

AGENDA

MEEOA Executive Committee Meeting

1/4/2021

Zoom, 1:00-3:00pm

PARTICIPANTS:					
Name:	Absent:	Present:	Name:	Absent:	Present:
Mary Sinclair		x	Andrew Long		x
Steve Visco		x	Kate Walsh		x
Sam Prosser		x	Eric Pratt		x
Nik Lallemand	x		Dave Megquier		x
Lisa Black		x	Ginny Ward		x
Linda Freeman		x	Casey Henderson		x
Tony Staffiere	x		Sara Flowers	x	
Terri Plummer		x	<i>Doris Juarez</i>		x
			<i>Michelle Richards</i>		x

Agenda Item	Discussion	Next Steps
Welcome and Opening		
Call to Order	1:00	
<ul style="list-style-type: none"> Action Item: Approve Agenda 	Mary presented the agenda for the January meeting. Steve motioned to approve it. Linda seconded. All approved.	
<ul style="list-style-type: none"> Action Item: Approve December board meeting minutes 	Mary presented the minutes from the December meeting. Sam motioned to approve, Eric seconded. Steve abstained, all else approved with two amendments (date change and capitalization edits)	

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Officers' Reports		
President's Report: Mary	<ul style="list-style-type: none"> • Mary worked on multiple initiatives with Board members--those will be reported out on later in the meeting. • She set up the Rev account for closed captioning at the conference—COE also has it and Mary was able to practice with Jen Rudolph • Mary sent an invitation to attend MEEOA's conference to the NEOA membership • Presented what she plans to report out on during the Business Meeting: (Worked with Sen Collins to release SSS slate; filled Alumni and Leadership chair positions; working with NEOA to creative inclusive practices on MEEOA Board; joining other presidents at COE Emerging Leaders Institute, and new MEEOA logo) 	
Past-President's Report: Steve	<ul style="list-style-type: none"> • Steve plans to focus on nominations for the 2021-22 Board slate moving forward • Has also been continuing to learn about FairShare 	
President-Elect's Report: Sam	<ul style="list-style-type: none"> • Sam has been focused on the conference and assisting with logo 	
Treasurer's Report: Nik <ul style="list-style-type: none"> • Action Item: Accept Treasurer's Report 	<ul style="list-style-type: none"> • Nik was not in attendance but submitted a report. Mary will make sure Nik sends full revenue and expenses to membership before the conference • Steve said we should also be sure to report out on last year's COE donation 	<ul style="list-style-type: none"> • Mary will follow up with Nik so he can create his slide
Secretary's Report: Lisa	<ul style="list-style-type: none"> • Lisa discussed what she will report on at state meeting: new outreach to directors and reminding 	<ul style="list-style-type: none"> • Lisa will create her slide

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	members of where minutes can be located on the website	
Standing Committee Reports		
Alumni	<ul style="list-style-type: none"> • Terri went back to last year’s Rising Star and Achiever nominations and now has great recipients for each award: Jeff Love from Bowdoin UB and Doris Juarez USM UB will receive Rising Star, Janelle Humphrey from UMPI METS will receive Achiever, and Loretta Powers from USM SSS will receive inaugural Lifelong Learner awards • The Board discussed how to get awards to recipients—Mary suggested directly shipping to recipients will be easiest. Terri will use Cushmans in Presque Isle again. If Cushmans cannot ship direct, Michelle Richards offered to pick up them up and ship. Terri will create a certificate that can be emailed to recipients. Recipients have all confirmed attendance at the conference. • Terri reported that plans are moving forward for an alumni meet and greet during the conference. • Terri also reported that the MEEOA Alumni Council has been working on making it easier for nominators to nominate recipients—one suggestion was to submit names without nominees having to complete their sections first. The Alumni Council still hopes to have a contest between programs to help build the alumni network. Mary suggested putting this on the February agenda. 	<ul style="list-style-type: none"> • Terri will get awards • Michelle Richards will help connect Terri to Cushman’s

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<p>Conference: Sam and Linda</p>	<ul style="list-style-type: none"> • Sam met with Eliza Ruel, who is creating the conference website. • Linda will meet with moderators this week to review Zoom expectations and provide an overview of their duties • Sam reported that ad requests are coming in and invoices are being sent out • Registrations are still coming in—80 so far (2 from NEOA). 41 are paid so far. 	<ul style="list-style-type: none"> • Sam and Casey will meet to discuss Zoom link logistics for meeting • Casey, Linda, Katharine and Sam will meet to review Zoom needs
<p>Development: Andrew</p>	<ul style="list-style-type: none"> • Andrew reported that we have 2 sponsorships for the conference! • Andrew would like to see us move away from conference sponsorships and look at larger, more sustained development opportunities. • He is interested in working on merchandise opportunities with Tony. 	
<p>Government Relations: Eric</p>	<ul style="list-style-type: none"> • Eric reported out on his plan for the Business Meeting—he will recap highlights of his activity since March. Jen Rudolph will be in attendance and can provide more in-depth updates • Steve suggested reminding people to subscribe to listserv for regular updates and that Eric include a plug for Policy in his report 	
<p>Membership: Kate</p>	<ul style="list-style-type: none"> • Kate has a total of 64 individual and 14 program membership listed as paid • She suggested including the PayPal link in the Business meeting PPT slide 	

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<p>Public Relations/ TRIO and GEAR UP Advocacy Day Chair: Tony</p>	<ul style="list-style-type: none"> • Tony was not in attendance, but Michelle Richards reported that Dr. Anthony Jack has been confirmed as a speaker and a formal request has been made to NASA for Maine astronaut Jessica Meir to speak • The event will take place over the course of three themed days, Community Day (with non-profits and a TRIO community panel) Education Day (college fair, industry day) and Advocacy Day (with a focus on self-advocacy) • Registration opens next week, and will be open to SSS as well (graduate programs will be in attendance at college fair) 	
<p>Ad-Hoc Committee Reports</p>		
<p>Webmaster: Casey</p>	<ul style="list-style-type: none"> • Casey has been working on conference set up. A few technical logistics are left to figure out • Research on cloud storage options is still in progress. Casey recommended canceling the Microsoft OneDrive option. Google Drive hasn't been optimal with other programs that use it, so another possibility is staying with Box—we may need to create individual free accounts down the line. Mary suggested this might be easiest. 	
<p>Leadership Development: Ginny</p>	<ul style="list-style-type: none"> • Ginny was not in attendance 	
<p>Factbook: Sara</p>	<ul style="list-style-type: none"> • Sara was not in attendance. Mary plans to get started soon 	<ul style="list-style-type: none"> • Please let Mary know if you'd like to help with Factbook!

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Fair Share: Dave	<ul style="list-style-type: none"> • Dave reported that Maine is at 37% of Fair Share with 5 members currently making monthly contributions. • 3 organizations are either nearing their institutional membership renewal dates or are past due—Dave will follow up with those directors. 	<ul style="list-style-type: none"> • Dave will follow up with Directors who need to renew their institutional memberships
Old Business		
	<ul style="list-style-type: none"> • Mary asked if we have ever presented the Strategic Plan to the membership before and asked if we should at the Business Meeting. Neither Eric nor Steve remember formally presenting it. Mary will let the membership know it is on website • Mary asked at what point in the conference should we present the logo. Steve suggested the Public Relations report would make sense • Eric asked if we can edit a shared Business Meeting PPT from Box drive—some Board members edited in Google Slides, and their changes are not showing up. After some experimentation, it was determined that if we use PPT and not Slides, we should be able to use the collaborate feature in Box and our individual changes should show up • Our next meeting as a Board will be on 2/4 – see everyone at the conference! 	
New Business		
	<ul style="list-style-type: none"> • Nothing to report 	
Adjourn Meeting	Eric motioned to adjourn at 2:06 Terri seconded. All approved.	

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