

Maine Educational Opportunity Association
State Meeting
September 16, 2013
University of Maine, Orono, ME
10:00am – 2:00pm

Call to order:

In attendance
Chris Turner
Shawn Graham
Steve Visco
Daniel Barton
Karen Keim
Alyssa West
Allan Parks
Dave Megquier
Sandra Tijerina

Karen gave Shawn the COE award for making Maine the State with the Highest Performance and getting people involved and participating in the association. \$500 from CEO to MEEOA.

Chris:
Agenda,
Other business: Shawn, Daniel and Steve

Call to order: approval of the agenda.

Secretary report: minutes on MEEOA website
Add to the agenda from Allan: Development committee under committee reports.
Steve: spelling changes
Motion to Accept June minutes: Dan
Second, Shawn
Action: June Minutes accepted

Treasure's Report:

There is a process to create a Maine Nonprofit Association, 501.c.3, it is a long process and will take research. Today MEEOA has a 501.c.4 status. To be a 501.c.3 you have to be completely educational and it is very expensive. It is \$ 480 if the association has an annual budget under 10,000 dollars and about \$ 800 if the association has more than that. It is also complicated; there are many questions that need to be answered before filling. The State is the one that grants the status of nonprofit status. Should MEEOA have a separate c3 status? Needs to work on an idea on how the groups needs to be working. Have the questions in mind and making decision on the application. Needs some \$ in order to start the c4

organization. Chris: will the president be the same for both c3 and c4? The application is very specific. We might need new officers for the c3 in order to create the c3. This needs to be done at the State meeting. Hire an advisor for the CPA. Chris: review the questions and then how do we want to proceed from there. Dave: we have to work on creating a guiding document before we can start working on this process. Shawn: can we identify a group that can start this process that will take some time? Dave and Alan will be willing to work on the committee. Shawn said the Board or Directors should be working on this process.

Treasurer's Report

Chris and Dan were added to the account last Friday and will be active next Wednesday. MEEOA has 17 thousand as of today. Dave: Are any dues collected for this year? Steve: asked if addresses have been updated. Needs to be updated so Dan can get checks.

Move to approve: Alan

Second: Chris

President Report:

Committee and positions: We still do not have a President elect, Kelly Ilseman has shown some interest, but there is nothing solid for this position as of this minute. Steve and Shawn proposed to ask Directors to directly propose someone for this position. Chris: hangout with directors to increase MEEOA contact with them, keep them informed about what is happening, and also an invitation to proposed someone as candidate to President Elect. Next scheduled election is at NEOA meeting. Margaret and Shawn are serving as co-chairs for elections. They will work on getting people informed about positions.

Hall of Flags is open, Bridget will be interested said Shawn. She needs to be contacted, but will send out a message.

Dave: fair chair coordinator for Maine.

Yearbook coordinator: Steve is interested.

Strategic planning committee: Alan and Dave will work in this; Shawn will chair the planning committee.

Development committee: Dave and Alan: they have not met yet this fall.

Meeting dates and locations: Chris will check again for reservations at the Memorial Union. Google Oct 10th 1 to 3pm, Nov 18th 10 to 2pm, Google Dec 16th 1-3pm, MEEOA 7 and 8, Google Feb 10th, 1 to 3pm. March 17th 1 to 3pm, NEEOA in April 9 to 11, Connecticut, June 2nd 10 to 2pm.

State Association Report Card: Shawn submitted one in the fall and one in the spring. Chris will work on this years report.

Alumni Nominations for Policy Seminar: Shawn: Michelle Richards, who is chairing the alumni committee, has communicated with Shawn. He is asking if the nominations should be her responsibility. Past president used to handle this topic. Shawn will talk to Michelle.

Past President Report:

All reports are in Google doc. Fact sheets are a resource that can be put up in the Google docs. Steve will work with Shawn in this project, which will help for development.

Shawn got a thank you note from David Agan who retired, and send a welcome letter to the new person.

Maine Trio Day: Shawn learned that the Governor could proclaim a Trio Day. Shawn is proposing to get some signatures before of Hall of Flags. Shawn will lead this process.

There is a \$500 line for professional development in MEEOA budget.

Committee Reports:

Conference: Alyssa and Velma are working on the conference. They are just starting. The Hotel contract is signed. Conference will be January 7th and 8th at the Fort Point in Bangor. There is not theme yet.

There will be a MELI workshop directed by Shawn and Steve.

Teri Morse is coordinating the workshops. One idea for workshops is: how to use the SALT system in the advisors work.

Dan: have some administrative assistant theme, which may help with attendance. Development for the conference is lead by Dave and Alan who will be working with Alyssa in getting support for MEEOA.

Coffee break and President reception is part of development for the conference. Dave will get the current menus and proposed asking Directors how many people they will be sending.

Guest speakers: if we have sponsors they will be invited to attend the specific event. Invitation for other Presidents and CEO. Shawn: try to bring Senator Collins and Troy Jackson, Senator King.

Cost: Shawn said MEEOA could give 2 awards to alumni that we want to invite. Dan: there is only \$50 for awards.

Flash drives are a good idea to provide to participants the conference materials. Digital booklet, schedules, posters with schedules were items that can be used again; participants like them. Free add to corporate sponsors, which worked really well. Alan: in the big room the set up needs to be arrange for our needs.

Alumni: Michelle will be establishing a committee that develops awards and networking with alumni. They will be using the conference to build alumni relations. Alum from last year, Sean Paulhus (sp?), is interested in helping in this initiative. It is important to get them involved. Alan: are there any States that an Alumni Association works effectively? Shawn: not many. Heath Alexander has ideas on who has done this type of effectively. Michigan is one State that is effective. Chris: find alumni in key positions that could help in this initiative. Steve: give the alumni the power to recognize themselves those alumni that need to be recognized. What do we want to recognize? Rising start CEO model is an idea. Shawn also asked about budget to give the award in the conference. Depending on the development of the alumni committee the awards will be granted. Alyssa proposed to provide some money for scholarships, that will link to the c3 status.

Hall of Flags:

There is no chair. There is no need to have a coordinator to reserve Hall of Flags. Hall of Flags is on middle of April. Students get to meet congress representatives. Alan: could we work on a specific message or theme on the Hall of Flags? This is an idea that should be included.

Membership:

Margaret still chairing this committee. The checks will be going to Dan.

Strategic Plan:

Shawn: no updates. New volunteers (Dave and Alan) will be working and they will have an update. Major focus will be the new organization and how it will work.

MELI:

Steve: after last meeting Angela and Steve decided to work on MELI, but Angela moved to another position. There are no specific goals or type of activities planned yet. \$1000 State initiatives grants were use last year but don't think we will write for those this year. Cost may only include lunch. Topics are welcome. MEEOA will present or have some type of participation. Alyssa proposed to introduce new professionals to the members of MEEOA; a mentor program will work for this purpose.

Yearbook:

Steve: Factbook is there, there are things that need to be changed people need to come forward and talk to Steve. This is a great tool for those who go to Policy

Seminar. People are using this book constantly and is also a great tool for new professionals. MEEOA will be using the most current data (last year) to update the yearbook. Sponsor will be invited to sponsor the yearbook.

Development: Have a development page. Building a page that will have past donors so they can see who have previously participated. List a sponsor opportunities and highlight the type of the benefits MEEOA provides. Packet from MEEOA will be send out in order to solicit, sponsor opportunity sheet, yearbook, and sponsor sign in form. Update conference adds. We need to scheduled sponsors for all the activities that we have planned. A sponsor page example is being work on. Letterhead needs to be created. For example, an electronic letterhead with the sponsors on the bottom. Husson and Machias are leaders as sponsors. Conference \$1000, Annual sponsor \$2000, coffee breaks \$250 will not be in sponsor sheet, and president's reception \$650 or \$700.

Shawn, Karen and Chris are not comfortable with sponsors in the letterhead. Letterhead needs contact information and mailing address; personalized letter will be created.

Alan: what events and activities there are that development committee needs to work on? Hall of Flags and donations for the auction.

Dave: there needs to be a policy about who are we receiving money from. Discussion will happen at the conference in January.

Alan and Dave will put together a list of things that we are looking to get support for.

Other business:

Steve: awards. If we are getting awards in January we need to start working on those promptly.

- Dory Award for MEEOA member for a lifetime achievement award.
- Google hangout to talk about the awards.

Shawn: Lynn Ploof-Davis who represents MEEOA on Maine CAN is asking if MEEOA would be interested on participating in a November meeting. She proposes a panel, content up to us, combination on history and what programs have done. Chris and Shawn will follow up with Lynn.

Karen: NEOA conference in April 9th to 11th, 2014.

Dan: mileage reimbursement. MEEOA has the lowest mileage reimbursement is the lowest in New England at \$.30. Dan proposed to rise it to \$.37.

Motion to change mileage reimbursement to .40/.45 carpool-Chris

Second: Dan

All in Favor

Motion to Adjourn-Chris

Second-

All in Favor-

