

**Maine Educational Opportunity Educational Association
 Executive Committee Meeting
 November 30, 2017
 Virtual 1-3 pm**

**nt: Dori Fellman, Andrew Henry, Ginny Ward, Karen Keim, Laurie Davis, Mary Kate Barbosa, Michelle Richards, Sam Pr
 Visco, Patrick Blanchette , Kate Kevit Walsh, Teresa Plummer**

da	Notes
ductions & Ice Breaker: What are you looking ard to over the holidays?	
oval of minutes for October meeting (Dori sent fter meeting) Verify the schedule for writing, approving and posting minutes to the website & electronic distribution to the membership	Moved to approve: Mary Kate Second: Patrick Vote: unanimous
re meeting schedule: Board has received invites Dori	Noted
surer's report: Patrick Blanchette Report out on phishing scam	Had a phishing scam tried on accounts. Started with an email from Do aol account. Patrick responded. Elaborate scheme. Sent check but stop payment on it. Crooks still responded asking for MORE money. Report to bank and police in SC. Cost \$53 to pay & then stop payment.

Laurie suggested we have a protocol to check and double check about requests for money or payments. Use payment request form with any check request. Be very specific in emails about what you need. Mary K suggested we let COE or NEOA know this is happening. Laurie suggests phone call goes with the request.

Laurie suggested that we need to approve an official budget for the current fiscal year. Patrick and Dori will go over the budget Ginny shared with Patrick and offered to consult on it. One line item to look at especially is our support of COE.

NEOA has approved \$4000 per state association this year. Extra money approved for us last year is not available this year.

Action: Dori & Patrick work together to establish proposed budget to bring for vote in December.

DA Conference: Terri and Sam

What help do you need?

time of MEEEOA Conference Board meeting (move earlier in the day?)

-ads for conference booklet (who solicits ads?)

-conference sponsorship (any updates from Dave?)

-Workshop RFP's (we still only have 1 completed from FAME)

Sam & Terri had a few questions:

1. Budget for conference: most things are set but wondering what the budget numbers are for hospitality?
2. Can we move the exec comm meeting earlier on the day before conference? 5 pm was when we thought there would be a pre-conference, 5-7 pm is right during dinner. Perhaps we could move it earlier and go out to dinner together? Sam will send a doodle poll to find alternate time.
3. Who handles the following: Conference sponsorship (Dave), ad booklet & auction (conference committee, except sponsor ads have to be facilitated through Dave)
4. We have 6 workshop proposals. Need more! Please solicit more.
 - a. What we have: FAME, ACES, 2 by Elyse (Supporting LGB students, Hope & Cognition), 2 by Sara Henry

	<p>(Apps/Resources for students, emotional support animals on campus)</p> <p>b. 2 additional are Steve/Ginny (MELI) & Bonnie Lucas (per terms of her PD grant)</p> <p>5. A working budget would be helpful</p> <p>6. Ginny: board has an obligation to provide a budget & guidance the future so that conference chairs know clearly what their parameters are and what the committee expects them to raise the organization.</p> <p>Action: Doodle poll for revised EC meeting time, follow up with Dave regarding development status, emails to membership to solicit more workshops</p>
<p>ini & MEEOA Achievers: Michelle Richards</p>	<p>Michelle reported: nomination forms have been sent out for awards but she has not received any back yet. Deadline December 11, Michelle will send reminder</p> <p>Policy forms just went out. More time for that.</p> <p>Michelle and Sam will coordinate for details of the banquet.</p> <p>Michelle, Laurie & Dori have talked about how to restructure awards to recognize success in each program. (EOC, UB, ETS, SSS etc) Success may look different for each program type.</p> <p>Michelle would like to see more nominees! Bombard the list!</p>
<p>Government Relations: Karen Kiem</p> <p>COE Policy Planning:</p> <ul style="list-style-type: none"> ○ Budget 	<p>Karen reported</p> <p>National concern: TRIO is going to take a hit in Reauthorization. Lots to come on that. Battles ahead.</p>

- Alumni recruitment & selection – Michelle and Dori worked on recruitment
- NEOA financial assistance - (\$4000)
- Fair Share one free slot? Anyone know the answer?

Movements afoot in Washington: Streamlining FAFSA, Sec of Edu wan trash HEA & start over, Republicans are using the language of consolidating & streamlining=program elimination

COE Policy Seminar will be addressing these concerns

President’s budget proposed eliminating McNair & EOC, Congress did agree, but COE is worried calling too much attention to those program will add fuel to the consolidation argument

Karen urges bringing EOC alum to Policy. Karen is going. Dave is not. 2 alums, Mary Kate, Dori, & Karen will attend

Membership report:

Kate sent list in email of who has renewed/become a member
 14 individual
 6 membership renewed

Suggestion that email the membership about renewing with the link. Karen reminded us that membership is NOT tied to the conference. Encourage us to do something with language that reinforces that membership is separate. Even if you don’t go to the conference, you should renew membership!

Mary Kate: include some language about the importance of MEEOA in advocating for programs when at risk.

Program memberships received: EMCC SSS, CMCC SSS, UMF Johnson Scholars, UMaine EOC & Mets, WCCC SSS

Laurie requested USM’s payment back in September. Patrick & Kate w

	<p>need to talk to figure out if they were received electronically. Laurie will also check with institution to see where they are in the pipeline.</p> <p>Action: Kate will draft a message to membership asking people/programs to renew. Kate & Patrick will talk and sort out what payments may have come through electronically so we have an accurate accounting of who has paid.</p>
<p>Public Relations & Hall of Flags, March 22: Tony Megquiere (HAPPY BIRTHDAY TONY!!!!) Thanks!</p>	<p>Dori reported out: Tony couldn't be present. Sent an email saying got a new HoF date on March 22. Same day as one of our scheduled EC meetings. HoF will end at 11:30 so that students can go to UMA for College Day and be done by 1. College Day: lunch, panel discussion on college life. Tony is reworking so it is more about college and less about UMA.</p>
<p>Development: David Megquier</p>	<p>No report. Dave was unable to get on the hangout. Dori will follow up to find out what he's secured and report back so Sam & Terri know what has been done.</p>
<p>Fair Share: David Megquier & Andrew Henry</p>	<p>Andrew is shadowing David to learn all the ins and outs of Fair Share to take over eventually. Goals: tracking where people's forms are in the process. They will meet soon and go over membership lists, talk about strategy for engaging membership to contribute.</p> <p>Still promoting 10 for 10 to try to get the free reg for Policy. What are we doing to promote it? Andrew will ask Dave about what the chairs can do in sending out to promote 10 for 10. Number required for free registration may have gone up. Need to remind COE that ongoing monthly donations should count!</p> <p>COE goals is always set higher when you meet the goal. Karen suggests</p>

	<p>we not be shy in negotiating it down. Remind them that several of big donors have retired and will take awhile to get numbers back up.</p>
<p>r business?</p>	<p>MELI: Steve & Ginny talking about running MELI in March sometime. \ does EC think? Mary Kate: advertise at the conference (workshop about leadership opportunities) Steve & Ginny will put workshop together for MEEEOA.</p> <p><u>Policy Seminar:</u> Need to talk about costs and how to reduce cost, for instance, coordinating registrations to get the discount (must be faxed together), Registration is \$400 (Policy only), \$525 (Policy & Relations with ED) Room is \$349/night. Leadership Summit \$75, Alumni Forum \$50.</p> <p>We are trying to avoid expense of additional hotel nights and respect alumni time, so we won't ask Alumni to come early to attend the leadership seminar prior to Policy. Mary Kate will be a new reg with someone who has been before.</p> <p>Karen will send an email out to see if anyone else is going so we can coordinate registrations to capitalize on discounts. Laurie has a budget work off from last year and recommends we develop a budget so that have a rough guideline and a historical record of what it costs from year to year.</p> <p>Karen is paying for her own room but would love to have some help with the room cost if alum is staying with her. She is willing to lodge with an alum (but not her boss) and split the cost with the Association.</p> <p>Karen would love to see Maine adopt a model like MN where every year they run their state leadership program, they bring the whole group to</p>

	<p>Policy. Leadership participants get to experience it and it helps the organization to get people to take on leadership roles in the associatic Karen is happy to fundraise for that if Steve will run MELI. :)</p> <p>STRATEGIC PLAN: it's our last year of the strategic plan. We should be thinking about it and bringing it to future meetings to review and revis for next year.</p> <p>It would be nice to bring in some newer folks to the conversation as w look forward. This needs to get started. Who will lead this? Current SP spearheaded by the President but there is not language around whose role it is.</p> <p><i>Action: Put together a subcommittee to look at current SP and bring ideas to the EC for the next 5 years.</i></p>
urn	Move to adjourn: Ginny; Seconded: Mary Kate; In favor: all