

December 2023  
Executive Committee Meeting Minutes

**Attendance:** Ginny Ward, Teri Mann, Andy Campos, Ashlee Fecteau, Casey Henderson, Chris Vogel, Erin Nason, Joe Gorsun, Kathryn Bosse, Lisa Black, Sydney Brown, Terry Charlton

Agenda Item	Discussion	Next Steps
Welcome and Opening		
Call to Order		
Action Item: Approve Agenda	Motion to approve agenda made by Terry C., 2 <sup>nd</sup> made by Teri M. All in favor.	
Action Item: Approve November minutes	Motion to approve minutes made by Teri M., 2 <sup>nd</sup> made by Erin N. All in favor.	
<b>Officers' Reports</b>		
Past-President's Report: Terry	See report in box drive. <ul style="list-style-type: none"> <li>Working on anticipated openings for board positions.</li> <li>Attended NEOA conference planning this morning. Lots of new and interesting ideas.</li> </ul>	
President's Report: Ginny	See report in box drive. <ul style="list-style-type: none"> <li>Submitted NEOA SI grant, approved for \$500</li> <li>Submitted Spraggins grant, waiting on decision</li> <li>Met with SI planning committee this week</li> <li>Attended NEOA meeting in MA</li> </ul>	
President-Elect's Report: Michelle	See report in box drive. <ul style="list-style-type: none"> <li>Continuing to work with COE ELI case study</li> <li>Involved with SI planning group; reached out to program in Wisconsin</li> </ul>	
Treasurer's Report: Erin Action Item: Approve treasurer's report	See report in box drive. <ul style="list-style-type: none"> <li>Has been working closely with Kathryn (Membership) and Andy (conference sponsorships)</li> </ul> <p>Motion to approve treasurer's report made by Joe, 2<sup>nd</sup> made by Teri M. All in favor.</p>	
Secretary's Report: Ashlee	Approved above. <ul style="list-style-type: none"> <li>Ashlee will share updated bylaws to membership. Will be voted on at January business meeting.</li> </ul>	
<b>Standing Committee Reports</b>		
Conference: Steve/Teri	See report in box drive. <ul style="list-style-type: none"> <li>Working on gathering speakers and presenters; going well</li> <li>Continue to finalize contract with UMA</li> </ul>	

	<ul style="list-style-type: none"> <li>• Registration is still low; Directors were contacted and that helped generate some more registrations. Hope to get at least 60.</li> <li>• Encourage people to attend pre-conference (hope to have at least 15)</li> <li>• Discussed ways to get more people to attend/participate in MEEOA events; idea to invite non-MEEOA groups that we work closely with to pre-conference (JMG, Worthington Scholars, Mitchell Institute, etc.) Charge \$30.</li> <li>• Begin to think about if we should change when the MEEOA conference takes place (has been done in October in the past).</li> </ul>	
Development: Andrew	<p>See report in box drive.</p> <ul style="list-style-type: none"> <li>• Have secured several sponsorships (\$4500 so far, surpasses last year's conference sponsorships)</li> <li>• Has sent out applications for other organizations/companies</li> </ul>	
Membership: Kathryn	<p>See report in box drive.</p> <ul style="list-style-type: none"> <li>• At 59 individual, 19 program memberships</li> <li>• Has sent emails reminding people about registering for conference/memberships</li> <li>• Numbers are higher right now than we have been over the past years</li> </ul>	
Alumni: Joe	<p>See report in box drive.</p> <ul style="list-style-type: none"> <li>• Have 6 nominations for awards. Plan is to review next week.</li> <li>• Looking at creating a review committee; plan to finalize decisions for awards within 2 weeks. If interested or if you know a member that is interested, reach out to Andy or Joe ASAP.</li> <li>• Suggestion was made to change criteria for award recipients to include those that have an associate's degree.</li> </ul>	
Government Relations: Aaron & Chris	<p>See report in box drive.</p> <ul style="list-style-type: none"> <li>• Has been working with SI planning committee.</li> </ul>	
Advocacy Day Chair: Sydney	<p>See report in box drive.</p> <ul style="list-style-type: none"> <li>• Contract has been signed.</li> <li>• Confirming programs that will be attending.</li> <li>• UMF student will be speaking.</li> </ul>	
Public Relations: Michelle	<p>See report in box drive. Michelle was not in attendance.</p>	
<b>Ad-Hoc Committee Reports</b>		

Technology: Casey	<ul style="list-style-type: none"> <li>Helped out with FG day panel.</li> <li>Working with Steve and Teri in conference registration and website details.</li> <li>Ongoing website updates.</li> <li>Bylaws change in process.</li> <li>If anyone needs anything put on website, let Casey know.</li> </ul>	
First Gen Day: Lisa Black	<p>See report in box drive.</p> <ul style="list-style-type: none"> <li>FG Day panel was a success. Around 70-100 people attended. Most seemed to be TRIO staff.</li> <li>Discussed feedback. Ways to incentivize more students to attend.</li> <li>Those that attended really appreciated hearing the panelists' stories and made connections.</li> <li>There is interest in having time at the MEEOA conference to talk about ways to celebrate FG day.</li> <li>Discussion on if we would like to make the alumni/FG panel a yearly event, or if there are other event(s) that we would like to do.</li> </ul>	
Factbook: Brad	Brad was not in attendance.	
Fair Share: Steve	Steve was not in attendance.	
Leadership Development: vacant	N/A	
<b>Old Business</b>		
	<p>Finance Committee—update from meeting</p> <ul style="list-style-type: none"> <li>Meeting early next week to talk about what the committee may look like.</li> <li>Question posed: Is this a committee that needs to be a standing committee?</li> </ul> <p>Update on State Initiatives - should this be a standing committee (with Advocacy Day Chair chairing it?)</p> <ul style="list-style-type: none"> <li>In bylaws, Advocacy Day is not listed as a standing committee. Discussion to make this a standing committee and include the State Initiatives committee with the role.</li> <li>Motion to add State Initiatives committee to the list of standing committees made by Sydney, 2<sup>nd</sup> made by Erin. All in favor.</li> </ul>	
<b>New Business</b>		
	N/A	
<b>Adjourn Meeting</b>		

	Motion to adjourn meeting made by Terry, 2 <sup>nd</sup> made by Kathryn. All in favor.	