

12/6/2024

Executive Committee Meeting Agenda and Minutes

Attendance: Michelle Richards, Ashlee Fecteau, Casey Henderson, Teri Mann, Aaron Dombroski, Brad O'Brien, Abby Waceken, Sue Caron, Jasmine Olivares, Ginny Ward

Agenda Item	Discussion	Next Steps
Call to Order		
Action Item: Approve Agenda	Motion to approve the agenda made by Casey, 2 nd made by Abby. All in favor. Agenda approved.	
Action Item: Approve Minutes	Motion to approve the minutes made by Casey, 2 nd made by Aaron. All in favor. Minutes approved.	
<u>Officers' Reports</u>		
President's Report: Michelle	See report in box drive. • Attended NEOA Board meeting in November • Attended NEOA Advocacy Committee meeting • Encouraging people to register for MEEOA conference • Continuing to monitor membership and conference registration with Ginny • Continued participation in COE State Leaders and COE State Initiatives meetings • Sent out letters on behalf of MEEOA to Golden, Pingree, and King. Planning to also send one to Susan Collins, but working on creating a more individualized letter • Planning in progress for Policy Seminar • Met with Ginny, Ashlee, and Aaron to discuss advocacy and membership plans • Jen Rudolph is putting together a meeting to discuss strategies/resources to help with increasing membership • Continued work with conference committee • Officially on the bank account and has a card now • Attending Fair Share meetings	
Past-President's Report: Ginny	See report in box drive. • Working with Conference committee; secured keynote speaker • Attended State Leaders Meeting in November	

	• Attended COE Call and NEOA forum to learn about next steps regarding advocacy • Worked with Michelle and Aaron to create plan of action; alumni survey and sending letters to delegation • Registered for Policy Seminar • Nominated alum for MEEOA award	
President-Elect's Report: Ashlee	See report in box drive. • Attending COE State Leaders Monthly meetings • Attended State Initiatives Group Meeting • Met with Michelle, Ginny, and Aaron to discuss advocacy next steps • Continued meetings with Conference committee	
Treasurer's Report: Action Item: Action:	N/A at this time	
<u>Standing Committee Reports</u>		
Advocacy Day Chair: Sydney	See report in box drive • Sent out save the date/email reminder about Advocacy Day, March 11	
Conference: Abby + Sue	See report in box drive. • Secured Randy Schroeder as keynote • Registration is officially opened. So far, we have 51 people (not including Gear Up). Invite from Gear Up has been sent to their schools' guidance counselors. • Confirmed two more workshop sessions with Count ME In; School Attendance Basics in ME and Making Connections: Fostering Peer-to-Peer Relationships in Educational Settings • Looking to add one more session: discussed a Canva interactive session, Jasmine as offered to lead. • Potentially add an AI session; Jasmine has a connection, Matt Dube, who teaches a UMA course involving AI • Double-checking presenters are all set to go • Sending out one more registration reminder • Finalizing conference schedule	

	• Securing items for silent auction; need someone to run the auction. Sending out a Google form for people to contribute items	
Membership: Vacant	See report in box drive. • 89 renewed individual members (58 paid, 31 unpaid) • 23 program memberships (17 paid)	
Government Relations: Aaron	See report in box drive. • Met with Michelle, Ginny and Ashlee to discuss next steps with advocacy regarding the next presidential term • Engaged with NEOA Advocacy as well as NAVUB Advocacy to align efforts with regional and national levels. Currently, we are preparing but also not getting too far ahead before we even know what happens regarding TRIO's standing. • Began discussions related to Policy Seminar, reaching out to representatives to request meetings during Policy	
Nominations & Elections: Ginny	• Plan to ramp up in January, especially during/after conference.	
Development: Noelle	See report in box drive • Shared with Ashlee that they have secured all the same sponsors as last year, and then some. • Abby will plan to check-in with Noelle later to confirm and find a time to meet with Conference committee	
PR: Jasmine	See report in box drive • Linked Facebook and Instagram profiles; all linked to MEEOA Gmail account • Shared a post about Alumni Survey and Call to Action • Finalizing an infographic that displays what actions and info can be shared regarding advocacy • Posted about Alumni Award Nominations and Conference Registration; Will share another post about deadline	
Technology: Casey	• Making website updates as things come across	

	Plans to buy HDMI adapters for the conference. Estimate is \$100. Will use under Conference-Miscellaneous.	
Alumni: Teri	See report in box drive. - We currently have four nominations for alumni awards - Reached out directly to Directors to generate ideas and potential nominations; discussion turned in to how to build alumni engagement early to make the process easier. Potentially create an award to be given to current students, to create the connection early. - Extended deadline to 12/9 - Working with a company to create the awards	
<u>Ad-Hoc Committee Reports</u>		
First Gen Day: Vacant	N/A	
Leadership Development: Vacant	N/A	
Factbook: Brad	- Has recruited a member for the Factbook committee - Getting Factbook ready to print; printing at Bowdoin - Need timeline/deadline for printing and budget for Conference	
Fair Share: Vacant	N/A	
<u>Old Business</u>		
COE State Initiatives Update Vacant Positions		
<u>New Business</u>		
State Advocacy Call	Explore setting up a possible State Advocacy call and incorporate into conference? Table and wait until we have more concrete information. Utilize Randy's keynote, the COE update, and the NEOA update at conference to bring attention/awareness	
Adjourn Official Meeting	Motion to adjourn meeting made by Ginny, 2 nd made by Abby.	