

Maine Educational Opportunity Association  
State Meeting  
December 16, 2013  
University of Maine  
1:00PM - 3:00PM  
Google Hangout

Attendees: Chris Turner, Shawn Graham, Alan Parks, Steve Visco, Kelly Isleman, Michelle Richards, Daniel Barton, Alyssa West

Call to Order

**Action:** Approval of Agenda

Secretary's Report

**Action:** Acceptance of October 2013 Executive Committee Meeting Minutes  
Motion by Alan Parks to accept, motion seconded and approved

Treasurer's Report

- ❖ Conference Registration-total revenue of \$3500 approx. to date
- ❖ Memberships-39 paid members, 7 program memberships- total revenue \$1,065 for memberships
- ❖ Funds current in account- \$21,000 approx.
- ❖ Revenue for Conference - \$10,950. (\$8,000 from registration) Budget for donations has been surpassed- \$1,250 approx to date with possibility for more funds. Only a couple that have not
- ❖ Conference Registrants to date- 50 current registrants. Only a few outstanding balances to be paid. Registrations lower than last year. Last years totals: 65 full time attendees. Suggestion was made to cross reference last years list with the current list to reach out to those prior attendees to see if they need to register. Casey Henderson will be contacted to cross reference list. A few other ideas of organizations to call to see for attendance were Steve made a note to look at programs not people from last year. A follow up for
- ❖ New Business- Program membership will be looked at to see who has paid.
- ❖ 501 C3 Action Plan – no new information to report. Chris made note that the presentation should be discussed before the conference. Alan will talk with Dave to see if there was a way to present some information for the conference
- ❖ 501 C4 Status- not discussed

President's Report

- Kelly Isleman elected and all positions are now filled.  
Hall of Flags noted. Shawn stated that Chris was to follow up Tony and that would be noted on the list.
- COE score card submitted
- MaineCAN – not discussed

## President-Elect Report

- ❖ Kelly had nothing to report

## Past President Report

- ❖ Hall of Flags he has been drafting the proclamation to make it as TRIO day. Chris will let everyone know if there has been a decision as the date gets closer.
- ❖ Shawn noted Karen Keim sent update regarding and government officials who may be in attendance for the conference, Shawn talked with Kim Jones who stated she would attend the pre-conference and do the GR update on Thursday. Steve noted that Alvin was coming then Kim was coming. Shawn will send out a note to Kim and Alvin to get an attendance confirmation. If Kim Jones will not be able to attend, the question of having her join in as a hangout was presented. Consensus was it would be better than having no presenter. However, it would be more beneficial to have someone in person present information; Dave Megquier or Karen Keim were mentioned as possible report presenters.

## Committee Reports

- Conference – 49-53 attendance this year
  - Ideas presented to get more attendance- Guidance association, Maine Can group, list of high school contacts (superintendence, guidance, principles) adult agencies and adult education
  - Breakfast Tuesday at 8am during conference.
  - Current Sponsors: Husson \$1k, Camden Bank-Old Town \$250  
Chris to welcome them at conference and to make sure their staff is invited.
    - Possible sponsorships and ideas for new sponsors:
    - Camden Bank-Orono \$250 for coffee break session
    - Camden Bank-possibly looking to give \$1000 donation
    - Coffee break at start of meeting could be added for possible health and wellness portion before the yoga.
    - Another possible sponsorship time could be 1/7 at 4pm.
    - Sponsorship of auction, 1/7 evening
  - President's reception . Husson suggested to be invited to the banquet.
    - Husson sponsored last year and should be invited to the banquet
    - Recognition of alums during the presidents reception.
  - Fundraiser for Susan Collins on Monday. She is getting an award. If she could come to the auction, that would be good
  - Sara Henry is presenting for MELI but not TRIO. Alan will make arrangements with Husson to have Sara Henry there to receive her award as guest for banquet to receive award.

- Reception is 1 hour long, take last 20 minutes of reception for alumni awards.
  - Refund policy: 1 week cancellation for refund. Information on website under fiscal policy. An email reminder noted as a good idea.
  - Karen Keim suggested people being able to buy a ticket for the meal and bump up the fee to \$35 to make additional funds. This idea was approved will look into further details.
  - Alan will print out the big schedules. Steve will send the big schedule to Alan. Alyssa will update schedule then send to Steve. He will pull the information out and then give to Alan.
  - Vote to buy new flash drives for attendees was seconded and approved. Cost will be \$660 including shipping for 100 flash drives.
  - Information about the conference will also be updated to the website. Casey Henderson will be notified when completed. 1<sup>st</sup> draft of schedule available to review.
  - Newcomer reception. Any information that they might need-getting board information noted that they are new to conference but not to trio. Trivia game will be developed by Kelly and Allysa for the reception. Trivia game.
  - Group discount tickets for dinner suggested: some locations to research Kobe, India restaurant, Nicki's and some of the Bangor downtown restaurants as Mossimos and Fiddleheads suggested.
  - Gifts for workshop presenters and guest speakers (last year: Little lobster traps) A raffle for student scholarships were approved. The scholarship will be raffled off and the winning presenter/speaker will receive a letter that would state a scholarship would be given out in their name.
  - There will be no slide shows at the conference. Alyssa will put out a request for a volunteer to take pictures to upload to the website.
  - Chris is leading the MEOA business portion.
- Alumni – 1 currently has confirmed their attendance.
    - 3 nominations for rewards , decision made to honor all candidates
    - Chris to get bio's for booklet. Steve will email Michelle the length of requested bios to fit in the booklet and yearbook.
    - Plaque vendors were discussed. Glass awards were mentioned but no preference, will discuss costs. Prices will be discussed then a vendor will be chosen.
  - Government Relations – no report
  - Hall of Flags- discussed in Past President's report. Drafting of the proclamation to make it as TRIO day. Chris will let everyone know if there has been a decision as the date gets closer
  - Membership- 39 professional members paid, 7 programs \$1,065 in account to date. Last year 67 members and 13 programs. Stated as well in Treasurers report
  - Strategic Planning – ongoing, Shawn Dave and Alan planning to meet

- MELI- 7 participants. Good mix of experience levels, still working on advocacy speaker. Karen Keim doing workshop after that. Good group of presenters. Schedule to be forwarded. Please email schedule and list of folks in MELI to Alyssa
- Yearbook- Alan Parks getting SSA data. Steve trying to compile stories to add into conference booklet. Old pictures and Alum. Steve would like to have it out before conference. The new book should be there by policy seminar. Stories for the potential to add.

#### Other Business

- Awards- Kelly posted question regarding students who started in our program but then moved to another state. Payments can be reimbursed or Daniel can pay directly
- Development- See note report on Google docs: MEEOA Notes 12-16-13.  
Husson-\$1k  
Camden Nation- Old Town \$250  
A Bar Harbour Package- up to \$300  
Prospects:  
Campden Orono- \$250  
Camden- \$1000  
Machias Savings Bank  
Some other ideas: Wakeland Physical Therapy, volunteer people to. Alyssa noted that they could change one of the breakfast to a continental if Dave agrees.

#### Adjourn

Next meeting at conference 8am in addition to the morning breakfast meeting on Thursday.