

Maine Educational Opportunity Educational Association  
 Executive Committee Meeting  
 University of Maine at Augusta, Bangor Campus, Lewiston Hall, Room 119  
 June 15, 2018, 10 am-2 pm

**AGENDA**

In attendance: Dori Fellman, Mary Kate Barbosa, Sam Prosser, Eric Pratt, Andrew Henry, Karen Keim, Terri Plummer, Mary Sinclair, Michelle Richards, Shelbie Ross, Tony Staffierre, Laurie Davis

<u>AGENDA ITEM</u>	<u>MEETING NOTES</u>
<p><b>Introductions:</b> Name, Program &amp; position, Years in TRIO, Executive Committee position this year/next year. What are you looking forward to this summer?</p>	<p>Introductions done.</p>
<p><b>Strategic Plan Review:</b> Using a SWOT (Strengths, Weaknesses/Challenges. Opportunities &amp; Threats) lens, we will review the current MEEOA Strategic Plan for 2013-2018. Where is MEEOA and where does MEEOA need to go? Next year the Executive Committee will be working on updating the Strategic Plan for the next five years, 2019-2023 - this needs to be done next fall.</p>	<ul style="list-style-type: none"> <li>- This was reviewed last fall but never got around to working on it. Needs to be a priority for next year.</li> <li>- Planning will take intentionality and setting aside specific time to work on. When NEOA did this, they carved time out of meetings for it. A smaller committee working on this might be best.</li> <li>- There was a suggestion of forming two different groups: one working on the content first and then a smaller group or person doing the editing/grammar after. Editing can bog down progress and fresh eyes are more helpful later.</li> <li>- The landscape in Maine has changed (JMG, ME Spark, etc).</li> <li>- The Island Institute is someone to keep on our radar, they are doing big things.</li> <li>- Foster care would like for their students to automatically be accepted in to SSS.</li> <li>- Looking at the previous strategic plan:             <ul style="list-style-type: none"> <li>● Priority 1.2: “Membership Chair (MB)” should be added to this activity. Is a good activity and should be referred back to, reinstated. It used to happen but has not in some time.</li> <li>● Priority 1.3: Only some people know about this. Some years it is spent and others it is not. It needs to be included in the budget and there IS a formal application. As far as training resources in the state, a list should be compiled.</li> <li>● Priority 1.4: Was intended to coordinate with NEOA, Maine CAN, Educate</li> </ul> </li> </ul>

	<p>Maine, etc. In the updated plan we should include Maine Spark and other community partners.</p> <ul style="list-style-type: none"> <li>● Priority 2, Position Responsible: Should Change HF to “Public Relations (PR)” and add Alumni (A).</li> <li>● Priority 2.1: “President Elect (PE)” should be added and clarify that GC would be included as a participant “pending funding.” There should be a process with an application and preparation. The strategic plan may not be the place to put the process, but it could be alluded to here.</li> </ul> <p>-Discussion broke here to talk about the process of Policy Seminar: the application, the planning, etc. Karen has been working on the overview of this and shared it. She is willing to finish before handing it off when she is done with GR. As a small state, a smaller delegation is effective (2018 numbers were fine). If it is all planned and expectations are set ahead of time it should all go smoothly. A written contract would discuss cost, eligibility, the application, and notification. It would also give time, physical (walking), and dress expectations. These would all be framed positively as this is an honor, but with the non-negotiables laid out ahead of time. There would also be a Google Hangout ahead of time to talk through details. Laurie had specific instructions and plans when she led the Maine team and is willing to share those documents. She said it helps when ONE person is in charge to work out logistics and for the the budget to be very clear ahead of time. She emphasized the importance of thorough communication ahead of time. Mary Kate said she would like to see MEEOA financially support the staff members attending with their alumni. This is a good way to utilize support of community partners and ask them to donate toward this cause. The application is not online but can be, and it can be sent to Michelle (alumni chair) and the president.</p> <ul style="list-style-type: none"> <li>● Priority 2.3: Executive Board should keep information up to date by relaying to Casey what they want on the website.</li> </ul> <p>-In the interest of time, discussion ended. The remaining priorities will need discussion next year.</p>
<u>Lunch</u>	
<u>Executive Committee Meeting</u>	12:15pm Dori called the meeting to order

<p>Secretary: Mary Sinclair</p>	<ul style="list-style-type: none"> <li>-Review/Approval of minutes for 5/15/2018:</li> <li>-Clarification that MEEOA is a 501C_ and not a 501C_. MEEOA has political involvement and therefore cannot be a 501C3, and is not tax exempt.</li> <li>-Laurie motioned to amend the minutes to reflect said change. Tony seconded. All in favor.</li> <li>-Karen motioned to accept the minutes as amended, Laurie seconded. All in favor.</li> <li>-It was determined that there were in fact enough members to have a quorum, barely.</li> <li>-Ginny has been in touch with Mary and advising about the role of Secretary.</li> </ul>
<p>Treasurer: Patrick Blanchette (not able to attend but sent his report ahead of time)</p>	<ul style="list-style-type: none"> <li>-Report says there are 24 unpaid conference participants. Sam and Terri volunteered to reach out if they can find out who they are.</li> <li>-The director of the program where these people work may be worth reaching out to, because there may be problems with the payments and processing.</li> <li>-Patrick's report indicates that he seems to have solved the problem of identifying which payments went to certain invoices, for the future. He is now receiving email notifications when payments are made and who they are from/for.</li> <li>-Whose job is it to notify about unpaid balances? With the new information about invoice numbers and email notifications, it should clear up who has paid and who has not, but it does not clear up who is responsible for tracking down payments.</li> <li>-The coding with "C" or "M" on invoice numbers is a great idea!</li> <li>-There is some delay with payments from NEOA, and this is another layer to the Policy Seminar discussion and planning to clarify ahead of time. NEOA gives a flat reimbursement of \$4,000 for PS, but because COE (at the last minute) decided to not pay the Leadership Training fees, NEOA picked it up, giving an additional \$500.</li> <li>-Currently we have \$1000 committed to Fair Share. Other years we have increased the donation and this seems like a time we should as well.</li> <li>-Andrew motioned to increase the MEEOA contribution to Fair Share but \$4,000, bring the total for the year to \$5000. Tony seconded. All in favor.</li> </ul> <p><b>Action: Dori will notify Patrick about the increased amount to Fair Share.</b></p>
<p>President Elect Report: Mary Kate Barbosa</p>	<p>Laurie has a debit card she will no longer need, so she can go with Mary Kate to add Mary Kate to the account, take Laurie off, and to give the card to Mary Kate.</p> <p><b>Action: after the meeting, Laurie and Mary Kate will go to the bank and make the</b></p>

	changes.
<b>STANDING COMMITTEES:</b>	
Alumni & MEEOA Achievers: Michelle Richards (not present, had to leave before this part of the meeting)	<p>-Before she left, Michelle said she would notify everyone about inviting alumni to the MEEOA alumni list.</p> <p>-Michelle was not listed on the board names for next year, but it is believed she is interested in staying on.</p> <p>-There was discussion around the possibility of adding a co-chair for this position. It would help when travel is not possible from the north. A committee of people could be helpful as well. Michelle mentioned a handful of people interested already, if we could get some others it may help generate interest and contacts. Policy Seminar alumni could be pulled in for this, and they might be beneficial in helping recruit for PS. If this group did include more outside alumni, it might make sense to make them a “board” instead of a “committee.” This group should also include Gear Up representation.</p> <p><b>Action: Michelle will email each program with information about how to invite recent grads to the alumni list.</b></p> <p><b>Action: Sam will brainstorm with Michelle about how to move forward with any of these ideas.</b></p>
Conference: Sam Prosser & Terri Plummer transitioning to Shelbie Ross and one more	<p>-Shelbie has agreed to co-chair the conference, and they are looking for one more person from one of the UMaine TRIO programs (looking at you, UBMS and UB!).</p> <p>-Sam has lots of notes to pass along: she and Terri were very intentional in what they saved.</p> <p>-Now is the best time to get hotel bids. Sam and Terri tried to look around, but in the Bangor area the Black Bear Inn could not be beat.</p> <p><b>Action: find Shelbie a helper! Sam will forward notes.</b></p>
Development: David Megquier (not present), and Andrew Henry	<p>-\$1,000 sponsors last year included Machias Savings Bank, UMA, and Husson.</p> <p>-It is the “Development” job to get coffee sponsors for the conference.</p> <p>-Dave has not responded about continuing next year. Karen is willing to do it.</p>
Government Relations: Karen Keim to transition to Eric Pratt	<p>-Karen sent reports ahead of time with more information than needed, so they are thorough.</p>

	<p>-Yesterday Rep. Cole recommended a 5% increase in TRIO and 3% increase in GU for next year. PROSPER is still the biggest threat to our programs and has not gone away.</p> <p>-Keep the pressure on our local politicians. They need to understand the importance and breadth of services offered by the variety of programs in our state (and nationally).</p> <p>-In February of 2018 Maine Spark, Maine CAN, and FAME as well as the UMS presidents all wrote letters of support for TRIO/GU programs, delivered to the congressional delegates either in person at PS or send later on.</p> <p>-Programs should ask their community partners to call delegates asking for their support of TRIO and GU.</p> <p>-Programs should all be inviting delegates to visit.</p>																																
<p>Membership report: Kate Walsh (not present)</p>	<p>-No report seen ahead of time.</p> <p>-Goal for next year should be 100% participation of all Maine grants.</p> <p>-The Executive Board should look to see how they can help Kate with this.</p>																																
<p>Nominations &amp; Elections: Laurie Davis</p> <table border="1" data-bbox="107 773 791 954"> <tr> <td>President</td> <td>Mary Kate Barbosa</td> </tr> <tr> <td>President-Elect</td> <td><b>CONFIRMED VACANT</b></td> </tr> <tr> <td>Past-President &amp; NEOA Liaison</td> <td>Dori Fellman</td> </tr> <tr> <td>Treasurer</td> <td>Patrick Blanchette</td> </tr> <tr> <td>Secretary</td> <td>Mary Sinclair</td> </tr> </table> <table border="1" data-bbox="107 987 791 1235"> <tr> <td>Nominations &amp; Elections</td> <td>Dori Fellman (Past -President)</td> </tr> <tr> <td>Conference</td> <td>Shelbie Ross &amp; VACANT (1 vote)</td> </tr> <tr> <td>Public Relations (inc. Hall of Flags)</td> <td>Anthony Staffierre</td> </tr> <tr> <td>Alumni</td> <td>Michelle Richards</td> </tr> <tr> <td>Development</td> <td>Karen Keim</td> </tr> <tr> <td>Membership</td> <td>Kate Walsh</td> </tr> <tr> <td>Governmental Relations</td> <td>Eric Pratt</td> </tr> </table> <p><b>Non-voting/Ad Hoc:</b></p> <table border="1" data-bbox="107 1268 791 1409"> <tr> <td>Fact Book</td> <td>Sara Flowers &amp; Steve Visco</td> </tr> <tr> <td>Fair Share</td> <td>Andrew Henry</td> </tr> <tr> <td>ME Leadership Institute (MELI)</td> <td>Steve Visco</td> </tr> <tr> <td>Webmaster</td> <td>Casey Henderson</td> </tr> </table>	President	Mary Kate Barbosa	President-Elect	<b>CONFIRMED VACANT</b>	Past-President & NEOA Liaison	Dori Fellman	Treasurer	Patrick Blanchette	Secretary	Mary Sinclair	Nominations & Elections	Dori Fellman (Past -President)	Conference	Shelbie Ross & VACANT (1 vote)	Public Relations (inc. Hall of Flags)	Anthony Staffierre	Alumni	Michelle Richards	Development	Karen Keim	Membership	Kate Walsh	Governmental Relations	Eric Pratt	Fact Book	Sara Flowers & Steve Visco	Fair Share	Andrew Henry	ME Leadership Institute (MELI)	Steve Visco	Webmaster	Casey Henderson	<p>-Dori has been talking with Lisa Black about President Elect. Karen pointed out that Lisa will be writing an SSS grant next year, which is not good timing as President or Elect.</p> <p>-Alumni might be a good position for a co-chair.</p> <p>-Steve and Sara are sharing the Fact Book position.</p> <p>-”Hall of Flags” used to be an Ad Hoc committee, but once Tony took on PR also, HF came under that title. In the Strategic Plan work, “HF” should be changed to “PR”.</p> <p>-Current NEOA board representation: Steve- Membership, Teri- Secretary, Tony-PR, Casey- Technology, Dori- State Liaison, and Mary Kate- State President.</p> <p><b>Action: Laurie will talk with Lisa about the commitment of President, especially in comparison with writing a grant. Karen has other names she will forward to Laurie.</b></p> <p><b>Action: Laurie will email the slate to the MEEOA membership for voting. She is hoping to have this done by the end of the month.</b></p> <p><b>Action: Mary will update the list with correct contact information.</b></p>
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Public Relations & Hall of Flags: Tony Staffierre	<p>-Is March the best time for Hall of Flags? The Legislature is guaranteed to be in session in March. MA and VT do it in the fall. March works well for UB, and they tend to have the most consistent attendance/availability. It is hard to ask any college students to go when they would miss class. It is nice when HoF fits between PS and NEOA Conference.</p> <p>-SSS will take more of a lead role in First Gen Day.</p> <p>-Email Tony with any PR information! The Instagram account was a hit this year.</p> <p><b>Action: Tony will send and email to the listserve with all the MEEOA social media account information.</b></p>
<b><u>AD-HOC COMMITTEE REPORTS:</u></b>	
Conference (2018): Dates for 2019 conference	<p>-BBI has a standing reservation the first week of January, which is a hard time anyway.</p> <p>-Whenever it is, it is never perfect.</p> <p>-Sometimes there is conflict with the community colleges, who start earlier in January. Perhaps the 10-11th would work.</p> <p>-There was some discussion about moving the conference to the Fall, but that would take planning much earlier on.</p>
Fact Book: Steve Visco/Sara Flowers (not present)	<p>-Steve is very excited to have help, and Sara is bringing great thoughts and insight to the project. Sara has been discussing changes with SSS directors and has been working on clarification.</p> <p>-Current book will be posted on the MEEOA website. Programs received copies at HoF, but others will receive a few in the mail.</p> <p>-Karen would like a list of who we need to mail it to. Laurie has some names.</p> <p><b>Action: Karen will start a Google Doc of folks who needs a copy of the Fact Book.</b></p>
Fair Share: Andrew Henry	<p>-Currently \$160 short of the goal for the challenge. Could the board come up with that right now? Yes.</p> <p>-If there is 100% board participation, there are grants available.</p> <p>-MEEOA met their goal by 139% before the meeting. With the increase coming from</p>

	<p>the association, that number increases to 151%.</p> <p>-\$5,469 came in contributions.</p> <p>-\$50750 came in memberships.</p>
<b><u>OLD BUSINESS:</u></b>	
Google folder with all relevant MEEOA documents	<p>-Documents all needs to be in one place with restricted access which is kept up to date. With shared docs, they are gone when the owner is gone. It needs to be under a "Team Drive."</p> <p><b>Action: Mary Kate will talk with Casey about creating a Team Drive for the shared MEEOA documents and keeping access current.</b></p>
Business card for signing up for TRIO Alumni - statewide and national?	<p>-Our alumni list includes both GU and TRIO, but COE's only includes TRIO.</p> <p><b>Action: Dori will clarify with COE and then talk with Michelle and Nikita about moving forward.</b></p>
<b><u>NEW BUSINESS:</u></b>	
From Sara Flowers: "In order to bring Lucy Jones to Maine for a 2-day SSS and UB compliance training, she gave a quote of \$4,000 but asks that her payment come from one entity instead of multiple institutions. She suggested asking MEEOA if there is a mechanism for collecting payment from each institution then paying her a lump PD fee. She stated that when she has done this in the past for a state organization, the org chose a price point for registration, paid the trainer, and made a student scholarship out of any excess that occurs from unforeseen circumstances. In the Directors' meeting on the 30th, I heard from about 7 programs that are interested in this training opportunity. I need	<p>-There is nothing in the by-laws specifically about this and it has been done before.</p> <p>-Dori motioned to make MEEOA the fiscal agent for bringing Lucy Jones to Maine for an SSS and UB, 2-day compliance training to be reimbursed by participants. Karen second. All in favor.</p> <p>-Lucy may invoice MEEOA and MEEOA will invoice the programs attending.</p> <p>-The location will be determined by the participants.</p> <p>-Other programs may contact Lucy about doing a site visit while she is here!</p> <p><b>Action: Sara should contact Patrick about this. They will need a commitment from the programs attending to split the cost. Patrick will bill the programs accordingly.</b></p> <p><b>Action: Sara will contact the MEEOA list serve to let them know Lucy is coming and they may want to set up visits with her.</b></p>

MEEEOA's help in organizing this payment if there is a mechanism for it."	
First Gen Day - Nov 8 plans	-SSS directors are working on plans and some branding for this. Everyone is encouraged to participate.
Professional Development - does anyone want to put in for a grant?	-NEOA offers 4-5 per year. -Kristi is trying to do at least one each of pre-college and collegiate. -Contact her if anyone has something they want to do!
<b><u>ADJOURN</u></b>	-Mary Kate motioned to adjourn. Andrew second. All in favor. 2:05pm -Next meeting will be in September.

Submitted by Mary Sinclair





