

Minutes of MEEOA Executive Board Meeting
Virtual meeting

November 21, 2019 • 1-3

In attendance: Steve Visco, Andrew Long, Tony Staffiere, Casey Henderson, Karen Keim, Mary Sinclair, Mary Kate Barbosa, Nik Lallemand, Lisa Black, Andrew Henry.

Call to Order Welcome. Call to order at 1pm.

Roll Call Quorum established.

OFFICER REPORTS

President's Report: TRIO Day will be held in Maine next year! Will be February 20th and 21st. Fire codes have changed and venues that used to be good options are no longer idea, as the ballroom needs to hold 650. Holiday Inn in Portland is one of the only viable options. Costs will be up slightly because meal costs are higher. Changes include imposing an initial cap on the number of participants a program can bring to ensure that everyone gets a chance to attend. Programs can indicate that they would like to send more and will be accepted on a first come first served basis after everyone has had a chance to register. TRIO Day 2020 will be in Framingham. Moving forward, Steve noted that in terms of Board recruitment and selection, TRIO Day Chair is an essential role to fill early, otherwise this person will be inheriting a contract they know nothing about. Conference will be a good time to start recruiting for future TRIO Days.

Past President's Report: Mary Kate is focusing on filling key positions including President Elect, and TRIO Day Chair.

President-Elect's Report: Mary is being mindful of who is or will be serving and who can be asked to serve, especially with an eye to Policy Seminar.

Treasurer's Report: Nik reported that we are at just over \$29K. He has created a new invoice for conference sponsorships, which is in Box Drive. Mary motioned to approve. Tony seconded.

Secretary's Report: No new edits. Mary Kate motioned to approve. Karen seconded.

STANDING COMMITTEE REPORTS

Alumni: Andrew reported that he has had several great nominees and supporting materials come through for the Rising Star and Achiever awards. If programs missed deadline and they still have nominees for consideration, Steve suggested that they could attend Policy Seminar and be Rising Star and Achiever nominees for 2021. Andrew, Mary, and Steve all agreed to be reviewers for this year's nominees. Steve doesn't have a strong preference as to how many awards to give but noted that he would like to have at least one SSS alum to attend Policy.

Conference:

- Registration: We are at 82 guests for just MEEOA and NEOA members so far as well as several registrants who are coming just for the policy discussion.
- Budget: On Thursday we will offer coffee and snacks for \$10/person. Friday will be coffee only at \$5/person. If we have more sponsorships, we can have a more robust coffee break on Friday. We are at \$13,631 in estimated costs. The committee plans to incorporate presenters who are not "registered attendees" into budget and will be requesting PD funds from NEOA. Steve suggested requesting funds from the State Initiative request line, too. Eric will be approaching Jackson Lab to see if they would like to be involved in some way. Still working on vendor tables.
- Content: Committee noted that they may need a keynote backup plan. All tech will be handled by the hotel. Elyse selected presenters that will tie in nicely with the policy theme. COE is excited about this idea and is putting together a flyer so other regional associations can adopt the idea, too. The schedule is coming together well—still working on final details, including incorporating time for a brief MEEOA Board meeting and NEOA report.
- Press Release: Mary will connect with Tony by the end of December for details to include in a press release.

Development

- Karen has invoiced Machias Savings Bank, who will remain at \$1000. She has asked a number of businesses for auction donations, including Hoyts Theaters. Hoyts may also be able to run ads prior to shows.
- Alan Parks is asking a number of Bar Harbor businesses for donations.
- Eric is continuing to work with SAPPI on a potential sponsorship
- Andrew has begun outreach to Lee Auto Mall and IDEXX. He will focus efforts on asking for things for auction

Government Relations:

- SSS grant timeline continues to be up in the air. On a positive note, Angelica Vialpando will be returning to COE!

Membership

- Kate is working on this steadily. Please continue to let Nik know when payment is sent.

Public Relations:

- Tony has been attending and highlighting First Gen Day Celebrations around the state. He was able to capture video footage from KVCC's Celebration (spearheaded by former CMCC TRIO advisor Jannie Durr, KV's new Director of Student Life).

AD HOC COMMITTEE REPORT OUTS

Factbook

- Steve plans to reach out to Sara Flowers for an update.

Fair Share

- Dave says we are right on track.

Newsletter

- Nothing new to report

Strategic Plan

- Nothing new to report

Technology:

- Casey has made a handful of updates to the website. Conference updates and new host are upcoming projects on deck

Advocacy Day

- Advocacy Day—we will have an earlier date due to a shorter legislative session. Please make plans to connect with your reps earlier than usual and continue to let Tony know if you have any media needs!

Old Business

Nothing new to report

New Business

- Logo contest: Word is out and Tony and Steve have had several inquiries--people are confused about the mission of MEEEOA. Tony knows of one submission from UMA that will be incoming. We need to make another push for submissions as the deadline grows closer.
- TRIO day: Steve will update membership on details as they emerge

Mary Kate motioned to adjourn. Tony seconded. **Adjourn at 2:14**