

MEEOA Executive Committee Meeting
September 29, 2022
1:00 PM to 3:00 PM via zoom

PARTICIPANTS:					
Name:	Absent:	Present:	Name:	Absent:	Present:
Terry Charlton		X	Andrew Long		X
Katharine Lualdi			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
Lisa Blac		X	Linda Freeman		X

Agenda Item	Discussion	Next Steps
Welcome and Opening		
Call to Order	1:00 PM	
Action Item: Approve Agenda	Terry presented the agenda for the September Board meeting. Sam motioned to approve it. Aaron seconded. All in favor.	
Action Item: Approve month minutes	Minutes for August’s meeting were emailed previously. No adjustments. Sam motioned to approve. Kate seconded. All in favor.	
Action Item:		
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Officers’ Reports		
President’s Report: Terry	<ul style="list-style-type: none"> Signed letter to UMaine to USDoEd for McNair but DOE gave no time for questions; Karen sent via chat and expects an answer. Needs some help from Aaron and Chris with sending to congressional offices. 	

Past-President's Report: Sam	<ul style="list-style-type: none"> • Attended NEOA board meeting, reconciled some receipts with Nik, ordered LL Bean tote bag for COE auction, reached out to membership for open positions, treasurer, fact book, development, now president elect 	
President-Elect's Report: Katharine	<ul style="list-style-type: none"> • Katharine absent; Terry informed board that she is dealing with some personal issues and may be unable to remain on the board. Terry will connect with Sam about some ideas on moving forward. 	
Treasurer's Report: Nik	<ul style="list-style-type: none"> • Nik shared report. Is seeing traction with membership starting. Received two mileage reports. Checks just went out today. Not sure if any were submitted and missed and wanted to check with group. Will add reimbursement form in the chat for people who need to submit. • Only expenses since new fiscal year were LL Bean tote for auction, fair share \$5,000, dining charge for last board meeting, and the two mileage reimbursements. Total expenses \$5,233.19. Income from 12 individual memberships and \$610 from policy reimbursement, totaling \$1,193.68. \$34,190.83 total balance after all transactions. Starting higher than where we've been trending in previous years regarding reserves. • Nik reminds us to pay memberships. • Andrew verified fair share for 21-22 budget but just got paid late. Will hit COE for this year. • Sam moved to approve. Kelsey Second. All in favor. 	
Secretary's Report: Alyssa	<ul style="list-style-type: none"> • None; minutes sent out previously for review. 	
Standing Committee Reports		
Alumni: Terri	<ul style="list-style-type: none"> • Joined late; did not report out. 	
Conference: Kelsey	<ul style="list-style-type: none"> • Has confirmed conference will be at CMCC and Hilton Garden; refilling well and reenergizing TRIO is the theme. • Got a room block at \$109/night. Contract signed for room block but waiting on Terry's card for other contracts. Kelsey will send hotel information to Terry so she can sign contract and pay deposit when her card is activated. Should be soon. • Kelsey updated estimated budget for conference. Subtotal including estimates for food at both sites and room space for banquet. Being optimistic and estimating 100 people. Total costs estimated at \$10,881.20 (does not include rooms for award winners if needed); income from 100 people would be \$16,500 or \$12,375 for 75 people. Had questions about hotel rooms for award winners. Sam suggested checking with Mary. Michelle didn't recall offering rooms but did pay for banquet dinner. 	

	<ul style="list-style-type: none"> Michelle asked for reason for moving location from central Maine to more southern Maine. Terry responded because we were offered free use of college for workshop sessions, which would help make more money. Feedback from other people they were sick of the Black Bear and Bar Harbor just too expensive. Easier to get off 95 than on the coast. Terry asked about Dory award, which we don't give out very often. Lynn Ploof Davis reached out and would like to see this given out to a certain person she had in mind, and we've only ever given about a handful. There's a process listed for nominating someone but it's not really clear how we do that. Michelle recalls it but not sure of process, may have to dig into past board members for guidance. Kate said we would need a formal nomination listing the reasons why. Michelle to take the lead on this award since normally president elect would do it. 	
Development: Andrew	<ul style="list-style-type: none"> Andrew submitted report; news from him personally, leaving position at TRIO and USM, and Linda Freeman leading development committee moving forward; talked with her and Kelsey yesterday about collaboration between conference and development. Will pass along all his materials to them. Will reach out to a couple of the sponsors to do a hand off. 	
Government Relations: Aaron & Chris	<ul style="list-style-type: none"> Reached out again to congressional departments to start setting up times to meet and talk about policy changes with VUB. Led in with VUB funding renewal. Helping with support on the McNair issue. General monitoring of the legislative channels. Two congress people busy with this time of year. Requesting insight and ideas from the group about whether we should be reaching out to anyone else or just wait until after election and reach out then. Sam suggested in the past we waited until after elections. 	
Membership: Kate	<ul style="list-style-type: none"> Submitted report in box, some payments since then. 34 renewed, 15 paid; 11 programs renewed and 2 paid. Had trouble matching invoice numbers and will be looking at it again. Some board members who have renewed and not paid and reminded them they need to pay in order to vote. Question raised about who needs to be a member and is required to vote and suggestion was made that if on the board, they should just pay. Kate to send out reminders to those who are not paid and renewed. 	
Public Relations/ TRIO and GEAR UP Advocacy Day Chair: Michelle	<ul style="list-style-type: none"> Advocacy Day: Michelle so thankful that they provided an online form this year. Very simple. Had a phone call within an hour or two from state house because dates not available. Most Tues/Thu in March not available, so we 	

	<p>got Wednesday March 8th, still within the weeks we had been looking at but different date. Thank you, Casey, for help with Box drive. Updating instructions with current processes for people in this role in the future.</p> <ul style="list-style-type: none"> • PR piece: she stated she needs to learn more about Instagram and getting help from colleagues. Figuring out how to use social media to encourage other people to be more active in association, possibly on the board, testimonial from board members on a regular basis; also connect with alumni committee to engage alumni more and highlight them more. • Reminded people to like MEEOA Facebook page. Goal of upping numbers of people who like and follow page. • Went to COE, delivered LL Bean tote to auction. Karen Keim awarded Walter O Mason award from COE. Got some pictures of her speech. MEOC alum Myles Ouellette highlighted in COE's 50th anniversary video. • Attended COE workshop on social media for promoting programs and incorporating tips from that to amp it up. 	
Ad-Hoc Committee Reports		
Technology: Casey	<ul style="list-style-type: none"> • Short report, still at beginning of year so not a lot to report. Not at last meeting in September but updated website with current board list and membership information. • In touch with Kelsey to get conference details and will be posting those this week and next week. Registration opening mid-October. 	
First Gen Day: Lisa Black	<ul style="list-style-type: none"> • Met yesterday. UMF, CMCC, SMCC awarded first gen day grants through NASPA. Hopeful to get other programs involved with a vision to be statewide for all of TRIO, not just SSS. • Book club will be reading "Educated". Each school with the grant and KVCC will get copies and make available to read ahead of Nov 8, then have a kickoff launch on that day with a culminating event joining all schools on zoom Dec 2. Faculty and staff plus students. Didn't want it to conflict with classes so staggered timing. Katharine working on breaking it down so people don't have to read the whole book. Kick off events at each school. 	
Leadership Development: Vacant		
Factbook: Vacant		
Fair Share: Steve	<ul style="list-style-type: none"> • Steve not in attendance but went to meeting nothing to report because still so early in the year 	
Old Business		

	<ul style="list-style-type: none"> • Sam mentioned that she had offered to set up committee for new fiscal policy; will reach out to people who volunteered to help with that. 	
<u>New Business</u>		
Adjourn Meeting	<ul style="list-style-type: none"> • Terry requested motioned to adjourn at 2:01 PM, Aaron motioned. Alyssa seconded. All in favor. 	