

**Minutes of MEEOA Executive Board Meeting**  
**Zoom Virtual meeting**

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**June 18, 2020 • 1-3**

**In attendance:** Steve Visco, Kate Walsh, Casey Henderson, Nikolas Lallemand, Karen Keim, Mary Sinclair, Eric Pratt, Katharine Lualdi, Samantha Prosser, Andrew Long, Dave Megquier, Mary Kate Barbosa, Linda Freeman, Lisa Black

**Call to Order** Welcome; call to order at 1:03 pm

**Roll Call** Quorum established

### **OFFICER REPORTS**

#### **President's Report:**

- Steve asked for a motion to approve the agenda. Mary motioned to approve; Kate seconded. All approved.
- Steve presented the President's Report. He is grateful for the team that assisted him to draft MEEOA's Black Lives Matter statement. NEOA also issued a statement in support of BLM. NEOA is not stopping with a statement—there will be more action items to come, which may take the form of extending NEOA's equity and inclusion committee.
- Mary Kate motioned to approve the President's Report; Andrew Long seconded. All approved.

#### **Past President's Report:**

- Katharine Lualdi and Linda Freeman have stepped up to plan the 2021 conference. Mary Kate will be assisting them.

#### **President Elect's Report:**

- Mary reported that rather than move forward with planning for both an online and live conference, which would essentially amount to planning 2 conferences, the 2021 conference will be online. Katharine Lualdi and Linda Freeman volunteered to plan and facilitate the transition to an online format.
- With regard to her 2020-2021 presidency, Mary stated that she feels it will be important to continue current discussions about inclusion with more diverse colleagues from more other areas of New England. She is looking forward to continuing the conversation.

### **Treasurer's Report:**

- Nik provided a year-to-date retrospective of his work since taking over MEEOA's treasurer role. We are in a healthy spot financially. After we receive the refund from Policy Seminar, we will be at \$6,510.94 in revenue.
- Nik also reported that Paypal is working. He asked the Board to look at a sample statement and determine if it includes all the info we need. He also proposed providing the membership chair with access to Paypal so they can verify payments. Kate stated that this would be very helpful to her. From a fraud protection standpoint, Mary stated that it is best practice to have more than one person verifying accounts. Right now just Casey and Nik have access. Mary Kate moved to allow the membership chair to have access to Paypal moving forward. Eric seconded. All approved.
- Finally, Nik offered some caution that we may face some revenue concerns in the coming year as it's possible that attendance at the annual conference may decline. He noted that we will also have less overhead and no travel expenses, which may offset the loss of registration fees.
- Eric motioned to approve the budget; Mary Kate seconded. All approved

### **Secretary's Report:**

- Lisa presented the minutes from the May meeting. Mary Kate was in attendance, but was not listed as having been present.
- Mary motioned to approve the May minutes with the attendance edit; Nik seconded. All approved.
- Lisa will edit the May minutes to reflect Mary Kate's attendance and send to Casey for publication on the website.

## **STANDING COMMITTEE REPORTS**

### **Alumni Committee:**

- Andrew Henry was not in attendance; nothing to report.

### **Conference:**

- Katharine Lualdi surveyed the MEEOA membership regarding the 2021 conference and received 29 responses. The possibilities of including guest speakers and interactive activities were the top two most popular suggestions, each receiving more than 60% approval. The survey also solicited suggestions for a conference theme and speakers.
- Katharine asked for feedback regarding how much we should we charge, noting the Catch-22 of planning a conference to generate revenue without a clear sense of how much we have to spend.

- Karen Keim noted that UMA and Machias Savings Bank have each committed \$1K in sponsorships for the conference budget
- Nik suggested sessions related to new SSS competitive preference priorities and grant-writing sessions for upcoming competitions
- Katharine asked for volunteers to help come up with a theme and potential speakers. The group will convene in the next couple weeks and report back. She will make sure all programs can attend in early January and Mary will share conference planning materials from previous years.

#### **Development:**

- Andrew Long reported that he and Karen have been discussing possibilities and probabilities for the upcoming year with universities and many businesses experiencing greater financial challenge. He is in the process of developing a list of past and current donors. He anticipates asking for donations earlier and getting creative with the kinds of organizations we will reach out to. He also plans to reach out to membership for connections/leads.

#### **Government Relations:**

- Eric Pratt forwarded the long-awaited Department of Education answers to the FAQs to the membership. His meeting with Jen Rudolph has been delayed, but that work is still in progress.

#### **Strategic Planning:**

- Eric stated that he is working on plans to introduce / orient the MEEOA Board to the Strategic Plan early next fall. He plans to develop a checklist for every position listed in the Strategic Plan so it will be easier to track progress on each priority.
- Eric invited feedback on alternate ways to organize and track progress and shared two sample spreadsheets he is working on which will better document when Board positions report on different priorities in order to better identify trends.
- Steve asked if Eric would send the spreadsheets to the Board so we can review.

#### **Membership:**

- Kate had nothing new to report.

### **AD HOC COMMITTEE REPORT OUTS**

#### **Public Relations:**

- Tony was not able to attend but posted a report to Box. The Advocacy Day Chair position will become a three-person committee this summer. Please continue to send events his way for publicity.

#### **Fact Book:**

- Sara was not in attendance; nothing new to report.

#### **Fair Share:**

- Steve reported that MEEOA has historically made a significant Fair Share donation. This year, it is especially challenging to ask the MEEOA membership to increase individual Fair Share donations, so another large donation would help offset that.
- Dave Megquier reported that we are on track for institutional memberships, but lower for individual donations. This is endemic across the country—it's not just a Maine issue.
- Dave proposed our customary \$5,000 MEEOA donation
- Eric said maybe with all the unknowns ahead, it would be better to keep some in reserve
- Nik agreed that we need to be cautious about our financial health, this year more than others, but posited that with this year being an election year, maybe a large COE donation would be especially beneficial.
- Steve added that with this year being an SSS grant competition year, it may be especially advantageous to donate a larger amount so COE can continue to advocate for us. He noted that large donations also sends a message to other associations and could inspire them to increase contributions. Steve believes we can run our critical activities for the next two years with what we have saved.
- Mary Kate brought up the critical role COE's advocacy played with UMPI's most recent Upward Bound grant as an example
- Mary noted that without COE, we wouldn't be here. She advocated for operating under the premise that any additional revenue we raise should go to COE and noted that we have additional ways to raise money through donations.
- Dave reported that we have made a \$5K donation for at least the past 12 years.
- Sam Prosser noted that MEEOA professional development funds are available in theory but not budgeted for. She asked if we would be in the red if everyone who could apply for those funds did. Mary stated that she plans to examine the issue of professional development funds this year, especially because it is an Arnold Mitchum Leadership year.
- Eric wondered if there is merit in soliciting the membership's feedback on this. Steve said the membership entrusts us to make spending decisions when we are elected.

- Mary Kate moved to make a \$5K donation; Nik seconded. 6 voted to approve a \$5K donation to COE. Eric voted not to approve the donation and Lisa abstained.

**Technology:**

- Nothing new to report

**Old Business:**

- Nothing to report

**New Business:**

- Lynn Ploof Davis and Karen Keim will be presenting about TRIO to the University System Student Success Steering Committee.
- August 13<sup>th</sup> was tentatively set as our next meeting date.

**Adjourned at 3:03**

Eric motioned to adjourn. Andrew Long seconded. All approved.