

Minutes of MEEOA Executive Board Meeting
Zoom Virtual meeting

May 21, 2020 • 1-3

In attendance: Steve Visco, Kate Walsh, Casey Henderson, Nikolas Lallemand, Karen Keim, Andrew Henry, Mary Sinclair, Eric Pratt, Andrew Long, Tony Staffiere, Samantha Prosser, Mary Kate Barbosa, Lisa Black

Call to Order Welcome; call to order at 1:05 pm

Roll Call Quorum established

OFFICER REPORTS

President's Report:

- Steve presented the President's Report. As all topics for discussion were reflected later in the agenda, Steve asked for a motion to approve.
- Mary Kate motioned to approve, Andrew Long seconded. All approved.

Past President's Report:

- Mary Kate reported a concern that hiring freezes mandated by the UMaine system could impact member programs' ability to hire new employees, which will in turn impact MEEOA. The Board discussed a proposal that MEEOA draft a letter explaining grant staffing requirements but decided it would have more weight if it came from COE or Senator Collins's office. Mary Kate is in touch with Collins's office.

President Elect's Report:

- Nothing not already on the agenda

Treasurer's Report:

- Nik presented the budget.
- Steve asked for our total income (less expenses) for the year. Nik calculated it and we are at \$4,425.94. Based on this info, Steve believes we will be able to issue a NEOA reimbursement.
- Nik has been working with Kate to streamline the membership payment process, including progress with Nvoice and Paymode. Moving forward, Nik and Kate will get

reports of membership payments so there will be no need for the Steve to forward them along.

- Kate motioned to approve the treasurer's report. Eric seconded. All approved.

Secretary's Report:

- Lisa presented the minutes from the April meeting. No edits necessary.
- Nik motioned to approve the March minutes, Andrew Henry seconded, all approved.

STANDING COMMITTEE REPORTS

Alumni Committee:

- Andrew Henry and Mary presented an idea for a new annual award in addition to the Rising Star and Achiever Awards that would celebrate a staff member's longstanding advocacy for lifelong learning.
- Steve and Karen suggested that it is important to honor adult learners themselves and not just advocates for lifelong learning.
- Steve asked Andrew to draft verbiage that we could vote on at our June meeting.

Conference:

- Steve noted that while we still don't have a conference chair, he is more concerned about what the 2021 conference will look like. The Board agreed that signing a contract with a hotel feels ill-advised right now given pervasive uncertainty. There is currently a laborious process to apply for travel exemptions at the UMaine system with no word on when or if travel bans will be expiring. UMS is supposed to have a plan for the upcoming school year in place by late June, which gives us some time to make a decision.
- Alternatives to an in-person conference were discussed including using Zoom and having breakout sessions, finding national speakers, and including Educational Opportunity Center and Talent Search grant writing professional development. Karen Keim has the name of a possible online conference platform to share with Mary.
- Mary suggested that letting the membership know that this year's MEEOA conference will likely be online may actually help us find a chair—some ppl may have more interest or comfort in helping find speakers than negotiating hotel contracts, etc.
- Mary will send an email to the membership to solicit ideas about what an online conference could look like and see if there are any volunteers to help plan the event

Development:

- Andrew Long reported that his plans for in-person meetings will hopefully proceed once social distancing measures are relaxed, but is cautious because small businesses will likely not be in the same philanthropic position they were pre-COVID.

Government Relations:

- Eric Pratt has a meeting with Jen Rudolph from COE scheduled for first week in June. He also attended the new Pell Indicators release meeting this week. Thanks to MEEOA's advocacy, Senator Collins co-authored a bipartisan letter for a future stimulus package with a funding increase for TRIO. This letter was signed by 40 senators.
- Steve suggested that Eric send a letter from MEEOA thanking Collins and her aides and urged others to do the same. We need to do as much thanking as we do asking.

Membership:

- Kate is working on re-invoicing programs and individuals with unpaid memberships.

AD HOC COMMITTEE REPORT OUTS

Public Relations:

- Advocacy Day—Tony anticipates many groups will want Hall of Flags time in 2021 and requested flexibility should he not be able to secure a March date as usual
- PR—if programs have promotional needs or would like to publicize delayed celebrations, please let Tony know!

Fact Book:

- Sara is planning on creating the Fact Book but is still waiting on info from some programs. Mary requested that programs get info to Sara so she can complete this project.

Fair Share:

- Steve projected that we will be able to make our annual Fair Share donation, but we are in need of a Fair Share Chair. This is a big job that people don't tend to want—the Board discussed strategies to invigorate this position, including possibly moving it under Development.

Technology:

- Casey has been making website updates as they come across his desk and has finalized arrangements with GoDaddy and PayPal. Steve suggested that this may be a good time to pilot PayPal with Kate's upcoming membership push.

Old Business:

- Nothing new to report

New Business:

- Lisa reported an idea Sara Flowers had to house member program resources on the MEEOA website. This would present several logistical challenges, including more updates for Casey to negotiate and the need to ensure that content stays up-to-date. Box could be an alternative, but at some point, UMaine will discontinue Box and move those files to Microsoft OneDrive. Google Drive was mentioned as another possibility. One challenge will be finding a solution that member programs from different systems will all be able to access, but Casey will start inquiries.
- The meeting ended with the recent CDC recommendations for reopening schools and the impact they could have on programs that work in high schools—Right now, Upward Bound and Talent Search would not have their traditional access. If K-12 instruction happens online, this will also impact the ability of student parents to enroll in and persist in college.

Adjourned at 2:32

Mary Kate motioned to adjourn. Andrew Long seconded. All approved.