

January 2024 Business Meeting

Agenda Item	Discussion	Next Steps
Welcome and Opening		
ATTENDANCE:	54 in attendance	
Call to Order		
Action Item: Approve Agenda	Movement to approve agenda made by Terry C., 2 nd by Steve. Approved.	
Action Item: Approve April '23 Business Meeting Minutes	Movement to approve the minutes made by Mary-Kate, 2 nd by Sam. Approved.	
Action Item: Approve bylaws update	Movement to approve bylaws update made by Sarah, 2 nd by Debbie. Approved.	
<u>Officers' Reports</u>		
Past-President's Report: Terry	See box drive for presentation. <ul style="list-style-type: none"> • State Liaison Meetings • Election slate committee. If interested in being on the board, please reach out to Terry. • Policy Seminar support • MEEOA board support 	
President's Report: Ginny	See box drive for presentation. <ul style="list-style-type: none"> • Board has met monthly since September 1 • Attended Sept. & Nov. NEOA board meetings • Participating in COE's Executive Leadership Institute • MEEOA was invited to participate in COE's State Initiative Pilot program in the fall • Submitted and was awarded Paul Spraggins and NEOA State Initiative Grant for a total of \$1000. • Goal for remaining term: have comprehensive documentation for each role on the board that includes helpful historical info, timelines for tasks, & guide to the role for anyone to step-in. 	
President-Elect's Report: Michelle	See box drive for presentation. <ul style="list-style-type: none"> • Work closely with President • Attended COE Executive Leadership Institute • Participated on monthly meetings with COE for State Leaders and the State Initiatives Pilot 	
Treasurer's Report: Erin Action Item: Approve treasurer's report	See box drive for presentation. <ul style="list-style-type: none"> • Finance committee has had one meeting so far (Ginny, Erin, Andy, Steve, Teri) • Movement to approve treasurer's report made by Dori, 2nd by Michelle. Approved. 	

Secretary's Report: Ashlee	Approved above	
<u>Standing Committee Reports</u>		
Conference: Steve/Teri	See box drive for presentation. <ul style="list-style-type: none"> Through some planning challenges, conference was a great success! 	
Development: Andrew	See box drive for presentation. <ul style="list-style-type: none"> Collaborated with NEOA Development Chair to build outreach strategies. Created Google spreadsheet with list of 30+ past/prospective donors and launched outreach campaign Coordinated with Conference Committee, Treasurer, Technology, and Sponsors Raised \$4500 in sponsorships for 2024 annual conference (surpassed amount raised during prior year) 	
Membership: Kathryn	See box drive for presentation.	
Alumni: Joe	See box drive for presentation. <ul style="list-style-type: none"> Secured 7 nominations for MEEOA alumni awards Total of 5 readers, including 3 outside readers (MEEOA board member, outside organization, and current MEEOA member) Created rubric based on the attributes listed for each award category Edited bios for each awardee to be inputted into conference booklet Created 4 plaques for award winners (Crown Trophy) 	
Government Relations: Aaron & Chris	See box drive for presentation. <ul style="list-style-type: none"> Attended COE Policy Seminar 2023 Planning for COE Policy Seminar 2024 Participated in Government Relations Community meetings Working with other board members on Maine State Initiative meetings 	
Advocacy Day Chair: Sydney	See box drive for presentation. <ul style="list-style-type: none"> Thursday, March 7th 8:30-11:30 Legislature will be in session, and we anticipate good attendance from our senators and reps. See printed invitations (also shared via email) Further info will be shared on MEEOA listserv 	
Public Relations: Michelle	See box drive for presentation.	

	<p>See box drive for presentation.</p> <ul style="list-style-type: none"> • Consistent, intentional posting • Meet Your Board Members/Mythbusters Mondays, Welcome Wednesdays • Linked Facebook and Instagram accounts • Sending invitations for new staff to follow us on social media 	
Technology: Casey	<p>See box drive for presentation.</p> <ul style="list-style-type: none"> • Helped with planning of execution of annual conference • Helped with planning/execution of FG Day • Helped with updates to MEEOA bylaws • Worked on MEEOA website updates and listserv maintenance as needed • Working on solutions to website performance problems 	
Ad-Hoc Committee Reports		
First Gen Day: Lisa Black	<p>See box drive for presentation.</p> <ul style="list-style-type: none"> • Overviewed FG Day celebrations • Created resource directory to assist programs in the development of FG Day celebration programming at individual institutions • Hosted state-wide zoom panel featuring Maine TRIO grads/FG college students • Looking at ideas for this year's FG day celebration, please reach out 	
Factbook: Brad	<ul style="list-style-type: none"> • Will be using State Initiatives/Spraggins grants to print out factbooks • Will be reaching out to program directors for information to put into factbook, including alumni stories 	
Fair Share: Steve	<p>See box drive for presentation.</p> <ul style="list-style-type: none"> • Consider donating to Fair Share! 	
Leadership Development: vacant	N/A	
Old Business		
New Business		
	<p>See box drive for presentation</p> <p>Conference Timing Discussion</p> <ul style="list-style-type: none"> • January is proving more and more challenging • Hard for chairs to get a break at the holidays with conference right after New Years 	

	<ul style="list-style-type: none"> • Registration is down; difficult to get away after being on a break • Weather • Other factors? • Fill out survey (link on presentation) 	
Adjourn Meeting		
	Movement to adjourn made by MaryKate, 2 nd made by Sam.	