

AGENDA

MEEOA Executive Committee Meeting
 September 17, 2020
 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	
<i>Katharine Lualdi</i>	x		<i>Jill Pendexter</i>		x
			<i>Doris Juarez</i>		x

Agenda Item	Discussion	Next Steps
Welcome and Opening	Mary welcomed everyone and showed us a Google Jamboard she created for us as to use as an icebreaker. The prompt was "what do you need to work in a group?"	
Call to Order	1:05 pm	
<ul style="list-style-type: none"> Action Item: Approve Agenda 	Mary presented the agenda for the September meeting. Steve motioned to approve it. Andrew Long seconded. All approved.	

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<ul style="list-style-type: none"> • Action Item: Approve August board meeting minutes 	<p>Mary presented the minutes from the August meeting. Steve motioned to approve the minutes. Sam seconded and all approved</p>	
Officers' Reports		
<p>President's Report: Mary</p>	<ul style="list-style-type: none"> • Terri Plummer, director of USM's SSS Program, is interested in becoming Alumni Chair. Jillian Pendexter from ETS and Jesse Blackburn from Upward Bound are also interested in helping. Steve motioned to approve Terri as Alumni Chair. Sam seconded and all approved. • The NEOA Conference will be virtual this year and the conference committee is looking for people to help. There will be a request coming up for Alumni award nominees. NEOA professional development funds will also be available again. • Mary would like to formalize a liaison from the MEEOA Board to inform statewide TRIO directors of relevant board news. Lisa Black has agreed to take this on in her role as MEEOA secretary. She will be emailing directors w/pertinent updates (eg NEOA conference and TRIO Day information). 	
<p>Past-President's Report: Steve</p>	<p>Nothing to report that won't be covered later in the meeting</p>	
<p>President-Elect's Report: Sam</p>	<p>Sam has looked over the transition manual and met with Mary. Other activity will be reported later in the meeting</p>	
<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 reported that we currently have \$23,993.35 in reserve. 	<ul style="list-style-type: none"> • Nik and Kate will evaluate what membership

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	<ul style="list-style-type: none"> • Out of the membership registrations and payments we have received, almost all have been via PayPal. • Nik has encountered trouble adding Mary and Sam to the MEEOA bank account—TD Bank is requiring several new forms and documentation of Board membership • Kate motioned to approve the Treasurer’s Report, Sam seconded. All approved. 	<p>registrations and payments have come in.</p> <ul style="list-style-type: none"> • Nik, Mary, and Sam will coordinate regarding documentation required for bank account access
Secretary’s Report: Lisa	<ul style="list-style-type: none"> • Lisa will be using a new template created by Mary for the September minutes. • Lisa will also be reaching out to Directors with Board meeting info that will be useful to them 	<ul style="list-style-type: none"> • Lisa will create a draft of pertinent Board updates to send to Maine TRIO directors and send it to Mary for feedback
<u>Standing Committee Reports</u>		
Alumni (Need a chair)	<ul style="list-style-type: none"> • Terri Plummer will attend next time—please let her know if you have anyone from your programs who would like to participate. • Mary suggested that this committee could help solicit nominees for a new award that will recognize adult learners who have returned to education later in life. • This committee will also host an Alumni Council – perhaps comprised of TRIO alumni who are working in TRIO but aren’t currently on the MEEOA Board. Terri is working on updating this committee’s description in transition manual 	<ul style="list-style-type: none"> • (All) Please refer alumni from your programs who might be good prospects for the Alumni Committee to Terri
Conference: Sam and Linda	<ul style="list-style-type: none"> • The Conference Committee has been working hard with lots of workshops set up • They currently have feelers out for a good Keynote 	<ul style="list-style-type: none"> • Committee will talk to platform sales reps to clarify questions on selling

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	<ul style="list-style-type: none"> • A major area of focus is the virtual platform—the committee has consulted both the NEOA listserv and COE. Hopin and OpenWater were the top suggestions, but there is a significant price difference—Hopin looks to be much more affordable. • Eric will be a moderator at the COE Annual Conference and has attended an OpenWater training—he confirmed that it is indeed Zoom-based. • Linda stated that from her perspective, we do need someone (not the conference committee) in the background making sure things are working smoothly from a technology standpoint. • Mary shared that there has been discussion about the possibility of buying a NEOA subscription to a virtual conference platform that programs can share. • Steve stated that Hopin looks like they charge an event fee, but if we can use Open Water throughout the year (e.g. for Advocacy and TRIO Day events) then it might make the cost more bearable 	<p>tickets vs using our own registration database</p> <ul style="list-style-type: none"> • Mary, Linda, and Doris will attend OpenWater’s training session next week. • Mary will join the next conference committee planning meeting to debrief. Casey will join them regarding questions he had.
<p>Development: Andrew</p>	<ul style="list-style-type: none"> • Andrew has made contact with Adam Lee to schedule an upcoming meeting. • Andrew would like to determine the conference platform we will be using before meeting with other potential sponsors—he could like to offer to promote sponsors on it and be able to talk about 	<p>Andrew will meet with Adam Lee</p> <p>Andrew will send something to the listserv requesting leads for donations</p>

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	<p>other particulars (for example, how would a coffee break work in an online format?)</p> <ul style="list-style-type: none"> • With regard to the 50/50 raffle we have done in recent years, Ginny stated that we are losing lots of money and suggested going back to one large (donated) prize we can raffle off and keep the proceeds from 	
Government Relations: Eric	<ul style="list-style-type: none"> • Eric reached out to Maine’s congressional education aids with a link to UMF’s UB website with a very positive response. He suggested that other programs do the same and offered to provide contact info for anyone who is interested • Talent Search and EOC RFPs are out • Mary and Eric attended the Rise Up webinar, which encouraged a programs to get participants registered to vote. It will be a competition, with details outlined in a 25-page document. 	Eric will send info regarding the Rise Up competition to the MEEOA listserv to gauge interest
Membership: Kate	We are at 6 paid memberships	
Public Relations/ TRIO and GEAR UP Advocacy Day Chair: Tony	<ul style="list-style-type: none"> • Tony reported that the 2021 GEAR UP / TRIO Advocacy Day is scheduled for Tuesday April 6, 2021 as a live event to be held in the Hall of Flags. This will be a session day. • We need a back-up plan in case we cannot be there in person and a definitive date for when we will “make the call” regarding whether to move forward with a live event. Mary suggested January and Tony suggested the week after the conference. • Lisa raised the possibility of a virtual or hybrid format. Ginny talked about a very successful virtual 	Ginny will send info about the virtual Bowdoin clubs event to Tony and Doris

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	<p>clubs fair Bowdoin hosted with online visuals and info about organizations and a corresponding live chat with club representatives that we could use as a model</p> <ul style="list-style-type: none"> • Tony pointed out that if the NEOA Conference and Advocacy Day both end up being live, this could impact when people travel to the conference, as these dates overlap slightly 	
Ad-Hoc Committee Reports		
Webmaster: Casey	<ul style="list-style-type: none"> • Casey has been working on website updates • He has been discussing virtual platforms with Sam and brainstorming questions • The MEEOA Board gmail account is not checked very regularly. For now, Casey is having emails sent there forwarded to him so it doesn't go unmonitored 	
Leadership Development: Ginny	<ul style="list-style-type: none"> • Ginny has been chatting with Mary about whether the MEEOA membership would want more professional development throughout the year beyond the leadership institute. • She has sent a survey to the MEEOA membership to gauge interest. • We could possibly use this as a membership incentive, making it free for members. • Ginny stated that we need to be mindful of whether people have the capacity for one more online thing right now, and that whatever we offer must be filling, not draining 	
Factbook: Sara	Not in attendance	

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Fair Share: Dave	Not in attendance	
Old Business		
New Business		
<ul style="list-style-type: none"> • “Refresh”- how can we do that? <ul style="list-style-type: none"> ○ Transition Manual ○ Logo Update- a subcommittee ○ MEEOA Box organization/ updating MEEOA Documents <ul style="list-style-type: none"> ▪ Fiscal Policy, Nominating Documents, etc. ○ Updating language of MEEOA Constitution (removing gendered pronouns, for example) ○ Diversity Policy 	<ul style="list-style-type: none"> • Mary identified a number of new business items to work on and asked for Board members to sign up to help with areas they are interested in • One item is the MEEOA logo. Doris Juarez heard that MEEOA is looking for a new logo and offered a couple for us to consider. Mary stated that she thought Nik also wanted to work on it and proposed that a subcommittee form to advance that work • Other new business items include: <ul style="list-style-type: none"> • Update MEEOA constitution (remove gendered language and see what else might need updating) • Update the MEEOA transition manual • Draft a new diversity policy • TRIO Day regardless of COVID, it will still be hosted by Maine. Doris Juarez has agreed to stay on as TRIO Day Chair. Tony will help her in his role as Advocacy and PR Chair. The focus and goal will shift in the virtual format. • Chellie Pingree is doing a Q&A breakfast. Please email Eric with any questions • 4 people from Maine will be doing the Leadership Institute • One idea for this year’s MEEOA conference is to include students. We need to consider MEEOA’s 	<p>Mary will talk with Nik to see if he still wants to help with the logo. If so, he, Doris, Shelby, and Casey will meet to work on a new logo</p> <p>Eric, Sam, and Kate will work on updating the transition manual</p> <p>Steve and Kate will work on updating the MEEOA constitution</p>

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	<p>purpose to make sure this makes sense (MEEOA is a professional organization serving professionals, not serving students)</p> <ul style="list-style-type: none"> • Lisa suggested that one session could be geared toward training for or strengthening the MEEOA Alumni Council. Student involvement would make sense in a session like that. • Ginny stated that inviting students who have a mentoring role in their programs would make sense as a professional development opportunity. Perhaps we could have a panel of TRIO professionals discussing their career paths. • Doris stated that attending MEEOA could be a valuable opportunity for TRIO students to learn how to “do a conference” • Andrew Long mentioned that a colleague is looking for people to be in zoom dialogue sessions about college access—these could be professionals working with students or students themselves. Please send him any leads.. 	
<ul style="list-style-type: none"> • Monthly MEEOA meetup- perhaps some PD or advocacy 	<ul style="list-style-type: none"> • The Board would still like to offer this to the MEEOA membership. Ideas included Final Fridays and Manic Mondays with MEEOA 	
<p>Adjourn Meeting</p>	<p>Andrew motioned to adjourn at 3:07, Tony seconded. All approved.</p>	