

**Maine Educational Opportunity Educational Association  
Executive Committee Meeting  
March 2, 2017**

**ATTENDEES:** Laurie Davis, Ginny Fowles-Ward, Amanda Favreau, Cote Theriault, Teri Morse, Karen Keim, Tony Staffiere, Betty McCue-Herlihy, Samantha Prosser, Terri Plummer

**MINUTES:**

**Introductions & Ice Breaker:** What are you looking forward to this spring?

**CALL TO ORDER**

**OFFICER and COMMITTEE REPORTS:**

**Secretary: Cote Theriault**

- Review/Approval of minutes for 2/2/17: Any additions or corrections?
- **ACTION:** Minutes approved by unanimous consent.

**Treasurer: Ginny Fowles-Ward**

- **2017 Conference:**
  - At this point, all conference checks have been deposited.
    - There might be one more check – Ginny and Amanda will work on it.
    - Just shy of \$10,000 in Registration income
    - Auction & raffle far exceeded what we had anticipated.
    - Income is a little under projected, but we are waiting for association sponsorships and for NEOA reimbursements. Once those come in, we should be a bit ahead in income for the conference.
  - All expenses are through.
- **Miscellaneous:**
  - Paid secretary of state fee for charter
  - Renewed domain registration for 3 years – it was less than we budgeted (\$95)
  - We haven't done the IRS e-postcard to let them know that the organization still exists and that our income is less than \$50,000 a year. Ginny did the one for 2015.
- **Policy Seminar:**
  - Ginny and Laurie discussed whether to reimburse alumni or to send checks
    - Teri said that expenses were reimbursed last year.
    - It was decided to reimburse again this year.
    - Ginny asked what other expenses other than accommodations and travel will be incurred by alumni

- Laurie says that most expenses will be covered, but there will be some incidental expenses here and there.
  - Karen will try to cover expenses for alums as much as she can.
  - Laurie anticipates that incidental expenses should be lower this year because of the hotel location.
- **2017 NEOA Conference:**
  - Ginny asked if we plan to place a MEEOA Ad into the NEOA Booklet.
    - Tony said that he can take it on instead of Steve.
    - Ginny will pay for a full-page ad via PayPal and fill out the information online, while Tony will design the ad and send it to Cote, who is coordinating the ads for NEOA.
    - Tony asked for a template.
      - Cote said that past booklets are online and that the dimensions and file type are available on the form. Cote will send information to Tony by email.

#### **STANDING COMMITTEES:**

##### **Alumni & MEEOA Achievers: Michelle Richards**

- Laurie: Megan Kidder is a UB grad from USM. She will be able to attend Policy. She teaches up near Bangor, so she will be traveling from that area. We have two alums total.

##### **Conference (2017): Rusty Brown & Amanda Favreau**

- We are almost finished with the work on this conference.
- Karen said that the outstanding check is from her program – there was an issue with the routing number being readable with the names listed, but now the issue is resolved.

##### **Development: David Megquier**

- No updates

##### **Government Relations: David Megquier**

- No updates

##### **Membership report: Lena Michaud**

- Lena sent Laurie the program membership list. Laurie will reach out to programs that are not MEEOA members and encourage them to join.

##### **Nominations & Elections: Teri Morse**

- Jane Foley, Steve Visco, Lena, and Teri have been working on this.
  - Teri was not at the MEEOA Conference where the conversations happened about people interested in positions and did not get much response by email about people who were interested in positions.
- The Secretary position will be open for next year.
- Teresa Plummer and Samantha Prosser will be 2017-18 Conference Co-Chairs, pending confirmation.

- Kate Walsh is interested in Membership – Lena has offered to help with the transition if she is confirmed at NEOA.
- The way that the by-laws are written, the only positions that require a vote are president-elect, treasurer, and secretary. For other positions, how do we want to move forward?
  - Karen: You can put a whole slate up of open positions without having individual votes.
  - Teri: we haven't had a lot of competition for slots.
  - Dave is interested in having co-chairs for the roles that he serves in.
  - Teri: NEOA has members-at-large on their conference committee. Would that be a role we want to include for MEEOA to encourage newer TRIO professionals to participate?
    - Laurie thinks that there might be people interested in alumni and encouraged Teri to talk with Michelle.
  - Alumni seems to be a good place for a newer professional. There are some responsibilities currently handled by the president that could be managed in this role.
    - For example, could we encourage an on-ramp from MEEOA Achievers to Policy?
- In general, we are in a better place for filling positions on the committee than we have been in the past.
- Teri has been asked to run for the role of NEOA Secretary and intends to go in that direction for a couple of years.
- Betty asked what she should do to help with this process.
  - Laurie and Teri said that much of the work has already been done.
  - Laurie says that it would be nice to have multiple people on standing committees rather than one person per role, from here on out.

### **Public Relations & Hall of Flags, 3/13/16: Tony Staffiere**

- Hall of Flags – start at 12:30, end at 2pm
  - Lunch that will be provided will be invoiced to programs – please let project directors know
    - Ginny will coordinate
  - Invitation will be sent out this afternoon to speakers
  - RSVPs highly encouraged, but not required – it is good so that logistics can be arranged
  - If you have not been to Hall of Flags before, please arrive early so that you can get through security.
  - There is a substantial media rollout campaign – at least one TV station has offered to be there if they can.
  - Please call Tony with any questions.

### **AD-HOC COMMITTEE REPORTS:**

#### **Conference (2018): Teresa Plummer & Samantha Prosser**

- Terri and Sam have been contacting other hotels in the area, but other options are not great. Bangor Inn and Conference is one option that is similarly priced – but they will visit first before deciding.

#### **Fact Book: Steve Visco**

- Steve has been working on it – it was sent to the printer this week.

#### **Fair Share: David Megquier**

- We earned the free registration for Policy. There is a meeting coming up soon.

### **OLD BUSINESS:**

#### **COE Policy Planning: Laurie Davis**

- Maine Team Planning
  - Laurie is not able to go.
  - Financially, we are in a better place due to NEOA assistance.
  - Visits with 3 out of 4 Congressional offices have been arranged
    - Still trying to coordinate with Susan Collins' office – trying to attend her coffee session and also arrange a meeting with one of her staff members the next afternoon.
  - The alumni have arranged their reservations
- Betty asked how to arrange travel and how to get reimbursed by MEEOA.
- Karen encouraged programs to use the fact sheet that was sent out, replace information with your program's information, and to publicize the same day as Policy Seminar (March 22<sup>nd</sup>).
  - Delivered by programs to local offices of national senators.
  - Laurie encouraged someone to coordinate these efforts, possibly by email
  - Karen will also send us a video after the meeting.
- Budget
  - We may come in under budget for Policy Seminar

### **NEW BUSINESS:**

- Teri would like all committee members to review the position description, see if it aligns with what is actually done, and to make any suggested changes to the Transition Manual.
  - The intent of the Transition Manual is to give the new President information.
    - Laurie says that a manual would be very helpful and thanked Teri for her work on this project.
    - It also would be helpful to have a more streamlined fiscal policy.

- Each year, it would be good to update the list of programs and directors. This would be helpful as we build our archive of information.
- Can we set time aside during the next meeting to work on this a bit? Any suggestions or ideas should be sent to Teri in the meantime.
  - Laurie says that we can do this for the meeting after the NEOA meeting.
- Teri also talked about changes to Tony's position – including Fact Book, etc. in there to tailor those responsibilities more.

**ADJOURN**