

Maine Educational Opportunity Educational Association
 Executive Committee Meeting
 Google Hangout
 October 4, 2018, 9 am-11 am

MINUTES

In attendance: Mary Kate Barbosa, Dori Fellman, Patrick Blanchette, Mary Sinclair, Shelbie Ross, Eric Pratt, Tony Staffiere, Andrew Henry, and (briefly) Jane Kimball Foley.

<u>AGENDA ITEM</u>	<u>MEETING NOTES</u>
Call to Order	-Mary Kate opened the meeting. Everyone invited to review previous meeting minutes and offered discussion. Dori moved to accept, Tony seconded. Passed unanimously.
President: Mary Kate Barbosa	<p>-Dave Megquier is resigning from the Development Chair, and Karen Keim has agreed to fill in the role. This happened VERY recently.</p> <p>-Strategic Plan: Mary Kate asked Sarah H to work on this, she is too busy. Alan Parks has agreed to be on the committee but does not want to chair. Andrew Henry said he would be willing to edit with Mary Kate. Eric Pratt offered to chair the committee and find a few more people (up to 5). The time frame for completing will be up to the committee.</p> <p>ACTION: Eric will find people to fill the rest of the Strategic Plan working group and get started.</p> <p>-As announced last night, TRIO programs will not be required to serve additional students with the funding increase. Programs who declined to accept the increase to avoid funding more students can now write for the increase.</p>
Past President: Dori Fellman Nominations & Elections	<p>-Voting for the slate has yet to happen. Dori has been declined by several people to fill President Elect role, she is at an impasse.</p> <p>-Dori motioned to send the slate to the membership, Tony second. Passed unanimously.</p>

	<p>ACTION: Dori will email Terri and Kate about how to send the vote electronically. She will then send an email asking for volunteers to fill the role and include a docket to vote on.</p>
Treasurer: Patrick Blanchette	<ul style="list-style-type: none"> -Report can be found here. -Profit on billing is now \$1,200, not the \$1,500 reported. -Cancelled Quickbooks, no fees were charged. -Would really like directors to update all contact information for their programs. -I&E sheet highlights: The NEOA Support and State Grants incomes were combined on a line to make another line for the new Internally Generated Income. The rest of the budget changes were made to reflect previous income and expense actual amounts from the last few years. -Dori motioned to accept the minutes, Mary seconded. Passed unanimously.
Secretary: Mary Sinclair	<ul style="list-style-type: none"> -Looking for feedback on the new process of of sharing reports. So far it is working. -Both narratives or attachments are good. -Patrick can look into allowing just Mary to edit, but not everyone his document is shared with. -If sending as an attachment, please label clearly the committee/department (it is not helpful if everyone's document is titled "MEEOA October Meeting Report"). <p>ACTION: Mary will check with Casey about using the Team Drive to store the reports in documents.</p>
<u>STANDING COMMITTEES:</u>	
Conference: Shelbie Ross	<ul style="list-style-type: none"> -Mary Kate asked Jannie Durr to help with the conference. She is willing but will not be able to attend the conference. -Theme ideas: "The Power of One" or "The Impact of One." Or combined to become "The Power of One, The Impact of Many." This theme seems to have broad uses for ideas and ways to go with it. The grammar of it may be worked on by Andrew. -People have been offering to help Shelbie and she has the notes from the co-chairs of last year. Shelbie is just afraid she will forget something, since she has never done this before.

	<p>-Stephanie Cruz has offered to come as NEOA president. Tony wants to plan hospitality.</p>
<p>Alumni & MEEOA Achievers: Michelle Richards Unable to attend but sent this report: I have been in contact with Jesse Blackburn (Bowdoin UB) and Donna Alexander (CMCC SSS)...they are both willing and interested to participate on the alumni committee. I have shared the list of ideas generated at the last meeting. I think the divide and conquer approach will be best. Once we have decided on our goals, we can split them between us and each work on different pieces. I think the first step is to flush out a vision for the alumni committee and create a mission statement. This could be displayed on the web page where people register in the database. I think it is important to have information connected to the database so alumni understand why we have a database and what we plan to do with it.</p>	<ul style="list-style-type: none"> - As discussed last meeting, Michelle is working on expanding mentoring and job shadowing opportunities with our alumni. - Nominations for achievers will be coming soon.
<p>Development: Karen Keim</p>	<ul style="list-style-type: none"> -Andrew will be reaching out to Husson. -The contact for Paradigm Shift is now Amy, not Neha. -A sponsorship letter was sent ahead of the meeting.
<p>Government Relations: Eric Pratt</p>	<ul style="list-style-type: none"> -All programs will receive a 4.25% funding increase. -The Senate passed an appropriations spending package. It included an increase to Pell Grants by \$100. It was approved by the President. -All UB programs who applied for a STEM grant were notified on Friday. -Senators Collins and King and Rep Pingree wrote a letter asking for a refunding of VUB at USM, and it was approved. Rep Poliquin did not sign on, but we are unsure of why. -Eric is looking for feedback on ways to get reliable information quickly, so he is able to pass it along to MEEOA. He will check in with Jane Kimball Foley.

<p>Membership: Kate Walsh Unable to attend, sent report as on 9/24/18: The database was up and running for 2018-19 memberships to be renewed. As of today, all checks received are tracked in, and we have: 1 Program Membership renewed, and 8 Individual Memberships renewed. Folks with questions are welcome to contact me directly at Kevit@maine.edu</p>	<p>-This is still at the beginning stages for the year.</p>
<p>Public Relations & Hall of Flags: Tony Staffiere</p>	<p>-Hall of Flags will be Wed, March 20. 8am-12pm. Tony is still trying to get a Tues or Thurs, but has been assured with the upcoming schedule they will likely be in session on a Wednesday. This is a full day event for 2-yr SSS, UB, and Talent Search programs attending with a visit to UMA. -For PR, a Save the Date has gone out for the MEEOA conference. He continues to be ready to promote anything going on. Heads of committees on this board are good about sending him info, but could use more from program directors. -MK said NEOA is thinking about changing TRIO Day, because as it stands it is really focused toward pre-college programs. They may look into making two different events. Jane gave historical context: it used to be used for advocacy and awareness with a large group of students marching through a city. Seems to have lost some of this. Could it be done state by state? Would it have more impact that way? -Nikita Gagain worked on a logo for First Gen Day to be used by any program in the state. It looks good, with some corrections on period usage. Discussion around whether it should have any additional branding (TRIO, Gear Up, or MEEOA), but it was decided to let this be more generic and let local programs use their own branding.</p>
<p>NEOA Past- President Update: Jane Kimball Foley</p>	<p>-Most of the updates were covered by Government Relations. The 4.25% increase will not require additional students served. -COA is meeting with Dept. officials today. -The Leadership Institute of Cornell is happening this weekend and we still do not have a representative from Maine. Expenses will be covered between the Institute and COE, with NEOA willing to pay transportation costs. The follow up commitment is</p>

	<p>unclear, but NEOA is putting in a good-faith offer to help offset those additional expenses.</p> <p>ACTION: Mary Kate will email the membership for a volunteer to attend the COE Leadership Institute this weekend.</p>
<u>AD-HOC COMMITTEE REPORTS:</u>	
Fact Book: Steve Visco/Sara Flowers	-Neither present, no updates
Fair Share: Andrew Henry	<p>-No new updates from Al Phillips.</p> <p>-Andrew is following up on EMCC's membership, which seems to have gone to COE.</p> <p>-Husson currently gives \$1,000 which is used toward Policy Seminar. Andrew would like to approach the Community Colleges or Universities to see if they would make smaller contributions (\$100-300) which could add up to even more funding for Policy. He is wondering who he should reach out to? Mary Kate offered the President of UMPI as a starting place, which could then build momentum.</p>
Technology: Casey Henderson	-Casey was not present but is willing to do whatever is asked.
<u>OLD BUSINESS:</u>	
Policy Seminar	-Everyone should review Karen's draft of procedures for Policy Seminar .
First Gen Day	ACTION: Mary Kate will contact Nikita with changes and then let campuses know of the logo.
<u>CLOSING:</u>	Dori motion to adjourn, Patrick second. 10:59AM

Submitted by Mary Sinclair

