

**MEEOA Executive Committee Meeting  
 October 13, 2021  
 Zoom, 1:00 pm – 3 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

Agenda Item	Discussion	Next Steps
<b>Welcome and Opening</b>		
<b>Call to Order</b>	<b>1:07</b>	
<ul style="list-style-type: none"> <li><b>Action Item:</b> Approve Agenda</li> </ul>	Sam presented the agenda for the October Board meeting. Terri motioned to approve it. Nik seconded. All approved.	
<ul style="list-style-type: none"> <li><b>Action Item:</b> Approve month minutes</li> </ul>	Sam presented the minutes from the month meetings. Andrew motioned to approve. Nik seconded. All approved.	
<ul style="list-style-type: none"> <li><b>Action Item:</b> Approve slate</li> </ul>	Sam offered slate to the board for approval: <ul style="list-style-type: none"> <li>Alumni Relations Coordinator: Terri Plummer</li> <li>Conference Co-Chairs: Linda Freeman &amp; Kelsey Bailey</li> <li>Development Chair: Andrew Long</li> </ul>	

	<ul style="list-style-type: none"> <li>● Technology Coordinator: Casey Henderson</li> <li>● Fair Share Coordinator: Steve Visco</li> <li>● Public Relations/Advocacy Day: Tony Saffiere</li> <li>● Membership Chair: Kate Walsh</li> </ul> <p>Mary motioned to approve proposed slate. Alyssa seconded. All in favor.</p>	
<b>Officers' Reports</b>		
President's Report: Sam	<ul style="list-style-type: none"> <li>● Sam: lots happening in Sep/Oct, attended NEOA board meeting, met with Andrew to create MEEOA online store, edited conference sponsorship logos,</li> <li>● Priority 2.3: Sam &amp; Mary met with Collins' aid about funding increase; sent email to King's office but no reply yet</li> <li>● Sent letter to Mills and Makin on behalf of Gear Up</li> </ul>	
Past-President's Report: Mary	<ul style="list-style-type: none"> <li>● Mary: similar as what Sam reported; MEEOA donated a gift card to the COE raffle</li> <li>● Working on filling spots</li> </ul>	
President-Elect's Report: Vacant	<ul style="list-style-type: none"> <li>● Vacant</li> </ul>	
Treasurer's Report: Nik ● <b>Action Item:</b> Accept Treasurer's Report	<ul style="list-style-type: none"> <li>● Nik</li> <li>● Current reserves of \$33096.93; revenue to date from individual and program memberships is \$403.82.</li> <li>● Linda motioned to accept the report. Mary seconded. All approved.</li> </ul>	●
Secretary's Report: Alyssa	<ul style="list-style-type: none"> <li>● Alyssa: nothing to report</li> </ul>	
<b>Standing Committee Reports</b>		
Alumni	<ul style="list-style-type: none"> <li>● Terri; committee dwindling; hoping to add people</li> <li>● 91 new sign ups from alumni race and is following up with directors for exit #'s</li> <li>● Suggested revising the way we ask for alumni nominations for awards and not requesting an alumni statement until after they're awarded.</li> </ul>	<ul style="list-style-type: none"> <li>● Reviewing alumni registry to identify those who want to be involved</li> <li>● Send out nomination requests</li> </ul>

	<ul style="list-style-type: none"> <li>● Next step is reviewing alumni registry to see who wants to be involved</li> </ul>	
Conference: Kelsey & Linda	<ul style="list-style-type: none"> <li>● Kelsey and Linda: Conference details coming together; working on securing a keynote speaker.</li> <li>● Proposed sending out goody bags to all attendees</li> <li>● Working with Andrew to obtain donations for conference</li> </ul>	●
Development: Andrew	<ul style="list-style-type: none"> <li>● Andrew: Created new sponsorships for virtual conference and has secured several already; waiting on responses from other potential sponsors</li> <li>● Working on developing contacts with UMS/CC system</li> <li>● Goal of \$5,000</li> <li>● Creating online MEEOA store with new logos, going live soon; needs to sell 18-20 items in order to start earning a return</li> <li>● Discussed ideas for goody bags and ways to recognize sponsors</li> <li>● Discussed updating the MEEOA website board info section and adding a spot for sponsor logos</li> </ul>	●
Government Relations: Vacant	<ul style="list-style-type: none"> <li>● Vacant</li> </ul>	
Membership: Kate	<ul style="list-style-type: none"> <li>● Kate: absent; Sam shared update on paid program and individual membership payments</li> </ul>	
Public Relations/ TRIO and GEAR UP Advocacy Day Chair: Tony	<ul style="list-style-type: none"> <li>● Tony absent; no report</li> </ul>	
<b>Ad-Hoc Committee Reports</b>		
Technology: Casey	<ul style="list-style-type: none"> <li>● Casey: Set up online membership form</li> <li>● Working on conference arrangements; secured permission to use NEOA license; gathering a small committee to help with virtual format</li> </ul>	

	<ul style="list-style-type: none"> <li>Proposed purchasing a \$100 drive to back up data from website; not in budget but collective agreement that this was an appropriate expense not requiring a vote</li> </ul>	
Leadership Development: Ginny	<ul style="list-style-type: none"> <li>Ginny</li> </ul>	
Factbook:	<ul style="list-style-type: none"> <li>vacant</li> </ul>	
Fair Share: Steve	<ul style="list-style-type: none"> <li>Steve; not many updates. COE looking for 40/40 donors. Fair share number remained at 18.</li> </ul>	
<b>Old Business</b>		
	<ul style="list-style-type: none"> <li>Strategic Plan tracking: use report template to outline strategic plan points that people should be targeting; helps with tracking progress on plan</li> <li>Filling roles: president elect and government relations still vacant</li> </ul>	
<b>New Business</b>		
	<ul style="list-style-type: none"> <li>Casey working on updating awards link for website before sending request for nominations</li> <li>Timeline for policy seminar requested and will be finalized for next meeting.</li> <li>Trying to grow subcommittees around alumni and development; great starting point for people who want to get involved but not in a bigger role</li> <li>Discussed ideas for PD options for membership; suggestion made to target administrative support staff.</li> </ul>	
<b>Adjourn Meeting</b>	Kelsey motioned to adjourn at 3:57 PM, Mary seconded. All approved.	