

MEEOA Executive Committee Meeting
June 8th, 2023
11:00 AM to 2:00 PM at UMA in Bangor, Maine

PARTICIPANTS:					
Name:	Absent:	Present:	Name:	Absent:	Present:
Terry Charlton		X	Teri Mann		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	11:30 AM	
Action Item: Approve Agenda	Terry presented the agenda for the June Board meeting. Alyssa motioned to approve. Aaron seconded with Kelsey's suggested edit of noting that conference chair is still Kelsey. 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"> Attended NEOA meeting virtually last week 	

	<ul style="list-style-type: none"> ● Set date with Mila for FAFSA training on zoom on 10/3, half day training. Developing special graphic and will advertise and will be free. ● Inviting colleagues to get involved in board. Betty, director of SSS at UMA, has joined Alumni Committee. ● Met with Ginny, Michelle, and Sam to discuss the future of MEEOA and timeline for duties, meetings, etc. Ginny not here today but will set meeting dates for next year as new president. Not sure if August meetings are necessary, especially with UB staff not available. Sam agreed. Steve noted that the budget might be the only thing to discuss but that could be an early September topic. August meetings happened but usually it's one or the other, not both months. Terry met with the treasurer separately last year to establish the budget rather than whole group. Consensus that August meeting not needed. 	
Past-President's Report: Sam	<ul style="list-style-type: none"> ● Attended NEOA meeting virtually; NEOA elected to raise membership dues to \$70, an increase of \$15, reasoning being to encourage grants to pay for memberships as institutions. Might be a hardship for people so she voted for a smaller increase. Seems to be an area where some directors have different interpretations of allowable costs. Also discussed paying for travel costs for NEOA board members who are required to attend the COE meeting. ● MEEOA: filled the slate, except development. Linda is willing to train the next person, basically passing off the contacts. Met with Ginny, Terry and Michelle to talk about transition and goals. ● Wants to bring to the radar the policy reimbursement and Paul Spraggins grant and see if we need to do anything for those still. 	
President-Elect's Report: Ginny	<ul style="list-style-type: none"> ● Ginny absent 	
Treasurer's Report: Erin	<ul style="list-style-type: none"> ● Hasn't been very eventful. Mentioned last time that she sent a check for PD funds, which went through. Individual membership and conference registration payment came in, waiting on one more registration but it was a speaker. ● Other income: received reimbursement for Policy costs. \$1,000 from Beagle, \$500 each; Paul Spraggins reimbursement came in for MEEOA Pre-Con costs. ● Invoicing USM for Chris at Policy in process ● Should be at \$28,601.36 after everything processes. 	

	<ul style="list-style-type: none"> • Still some bank cards circulating with Nik and Mary. Should both be canceled and cut up. Sam will cut her cards after August. Should cancel her card when Ginny and Michelle are added at TD Bank. Let Sam know if she should be there. • Sam asked about policy reimbursement from NEOA and what needs to be done. Erin isn't sure. Sam noted big chunk of money budgeted in policy expenses and that Sarah Morril and Beagle are two people to ask if she has questions. Last year there was a deadline for NEOA reimbursement but she couldn't find it this year. • Erin noted an addition error on report within other/checks category, but the total income and projected is correct. • Sam motioned to approve report with addition correction. Terri seconded. All in favor. 	
Secretary's Report: Alyssa	<ul style="list-style-type: none"> • May minutes were sent out after the last meeting. Aaron motioned to accept. Sam seconded. All in favor. 	
<u>Standing Committee Reports</u>		
Alumni: Terri	<ul style="list-style-type: none"> • Not a lot happening; engagement race going slowly. Sending another reminder due July 1st. USM UB and UMF UB making good showing, and SMCC SSS coming in strong. Just a google form. Terry noted they have COE membership which can be an additional step for students. Maybe something for the committee to work on next year, streamlining. • Discussion about this alumni connection to remain about engagement and not getting money from them. • Invited MEEOA alumni directory to the NEOA alumni breakfast. • Will meet in a couple weeks and send out reminder about race. 	
Conference: Kelsey	<ul style="list-style-type: none"> • Got totals from Erin and the final budget to see what was made. As of right now, the total is about \$2,000 but thinks it should have been more due to outstanding sponsor payments that were missed during the gap between Nik leaving and Erin joining. No invoices sent and couldn't get a hold of Nik to confirm. • Recommends next year that we can make more if we cut back on food costs. Look at hotels with continental breakfasts. Put more effort into sponsorships. 	

	<ul style="list-style-type: none"> • Auction went well; silent auction made a good amount of money but it could have helped to have online payment, either Venmo or Paypal. Erin asked about using Square but NEOA has had a tough time with it and there may be a cost associated, same with Paypal although the donations may more than cover that. Maybe a topic for finance committee. • Suggestion made to add cancellation policy somewhere so it's documented in case someone cancels. Steve happy to help with finance committee. • Noted it's going to be harder to make money and will need to get more sponsorships to help. • Steve & Teri shared that they're reaching out to hotels and already eliminated some due to logistical challenges. Food costs remain the big question. Some sites not conducive to on your own meals, and narrowed it down to Blackbear and Freeport Hilton Garden. Hilton would be \$2500 for just reserving space and Blackbear is at \$150 a day. Blackbear may have higher food costs with less options for on your own meals. Looking at a Wed-Fri event with some type of pre-conference and limiting meals. Hard to predict and not ready to ask the board to vote on things without Ginny. Will talk to her tomorrow. One question they had is what numbers to expect. This year's had lower numbers. • Question asked about whether board needs to vote on the venue. Looked up fiscal policy but no mention; said they'd feel more comfortable if the board voted. • Discussed whether Freeport would be a bigger draw than Bangor and if the draw would be big enough to outweigh the higher cost of the hotel, and likely it wouldn't. 	
Development: Vacant	<ul style="list-style-type: none"> • 	
Government Relations: Aaron & Chris	<ul style="list-style-type: none"> • Went to Golden's breakfast lats week • Have three people joining the committee • Question asked about what's happening with Collins' bill; suspect that they may not go anywhere but will see. 	
Membership: Kate	<ul style="list-style-type: none"> • Absent but submitted report; 70 individual, 66 paid and 5 unpaid. Noted that the math didn't seem to add up. 	

	<ul style="list-style-type: none"> • 15 program memberships renewed and 1 new. Payment pending. • Met with Kathryn Bosse about transitioning. 	
Public Relations/ TRIO and GEAR UP Advocacy Day Chair: Michelle	<ul style="list-style-type: none"> • Met with Sydney to talk about transitioning • Continuing to maintain social media 	
Ad-Hoc Committee Reports		
Technology: Casey	<ul style="list-style-type: none"> • Priority 1: making website changes as needed; in touch with conference chairs about serving on the committee and providing information about registrations. • Priority 3: worked with Ginny to add her to Box and website. • Sam noted Casey also doing work on NEOA. Terry mentioned voting as a state in January to move Casey's position to a voting position. Discussion about whether the vote could be done sooner online, but it's a change to the constitution. Has to be a proposal made to the executive board. Noted membership may not like hearing that changes are being made on the fly. Should give a lot of notice before the proposal is made to the board and membership voting. Sam putting note on her calendar to submit proposal for this. 	
First Gen Day: Lisa Black	<ul style="list-style-type: none"> • Absent but submitted report: sent out survey • Moving forward with posters, book club and guest speaker • Next steps: Lisa will reach out and ask for ideas on guest speaker, ideally someone who also has a book. 5K didn't get as much interest but will talk more in the coming year. • Suggestion made to get UB staff on committee to get that population involved. • Hoping to get engagement with posters. 	
Leadership Development: Vacant	Off year; will be on next year but Steve and Ginny will be occupied. Steve and Teri talked about having pre-con be related to leadership. Also talked about adding SSS grant writing as an option.	
Factbook: Vacant		
Fair Share: Steve	<ul style="list-style-type: none"> • Reached out to new UMFK director as they were the only missing institutional member; taken care of now. Trying to connect them with 	

	<p>colleagues at other schools when possible to help. Meeting today.; Hasn't been able to attend due to conflicts with MEEOA meetings.</p> <ul style="list-style-type: none"> ● COE tends to focus on individual contributions and we as an organization have tried to focus on program membership to take the burden off of the staff. ● Steve noted we should streamline communication and make sure multiple people aren't reaching out to someone. ● Asked to let him know if we hear of new programs writing for grants so he can connect them to COE early on. YCCC on radar but people are having a hard time getting connected with anyone. ● Kelsey noted Mike S. at EMCC writing a second grant possibly; in discussion with seasoned staff about challenges. ● 	
Old Business		
	<ul style="list-style-type: none"> ● Finance committee: Steve noted that we need to keep it on the radar. Just looking at numbers and shifts, things are tighter, and we need to pay attention. Sam noted that her connections with USM and UB at table already and looking for ideas for people to reach out to. Steve offered to contact some people. Committee should be people already on the board, president, conference chairs, development, and then maybe on more person. Steve and Sam to connect separately. Noting that development, PD still vacant. Question raised about government relations being the person planning policy, which would be streamlined. 	
New Business		
	<ul style="list-style-type: none"> ● SSS directors had a focus group at the state level; would like to institute formalized mentor program pairing new with seasoned staff. Overall pleased with MEEOA work. Agreed there should be more participation from every institution. Disagreement about personal memberships and whether they agreed to push staff to pay out of pocket. Interested in PD offerings from MEEOA, to include topics such as financial aid, grant writing, bringing Lucy Jones to Maine for audit training, appreciative advising from Florida Atlantic Institute, paradigm shift, mental health- 	

	oriented trainings, Dare to Lead: Crucial Conversations, Imposter Syndrome presented by Matt Dube, UMA instructor.	
Adjourn Meeting	<ul style="list-style-type: none">• Terry requested motioned to adjourn at 1:44 PM, Terri motioned. Michelle seconded. All in favor.	