

October 2023
Executive Committee Meeting Minutes
10 am -12 pm

Agenda Item	Discussion	Next Steps
Welcome and Opening Call to Order		
Action Item: Approve Agenda	Motion made to approve agenda moved by Steve, 2 nd by Sydney. Agenda is approved.	
Action Item: Approve September minutes	<ul style="list-style-type: none"> • Edit made: Changed motion to adjourn made by Ginny to made by Sydney. • Motion made to approve September minutes by Steve, 2nd by Sydney. All in favor, abstained by Terry C. 	
<u>Officers' Reports</u>		
President's Report: Ginny	<ul style="list-style-type: none"> • See report in box drive • Ginny and Michelle with Jen Rudolph about COE state initiatives • Anyone interested in being involved with working on project for the COE state initiatives, please reach out to Ginny or Michelle • Next meeting is on Tuesday, October 10 • Emailed MEEOA membership a Google form to ask about thoughts on MEEOA; only 8 responses so far • Attended NEOA Board meeting in September 	
Past-President's Report: Terry	<ul style="list-style-type: none"> • See report in box drive • Attended NEOA Board Meeting; discussed responsibility for state liaisons across the 6 states • Discussion about potentially changing who our state liaison is; is a bylaw, so would need to be voted on. • Attended NEOA and COE Fair Share Meetings • Attended FAME/MEEOA prof. development • COE announced dates for policy seminar (Mar. 17-Mar. 20) 	
President-Elect's Report: Michelle	<ul style="list-style-type: none"> • See report in box drive • Working on the state initiatives project • Regular check-ins with Ginny 	
Treasurer's Report: Erin Action Item: Approve treasurer's report	<ul style="list-style-type: none"> • See report in box drive • Added Ginny to the TD Bank account and removed some people. Just Erin and Ginny on the account now. • Spent \$1300 on September board meeting • Total budget for in-person board meetings is \$1500, so we need to look at potentially changing reimbursement for mileage at a future meeting. Table conversation for next meeting(s) 	

	<ul style="list-style-type: none"> • Began using QuickBooks • Account total is \$29,570.06 • Move to approve report made by Terry, 2nd by Michelle. 	
Secretary's Report: Ashlee	<ul style="list-style-type: none"> • Draft of September minutes are in the box drive. Edits will be made and updated. 	
<u>Standing Committee Reports</u>		
Conference: Steve/Teri	<ul style="list-style-type: none"> • See report in box drive. • Reached out to campus centers to see which would offer the best rate. • USM – Lewiston/Auburn, Hutchinson Center in Belfast, UMaine - Orono, and UMA • UMA is the best financial option – no charge for conference spaces/rooms. Offered more space and less fees • Food service costs is generally the same across all campuses • In contact with hotels that have worked with UMA on other events • Tentative dates for UMA: January 3-5 • Discussion on rates: \$165 for early bird, increase for registration after early bird date (\$195 for non-member). Need to make a decision soon so that Casey can get the form out to MEEOA listserv. • Discussion on pre-conference: leadership, SSS grant writing support, DEI training with UMA Holocaust and Human Rights Center • General theme: general changes in education (impact of AI) 	
Alumni: Joe/Andy	<ul style="list-style-type: none"> • See report in box drive • Met with Terri P. to review previous process and procedures • Joe and Andy are part of NEOA Achiever's committee • Looking at using their processes and applying them to Alumni committee • Looking at potentially doing a Grad/Transfer event • Looking for nominations for various awards 	
Development: Andy/Joe	<ul style="list-style-type: none"> • See report in box drive • Andy and Joe met with Linda Freeman • Was given a list of previous donors for 2023 conference • Discussed conference sponsor opportunities and different levels • Discussed marketing/advertisements in MEEOA conference booklet • Have an ambitious list to increase donor list; 35 potential new donors that have not been involved previously (Joe created a spreadsheet) • Working with NEOA to create strategies for reaching out to donors • Traditionally, alumni awards recipients are brought to policy seminar • Conversation for another meeting: combine the Alumni and Development committees and integrate a monetary award 	

	(donated by a sponsor) with the alumni awards (incentivize the award more) – for next year, not this year.	
Government Relations: Aaron & Chris	<ul style="list-style-type: none"> • See report in box drive • Putting together plan for policy seminar next year 	
Membership: Kathryn	<ul style="list-style-type: none"> • See report in box drive • 45 individual memberships, 14 program memberships (includes paid and unpaid) • Plan to email those who still need to pay • Kate connected Kathryn to someone who can help with getting access to UMaine System 	
Advocacy Day Chair: Sydney/Michelle	<ul style="list-style-type: none"> • See report in box drive • Clerk's office is sending contract out in the next month or so; will send to Erin • Working with 4imprint on merchandise; notepads • Working with Clerk's office to placing the notepads in the constituents' offices/mailboxes • Have to order a minimum of 250: \$205 • In conversation with café to arrange something for roughly \$150 • Current issue: Labor Lobby was not requested, so trying to arrange a way to use the space • Timeline 9 – 11 a.m. • Gov. Mills' office has expressed interest in doing welcome, but no confirmation yet 	
Public Relations: Michelle	<ul style="list-style-type: none"> • Posted about FAME FAFSA zoom meeting • 3 people so far have filled out the Meet the Board bios • Anything that you need posted, let Michelle know 	
<u>Ad-Hoc Committee Reports</u>		
Technology: Casey	<ul style="list-style-type: none"> • See report in box drive • Finished some updates on the website • Created a Zoom link for the FG Panel • Updated a database that shows membership and years of service 	
First Gen Day: Lisa Black	<ul style="list-style-type: none"> • See report in box drive • Statewide Zoom panel for Nov. 7th from 12-1 p.m. • Continuing to build a resource page for FG Day celebrations • Panelists are confirmed for the FG Zoom panel • Will submit materials out to membership • Draft of panel questions: https://docs.google.com/document/d/1WfbUs9ig6dK4dAtmikHGeOGkmMPKC-8gCXqxPeFh8xM/edit?usp=sharing 	

	<ul style="list-style-type: none"> • Discussion on marketing/press: hesitant to involve press as it may affect the message for some panelists 	
Leadership Development: Vacant	<ul style="list-style-type: none"> • N/A 	
Factbook: Brad	<ul style="list-style-type: none"> • See report in box drive • Met with Steve to get rundown on process • Plans to use a Google Form to reach out to director's about data points needed 	
Fair Share: Steve	<ul style="list-style-type: none"> • See report in box drive • Went to Fair Share meeting this week 	
Old Business	By laws change process—next steps?	
	<ul style="list-style-type: none"> • Ginny is looking to re-familiarize self with the process in preparation for November meeting 	
New Business		
	<ul style="list-style-type: none"> • N/A 	
Adjourn Meeting		
	<ul style="list-style-type: none"> • Motion to adjourn meeting moved by Terry C. ; 2nd made by Kathryn B. All voting members in favor. 	