

## Minutes of MEEOA Board Meeting

Google Hangout

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February 7, 2019 / 9:00-10:30am

**In Attendance:** Mary Kate Barbosa, Dori Fellman, Casey Henderson, Andrew Henry, Eric Pratt, Shelbie Ross, Mary Sinclair, Tony Staffiere, Steve Visco, Jane Kimball-Foley

### Welcome

**Call to Order, 9:00am:** Quorum not established at the beginning, but determined once enough people arrived at the meeting.

### Officer Reports:

#### **Past President Report- Dori (not present at that time)**

- Still searching for a President Elect (Mary Kate reported).

#### **Treasurer Report- Patrick (not present)**

- Was not able to send a report ahead of time but will send it over the weekend for review.
- This report will have important information regarding conference numbers.

#### **Secretary Report- Mary Sinclair**

- Minutes were mailed out yesterday. Changes were made to correct some language and dates of Hall of Flags which was incorrect in some places.
- Eric motioned to accept the January 7, 2019 Meeting Minutes. Mary seconded. All approved.

#### **President Report- Mary Kate Barbosa**

- Mary Kate signed MEEOA on to the “Raise the Caps” initiative with COE. This restores funding to TRIO programs lost in years past, which is also being reevaluated next year. The reevaluation could lead to an 11% cut to the Department of Education.
- Eric will email the membership to let them know this was done on their behalf, after Mary Kate sought the approval of the MEEOA board.
- Mary Kate sent letters to Maine’s congress people, inviting them to attend the TRIO Caucus Reception this evening (Feb. 7) in Washington, D.C.

### Committee Reports:

#### **Fair Share Report- Andrew**

- As of yesterday, we had 15 of the 20 *10 for 10* commitments. By this morning 3 more arrived, so we only need 2 more to reach our goal and get a free Policy Seminar attendance. Andrew will put out one more plea to try to reach this goal.

- We are at 61% of our MEEOA goal, which is good but a little behind. Where we lack is mostly from institutional memberships, so Andrew will be reaching out to the institutions and encouraging them to commit their support.
- Andrew would like to see a system where he would get an instant notification when a *10 For 10* has been added. Right now, both he and Jane get a monthly email with the list. Jane said that COE is a small staff, but Alvin just hired an assistant so she is hopeful this person might be able to help. Mary pointed out that it would also be nice for individuals to get an email confirmation of their designation. Casey said he gets an email each month when his donation is coming out for automatic payment.

### **Webmaster Report- Casey**

- Casey has been working on a better data-sharing platform, which he will talk more about later.
- At the conference there was a request for a way for new MEEOA members to be added to the list serv. Casey has been working on it and it looks like he has been able to accomplish this.

### **Conference Report– Shelbie**

- Shelbie put all the conference evals into one document and it went out yesterday. There was quite a bit of feedback which should be good for the next year.
- Overall it went well and she thinks it came in under budget.
- Eric asked how the chance auction did financially, as opposed to the traditional silent auction of the past. Shelbie said she thought it did better but she would find the numbers and get back to everyone.
- Casey added a question of the membership form indicating if they would like to be added to the list serv. He is currently cross referencing the lists.

### **Membership Report- Kate (not present)**

- Kate sent numbers out ahead of time, and Casey confirmed updated information. As of today there are 100 individual members and 16 program members.

### **Hall of Flags/Public Relations Report- Tony**

- HOF is Wed, 3/20, 8:30am-12pm at the State House in Augusta. Tony has lined up some speakers and is still waiting on one. Senator Millett is coming again, a GEAR UP student will be speaking and a UMA student will share. Media coverage should be there. 2/28 is the last date for programs to RSVP. There will be a tour of the capital for any groups who want to near the end of the day.
  - College Day at UMA will follow for UB and 2-year SSS programs.
- PR- Tony keeps plugging programs. He is doing to do a newsletter this spring and hopes to really highlight some of the programs who are less visible or not as connected.

### **Alumni Report- Michelle (not present)**

- Michelle has been working with Mary Kate and Eric to select Policy Seminar attendees. They will be doing Google Interviews tomorrow of 3 candidates.
- Candidates will be asked to share their story and if they will be comfortable sharing. If they are not chosen, they will be asked if they want to be added to the database. Then they will go over the details of the trip.
  - It was suggested to go over the details of payment and what is covered.
  - Clarity and transparency are important.
  - Dress, time commitment, and moving around expectations should be covered too.

### **Development Report- Karen (not present)**

- Per her report: invoices have been sent to sponsors.

### **Government Relations Report- Eric**

- With the new congress, Democrats have added new members to the Appropriations Committee and the Committee on Education and Labor
- We are encouraging invitation to the TRIO Caucus. Karen has been reaching out to set up meetings for Policy Seminar.
- APR Updates: SSS is currently open but all others are done.
- COE and ED are meeting to talk about Professional Development opportunities for STEM initiatives.
- NCAN is a great resource for members (paid membership). Their Rapid Response Policy Team relays breaking news and informs of policy decisions.
- There has been no update on the SSS grant writing release or due dates.

### **Other Business:**

#### **Strategic Plan**

- Eric met with Sam Prosser and Jesse Blackburn and discussed the Strategic Plan line by line. They looked at what is being done or not and if anything can be done more effectively. Eric shared a copy and the edits are highlighted in green. Eric will be meeting with Al Parks to review.
- Sam suggested the board do an annual review to make sure everyone is doing what they are supposed to do, or if the objectives become irrelevant.
- Steve reminded the Strategic Plan is meant to be inspirational, so the goals can be lofty or bordering on unattainable.

### **MEEOA Meetings**

- There will be no board meeting in April. If anyone wants to review while at NEOA, time might be able to be set aside.

### **Storing Data**

- Casey explained that as a result of Google's improved security features, there has been a crackdown on users signing on to many different computers, which has locked some

people out of the currently shared MEEOA Google account. He has been exploring other options.

- Team Drive- is an added feature to purchased Google accounts. Anyone in the UMS can host one, but the free MEEOA Google account cannot. This poses a problem that it must be hosted under one or more people's accounts, and it is not accessible to non-Google users. Several of the community colleges use a Microsoft service for email.
- Sharing a Google folder puts the ownership on just one person, which is what Google solved with the Team Drives.
- Dropbox and Box are both being explored, but their accessibility is not clear and we will likely run into the same ownership problems as Team Drive.
- Casey will continue to explore these options. Steve suggested looking into a paid service that MEEOA would pay an annual fee for.

#### **Treasurer/ President Elect vacancies**

- Nik Lallemond is willing to be the Treasurer next year. He can learn from Patrick the rest of this year.
- Still no PE interest.

#### **Policy Seminar**

- As discussed earlier, there are three candidates who will be interviewed tomorrow. Mary Kate should be able to announce the two going to PS by tomorrow evening.

**Dori motioned to adjourn. Eric seconded. 10:30am.**

Submitted by Mary Sinclair