

MEEOA Business Meeting
Unofficial Meeting (no quarum)
May 9, 2016
10:00am-1:00pm
University of Maine Orono – FAA Room, Union

In Attendance:

Teri Morse
Steve Visco
Tony Staffiere
Christy Le
Laurie Davis – (via Google hang-out)
Lena Michaud – (via Google hang-out)
Jane Kimball-Foley
Cote Theriault
David Megquier

Executive Committee 2015-16 / 2016-17

Officers

President – Teri Morse / Laurie Davis
President-Elect – Laurie Davis / **OPEN**
Treasure – Jane Kimball Foley / Ginny Fowles-Ward
Secretary – Christy Le / Cote Theriault
**Past-President – Kelly Ilseman / Teri Morse

7 Standing Committees

Nominations & Elections – Kelly Ilseman / Teri Morse
Conference Chair –Ginny Fowles-Ward /**OPEN**
Government Relations – Dave Megquier
Development – David Megquier
Alumni – Michelle Richards
Membership – Lena Michaud
Public Relations: Karen Keim / Anthony Staffiere

Ad-Hoc Committee/Coordinators

Hall of Flags – Anthony Staffiere

Wanted to get some ideas for what their Idea of Public Relations is and what people want? More buzz internally or externally? A Media contact list cost of about \$75 needed to be added to the budget. Working with Michelle on Alumni, Dave suggested looking into Facebook advertising potential, that is a paid advertisement within Facebook.

Webmaster – Casey Henderson

Factbook – Steve Visco

Fair Share – Dave Megquier

3 institutions usually pay early, YCCC, UMaine, and CMCC Dave will be in contact to see when they would like to pay, there is a discount. Doing great on track. The money keeps rolling in from Maine because of the Monthly payments.

Welcome to the New Executive Committee Members for 2016-17 Fiscal Year

Old Business

- Bylaws; Approved at the Business Meeting in April, will be sending out a final copy to membership ASAP
- Paul Spraggins Leadership State Grant we have about \$560 we just got the money, it was just deposited late Feb early march. The intention of that money is to increase membership and involvement in the organization. Kelly originally offered a chance to receive a free conference membership the name went into a drawing. We can get a bit creative with this money. Steve said there are bunch of people from Maine interested in the Leadership Institute, right now there are about 5 people interested in that, can we use some of that money for help with those costs? There is right now still \$1,000 in the MEEOA budget set aside for that. Teri stated that when she attended MEOC received \$500 for Leadership. Teri cautioned to be consistent with allocating funds and historically it has worked as matching funds. Teri wants to know how are we going to handle the process for people requesting the money? Laurie suggested that there be some sort of commitment to MEEOA and the Board or Board activities if funds are given for Leadership.
- Open Seats on the Executive Committee – still in need of President elect and conference chair.

We are in desperate need of President Elect, Laurie suggested calls into people she remembers her call to be asked to be president elect and it worked.

Terry Charlton from CMCC was interested in leadership perhaps an ask for a Board position. Katie Black-KVCC?

Discussion about asking GEAR-UP staff, SSS new program staff? Another critical opening is Conference Chair

Farmington staff have offered to help as much as they can with NEOA and right now Gear-Up has agreed to coordinate the NEOA conference.

MEEOA Conference : Laurie said she will approach her new staff to see if they are interested in Planning the MEEOA conference. Steve Visco has offered to work with contracting the space for the conference to take that off the conference chair responsibilities. Discussion about where the conference should be, is Bangor/Orono still a good location? People agreed that Orono/Bangor is still a great location Steve will look into what is local. There is a Residence Inn Marriott in Bangor worth checking on.

New Business

- **Budget for 2016-17**
The only thing is Casey suggested that we add a website Domain cost line, Approx. \$200, add a line for Quickbook fee- line

Teri has gone into the account and requested to go paperless so Laurie should not be getting paper bank statements any longer.

Training of New Executive Committee chairs

Training Manual Updates- Teri has been working on updating these manuals, Teri would like the current board members to review the manual and see if it accurately reflects the duties of that position. A project for the summer Cote and Christy will discuss the Secretary position and Teri, Jane and Ginny will get together to discuss treasurer. Should we consider switching banks because TD Bank has been very challenging should we consider changing to a bank or credit union that have made donations to MEEOA? We will look into University Credit Union also, the direct deposits tracking were a super challenge this year. Dave will explore University Credit Union today and report info back.

Membership Database Changes- Lena

Casey did a really great job with updating abilities people are able to update their info, we had a lot of duplicates within the system, Casey put out a request for people to update their info to get rid of duplicates. 11 programs Paid, 2 programs are not paid yet, Karen Keim said check will be in the mail.

11 not-paid members still

People who did not pay membership will be charged the non-member fee for the conference which is \$50 more

Suggested Policy Seminar Policy Changes –There were some things that transpired that could have been prevented at policy regarding costs, and with some clear policy in place, this could have been avoided.

Teri has put out to the board the attendee that attended and came with a scholarship of \$1,000 It was well intended actions but how the money was spent we ended up having eat a lot of costs because of this. If we consider this option again we need to have something in writing of how this money is spent and what the expectations are. Specifically: there were changes in the schedule and changes in travel plans, for clarity sake all parties need to know what is expected.

Steve said we need a fiscal policy: NEEOA runs it as a reimbursement there is more control over what costs are covered.

The intent is to bring seasoned Alum that are in a profession, who can speak to the importance of TRIO.

Two things discussed are do we want a fiscal policy for funding? And Do we want a policy for how nominees are chosen?

Dave suggested that we limit it to 2 alums, and send out a statement of what expenses will be paid from the Organization so that its clear. If special accommodations need to be made has to be made in advance.

Nomination process and an offer of Inviting people to come.

*Steve Suggested a Fiscal Policy around this is suggested to be discussed in September at the Board Meeting.

- NEOA Conference Planning Assistance –Dory from GEAR-UP and UMF staff has offered to help with this conference.

Meeting completed