

Maine Educational Opportunity Association  
Executive Committee Meeting  
February 17, 2012  
Polycom  
2:00 - 4:00 p.m.

Jess Berry  
Angela Theriault  
Shawn Graham  
Elyse Pratt-Ronco

Secretary's Report

**Action:** Acceptance of December 2011 Executive Committee Meeting Minutes

Motion: Jess

Second: Angela

Accept: All in favor.

Treasurer's Report

-Alan has been sending checks for On Course. So far we received \$17,000 in checks. There are 15 people who paid the member rate, but are not members. This is \$750 dollars, so Alan is working with Margaret to work with them to get them to become members, or pay the difference. No one is on the wait list right now.

-Angela is going to see if Alan is okay with her billing the non-members for the difference that they owe.

-Betty McCue scheduled Hall of Flags for March 19. She has a contract she is going to send to Angela for the check. Jess forwarded Betty the details from last year and has been communicating with her about details.

-No Past President report. There was a snow storm during the last NEOA board meeting.

President's Report

-COE State Initiative Grant- We are in a waiting period, because we received the funds, but the event we planned didn't go. We need to find out if we can rewrite this and do a different event.

-No one knows and no one will respond from COE. Jess is waiting to hear from Heath Alexander about what we can do.

-Yesterday there was a NEOA board meeting conference call. Jess asked about what to do and no one knew the answer. Jess is going to give him until next week and then try Sarah Morrel.

-Ideas to use the money for \$800. Can we use it for lodging for the Leadership Seminar for Shawn at Policy Seminar. Jess is going to follow up with Heath.

-The travel stipend for Hall of Flags will be \$200. How will we do the reimbursement? A travel voucher would work for Angela. Jess will find out what works for NEOA.

-We have \$200 for pens and SWAG for the Hall of Flags

-NEOA Conference. Jess can't go because she doesn't have a TRiO job anymore. Shawn will run the meeting at the conference, but we will try to see if we can Skype Jess in for the meeting.

-Maine is hosting the hospitality suite for NEOA with RI and Mass. Last year Dori bought it and then was reimbursed. Elyse, Shawn, and Angela will take care of the alcohol.

-State basket- Jess will send out the email and Elyse will put it together there.

### President Elect's Report

-Policy Seminar Update. Everything is set in terms of reservations for Shawn and Matt Leavitt. Shawn has been talking with Dave. He will be submitting for reimbursement after. He is also scheduling everything. He will be the State Leader.

-Shawn is hopeful we will get a yearbook done for then. It is starting to come together. The email was sent to program directors request data.

-The student working on it is not a TRiO student, so that has been a challenge. She is doing well now.

-Shawn would like to have someone responsible for the Yearbook in the future. It would be nice to get someone on board early on to be in charge of it. We could add that to the nominations committee if we want to.

-It might make sense to have some kind of a book that would have a model to go by for people in the future. Shawn has been taking notes and keeping track of what he is doing so he can pass it on to someone in the future. There is a timeline for Hall of Flags, but it is outdated.

### Committee Reports:

- Conference - See email from Alyssa (2/15) below- Jess thinks they may be interested in doing it again next year. Jess will do that.
- Nominations and Elections – none. We are hoping that these positions will be filled. We will need a State Liaison to attend the NEOA meetings with Shawn. Jess can do it, but she can't guarantee that she can make every meeting (every other month). Maybe if there still aren't any nominations by our next meeting, we can brainstorm some good people and send them personal emails. Jess is going to get a couple of quotes from past people and send them to Margaret for her next email.

- Membership- Margaret says that things are going well. She is working with Alan on the On Course attendees. Angela is going to let her know to not pursue the memberships for non-members who haven't paid the full registration fee.

#### Old Business

- Jumpstart Coalition Update- Elyse went to the meeting in Augusta. She is forwarding the Jump\$start conference info to the MEEOA listserv. MEEOA is going to reimburse travel. Shawn motions to reimburse travel for Jump\$start. Seconded by Angela. All in favor. Elyse abstained.
- Prof. Development Application-Should we have an application for people to submit? An outline or policy? We could clearly outline that it is not supposed to be used for a MEEOA event or function. We can reimburse or direct pay. Outline how to submit a request, and approval will be based on related or appropriate prof. development opportunity to be determined or approved by the board.

-We should ask for receipts.

-Jess will draft language to add to the website.

Motion to Adjourn made by Elyse. Seconded by Shawn. All in favor.

Hello MEEOA Executive Board,

Aubrey and I really enjoyed our work organizing the MEEOA conference and meeting with everyone throughout the past year. In an effort to ease the transition and lighten the load for next year's co-chairs, we have organized a binder with hard-copies of all documents we used throughout the planning period and at the conference itself. We also have a flash drive with all electronic copies, planning spreadsheets, etc. Below is information regarding final numbers, profit, and suggestions for the future. If you all have any questions, please email us!

As far as final numbers and profit are concerned, we had 63 full registrations and 10 one-day registrations. We made \$234 on the raffle, \$1989 on the auction, and profited a total of \$5,062.05 on the conference.

Based on comments from the conference evaluation and on our experiences with conference planning, we propose the following suggestions:

#### **PLANNING:**

- Having a whole office plan as a committee lightened the load, but there definitely needs to be a chair (or two) who take the lead so things don't slip through the cracks
- Consider changing the conference date to November

- Survey newcomers and support staff very early to find out what topics they're interested in learning about
- Contact COE (Kim Jones) and NEOA president very early to plan their attendance
- COE and NEOA reps do not pay registration fees but cover their own lodging and transportation
- Start requesting donations early, as some organizations require at least 8 weeks to process requests
- Still solicit from organizations that say they only donate to 501c3 because they may still donate
- Purchase bumper stickers or other TRiO promotional items again for newbies or use in the auction

#### **REGISTRATION:**

- Include on registration form a place for someone to indicate if they're a first-time attendee or MEEOA professional
- Include on registration form a place to ask if people will be attending on the first night so an adequate activity can be planned
- Consider offering a group discount for non-TRiO staff from area districts or organizations, and then advertise to them more
- Create a PayPal account for people to use when paying membership or conference fees - will save a lot of time

#### **OTHER/LOGISTICS:**

- Offer an incentive for presenters (could be a credit for presenters who are attending the conference, etc.)
- Offer more structured activity for the first night
- Plan a more structured newcomer's event
- Include more practical application workshops that are specific to each program
- Offer more variety at breakfast or make sure people know that breakfast is only continental
- Continue offering the MEEOA scholarship (Visa gift card), which was well received
- Borrow projectors from a TRiO institution rather than rent through BB, which is very expensive
- Having people turn in the evaluation as their meal ticket worked well, but make sure one-day attendees turn theirs in
- Beg Theresa to be the auctioneer again!