

**MEEOA Executive Committee Meeting  
September 1, 2022 (\*August meeting)  
CMCC 10:00 AM to 1:00 PM**

PARTICIPANTS:					
Name:	Absent:	Present:	Name:	Absent:	Present:
Terry Charlton		X	Andrew Long		X
Katharine Lualdi		X	Kate Walsh		X
Sam Prosser		X	Terri Plummer		X
Nik Lallemand		X	Casey Henderson	X	
Alyssa West		X	Steve Visco	X	
Aaron Dombroski		X	Michelle Richards		X
Chris Vogel		X	Kelsey Bailey		X

Agenda Item	Discussion	Next Steps
<b>Welcome and Opening</b>		
<b>Call to Order</b>	<b>10:09 AM</b>	
<b>Action Item:</b> Approve Agenda	Terry presented the agenda for the August Board meeting. Sam motioned to approve it. Aaron seconded. All in favor.	
<b>Action Item:</b> Approve month minutes	Minutes for June’s meeting were emailed previously. No adjustments. Katharine motioned to approve. Sam seconded. All in favor.	
<b>Action Item:</b> Approve annual budget	<ul style="list-style-type: none"> <li>Nick added new folder in Box for 22/23 board.</li> <li>Started with a recap from 21/22. Total revenue exceeded target by several thousand dollars. Membership slightly under by a few hundred. There are usually some outstanding memberships from people who never end up paying, but payments have increased in last few years. Showed tab in budget that has cash flow detailing every single payment and expense. Went over conference costs slightly, just about on target for NEOA, over</li> </ul>	

slightly with policy when accounting for fair share contribution. Exceeded expenses by several thousand dollars but expected that to happen, with the safety net of building up our reserves. \$38,230.33 in TD account. Check for policy reimbursement \$610 from CMCC was cancelled somehow, resulting in an overdraft. Will work with Terry to have CMCC address. Nik will work with Steve to pay \$5,000 to COE. Was not paid yet so would end up hitting this year's budget even though it was allocated for last year.

- 2022-2023 budget: Nik will remain on the account with Sam. Mary will be removed and debit card shut off. Working on adding Terry. Bank is drafting paperwork and will let them know when they're ready for signatures.
- Discussed conference and the shift to in person and increasing the registration costs. Terry, Mary and Sam spent time digging through minutes to see what the prior vote was and the amounts. Already been voted on and approved to increase but the amount wasn't specified. Agreed originally to add \$20 each registration amount but proposing we consider increasing even more and requesting a new vote on higher amounts. Questions about how to balance finalizing the annual budget with the conference amount. Katharine proposed voting now on \$165 and \$195 for non-members. Suggestion made that if we land on \$40 increase, we need to let directors know right now. Sam proposed vote to raise costs to 165, 195 and do away with early bird; Katharine motioned to approve, Aaron seconded. All in favor.
- NEOA wants conference information to send out. Kelsey would like to send out to membership next week. 75 regs is a healthy target. Budget has always shown \$7500 budget regardless of the math around targets and reg costs. We usually stay conservative knowing that we may end up with more money that we can use for other reasons. Comment made that it's hard to budget for conference without knowing the food costs. Will leave \$7500 as a baseline and adjust once Kelsey knows more.
- Asked about Arnold Mitchem award; we have always allocated but never used it. Also noted travel at \$750 for reasonable amount with people traveling more. Yearbook and state fee have stayed the same; Hall of Flags budget was increased two years ago so will be keeping at \$450; PD grants available at same amounts as past years. Postage, website domain, non profit status registration fees all listed. For COE, keeping \$5,000 for the donation to follow past years.

	<ul style="list-style-type: none"> <li>Budget balances out in the end but opening up for discussion. Clarification requested on Arnold Mitchem award and confirmation that we budgeted for the NEOA basket at COE, \$50. Biggest moving piece at this point is the conference amount, which would be helpful to nail down. Suggestion made to approve budget as is knowing that we can amend later on with more information. Alyssa motioned to approve, Terri seconded. All approved.</li> <li>Nik stepping down as treasurer. Will help train someone and stay involved in other committees. Sam will work on finding someone.</li> </ul>	
<b>Action Item:</b> Set meeting dates	<p>Discussion about how often we want in person and if hybrid works for people. In person in fall and late spring, January and April for conferences, online for winter months. 1-3 on Thursdays except for June 8<sup>th</sup>.</p> <p>September 29<sup>th</sup> in person at CMCC 1-3 and zoom  October 27<sup>th</sup> in person and zoom  December 1<sup>st</sup> zoom only  January 4<sup>th</sup> (5-6 conference)  February 9<sup>th</sup> zoom only  March 9<sup>th</sup> (Policy is March 19<sup>th</sup> through 23<sup>rd</sup>)  April NEOA 1<sup>st</sup> week business meeting for state  May 18<sup>th</sup> in person and zoom  June 8<sup>th</sup> 11-2 in person and zoom</p> <p>Aaron motioned to approve, Sam seconded, all approved.</p>	
<b>Officers' Reports</b>		
President's Report: Terry	<ul style="list-style-type: none"> <li>Was asked to have a goal for her presidency and chose improving and increasing first generation day in Maine. A lot of state funded orgs are focusing on this mission, which has been TRIO's focus for over 50 years. Need to put our brand back on it and remain the experts in the plans around this population at our institutions. Would also like to increase community college involvement in the board and on committees.</li> </ul>	
Past-President's Report: Sam	<ul style="list-style-type: none"> <li>Nothing major to add, talked a little with Martin as grant notifications came out. Focusing now on filling board seats so let her know if people would like support and she can try to garner from the membership.</li> </ul>	
President-Elect's Report: Katharine	<ul style="list-style-type: none"> <li>No report as she has just started her first term</li> </ul>	

Treasurer's Report: Nik	<ul style="list-style-type: none"> <li>• See budget review above</li> </ul>	
Secretary's Report: Alyssa	<ul style="list-style-type: none"> <li>• None</li> </ul>	
<b>Standing Committee Reports</b>		
Alumni: Terri	<ul style="list-style-type: none"> <li>• Talked about social media with Andy but just don't have the time to dedicate to that big of a task. Talked with Randy Schroeder to talk about collaborating. Will talk with alumni in our alumni network to connect them with Randy and try to support Randy rather than work in silos. Would like us to encourage people to join TAD (TRIO Alumni talks) talks.</li> <li>• Talked about supporting NEOA at annual conference in April with some alumni events.</li> <li>• Attended COE Advocate, Engage and Lead on organizing alumni chapter in August. Four in the series and will attend them all. Further ahead than many states in at least having an alumni directory. Learned many things that we can be doing, developing a mission, purpose, need more people to help. Looking for additional help on the committee. Uploaded a report that shows some of the takeaways. Do as much as you can to recognize alumni as often as possible.</li> </ul>	
Conference: Kelsey	<ul style="list-style-type: none"> <li>• Biggest update is tentative location at CMCC for workshops and considering room blocks at Hilton Garden River Watch but still figuring out prices. Will work on collecting those. CMCC will offer space for workshops and shuttles back and forth.</li> <li>• Estimate for the Hilton for the banquet, which might make sense for people staying there, is \$1100 for the space, plus buffet costs. Comment made that \$1100 seems like a lot, but that's nonnegotiable; includes all technology and speakers, etc. January 4-6; 4<sup>th</sup> will be our meeting and potential pre-conference and evening activities.</li> <li>• Discussion around what we might be offering for a preconference and considering something more social. Conference space available at Hilton if needed that first night.</li> <li>• Discussed if the \$1100 was worth the cost and where priorities land.</li> <li>• Looking at meals that would include lunch and dinner, then a brunch the next day. Kelsey will collect the costs and see if the \$1100 feels more tolerable.</li> <li>• Did a lot of research this summer on other options but many places were so much more expensive.</li> <li>• Lisa Struebing, Ariel Anderson, Riko Bol, Jasmine Olivares on committee</li> </ul>	

	<ul style="list-style-type: none"> <li>• Will send out a survey and save the date next week, call for proposals for workshops.</li> <li>• Suggested adding a theme prior to notifying the membership. Thinking about mindfulness, wellness, filling up your cup.</li> </ul>	
Development: Andrew	<ul style="list-style-type: none"> <li>• Met with Terry this week about needing support. Hoping Linda Freeman will join and would like support from additional people.</li> <li>• Priorities focused on continuing relationships with people who have worked with us in the past and cultivating some newer relationships with some who haven't donated yet.</li> <li>• Continuing to work with conference committee about ad sponsorships and potential vendors coming in.</li> <li>• Hoping to raise a lot this year to benefit things like sending more students to policy.</li> </ul>	
Government Relations: Aaron & Chris	<ul style="list-style-type: none"> <li>• Priority 1: met Congressman Golden at Hire a Vet kick off and reoriented him to TRIO and MEEOA.</li> <li>• Priority 2: met with King's aides to talk about issues with VUB regs and assurances; waiting to hear back from Golden on arranging that conversation.</li> <li>• Future activities: support McNair as needed, unfunded UB grant, if additional advocacy is required.</li> <li>• MEEOA working on McNair letter and will send to them for forwarding.</li> </ul>	
Membership: Kate	<ul style="list-style-type: none"> <li>• Reminder to board to pay membership so we can be voting members.</li> <li>• No activity over summer</li> <li>• Ready to help with conference registration</li> <li>• Individual membership renewals unpaid for last year: 7 but actually 6 because one was renewed in August and for 22-23. Many were conference attendees at member rates. Paypal should help with this year's conference and being in person</li> </ul>	
Public Relations/ TRIO and GEAR UP Advocacy Day Chair: Michelle	<ul style="list-style-type: none"> <li>• Met a few times with Terry and Tony; taking over social media and learning Instagram.</li> <li>• Requested that people let her know when they're meeting so she can stay involved and share ideas, especially with the conference.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Nothing much to add right now but has a lot of ideas. Surveying programs, making a space for alumni testimonials, welcoming new TRIO staff members, who did we catch doing good work;</li> <li>• Advocacy Day: expecting to hopefully be in person but that could change. Need to discuss a date and a couple backup dates since Tuesday at 8 AM, we can start making requests. Typically happens in March prior to policy seminar, Tuesday March 7, 14, 16.</li> <li>• COE has asked directors to ask why they're funding off year programs rather than perfect scoring McNairs. Nobody on board is attending COE. Terry will let some people know who she's heard are attending. Will let Michelle if she needs to be involved in anything.</li> </ul>	
<b>Ad-Hoc Committee Reports</b>		
Technology: Casey	<ul style="list-style-type: none"> <li>• Casey not in attendance but told Terry there's not much to report</li> </ul>	
Leadership Development: Vacant		
Factbook: Elyse	<ul style="list-style-type: none"> <li>• Elyse looking to step back from being on the board but willing to entertain continuing to help with factbook.</li> <li>• Terry asked for suggestion about anyone who has had experience with it, and someone recommended Sara Flowers.</li> <li>• Question asked about when we want to have the hard copy ready; suggestion was for Advocacy Day. March 1<sup>st</sup> is a reasonable goal.</li> </ul>	
Fair Share: Steve	<ul style="list-style-type: none"> <li>• Steve not in attendance but reported 100% institutions continued memberships and just getting started for the year.</li> </ul>	
<b>Old Business</b>		
	<ul style="list-style-type: none"> <li>• None</li> </ul>	
<b>New Business</b>		
	<ul style="list-style-type: none"> <li>• First Gen Day: Lisa Black unable to attend today. Asked Terry to share that she wrote proposal for funding for a statewide First Gen Day event; had a meeting with SSS directors to get people to buy in and propose and there were a number of successful proposals through NASPA and COE. KVCC's not funded but others got \$500 each. Idea to have a group reading Educated, door hangs to advertise TRIO and supporting 1<sup>st</sup> Gen for faculty and staff to put on their doors. Individual campuses can do their own. All hoping to do something bigger on November 8<sup>th</sup>. Thomas, CMCC got 2, SMCC.</li> </ul>	
<b>Adjourn Meeting</b>	Aaron motioned to adjourn at 1:06 PM, Sam seconded. All in favor.	

