

## NEMO – Meeting @ NERAOC

May 1, 2023

### Meeting Minutes

Motion to call the meeting to order, seconded.

1. Introductions: Institution and role. Attendance, appendix A.  
Delaware will be hosting the 2024 NERAOC meeting. If you have any suggestions for speakers or session topics please contact Cindy O'Donnell or the NE Region contacts Rubie Mize or Catherine Armstrong.

2. By-laws. Link to NEMO By-laws can be found on the NERA website <https://www.nerasaes.org/> under the resources tab, useful links, Northeast Region Organizations. <https://www.nerasaes.org/nemo>  
The NERA website has a lot of useful information – check it out!

David Leibovitz, Coordinator and NIMSS Regional System Administrator, has agreed to maintain our NEMO webpage on the NERA site with file we send him, for starters, By-laws, meeting schedule and minutes).

3. What can NEMO do for you?  
NEMO was created to enhance opportunities to share information regarding budgetary, financial and human resource management, as well as to promote a united voice for the Northeast. Membership consists of financial and administrative officers at Land-grant institutions across the region. We host 2 meetings: Fall regional meeting and a meeting at NERAOC.

Open discussion followed on ideas, suggestions for NEMO programs, workshops, trainings.

- Leadership development, staff development (check in with Southern region for ideas)
- Kathleen Howell, Rutgers will get us info on Northeast 2<sup>nd</sup> in Command, meets once a month to discuss and share ideas
- Monthly zoom meetings
- Orientation to Cooperative Extension (Onboarding workshop – UMaryland Extension)
- Compliance review process – share resources, post NIFA's review cycle
- <https://www.nifa.usda.gov/nifa-civil-rights-compliance-review-schedule-fy-2022-2025>
- Check with NEED, Ali Mitchel for resources to share with NEMO
- Post Q&A to NEMO listsrv
- NIFA Post award Compliance(Financial) review – process and resources, NIFA review schedule. What do we need to prepare for a review?  
<https://www.nifa.usda.gov/nifa-civil-rights-compliance-review-schedule-fy-2022-2025>

4. Form a nomination committee- for officers to be elected at October Meeting

New Chair to be elected in fall 2023, Vice Chair Traci Bishop (2 year term ends 2025), Secretary

5. Fall NEMO regional meeting, October – UConn host, planning committee (Penn State, Rhode Island, others)

Any topic suggestions? Form a planning committee to plan topics, meeting format and agenda

Committee: Pam - Cornell, Deb Patra -UMaryland, Rebecca – UMES, Kathleen – Rutgers, Linda – DESU, Rose – EDU

Motion to adjourn meeting, seconded. Motion carried, meeting adjourned. 4:10pm

Reminder – NERAOC 2024 hosted by Delaware, April 7-10 @ Chase Riverfront, Delaware. Think of sessions for 2024 that you or a colleague could present or session that you would like to see on the schedule. Email Rubie Mize or Cindy O’Donnell with your ideas. [Rgmize@umd.edu](mailto:Rgmize@umd.edu), [cindy@udel.edu](mailto:cindy@udel.edu)