

AGENDA

MEEOA Executive Committee Meeting
 December 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	
Terri Plummer		x	<i>Doris Juarez</i>		x

Agenda Item	Discussion	Next Steps
Welcome and Opening		
Call to Order	1:04	
<ul style="list-style-type: none"> Action Item: Approve Agenda 	Mary presented the agenda for the December meeting. Sam motioned to approve it. Tony seconded. All approved.	
<ul style="list-style-type: none"> Action Item: Approve December board meeting minutes 	Mary presented the minutes from the December meeting. Nik motioned to approve, Sam seconded. All approved.	
Officers' Reports		
President's Report: Mary	<ul style="list-style-type: none"> Mary suggested that the Board take on the task of working on the Factbook. In the past, the collection of data necessary to create it has been a 	<ul style="list-style-type: none"> Please let Mary know if you would be willing to

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	<p>challenge—Mary presented an idea to assign different people to collect data for different programs so it doesn't become too much work for any one person.</p> <ul style="list-style-type: none"> • Mary is working on a plan to compile executive officer and committee reports for the upcoming State Business Meeting. She reminded Lisa to notify membership of Business meeting at conference. 	<p>assist with development of the 2021 Factbook</p> <ul style="list-style-type: none"> • Lisa will send minutes to membership ahead of the 1/8 Business Meeting
Past-President's Report: Steve	<ul style="list-style-type: none"> • Steve was not in attendance 	
President-Elect's Report: Sam	<ul style="list-style-type: none"> • Sam has been focused on the conference, nothing new to report as President-Elect 	
<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 presented revenue and expenses for a total balance of \$25,842.49 • Nik provided a detailed, overview of budget line items including our first \$1.99 payment for the new Google Drive—Casey mentioned this plan may need to change as it does not appear to be sharable with educational accounts • Eric motioned to approve the budget as Nik presented it; Tony seconded. All approved. 	
Secretary's Report: Lisa	<ul style="list-style-type: none"> • First edition of MEEOA Minute to MEEOA directors went out at the end of November—the plan is to use it as a way to inform Directors of Board initiatives and launch more dialogue between Board and Directors 	<ul style="list-style-type: none"> • Please let Lisa know if you have any suggestions to improve communication to/from directors
Standing Committee Reports		
Alumni	<ul style="list-style-type: none"> • Terri reported that there are only two participant nominations for annual awards—one Lifelong Learner, one Achiever, and no Rising Stars. We 	<ul style="list-style-type: none"> • Mary will send last year's participant nominees to Terri

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	<p>really need nominations before the holidays (next week!). Another extension might help staff get nominees in, but tracking students down for personal statements would be challenging.</p> <ul style="list-style-type: none"> • Doris suggested going back to previous nominees • Mary said as long as nominees wanted to renew nominations, that could be a good workaround • Terri reported that the Alumni Committee met. They are planning an event at conference--1/6 at 4:30 to convene MEEOA members who are also alumni • The alumni committee proposed a competition among programs to see who can add the most alumni to the membership directory, perhaps offering a prize • Mary suggested creating an alumni Zoom background to use at the conference 	
<p>Conference: Sam and Linda</p>	<ul style="list-style-type: none"> • Linda announced that all conference speakers have been confirmed and the committee is in the process of letting them know their times. Two speakers will have fees, the speaker from the Maine Resilience Network and the keynote. Those are still being worked out. • Mary discussed Rev's closed-caption service, which also has a fee. There is a monthly subscription option that will provide closed captions live and a per-minute option that will provide closed captions for recordings. 	<ul style="list-style-type: none"> • Mary will finalize Rev subscription

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	<ul style="list-style-type: none"> • Terri motioned to purchase Rev for 1 month, Eric seconded, all approved • Board discussed the need to boost conference registrations. Linda and Kate will outreach to the listserv and Tony will publicize via social media. 	
Development: Andrew	<ul style="list-style-type: none"> • Andrew provided the following development updates: Machias Savings Bank cannot support us this year but would like to remain connected for future donations. It is looking like this may be the case for other donors we have traditionally counted on as well. • Andrew plans to reach out to USM again and is thinking about other sources for potential larger asks—not our typical requests for individual conference sponsorships, but larger donations similar to a capital campaign 	
Government Relations: Eric	<ul style="list-style-type: none"> • Eric has been attending as many New England Council events as possible and continues to update the membership as info comes out. • He also sent cards congratulating Pingree, Golden, and Collins on their recent re-elections • Eric has also been assisting with outreach to congressional representatives for TRIO Days, requesting welcome videos as well as extending an invitation to attend the last day live 	
Membership: Kate	<ul style="list-style-type: none"> • Kate has been reviewing membership records once a week. 	

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	<ul style="list-style-type: none"> • We are currently at 56 paid individual memberships and 17 unpaid and 10 paid program memberships and 5 unpaid. • We have 23 paid conference registrations and 26 registrations that are as yet unpaid • Nik stated that we are not far away from our goal of 88 individuals membership and 20 program memberships 	
<p>Public Relations/ TRIO and GEAR UP Advocacy Day Chair: Tony</p>	<ul style="list-style-type: none"> • Tony attended the NEOA meeting where he volunteered to contact regional associations nationwide to join the NEOA virtual conference in April. NEOA is using Open Water for the technical end of things, which means there is plenty of capacity for additional registrations. • Tony suggested borrowing this idea and inviting colleagues in other New England states to attend the MEEOA conference. All agreed. • The Board discussed a proposal to offer a discounted rate to NEOA members. Doing so would create some logistical challenges for our database—right now we have two options—member and non-member rates and we would have to build another option relying on the honor system. Registrants would also be tied to our membership database after registration—we would need to find a way to weed them out. • Mary asked for a motion to add a \$150 option for NEOA members, representing a \$15 discount. Lisa motioned, Kate seconded, and all approved. 	<ul style="list-style-type: none"> • Remember to send Tony any PR items • Please send Doris alumni panelist suggestions • Please let Doris know if you're willing to volunteer to moderate

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	<ul style="list-style-type: none"> • Tony reported that there has no word one way or the other from the State House as to whether we can expect an in-person Advocacy Day. Tony hopes to have a solid plan by the end of January. • Doris shared the logo she will be using for the TRIO Days hats and the Save the Date graphic that will be going out soon. • There are lots of plans in progress for a robust event, including an Advocacy Day, Education Day, and Career Day. Doris is currently looking for TRIO alumni panelists for Career Day. Her goal is for participants to walk away with something tangible and feel more comfortable making transitions as a result of attending 	
Ad-Hoc Committee Reports		
Webmaster: Casey	<ul style="list-style-type: none"> • Casey asked to table the OneDrive plan pending more info • He is working with MEEOA conference chairs to get all the technology set up including Zoom and Rev • Casey reported that Google is changing its terms of service—Google Drive will be deactivated after a year of non-use. Casey is backing up that data currently. 	<ul style="list-style-type: none"> • Casey will research OneDrive and possible alternatives
Leadership Development: Ginny	<ul style="list-style-type: none"> • Ginny reported that she will now be turning her attention to spring offerings, including a leadership series. 	<ul style="list-style-type: none"> • Please send Ginny suggestions for individuals with expertise in a specific area of leadership or good articles that she could use

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		<ul style="list-style-type: none"> • Tony will provide Ginny with Brightspace access to a leadership seminar he just taught
Factbook: Sara	<ul style="list-style-type: none"> • Not in attendance 	
Fair Share: Dave	<ul style="list-style-type: none"> • Dave was not in attendance, but Mary reported that Maine is at 57% of Fair Share—seems good for this point in the year. 	<ul style="list-style-type: none"> • Mary will follow up with Dave for Fair Share next steps
<u>Old Business</u>		
	<ul style="list-style-type: none"> • Mary presented the most recent version of the edits for the new MEEOA logo and noted what a collaborative process it's been—Doris offered the initial prototype, Keith used that as the foundation for his graphic, and Eric refined the design, with suggestions and feedback from all incorporated throughout. She plans to present the revisions to the MEEOA membership at the annual conference 	
<u>New Business</u>		
	<ul style="list-style-type: none"> • Nothing to report 	
Adjourn Meeting	Eric motioned to adjourn at 2:42, Tony seconded. All approved.	