

November 2023
Executive Committee Meeting Agenda

Agenda Item	Discussion	Next Steps
Welcome and Opening		
Call to Order		
Action Item: Approve Agenda	Motion to approve agenda made by Steve, 2 nd by Michelle. All in favor.	
Action Item: Approve October minutes	Motion to approve October minutes made by Steve, 2 nd by Joe. All in favor.	
<u>Officers' Reports</u>		
President's Report: Ginny	See box drive for report. <ul style="list-style-type: none"> • Communicating with Steve and Teri about MEEOA conference details. • Great experience at Executive Leadership Institute in Baltimore; a lot of great professional development opportunities. • Had first State Initiatives call yesterday 	
Past-President's Report: Terry	See box drive for report.	
President-Elect's Report: Michelle	See box drive for report. <ul style="list-style-type: none"> • Attended Executive Leadership Institute with Ginny • A lot of different perspectives from all over; very worthwhile experience. 	
Treasurer's Report: Erin Action Item: Approve treasurer's report	See box drive for report. <ul style="list-style-type: none"> • Has begun working with QuickBooks and becoming familiar with it. • Touched base briefly with Katherine about contact for UMS • Have 3 conference registrations so far Motion to approve Treasurer's report made by Steve, 2 nd by Sydney. All in favor.	
Secretary's Report: Ashlee	See box drive for October minutes. October minutes have been approved.	
<u>Standing Committee Reports</u>		
Alumni: Joe	See box drive for report. <ul style="list-style-type: none"> • Sent out alumni award nomination form. If you have any nominations, please send them forward. • Reached out to who makes the awards. • Michelle will share the nomination information on social media. 	
Conference: Steve/Teri	See box drive for report.	

	<ul style="list-style-type: none"> • Questions discussed: • Planning session for SSS Directors: Either on Wednesday pre-conference or Friday afternoon following conference. Will reach out to directors to gauge preference and get feedback. • Working with UMA on finalizing contract for food service. Deciding whether to upgrade plate/silverware package: thought is to do so for the banquet, but use compostable plates/cutlery for breakfast and lunch. • Discussed booklet, printing the booklet, and page sponsors. • Plan is for no silent auction (concern is there isn't a space at UMA to keep items and engagement has decreased in recent years), but there will be a raffle for prizes. If people have ideas/connections with places/hotels that would donate a stay/event admission/etc., reach out to Teri and Steve. 	
Development: Andrew	<p>See box drive for report.</p> <ul style="list-style-type: none"> • Starting next week to look into donors/sponsors. 	
Government Relations: Aaron & Chris	<p>See box drive for report.</p> <ul style="list-style-type: none"> • Encourage video submissions from students on "Why does TRIO work" 	
Membership: Kathryn	<p>See box drive for report.</p> <ul style="list-style-type: none"> • On Monday, sending out an email to listserv to remind about membership and reduced rate for conference for those that are members. • Discussion around how to make it more appealing for people to become members. 	
Advocacy Day Chair: Sydney	<p>See box drive for report.</p> <ul style="list-style-type: none"> • 4imprint order has been delivered. 250 notepads with MEEOA and TRIO logos. Will be seated at desks of senators/representatives. • Use extra notepads for FG Day panelists, Policy seminar 	
Public Relations: Michelle	<p>See box drive for report.</p> <ul style="list-style-type: none"> • Linked Facebook and Instagram • Trying to do more consistent posting. E-Board member introductions, E-Board myth busting, etc. 	

	<ul style="list-style-type: none"> Looking at engagement stats, people who have liked the page vs. who to contact about liking the page FG Day celebrations will be shared next week 	
Ad-Hoc Committee Reports		
Technology: Casey	<p>See box drive for report.</p> <ul style="list-style-type: none"> Website updates: Conference details FG Day panel support Will be in touch with Conference committee soon about AV arrangements Ginny, Ashlee, and Casey will meet to discuss sending out bylaws to membership 	
First Gen Day: Lisa Black	<p>See box drive for report.</p> <ul style="list-style-type: none"> Zoom panel on Nov. 7th from 12-1 p.m. In December, will plan to discuss outcomes of panel event Looking to send panelists some TRIO/MEEOA swag as thank you: Sydney has offered TRIO/MEEOA notepads. Reach out to Kelsey and/or Sam about leftover swag. 	
Leadership Development: Vacant	N/A	
Factbook: Brad	<p>See box drive for report.</p> <ul style="list-style-type: none"> Potential to reach out to programs during APR time to get data 	
Fair Share: Steve	<p>See box drive for report.</p> <ul style="list-style-type: none"> Welcomes anyone who may want to take over the committee 	
Old Business		
	<p>Finance Committee—game plan?</p> <ul style="list-style-type: none"> Who to include: Conference, Development, Membership, Treasurer, Government Relations Attempt to schedule a meeting this month <p>Update on State Initiatives</p> <ul style="list-style-type: none"> Had a call with Jen Rudolph on 11/2 Signed on to participate in this pilot with COE. Monthly call with Jen and Brenda Support and accountability check each month to make sure we are on track Have not settled completely on a plan, but looking at using Advocacy Day as a foundation and expanding it to more. 	

	<ul style="list-style-type: none"> • Wisconsin is a potential partner to look at ways to improve/expand Advocacy Day. Create a map of programs/students served/etc. • Ginny - email Directors to ask about program data to share with legislators (i.e. students served by program over the life of the program) 	
<u>New Business</u>		
	<p>Paul Spraggins State Initiative Grant https://fs3.formsite.com/coecoecoecoelckxvnicxb/index</p> <ul style="list-style-type: none"> • Now open. See link for more information. • Grant was used for MEEOA 2023 Preconference • Terry – Grant was fairly easy to write, but competition is increasing. • Discussion on what we can use the grant for: • Professional materials to bring to Advocacy Day/other large events (large visual/map that shows program locations/facts). • Factbook printing costs for Advocacy Day. • More information here as well (halfway down page): https://coenet.org/state-leadership/ 	
<u>Adjourn Meeting</u>		
	Motion to adjourn meeting made by Steve, 2 nd by Michelle. All in favor.	