

## Maine Educational Opportunity Educational Association

### Executive Committee Meeting

October 28, 2016

#### Meeting Minutes

**In Attendance:** Betty McCue-Herlihy, Ginny Fowles Ward, Steve Visco, Amanda Favreau, Cote Theriault, Dave Megquier, Laurie Davis, Lena Michaud

#### Call to Order:

Afternoon meeting called to order by Laurie.

#### Review Agenda:

Laurie suggested that the committee discuss the budget, MEEOA Conference, NEOA Conference, Membership, Development, Fair Share, and Government Relations. Question from Steve about whether or not to discuss yearbook. He and Laurie discussed and it was agreed that it will be discussed at another time. Ginny moved to approve agenda. Cote seconded.

**Action:** Approval of agenda.

#### Executive Committee Reports

**President:** Laurie stated that one of her goals is to work with the committee to identify and prioritize key organizational goals for 2016-17 (see SWOT analysis, above).

**Treasurer:** Ginny reviewed the budget with the committee and had several questions.

- Exceeded projected conference registrations by \$2385, but not expected for 16-17. Discussion over whether to bring up projected by \$500.
  - Steve: We should want to have a balanced budget – no projected surplus or deficit. Has not been this way for a while.
- Not all 2015-2016 figures were included on the spreadsheet she received.
  - Yearbook sponsorship
    - We did receive money from Husson. Ginny asked if Camden National Bank is part of this sponsorship. Dave clarified that they sponsor the conference, not the yearbook (coffee break only).
  - Conference sponsorships
    - Dave: These have become a bit muddled. Only conference-only is Camden. Husson sponsors whole association, not just conference. Not sure if Machias Savings has paid yet or not – he cannot track on his end. There were some billing complications, but his contact at the bank is willing to pay the invoice. This was sent by Dave in the spring. He is concerned because he needs to go back to request funding again, but needs to account for next year first.
      - Ginny: Not sure if it has been received.
  - Memberships
    - \$300 out of \$900 projected, according to Ginny. Laurie asked if we have been invoiced. Lena said she has collected more than that from programs.
      - Programs and individuals renew same way. UMA and KVCC have renewed but not paid, as have many individuals. Asked if there are still direct deposit issues.
        - Betty mentioned that there might be a budget code issue for UMA and will look into it.

- Laurie asked if each grant pays, or if each institution pays. May need to make language more specific for directors. If it is each grant, we should project \$1800, not \$900.
    - Steve: Some programs may choose not to pay, but not half of them. Laurie said that she wants to talk with programs who choose not to pay about benefits of MEEOA.
- 2016-2017 estimated expenses:
  - All figures carried over, except as stated below.
  - NEOA support to attend COE
    - Ginny asked if this will stay the same. Steve stated that it will stay the same or might even go up.
  - State initiative grants
    - Ginny asked if we will do these again. Steve deferred question to Laurie. Steve explained initiative grants to new committee members. It was decided that we did not need to budget it in.
  - Policy Seminar
    - Ginny did not have information about amount received or spent on policy. Steve and Ginny will meet to fill in these gaps.
      - Dave said that his expected cost to attend policy should decrease, based on his location and retiree status.
      - Estimated expense for 16-17: \$6000
  - Fair Share
    - Ginny asked if we will budget \$1000 for fair share. Steve contended that this amount is not always budgeted, since it depends on whether or not we have a surplus. Dave stated that we have contributed at least this amount for several years and often more than that. It was decided to budget for \$1000.
  - MEEOA Domain Name
    - Ginny asked if we need to budget for the domain name. Dave noted that the domain is on a 5-year cycle. Steve checked into the date and cost – this will come up Spring 2017 with an estimated cost of around \$100.
  - QuickBooks
    - Ginny asked to budget \$180. She stated that having QuickBooks is critical, both for communicating between the budget and bank and also to create continuity when there is a new treasurer.
  - Board travel
    - Reduced to \$500, based on expenses from last year (\$337).
  - Conference
    - Increased to \$6500, based on feedback from last year and to anticipate minor cost increases across the board.
  - MELI
    - Funding taken out because it is unclear when the next one will happen, per Steve's suggestion. If it runs this year, we can use a state initiative grant instead.
- Vote to approve budget
  - Cote moves to approve budget, Lena seconds.
  - **Action:** Unanimous vote to approve budget.
- Budget will be shared via Google Docs.

## Standing Committee Reports

### Membership:

**New Member Packets:** Haven't gone out in a few years, but shared desire to start again. Lena has some old copies from 10+ years ago. Ginny mentioned importance of having an updated contact list.

- **Paid Memberships:** 13 members and 8 programs have paid. 7 members have renewed, but not paid.
  - Lena will send receipts to Ginny.
  - University of Maine System could consider documentation to separate lump sum payments so that Lena can determine who has paid and who hasn't.
    - Laurie suggested that she talk with Tony, who may be able to help.

### Conference:

- Rates:
  - Amanda asked if the rate should be decreased to account for NEOA increase. It was decided to keep it the same.
  - Steve suggested that conference committee budget based on early bird rates and expected number of attendees.
- Black Bear Inn
  - Amanda said that room rates stayed the same. Rusty has been talking with them. Dates were established. Working on food costs. Question about whether to make 2<sup>nd</sup> day a bit shorter so that attendees leave before lunch. Group decided that the committee should have final say based on cost, and whether or not there is a minimum charge for food/beverage by the Black Bear Inn.
    - Events that may be taken out: first self-care/break, one group presentation.
- Conference Committee:
  - Amanda and Rusty are working to identify where they need help. Hospitality suite and live auction mentioned as two potential areas. Steve suggested that they email the listserv for volunteers.
  - Amanda has materials from Ginny for last year, but with no dollar amounts. Dave suggested that she talk with Casey. Steve suggested that all dollar amounts are based on 68 attendees, although not everyone will attend all events; some staff may not come at all.
  - Dave offered to help with the conference.
  - Amanda and Rusty will meet again soon.
- Speakers
  - Dave suggested reaching out to the Machias Savings Bank contact, as she may want to do a financial literacy workshop.
- Guests
  - Ramon Gonzalez (NEOA President) will attend.
  - Dave asked if we can invite Emily Cain and Susan Collins.

### Development/Fair Share

- Expected association memberships: Husson, Machias Savings, UCU, Camden National
- NEOA development was discussed – Steve said that Maine is not a place where they would look for sponsors, but Maine vendors will be used. Steve is happy to approach people about this as well and has some materials.
- Achievers Readers: target group of local politicians to share outcomes of programs.
- Fair Share – Dave missed first conference call, but Teri might have attended. No report yet this year.

## **Old Business**

**President-Elect Election:** Although we have quorum, Laurie will work with Teri on this process. This will not be voted on during this meeting.

## **New Business**

### **NEOA Conference**

- Steve and Vince are conference co-chairs.
- Conference will take place at the Westin in Portland.
- No committee meeting yet, but many people have offered to help.
- Save-the-date will be sent out soon.

### **Next MEEOA Board Meeting:**

- Laurie will send out a doodle poll for December.

## **Adjourn**