

Minutes of MEEOA Executive Board Meeting
Zoom Virtual meeting

August 13 2020 • 1-3

In attendance: Mary Sinclair, Ginny Ward, Kate Walsh, Linda Freeman, Steve Visco, Nikolas Lallemand, Kathryn Lualdi, Sam Prosser, Andrew Long, Eric Pratt, Casey Henderson, Lisa Black

Call to Order Welcome; call to order at 1:03 pm

OFFICER REPORTS

President's Report:

- Mary presented the agenda. Steve motioned to approve, Nik seconded, all approved.
- Mary reviewed the 2020-2021 MEEOA Board members:
 - Returning members include Tony Staffiere as Public Relations and Advocacy Day Chair, Andrew Long as Development Chair, Kate Walsh as Membership Chair, and Eric Pratt as Government Relations Chair. Steve Visco is Past President, Sam Prosser is President Elect, Nik Lallemand is returning as Treasurer, and Lisa Black is continuing as Secretary.
 - The Conference Committee will be chaired by Linda Freeman and Sam Prosser with Kathryn Lualdi transitioning to a more supportive role.
 - Confirmed ad hoc committee chairs include Casey Henderson as webmaster and Ginny Ward as Leadership Coordinator.
 - The Alumni Chair position is currently vacant. Fair Share and Fact Book might be passed on—Dave Megquier and Sara Flowers are currently chairs for those roles.
 - Steve moved to accept the Board slate, second by Kate. All approved
- Mary requested Board members email her our contact information.
- Mary reported that she attended the May NEOA meeting and will continue to be Maine's NEOA rep. NEOA's Board was interested in advancing their equity and diversity work last spring. Mary is hopeful that those initiatives will be resurrected in the new academic year.
- SSS grants were finally announced, with Susan Collins's office instrumental in moving the SSS slate forward.
- Jen Rudolph from COE is interested in working with state presidents in her new role as Director of Pre-College and State Initiatives—Mary is looking forward to that collaboration. COE has recommended that we continue to reach out to Senator Collins in this election year, as she is co-chair of the TRIO Caucus.

- Mary has been working with Nik to develop this year's budget.
- Mary offered the word "refresh" as a framework for our work this year. She noted the hard work that has already been done to lay the groundwork for our current practices as a Board and our upcoming initiatives. With that groundwork established, now we can work to improve and refresh.

Past President's Report:

- Steve noted that as a Board we now largely represent two programs—Upward Bound and SSS. He noted that there is not as much conversation on the listserv and he is working to make sure that info about all Maine TRIO programs is still being disseminated across MEEOA.
- Steve also noted that the SSS slate came forth this time in an odd manner—he is not sure if this is how we can expect notices in the future or if this was an anomaly, but noted that Maine was among first to hear grantees, possibly due to Senator Collins's influence.

President Elect's Report:

- Sam is looking forward to learning and becoming more involved in MEEOA this year.

Treasurer's Report:

- Nik reported that we currently have \$23,968.35 in reserve.
- Memberships: Last year, we had 88 paid individual memberships and 6 unpaid memberships. For programs, we have 13 paid memberships and 2 unpaid. This year Nik proposed a goal of 88 individual and 20 program memberships.
- Travel: While the pandemic may render this line unnecessary, Nik inflated that line just in case. Steve supported this and recommended that the Policy budget should be higher if it does happen in person.
- Conference: Nik noted that there is much uncertainty around what is realistic for conference registrations. Last year we had around 100 registrations. This year, his proposed goal is at least 75. Nik proposed dropping the registration fee to \$75 for members this year with no early bird rate and a \$115 fee for non-members. He projected that conference expenses would be minimal in comparison to a live event—possibly just a speaker fee.
- Mary asked Andrew if he thought it was possible to get sponsors for more expensive speakers. Andrew asked how much speakers tend to be--Katharine reported that several speakers she investigated were around \$300, but some were considerably more (\$7,500). Steve suggested that a high fee could be worth it if it brought in more registrants.

- Mary proposed increasing the cost of conference registration to be able to afford a higher profile speaker and web-hosting platform. Andrew suggested charging the full fee. Steve cautioned that people may be resistant to the full fee for a virtual conference—COE took a lot of heat when they did this. Eric stated that we did tell MEEOA membership that we were going to raise the price this year—from that standpoint, last year’s fee would still represent a savings. Lisa and Nik mentioned that SSS programs must provide PD and if travel restrictions stay in effect, SSS programs will be saving money in travel this year that could be allocated to the conference.
- Katharine suggested that we should look into platforms for hosting the conference, which could also be an expense. All agreed to table this idea for now.
- Kate motioned to approve the budget with proposed conference registration fee changes with this revenue going into conference expenses; Sam seconded. All approved.

Secretary’s Report:

- Lisa presented the June minutes. Mary noted one typo and an clarity issue in the budget section.
- Mary asked for a motion to approve with those edits. Linda motioned. Steve seconded, all approved.

STANDING COMMITTEE REPORTS

Alumni Committee:

- Currently working on finding an alumni chair.

Conference:

- Linda reported that Katharine Lualdi will now be managing two grants and needs to take a step back from chairing the committee but would still like to play a strong supporting role in planning the conference. Linda reached out to Sam Prosser, who is eager to assist. Mary asked if Sam will be co-chairing now. Sam wondered if that is possible given that she will also be President Elect.
- Steve suggested that Linda can be the Conference Chair voting member and Sam will be able to vote as President Elect. Steve noted that a similar arrangement happened last year with Mary serving as President Elect and an active conference committee participant. Mary said this arrangement worked really well last year.
- Linda proposed a 2-term commitment for Conference Chair—one to learn and be mentored and one to mentor.
- Kathryn presented a tentative conference agenda and the Board assisted to assign potential resources and volunteers for each session.

- Mary brought up questions regarding rates for the non-member registration fee and the student registration fee. She suggested that one benefit to becoming a member could be very low cost registration fees for students. Katharine suggested that it be free for students. Steve countered that there is more of a commitment to actually attend if there is a fee attached.
- The Board discussed and suggested rates of \$10 for students for member programs, \$165 for non-members, and \$125 members
- Eric motioned to approve. Steve seconded, all approved.

Development:

- Andrew is still on the hunt for sponsors and donors. He will have more to report next time.

Government Relations:

- Eric reported that he, Steve, Mary, and Mary Kate drafted a letter to government offices on behalf of MEEOA regarding delays around the SSS slate. The next day, we had the SSS slate!
- SSS programs got a 3.5% increase for this fiscal year—it is anticipated that this will be spread across other programs as well.

AD HOC COMMITTEE REPORT OUTS

Membership:

- Kate mentioned that some people do not pay individual memberships but still attend the conference at membership rate. Board will think about what we can do about that this year.

Public Relations:

- Tony was not in attendance but is actively working on PR for newly funded SSS grants.

Fact Book:

- Sara was not in attendance; nothing new to report.

Fair Share:

- Dave was not in attendance.

Technology:

- Casey will be resetting the membership info gathered by the website in early September by creating a backup copy of all the data from the membership year that just finished

and erasing all membership fields to be used this coming year. He will be reaching out to folks for additional website updates.

Leadership:

- Ginny has been thinking about possibilities for resurrecting this initiative. It could be synchronous with the conference or take some other form. Ginny suggested that meetings could occur every few months, taking the form of asynchronous module work people could complete on their own between meetings. If we are in a place where we can do in-person meetings down the line, we could follow up on online work. Some things to consider: would members want this? If we move ahead, would it be free to members?
- Mary stated that NEOA is still planning on doing a remote leadership institute. One benefit is that the Maine TRIO community is close and willing to participate in such things.

Old Business:

- Nothing to report

New Business:

- Nothing to report

Adjourned at 3:07

Eric motioned to adjourn. Andrew Long seconded. All approved.