

Maine Educational Opportunity Association  
State Meeting  
June 3, 2013  
University of Maine, Orono, ME  
10:00am – 2:00pm

Call to order:

In attendance:

Shawn Graham

Steve Visco

Margaret Irving

Chris Turner

Sandra Caceres Tijerina

Karen Keim will be at the meeting at 11:45am

Angela Theriault

Jessica

Daniel Barton

Alan Parks

Secretary's Report

Review meeting minutes from March on MEEOA website

Motion to Accept March Minutes: Allan Parks

Second: Shawn Graham

Action: Accepted of March 2013 Meeting Minutes; all in favor

Treasure's Report:

- Hall off flags. Hospitality suite

- Conference sponsorships we have not been received.

- Allan will follow up with Husson, Dave with Machias.

- In the future will take copies, scanned of checks before deposits

Motion to accept: Shawn Graham

Second: Allan parks

President's Report

- Transition manual is a tool for first meeting in September. The first meeting should be longer for transition purposed and help new people assume roles.

- Chris will schedule the meetings in advance to help with transition.

- There are several open positions for next year:

1. Conference co-chair: June 7<sup>th</sup> is last day for Margaret Irving with UB. Alyssa West could be a potential candidate for Co-Conference.

2. Membership: If Margaret gets approval from new supervisor she will stay as Membership Chair.

3. President Elect: Chris thinks Kelly could be interested in President Elect. He will follow up.

4. Fairs Share: Karen has asked people to take her position.

5. Hall of Flags Chair: Tina from UMPI not interested. Lori Wingo might be interested, Alan emailed her. We have all the materials and should be an easy transition.
6. Alumni committee position: Alyssa mentioned interest in the position. Christy Lee and Marty Kelley are also interested. Shawn will ask people to participate in this committee.
7. Strategic planning is another position open. MEEOA board talked about this positions being the President's responsibility.
- Michelle from UMPI is interested in being in the board. Carol METS North at some point will be interested. Gini is interested in coming back to the board
  - Shawn is following up on open positions and will be contacting some people.
  - Talked about having continuity for some people in the board.
  - Shaw participated in the State Meeting in Washington DC. The Award to Dr Mitchem at the NEOA State Meeting and was very well received.
  - Representatives from Kaplan were at the k-12 State Meeting. Shawn had lunch with representatives CEO. CEO asks the states to meet with Kaplan. Kaplan does not understand the Trio students we represent. They are selling a "test prep" not very clear.

President Elect Report:  
No report. From Chris

Past President Report:

- Jess wants to work on getting Hall of Flags done. She is going to send a letter to find a candidate to chair Hall of Flags.
- She will follow up with an email and after a week Shawn will contact some people for this role.

Membership:

- MEEOA has 76 professional memberships, 15 membership programs, 91 memberships in total.
- Kaplan could pay conference sponsorship but COE is interested in having a different type of relationship with Kaplan.
- As a strategy, MEEOA needs to know how many serving programs we have in the State with the number of employees. Margaret will contact program directors to learn how many employees are in each program, and will send a copy to Shawn.
- The board is interested in providing more services to the programs that are paying membership.

Conference:

- Velma could not attend the meeting, but Margaret will do the report.
- There is going to be cuts in the programs' budgets for next year. This will probably affect the conference participation in January 6 and 7, 2014.
- MEEOA could use Webinars as a tool for those who cannot attend and charge a small fee. However, the contract says there is a minimum of 3000 dollars than need to be expended.

- Alyssa West agreed on being conference co-chair.
- Dave and Allan will keep working on sponsorship and development. Dave will work with the hotel, and Alan and Angela with registration.
- Teri Morse could be interested in helping with workshops. Steve will contact Teri.
- MELI : Steve and Sara are not doing MELI next year.
- Shawn proposes MEEOA should still run MELI because it was a good investment for the programs. Shawn is very interested in keeping the program going. Steve is interested in helping. There are several people interesting in participating in MELI. The cost was 100% food and there is a possibility that the cost can be lower or find a sponsor.
- Shawn proposes a preconference if MELI does not work.
- Jess proposes to wait another year since there is no clear information about costs, and leadership for MELI.
- Alan thinks participants benefited a lot from MELI and brought a lot of energy to the MEEOA conference in 2013.

#### Positions open for the conference 2014

1. Auction:
2. Ads and sales: Steve can work on adds for the booklets

Conference development: Alan says MEEOA need something special we can sale. Is asking is there is something happening? What are we selling? Some ideas are Presidents Reception, MELI, and Coffee breaks for sponsorships and alumni recognition award. There is need to find sponsorship for dinner. Dave and Alan will be working on this.

#### Committee chair:

Fair share: Karen says Maine needs a coordinator; no one is interested in the position. She has contacted people that donated last year. Maine is no longer 1<sup>st</sup> in New England. The 15<sup>th</sup> of June is the deadline to send money. There has been some changes in the bank, the process of automatic withdrawal needs to be improved.

#### Public Relations

- CEO has been working on improving their communication. The Communications committee starts in September and Karen will be chair. CEO is working on looking for three words that can represent Trio's mission. They are also working on templates; media tool kits and are trying to change the logo.
- Maine has been very active in the media recently, specially an article in the Pat Marshall
- Karen wants to keep working on motivating people to write about their experiences and send them to the media. If people are sending articles they should also send a copy to Karen and Alan.
- Shawn proposes the articles to be uploaded in Google docs.

#### Government Relation:

- Update on Council: King and Collins are talking about Trio being a priority. They are giving Trio their support.
- Sequestration: Total cut of 18% for Trio, 5.2% at the end of August.
- Steve proposes to make videos to take to rural areas where UB is making impact.
- Karen said programs need to bring their representatives and use Trio as an umbrella to make a bigger impact on the media. It is important to keep talking and building relationships with media, provide consistent information and represent the totality of the programs, not one in particular.

#### Committee reports:

- Alumni involvement: the strategic plan proposes an advisor for the alumni committee. More to happen during the fall 2013.
- Shawn said MEEOA wants to create awards to recognize alumni. This can be done at a banquet.

#### Development:

- Alan: once conference is planned other decisions can be made on hall of flags and policy seminar. We need a hall of flags chair in order to determine how much money is needed and put together the event.
- Shawn: there are some State initiative grants we could apply for in order to buy pens, and/or stickers for hall of flags.

Shawn: strategic plan proposes to have one person in charge of government relations. In terms of professional development MEEOA should look for an organization that supports education and therefore being able to have some funds. There is need to look for funds to sponsor scholarships. Development managed outside conference is a better strategy.

Jess: president elect should participate in policy seminar in order to be well informed and have a clear vision of government relations.

#### Strategic planning:

1. Professional development 2 of 4 awards were given
2. Advocacy: there are a lot of people that are interested in participating in MEEOA and NEOA. People are actively participating.
3. Foster leadership: NE leadership Institute, MELI, and transition manual. Transition manual will be ready in August and will be presented in September for the transition face.
4. Alumni engagement. There are a couple of people that are interested in being chair of this committee.
5. July is the time line for 501c3. There is urgent need to do the paper work and file the forms.
6. Priority No 5 has not been completed. There is no mission statement or policies. This will be postponed for next year. Steve and Allan want to be part of the committee developing the mission statement and policies. Shawn:

MEEOA needs to follow the strategic plan to make decisions. The Presidents needs to lead the strategic plan with help from the other members of the board.

7. Hall of Flags: several students came and there was a lot of support. There is need to register on time because it books very fast. Participating in the Hall of Flags could help alumni networking.

Other business: CEO conference will do something for Dr Mitchem's retirement. MEEOA could probably do an add for recognizing Dr Mitchem's work. This could cost \$ 300. Steve is interested in doing the design for the add.

Shawn: Videos will be uploaded to in MEEOA site, folder in Google doc for everyone access.

Retirees: Dave Hegan has retired and Alan is asking if MEEOA will be doing something for those who retire. Shawn wants to start sending a thank you card from now on and will be sending a card for Dave's retirement. UB is going to do a celebration for Dave and will give him an award.

Motion to Adjourn-Shawn  
Second - Chris  
All in Favor