

**MEEOA Executive Committee Meeting  
 December 15, 2021  
 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

Agenda Item	Discussion	Next Steps
<b>Welcome and Opening</b>		
<b>Call to Order</b>	<b>2:07 PM</b>	
<ul style="list-style-type: none"> <li>● <b>Action Item:</b> Approve Agenda</li> </ul>	Sam presented the agenda for the December Board meeting. Kate motioned to approve it. Terri 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. Linda motioned to approve. Kate seconded. All in favor.	
<ul style="list-style-type: none"> <li>● <b>Action Item:</b></li> </ul>		

<b>Officers' Reports</b>		
President's Report: Sam	<ul style="list-style-type: none"> <li>● Met with Mary to discuss Policy Seminar; nobody expressing interest. So far being listed as hybrid. Terri has nominees she will share with Sam.</li> <li>● Working with Andrew on clothing store; 13 orders, 2 short, but they ran it anyway. They may consider running again with TRIO logo or during the conference, but either way, it didn't cost any money.</li> <li>● Applied for the Paul Spraggins grant with COE, along with NEOA state initiative grant; funds would be used for an in person follow up to the virtual conference sometime in May or April to gather and have PD related to advocacy.</li> <li>● Working with conference committee to purchase goodie bag items; reviewed and signed contract with a company to run trivia night.</li> </ul>	
Past-President's Report: Mary	<ul style="list-style-type: none"> <li>● Mary absent; Sam pulled report and mentioned:</li> <li>● Attended NEOA November board meeting</li> <li>● Worked with Sam on grants</li> <li>● Encouraged UMF colleagues to join NEOA tech committee</li> <li>● In lieu of having no president elect, she reached out to Sarah Morrel about policy</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>● \$32,478.37 total reserves; several expenses hit since last meeting and waiting on receipts or things to hit accounts. 10 more memberships, 12 registrations, and several other payments that have come through.</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>● 1 rising star applicant, 2 achievers, 1 lifelong learner; sending out emails with instructions for recipients</li> <li>● Ordering awards and will mail directly to recipients</li> </ul>	●

	<ul style="list-style-type: none"> <li>● Working on alumni gathering for Friday, inviting everyone who joined registry</li> <li>● Still waiting on directors for information to determine race winner; asked MEEOA to offer a free conference registration for winning program.</li> </ul>	
Conference: Kelsey & Linda	<ul style="list-style-type: none"> <li>● Schedule finalized, speakers confirmed; met with Casey to plan technology needs. Schedule should be posted soon and program in progress. Putting together bags to mail out to attendees. They are working on getting Susan Collins to record a message to share.</li> <li>● Kelsey interested in helping with in person follow up day in the spring.</li> <li>● Talked about ideas for sending out schedule to MEEOA to generate more interest in registering.</li> </ul>	●
Development: Andrew	<ul style="list-style-type: none"> <li>● Fundraising for conference went well; has ideas for utilizing sponsors to support policy instead of conference.</li> <li>● \$2850 total sponsor funds; nothing will come out of program registrations to pay for coffee breaks and goodie bags.</li> <li>● Trying to reduce shipping costs by sending bags to host institutions, unless staff are statewide and spread out, like MEOC.</li> </ul>	●
Government Relations: Vacant	<ul style="list-style-type: none"> <li>● Vacant</li> </ul>	
Membership: Kate	<ul style="list-style-type: none"> <li>● Lots of registrations and memberships coming in; 43 paid individual, 14 paid program, and many renewals not yet paid.</li> <li>● Total conference registrations at 62.</li> </ul>	
Public Relations/ TRIO and GEAR UP Advocacy Day Chair: Tony	<ul style="list-style-type: none"> <li>● Tony not in attendance; Sam pulled report:</li> <li>● MEEOA conference info shared on all platforms</li> <li>● Let him know if there are things to share</li> </ul>	

	<ul style="list-style-type: none"> <li>● Hall of Flags not open to public yet as of today; may need to be virtual or at another location. Will know by January.</li> <li>● Feel free to include in conference planning</li> <li>● Person who was going to take his place is leaving; still looking for replacement</li> </ul>	
<b><u>Ad-Hoc Committee Reports</u></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>● No notable updates on 10/10 numbers. Still early but currently at 5 with a goal of 18.</li> </ul>	
<b><u>Old Business</u></b>		
	<ul style="list-style-type: none"> <li>● MEEOA PD: have an admin centered event; Nik was looking into. Sam will reach out. Conference would have had an admin strand if in person.</li> <li>● Requested interest in having first gen chair on board, Lisa Black. Ad Hoc will be added next time we fill roles.</li> <li>● Filling government relations and president elect has been challenging. Suggestion made to ask one person per institution or to offer roles where people just join but don't have a specific responsibility. Will revisit after conference, possibly using leadership training for newer staff.</li> </ul>	
<b><u>New Business</u></b>		
	<ul style="list-style-type: none"> <li>● Clothing store; already discussed during Andrew's report.</li> <li>● Conference: what do they need help with? Just mailing bags and getting updated addresses.</li> </ul>	

<b>Adjourn Meeting</b>	Kelsey motioned to adjourn at 3:34 PM, Andrew seconded. All in favor.	