

MEEOA Executive Committee Meeting

May 13, 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		
Linda Freeman		x	Casey Henderson	x	x
Tony Staffiere		x	<i>Kelsey Bailey</i>		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 Agenda 	Mary presented the agenda for the May Board meeting. Steve motioned to approve it. Eric seconded. All approved.	
<ul style="list-style-type: none"> Action Item: Approve March minutes 	Mary presented the minutes from the March meeting. Kate motioned to approve, Sam seconded. All approved.	<ul style="list-style-type: none"> Lisa will send Alyssa the April business meeting minutes for the membership to vote on at

		the January 2022 business meeting
Officers' Reports		
President's Report: Mary	<ul style="list-style-type: none"> • Mary reported that she is working with Sam Prosser to finalize the 2021-22 slate. We are in the perfect storm of many great new people definitely interested in joining in the future...just not right now • The 2021 Factbook is done—it got more and different involvement from directors than usual, which is fitting for this year. • Mary and Eric will be presenting at the COE Leadership Institute on their shared solution dialogue activity from the 2020 conference 	
Past-President's Report: Steve	<ul style="list-style-type: none"> • Steve has been working with Mary and Sam on next year's Board slate. He suggested that down the line it might be better for the President Elect to take on this role • Steve has been attending FairShare meetings—it really stands out how strong Maine and New England's FairShare contributions are. • Steve will be taking over the role of FairShare chair from Dave Megquier next year 	
President-Elect's Report: Sam	<ul style="list-style-type: none"> • Sam met with Jesse Blackburn about joining the Board. in some capacity. Rene Gorneault joined the 2022 conference committee. Kelsey Bailey will be the conference co-chair with Linda Freeman. 	

<p>Treasurer's Report: Nik</p> <ul style="list-style-type: none"> • Action Item: Accept Treasurer's Report 	<ul style="list-style-type: none"> • Nik shared the budget. There are no major changes in either revenue or expenses. We are at \$36,226.98—significantly more than last year due to savings from the 2021 virtual Policy Seminar. • Mary asked for a motion to approve the budget. Tony motioned to approve. Steve seconded. All approved. • Ginny asked if she could be reimbursed for some additional StrengthsFinder expenses. Nik said he or Mary could pay via credit card if that would be helpful but Ginny will submit her receipts for reimbursement because that would present logistical challenges with individual registrations 	<ul style="list-style-type: none"> •
<p>Secretary's Report: Lisa</p>	<ul style="list-style-type: none"> • Lisa had nothing to report as secretary. 	
<p>Standing Committee Reports</p>		
<p>Alumni: Terri</p>	<ul style="list-style-type: none"> • Terri stated that her alumni committee continues to be fantastic to work with. They created an alumni engagement race to get more alumni registered in our database. • They currently have 28 new people registered! 	
<p>Conference: Linda</p>	<ul style="list-style-type: none"> • Linda reported that the Atlantic Oceanside has been reserved for January 5-7, 2022 and the conference committee is considering moving the next conference to the fall of 2022 (instead of the winter of 2023) • Kelsey asked if it would be possible to open conference registration in the summer. This would help the committee build their budget and give 	

	<p>directors more time to account for expenses in their budgets.</p> <ul style="list-style-type: none"> • Steve said that from a technical standpoint, Casey will be able to make that happen. From a budgetary standpoint, it makes things complicated because it would be between two of MEEEOA's fiscal years • Kate mentioned that membership renewals would also have to be paid up for programs to qualify for reduced costs, which might present additional timing challenges • Steve mentioned that some programs have different start dates and may be on different fiscal years • Lisa stated that it would be helpful for directors to have an idea of what registration would cost ahead of time from a planning standpoint, but some business offices will not let you accrue the cost until you have the item in hand • Kelsey asked what the 2022 conference budget will actually be. The Board recommended the conference committee come back with specific requests • Linda asked for suggestions for breakout sessions 	<ul style="list-style-type: none"> • Please send Linda Freeman ideas for conference breakout sessions
Development: Andrew	<ul style="list-style-type: none"> • Andrew plans to meet with potential donors in person, which should make an impact on actualizing these asks 	<ul style="list-style-type: none"> • Andrew will connect with Tony for publicity next steps

	<ul style="list-style-type: none"> • He is still interested in purchasing MEEOA merchandise with our new logo that we could make a profit on • Andrew asked the Board to consider allowing him to ask donors for contributions to specific things (i.e. sending students to Policy, professional development for members, etc., beyond being conference sponsors) • Sam expressed support for this idea—if we would be spending money on certain line items anyway and this would garner larger donations, why not? • Mary agreed and said we could even follow up with photos of alumni at events • Linda suggested that we could also create videos where students could share the impact attending Policy had on them • Steve believes online youth sports retailers could also work for us 	
Government Relations: Eric	<ul style="list-style-type: none"> • Eric is looking forward to presenting with Mary at the COE Leadership Summit on their shared solution dialogue from the 2020 conference. • He continues to attend New England Council events as often as possible • Andrew recapped this year’s successful virtual Policy Seminar—they were able to meet with Susan Collins personally • Their specific asks were for double Pell now, and double funding for TRIO over the next five years as well as making TRIO funding one of their top five 	

	<p>priorities. Because they hadn't seen President Biden's budget yet, no one was willing to commit at that moment, but they are all strong supporters and allies</p> <ul style="list-style-type: none"> • Eric stated that he will be stepping down as Government Relations chair at the end of this year. • Steve shared some updates for grant renewals: should hear in August for Talent Search with EOC to follow 	<ul style="list-style-type: none"> • Please send Eric any suggestions you may have for 2021-22 Government Relations chair
Membership: Kate	<ul style="list-style-type: none"> • Kate just has two individual membership payments left to track down! • All seventeen program memberships have been renewed 	
Public Relations/ TRIO and GEAR UP Advocacy Day Chair: Tony	<ul style="list-style-type: none"> • Tony recapped the MEEOA events of the past year. He stated that this year of experimenting with new virtual platforms will give us more ways to showcase our work moving forward. His goal for the coming year is to have one rep from every program at each event next year. This will be Tony's last year in this capacity. 	
Ad-Hoc Committee Reports		
Webmaster: Casey	<ul style="list-style-type: none"> • Casey is working with Terri to improve alumni database • He has also replaced the MEEOA constitution on the webpage with the approved draft with the new revisions 	
Leadership Development: Ginny	<ul style="list-style-type: none"> • Ginny reported that the Leadership Institute concluded last Friday. So far she has gotten good 	

	<p>feedback, which is encouraging despite the limitations of a virtual format.</p> <ul style="list-style-type: none"> • StrengthsFinder will be offered on June 11—still one spot left! Attendees will be a mix of MEEOA Leadership Institute participants, Arnold Mitchem Leadership Institute participants, current Board and future Board members 	
Factbook: Mary	<ul style="list-style-type: none"> • Nothing new to report 	
Fair Share: Dave	<ul style="list-style-type: none"> • Nothing new to report 	
Old Business		
	<ul style="list-style-type: none"> • Nothing to cover 	
New Business		
	<ul style="list-style-type: none"> • Mary asked for discussion regarding the timing of a FairShare donation to COE. Should we do it in this fiscal year or wait and start the next year off with a donation? • Steve shared an overview of what FairShare can be used for and historically how this has benefitted Maine TRIO programs (highlighting them as unrestricted funds that helped pay, for example, for the advocacy necessary for UMPI Upward Bound’s program to be reinstated). He believes we have been able to provide an end of year donation to COE for the past 10 years or so. • Sam asked how much the donation typically is. Steve stated that he believes it tends to be around \$5,000 whenever we have had the money to do so. 	

- | | | |
|--|--|--|
| | <ul style="list-style-type: none">• Kate said the projected donation amount in the budget may have been lower at times, but we've always been able to bump it up• Sam stated that she thought she'd heard that last year was an outlier in terms of an extra large donation. Eric recalled that some Board members found it challenging not to have been able to spend money on PD opportunities for the membership only for most of the profit from the conference to have been used for a FairShare donation• Sam said she would need to have projections for the next year first to feel confident about voting for a donation this year• Steve suggested we wait until next year to make the donation. He is concerned that the cost of an in-person Policy Seminar will make a large donation out of reach. It makes sense to wait and see what those costs will be• Mary agreed that we should wait until next year but also reminded the Board that we will be eligible for reimbursement for a large chunk of our expenses• Linda Freeman suggested establishing a percentage of our net income for our FairShare donation instead of a set amount• Steve stated that part of the issue is that we are not allowed to carry money forward from one year to the next—we need to be able to account for everything coming in and zero out the entire | |
|--|--|--|

	<p>budget. This is part of being a 501c4--we are obliged to demonstrate that we are sound fiscal stewards</p> <ul style="list-style-type: none">• Sam asked about getting some additional guidance on whether these are rules or guidelines. Mary said she has talked to Jen Rudolph about this topic and suggested this would be good information to offer state organizations across the board• Steve stated how appreciative he is of the Board asking these questions and making sure we know how the budget works—that is part of our fiduciary charge as Board members. All big expenditures should be voted on and understood.• Mary concurred and stated that we should wait and hold the vote next time when we have more people, as multiple members had to leave the meeting early• Eric noted how much discussion this topic is generating just in our small group and suggested that we have this conversation with the full membership, perhaps at one of our business meetings• Steve stated that the listserv might be a better avenue if we want to do this since it might have a wider audience• Sam and Terri asked whether the professional development goals of the conference are undermined by the need for it to generate funds—we can't attract quality speakers without a budget	
--	---	--

	<ul style="list-style-type: none"> • Mary acknowledged these competing priorities but stated that constitutionally, MEEOA’s purpose is both advocacy and professional development • In terms of a larger conversation, Kate stated that the membership does elect the Board to make these decisions • Steve stated that this is why we need Board representation from across member programs—it ensures that these conversations remain transparent • Mary concluded the meeting by noting that we still need to update the transition manual needs for Sam 	<ul style="list-style-type: none"> • Please look at your job description in the Transition Manual to make sure its updated
Adjourn Meeting	Steve motioned to adjourn at 2:57, Terri seconded. All approved.	