

**MEEOA Board Meeting**  
**December 17, 2010**  
**Kennebec Valley Community College**  
**10:00-1:00**

1. Introductions (those present)
  - Dori Fellman – President
  - Laurie Davis – Past President
  - Angela Theriault –Treasurer
  - Elyse Pratt -Secretary
  - Jess Berry -Membership
  - Teresa Smith- Conference Chair
  - Mary Fraser- Conference Chair
  - Sarah Henry
  - Michelle Bardsley
  - Claire Nelson

Open positions:

-Nominating Committee – Past president, membership chair and two other non voting members (in the by laws). Now is Laurie Davis, need three more from the general membership- geographically spread out.

-Dori will put out an email to the general membership to see if people want to fill the Fair Share position and the nominating committee.

2. Review of Minutes from Last Spring
  - Motion to accept- Dori
  - Seconded- Angela
  - Accepted by membership

3. Finances Angela
  - Update

-Our income right now is higher than projected

-Jess and Angela are friends again!

-If people want to attend the conference, but they aren't members should Angela email them to see if they want to become members for the year (at no cost)? There is a \$20 difference (which is the membership fee). Dori will have blank membership forms at the conference registration to give people their "free membership" for a year with their registration fee.

-Should we have membership cards for members?

-We can estimate how many people still haven't registered yet and see what the budget might be. About 45 total .

-Projected income will be \$5,850 for conference registration

-Individual membership revenue is lower than projected currently.

Proposed Budget for 2011

-Board meetings for this year? Ploycom costs \$120 for a hook-in to the Maine system. Mileage for Angela is \$150.

-Tanberg (can tie into Polycom), "Go to Meeting" (requires membership fee)

-Community college members can get to a Polycom site (UMA or UMF)

-Is it more productive to have one in person meeting. At least two? Every other month? Teresa said that it is much more effective to meet at least every other meeting in person.

-Bangor is a more central location.

-How often are we supposed to meet? Sarah said that it is up to the board to decide the format and the schedule.

-Dori-What if we commit to half in person, half on Polycom?

-Jess- What if we had them in person in Bangor and then anyone who couldn't attend could attend by Polycom?

-Angela- Need to have a budget for travel if we are going to meet in person.

-Dori-Really looking at 4 meetings. Have those 4 meetings in person in Bangor, and then have anyone who can't be there attend by Polycom.

-\$500 budgeted for MEEOA board meetings.

-Sarah said that the minutes of meeting should be archived on google docs for everyone to see. Important to have a history of what has happened in the organization. Highlight the actions in the minutes so people can see what motions were made. Elyse will also email them to Casey for put on the website.

-Dory Award- A veteran person who has gone above and beyond. Jerry Ellis has volunteered to donate his plaque to the organization for the next recipient. Nominations taken at the MEEOA conference board meeting and then make decisions for NEEOA. To present at the conference. No budget needed for it this year.

-Sarah found an old file on her computer that is about the Dory Award. She read it aloud. The person must be a professional member. A committee chaired by the Member at Large will be composed of two other readers. The committee members will keep the name a secret until it is time.

-Sarah made a google doc with all her information on it. It is MEEOABoard and the password is collegeaccess.

-Hall of Flags- we need to have a presence because of the change in administration. \$450 should be enough for the breakfast. Jess is going to organize the Hall of Flags this year.

-Supplies and printing- TriO Yearbook. Last year Bowdoin put together a booklet to take to policy seminar. Laurie said it was very effective. Some of the information on the programs is a little dated, but the alumni piece and funding were updated.

-Mary said that it is a very important piece but someone needs to be the point person.

-Angela said that we should talk about it at the business meeting and have nominations for people to go in the yearbook. Electronic nominations as well.

-Laurie- also important to have the alums who are attending policy seminar that year in the book.

-Jess- we need to remember to have releases from the individual to put their information and pictures on line and in the book

-A release form with the application? A letter from the nominee which would say that they understand where the information will be seen.

-Put the yearbook back on the website this year (permission pending).

-Angela- should we print it? Just a few for Policy Seminar and the Hall of Flags.

-Jess- we used to send them out to the membership, but that was costly.

-TRiO day is in Rhode Island this year, so we won't need to give any money to that.

-Professional Development grants- in the past it has been given to people for the Leadership Institute and other professional development opportunities. Maybe put more money into that if we are able?

-Could go back to doing the NEOA conference booklet advertisement. Agreed to do it.

-Could go back to doing the COE advertisement. We will leave that at zero.

#### 4. Conference

Teresa/Mary

-When should we have the business meeting?

-Not room for it on Thursday, except around the banquet

-Breakfast on Friday at the buffet breakfast? People agreed that would work best.

Breakfast at 8:00, business meeting 8:30-9:30. Bacon will be present.

-A massage therapist will be there. May do it as a fundraiser. \$1 a minute. Teresa pointed out that a massage therapist is not a masseuse. Jess seconded.

-Should there be program round tables? The consensus is that programs would like to meet and talk.

-A mid morning break of snacks will be provided on Friday before people leave so they will stay for the slideshow and evaluations.

-Sponsorships and advertisements- Mary didn't know that she needed to get these. Everyone reassured her that she does not need to do that. They may also compete with NEOA.

-Angela had last year's form for ads and will give it to Mary and Teresa.

-Last year FAME sponsored breakfast. Mila Tappain was the contact.

-May be something planned for Wednesday night for Hollywood Slots, women's Hockey game, movie, or other suggestions.

-Reggie needs to have a time to speak at the conference. Other speakers don't need to register, but they will get sent the form for name tag and dietary considerations.

#### 5. Membership

Jess

-Memberships come in bursts.

- Only 7 institutional memberships- are people thinking that if they send in an institutional membership, they don't have to do individual memberships. Jess is going to send an email to clarify that to be a voting member, each person must be a professional member.
- Teresa said maybe people don't understand what an institutional membership is and what it means. It is important because if individual members leave their institutions, then the program is no longer part of MEEOA. Maybe programs should approach their presidents because it would benefit the institutions.
- Laurie clarified that institutional membership is really program membership. If there are multiple programs at one institution, each program needs a separate membership.
- 43 professional memberships
- 2 associate memberships (graduate students)
- 2 Administrative assistants signed up for associate memberships. Jess is going to let it go, but clarify that that is not the intent of the associate membership.
- Jess asked should people who register for the conference automatically become members? This would increase our numbers.
- Teresa said that the form should have a place on it that they can check to not receive emails and other contact information from the organization. Jess said this is already on the form, but not on the conference registration.
- Mary said that the danger of just automatically adding them is that they will need to be removed the next year, because they are casual members. They could still send them a renewal.
- Laurie said this really falls to directors to be sure their staff becomes members and notify membership share when they get new staff.

## 6. Old Business

Time of year for conference/business meeting/how to decide?

- This has always been a debate. The survey said that there was a majority for the January conference.
- Claire said it is hard to keep flopping because of scheduling.
- Laurie said that people (board members) need to know when their terms are up.
- Teresa said that maybe it should be discussed at the conference and a commitment should be made.
- Mary said that if people know that the board is elected at the state meeting at NEOA. But that requires people to go out of state.
- Raise it as a point of discussion at the end of the business meeting at MEEOA.
- Laurie said the downside about a January transition is that Policy Seminar won't really be planned by March. Travel arrangements, selecting the alums, etc. Treasurer starts in September as the business year.
- Sarah said that the financial year changed when the conference changed to fall. Maine is the only state that doesn't have a business meeting at NEOA, but have it at our meeting.
- Mary- if elections were done at NEOA, Policy Seminar would be the last event that the president does.
- Elyse- maybe technology could be used at the business meeting at NEOA to include people who can't be there. Then elections could happen online as well.

- Sarah said that none of the new ideas conflict with the constitution, but there are a lot of changes. She feels resistant to change without consulting the wider membership.
- Mary said that all ideas should be discussed at the business meeting at the conference.
- Sarah said it really makes sense for things to coincide with NEOA and the new leadership.
- At the business meeting a proposal will be presented to change the elections to the NEOA meeting, which will allow for flexibility in the conference.
- Sarah read the bylaws saying that elections should happen at the “annual meeting” (not the conference) which will be designated at a time and place determined by the executive committee. As long as people send something out that the annual meeting will be at the NEOA conference.
- This then allows the conference chairs to decide when the conference will be.
- Will we then be electing at NEOA or at MEEEOA in January for this year’s board?
- Mary reminded us that because we don’t have a nominating committee currently, then we can’t do elections at MEEEOA.
- The new people will be elected in NEOA and then start in September.
- Claire thinks we should leave the conference date alone. Don’t bring it up as an issue.
- Laurie said that some programs give membership other opportunities to participate.
- Jess said it should be called a “business” meeting at MEEEOA and an “annual” meeting at NEOA.

## 7. New Business

### Policy Seminar

- Can Dori go to policy seminar being from Gear Up? People feel like she should go but she doesn’t want anyone to feel like she doesn’t belong there. As of Dec. 5, Gear Up may be part of TRIO.
- This year we won’t have a president elect to attend, so should we select someone else? Teresa may go. She will “take it under advisement.” Maybe Alan would go.

### Alumni Nominations

- Elyse will send out the forms to solicit nominations. Contact applicants to be sure they can attend.
- Laurie will send Elyse the forms ASAP.
- Alumni group will read nominations and select the top 4 to send to the committee. Committee will select the two delegates.
- Feb. 1 two names will be selected to send to Dori.

Hall of Flags- Jess will take it on. Woohoo.

Next meetings- February 4 at UMO 10:00-2:00

April 7 at NEOA 4:00-5:00 (subject to change)

June 3 at UMO, 10:00-2:00 – all new elected officers should attend,

Motion to adjourn- Dori

Second- Teresa

All in favor.