

3/7/2025
Executive Committee Meeting Agenda

ATTENDANCE: Michelle Richards, Ashlee Fecteau, Casey Henderson, Melissa Ivey, Brad O'Brien, Aaron Dombroski, Noelle Dubay, Ginny Ward, Jasmine Olivares, Abby Waceken, Sue Caron, Jill Plummer

Agenda Item	Discussion	Next Steps
Call to Order		
Action Item: Approve Agenda	Motion to approve the agenda made by Melissa, 2 nd made by Ginny. All in favor. Agenda approved.	
Action Item: Approve Minutes	Motion to approve the February minutes made by Casey, 2 nd made by Brad. All in favor. Minutes approved.	
Officers' Reports		
President's Report: Michelle	See report in box drive for more information. - Continued with State Initiatives group and COE State Leaders meetings - Attended NEOA Advocacy Day Meeting - Working with Ashlee on Advocacy Day planning - Completing planning and prep for Policy Seminar - Continued with onboarding for new board members - Outreach to alumni for Advocacy Day and Policy Seminar - Reviewed Factbook and submitted President's letter - Keeping updated with Fair Share - Continued monitoring Conference and Membership databases	
Past-President's Report: Ginny	See report in box drive for more information. - Worked with Brad to finalize Factbook and sent to printers; 25 copies, also available digitally - Finalizing preparation for Policy Seminar - Reaching out to membership regarding upcoming nominations and elections	
President-Elect's Report: Ashlee	See report in box drive. Continuing to be a part of the State Initiatives Pilot Group	

	• Attended the State Initiatives Group meeting in February • Working with Michelle to prepare for Advocacy Day. Reserving tables/chairs/equipment, arranging catering, arranging tours • Unable to attend COE Government Relations call	
Treasurer's Report: Melissa Action Item: Action:	See report in box drive for more information. • Working with bank to gain access. • Working with Michelle on onboarding. Vote to approve Treasurers Report • Motion to approve Treasurer's made by Ginny, 2nd made by Aaron. All in favor. Treasurer's report is approved.	
<u>Standing Committee Reports</u>		
Advocacy Day Chair: Vacant	Updates from Michelle and Ashlee • Scheduling tours for 9:00 and 11:00 • Arranged platters from Hannaford; light breakfast pastries and fruit • State of Higher Education addresses are occurring immediately after the event; invited us to join them and attend. Invited attendees to join for lunch at no charge. They also sent out invitation to their attendees to encourage them to arrive early to attend Advocacy Day • 75 people registered for Advocacy Day!	
Conference: Abby + Sue	• One outstanding conference payment; Michelle reached out to see status of payment	
Membership: Jill	See report in box drive for more information. • 89 renewed and paid individual memberships • 8 renewed but not paid individual memberships • Only 1 program has not paid membership fee • Drafted an email to send to unpaid members to encourage them to pay; plan to send out next week • Discussed process of sending membership payments; suggestion is for them to be sent	

	to Treasurer and then Treasurer confirms with Membership that it has been received.	
Government Relations: Aaron	See report in box drive for more information. • Attended a speaking engagement with Senator King on Monday, along with other members. When speaking to King, he responded "Ah TRIO, you don't need to lobby me". Encouraging for TRIO. • Anticipates changes in DOE, but maybe not as extreme as speculated. https://wgme.com/news/local/senator-susan-collins-says-she-thinks-us-needs-department-of-education-congress-president-donald-trump-maine • Policy Seminar group meeting and preparations • End of continuing resolution is March 14th; Policy Seminar starts on March 17th.	
Nominations & Elections: Ginny	• Had 21 people vote for the Secretary: unanimous votes for Martha Burt • Ginny will reach out to Martha and arrange a start date; Ashlee is willing to meet with Martha to go over the role of Secretary • Still working on arranging nomination(s) for President-Elect	
Development: Noelle	• Received sponsorship checks from GEAR Up, Worthington Scholars, UMA, KVCC • Need to check on CMCC's sponsorship payment • Plan to update spreadsheet of sponsorships for next conference and look into potential new sponsorships	
PR: Jasmine	See report in box drive for more information. • Working on press release for WABI for TRIO Advocacy Day • Michelle: emailed multiple news stations press releases for Advocacy Day. Will follow-up with Jasmine. • Sharing TRIO Day posts from other ME programs on social media • Shared a post about TRIO Advocacy Day and final sign-up day	

	• Shared COE Call to Action post in early February • In communication with contact at UMA about potential AI Lunch and Learns via Zoom; interested in hosting and inviting anyone who would like to attend. Send out Google Form to membership to ask about interest and potential topics that we want to cover. Will arrange a meeting with Michelle and Ashlee to discuss further.	
Technology: Casey	• Renewing website domain name and working with Melissa • Posted Factbook 2024-2025 on Advocacy page • Will update send check address to Melissa's address	
Alumni: Teri	N/A	
<u>Ad-Hoc Committee Reports</u>		
First Gen Day: Vacant	N/A	
Leadership Development: Vacant	N/A	
Factbook: Brad	• Updated Factbook for 2024-2025!	
Fair Share: Vacant	N/A	
<u>Old Business</u>		
<u>New Business</u>		
NEOA Conference Auction Basket	• Need to decide on theme: "The Way Life Should Be" • NEOA requests that items are more related to the State, not necessarily program/school swag • Michelle will work on getting email out and form to sign-up for items	
Adjourn Official Meeting	Motion to adjourn meeting made by Ginny, 2 nd made by Sue. All in favor. Meeting adjourned.	