

MEEOA Executive Committee Meeting
June 8, 2022
University of Maine Augusta, 11:00 AM to 2:00 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		Tony Staffiere		X
Aaron Dombroski	X				

Agenda Item	Discussion	Next Steps
Welcome and Opening		
Call to Order	11:09 AM	
<ul style="list-style-type: none"> Action Item: Approve Agenda 	Sam presented the agenda for the June Board meeting. Alyssa motioned to approve it. Terry seconded. All in favor.	
<ul style="list-style-type: none"> Action Item: Approve month minutes 	Sam presented the minutes from the May meetings. AW to update Casey's name missing a "Y" and add Tony; Mary motioned to approve with changes listed above. Terri seconded. All in favor.	
<ul style="list-style-type: none"> Action Item: 		

Officers' Reports		
<p>President's Report: Sam</p>	<ul style="list-style-type: none"> ● MEEOA PD day, success, over 30 registrants. Kelsey will talk about it more. Really fun to have Matt; interested in coming back to present at conference later on. Presented business aspect of serving participants, advertising, recruitment. Good topic for MEEOA. ● Martin in touch about UB grants and press release from Collins that Tony will share about funding. ● Chris, Aaron, Sam attended Golden's breakfast and spoke with him after; he recognized and supported TRIO and mentioned in his update that he's interested in increasing Pell, which is a COE ask. Mentioned wanting to speak with him about VUB; he asked to get in touch with Will. Much more effective in person than online, very engaging and approachable. Chris will follow up. Sam added Terry, Aaron and Chris to NEA council email list. ● NEOA Board Meeting in June virtually; invited Terry to join in person. ● Discussion about how programs find out about funding and streamlining the process for requesting updates about application notifications. Idea suggested to have GR reach out to ed aides to connect with directors for a centralized notification of list releases. McNair and VUB coming out in the summer in July and August. ● Discussion around funding and reader scores and an idea to collaborate and consolidate those to share with people writing in future grant competitions. Suggestion made that we might have to ask for scores and comments for funded programs. 	
<p>Past-President's Report: Mary</p>	<ul style="list-style-type: none"> ● Slow month; went to NEOA meeting virtually. 	

	<ul style="list-style-type: none"> ● Will be on board for next year as conference co-chair with Ginny. Location secured but questions about numbers seeming low for each meal attendance, 200. 	
President-Elect's Report: Terry	<ul style="list-style-type: none"> ● Attended NEOA meeting and gave president's report ● Met with some committee chairs and will be meeting with others; met with tech, alumni, conference. Really looking forward to learning how the board works. ● Paradigm Shift reached out and offered to be involved with state conference in some way, perhaps as a sponsor or presenter. Just sharing as an FYI. Could be a good pre-conference. ● Tonight starting volunteering position with Golden. ● Shared Collins' press release on social media ● Finally on Box and able to see shared files. Thanks to Casey. ● Met with First Gen chair Lisa Black. 	
Treasurer's Report: Nik	<ul style="list-style-type: none"> ● As of yesterday, current \$33, 770.91 on reserves in TD. Expenses since last meeting was reimbursing Matt 370.32 for mileage and hotel; Terry's reimbursement from policy. Two charges highlighted for DEP, return charge back. Not sure what those are and will ask TD Bank. Two policy checks for outstanding, one in possession and one on its way. Couple memberships paid, one individual and three programs. Total income with \$1220 pending income checks for policy is \$35,230.72. ● Total cost for PD Day \$330 plus \$370.32, payment, food and Matt's travel. Have not received the payment yet for the event. Discussion around how the money has to be used and if it's matching. Have \$500 from COE to spend, already received. Still have Spraggins. Not sure what requirements are. 	<ul style="list-style-type: none"> ●

Sam will reach out to Jen Rudolph to ask. Suggestion made to provide honorariums to Ginny and purchase workbooks on liberating structures. Sam will bill NEOA for grant and Kelsey will look into purchasing workbooks to share with membership. Sending to people who attended makes sense unless we can get a lot of books to share more widely.

- NEOA will have some funds remaining from state grants that weren't applied that they may divide and share with state organizations.
- Preparing for year end budget and prepping for new budget for next year.
- Attended priority 2 training on budget/regs/legs through Renaissance. Training was one of the most valuable and rewarding trainings he's ever attended. Focused on Edgar, CFR 200, etc. Wanted to plug for that training with that organization. Also talking with Dr. Mitchell, one of the trainers, had a conversation about being interested in offering trainings outside of priority. Could be an option for MEEOA to hire them to come to annual conference or a collaboration with NEOA or just MEEOA to offer a PD or training in the future. Cost can be hard for these in Maine, so this might be an option in the future. Have done in the past with a technology priority. Kelsey willing to reach out to them.
- Question from Terry about NEOA changing mileage rate to increase, and there are also car pool rates. Currently 58.5 and 53.5 cents per mile We are now 18 cents below the federal mileage rate. Do we want to consider changing. Should be part of the fiscal policy and not involve a bylaw change. Consensus of group seems to be to tie it to the federal rate,

	<p>updating in August of every year. Noticed fiscal policy is already outdated even without this change. Should do a more thorough review of policy.</p> <ul style="list-style-type: none"> ● Sam requested a motion to update fiscal policy. Kelsey motioned to update the fiscal policy to adjust the mileage reimbursement to match the federal rate, updated annually in August at that time, fixed for the year, with a .05 deduction for non-carpooling travelers. After some discussion, the suggestion was made to hold off and motion for any changes after a more thorough review of policy. Kelsey withdraws motion. Nik will take a look and make suggestions and meet with Sam and new president when they review the budget; they will present to board meeting at new fiscal year. Sam suggested opening to board as a subcommittee if anyone is interested, especially conference chairs and policy, along with Steve for fair share and general board experience. Kelsey, Steve, Terry, Nik, Chris, Sam, Andrew, Katharine. Kelsey suggested adding to Box so people can read and make comments. Casey will create a folder. Mary noted the bylaws don't actually say the organization will follow the fiscal policy. NEOA has a sentence that can be added as amendment to the constitution connecting bylaws to fiscal policy. ● Steve asked about income versus expenses for the year, knowing there are still some things in process. Sam suggested sending after checks are received. ● Sam requested motion to approve report: Alyssa, Tony seconded. No discussion. All in favor. 	
<p>Secretary's Report: Alyssa Standing Committee Reports</p>	<ul style="list-style-type: none"> ● None 	

Alumni	<ul style="list-style-type: none"> ● Up to 59 alumni registries; 32 from UB, 20 from SSS, 7 TS, 5 EOC and 1 from McNair, which was a surprise. ● Good to start sharing registry lists with national list but need to add disclaimer on the registration so they have a choice about sharing their information. Mary mentioned that at last state leader meeting, they're signing up with multiple lists, so streamlining and sharing lists would be helpful. Terri working on cross checking names and get everyone on both lists, get in touch with COE to let them know we are working on this and to collaborate. Terri will talk with them and Randy. 	●
Conference: Linda & Kelsey	<ul style="list-style-type: none"> ● Kelsey shared the new conference committee is Kelsey as chair, Jasmine from UMaine UB, Ariel Anderson from USM SSS, Lisa Struebing from USM. ● Started meeting a couple weeks ago; working on survey for membership with feedback about narrowing down locations and times of the year to see what people are interested in. Looking at CMCC, Bar Harbor, western or northern Maine. ● PD Day: went well, 32 registrations and 27 showed up. Matt and Ginny did a great job. Food costs was \$330, and Nick will send check to pay for that. ● Would give more notice next time but just a tricky time in general due to vacations and graduations. 	●
Development: Andrew	<ul style="list-style-type: none"> ● Not much to share: one new member, Linda, and another potential in the works. ● Continuing discussion around setting aside funding for students at COE. Would like to have that discussion during fiscal policy review, thinking about separating lines for sponsors/donors. ● Thank you cards need to go out still but would like to get Sam's signature. 	●

<p>Government Relations: Chris</p>	<ul style="list-style-type: none"> ● Aaron, Alyssa, Don and Sam met with Martin about issues with VUB program. Well received, and he asked a lot questions and went a long ways toward getting help from Collins. ● Sam, Aaron, and he went to the Golden breakfast. Aaron caught him at the end and had a quick conversation. Might not be as familiar with it because he asked a lot about UMF, but he's from that area and was up there recently. Lots of work force development discussed. Chris noted the funding issues for sub committees coming through the speaker of the house so if they're not on board, things can really slow down. 	
<p>Membership: Kate</p>	<ul style="list-style-type: none"> ● Kate absent; submitted report to Sam, who shared on her behalf. As of today, 82 paid individual members, up from 79, renewed but not paid individual at 7 down from 10, with another check on its way. Paid program at 19, 100% of renewed program; renewed unpaid at 0. ● Paid conference registrations at 82, up from 80. Not paid conference regs 2 down from 4. One director checking to see if staff member attended and wondering if a refund was allowed. Will add a cancellation policy to the registration page next year, and we need to come up with a formal policy. More of an issue with an in person conference with food costs. Suggestion made to let them know there was a cost that needs to be recouped. For future discussion, the refund policy needs to be based on when the final number is due to the hotel for food. Table this discussion for subcommittee. Sam suggesting we will update refund policy and send an email for Kate to share with the director letting them 	

	<p>know there was a cost associated and this courtesy would only be extended this time.</p> <ul style="list-style-type: none"> ● Year to year membership information shared but will table that discussion for another meeting when Kate is here. 	
Public Relations/ TRIO and GEAR UP Advocacy Day Chair: Tony	<ul style="list-style-type: none"> ● Handing off to Michelle for both positions in the fall. Will be part of the transition this summer. Has all the social media information in his name and will transfer as needed. Steve mentioned he's also an admin and will help as needed. Suggested that the PR stuff mostly takes care of itself if she stays engaged; Advocacy Day more of the bigger task with lots to plan for. ● Encourages people to help her and make it a committee of more than one, like Development. ● Staying in PR role with NEOA and will have a lot of cross over. 	
Ad-Hoc Committee Reports		
Technology: Casey	<ul style="list-style-type: none"> ● Down time now; helped Kelsey and Ginny with PD day. ● Updated website. ● Helped Terry with access to Box, which was having issues. Board members reach out if having issues. 	
Leadership Development: Ginny	<ul style="list-style-type: none"> ● Absent 	
Factbook: Elyse	<ul style="list-style-type: none"> ● Complete for year 	
Fair Share: Steve	<ul style="list-style-type: none"> ● Posted a report but not much to add; fair share goal at 113% seems consistent with where we usually are. Biggest percentage is institutional, which is at 100%. 10/10 (15/18) and 40/40 (8/10) didn't meet goals but didn't think we would. Still a decent result. ● Kelsey pointed out that a suggestion was made at NEOA about asking COE to lower the goal. Have asked in the past and been declined. 	

<p>Old Business</p>		
	<ul style="list-style-type: none"> ● Position descriptions: Mary reviewed comments and there weren't many. Chris looked at government relations and noticed it mentions one person versus two; wasn't sure if language should be changed to account for two people in that role. Sam asked if we should use a committee with one chair or just one chair. Mary suggested keeping it as is and just assuming everything is done by two people versus one. Terry suggested it would be nice if both people could go; the budget might prevent us from sending both so we may not want to guarantee that by changing position descriptions. Should there be a precedent set about how the decision is made for who goes to policy. Suggestion made that it may not make sense to change since the issue is circumstantial and may change. Question asked about whether or not there was anything in the description around NEC, which would be helpful to add because it's not listed. Checked to see if in president's position description, which it is not. Question asked if it should be generic. Suggestion to say "NEC or similar events" for president and GR. Discussion around Factbook position and whether that needs to be a committee. Suggestion made to revisit committees in general next year, specifically ad hoc committee and consolidating positions. Question raised about adding DEI position. Further discussion needed for this topic. 	
<p>New Business</p>	<ul style="list-style-type: none"> ● Voting for fair share donation: pending income should be at net revenue \$6195.94 for this fiscal year 	

only. That is on top of what we have in reserves currently. \$18,990.91 total expenditures for a year. Unusual year, over twice in reserves of what a year's worth of expenses are. Puts us in a position for making a normal donation, \$5,000 for a while. Suggestion made to support this so we don't have to twist arms for newer staff whose income isn't the same as the people who have been around for a while and have aged out of their donations. Last year we donated after fair share year, starting off strong. Sam asked if any other questions. Mary nominated that we make the same \$5,000 donation to COE in July of this year. Terry seconded. Note made that not discussing this more thoroughly is a result of most of the same people discussing thoroughly last year, and it was discussed at the state meeting as well. Donating at this time also takes the weight off the incoming president to manage for the year and the membership. Tied directly to our mission of advocacy and helps COE support that effort with unrestricted funds. Question asked about us being the only or one of the only states making a donation of this size; see the value in taking the responsibility off of members. If that's the rationale, are we making that clear to members of the organization so they understand why we are donating that much? Chris abstained. All others in favor.

- Jerry Ellis donation: not sure if there's been any progress on that. Steve brought up and said let directors deal with it. Support for idea of donating money to student fund in his memory. Kelsey asked for a write up for conference booklet for January, along with a note about donating to the scholarship fund. Mary made motion to donate \$1,000 donation

	to Jerry Ellis scholarship foundation on behalf of MEEOA. Alyssa seconded. All in favor.	
Adjourn Meeting	Mary motioned to adjourn, Tony seconded. All in favor	
	Adjourned at 2:08 PM	