

11/1/2024
Executive Committee Meeting Agenda and Minutes

Attendance: Michelle Richards, Ashlee Fecteau, Ginny Ward, Casey Henderson, Aaron Dombroski, Abby Waceken, Sue Caron

Agenda Item	Discussion	Next Steps
Call to Order		
Action Item: Approve Agenda	Motion to approve the agenda made by Ginny, 2 nd made by Casey. All in favor. Motion is approved.	
Action Item: Approve Minutes	Motion to approve the minutes made by Casey, 2 nd made by Abby. All in favor. Motion is approved.	
<u>Officers' Reports</u>		
President's Report: Michelle	See report in box drive. - Submitted AMLI reflection for NEOA newsletter - Continued participation in COE State Initiatives; submitted report - Continued communication with Ginny and Ashlee about vacancies - Worked with Ginny and Casey to cover Membership Chair duties - Continued work with Conference Committee - Completed process to be added to TD account - Attended Fair Share monthly meeting	
Past-President's Report: Ginny	See report in box drive. - Continuing to monitor PayPal and payments for memberships - Reached out to program directors to remind them about membership - Working with Michelle to get banking updates made	
President-Elect's Report: Ashlee	See report in box drive. - No State Leaders meeting in October (cancelled due to Leadership conference) - Submitted COE State Initiatives goals and timeline with Michelle - Continue work with Conference Committee	
Treasurer's Report: Vacant Action Item: Action:	See box drive for budget Gear Up is providing \$2000 for the MEEOA conference	

	• Banking balance: \$35,193.41 • Membership payments are still coming in • Question was brought up about program membership for each individual grant and if that has been the norm	
<u>Standing Committee Reports</u>		
Advocacy Day Chair: Sydney	• Save the Dates are ready to go • Deposit is made	
Conference: Abby + Sue	See report in box drive. • Secured an official description for the pre-conference • Noelle secured \$2000 sponsorship from Gear Up • Confirmed 5 breakout sessions so far; Sue is looking into some other potential breakout sessions • Coffee breaks: local bakery in Augusta • Shirts will be separate from registration • Registration; plan to open in next few days • Needs to double-check on hotel block (currently not showing) • Looking for other suggestions for keynote speakers, breakout sessions • Reached out to Randy to lead a plenary session/focus on MEEOA board participation; may have to do remotely due to NEOA Board Meeting • Pre-conference cost: \$1200, potential to be lower • Discussion on if we pay for the pre-conference, if we charge a small fee, and/or if we put a pause to see if Noelle can get more sponsors to cover pre-conference • Look at agenda to see where we can use 45 minutes to discuss MEEOA Board Engagement • Begin securing items for silent auction; send out email to ask people to contribute • Meet with Terry about alumni awards	
Membership: Vacant (interim-Ginny)	• Renewed: 69, 22 unpaid (many in process) • Program memberships: 15. Remaining: 12	

	• The big question: how do we get more people involved in the board? • At the conference, designate time to discuss/reminders of the mission and purposes of MEEOA • IDEAS: discuss the history (use previous board members to present/discuss), ask COE what we can do to help get more board members	
Government Relations: Aaron	See report in box drive. • Nothing significant at the time. • Planning for Policy will begin around January	
Nominations & Elections: Ginny		
Development: Noelle	See report in box drive. • Secured \$2000 from Gear Up • Continuing outreach for sponsors • Redesigned sponsorship tier document for 2025 MEEOA sponsorship	
PR: Jasmine	No report in box drive. Nothing to report at this time.	
Technology: Casey	• Updating conference page • Managing listserv as needed • Assisting Ginny with membership	
Alumni: Teri	See report in box drive.	
<u>Ad-Hoc Committee Reports</u>		
First Gen Day: Vacant	N/A	
Leadership Development: Vacant	N/A	
Factbook: Brad	Nothing to report at this time.	
Fair Share: Vacant	N/A	
<u>Old Business</u>		
COE State Initiatives Vacant Positions	• Continuing to look at ways/strategies to fill vacant positions.	
<u>New Business</u>		
Adjourn Official Meeting	Motion to adjourn meeting made by Ginny. All in favor.	