

## AGENDA

MEEOA Executive Committee Meeting  
 October 16, 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	
Terri Plummer		x	<i>Jill Pendexter</i>		x
<i>Katharine Lualdi</i>	x		<i>Doris Juarez</i>	x	

Agenda Item	Discussion	Next Steps
<b>Welcome and Opening</b>		
<b>Call to Order</b>	<b>1:02</b>	
<ul style="list-style-type: none"> <li><b>Action Item:</b> Approve Agenda</li> </ul>	Mary presented the agenda for the October meeting. Steve motioned to approve it. Andrew seconded. All approved.	
<ul style="list-style-type: none"> <li><b>Action Item:</b> Approve September board meeting minutes</li> </ul>	Mary presented the minutes from the September meeting. Steve motioned to approve the minutes. Sam seconded and all approved	
<b>Officers' Reports</b>		

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<p>President's Report: Mary</p>	<ul style="list-style-type: none"> <li>• Most work has been around conference planning, specifically with regard to the conference platform.</li> <li>• Mary has been coordinating with Doris about what TRIO Day 2021 could look like—it is still very up in the air. One idea is that it could showcase different programs, but we need to be mindful of Zoom fatigue and the needs of the wide variety of age groups represented</li> </ul>	
<p>Past-President's Report: Steve</p>	<ul style="list-style-type: none"> <li>• Steve has been researching TRIO Day nationally. It looks different in different areas. In some areas, it is not a regional event; it's statewide the way our Advocacy Day is.</li> <li>• Steve is also serving on the NEOA Finance Committee, where there was recently a successful phishing attempt. This is something for us all to be mindful of, as it was a pretty sophisticated scam.</li> </ul>	
<p>President-Elect's Report: Sam</p>	<ul style="list-style-type: none"> <li>• Sam has been working on conference planning. She also attended a Town Hall with Chellie Pingree where the new stimulus package was a huge focus. Schools are struggling to stay open.</li> </ul>	
<p>Treasurer's Report: Nik</p> <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 reported that we currently have \$23,993.35</li> <li>• So far, no membership payments have come through MCCS or UMS vendors, all have been through PayPal.</li> <li>• Nik has completed all necessary paperwork and Mary and Sam now have access to the TD Bank account! One good thing is that we know the process now for next year—it will still be more</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

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	<p>cumbersome than in the past, but we can get started sooner to complete all requirements</p> <ul style="list-style-type: none"> <li>• Andrew motioned to approve the Treasurer’s Report, Eric seconded. All approved.</li> </ul>	
Secretary’s Report: Lisa	<ul style="list-style-type: none"> <li>• Lisa wasn’t able to draft the September email to directors but hopes to be able to for October</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b><u>Standing Committee Reports</u></b>		
Alumni (Need a chair)	<ul style="list-style-type: none"> <li>• Terri has reviewed the application process for the Achiever and Rising Star awards. She would like to make it a one-step process, maybe as a fillable PDF. She shared a draft of what it could look like.</li> <li>• Steve raised the question of the signature line where nominees to consent to share their story—if we move it online, how to we demonstrate consent?</li> <li>• The Board decided to make it a 2-part process, one for members’ nominations and one to obtain the nominee’s personal statement and consent to share their story</li> <li>• Ginny suggested combining all three nominations (Rising Star, Achiever, and Policy Seminar) onto one universal form that would use skip logic to eliminate questions that only pertain to specific nominations</li> <li>• Terri asked for feedback on the deadline for nominations. Steve shared that ordering awards takes the most time—the decision itself is as fast as the committee is. This year nominations will be due in early December</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

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	<ul style="list-style-type: none"><li>• Terri asked for feedback on verbiage for the new Lifetime Learner award and clarification of its purpose.</li><li>• Lisa stated that it seems like many TRIO participants could qualify—how would we choose? Board suggestions for honoring nominees who don't win this award include publishing the stories of all nominees on the website and inviting nominees to participate on the MEEOA Alumni Council.</li><li>• The Board decided that the recipient of the Lifetime Learner award will be someone who has not attained great career success after graduating, but who overcame obstacles in their pursuit of a degree and who continues to demonstrate a lifetime love of learning</li><li>• Mary asked if nominees should include current participants or be limited to alumni. The Board decided that it should be limited to alumni. Because of the other award criteria, recipients will likely be recent graduates, which will also help inspire current participants from their home programs.</li></ul>	
Conference: Sam and Linda	<ul style="list-style-type: none"><li>• Sam reported that the conference committee has tested AirMeet and they really like it. There are both paid and free versions.</li><li>• AirMeet has more social features than Zoom. Currently it does not offer breakout sessions, but this is a feature that will be coming in November. It</li></ul>	

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	<p>doesn't use Zoom or Google Meet—it has its own way of supporting videoconference. In the paid version, we can have sponsored tables and sponsors can also have their own virtual booths. It also has tech support available before and during the conference. It appears to be both secure and affordable, at a cost of 40 cents/person for one event, or a subscription of \$99/month or \$1099/year. AirMeet is also coming out with a "summit" format that we may want to look into.</p> <ul style="list-style-type: none"><li>• Sam suggested that if we use it for TRIO Day, maybe NEOA would want to split the bill.</li><li>• Steve also mentioned Socio as a possible alternative to AirMeet, which is being used in other parts of the country with good results.</li><li>• Ginny suggested that having access to the year subscription could be a member benefit.</li><li>• Sam reported that the committee is receiving plenty of workshop proposals. They are still looking for a keynote and planning social events.</li><li>• Planning meetings are Tuesdays from 3-4—they are open to all.</li><li>• Mary asked if we should commit to a platform now. Steve said that if we are going with one of the more expensive options, we should probably vote.</li><li>• All agreed to move forward with AirMeet and vote on a specific plan later.</li></ul>	
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<p>Development: Andrew</p>	<ul style="list-style-type: none"> <li>• Andrew will follow up with Karen regarding commitments that have already been made. UMA, Machias Savings Bank, and Husson should all be coming in at the \$1000 level.</li> <li>• Andrew will also be following up with other sponsors soon. New prospective sponsors include SAPI and USM. Andrew is also considering approaching the Alford Foundation.</li> <li>• Even if prospective sponsors can't donate now, developing relationships is important to cultivate future sponsorships.</li> </ul>	<p>Please let Andrew know about any leads for sponsors or in-kind donations</p>
<p>Government Relations: Eric</p>	<ul style="list-style-type: none"> <li>• Eric will send a reminder for anyone wanting to participate in COE's voter registration challenge</li> </ul>	
<p>Membership: Kate</p>	<ul style="list-style-type: none"> <li>• Kate was unable to attend but submitted a report. So far, we have had 20 individual memberships renewed (10 paid) and 2 program memberships renewed.</li> <li>• Kate plans to send an email to directors with renewal reminders soon.</li> </ul>	<p>Ginny asked that chairs name their documents with what their committee is</p>
<p>Public Relations/ TRIO and GEAR UP Advocacy Day Chair: Tony</p>	<ul style="list-style-type: none"> <li>• Tony stated that Advocacy Day will be on April 6<sup>th</sup> and reinforced the need for us to make a decision regarding an in-person event by a certain date.</li> <li>• Mary suggested waiting until at least December but worried that could be early given how quickly things change.</li> <li>• Tony is eager to get a MEEOA YouTube channel up and running.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Tony asked what schools are doing for First Gen Day-- UMF and KVCC are hosting pared-down celebrations</li> </ul>	
<b>Ad-Hoc Committee Reports</b>		
Webmaster: Casey	<ul style="list-style-type: none"> <li>• Casey has made a few website updates. Feel free to reach out if you need anything</li> </ul>	
Leadership Development: Ginny	<ul style="list-style-type: none"> <li>• 30 people responded to Ginny's survey regarding PD interest. She and Mary have been chatting and decided on a few possible activities—post-election commiseration, and post-conference, "continue the conversation" sessions based on conference breakouts.</li> <li>• Sam suggested that there will be more workshops than they can use for conference—maybe some of those can be offerings</li> <li>• Ginny suggested that the book <i>Just Mercy</i>, maybe even just chapters, could be a contender for a reading group</li> <li>• Ginny also suggested a Leadership Group—perhaps 3 sessions with pre-work in between</li> <li>• Coming right up will be MEEOA's post-election happy hour—Ginny will get the invitation out asap</li> </ul>	
Factbook: Sara	Not in attendance	
Fair Share: Dave	Not in attendance	
<b>Old Business</b>		
<ul style="list-style-type: none"> <li>• TRIO Day</li> <li>• Planning subcommittees moving forward</li> <li>• Strategic Plan</li> </ul>	<ul style="list-style-type: none"> <li>• TRIO Day and subcommittees tabled for next time</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Eric shared the documents he created last year that were related to the MEEOA Strategic Plan. Last year, Board members made an effort to align their monthly report templates to the Strategic Plan, which Eric has been tracking on a spreadsheet. Please continue to do so</li> <li>• Sam asked where the Strategic Plan is located. Mary will find it and make it more obvious in Box</li> </ul>	<ul style="list-style-type: none"> <li>• Please make an effort to specify any Strategic Plan priorities your work is related in your reports so Eric can track in his Strategic Plan Progress spreadsheet</li> <li>• Mary will make a folder for SP in Box and move it in there</li> </ul>
<b><u>New Business</u></b>		
	None	
<b>Adjourn Meeting</b>	Eric motioned to adjourn at 2:58, Tony seconded. All approved.	