

**Maine Educational Opportunity Educational Association
Executive Committee Meeting via Google Hangout
May 4, 2017, 9-11 am**

ATTENDEES: Laurie Davis, Ginny Fowles-Ward, Steve Visco, Teri Morse, Samantha Prosser, Lena Michaud, Cote Theriault

MINUTES:

Introductions & Ice Breaker: What is your favorite spring flower and why?

CALL TO ORDER

OFFICER and COMMITTEE REPORTS:

Secretary: Cote Theriault

- Review/Approval of minutes for 3/2/17: Any additions or corrections?
 - Minutes from 3/2, NEOA Conference, and 5/4 will be sent together to Executive Committee.
- Cote needs to resign from the Secretary position because she will be taking on a new role at Thomas outside of the TRIO program.
 - Laurie suggested that the incoming secretary, Ginny Fowles-Ward, record minutes for the June meeting at EMCC.

Treasurer: Ginny Fowles-Ward

- **Balance:** \$20,577.92
 - Outstanding receivables: \$5,250
 - These have been sent to Dave.
 - We expected that some of this amount would already be paid.
 - Now, rather than having them send multiple payments, it will all come in at once.
 - By end of June: balance should be up to over \$25,000
 - COE Fair Share - \$1,000 – do we have an intention to pay that?
 - Ginny: Considering how critical COE has been, we should consider it.
 - Steve: Let's consider this at the June MEEOA meeting.
- **NEOA Reimbursement for Policy Seminar**
 - Ginny asked how to proceed with requesting these funds to be paid from NEOA.
 - Laurie suggested that Ginny email the NEOA Treasurer, Adam Shaughnessy.
- **NEOA Hospitality Suite**
 - We spent \$180; \$125 was budgeted.

- Concerns discussed among committee members about equitable distribution of costs among states for the hospitality suite and communication issues.
 - Steve has discussed this with Ramon. In general, NEOA is revisiting how the hospitality suites are managed.
- Ginny suggests increasing the budgeted amount for this line item to \$200 for next year.
- For this year, perhaps we can look into whether states that did not contribute to the hospitality suite can reimburse us for the extra that we took on.

STANDING COMMITTEES:

Alumni & MEEOA Achievers: Michelle Richards

- No updates

Conference (2017): Rusty Brown & Amanda Favreau

- No updates

Development: David Megquier

- No updates other than those in Treasurer's report
- Discussion about who will assume these responsibilities next year.
 - Teri mentioned that Andrew Henry is interested in helping with Fair Share.
 - Laurie will take on other Development-related responsibilities as part of her upcoming Past-President role.

Government Relations: David Megquier

- Steve mentioned that Dave may be looking to step back from leading this standing committee.
 - Laurie will contact him.
- Karen Keim has offered to assume this responsibility next year.
- Laurie described COE's ongoing efforts to advocate for our programs and the success they have had in doing so.
 - Discussion about appreciation for support from all four ME legislators, particularly Angus King.
 - Steve asked if we can coordinate a thank you to the legislators.
 - Laurie and Steve discussed how this might occur – a letter, for example.

Membership report: Lena Michaud

- No changes since NEOA
- Laurie will follow up with unpaid programs
 - Lena offered to do so if she has a list of programs.
 - Steve and Ginny sent documents by email with a current list of programs.

Nominations & Elections: Teri Morse

- Laurie thanked Teri for her efforts and noted that there is a full slate, heading into 17-18.
- Teri shared the list by screenshare.

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

- No updates

AD-HOC COMMITTEE REPORTS:

Conference (2018): Teresa Plummer & Samantha Prosser

- Discussion about conference timing and location.
 - Conference timing
 - Concerns about having conference in January because of weather hazards.
 - Cote mentioned that the hazards affect everyone who is attending the conference, and not only attendees from one program in particular.
 - Concerns about having conference anytime in fall because of various busy times for different programs.
 - In the past, the conference has been in October, but it was changed back to January because the month did not work well for many folks.
 - Sam will contact Black Bear Inn about their fall 2018 schedule.
 - Sam will send a survey to program directors to gauge input about best dates for the conference.
 - Discussion about whether it makes sense to move the date for 2018 Conference or to wait until 2019 Conference to make changes.
 - Initial concern about the 2018 Conference Committee having enough time to plan, but then discussion ensued about how successful 2017 Conference was given the limited time that Rusty and Amanda had.
 - Conference location
 - Options:
 - Stay at Black Bear Inn
 - Consider Bangor Inn & Conference Center
 - Move the conference outside of Bangor area
 - Steve mentioned that Rusty had briefly discussed whether it would make sense to have the conference at EMCC.
 - Laurie said that one concern would be that people would be staying at a different location than the conference sessions.

- Laurie described some reasons why it is important for the location to be as equidistant for as many attendees as possible to maximize attendance.
 - Lena wants to keep the conference at the Black Bear Inn.
 - Further discussion will occur during the June MEEOA meeting.
- Questions for the group
 - How is a keynote speaker selected?
 - Steve: Depends on the year
 - When is a good time to send out RFP for workshop proposals?
 - Steve: Depends on when the conference takes place. If it takes place in the fall, then wait until at least September because many people are away from the office during the summer.
 - Laurie: More time is better.
 - Cote: For the last conference, many of the workshops were arranged by contacting potential speakers directly in order to fill out the slate.
 - Ginny: Ask keynote speakers who they know that might deliver a high-quality workshop.
- Ginny asked if there is a 2018 Conference Committee
 - There isn't one yet.

Fact Book: Steve Visco

- Discussion about how many of the factbooks have been distributed, whether or not MCF has received some, etc.
 - Steve says that most factbooks have been distributed and that MCF has not yet been sent a factbook unless someone else sent them one.
 - Laurie will follow up with MCF.

Fair Share: David Megquier

- As of the end of this month, Maine is at 99% of its goal. We can meet 100%!

OLD BUSINESS:

Transition Manual review – Teri Morse

- Walked committee through document
 - Reorganized existing document for formatting and content
- Would like people to review their position descriptions
 - Has heard from Cote, Ginny, and Karen
 - One that needs most work is probably president-elect
 - Past few people in this position have been “green”
 - Steve: We are one of the only states that have a president-elect. Compared to other states, we actually have quite a bit of training. It's important for people in that role to ask when they don't understand

something. Primary role for president-elect is to learn how to execute president position

- Learning curve is steeper when people haven't been on MEEOA board before or any board
- Can people work on this over the summer? E.g. Betty's input would be helpful
- Can we dedicate June meeting to handing off positions that are changing?
 - Cote: this happened for Secretary this past June – worked well, although it is a straightforward position
 - Laurie: Can President make sure this happens? Can we embed this in transition manual? If we can build committees, then this is less needed
 - Cote: ask people to meet outside of committee meetings and make it an expectation

NEW BUSINESS:

- **MELI**

- Steve: MELI: did not happen last year. Can we make it happen this year?
 - Cote: MELI can be used as a vehicle to encourage newer professionals to be involved with MEEOA. Not much info available about MELI online though.
 - Laurie: also can encourage folks to be involved with NEOA leadership institute
 - Steve: Not much info available for MELI because of size of organization
 - Steve: Perhaps we can host MELI on UMaine's campus because of need for meeting space, before the next MEEOA conference.
 - Laurie asked if Steve needs help organizing MELI.
 - Steve says that having a co-chair would be helpful
 - In the past, the co-chair and Steve have met weekly leading up to MELI, though applications from attendees came in the week before the Institute took place.
 - Steve: Projects from last MELI went very well.
 - E.g. UB Leadership Institute, financial aid tracking project
 - Laurie: Do you need help with that?
 - Steve: yes, a co-chair would be good
 - Project part went well last time.
 - Several fruitful projects came out of that
 - UB Leadership Institute, financial aid tracking

- **June meeting date**

- The current date does not work for everyone.
- Laurie will send out a Doodle poll to Executive Committee members so that a date can be selected that works for more people.

ADJOURN