

**MEEOA Executive Committee Meeting**  
**May 11, 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	Terry Charlton		X
Katharine Lualdi	X				
Aaron Dombroski		X			

Agenda Item	Discussion	Next Steps
Welcome and Opening		
Call to Order	2:05 PM	
<ul style="list-style-type: none"> <li><b>Action Item:</b> Approve Agenda</li> </ul>	Sam presented the agenda for the May Board meeting. Mary motioned to approve it. Andrew seconded. All 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. Mary motioned to approve. Aaron seconded. All but one in favor. Chris abstained.	
<ul style="list-style-type: none"> <li><b>Action Item:</b></li> </ul>		

<u>Officers' Reports</u>		
President's Report: Sam	<ul style="list-style-type: none"> <li>● State business meeting in April at NEOA; unable to attend</li> <li>● Emailed Martin from Collins' office to start discussion about VUB and handing off to government relations team and VUB program staff</li> <li>● Ongoing development for PD day</li> <li>● Attended Maine Advocacy Day; thank you to tony. Panel was really interesting. Thank you to Casey for tech support.</li> <li>● Attended NEOA and board meeting in April and brought items for and consolidated basket for raffle.</li> <li>● Things slowing down after policy; mostly working on PD day.</li> </ul>	
Past-President's Report: Mary	<ul style="list-style-type: none"> <li>● Things slowing down also after Policy.</li> <li>● Policy Seminar; really cool connections between three alumni, overlapping as professional staff and alum, per recommendation from Kim Jones. Delegation signed onto funding letter; expecting King and Pingree to sign and waiting on Golden to look at it.</li> <li>● Ginny will co-chair NEOA conference; doesn't have a role on MEEOA board but will be serving on NEOA. Steve offered to help since same location as last time.</li> </ul>	
President-Elect's Report: Terry	<ul style="list-style-type: none"> <li>● Grateful for policy experience. Note, wonderful team and really impressed with Sam and Chris speaking from the stage. Sam and Mary were a great team creating the agenda. Students were well selected and spoke/represented well. Maybe look for continuity with who contacts the delegation moving forward, for instance Aaron and Chris.</li> <li>● Attended NEOA and Maine Advocacy day; both fantastic events.</li> </ul>	

	<ul style="list-style-type: none"> <li>● CMCC president offered to host MEEOA on campus for conference if interested for free, including shuttle buses. Campus food service would be additional cost and could still use hotel for formal events. Had a discussion around which time of year would be best for conference. May a nice time for that area but tricky timing for EOC and UB. January tends to be better for staff, although weather not as nice.</li> <li>● Will touch base with all committee chairs to understand strengths and what she can do to support, etc.</li> </ul>	
Treasurer's Report: Nik	<ul style="list-style-type: none"> <li>● Not at NEOA due to personal things; thanks to Mary for presenting</li> <li>● Received several outstanding payments through Paypal, both individual and conference registrations. Some pending charges, so he doesn't have an accurate total. Still filtering policy costs to make sure we have the cost down to the penny.</li> <li>● \$35,266.07 in TD balance; shared list of revenue and expenses, some checks received but not deposited yet. Total revenue this month of \$2580.30, expenses totaling \$3459.32</li> <li>● Wants to go back and compare this year to past years from the last meeting in March when he reviewed historical data. Much healthier spot than past years. Reserves is enough to feel comfortable making the \$5,000 donation.</li> <li>● Question posed: usually we've used left over unspent budget funds to give donations; if reserves are allowed, can we give more than what was budgeted, dipping into reserves? Steve suggested we may have gone into reserves in past years and that might be okay.</li> </ul>	●

	<ul style="list-style-type: none"> <li>● Will get true revenue amount for next meeting so we can make a more informed decision. Steve asked how much policy costs because that will give us a better picture of how much we are ahead. Also asked if NEOA reimbursed the way they have in past years. They haven't yet but will be giving \$4,000. There's a request form we need to fill out; Mary to find and send to Nik. Also received additional funding from COE toward policy.</li> <li>● Motion to accept: Kate, and Mary seconded. All in favor but Chris, who abstained.</li> <li>● Sam asked people to think about where they are with donations in COE so we can have an open discussion in June.</li> <li>● Nik added: policy quick total, for the purpose of this meeting, is an end cost of \$9640.25. We will recoup \$4,000 from NEOA, bringing it down to \$5,640.25. We budgeted \$7500, so we are two grand under budget.</li> </ul>	
Secretary's Report: Alyssa	<ul style="list-style-type: none"> <li>● None</li> </ul>	
<b>Standing Committee Reports</b>		
Alumni	<ul style="list-style-type: none"> <li>● Recruited two new committee members, Patty and Nicole</li> <li>● Sent out engagement race; 19 new alumni directory sign ups already from multiple institutions and programs.</li> </ul>	●
Conference: Linda	<ul style="list-style-type: none"> <li>● Already talked about meeting with Terry at CMCC; no other updates</li> <li>● PD Day: presenter offered to come back during conference and do some additional training.</li> </ul>	●
Development: Andrew	<ul style="list-style-type: none"> <li>● Submitted report; following up on sponsors from this year as semester ends to say thank you; couple more programs to send out.</li> </ul>	●

	<ul style="list-style-type: none"> <li>● Also thinking of sending mugs to a few people since there are some left. Suggestion for USM to just hold onto them and use for other years. Can give one to Matt at PD Day.</li> <li>● Still needs committee members; Linda interested in joining. Andrew will make asks but nice to have others be a part of the discussion. Would like to check in with Terry over summer and how to recruit people from different parts of the state. Heavy on southern Maine sponsors right now.</li> <li>● Need to continue discussions around fundraising for specific goals; getting funds for PD, sending students to policy. Would be great to think about specific lines in budget for donors if we are interested as a board.</li> <li>● Discussed in previous meetings investing some MEEOA funds; maybe after discussion about fair share and COE. Put money to work.</li> </ul>	
<p>Government Relations: Vacant: Chris and Aaron</p>	<ul style="list-style-type: none"> <li>● Met to talk through what a two-person committee looks like; breaking up role into Aaron taking Senate and Chris taking congressional; singular voice but two contacts. Start developing relationship with NEOA board and COE and their government relations so messaging flow is synced. Chris mentioned to gather intel on different groups so they are informed, checking out social media pages, etc.</li> <li>● Chris in contact with educational reps during policy for Pingree and Golden; reached out to them to check in. Appropriations letter signed by Golden and Pingree.</li> <li>● Sam will introduce them to Rob Pote, NEOA pres and is attending NEOA meeting virtually. Invited them to attend in person or virtually as June is “bring a buddy” to NEOA month.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Terry asked to be informed of when special meetings are happening, breakfasts, etc.</li> <li>• Sam will introduce Aaron to Martin in Collins' office as he will be in contact most.</li> </ul>	
Membership: Kate	<ul style="list-style-type: none"> <li>• Few payments came in since April; 79 paid individuals with 10 outstanding. 16 paid program and no other renewals. Some people seemed confused because they get a cancellation notice when paying via Paypal. Kate will do another reminder.</li> <li>• Few conference payments not in, total of 4. Sent a reminder in end of march or beginning of April, and may need to do another one. Will let people know we are closing out our budget. Can be scary for people wondering if PayPal is a scam. Kate will work on it.</li> </ul>	
Public Relations/ TRIO and GEAR UP Advocacy Day Chair: Tony	<ul style="list-style-type: none"> <li>• Tony absent but submitted report:</li> <li>• Priority 1: lots of traffic on social media compared to previous years</li> <li>• Priority 2: success with Advocacy Day</li> <li>• Priority 4: working alongside alumni chair and committee</li> <li>• Excited to see an alum transition into this role; thank you to all for help over the years.</li> </ul>	
<b>Ad-Hoc Committee Reports</b>		
Technology: Casey	<ul style="list-style-type: none"> <li>• Downtime during spring and summer; worked with Tony and then with Kelsey on PD day to create short registration pages. 16 signed up but there' still time.</li> <li>• Posting other things as they come across his desk.</li> <li>• Mary noted Case received award at NEOA, well deserved.</li> </ul>	
Leadership Development: Ginny	<ul style="list-style-type: none"> <li>• Ginny Absent</li> </ul>	
Factbook: Elyse	<ul style="list-style-type: none"> <li>• Absent; complete for year</li> </ul>	

Fair Share: Steve	<ul style="list-style-type: none"> <li>● Not much to report; meeting tomorrow with fair share group and will get Terry C on that list. Good shape, made goal for the year at 112%.</li> <li>● Challenging role. Institutional membership is easy because we are a supportive state. The donation to COE from MEEEOA helps take the pressure off asking for donations from a younger membership who are early in their careers.</li> <li>● Jerry Ellis passed away this week, SSS director at UMaine years ago and the first MEEEOA president. Discussed ways to recognize him. People at UMaine will put something together.</li> <li>● Asked if we can consider another donation; we usually vote in June but putting it out there to be on the radar.</li> </ul>	
<b>Old Business</b>		
	<ul style="list-style-type: none"> <li>● Position description: Sam asked people to look up their role and bring edits to this meeting; might have been a low priority. May have been looked at recently so they don't all need updates, but Gov Relations specifically might need a description. Sam asked to review positions within the next month. Mary suggested technology chair should be a voting position, which would involve a bylaw change to move it from ad hoc to standing. Can do this at a state meeting. Would be on Terry's agenda to pursue at this point.</li> <li>● MEEEOA PD day: already talked about earlier. Not much to add. Please share and encourage staff to register.</li> <li>● NEOA newsletter: message to the board looking for things to add, such as conference highlights, pictures of events, stories, etc. Send to Linda directly or to Sam by Friday.</li> </ul>	

	<ul style="list-style-type: none"> <li>• June meeting planning: will try to be in person but will wait for feedback from people about that, especially with COVID and MEEOA PD day. Asked people to email her to let her know. Definitely space in budget for an in person meeting with travel and lunch covered by MEEOA. Will try to find a central location.</li> </ul>	
<b><u>New Business</u></b>		
	<ul style="list-style-type: none"> <li>• None</li> </ul>	
<b>Adjourn Meeting</b>	Terri P motioned to adjourn at 3:38 PM, Terry C seconded seconded. All in favor.	