

September 2023
Board Meeting Agenda

10:30 Welcome and introductions
 10:45-11:15 Board orientation
 Thank you for serving!
 Our responsibilities- fiduciary, procedural, longevity
 Constitution & bylaws
 Strategic Plan
 Transition Manual
 Professional development!
 11:15-12:15 SWOT Analysis
 12:15-1:00 Lunch & show & tell
 1-2:30 Executive Committee. Meeting

| Agenda Item | Discussion | Next Steps |
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| Welcome and Opening | | |
| Call to Order | 1:11 p.m. made by Ginny. | |
| Action Item: Approve Agenda | Ginny motioned to approve agenda. Steve moved, 2 nd by Michelle. All voting members in favor. | |
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| Officers' Reports | | |
| President's Report: Ginny | <ul style="list-style-type: none"> • Shared in box drive • Connecting to different people in various roles on the board • Discussions around MEEOA conference planning • Refamiliarizing with role of President • Preparation for helping Michelle with role and the transition • Looked at budget to check on status • COE Executive Leadership Institute in October with Michelle • Call with Jenn Rudolph upcoming – COE State Initiative | |
| Past-President's Report: Terry | <ul style="list-style-type: none"> • Shared in box drive • Terry was not able to be present at the meeting, Ginny shared highlights. • Coordinated with Mila Tappin to present a FAME training for MEEOA members | |

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| | <ul style="list-style-type: none"> • Attended COE event to encourage outreach to congress • Called on membership to invite congressional representatives to visit their programs on campuses • Sent thank you letter to Senator Collins for flat-funding TRIO budget • Sent out appeal to listserv to encourage others to send out thank you letters to Senator Collins • Reached out to listserv to encourage members to fill vacant openings (Development, Factbook is up in the air) | |
| President-Elect's Report: Michelle | <ul style="list-style-type: none"> • Shared in box drive • Exploring and discovering what the President-Elect role entails • Invited to/registered for the COE Leadership Institute with Ginny • Has been in contact/meeting with Terry and Ginny | |
| Treasurer's Report: Erin Action Item: Approve treasurer's report Action Item: Approve FY 2023-24 Budget | <ul style="list-style-type: none"> • Report is in shared drive; budget will be uploaded into the box drive • Had to pay an annual report filing fee due to being unaware of the report. • COE Gift Basket was \$175, Policy Meal reimbursement was \$29.80 • Income is \$966.35; \$610 was in a check from UMS. Recommendation is to have Erin speak with Kate Walsh about how to decipher the checks from UMS. • Concern is that Erin is not associated with UMS, so unsure about how that process works getting access to the system. • Reimbursement for Policy is in process and should receive a check soon • Pending incomes: TRIO Yearbook Sponsorship (not applicable this year), Association Sponsorship, and NEOA State Initiative Grant. • Pending expenses: Alumni (awards) • Area(s) of concern/question: membership amounts seem low, may be due to being lumped under conference registrations | |

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| | <ul style="list-style-type: none"> • Motion to accept Treasurer’s report: Moved by Steve, 2nd by Sydney. All voting members in favor. • Reviewed 23-24 Budget. Hotel/conference amounts are a concern. • Future discussion: Policy Seminar and how we manage those costs. • Motion to approve the 23-24 budget. Moved by Sydney, 2nd by Andrew. All voting members in favor. Budget is approved. | |
| Secretary’s Report: Ashlee | <ul style="list-style-type: none"> • Ashlee shared the report via email. • Motion to approve the June Meeting minutes. Moved by Michelle, 2nd by Erin. All voting members in favor. Minutes are approved. | |
| <u>Standing Committee Reports</u> | | |
| Alumni: Joe/Andrew | <ul style="list-style-type: none"> • No report submitted for September; will share a report for October | |
| Conference: Steve/Teri | <ul style="list-style-type: none"> • Shared in box drive • In process of confirming location, waiting to hear on availability and costs • When reaching out to hotels, \$10,000 was extremely low. Looking to be more along the lines of \$10,000 for just the room and then \$4000-\$6000 for food costs. • When looking at going to a space like Cross Insurance in Bangor, cost is \$11,000-13,000 just for space, no food • Discussed options: One day option. Rotating one year virtual and one year in-person. Potentially increase the conference rate fee. • Food costs are very high across venues • Discussion/Ideas: ask a campus to “donate” rooms for us to use. In Belfast, there is a UMS Extension location that can be used. Potentially KVCC could provide a space (suggested by Lisa B.) Lewiston USM campus is a possibility as well (suggested by Joe/Andrew) | |
| Development: Andrew/Joe | <ul style="list-style-type: none"> • Andrew has offered to chair the committee; Joe will also serve on the committee | |
| Government Relations: Aaron & Chris | <ul style="list-style-type: none"> • Shared in box drive | |

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| | <ul style="list-style-type: none"> • Met with committee in June; created general plan for gathering alumni stories and planning for policy | |
| Membership: Kathryn | <ul style="list-style-type: none"> • Report is shared in box drive • Emailed listerv on September 6th to remind about paying for memberships • In process of getting access to UMS systems to see payments • Welcoming any suggestions on what should/can be done moving forward • Ideas: increase membership fee to help balance costs, especially with conference costs. Even just a \$5 increase could help. Downfall: some programs do not have the ability to cover MEEOA membership costs, whereas they can cover conference registration costs (potentially raise fees for both conference and MEEOA fees?) • | |
| Public Relations: Michelle | <ul style="list-style-type: none"> • Report shared in box drive • Not much has happened yet; starting back up with posting to social media • Discussed idea of sharing a Board Member Profile, every other week. Michelle will email board members to ask for a quick bio | |
| Advocacy Day Chair: Sydney | <ul style="list-style-type: none"> • Report shared in box drive • Date is set for March 7th • \$100 deposit is needed for Hall of Flags • Reached out to Governor Mills and Shawn Roderick (Senate Legislative Aid) • Requesting suggestions for speakers, current students or recent alumni • Michelle can still do PR for event | |
| <u>Ad-Hoc Committee Reports</u> | | |
| Technology: Casey | <ul style="list-style-type: none"> • Shared in box drive • Membership database is updated • Box Drive access is updated; please reach out if you need to be added • Has made several changes to MEEOA website to reflect changes • If anyone needs something posted on the website, please let Casey know | |

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| First Gen Day: Lisa Black | <ul style="list-style-type: none"> • Decision is to do a panel; November 7th 12-1 p.m. via Zoom • Still looking for people to serve on panel; people that are more high profile, are first gen. • Lisa reached out to Morgan Talty, who is FG (professor at UMaine, wrote “Night of the Living Rez). Submitted a “modest request” form. • Tony is reaching out to Miles Ouelette • Suggestions: Tina Nadeau, Mana Abdi, Char Warren • A Save the Date will be sent out to the listserv • Hold view parties at campuses • Suggestion for conference: have a round table feature where we can talk about next year’s FG day celebration (First to the Finish 5k Road Race) | |
| Leadership Development: Vacant | <ul style="list-style-type: none"> • Nothing to report at this time | |
| Factbook: Vacant | <ul style="list-style-type: none"> • Nothing to report at this time | |
| Fair Share: Steve | <ul style="list-style-type: none"> • | |
| Old Business | | |
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| New Business | | |
| | Finance committee. Still something that is being discussed and suggested. Ginny has suggested that she, Erin, Kathryn and Michelle meet to discuss further. | |
| Adjourn Meeting | | |
| Action: | Motion to adjourn made by Sydney. Seconded by Erin. All voting members in favor. | |
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