

**MEEOA State Business Meeting**  
**January 6, 2023**  
**MEEOA: Auburn, ME 11:45 AM to 12:45 PM**

PARTICIPANTS: 31 people in attendance

Agenda Item	Discussion	Next Steps
<b>Welcome and Opening</b>		
<b>Call to Order</b>		
<ul style="list-style-type: none"> <li>● <b>Action Item:</b> Approve Agenda</li> </ul>	<p><b>11:50 AM Call to order</b></p> <p>Terry presented the agenda for the January State Business meeting. Mary Kate Barbosa motioned to approve it. Sam Prosser seconded. All voting members voted yes; no abstentions or no's.</p>	
<ul style="list-style-type: none"> <li>● <b>Action Item:</b> Approve minutes</li> </ul>	<p>April state meeting minutes sent out by email earlier for feedback. No discussion or changes. Mary Sinclair motioned to approve. Rusty Brown seconded. All eligible voting members present approved. None opposed and no abstentions.</p>	
<ul style="list-style-type: none"> <li>● <b>Action Item:</b></li> </ul>		
<b>Officers' Reports</b>		
<p>President's Report: Terry Charlton</p>	<ul style="list-style-type: none"> <li>● Attended policy seminar 2022, front and center as Collins spoke at the seminar, and she was introduced by Chris and Sam.</li> <li>● Began term in April, represented on NEOA Board, attending COE monthly state leadership meetings.</li> <li>● Working on special project with Lisa Black to coordinate statewide First Gen Day celebrations across the state</li> <li>● Pre-con training for MEEOA: used Paul Spraggins grant and NEOA match, CMCC TRIO, SMCC TRIO helped pay for</li> </ul>	

	<p>Jim Peacock. Sounds like people might be interested in repeating and/or expanding upon in the future.</p> <ul style="list-style-type: none"> <li>● Attending Policy Seminar 2023 as Team Leader. Working on details and waiting for cues from COE on what the ask is, planning to meet with Golden and Pingree if able, and meet with King and Collins again.</li> <li>● NEOA conference in April; helping with delegation representation for that conference.</li> </ul>	
<p>Past-President's Report: Sam Prosser</p>	<ul style="list-style-type: none"> <li>● Attended policy in March 2022; may call upon Mary for support with transitioning team leader role. Mary prepared a lot of materials to help future planning.</li> <li>● Attending NEOA meetings as the state liaison.</li> <li>● Continuing to work with Gov Relations team to advocate for TRIO, stay relevant, sending thank you/congratulatory messages, etc. Martin left Collins office so working on developing a new contact in that office.</li> <li>● Recruiting for current and next year's board. Nik has left TRIO, so treasurer role is open and will discuss later. Reminder to people who have interest in becoming involved, please talk to anyone but Sam is lead on filling slate and will help find a way that's comfortable and utilizes their skills, ideally with committees to spread the work out. President elect role also empty due to family circumstances.</li> <li>● Worked with Terry on Paul Spraggins grant for pre-conference which earns match from NEOA.</li> <li>● Jen Rudolph joined in about state leadership opportunities and shared that presidents are invited to</li> </ul>	

	<p>attend COE executive leadership training, connecting with people across the country nationally. Meet monthly to stay connected and offer support; helping states create more structure around the role so they're not coming in with no direction. Great professional development opportunity that involves a variety of areas that can support resume as well.</p> <ul style="list-style-type: none"> <li>● Mary pointed out the Spraggins grant is a lot of work and congratulated Sam and Terry on getting the \$1,000.</li> <li>● Vacant positions shared, president elect for this year and next, treasurer, factbook; next year will need conference chair and membership; Rusty asked about long term contracts and location for the conference and is interested in supporting that role. Kelsey reminded that the conference chair can make decision about location. Catherine B. asked if people have to be at NEOA if being voted on, which is not required, and Sam reminded that the board pays for travel to and from meetings. Lisa Struebing also volunteered to help with Factbook.</li> </ul>	
<p>President-Elect's Report: Vacant</p>	<p>.</p>	
<p>Treasurer's Report: Vacant</p>	<ul style="list-style-type: none"> <li>● Nik absent but Sam shared a report pulled from previous meeting documents.</li> <li>● Income for past year 21/22 \$24,811.85 and expenses at the time totaled \$19,231.53. \$5580.32 total revenue; total reserves as of August 23, 222. \$38,230.33.</li> <li>● Goal is to keep sending people to policy seminar every year, especially with Maine in the spotlight with Collins. Having a bigger group than normal this year was helpful for visibility. Mary Kate reminded us how lucky we are that our</li> </ul>	

	<p>delegation meets with us and is so supportive of TRIO, unlike some other states. Great PD. Recommend going.</p> <ul style="list-style-type: none"> <li>● Typically would motion to move the treasurer's report to audit, but we can't do so now because we don't have an official report.</li> </ul>	
Secretary's Report: Alyssa	<ul style="list-style-type: none"> <li>● Nothing to report</li> </ul>	
<b><u>Standing Committee Reports</u></b>		
Alumni: Terri Plummer	<ul style="list-style-type: none"> <li>● Request for people to become involved. Small committee but looking for more help.</li> <li>● Attended COE advocate, engage and learn seminars focused on alumni chapters. Great ideas for engaging alumni that she can share if people are interested.</li> <li>● Met regularly and did awards last night. Ran engagement race again to build alumni directory. Held a meet and greet before the banquet last night and had an alum show up.</li> <li>● Future plans – would love to do more with alums and talking with Michelle to utilize social media and also work with Randy on collaborating with NEOA alum work.</li> <li>● Alumni engagement race: base it on percentage of graduates signing up. The runners up for this year are SMCC SSS, UMPI UB, and winner is UMF UB.</li> </ul>	
Conference: Kelsey Bailey	<ul style="list-style-type: none"> <li>● First in person conference run in three years. Led committee on planning throughout the year.</li> <li>● Attended monthly MEEOA board meetings.</li> <li>● Collaborated with development chair for sponsorship.</li> <li>● Silent auction and 50/50 raffles were robust</li> <li>● Thank you to CMCC for hosting</li> </ul>	

	<ul style="list-style-type: none"> <li>● Looking for people to step up for next year</li> </ul>	
Development: Linda Freeman	<ul style="list-style-type: none"> <li>● Shared list of donors for the 2023 conference, which included Machias Savings, KVCC, UMA, Worthington Scholars, CMCC, Bowdoin UB, UMaine at Machias, and UMaine Orono. Sponsor contributions totaled \$3950.</li> </ul>	<ul style="list-style-type: none"> <li>●</li> </ul>
Government Relations: Chris Vogel and Aaron Dombroski; Aaron absent	<ul style="list-style-type: none"> <li>● Priority 1, professional development and networking: conducted outreach with congressional offices to notify them about award of grant renewals</li> <li>● When sending stories to Michelle, please think about sharing with them as well so they can send stories to delegation</li> <li>● Priority 2: effective political advocacy: monitoring channels for opportunities to advocacy, sending out letters concerning McNair, congratulations letters to teams, etc.</li> </ul>	
Membership: Kate Walsh, absent	<ul style="list-style-type: none"> <li>● Kate absent, Terry Charlton presenting her report</li> <li>● 71 renewed individual memberships, 18 unpaid</li> <li>● 16 program memberships renewed, 3 unpaid.</li> <li>● Connect with Kate if not sure if you are paid or not.</li> <li>● Sam noted that Kate is very willing to train whoever might want to take over membership.</li> </ul>	
Public Relations/ TRIO and GEAR UP Advocacy Day Chair: Michelle Richards	<ul style="list-style-type: none"> <li>● Advocacy Day scheduled for March 8 from 8-12 at the State House. Wednesday, so it may not be a session day. Filled up quick. Will be hearing more details from her to prepare groups and looking for student or alumni speakers as well.</li> </ul>	

	<ul style="list-style-type: none"> <li>● Managing social media pages and developing Instagram.</li> <li>● Getting creative and collaborating with Terri to spotlight alumni on social media. Will be highlighting staff from the board as well.</li> <li>● Asks programs to share their info about news and stories, etc. First Gen Day news was great to share.</li> <li>● Please like/follow on social media.</li> <li>● Looking for help on Instagram and Advocacy Day as well.</li> </ul>	
<b>Ad-Hoc Committee Reports</b>		
Technology: Casey Henderson	<ul style="list-style-type: none"> <li>● Casey absent; Sam presenting his report.</li> <li>● Helped with MEEOA conference, arranging to borrow technology from NEOA.</li> <li>● Created a webpage for Maine's 1<sup>st</sup> Gen Day, including details and surveys from each program.</li> <li>● Keeping MEEOA website up to date, including creating and maintaining the 2023 conference registration and alumni information and award nominations.</li> <li>● Sam reminded Casey does a lot of things behind the scenes, so that's a great role to support if you want something lower key.</li> </ul>	
Leadership Development: Vacant	<ul style="list-style-type: none"> <li>●</li> </ul>	
Factbook: Vacant	<ul style="list-style-type: none"> <li>●</li> </ul>	
Fair Share: Steve Visco	<ul style="list-style-type: none"> <li>● Absent; no report during meeting</li> </ul>	
<b>Old Business</b>		
	<ul style="list-style-type: none"> <li>● MEEOA PD: Sam reminded people that we have funds for PD, up to \$125 each for four people. Realized</li> </ul>	

	<p>recently that there's no application, so the board created a google form app and a rubric for review. Moving forward, that will be the process, so when an application is received, the board will appoint a committee to review and award. Please come to MEEOA if you'd like to apply for the funds.</p> <ul style="list-style-type: none"> <li>• Lynn noted that NEOA PD funds are available as well, so people can apply for both for the same event if you're interested in a bigger more expensive opportunity.</li> <li>• Terri asked if amount can be used for travel expenses. No limits on this aside from rubric. Will work with Casey to eventually get forms on the website.</li> </ul>	
<b><u>New Business</u></b>		
	<ul style="list-style-type: none"> <li>• Erin Nason stepped forward to fill treasurer role. Mary Kate moved to nominate, Sarah Brooks seconded. Mary asked if we could pause and get to know Erin a little bit more. She shared that she's a TRIO alum, majored in Psych and minored in Math, worked at Unum. This is very much in her wheelhouse. Terry asked if there were any questions or further discussion. All able to vote voted in favor, no abstentions or no's.</li> <li>• Randy reminded of the Alumni breakfast at NEOA conference morning of Wednesday April 5<sup>th</sup>. Will send details about inviting alums. Will also do a virtual reunion one evening. Achiever and rising star nominations due February 1<sup>st</sup>. Had 9 nominations last year for all of New England. Reminds people that even nominating someone is an accomplishment and</li> </ul>	

	<p>encourages engagement. Requires a write up. TRIO Day registration open and spots are limited. Offered a final photo after we are done.</p> <ul style="list-style-type: none"> <li>● Thank you to Kelsey for work on conference.</li> <li>● Mary reminded as NEOA conference chair, going to be in Portland. Newcomer’s reception will be at top of the east, lots of opportunities for socializing and networking. Please come and represent. Great keynote, really cool guests, please be a part of it. Feel free to help with conference. Reminder to contribute items for the conference. One event for dinner is a dinner reservation structure to encourage people meeting new people in groups. Let them know if you have alumni in the area or know people who should be considered for awards or for being recognized. Question asked by Linda about parking availability; parking at garage with a reduced rate for conference. \$30 for self park. Different rate for those not staying.</li> <li>● Elyse reminded the book club will be starting and we should expect to get an email from Kim Jones soon if people signed up to participate.</li> </ul>	
<b>Adjourn Meeting</b>	Terry asked for motion to adjourn; Sam Prosser motioned, Mary Sinclair seconded. All in favor. None opposed and no abstentions.	