

MEEOA Executive Committee Meeting

December 8, 2016

In Attendance: Betty McCue-Herlihy, Ginny Fowles Ward, Laurie Davis, Lena Michaud, Rusty Brown, Steve Visco, Tony Staffiere, Cote Theriault

Meeting Minutes

Call to Order:

Minutes Approval:

- Discussion of process. After each meeting, minutes will be sent via email to the Executive Committee to be approved. Once approved, they will be posted online.
- Minutes from October 28th amended to include the official meeting and to omit other information.
- Lena – motioned to approve as amended. Ginny seconded.
 - **Action:** Minutes approved as amended.

Executive Committee List:

- Laurie distributed a contact list of executive committee members via email and asked for input on any necessary changes.
 - Steve recommended that the standing committee and coordinator sections be combined.
 - Ginny asked that Amanda's email be updated to correct a typo.
 - Steve and Laurie worked to indicate voting and non-voting members.
 - Ginny asked what % of voting members is needed for a quorum and asked if this can be added to the top of the document.
 - Steve says that a simple majority of voting members present at the meeting constitutes quorum.

Meeting Dates:

- Laurie sent a list of tentative meeting dates and locations to executive committee via email and asked for input on any changes that need to be made.
 - Only change that was made is that the June 1 meeting will be at EMCC.
 - Discussion about best time to have meeting during the MEEOA conference between Laurie and Rusty.

Treasurer Report (Ginny)

- Still working on reconciling last year's budget with actual figures.
 - Specifically, tracking \$500 check from Husson and memberships as well.
 - Laurie: Does it make sense to email people who appear to have not paid memberships to see if they have paid?
 - Betty thinks so. Lena will send emails.
 - Laurie: USM TRIO will have 7 registrations coming this week.

- Some work to do to figure out how to account for deposits that are coming in electronically.
 - Is there an address issue in the UMaine system?
 - Laurie has emailed Tony to look into MaineStreet.
 - Laurie: None of the emails listed for MEEOA are Lena's. This might be part of the problem.
 - After some searching, Lena's information was found on MaineStreet.
 - Ginny asked how we can consolidate list on MaineStreet so it is current. Listed contacts should be Ginny, Lena, and person in charge of Registration.
- Looking into software options to assist with Treasurer responsibilities.
 - Upgrade option: \$40/month
 - Ginny will explore this option further to see if it is worthwhile to upgrade.
- Plans to have a more thorough report ready for January.
- We are paying \$2/month for paper statements – can we print from online instead?
 - Laurie and Rusty agree that this makes sense
 - Steve says that Ginny should decide based on if the statements are helpful.
 - Ginny will compare paper and online and see if there are any differences.

MEEOA Conference

- Rusty: Only 3 weeks until conference
 - Areas where help is needed
 - Proposals: Only 4 received; 12 needed.
 - Ginny asked what topics the committee is looking for.
 - Rusty says that it is most important that both pre-college and college topics are covered. He and Amanda can work on making sure the topics are applicable to the theme.
 - Laurie asked what workshops are already happening.
 - Rusty: Machias Bank, Thomas College, EMCC tutoring, and another that has contacted him.
 - Laurie will ask her staff to put together one, possibly that is applicable both for UB and SSS folks.
 - Rusty will ask a staff member to do a workshop on Focus II.
 - Ginny noted last meeting's discussion and asked if a leadership development workshop would be helpful.
 - Steve talked about a similar, informal event that will happen at NEOA.
 - Ginny, Rusty, and Steve talked about potential formats for one at NEOA.
 - Steve says that having input from newer TRIO staff would be helpful. Laurie agrees – what is the "on-ramp" for new people to become involved?
 - Cote suggested that the presenters give attendees the opportunity to send in questions before the workshop itself to help make newer people feel more comfortable asking questions.

- Laurie asked that the RFP be sent out again; Rusty will send it by email and noted that it is also on the website.
- Keynote Speaker:
 - Susan Collins not available. Emily Cain may not make sense.
 - Patty may be one option - but 1 hr 15 min may be too long.
 - Dave talked with Rusty about her.
 - Fernando? If so, Patty on Thursday or Weds afternoon.
 - Steve: this would make conference alumni-focused. Suggested that Fernando speak for 45 minutes, then have a 30 minute working session re: alumni. COE staff want to be utilized when they are there.
 - Rusty: Original plan was keynote, lunch, concurrent session
- Plenary Speaker:
 - Does it make more sense to do a program roundtable instead and then have the board meeting during that time?
 - This would help the Conference Committee since it is one less speaker to find and would also address conference evaluation comments from last year.
- Hospitality Suite:
 - Rusty asked about the cost and operation.
 - Tony: Submitted receipts to Teri last year, who reimbursed him on the last day of the conference. Spent \$138.
 - Ginny looked at the budget, but the cost of the suite was not separated out from other expenses. She and Rusty will look into this more.
 - Rusty plans to budget \$125-\$150 until more firm number is available.
 - Rusty also asked if anyone would be willing to co-host it with him.
- President's Welcome/Mixer
 - Rusty asked who organizes it.
 - Ginny says that Bridget and Corda did last year, but that President's Welcome is a misnomer.
 - Discussion about whether to rename it – decision was to keep the name, and Laurie will be available
 - Laurie says that mixers are helpful to encourage people to interact with others from different institutions
 - Rusty and Amanda will come up with an activity.
 - Betty suggested mixers around problem-solving, such as at NEOA. Rusty and Betty will connect about this.
- Updates
 - Social Gathering:
 - Plan is to have it at Woodman's so that it addresses conference evaluations about being more inclusive for people who do not drink.

- Registration:
 - 50 registrations so far
 - If we get 5 more, Black Bear Inn will waive room fees
 - Steve asked for clarification about whether the 55 was for paid nights in the hotel or attendees.
 - Rusty says it is for people who attend the conference.
 - Plan is to email the listserv to promote registration.
- Auction:
 - Karen Keim sent one message to the listserv and has offered to help again with it. More emails will be forthcoming.
- Food:
 - Per-person costs have increased from \$60/pp last year to \$76/pp this year, including coffee breaks
 - Costs have increased because of lunch prices
 - Dave is confident that Camden National will cover one coffee break. Rusty has asked EMCC about sponsoring the other.
 - Based on conference evaluations, box lunches were replaced with a pasta bar – this actually saved money as well.
 - Rusty will meet with the Black Bear Inn next Tuesday to finalize more details.
- Check-in/self-care
 - Rusty says that 3 massage therapists will donate their time for this session. He will also reach out to Kelly about a related workshop – mindfulness or yoga.
- Rusty and Amanda will reach out to executive committee members about helping with the conference.

Achievers

- Laurie: Michelle has emailed out
- Rusty and Michelle are working together
 - Michelle has received 2 nominations- Achiever/Rising Star

COE Policy Seminar

- Deadline in December
 - Laurie: Who is responsible for getting alumni/making arrangements?
 - Steve and Ginny talked about the process and how it is worked in the past. Some consensus that the President sends a nomination form out to the listserv, then the board has a conversation to select the attendee.

Adjourn