number, with COE's permission.

Other Committees:

Cecilia Nugent stated that other committees have been suggested. The executive board will be sending out an email to the designated chairs to follow up.

Nominations Committee:

Lynn Drummond reported that an email was sent to the membership on August 7th asking for nominations to the board. Nominations received were as follows:

President,	Carol Arner
Treasurer,	Tamara Smith who is currently serving as interim treasurer
Vice President,	Erin Grisham
Secretary,	Debra Fountain-Ellis

Old Business:

None

New Business:

More discussion occurred regarding the dissemination of the newsletter by email. Debora Allen moved that the membership receive the newsletter electronically except those who cannot will continue to receive it by regular mail. The motion was seconded by Rebecca Gardner

Carol Arner brought up the National Career Development Association's Career Development Facilitator Training as something that might be relevant to our staffs. Carol will be exploring this program this year and asked that anyone who has experienced it discuss it with her.

Election of Officers:

Nominations for the board were taken from the floor. These nominations were as follows:

President	None
Vice President.	Rosalyn Winston-Howell nominated Dorothy Yarborough who respectfully declined
Treasurer,	None
Secretary,	None

Dorothy Yarborough moved to accept the slate. Grady Paris seconded the motion. The slate was accepted.

Installation of Officers:

Lynn Drummond defined and described the duties of the offices to the elected board members. They were then sworn in whereupon they were presented the body as follows:

Carol Arner,	President
Erin Grisham,	Vice President
Debra Fountain-Ellis,	Recording Secretary
Tamara Smith,	Treasurer

The body recognized the new board with an ovation.

Other Items:

Ellen Dolvey Howard asked that Cecilia Nugent be recognized for her work over the past two years. The body recognized Cecilia Nugent with a standing ovation.

The meeting was adjourned at 1:35