

MEEOA Executive Committee Meeting
May 19th 2023
1:00 PM to 3:00 PM via zoom

PARTICIPANTS:					
Name:	Absent:	Present:	Name:	Absent:	Present:
Terry Charlton		X	Linda Freeman	X	
Sam Prosser		X	Kate Walsh		X
Erin Nason		X	Terri Plummer	X	
Michelle Richards		X	Casey Henderson		X
Alyssa West		X	Steve Visco		X
Aaron Dombroski		X	Kelsey Bailey		X
Chris Vogel		X	Tony Staffiere		X
Lisa Black		X	Ashlee Fecteau		X

Agenda Item	Discussion	Next Steps
Welcome and Opening		
Call to Order	1:02 PM	
Action Item: Approve Agenda	Terry presented the agenda for the May Board meeting. Sam motioned to approve. Alyssa seconded. All in favor.	
Action Item: Approve month minutes	Approved during secretary's report.	
Action Item:		
Action Item:		
Officers' Reports		
President's Report: Terry	<ul style="list-style-type: none"> Wonderful conference in Portland. Performed duties at conference, mostly ceremonial, planning and bringing guests in. Ran April state meeting and elections. Report in shared drive. 	

<p>Past-President's Report: Sam</p>	<ul style="list-style-type: none"> ● Things slowing down after policy. Attended NEOA and helped with auction. Greeted Senator Collins and Katie Brown. Really exciting to be at in person business meeting and filling the slate. ● Congrats to Michelle, excited to have Ginny joining, and four people with new perspectives. 	
<p>President-Elect's Report: Ginny</p>	<ul style="list-style-type: none"> ● Ginny absent 	
<p>Treasurer's Report: Erin</p>	<ul style="list-style-type: none"> ● Total expenses \$6,280.41, mostly on policy. Had an international fee for using booking.com which was new to her, so avoid using that website if possible. \$180. ● Income of \$2435. Need to invoice institution for policy still. Total projected deposits \$26,097.80. ● Sam connected her with NEOA treasurer and emailed with him for support but has been quiet. Hoping to make easier process moving forward. Interested in using QuickBooks in future. Costs money so something to think about when making the budget. Steve noted that NEOA uses QuickBooks online and there are helpful tools that are handy and would support that expense. ● Sam asked about NEOA expenses, but Erin didn't have those ready yet. There were two \$150 charges in March. Steve noted that might be membership. ● Steve asked if policy reimbursement has been submitted to NEOA, which she hasn't done yet. Sam asked if she needed help and tried to remember how that was done last year. Asked if NEOA sent something out. Terry noted there's a new deadline for that. Just show them the expenses. Steve noted there's a form on the NEOA website that we used to use. Sam will look for and email to Erin. Steve offered to help if questions as he's done it before. ● Terry noted that she didn't think we got the money for Paul Spraggins for COE and NEOA; Sam suggested asking Sarah Morrell and Jen Rudolph. Steve asked if they have a new finance person at COE, which might explain the gaps. ● Total projected deposits \$26,097.80. Not considering institution reimbursement from policy. 	

	<ul style="list-style-type: none"> • Sam looked up the excel report for NEOA reimbursement and discussed who should be submitting; appears there's one for the team leader. Steve suggested asking Sarah. Sam will reach out to them. • Terry asked if any questions. Alyssa motions to accept report, Kate seconded. All in favor. 	
Secretary's Report: Alyssa	<ul style="list-style-type: none"> • March minutes sent out yesterday: Kate motioned to accept; Sam seconded. All in favor. 	
<u>Standing Committee Reports</u>		
Alumni: Terri	<ul style="list-style-type: none"> • Terri absent 	
Conference: Kelsey	<ul style="list-style-type: none"> • Conference: Steve & Teri stepped forward to plan next year. Met and emailed a couple people about ideas. Thanked Kelsey for sharing all the information from last two years. Teri can be there next meeting. • Not planning on doing much now but like to get location nailed down and contract so they can send info out to directors when they do budgets during the summer. Concerned about cost of food; some locations would be easy to do lunch on own, Brunswick and Freeport. Reached out to Blackbear Inn. Hoping by June to have more information in order to vote at that point on contract. Haraseeket and Hilton in Freeport, Brunswick Federal Inn and Brunswick Inn; know they will be too expensive but worth checking. Anticipating the cost of meals to be really expensive since costs have gone up a bit. Not super invested in any locations but open to other ideas. • Using 60 people as the attendance number. Hoping to build in some sessions that will draw people in. • Terry noted that we did have discussion about alternating and doing online to save money; they discussed offering a virtual, which they will keep on the table if they can't swing it financially. Can make that decision later and work on nailing down physical location now if possible. Will do that if the board wants. Lots of comments that in person is preferable but at some point will have to review budget and make adjustments if numbers are shifting and we are only seeing half the attendance at conferences. Ginny mentioned Pineland Farms might be another option. 	

	<ul style="list-style-type: none"> • Will be having committee meeting soon and invites others to join if interested. 	
Development: Linda	<ul style="list-style-type: none"> • Linda absent 	
Government Relations: Aaron & Chris	<ul style="list-style-type: none"> • Making headway with committee as they have people expressing interest in joining. Trying to find time to meet together. Main goal is to start using their help getting collective bunch of student stories for policy. • Golden breakfast in Portland coming up that they plan to attend. • Aaron noted about the bill from Collins; have had some back and forth on this, in addition to another bill that's at play as well. Hasn't had time to dig through them and get an idea of what they are. Bottom line is that they might not necessarily go very far, based on conversations with staffers, but they're marker bills, introduced as a tool to help advance the policy in some way but might not actually make it to the floor or president but might shape some of the efforts within the department by showing what senators are interested in and talking about. More to come. Both were introduced but haven't really gone anywhere yet. • Yesterday, Collins office reached out to Karen Keim as they had questions about the citizenship piece of things. Sounds like they're still working on it. Terry asked if there was more insight on whether the bills focused on DACA or general citizenship. Not sure but will see how Dept of Ed interprets. 	
Membership: Kate	<ul style="list-style-type: none"> • Pecking away at outstanding 6 membership invoices that are unpaid; people not getting back to her. Tony will look into it. Issue is that people register at member rate but then don't pay membership, so the institution owes more money. • No word from Katherine Bossey. Trying to set up a time to meet with her and hand off the information. Michelle Richards will reach out to connect. 	
Public Relations/ TRIO and GEAR UP Advocacy Day Chair: Michelle	<ul style="list-style-type: none"> • Uploaded report; most things recent were April and conference related, getting a lot of posts out. Was also on welcoming committee for Senator Collins and Brown, which was great. Collaborated with Tony. • Reached out to Sydney Brown and wants to confirm that she still plans to take over this role next year, meet with her and hand off information. 	
Ad-Hoc Committee Reports		

Technology: Casey	<ul style="list-style-type: none"> ● Not much to report. Things slowing down now. Added Ginny to website and Box and had some conversations about onboarding. ● Worked with Sam to tweak some things on the PD form. Also posted on website. ● Talked with Steve about conference and helping with MEEOA 2024. 	
First Gen Day: Lisa Black	<ul style="list-style-type: none"> ● Had a meeting two days ago to start getting ideas for first gen day for next year; have a brainstorm list but wants to crowdsource for ideas that they could share out so people have a lot of options for ways to celebrate. One thing really excited about is a statewide 5K to raise money, going the extra mile or going the distance for TRIO. Either one 5K or virtual or different regional 5K's. Could be fundraiser for MEEOA. Not sure what constitution says about that but one way for all different programs could participate. They're planning to talk to people who have run them to learn more about how they're organized. If framed as a scholarship fund, that might be an option. Looking for feedback and ideas. Could even do multiple ideas. ● One question they had was about whether a scholarship fund would have to go to vote or if the board could push it forward. Steve noted that in the past discussions have resulted in saying that the scholarships aren't really aligned with our board mission. Doesn't mean we can't do that. VT and VAEOPP might be a good resource because they do a lot with scholarships. Probably a conversation to nail down logistics at a minimum. 	
Leadership Development: Vacant		
Factbook: Steve	<ul style="list-style-type: none"> ● Wondered if anyone was going to do the Factbook next year. People thought Rusty had volunteered. Final draft on website for use as needed. 	
Fair Share: Steve	<ul style="list-style-type: none"> ● Just heard from UMFK new director; hasn't received updated invoice from COE. Trying to stay on top of making sure we are at 100% institutional memberships. 	

	<ul style="list-style-type: none"> At some point will want to talk about fair share contribution and maybe discuss when expenses are a little more final. Maybe know more next month. 	
Old Business		
	<ul style="list-style-type: none"> None 	
New Business		
	<ul style="list-style-type: none"> Creating Finance Chair Committee: Sam had mentioned creating a finance committee to update mileage reimbursement in time for the June in person meeting. Another idea, based on NEOA model, is to have a finance chair who does the health of finances, investing, etc. while the treasurer makes payments. Could help in a time right now during transitions to new treasurers so there's someone always working with that person, knowing the fiscal policy, setting up Paypal, etc. Can be a simple role. Chris asked what process would be for adding someone in a role like that and if we needed to vote. Sam asked if it could be president appointed, Steve noted it could be either. We can start with ad-hoc and see how it works. Sam suggested starting ad hoc. Steve asked if we had anyone who has been treasurer and is still around, which would be Ginny. Sam will put the idea out to the list serv as a non-voting member. Mileage reimbursement: discussion about how we can update our mileage reimbursement rate to match the federal rate. How do we go about doing that? Steve noted it's not in the constitution but just part of our fiscal policy and we could just vote on it as a board. Sam proposes that we update our mileage to current federal rate. Sam motioned to increase the mileage rate to the federal rate; some discussion around whether we motion to set a rate or to set it to match the federal rate at any given time. Some conversation around the difference between setting a rate for individual lower than for those carpooling to incentivize driving together. NEOA policy is 57.5 for individual and 62.5 for carpool. Federal now is 65.5 per mile. Steve suggested motioning to update fiscal policy to update the individual rate and a 5 cent decrease for carpooling. Sam motioned to raise the reimbursement rate to match the current federal rate 65.5 	

	<p>cents/mile and eliminate carpooling incentive. Kelsey seconded. All in favor.</p> <ul style="list-style-type: none"> • Changing technology committee from ad hoc to voting member: Casey makes it to every meeting, prioritizes board, and deserves a vote on the board. Becoming such a pivotal role that it shouldn't be ad hoc anymore. No longer a temporary role. No further discussion. Steve noted that this is a constitutional change and would have to change at the next state meeting in January. Move to write an amendment to the constitution and vote by whole membership. • Adding a PD chair: Sam suggested starting with an ad hoc but really aligns with the goal of the organization. They could help with things like Paul Spraggins grant, etc. Sam will email list serve about that as well with finance committee. • Alyssa motion to present to membership in January about changing tech chair to voting member. Sam seconded. All in favor. • Terry noted that Mila Tappan is on our list and saw the message from COE about the FAFSA changes. Offered to do a training for us, one hour, half a day, whatever we would like. Free. Kelsey noted that several of us went to the FAME financial aid day and found it really helpful. Terry asked if anyone wanted to get involved in planning. Maybe an October session. Steve suggested if a zoom session might be helpful; Fridays generally a better day. Sam suggested either polling membership or setting date well in advance with plenty of notice. Terry will let her know and ask about zoom. • Location for next meeting: talked about in person for June meeting. Discussed meeting in Bangor. Steve would have to zoom in but suggested Teri can probably make it. Asked if Casey could help with location. UMA campus also an option. Terry will look into it. 	
Adjourn Meeting	<ul style="list-style-type: none"> • Terry requested motioned to adjourn at 2:20 PM, Sam motioned. Michelle seconded. All in favor. 	