

Maine Educational Opportunity Educational Association  
Executive Committee Meeting  
February 2, 2017

**AGENDA**

**In Attendance:** Tony Staffiere, Betty McCue-Herlihy, Ginny Fowles-Ward, Laurie Davis, Rusty Brown, Sam Prosser, Steve Visco, Terri Pummer, Teri Morse, Amanda Favreau, Cote Theriault

**Introductions & Ice Breaker:** What was your favorite take-away from the MEEOA conference?

- Auction, workshop on KVCC class, connecting with everyone, seeing many new faces, feedback from out-of-state guests about quality of conference, SSS roundtable, keynote speaker
- Positive remarks about the conference overall

**CALL TO ORDER**

**OFFICER and COMMITTEE REPORTS:**

**Secretary: Cote Theriault**

- Review/Approval of minutes for 12/8/16 and 01/05/17: Any additions or corrections?
- In the future, the minutes will be posted as drafts on the website until the board approves.
- **ACTION:** Minutes from both meetings are approved (1 abstention from Teri Morse)

**Treasurer: Ginny Fowles-Ward**

- Was not able to deposit one of the checks because the routing number and account number did not appear on the check. The new check was sent to Amanda and will be en route to Ginny.
- Conference expenses: about \$7,800
- MEEOA Account Balance is \$23,053.19 but does not include the income from the conference.
- Ginny asked Laurie to check with Tony to see if the MaineStreet issue has been resolved. Not as urgent at this point since most income has been received.
- Ginny can sort expenses by category, so she decided that it's not worth paying the extra \$30 for the feature in QuickBooks discussed in December.
  - One advantage of QuickBooks is that it is online.
- Ginny asked if she owes anyone money. There is a MEEOA folder available on Google Drive. The folder will include travel reimbursement forms.
- She will have a more thorough budget update for the next meeting.

- Dave sent Ginny the information for invoicing the sponsors. She is working with him. \$2,250 will be coming in from EMCC, Husson, and Machias Savings Bank.

### **STANDING COMMITTEES:**

#### **Alumni & MEEOA Achievers: Michelle Richards**

- Michelle was not in attendance.
- Ginny asked about reimbursement for the alumni award plaques. Rusty emailed her a week after the conference and is waiting for a response. His understanding is that they were ordered prior to the conference and will be sent to the alumni. Ginny will email her about the reimbursement.

#### **Conference (2017): Rusty Brown & Amanda Favreau**

- Laurie: How did it go? Are there things we want to change? When do we transition to the 2018 committee?
- Steve: Officially, Rusty and Amanda are the chairs until August. Terri and Sam do not become conference chair-elects until the MEEOA Business Meeting at NEOA Conference in April.
- Mat Potter helped Rusty to analyze the evaluations.
  - Overall, the feedback was very favorable. Received 42 evaluations – there were 73 attendees total. Rusty will email the listserv to see if anyone else would like to contribute their feedback.
  - Some changes suggested on the evaluations:
    - There was some feedback about accommodating dietary restrictions. Rusty thinks it's important that supervisors who register their staff could check with them and communicate with the conference chairs.
    - Some noted that the conference could end earlier due to travel needs.
    - The ballroom had quite a bit of temperature fluctuation.
    - It is important for workshops to be relevant not only to TRIO professionals but to all members of MEEOA.
- Ginny: The sandwich bar was a bit sparse for the price we paid. The pasta bar was better though and it is also cheaper.
- The location of the conference works for our membership in general, but can be difficult for our guest speakers.

#### **Government Relations**

- Steve says that the College and Career Readiness committee is getting underway (Workforce Development). Karen Keim is involved. So far, it is going well. Laurie thanked Steve for the update and says it is important that they know the work that MEEOA member programs do.

### **Public Relations & Hall of Flags, 3/13/16: Tony Staffiere**

- He emailed programs last week with an invitation to RSVP. He tried to get the date changed, but the next available date was in July. There is a good possibility that the State Legislature will be meeting that day.
- Tony will contact Ginny separately about the expenses associated with the event.
- Upward Bound, Talent Search, and 2-year SSS programs will be receiving an email from Tony about College Day.
- Tony will handle the media contacts, but he encourages all programs in attendance to spread the word and draw attention to Hall of Flags, or to send any contact info to him.
- Each year, they try to add something to the program. This year, he would like to have a student speaker in addition to the state legislator and the MEEOA President. Please send any nominations for the student speaker to Tony. We have had student speakers in the past, but it has happened impromptu – let's give the student more time to plan.
- Laurie says that the winners of the Horatio Alger scholarship were announced. All but one from Maine participate in Upward Bound and Talent Search. The amount of scholarships earned could be a great point for PR. If programs send info to Tony about those students, he would be happy to spread the word.

### **Membership Report: Lena**

- Individual memberships: 76 members, 65 have paid,
- Program memberships: 13 program memberships, 12 paid.
  - o Laurie plans to call programs that aren't MEEEOA members and encourage them to join. Lena will help, if needed.

### **Nominations and Elections: Teri**

- At the NEOA meeting in April, that is where new board members will be elected. Laurie asked Teri if she needs any help.
  - o Steve says that one group to look into would be the people participating in the leadership institute. Teri will reach out to Casey Henderson and Mary Sinclair (Casey is part of the committee already).
  - o Teri: If anyone has any ideas about next President-Elect, please tell her and she will reach out to them. Last year, it was a challenge to encourage people to run for roles.
- Laurie: At the MEEEOA conference, there was some positive energy about becoming involved with the organization.
  - o Teri says that for the past few years, people have stepped into the President Elect role with no board history. It can be challenging to learn the ropes.

- Laurie: All positions are one year, so we need to determine who is interested in stay on the Executive Committee and who does not.
- Teri hopes that we can be inclusive with the membership and hopes that recruitment can be a group effort.
- Laurie suggests that we revisit this topic during our next meeting.

### **AD-HOC COMMITTEE REPORTS:**

#### **Conference (2018): Teresa Plummer & Samantha Prosser**

- They want to know what they can do to start now – date for next year?
- Rusty: Black Bear Inn would work again for a location next year. There are newer hotels in Bangor that might also work.
  - Sam and Terri are more than happy to explore alternative hotels if we can establish a date.
  - Steve agrees that it is worth looking into other locations, but to keep in mind that the contracts will be built differently.
  - Laurie thinks it makes sense to look around because there is time to do it and then to select the best choice. Then, we can assure the membership that there has been due diligence.
- Thoughts on conference timing:
  - Rusty says that it did not seem to make a difference that the conference was on a Wed/Thurs. Do we know when the NEOA meeting will be, so there are no conflicts?
    - Steve says that it would be helpful to have it on Thurs/Fri again to have an extra day after the holidays but before the conference.
      - Laurie and Ginny say that it would be helpful for the conference chairs to have the extra day as well.
  - Laurie: The sooner we decide on the conference date, the easier it is for NEOA to work around us.
  - Steve says that the first week of January works better for Talent Search professionals. Ginny agrees for Upward Bound. Also works better for EOC, especially now that the FAFSA filing date has changed.
    - Rusty and Amanda got a later start this year, which may had made holiday break more difficult. It is important for conference chairs to know the time commitment and how it impacts their personal and professional commitments.
  - Rusty suggests that having technology backups are important for speakers if we will have a winter conference. It worked as well as it could but the sound quality could have been better.
  - Amanda suggests to look into how the conference rooms are set up – are they partitioned off or separated by walls? May impact noise levels for the workshops.

- Rusty says that if any changes will occur in fees, they need to be communicated ahead of time because the community colleges need to accurately predict their professional development costs by July 1.
  - Ginny would like to know if the conference fee should remain the same. We have had different conference formats in the past.
  - Steve says that potlucks save quite a bit of money for the association.
    - Cote mentioned that it may be more difficult to meet any dietary needs with this format.
- Rusty says that the first week in January works well and makes sense given feedback from different programs.
- Laurie asked Rusty to send any hotel recommendations to conference chairs.

### **Fact Book: Steve Visco**

- Lynn and Elyse helped with some of the data.
- One focus was on “elevator data” – like an elevator speech
  - Some issues with comparability of the data.
  - ETS and TS doubles the percentage of students enrolling in college immediately after high school.
- Lynn and Laurie are working on SSS analyses. They hope to talk with SSS directors during a meeting to clarify a few things.
  - Laurie and Steve talked about challenge of comparison groups for SSS.
    - Steve: Retention and persistence are reported differently depending on program. Also, Department of Education has not updated their data in over a year. So, some program figures are inaccurate. This makes our total participants served and total federal TRIO funding figures accurate as of last year.
- Steve included a list of the high schools served by TRIO and GEAR UP – 63 schools served total. This is another useful sound byte.
  - Steve is working on individual SSS and UB pages.
- The book will be finished by Policy Seminar.

### **Fair Share: David Megquier**

- Laurie believes that we have met our goal. This doesn't mean that we should stop contributing to Fair Share.

### **OLD BUSINESS:**

#### **Executive Committee List & Future meeting schedule: Laurie Davis**

- Revised - Any corrections? Additions?

#### **COE Policy Planning: Laurie Davis**

- Alumni recruitment & selection (see one attached application)

- Rusty knows the nominee well, so he will abstain from voting. However, he says that the nominee would be a great selection for Policy.
  - Steve agrees that he would be a great fit.
- We are still looking for one more nominee. USM will reach out to one of their alumni who they have in mind.
- **ACTION:** Unanimous consent to invite Kevin Richards to attend Policy.
- Budget
  - NEOA financial assistance (see attached application) results expected by 2/16/17
    - Steve says that NEOA has already voted on it. There was a focus during that meeting on having arrangements further ahead of time.
    - Maine requested assistance for 3 more attendees to Policy and has received it.
  - Laurie has meetings planned with members of our congressional delegation except for Senator Collins. Laurie is not concerned, as Senator Collins is a strong advocate for TRIO programs. Steve sees value in thanking Susan Collins for her support of TRIO.
  - Laurie will be setting up the expectations for alumni who are attending Policy – they are expected to be fully involved in Policy for both days.
  - Laurie asked if she has authority to send someone else to Policy if she cannot go, or if she needs approval from the Executive Committee. Steve and Ginny said they are not sure.

### **NEW BUSINESS:**

- Steve: Update on NEOA Conference
  - Over 50 people are registered for pre-conference. It will be capped at 65.
  - Registration is open
  - Keynote speaker – Neil Swidey – will give speech on financial aid issues
  - Laurie wants to know who has been invited – school employees, education organizations, etc. – Steve clarified some groups that were invited and said that Laurie can also invite groups as she sees fit. Laurie sees sending invitations as a potential PR activity as well.
  - Laurie asked if Steve has enough help with the conference – he says that he does.
  - NEOA voted to give Angus King the Shirley Chisholm award. He asked Laurie what communication has occurred with his office. Laurie says that he thinks that Ramon has contacted him. The Pell award will go to Congressman Cole from Oklahoma.
  - The book club will be happening – more information to be sent out soon.

### **ADJOURN**