

Maine Educational Opportunity Association  
Executive Committee Meeting  
November 18, 2011  
UMaine Memorial Union, FAA Room  
10:00-2:00

In Attendance:

Aubrey Seppa-Hodgkins  
Jess Berry  
Elyse Pratt-Ronco  
Angela Theriault  
Shawn Graham

Call to Order

-Change of time of meeting on the agenda.  
Motion to approve Agenda by Angela.  
Seconded by Shawn.  
All in favor.

Secretary's Report

Motion to approve October 2011 Executive Committee Meeting Minutes- Shawn  
Seconded by Aubrey  
All in favor.

Treasurer's Report

-We have more memberships coming in. Four programs so far and 15 individual people.  
-The process with Margaret is working really well.

President's Report

-Last week was the NEOA board meeting. People are still concerned about the comments for the Upward Bound grant cycle and urging non-Upward Bound people to also comment. Mike Michaud should be making a decision this morning about whether or not he will write a letter of support.

-NEOA would like a place in the conference to talk about advocacy.

-It is snowing!

-Now there is a push to target state legislators. They are picking out key players in the legislature in each state. At the conference we need to generate this list based on who sits on relevant committees. We are going to wait until after the next NEOA meeting to decide how to approach this at the conference. During roundtables maybe after the updates?

-Elyse impressed everyone with her ability to pull up the minutes from the business meeting last year.

-Boiling it down to just the basic "what you can do" for new members and for people who don't really feel like "super advocates." Could make a call "live" on the speaker so people can see what happens when a person calls.

-We got the State Initiative Grant. \$800 for Hall of Flags. Angela will need to request funds. It will cover food, pens, and funds for travel for far away programs. Now this means that we can get COE funds as a matching grant. This will be due on December 1 and we can write for \$800. We are likely to get it if it has an advocacy component.

## President Elect's Report

-Shawn did a conference call with Dave McGuire and others. COE asked for a point person in each state to connect with other organizations, etc. Shawn connected with the state leaders for first responders, fire fighters, etc. If 1723 doesn't go through, then some other things don't matter.

-This week Shawn talked with Heath Alexander about what is going on in the UB programs with commenting on the application.

## Committee Reports:

- Conference
  - Only 20 people need to attend to break even financially.
  - A room is set aside for UB directors to meet all day Tuesday if needed.
  - No discounts for groups.
  - No honorarium for presenters, but small gifts
  - MEEOA will donate a free membership to the auction
  - Alyssa is going to see if she can talk with Alan about a donation of an On Course fee
  - They are trying to get ahold of Patricia Gregson and Kim Jones to come to the conference.
  - The reception is \$34 per person and we may use the COE grant to cover it. 5:00-6:15 there will be a reception with Institutional presidents, Representatives, and Alums to speak. Each person will have a "host." There will be special nametags for the VIPs to identify them.
  - How should these people be invited? A letter from Jess as the president. Jess will draft a letter and send it to the conference committee to look at.
  - For the alums- Alyssa is going to work on getting it. We provided a few names and she is going to look at that.
  - Inviting Snowe, Michaud, and Collins, plus the representative from Bangor-Jess is going to work on that.
  - 501c4 status paperwork? Alyssa called her friend who is a CPA. He said to call the IRS office in Portland to find out about the tax exempt status. She is going to do that.
  - Newcomer reception- 5:00 just new people, with cheat sheet of acronyms, etc. Then invite whoever is around to come from 5:30-6:00 and then go to dinner. MEEOA 101.
  - Put a star on each newcomer's nametag so people will recognize them and interact with them.
- Nominations and Elections
  - Dori and Margaret are responsible for doing the recruiting with two other people to make the committee. Jess is going to inform them of their responsibilities.
- Alumni
  - Elyse is doing an "ad" for the information about signing up for the alumni lists.
  - Will send to Aubrey before Christmas break.

## Old Business

- On Course Update- No new news
- MEEOA Website
  - Casey is working on the new website
  - If people have comments to send to Casey they can.

- State Fact Book
  - No one stepped up at the state meeting to do the fact book.
  - Jess is going to try to get someone to take it on. The software is InDesign.

#### New Business

-COE grant. We need to have matching funds. We can do \$400 and get \$400. We could go up to \$780.

-\$400 for the dinner with VIPs and appetizers and then printing of the Trio yearbook \$650.

-It is unclear if the funds are matching or just a reimbursement. Jess is going to get clarification from Sarah.

-Hiring someone to do the year book for \$200 is going to be really great.

Motion to adjourn Angela

Shawn seconded

All in favor.