

March 1, 2024
Executive Committee Meeting Minutes

ATTENDANCE: Ginny Ward, Ashlee Fecteau, Kathryn Bosse, Michelle Richards, Sydney Brown, Suzanne Caron, Steve Visco, Erin Nason, Teri Mann, Terry Charlton, Chris Vogel, Brad O'Brian, Casey Henderson, Aaron Dombroski

Agenda Item	Discussion	Next Steps
Call to Order		
Action Item: Approve Agenda	Motion to approve agenda made by Michelle, 2 nd made by Steve. Agenda approved.	
Action Item: Approve February minutes	Motion to approve February minutes made by Sydney, 2 nd made by Aaron. Minutes approved.	
<u>Officers' Reports</u>		
President's Report: Ginny	See full report in box drive. <ul style="list-style-type: none"> • Met with Brad to discuss the fact book • Met with Finance Committee. 	
Past-President's Report: Terry	See full report in box drive. <ul style="list-style-type: none"> • NEOA conference committee • 216 enrolled; hotel room is pretty full, but will open up rooms by request • Lots of volunteers – have to pick and choose • Looking for more state baskets for silent auction. Be sure that all items fit in basket. • SSS grant workshop on Tuesday of conference • Discussed slate of officers. Slate is voted during NEOA business meeting. 	
President-Elect's Report: Michelle	See full report in box drive. <ul style="list-style-type: none"> • A lot of focus this past month on ELL and Policy Seminar. 	
Treasurer's Report: Erin Action Item: Approve treasurer's report	See full report in box drive. <ul style="list-style-type: none"> • Discussed increasing Advocacy Day budget for next year • Motion to increase the line amounts for Advocacy/Hall of Flags and Policy 	

	<p>Seminar for more than 125% made by Steve, 2nd made by Terry C. Approved.</p> <ul style="list-style-type: none"> • Motion to approve treasurer's report made by Terry C, 2nd made by Steve. Approved. 	
Standing Committee Reports		
Advocacy Day Chair: Sydney	<p>See full report in box drive.</p> <ul style="list-style-type: none"> • Expecting 65-68 attendees • Legislative engagement looks strong. • Currently working to finalize the speakers. • Materials/print outs will be available. • Sydney will send email with more details, including parking and security process. 	
Conference: Steve/Teri	<p>See full report in box drive.</p> <ul style="list-style-type: none"> • Last bit of conference cleanup has been tracking down money • Survey was send out regarding conference feedback; not a lot of response, but mostly positive responses. • Happy to share any insights with the next conference committee members • Abby Waceken and Suzanne Caron have offered to co-chair the next committee. Ginny is meeting with them next week to decide on dates/time of year 	
Membership: Kathryn	See full report in box drive.	
Government Relations: Aaron & Chris	<p>See full report in box drive.</p> <ul style="list-style-type: none"> • Getting ready for Policy Seminar 	
Nominations & Elections: Terry	<p>See full report in box drive.</p> <ul style="list-style-type: none"> • Discussed the slate; will be voted on at NEOA business meeting 	
Development: Andrew	<p>See full report in box drive. (Not present at meeting)</p>	
PR: Michelle	See full report in box drive.	

	<ul style="list-style-type: none"> • Press release is going out today about Advocacy Day • Spoke with Jasmine at UMO UB about taking on PR. • Looking at changing Instagram handle to something more permanent 	
Technology: Casey	<ul style="list-style-type: none"> • Working on NEOA conference planning. • Updates on website • Discussed upgrading website platform; cost would be about \$50/year more. • Motion to increase the amount in the web hosting line item to the next subscription/service level made by Steve, 2nd made by Michelle. Approved. 	
Alumni: VACANT	N/A	
<u>Ad-Hoc Committee Reports</u>		
First Gen Day: Lisa Black	Not in attendance. No updates as of now.	
Leadership Development: VACANT		
Factbook: Brad	<ul style="list-style-type: none"> • Discussed updating branding consistency for MEEEOA/collaboration with Public Relations • Discussed adding ad-hoc committee for publications • Discussed creating/updating a folder in Box drive will all materials/publications 	
Fair Share: Steve	<ul style="list-style-type: none"> • No major updates. • Looking for someone else to take on the role. 	
<u>Old Business</u>		
<u>New Business</u>		
	<p>Transition Manual & Timeline of Activities</p> <ul style="list-style-type: none"> • See "Transitions Manual Folder" in Box drive. • This will be a project that we work on over the next couple months. • Goal is to have each role's piece documented by May meeting. 	

	May/June meeting conflict <ul style="list-style-type: none">• May 10 meeting will be in-person. June 5 meeting will be virtual.	
Adjourn Meeting		
	Motion to adjourn meeting made by Steve, 2 nd made by Erin. Meeting adjourned.	