

**Minutes of MEEOA Executive Board Meeting
UMA Bangor Campus**

August 26, 2019 • 10-2

In attendance: Kate Walsh, Dave Megquier, Tony Staffiere, Mary Sinclair, Mary Kate Barbosa, Nick Lallemand, Andrew Henry, Eric Pratt, Lisa Black, Steve Visco, Karen Keim.

Welcome. Quorum established. Call to order at 10:39.

Officer Reports:

President's Report: Steve proposed the following committee chairs for 2019-2020. Mary Kate moved, Andrew Henry seconded.

- Alumni—Andrew Henry
- Conference—UMF UB team
- Development—Karen Keim, Andrew Long
- Factbook—Sara Flowers
- Fair Share—Dave Megquier
- Government Relations—Eric Pratt
- Membership—Kate Walsh
- Public Relations—Tony Staffiere
- Strategic Plan—Eric Pratt, Alan Parks, Sam Prosser, Jesse Blackburn
- TRIO and GEAR UP Advocacy Day Chair—Tony Staffiere

Steve and Mary Kate worked over the summer to reconcile expenses from 2018-2019. Steve would like to move closer to NEOA's model for money management moving forward. This would likely entail bringing on another board member to assist the treasurer. Steve also plans to develop a fiscal policy with guiding rules for how to spend money, especially with regard to Policy Seminar.

Past President's Report:

Mary Kate reported a thank you from COE for MEEOA's 2018-19 donation. Rhode Island is still ahead.

Tricia House from Susan Collins's office visited Mary Kate last week to discuss the issues with the SSS RFP. Jane Foley has contacted COE for assistance.

Steve noted that as Past President, Mary Kate oversees recruiting a diverse board. He is looking for representation from every program type and part of the state, with a particular need for GEAR UP representation.

President-Elect's Report:

Nothing to report from Mary Sinclair. She will be observing Steve and passing secretarial duties along to Lisa Black. Mary will be attending Policy Seminar.

Treasurer's Report:

- **2018-2019 Budget.** Steve presented last year's budget. There is some miscellaneous income (probably from the Lucy Jones training and conference registrations). The proposed changes to MEEOA's fiscal policy should help with this, but it is a part of a larger issue with the way the UMaine system records deposits. Kate Walsh motioned that we approve budget, Mary Sinclair seconded. All approved.
- **2019-2020 Proposed Budget.**
 - **Annual Conference:** The conference committee has discussed the pros and cons of raising conference registration fees. On one hand, all programs just got a 4.25% increase, and we haven't increased conference registration fees in years. On the other hand, budgets have already been submitted and approved for this year. Some programs (SSS) are in a better position to absorb the cost this year (last year of funding), others got the increase but have been hit with cost of living and benefit increases that more than cancel that out.
 - Discussed benefits of shortening the early bird registration period (\$130/\$160) this year and notifying programs that next year, rate will increase to \$150/\$180. Nonmember rate needs to increase significantly to incentivize membership.
 - Programs cannot pay for individual memberships unless they use institutional funds
 - Discussed need to print more conference programs for accessibility and reflect printing cost in budget
 - **Membership:** We should consider the possibility of increasing individual membership rates as well. Our goal is to get all Maine TRIO programs reflected in our membership—if we do this, we don't need more individual memberships.

- NEOA State Initiatives Grant: Steve plans to write a grant to update MEEOA logos
- NEOA Mitchem Leadership Institute: Need to clarify process for how to access these funds.
- Eric moved to approve the budget. Tony seconded. Board approved.

Secretary's Report:

- **Action item:** Approve June Board meeting minutes. Mary Kate moved, Andrew Henry seconded. All approved.

Standing Committee Reports:

- **Membership:** Kate Walsh presented first as she had to leave early. Nothing new to report. Kate coordinates memberships, but it is all our responsibility to get our individual programs to register.
- **Alumni:** Andrew Henry discussed idea of mini-committee of alumni with representation from all programs with goal of bumping up engagement from ME TRIO alumni. Steve shared his goal that we are overwhelmed with alumni nominees at conference.
- **Conference:** Committee has been brainstorming themes, researching fees, etc. Newcomers reception is being planned before dinner with appetizers for new members and people from smaller programs or who may be travelling alone to ensure they feel welcome. Will have a NEOA rep in attendance. Have requested a COE presence, but have not heard back yet.
- **Development:** Karen Keim reported that this year the development committee will be taking a statewide approach because we are a statewide organization. Need to replace one member who took a job outside of TRIO. Andrew Long from USM will be a great asset. Question about sponsorship levels—do we want to revisit levels and what you get at different donation levels. Also working on generating a list of potential donors.
- **Government Relations:** Dept of Ed published SSS draft of grant application. Draft APRs released for EOC, Upward Bound/UBMS, McNair. Senate appropriations committee drafting spending bills that they will vote on next month to avoid a shutdown. Continue to reach out to senators, as the Senate is expected to allocate 9 billion less than the House is.
- **Public Relations:** Tony Staffiere's goal is to get programs revved up for advocacy day both on campus and off, start media promotions earlier. Steve intends to update logo (logo contest for students and alumni).

Ad Hoc Committee Report Outs:

- **Fair Share:** Dave Megquier shared that individual contributions doubled last year. The bulk of Fair Share comes from institutional memberships. He will be reaching out proactively to directors for renewal. He asked that we promote donations to COE at our individual projects.
- **Strategic Plan:** Eric Pratt distributed the updated strategic plan draft. At the June meeting, the Board added activities #3 and #7 to Priority 3. Steve shared a plan to more intentionally incorporate Board progress on the Strategic Plan this year and asked that we each review the Plan to see where our positions will be reporting out in coming meetings.
- **TRIO and GEAR UP Advocacy Day Chair:** Next week Tony Staffiere will be requesting a date after TRIO Day but before the 20th of March for our 2020 TRIO and GEAR UP Hall of Flags Advocacy Day event. If anyone would like to assist or can recommend someone to assist with this role, please let Tony know.

New Business

- Karen Keim shared an email from Jared Golden's office. Golden has appointed a district office representative to be his "grants coordinator," a new initiative that illustrates how TRIO-friendly his office continues to be.
- Next meeting: September 19, 2019

Adjourn 1:22 pm