

MEEOA Business Meeting October 19, 2015

Google Hangout – 1:00-2:30pm

In Attendance:

Teri Morse
Allan Parks
Anthony Staffiere
Ginny Fowles Ward
David Megquier
Lena Michaud
Karen Keim
Steve Visco
Christy Le
Kelly Isleman

Call to Order

Approval of the minutes Steve moves accept minutes, Lena Seconds
Minute accepted.

Action: Approval of Minutes

Review Agenda Christy motioned to accept agenda Anthony seconds

Action: Approval of Agenda

Add Meguire correct spelling

Executive Committee Reports

****President – Teri Morse** Great experience at NEEOA

a budget should be finalized by the end of October. Should we update the bi-laws that our annual meeting is in April? And the budget should be finalized then? Thoughts? Lena suggested taking out the date and just state the budget will be finalized at the annual meeting? When would it be useful to have the finalized budget? Should it be done when our fiscal year starts or ends? Steve suggests the first Board meeting, it should start on Sept 1st when the new year begins. Discuss it at the annual Executive meeting and have it finalized or amended in

September? Would that take out the voting on the budget from the annual meeting? And revert to an e-mail vote? Teri states the earlier in the year its in motion the better. Not having the financials final makes it difficult at this point in the year for this year? So can we change that the budget. Its in the fiscal policy manual.

****President-Elect** – Teri Morse

Curt Jack is no longer interested in pres. Elect he has resigned his position with Cintero. Their management is in complete support of MEEOA but feels president elect is not the greatest role to step into with the program being so new. Teri will be addressing the membership to come up with potential pre elect potential individuals.

Treasure – Teri Morse Jane Kimball-Foley has accepted taking on the role of treasurer (thank you Kelly for this suggestion and “ask” of Jane!) Vey exciting to have Jane back in a great role.

Still waiting on the thumb drive with spreadsheets from Daniel he left things in great shape and a great organized manor!

Secretary – Christy Le

Meeting minutes have been submitted and posted to the Listserve for all members to have access.

****Past-President** – Kelly is really trying to help fill the open position. She had a chance to meet and talk with Jane in person she’s very happy that it worked out that Jane could step in as treasurer.

Membership – Lena Michaud

31 individual memberships renewed, but not all paid, 2 program memberships renewed but not paid. She received that packet Teri sent! How does the database get updated? Does she need to go through Casey? Steve stated Casey gave Lena permission to update the database.

Committee Reports

Nominations & Elections – Kelly Isleman

Laurie Davis has agreed to be on the nominations and elections committee.

Hall of Flags – Anthony Staffiere

Nothing major to report, Wed March 9th 8-12 pm reserved for Hall of Flags Tony will send Teri the Deposit bill for the Hall of Flags

Alumni – Michelle Richards

Spoke with Michelle at the FAME conf. Talked about getting nomination forms out asap!

MEEOA Conference Co-Chair – Curt Jack, Ginny Fowles Ward

Things are moving along. The workshop proposals have 4 officially turned in on-line and there are 2 more proposals expected, yoga and resilience in students possible, there are 2 yoga proposals but might go in difference directions so that is OK. Topics to have represented, The Hotel is all set just need to settle on food options, Wed will be an arrival day due to extensive travel for some. Start the conf at 9:00 am on Thursday and go through Lunch on Friday. Tony just sent a lead on a potential speaker that would love to speak at the conference someone that just did a project on GRIT. 3 concurrent workshop slots having 4 options for each would be great so 12 workshops total. Still a month away to have the workshops finalized. Bridget is working on a KeyNote speaker. Looking into students that have some experiences in these areas.

31 people registered so far for the conference. Steve did you compile the conference booklet last year? Steve would you be interested doing that again? Steve said yes. QR codes and a modest amount of printed paper booklets instead of thumb drives? Is anyone from NEEOA coming? Gaylean is planning to come to the conference at this point? How about a Washington update? COE? Hoping someone from within or an electronic update?

Development – Alan Parks/Dave Megquier

Alan said they need to put together their “pitch package” thank those that have supported us, and focus on new as well. Focus on how TRIO is successful, pull info from the yearbook, talk about professional development, other events, Hall of Flags, the leadership session, and how their support, supports those activities. There are 3-new programs serving about 360 new students, all the money coming into

Providing financial literacy info, Dave thinks we should be able to provide the opportunity

Melissa Moffet is very interested in doing a workshop at the conference about financial literacy. Not planning to do the 2-part contributions. Also the yearbook, she just wants a single bill for \$1,000 contribution this year. Other opportunities Camden National has sponsored a coffee break in the past and is seen at the conference.

Break down of last years were Coffee breaks \$250, Major events at the conference \$500 and annual sponsor \$1,000 Does anyone have other resources that they should be exploiting? Or exploring? Any of the banks in the area is what Kelly recommends, we really need a personal connection with new banks is what was discussed.

Teri suggested Molina Healthcare.

Melissa Moffet got back to Kelly right now, and Melissa said that check has been sent on for approval and Teri should be receiving that shortly.

Government Relations – Dave Megquier

Dave missed an open call today, raising the caps from COE, hands are tied with the current spending caps, work with the congressional members to lift those caps, without that lift there isn't much they can do. Remain in contact with our Maine representatives and then relay that back to the executive committee what he finds.

Fair Share – Dave Megquier

He has not received any reports yet this year, asked if Karen has received any and she has not. He will follow up on that. Plans to contact all the directors in the state to see if they plan to renew. Teri said Fair share was talked about at the NEEOA meeting and a push to contribute but no reports new this year at the meeting. The final reports are out but not the current status.

Karen Keim- PSA were put together for all 14 programs, Allan and Karen put together sample PSA's and believes 6 news papers printed something. Working on a PSA about Teri Morse being MEEOA president and dates about the events and conference for MEEOA.

Old Business

Have not yet received money from Machias Savings Bank.
\$500/Yearbook Sponsorship. Kelly Ilseman followed up with Melissa Moffett – emailed her an invoice during the last meeting and requested that she submit the payment to Teri – Have not received the check as 10-20-14.

Media – Teri- Getting the MEEOA Programs in the News! (Fact Book – Monthly highlight) – Use the Alumni Sent in for Awards – as possible Fact Sheet Alumni Highlights!! – to be mailed out quarterly to our Senators and Representatives; as well as other important community partner programs, and possible news sources.

Membership – TRIO staff person said I really don't know what you do but I'm sending people your way" Sending out a packet to new members maybe a QR code format. I welcome thoughts and suggestions around that!

Teri is still working on the packet; will be meeting with Lena and Casey on making the adjustment to website, membership application. Teri plans to meet with all the New SSS programs and offer them a warm welcome. Dave plans to go out and visit them too to get them involved from the government relations point as well.

Kelly wanted to know, Will the quotes from students go along with something? Teri said a similar format as the fact sheets.

Dave has some comments about the new SSS programs, membership, conference and governmental relations really throw out the welcome wagon to the 3 new programs recognize them at the conference that allows them to share and ask questions and learning from each other. And get them involved with governmental relations locally also.

Bi-Laws; Teri is still working on re-write for clarification and additional changes reflected from last meeting. –

1. Confirm positions we want to include in the Executive Committee – Voting members.

Strategic Plan – updated with copy emailed - Plan to replace Board of Directors with Executive Committee.

Transition Manual – Review Updated Draft

1. Purpose of the Manual/List of past Presidents
2. Index with Page Numbers
3. Reviewed and added Position Descriptions that were lacking
4. Added Readings:
 - a. The Early History of the Higher Education Act of 1965
 - b. National Studies Find TRIO Programs - Effective at Increasing College Enrollment and Graduation

Teri stated Changes Must be submitted 30 prior to the meeting that the membership would vote on. Teri stated that her interpretation was that everyone on the committees would have voting powers?

Dave-general intent was to increase the voting capability within the group, the voting group is now 6 if everyone was in attendance, the quorum issue has to happen.

***Extensive discussion on standing committees and ad Hoc and who should/could has voting privileges?

Should we title them differently? We could have them all be standing committees and then distinguish

What is the requirement for a quorum right now? It is currently at least 50% of all members. You don't list the AdHoc in the Bi-laws. Going to table this discussion for now and Teri is going to reach out to people to get feedback to then report back at the November meeting.

Transitions Manual is in Draft form and Teri has sent that out and would love feedback on that to move forward, and within that is the bi-laws.

New Business

*Paul Spraggins Leadership State Grant program up to \$500 with \$500 Match – Kelly update? We need to offer membership incentives with this money.

*We have to buy a stamp that says for deposit only TD Bank says it has to be a stamp, or add her to the account. Does Teri need approval to purchase this? Kelly said no.

There is a statement from the bank each month and that is reconciled with the Spreadsheet. Dave asked are the checks being scanned for future reference? They are not and have not been in the past.

* With the yearbook how do we add Gear-Up? Future discussion?
Add to the agenda for next meeting.

Motion to adjourn Kelly 2nd Tony

Adjourn