

## **Maine Educational Opportunity Association**

Executive Committee Meeting

October 15, 2012

Polycom

2:00pm – 4:00pm

### **Present:**

Shawn Graham

Angela Theriault

Jess Berry

Alan Parks

David Megquier

Steve Visco

Chris Turner

Margaret Irving (taking minutes)

### **Call to Order-** Shawn Graham

Action: Approval of Agenda

Motion to Accept: Jess Berry

Second: Alan Parks

All in favor

### **Treasurer's Report**

Angela discussed the new Professional Development Policy

Everyone voted to approve this report

### **President's Report**

State Association Report Card has been completed and submitted. Heath said that he will have an electronic link to share with us soon. These report cards have been submitted to COE. No feedback has been received yet.

**Professional Development Fund Request Policy and Form.** This form was created by Angela. Jess said that it looks really good and that it is very clear. The only thing we will change is that it will not be a first come first serve basis. The idea is to award FOUR awards of up to \$125 each and that we will cut a check for conference registrations but we will not be able to give anything else up front. Travel and everything else will need receipts/expense report. This new idea will help alleviate some of the issues from last year where Margaret had to reimburse MEEOA funds that she did not use. Jess motioned to accept, Alan voted to amend, everyone else accepted. All in favor. Shawn asked if this needed to be added to the fiscal policy, Jess and Alan said they do not think it has to be added.

There has been one person that requested professional development funds prior to this new form. **Joann Richards** wants to go to EOC in Massachusetts. It's being sponsored by NEOA. Total funds requested=\$345. She submitted pretty much all of the information on the form. We discussed how much we should approve and why- Angela motioned to approve \$125, Alan second to approve. All in favor. Shawn will contact Joann Richards, Angela will contact Casey to put this new professional development form on the website.

**TRiO Fact Book, 2011-2012**, everyone likes the fact book, but David mentioned that there is too much ink to print for our programs. He also mentioned that the front cover would be nice if it had all of those dots where all of our programs exist in Maine. He also said that it would be nice to have a few more alumni stories. Jess said that this was just a place holder until we can get it done. Shawn questioned whether we should go back and edit this book it is supposed to be done in January 2012. Steve said that he is not sure they can produce a new one by Policy Seminar because AYP data will be obtained later in the year. Steve thinks it's a good start and he will take this 2012 Factbook as a jump-start for the new one.

**EduGuide-** Shawn has proposed to use the EduGuide for our state association; he has been in communication with Heath from EduGuide to make these changes. Heath said that there will be some costs associated with these online changes. \$1,500 - \$2,000 per state to access this site. Alan said that this is a huge cost and the website it difficult to navigate. Shawn has a meeting on Friday to talk about this.

**MEEOA Website-** Shawn has been in communication with Casey about the website and twitter feed. He wants to change the side link and the welcome section so that it includes monthly updates for membership people. It's a great way to share information quickly. They also suggested having an alumni link and making it a little more interactive. More information soon.

**Committee Reports:** MEEOA Conference 2013, Jan 2-4<sup>th</sup> (Four Points by Sheraton, Bangor)  
Online registration is great. There are 19 people registered. Early bird ends 10/31/12  
We are planning on 70-75 people registering for the conference  
Steve has been asking for major sponsors for the conference  
We want various levels of sponsorship (i.e \$300 for coffee \$1,000 for champion sponsors!)  
Looking for advertising and support rates now. See Alan for more information about this.  
David is looking for speakers, he's ask Arnold Mitchem, Heather Valentine and others from COE  
David said that someone from COE is coming for MELI and staying until end  
Invitations to Collins and Michaud have been made but not sent yet.  
David is asking for sponsorship from banks and presenting at workshops  
Alan will be teaching a workshop along with two people from UMO  
Close to finalizing a schedule for the conference, banquet on Thursday  
Alan wants to have as little printing as possible. Karen wants a credit card flashdrive.  
Karen has asked FAME via email and phone but they have not responded.  
See email on 10/15/12 to the committee. Promote the conference and register!

**President Elect Report-** Chris said that he is working on TRiO alumni nominees. He has not received any nominations yet but he will send out information once he receives it.

**Past President Report** – no update

**Alumni-** no update. Shawn said that maybe we will have more information after the conference.

**Hall of Flags-** no update.

**Membership-** There's a new online membership database that has been created by Casey. There are two ways to renew membership- online OR paper. It's very helpful and easy to use. Basically, people renew online, receive an invoice, print it and send it along with their payment to Margaret. Once she receives it she send a payment receipt. Right now we have 22 paid memberships (includes professional and program memberships).

**Strategic Planning-** There has been about 16 people that have responded to the SWOT analysis. Shawn has created a draft Strategic Plan for 2013. This new plan was drafted using a similar plan from NEOA/COE. More information to come.

**MELI-** Four applicants as of last Friday. Most of them are from USM. A few more weeks until the deadline ends. In the meantime, the State Initiative grant has been submitted. Sara and Steve are meeting this week to decide on the final numbers and how they will fill their quota.

**Fair Share-** Our polycom meeting at USM was cut short so I've copied and pasted an email from Karen Keim. "At this phase of FS most of my energy has gone into institutional membership, the bulk of FS. Maine has collected \$10,091 in institutional funds since June.

An email request was sent for individuals to consider 10 for 10 giving. So far we have 5 individual contributors with 4 of them giving with 10 for 10 form. I encourage all board members to contribute using this method & encourage others to give in this manner, so Maine can qualify for a free policy seminar registration. We have raised \$1,136 as of October 12, 2012.

NEOA is currently in first place in the nation with 31% of goal, Connecticut 26%, Massachusetts 25%, Maine 38%, New Hampshire 50%, Rhode Island 138% Vermont 18% This is a great start; I intend to have Maine come in first again this year. Thank you in advance for helping reach that goal!

### **Other Business**

- General Development Letter- no update
- Program membership (two levels)- no update