

**MEEOA Board Meeting
February 4, 2011, 10:00
Orono, ME and Polycom**

Those attending:

Dori Fellman
Jess Berry
Elyse Pratt-Ronco
Angela Theriault (Polycom)
Mary Fraser (Polycom)
Sarah Henry

Minutes from January meeting – Elyse

-Accepted as presented.

Past President/State Liaison/Nominating Committee Chair – Laurie

-Laurie did not send a report about the nominating committee. She has not communicated, so Dori will check with her.

Treasurer's Report – Angela

-Conference profit of \$4,400. That is \$1500 more than last year, so we are doing better.
-There is about \$900 outstanding. Angela is doing an invoice for those who have not paid yet.
-Deposit has been paid for the Hall of Flags.
-Upcoming- ad for the NEOA conference.
-Angela is doing the non profit paperwork with the state.
-Will be getting \$3,000 from NEOA for Policy Seminar.

President's Report- Dori

-NEOA Board Meeting
– discussion about Policy Seminar and Gear Up being put under the TRIO Umbrella
-Dori's project officer said that it is just an internal thing, for administrative purposes only. Linda Byrd Johnson will be managing both.
-Upward Bound and Gear Up RFP's are coming out at some point, but there is no indication as to when
-Bridget is putting together the Alumni book for Policy Seminar

Conference Chair – Mary Fraser

-Conference went well.
-A lot of positive comments about the location.
-No one really commented about the timing of the conference.
-A few complaints about the hotel and food.
-People thought the quality of the sessions was very good.
-The timeline was good. A day and a half. Fairly condensed. People who wanted to do just one day felt like they had a very full experience.
-Hotel issues: regulating the thermostats, quality of the food (what they looked at on the menus was better than it actually turned out to be – i.e. breakfast).
-We need to be certain in future conferences that the hotel can easily accommodate people with special diets. Whoever chairs the next conference, should investigate the menus.

Membership Report – Jess

- We got a handful of new memberships from the conference.
- This position needs to be put on the list for the nominating committee.

- Nominating committee should be looking for a full slate of officers.
- Laurie asked Sarah to help with the nominating committee.
- Sarah is looking for a membership person and a conference chair.
- Jess is interested in President.
- Elyse is interested in Secretary.
- Angela is interested in Treasurer.

-No updates in terms of Fair Share yet.

-Policy Seminar Jess

- The two alums have been selected. Lauren has been in contact with Jess. Cara has not connected with her yet. Jess is going to contact her again and give her until Wednesday to get back to her.
- Lauren has to go to NY instead of back to Maine after the conference. Jess wanted to check that that is okay with the board. The plane ticket is cheaper to go to NY than Maine. The board feels fine with that.
- Sarah suggested that Jess check in with Dave to see what his plans are and how he wants to be involved. Meals?
- The NEOA board feels that the responsibility should be spread among NEOA members and that the same person shouldn't always be doing the work in terms of setting up appointments. However, Dave is still doing it this year.
- Jess is going to communicate with Laurie about what she has already done and to see if she has contacted Dave. And also to see what Laurie has in mind for the time.
- Jess is going to register for the conference and she is going to use the MEEOA debit card, Angela will give her that information.

NEOA Conference Sarah

- Newcomers reception will have state tables and program tables where people can get more information and then they will get small tokens from each table to help them better understand the program (i.e. a Powerbar from Maine because the Maine associate is very POWERFUL). There will be an email sent to new people ahead of time and ask for their questions. These questions will be answered in written form and give to them when they get there.
- Hospitality Suite- each state is partnered with two other states and between those three states, they will be responsible for food and beverages for the hospitality suite for the night that they are there. This does not have to be Dori's responsibility, but she will have to delegate it. Liquor buying states are partnered with non liquor buying states.
- MEEOA will do a full page ad in the conference booklet.

Dory Award

- No nominations have been submitted yet.
- Some people thought that the award should be given at NEOA, some thought that it is a Maine award and should be done at the Maine conference.
- Maybe at the state meeting at NEOA?
- There isn't really a place for it at the NEOA conference, other than the state meeting.
- Dori is going to resend the request this week.

Hall of Flags

Jess

- Food- if we want to have food there, we have to go through their cafeteria.
- Sarah said that in '09 there was continental breakfast (mini muffin, coffee, tea, juice) for 100 and a fruit platter for 75. Total = \$481.
- This year bagels= \$1.00/ea. And the prices go up from there to \$1.70 per person
- Sarah said we could do a NEOA state initiative grant to get more money for the snacks. Sarah will write the initiative grant if we want it.
- We have \$450 budgeted, so Jess is going to negotiate with them for coffee, donuts, and fruit.
- The room is reserved. The check has been sent.
- Jess is working on tables and other details.

MEEOA Fiscal Policy

Sarah

- Sarah said it has been reviewed, but not adopted yet.
- NEOA instituted fiscal policies years ago and encouraged the states to do the same. These were modeled after NEOA, Aspire, and another organization that COE worked with.
- The board went through them a couple of times and they cover most of the main types of issues that would come up.
- Dori suggested that we formally adopt them. Made a motion that we make them part of our policy as written.
- Angela seconded it.
- All in favor. "So let it be done, so let it be written" said Dori.

Maine Basket for NEOA

- Dori will solicit for donations for the state basket. People will bring it to the conference.
- Elyse will send out email about silent auction state basket- will make a google doc so people can sign up.
- Next meeting will be the annual meeting at NEOA.
- Wednesday state meeting 5:00-6:00, with Board meeting 3:15 to 3:45 on Wednesday to check in.

Dori motion to adjourn.

Elyse seconded it.

All in favor.

11:52