MEEOA Executive Committee Meeting

December 8, 2016

In Attendance: Betty McCue-Herlihy, Ginny Fowles Ward, Laurie Davis, Lena Michaud, Rusty Brown, Steve Visco, Tony Staffiere, Cote Theriault

Meeting Minutes

Call to Order:

Minutes Approval:

- Discussion of process. After each meeting, minutes will be sent via email to the Executive Committee to be approved. Once approved, they will be posted online.
- Minutes from October 28th amended to include the official meeting and to omit other information.
- Lena – motioned to approve as amended. Ginny seconded.
  - Action: Minutes approved as amended.

Executive Committee List:

- Laurie distributed a contact list of executive committee members via email and asked for input on any necessary changes.
  - Steve recommended that the standing committee and coordinator sections be combined.
  - Ginny asked that Amanda’s email be updated to correct a typo.
  - Steve and Laurie worked to indicate voting and non-voting members.
  - Ginny asked what % of voting members is needed for a quorum and asked if this can be added to the top of the document.
    - Steve says that a simple majority of voting members present at the meeting constitutes quorum.

Meeting Dates:

- Laurie sent a list of tentative meeting dates and locations to executive committee via email and asked for input on any changes that need to be made.
  - Only change that was made is that the June 1 meeting will be at EMCC.
  - Discussion about best time to have meeting during the MEEOA conference between Laurie and Rusty.

Treasurer Report (Ginny)

- Still working on reconciling last year’s budget with actual figures.
  - Specifically, tracking $500 check from Husson and memberships as well.
    - Laurie: Does it make sense to email people who appear to have not paid memberships to see if they have paid?
      - Betty thinks so. Lena will send emails.
    - Laurie: USM TRIO will have 7 registrations coming this week.
• Some work to do to figure out how to account for deposits that are coming in electronically.
  - Is there an address issue in the UMaine system?
    • Laurie has emailed Tony to look into MaineStreet.
      o Laurie: None of the emails listed for MEEOA are Lena's. This might be part of the problem.
      o After some searching, Lena's information was found on MaineStreet.
      o Ginny asked how we can consolidate list on MaineStreet so it is current. Listed contacts should be Ginny, Lena, and person in charge of Registration.
  • Looking into software options to assist with Treasurer responsibilities.
    - Upgrade option: $40/month
    - Ginny will explore this option further to see if it is worthwhile to upgrade.
  • Plans to have a more thorough report ready for January.
  • We are paying $2/month for paper statements – can we print from online instead?
    - Laurie and Rusty agree that this makes sense
    - Steve says that Ginny should decide based on if the statements are helpful.
    - Ginny will compare paper and online and see if there are any differences.

MEEOA Conference
• Rusty: Only 3 weeks until conference
  • Areas where help is needed
    • Proposals: Only 4 received; 12 needed.
      o Ginny asked what topics the committee is looking for.
      o Rusty says that it is most important that both pre-college and college topics are covered. He and Amanda can work on making sure the topics are applicable to the theme.
      o Laurie asked what workshops are already happening.
        - Rusty: Machias Bank, Thomas College, EMCC tutoring, and another that has contacted him.
        - Laurie will ask her staff to put together one, possibly that is applicable both for UB and SSS folks.
        - Rusty will ask a staff member to do a workshop on Focus II.
        - Ginny noted last meeting's discussion and asked if a leadership development workshop would be helpful.
          - Steve talked about a similar, informal event that will happen at NEOA.
          - Ginny, Rusty, and Steve talked about potential formats for one at NEOA.
          - Steve says that having input from newer TRIO staff would be helpful. Laurie agrees – what is the "on-ramp" for new people to become involved?
          - Cote suggested that the presenters give attendees the opportunity to send in questions before the workshop itself to help make newer people feel more comfortable asking questions.
Laurie asked that the RFP be sent out again; Rusty will send it by email and noted that it is also on the website.

- **Keynote Speaker:**
  - Susan Collins not available. Emily Cain may not make sense.
  - Patty may be one option - but 1 hr 15 min may be too long.
    - Dave talked with Rusty about her.
  - Fernando? If so, Patty on Thursday or Weds afternoon.
    - Steve: this would make conference alumni-focused.
      Suggested that Fernando speak for 45 minutes, then have a 30 minute working session re: alumni. COE staff want to be utilized when they are there.
    - Rusty: Original plan was keynote, lunch, concurrent session

- **Plenary Speaker:**
  - Does it make more sense to do a program roundtable instead and then have the board meeting during that time?
  - This would help the Conference Committee since it is one less speaker to find and would also address conference evaluation comments from last year.

- **Hospitality Suite:**
  - Rusty asked about the cost and operation.
  - Tony: Submitted receipts to Teri last year, who reimbursed him on the last day of the conference. Spent $138.
  - Ginny looked at the budget, but the cost of the suite was not separated out from other expenses. She and Rusty will look into this more.
  - Rusty plans to budget $125-$150 until more firm number is available.
  - Rusty also asked if anyone would be willing to co-host it with him.

- **President's Welcome/Mixer**
  - Rusty asked who organizes it.
  - Ginny says that Bridget and Corda did last year, but that President's Welcome is a misnomer.
  - Discussion about whether to rename it – decision was to keep the name, and Laurie will be available.
  - Laurie says that mixers are helpful to encourage people to interact with others from different institutions.
    - Rusty and Amanda will come up with an activity.
    - Betty suggested mixers around problem-solving, such as at NEOA. Rusty and Betty will connect about this.

- **Updates**

- **Social Gathering:**
  - Plan is to have it at Woodman's so that it addresses conference evaluations about being more inclusive for people who do not drink.
• Registration:
  o 50 registrations so far
  o If we get 5 more, Black Bear Inn will waive room fees
    • Steve asked for clarification about whether the 55 was for paid nights in the hotel or attendees.
    • Rusty says it is for people who attend the conference.
  • Plan is to email the listserv to promote registration.
• Auction:
  • Karen Keim sent one message to the listserv and has offered to help again with it. More emails will be forthcoming.
• Food:
  • Per-person costs have increased from $60/pp last year to $76/pp this year, including coffee breaks
    • Costs have increased because of lunch prices
    • Dave is confident that Camden National will cover one coffee break. Rusty has asked EMCC about sponsoring the other.
  • Based on conference evaluations, box lunches were replaced with a pasta bar – this actually saved money as well.
  • Rusty will meet with the Black Bear Inn next Tuesday to finalize more details.
• Check-in/self-care
  • Rusty says that 3 massage therapists will donate their time for this session. He will also reach out to Kelly about a related workshop – mindfulness or yoga.
  • Rusty and Amanda will reach out to executive committee members about helping with the conference.

Achievers
• Laurie: Michelle has emailed out
• Rusty and Michelle are working together
  • Michelle has received 2 nominations- Achiever/Rising Star

COE Policy Seminar
• Deadline in December
  • Laurie: Who is responsible for getting alumni/making arrangements?
  • Steve and Ginny talked about the process and how it is worked in the past. Some consensus that the President sends a nomination form out to the listserv, then the board has a conversation to select the attendee.

Adjourn