

*June 4, 2019 | 9:00am-3:00pm*

**In attendance:** Mary Kate Barbosa, Andrew Henry, Eric Pratt, Michelle Richards, Mary Sinclair, Tony Staffiere, Steve Visco, Lisa Black, Kate Walsh, Dori Fellman (Nik Lallemand, virtually).

**Welcome:** Call to Order, check agenda, nothing to add

### **Officer Reports**

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

- Mary Kate has been working with Steve, Patrick, and Nik to sort out the budget.
- The slate of officers is now full for next year.
- The Strategic Plan is looking good.
- Going forward, she feels like we are in good shape.

#### **Past President- Dori Fellman**

- Thankful Steve is going to be the President.

#### **President Elect- Steve Visco**

- Steve has been looking at the budget Patrick had and comparing with Kate for membership numbers.
  - There are many places which are hard to tell what the payment or deposit was for because it only shows up as “ACH.” We have no way of knowing who auto-deposits come from, especially if it is from the University of Maine System.
  - All expenses are accounted for with receipts.
  - Eric and Mary Kate still have some receipts which need to be paid from Policy Seminar.
  - Steve estimates that for the year, on incomes versus expenses, the budget will be on the positive side of approximately \$4,000. That does not include the NEOA reimbursement for Policy Seminar, which should be about another \$4,000, totaling \$8,000 income over expenses for the year.
  - Kate motioned to file this budget report for audit. Tony seconded, all approved.
- Andrew proposed a \$4,000 donation to COE from MEEOA, for a total of \$5,000. Steve seconded the proposal.
  - This has been done in the past, as funds permit. We would like for these funds to be given in the current fiscal year.
  - Vote passed unanimously.

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

- Mary shared minutes from the April meeting in RI.

- Steve moved to approve. Eric seconded, all in favor.

### **Treasurer- presented by Steve Visco**

- Steve would like to get all Policy Seminar expenses figured out before handing the budget and reports over to Nik. Steve and Nik need to be added to the TD Bank account, Mary Kate and Patrick can come off.

### **Committee Reports**

#### **Public Relations/ Maine TRIO and GEAR Up Advocacy Day- Tony Staffiere**

- TRIO and Gear Up Advocacy Day:
  - Noticing the state capital is much busier in the spring (later than March), Tony would like to discuss moving TGUAD. We could run into conflicts with vacation weeks and testing days. Tony is able to schedule the day after Labor Day, so he is trying to figure this out soon. He has had good responses from the Ed Committee, especially Senator Millett.
  - Tony would love to take help with this event.
- Public Relations
  - Everything is going well. Tony apologizes to Lynn for missing some things she sent.
  - Newly on Instagram: @meeoa2019. He is not using Twitter much and the feed could be removed from the MEEOA website.
  - Some schools and programs still do not send Tony much, but he tries to steal from their own social media or websites when he can.
  - Tony has a marketing and media person in his program right now and is hoping to get her help with some PR.
  - Steve would like to see PR become a true committee and enlist the help of others.

#### **Alumni- Michelle Richards**

- At least one person is interested in taking the role of Alumni Chair next year and others seem to be interested in joining as committee members. Steve would like to see people from each program area on the committee.
- Michelle will make sure her documents are added to the MEEOA Box drive.
- Mary suggested a regular alumni spotlight, noting accomplishments and progress. Perhaps this could be done monthly in connection with PR, and this might give a pool of people to pull from for awards and Policy Seminar. This could also be tied in with a bi-annual PR newsletter Tony is hoping to start.
- Michelle would like to help support the transition with a new person.

#### **Membership- Kate Walsh**

- Kate sent a report ahead of time, and has nothing new to add.
- Lisa said she just renewed for KVCC, and it was not on her radar before. Could we invoice in the fall? Kate does not have a template for that, but thinks they could figure one out. Eric suggested using PayPal. Steve said there is a 3% charge on each PayPal transaction, but it could be a possibility. NEOA uses it.

**Development- Karen Keim (not present)**

- Karen sent a report: much of what they are working on has been driven by Conference 2020 asks.
- Development is expanding. It started in Bangor and is now spreading to Southern Maine with the help of some new people. Karen is open to ideas for support.
- Karen's report said one of the conference sponsors wanted a whole table of invites for the banquet at the conference. Karen suggests two free dinners and letting the sponsor buy additional tickets. No decisions were made regarding this at the meeting.

**Government Relations- Eric Pratt**

- Eric sent a report ahead of time.
- LHHS is doing markups on the budget right now.
- There has been some contention with the Higher Ed Act. If there is no consensus by this fall, congress may scrap the re-authorization for now.
- COE advocated with congress in May, asked for \$100M increase.
- Pell Indicators report has been released.
- The EOC APR has been posted for comment.
- The Dept of Ed is hopeful for an SSS competition in the fall, to be due by Thanksgiving. Mary Kate has heard competition could be later (due by February).
- There is talk of changing TRIO eligibility for foster care and homeless students: requiring a certain percentage of students be eligible from those designations. COE is against this, because programs already serve these populations, but they are often hard to document, especially during the application process.

**Fair Share- Andrew Henry**

- NEOA is third among regions in giving to Fair Share with 113% of proposed giving. Maine is at 117%, but with the additional \$5,000 from MEEOA we will be at 132% of our giving expectation.
- There is currently a matching challenge from Alan Parks, Dave Megquire, and Karen Keim for any individual donations within MEEOA.
- Andrew sometimes has a hard time seeing institutions on the list of donors he receives from COE. For example, he knows UMaine and UMFK have paid, but they are not showing up on the list. UMPI is among the paid institutions he can see.
- Andrew confirmed/updated his list of directors, so he knows who to reach out to for institutional aide in the future.

**Web Master- Casey Henderson (not present)**

- Casey sent an update of his progress ahead of time.
- Everyone on the MEEOA Board can now access the shared Box Drive. If they cannot, they should contact Casey. He will send some more detailed information on how to use Box at a later time.
- Steve has been talking with Casey and would like to alleviate some of the burden of the MEEOA technology needs from Casey. Some of the work and responsibilities could be shared. Steve and Casey also think MEEOA's website should be moved to a new server. This could allow more people to have access for updating.

- Mary said she has some organizing within the Box she would like to do.

### **Conference 2020- Mary Sinclair, Eric Pratt, Elyse Pratt-Ronco**

- Eric and Elyse toured Atlantic Oceanside in Bar Harbor recently, and the conference chairs are hoping to go there for the 2020 conference. Mary had a proposed conference budget and shared it at the meeting. The costs are higher, and the rooms would be about \$25 more per night. However, the budget still would cover the cost and the chairs have a list of asks for the Development committee they are hoping to use to offset some of the costs.
- Steve thinks they should look more conservatively at their numbers, to account for any surprises and if there happens to be a lower attendance.
- He would also like to see a time or a place for people who do not know anyone to mingle and hang out. The committee has a couple of events/times for built in socializing, and are considering changing the hospitality suite time to a social hour at one of the hotel bars. The hospitality suite can be an added cost, but perhaps people do not actually come for free drinks and would still be willing to hang around if they paid for a drink.
- Alan Parks has had good luck selling local ads when the conference was in Bar Harbor before, he might be able to help with that and it could create some income. Eric has friends in BH as well, he is hoping their business connections could be sponsors in some way.
- Everyone at the meeting was in favor of further pursuing Atlantic Oceanside.
- The dates will be January 9-10, 2020.

### **New Business**

#### **Next Year's Board:**

- Let Steve know of people interested in serving. He has some ideas and people he has talked with, but he is still accepting people for positions and forming the spots on the board which are at the discretion of the president.

#### **Budget 2019-20:**

- Steve passed around a draft with some questions and holes to still be determined.
- Jannie Durr requested funding for a First Gen Day to be sponsored by MEEOA at CMCC. She has ideas for a speaker and they would provide lunches and prizes with space for around 60 people. Mary Kate said the first time doing FGD on their campus last fall was successful and did not think they would want to pull people away from her campus. Others pointed out that this is mostly an SSS event, and it would be hard to get SSS students to go to another campus. Since the purpose of First Gen Day is to bring awareness to FG people on campuses, this visually would not happen if the FG students left. The board decided against funding this request.
- Steve will update when he has more to add to the budget. People should continue to let him know if they have anything they need.

#### **Schedule for fall 2019 meetings:**

- Aug 26, Sept 19, Oct 17, Nov 21, and Dec 19. The August meeting will be in person but the following four will be virtual, from 1-3pm.

### **Fiscal Policy:**

- We need to come up with a good fiscal policy for MEEEOA. NEOA's is more complicated than we need, but it could be a place to draw from. MEEEOA's should be clear with understandable rules. Steve plans to start working on this for the next year.

### **Request for Professional Development Funds**

- Steve is interested in applying for a state initiative grant from NEOA. Ideas:
  - Something for alumni
  - A grant to help redesign the MEEEOA logo
  - It has been a couple of years since MELI has happened, it may be time to do again.

### **Continuing Business**

#### **Strategic Plan- Eric Pratt and Board revision**

- The board finished reviewing the SP with Eric. He should be able to make final revisions from this. Not many new changes were made, it was mostly grammatical. The Oxford Comma was added.

### **Adjourn**

Submitted by Mary Sinclair