

MEEOA February 4, 2021

Zoom, 1:00 pm – 3 pm

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

Agenda Item	Discussion	Next Steps
<b>Welcome and Opening</b>		
<b>Call to Order</b>	<b>1:05</b>	
<ul style="list-style-type: none"> <li><b>Action Item:</b> Approve Agenda</li> </ul>	Mary presented the agenda for the February Board meeting. Kate motioned to approve it; Steve seconded. All approved.	
<ul style="list-style-type: none"> <li><b>Action Item:</b> Approve month minutes</li> </ul>	Mary presented the minutes from the January Board meeting. Steve motioned to approve; Sam seconded. All approved.	
<b>Officers' Reports</b>		

President's Report: Mary	<ul style="list-style-type: none"> <li>• Mary's updates were incorporated throughout the agenda</li> </ul>	
Past-President's Report: Steve	<ul style="list-style-type: none"> <li>• Steve reported out on NEOA conference developments. Casey said registration should be open by the end of next week</li> <li>• Facilitator training will be part of the pre-conference</li> <li>• NEOA 2022 may be live in Portsmouth, NH</li> </ul>	
President-Elect's Report: Sam	<ul style="list-style-type: none"> <li>• Sam's updates were incorporated throughout the agenda</li> </ul>	
Treasurer's Report: Nik <ul style="list-style-type: none"> <li>• <b>Action Item:</b> Accept Treasurer's Report</li> </ul>	<ul style="list-style-type: none"> <li>• Nik provided a budget recap as of 2/3/21. The process of reconciling transactions with the budget continues to be a bit of a challenge. Kate and Nik continue to dig to figure out where payments are coming from.</li> <li>• We exceeded 2020 goals for conference registrations and individual memberships but are still a bit short in program memberships</li> <li>• PayPal and robust conference attendance have left us in a really healthy place financially. We are at \$14,144.36 in revenue</li> <li>• Mary asked if PayPal fees have already been accounted for or if they will eventually come out of revenue—Nik stated that the fees come out automatically</li> <li>• Lisa suggested that if we are worried about fees, we could add an option for members to increase their payments to cover extra costs to MEEOA. Casey said that NEOA increased their total</li> </ul>	

	<p>membership fee to cover the additional expense. Steve said it may pay for itself with additional memberships that come from ease of PayPal</p> <ul style="list-style-type: none"> <li>• Nik calculated the fees associated with PayPal while discussion was happening—we have \$3,740 in total PayPal payments with fees of \$130.50.</li> <li>• Mary asked for a motion to approve the budget. Eric motioned to approve; Steve seconded. All approved.</li> </ul>	
Secretary's Report: Lisa	<ul style="list-style-type: none"> <li>• Lisa had nothing to report as secretary</li> </ul>	
<b>Standing Committee Reports</b>		
Alumni	<ul style="list-style-type: none"> <li>• Terri said that the Rising Star, Achiever, and Lifelong Learner awards will be mailed out soon</li> <li>• She is working on streamlining the process for nominating people for Policy Seminar—still no nominees</li> <li>• Terri is also working on the program competition to grow the alumni database that will take place later in the year, possibly with a fun award that would be given out at the conference and/or a monetary award.</li> <li>• Mary asked for discussion for the program competition—Lisa expressed support, Steve said that while we are a professional development organization, we clearly need to do something to develop our alumni database.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
Conference: Sam and Linda	<ul style="list-style-type: none"> <li>• Sam reported out on the feedback the conference committee received from those who attended the 2021 conference. The negative feedback was that</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

	<p>the business meeting ran long—we should plan to allot more time next time. The committee received great feedback on the speakers—the committee made a recommendation to budget for paid speakers in the future.</p>	
Development: Andrew	<ul style="list-style-type: none"> <li>• Andrew was not in attendance</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
Government Relations: Eric	<ul style="list-style-type: none"> <li>• Eric spoke to Sarah Morell regarding joining the NEC educational committee—Eric is hoping to join so he can get info more directly</li> <li>• Eric has been working on TRIO Day, including contacting ME elected officials to participate in the event</li> <li>• He is also beginning contacting legislators for Policy</li> </ul>	
Membership: Kate	<ul style="list-style-type: none"> <li>• Kate reported out on numbers of memberships and paid status: we are at 16 confirmed program memberships and 85 confirmed individual memberships (1 program membership and 11 individual memberships are pending) and 86 paid conference registrations with 11 unpaid).</li> <li>• Kate plans to reach out to unpaid individuals this week.</li> </ul>	
Public Relations/ TRIO and GEAR UP Advocacy Day Chair: Tony	<ul style="list-style-type: none"> <li>• Tony is finalizing TRIO Day PR—he is continuing to work on strategies to livestream events</li> <li>• Tony asked for discussion around Advocacy Day – it is looking like we should plan for this to be a virtual event. What should this look like?</li> <li>• Mary suggested that we could shift our focus to providing more promotional materials and</li> </ul>	

	<p>encourage everyone to write to their representatives about the importance of TRIO</p> <ul style="list-style-type: none"> <li>• Doris suggested that we could also including non-congressional leaders in our advocacy outreach</li> </ul>	
<b>Ad-Hoc Committee Reports</b>		
<p>Webmaster: Casey</p>	<ul style="list-style-type: none"> <li>• Casey reported that the conference went well from a technology perspective—we had 82 people in one session. Rev went well for closed captioning and he plans to use it for TRIO Day</li> <li>• Our website host is up for renewal—we go one year at a time. There were no objections to renewing with our current host</li> <li>• Casey updated us on our Box cloud storage situation—Board members currently accessing Box through the UMaine system will need to create a free account. If these users want to continue using their @maine.edu addresses, they will be subject to a 120 day waiting period during which time they must use an alternate email address to access Box. Casey asked for feedback on the use of personal emails for Box access</li> <li>• Eric said he wouldn't mind using his personal email until the wait period is over. Casey said Box isn't public facing, so there shouldn't be any issue with using personal emails but if anyone was uncomfortable, he would be happy to research other suggestions</li> <li>• The Board decided to stick with Box and use personal email addresses for the interim</li> </ul>	<ul style="list-style-type: none"> <li>• Casey will work with Terri on the updated alumni nomination forms and will work on updating our logo on all our branded materials after TRIO Day</li> </ul>

<p>Leadership Development: Ginny</p>	<ul style="list-style-type: none"> <li>• Ginny reported that 11 people have signed up for Leadership Seminar, exceeding the initial goal of eight. She has sent out a welcome—this is a great group and already there is lots of excitement. Most people have three years or less experience—a perfect group for this kind of opportunity</li> <li>• The structure of the series, panelists, and dates have all been set. Ginny has lots of ideas--90 mins flies by quickly!</li> </ul>	<ul style="list-style-type: none"> <li>• Mary will be submitting a grant for StrengthsFinder books and codes for seminar participants</li> </ul>
<p>Factbook: Mary</p>	<ul style="list-style-type: none"> <li>• Steve, Eric, Sam, and Mary met to plan for Policy. COE suggested that because we will be saving money on travel, we might be able to send more people. Eric, Sam, and Mary will be attending for sure and Mary wanted to open it up to the Board--early bird registration ends today.</li> <li>• The structure this year will be: Monday--seminar with the Department of Education; Tuesday---planning for Hill visits; Weds--Hill visits. This event can be dense for alumni without an interest in policy, so Mary suggested that we might try creating a video depending on who we get</li> <li>• Eric reported that he was in a webinar recently that suggested that while a lot of emphasis is traditionally placed on alumni stories, it's okay to skip those this time and just get to the ask</li> <li>• Mary said that for the Fact Book, program numbers aren't as good this past year. She asked for feedback on shifting the focus to award amounts,</li> </ul>	<ul style="list-style-type: none"> <li>• Mary will develop a form for programs to submit COVID stories for the Fact Book</li> </ul>

	<p>numbers of students served, and survival stories of participants impacted by COVID</p> <ul style="list-style-type: none"> <li>• Eric stated that the webinar he attended recommended not developing a long report this year</li> <li>• Ginny reminded us that the Fact Book does serve as a historical document</li> </ul>	
Fair Share: Dave	<ul style="list-style-type: none"> <li>• Dave was not in attendance</li> </ul>	
<b>Old Business</b>		
	<ul style="list-style-type: none"> <li>• Doris reported out on TRIO Day—we have 1,004 registrations this year with over 30 speakers coming in!</li> <li>• Senator Collins sent in a video</li> <li>• The committee is working on a website similar to that used for the MEEOA conference</li> </ul>	
<b>New Business</b>		
	<ul style="list-style-type: none"> <li>• Mary highlighted Susan Collins’s testimony about TRIO Programs at Miguel Cardona’s confirmation Secretary of Education, which was exciting to see</li> </ul>	
<b>Adjourn Meeting</b>	Mary asked for a motion to adjourn at 2:40. Steve motioned to adjourn; Eric seconded. All approved.	