

MEEOA Executive Committee Meeting

March 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
Tony Staffiere	x		Casey Henderson		x
Terri Plummer	x				

Agenda Item	Discussion	Next Steps
Welcome and Opening		
Call to Order	1:00	
<ul style="list-style-type: none"> Action Item: Approve March Agenda 	Mary presented the agenda for the March Board meeting. Steve motioned to approve it. Kate seconded. All approved.	
<ul style="list-style-type: none"> Action Item: Approve February minutes 	Mary presented the minutes from the February meeting. Steve motioned to approve, Kate seconded. Andrew abstained. All others approved.	
Officers' Reports		

President's Report: Mary	<ul style="list-style-type: none"> Mary's report was incorporated into other committee reports 	
Past-President's Report: Steve	<ul style="list-style-type: none"> Steve's report was incorporated into other committee reports 	
President-Elect's Report: Sam	<ul style="list-style-type: none"> Sam has been working on the Factbook with Eric and Mary 	
Treasurer's Report: Nik <ul style="list-style-type: none"> Action Item: Accept Treasurer's Report 	<ul style="list-style-type: none"> Nik presented the treasurer's report, including new payments from the past month—we gained \$1,663.33 in revenue in February and had \$1,125.52 in expenses due to 2 year webhosting and 2 year domain renewals, 501c4 renewal and a conference presenter payment. Our account total is \$36,991.27 as of right now. Policy won't be an additional expense because it will be virtual. Steve motioned to accept Nik's report. Eric seconded. All approved. 	
Secretary's Report: Lisa	<ul style="list-style-type: none"> Lisa had nothing to report as secretary 	
<u>Standing Committee Reports</u>		
Alumni	<ul style="list-style-type: none"> Terri was not in attendance 	
Conference: Sam and Linda	<ul style="list-style-type: none"> Sam and Linda were not in attendance 	
Development: Andrew	<ul style="list-style-type: none"> Andrew had to leave early but has some exciting plans in the works to share next time! 	
Government Relations: Eric	<ul style="list-style-type: none"> Eric has been working on getting appointments with congressional reps for Policy Educational aides for Golden, King, and Pingree have all confirmed meetings 	

	<ul style="list-style-type: none"> • Eric is now on the NEC committee list so he will have access to those meetings • He is working on the Factbook with Sam and Mary 	
Membership: Kate	<ul style="list-style-type: none"> • Kate had a question about how to handle a NEOA member who registered for the conference and didn't attend but also did not submit payment. The Board discussed how to handle this—because it wasn't live, we didn't incur a meal cost and we don't currently list a cancelation policy at the point of registration, so the Board decided to let it go this time. • Kate reported that beside this, there are a few other outstanding payments, but all are in the works • Nik stated that the process he and Kate have developed to verify payments has left them in a much better place than last time 	
Public Relations/ TRIO and GEAR UP Advocacy Day Chair: Tony	<ul style="list-style-type: none"> • Tony was not in attendance, but Mary shared the agenda he has been working on for Advocacy Day • Casey is assisting Tony with plans to move forward with the event in a virtual format and Tony has reached out to directors for RSVPs. • Board discussed the need to avoid over-asking Senator Collins for things and decided to ask Senator King for a video 	<ul style="list-style-type: none"> • Eric will reach out to Senator King's office
Ad-Hoc Committee Reports		
Webmaster: Casey	<ul style="list-style-type: none"> • Casey was not in attendance 	

<p>Leadership Development: Ginny</p>	<ul style="list-style-type: none"> • Ginny reported that the first meeting of the Leadership Series occurred, with all who registered attending. The initial meeting went well and the group managed to cover all material in the time allotted • Their next meeting is Friday 3/12 with Tony scheduled to facilitate • StrengthsFinder will not fit into the leadership seminar, so Ginny and Mary have discussed offering it to the MEEOA membership and applying for a grant from COE to cover the expense for books/codes/facilitator for a half day. They already have \$400 from a NEOA grant. • Ginny asked if it would be appropriate to bring administrative positions to the StrengthsFinder event. The Board agreed that there would probably be value, but it would be up to the individual program director. Ginny wondered if it would be worth surveying directors about unmet PD needs • Steve suggested NEOA's facilitator's training as a possibility 	<ul style="list-style-type: none"> • Mary and Ginny will connect to discuss how much to apply for
<p>Factbook: Mary</p>	<ul style="list-style-type: none"> • Mary reported that Policy Seminar plans are underway. Terri Plummer is interested in attending with Sam, Eric, and Mary • Factbook material collection is underway. 	<ul style="list-style-type: none"> • Mary will reach out to directors for more Factbook data—she is looking for specific student stories • Mary will send the Policy Seminar agenda again for participants or alumni who

		<p>may be interested in attending</p> <ul style="list-style-type: none"> Eric will research reimbursement forms for Policy
Fair Share: Dave	<ul style="list-style-type: none"> Dave was not in attendance 	
Old Business		
	<ul style="list-style-type: none"> Nothing to report 	
New Business		
	<ul style="list-style-type: none"> NEOA is asking state organizations to put together gift baskets for the conference with gift cards totaling \$100. How do we want to accomplish this? Steve suggested that we should avoid asking local businesses for donations because out of state members wouldn't be able to use them. Sam suggested LL Bean or REI, which would still have a Maine touch. Several Board members expressed concern that individuals are hurting and we just generated a huge cash influx with TRIO Day. The Board decided to use MEEOA funds to cover this request Kate suggested Box of Maine, but upon research, the total reached only \$65, not the requested \$100 Mary suggested \$65 to Box of Maine and \$25 to Wicked Whoopies. All agreed The NEOA Business Meeting will be Wednesday, April 7th from 4:30-5:30. Mary suggested we adjust the time to go until 6. All agreed 	

	<ul style="list-style-type: none"> • We will need to vote on the 2021-22 Board and the edits to the MEEOA constitution (edits include more inclusive pronouns and general mechanical revisions). Materials (Jan minutes and draft constitutional edits) will need to go out 2 weeks before meeting for membership to review • Steve suggested letting membership know that there will be a slate and having the election later, which worked well last time. • Mary shared the constitutional amendments and asked for a discussion about a statement of inclusion. The Board decided to present constitutional edits thus far and vote on them and then ask for volunteers to work on a statement of inclusion 	<ul style="list-style-type: none"> • Lisa will send materials out 2 weeks before April business meeting
Adjourn Meeting	Mary adjourned the meeting at 2:41	