

**MEEOA Executive Committee Meeting**  
**January 12, 2022**  
**Zoom, 2:00 PM to 4:00 PM**

PARTICIPANTS:					
Name:	Absent:	Present:	Name:	Absent:	Present:
Mary Sinclair		X	Andrew Long		X
Steve Visco	X		Kate Walsh		X
Sam Prosser		X	Terri Plummer		X
Nik Lallemand		X	Casey Henderson		X
Alyssa West		X	Ginny Ward	X	
Linda Freeman	X		Kelsey Bailey		X
Chris Vogel		X			

Agenda Item	Discussion	Next Steps
Welcome and Opening		
Call to Order	2:03 PM	
<ul style="list-style-type: none"> <li><b>Action Item:</b> Approve Agenda</li> </ul>	Sam presented the agenda for the January Board meeting. Kelsey motioned to approve it. Alyssa seconded. Andrew abstained, all others in favor	
<ul style="list-style-type: none"> <li><b>Action Item:</b> Approve month minutes</li> </ul>	Sam presented the minutes from the month meetings. Terri motioned to approve. Nik seconded. Andrew and Mary abstained, all others in favor.	
<ul style="list-style-type: none"> <li><b>Action Item:</b></li> </ul>		

Officers' Reports		
President's Report: Sam	<ul style="list-style-type: none"> <li>● Meeting scheduled with Mary and Terri to review alumni for policy</li> <li>● Reached out to staffers to see if Senators are in person in March; they are unsure and will revisit in February; according to NEOA, as of 2/15, some new regulations will apply to Capitol Hill and they are unsure if this means it will be open or if people need to be vaccinated in order to visit. They anticipate people will be able to meet. It appears that everyone from NEOA who is attending Policy is attending in person whether or not they can meet in person on the Hill.</li> <li>● MEEOA went well</li> <li>● Priority 2.6: awarded NEOA state initiative grant; attending state president meetings monthly</li> </ul>	
Past-President's Report: Mary	<ul style="list-style-type: none"> <li>● Terry Charlton interested in being president elect next year, and Katharine Lualdi the year after. Others may be interested after grant writing is complete. Elyse working on factbook.</li> <li>● COE meeting today about policy; asked if anyone knows of someone who has been to please put them in touch with her.</li> <li>● Collected input on new grants being written: McNair at USM and UMaine, UBMS at Machias, UB at USM</li> </ul>	
President-Elect's Report: Vacant	<ul style="list-style-type: none"> <li>● Vacant</li> </ul>	
Treasurer's Report: Nik	<ul style="list-style-type: none"> <li>● \$34,514.34 balance in reserves; not everything has been deposited, and conference related charges are hitting. Needs some receipts for purchases.</li> <li>● Reminded of the fees associated with Paypal payments</li> </ul>	<ul style="list-style-type: none"> <li>●</li> </ul>

	<ul style="list-style-type: none"> <li>● \$6,855.61 in revenue since last meeting; anticipates \$42,369.95 after projected deposits and transfers. In decent spot after two virtual conferences.</li> <li>● Shared conference breakdown of income versus expenses; \$10,728.60 income, \$2650 in sponsorships and \$8,078.60 in registrations. Total cost of \$5051.13, leaving a final revenue of \$5,677.47. Some outstanding payments still expected.</li> <li>● Kate and Nik will meet to go over registrants and see who hasn't paid, and Andrew and Kelsey will join.</li> <li>● Andrew asked about missing ad payments: COE, VUB, and perhaps some others.</li> <li>● Unused bubble wrap will be returned since MEEOA card was used.</li> <li>● Sam requested motion to approve; Andrew motioned, Kate seconded and all were in favor.</li> </ul>	
Secretary's Report: Alyssa	<ul style="list-style-type: none"> <li>● Proposed reorganizing meeting minutes in Box to make them easier to find.</li> </ul>	
<b>Standing Committee Reports</b>		
Alumni	<ul style="list-style-type: none"> <li>● Award ceremony went well; gave clear instructions for time limits and may be able to add more time next year. Ordered plaques and waiting on invoice. Will send directly to recipients.</li> <li>● 8 people at alumni gathering. Talked with Peter Smith, life long learner, who wasn't able to attend the ceremony.</li> <li>● Finalized alumni race; will send medal to UMPI</li> <li>● Met with Tommy from COE who shared a list of 38 alums in Maine who have varying experiences and networks.</li> <li>● Meeting with Mary and Sam Friday to talk about policy seminar. In future years, consider sending someone in DC area to save on costs.</li> </ul>	<ul style="list-style-type: none"> <li>●</li> </ul>

Conference: Kelsey & Linda	<ul style="list-style-type: none"> <li>● Conference went well overall; key highlights were Collins' video message, keynote speaker, Jon Henry's remarks, trivia, awards, and workshop presenters.</li> <li>● 84 total registrants</li> <li>● Reviewed expenses from Nik's report</li> <li>● So far feedback has been positive</li> <li>● Linda stepping back next year, and Kelsey staying on to support next year's person. Lisa interested in joining.</li> <li>● Thank you to Casey for help with technology and Kate with membership information.</li> <li>● Casey compiled attendance from each session, and turnout was pretty good.</li> <li>● Kate asked if data showed everyone who registered but didn't attend, which will be helpful to know when pursuing missing registrations.</li> <li>● Sam asked if we need to send thank you notes; Linda working on sending letters and hoping to send packages to all presenters.</li> </ul>	●
Development: Andrew	<ul style="list-style-type: none"> <li>● Worked on conference sponsorships; otherwise not much else to note</li> <li>● Will reach out to send thank you letters to sponsors</li> <li>● Questioned about doing some other type of fundraising in the fall tied to allocating resources to students but reminded that fundraising should focus on sending alumni, not current students.</li> <li>●</li> </ul>	●
Government Relations: Vacant	<ul style="list-style-type: none"> <li>● Vacant</li> </ul>	
Membership: Kate	<ul style="list-style-type: none"> <li>● Showing 60 paid individual memberships, increase from last report. Some not paid.</li> <li>● 15 program paid memberships, 1 unpaid. 53 paid conference registrations, 26 unpaid, but overall numbers line up with Kelsey's.</li> </ul>	

	<ul style="list-style-type: none"> <li>● Will reach out to unpaid people, then garner support if needed.</li> </ul>	
Public Relations/ TRIO and GEAR UP Advocacy Day Chair: Tony	<ul style="list-style-type: none"> <li>● Tony absent but trying to step down; if anyone is interested, please refer to Sam. Low key/involvement role.</li> <li>● Advocacy Day: March 16, 3:30 PM</li> </ul>	
<b>Ad-Hoc Committee Reports</b>		
Technology: Casey	<ul style="list-style-type: none"> <li>● Absent; created zooms for conference and has asked for support from membership</li> </ul>	
Leadership Development: Ginny	<ul style="list-style-type: none"> <li>● Ginny Absent</li> </ul>	
Factbook:	<ul style="list-style-type: none"> <li>● vacant</li> </ul>	
Fair Share: Steve	<ul style="list-style-type: none"> <li>● Not in attendance; at 5/18 with for the 10/10.</li> <li>● Mary mentioned 2/15 is cut off for the 10/10; meeting target will get free policy registration savings of \$600+. May be many who did the 40/40 and just need to send the rest of the \$100. Steve has a list from COE with updates.</li> </ul>	
<b>Old Business</b>		
	<ul style="list-style-type: none"> <li>● MEEOA PD: still would like to schedule something admin centered; Nik had someone in mind but left meeting by the time we talked about this topic. Sam will reach out. Kelsey offered to help plan advocacy day based event. Ginny also willing to help but not on board. Kelsey will connect with her. Mary and Sam have ideas for how funds might be used but need to be in line with what they proposed in the grant application. May be able to pull in Reggie, TRIO alum who is Maine School of Law graduate who worked with UMF. BJ McCalister, Gear Up alum started own advocacy group and may be another option.</li> </ul>	

	<ul style="list-style-type: none"> <li>● Filling government relations &amp; president elect: need someone experienced to jump in this year who will be president next year with newer elects coming in. Looked through list of previous presidents to see who we could ask. Chris Vogel may be interested in government relations.</li> <li>●</li> </ul>	
<b><u>New Business</u></b>		
	<ul style="list-style-type: none"> <li>● Conference debrief: already covered with Kelsey's report. Casey pulled attendance reports and sent to Kate.</li> <li>● Reschedule February meeting due to conflict; Sam will send out an email to reschedule the week of 2/16.</li> <li>● Policy: it's much better to be in person, which COE is encouraging. Sam asked if people remember who has plane vouchers from the first year it was canceled. Steve, Eric, Mary, purchased by Steve. Sam will check with him to see if they can be transferred or if there was a refund. COE suggested having a virtual team ready to go in case it can't be in person. Sam asked how many people MEEOA is willing to fund: president, elect, gov relations and two alums is the standard. If a newcomer attends, the legislative portion is half off; great opportunity to get the foot in the door and become more involved. Mary will email membership to see if anyone is planning to go but hasn't shared yet. Elyse working on factbook. Question asked about whether or not Gear Up should be included or highlighted as a loss. Casey pointed out that we need to make sure we get releases for photos used of alums.</li> <li>●</li> </ul>	

<b>Adjourn Meeting</b>	Terri motioned to adjourn at 3:45 PM, Mary seconded. All in favor.	