

October 11, 2024
Executive Committee Meeting Agenda

Attendance: Michelle Richards, Ashlee Fecteau, Noelle Dubay, Casey Henderson, Abby Waceken, Jasmine Olivares, Ginny Ward, Teri Mann

Agenda Item	Discussion	Next Steps
Call to Order		
Action Item: Approve Agenda	Motion to approve the agenda moved by Ginny, 2 nd by Abby. All in favor. Agenda approved.	
Action Item: Approve Minutes	Motion to approve the minutes moved by Ginny, 2 nd made by Casey. All in favor. Motion carries. NOTE: Motion to approve June 4, 2024 minutes and amend date moved by Casey, 2 nd made by Abby. All in favor. Motion carries.	
<u>Officers' Reports</u>		
President's Report: Michelle	See report in box drive. • Attended NEOA Board Meeting. Other state boards are having a difficult time finding people to step in to board positions. • Panelist for NEOA FG Day Celebrations Zoom Table • Continued participation in COE State Initiatives Pilot Program • Continued outreach for new board members • Continued meetings with new board members to review roles • Continued work with Conference Committee • Met with Vanessa Ramirez from COE regarding Fair Share	
Past-President's Report: Ginny	See report in box drive. • Emailed membership about membership and open board positions. • Monitoring PayPal/updating membership with Casey • Attended September NEOA board meeting virtually • Met with Erin Nason to collect banking and treasurer documents; initiated process to add Michelle to bank account and remove Erin	
President-Elect's Report: Ashlee	See report in box drive. • Attending monthly COE State Leaders meetings. Last meeting there was discussion about what programs are doing for engagement activities. • Continued meetings with Conference committee. • Continued meetings for the COE State Initiatives Pilot Group; met with Michelle to discuss goals.	

Treasurer's Report: Vacant Action Item: Approve treasurer's report Action:	Ginny shared updates; informal report was presented in place of a formal report due to vacancy. No vote needed at this time.	
<u>Standing Committee Reports</u>		
Advocacy Day Chair: Sydney	No report at this time. - Michelle communicated with Sydney. Contract is delayed at this time, need to make deposit once Michelle has the checkbook. - Looking at budget to plan for food and merch	
Conference: Abby + Sue	See report in box drive. - Pre-conference is secured; Maine Youth Thriving, "Impact, Compassion Fatigue, and Vicarious Trauma" - Four workshop sessions secured so far, one in process. Hope to offer at least 9 sessions. - Theme: Going the Distance for Maine's Students. Logo is created. - Sue is working with local business in August to get baked goods for coffee breaks - Working with Noelle to find coffee break sponsors - Sue is working on keynote speaker - Jen Rudolph has confirmed that she will give COE update via Zoom - NEOA President or President-Elect will attend conference to give NEOA update - Hoping to have registration open by end of October - Shared long-sleeve shirt design; available to purchase and will get at the conference.	
Membership: Vacant	Ginny is managing this position until filled. - Shared numbers on who has renewed membership, who still needs to renew. - Working on pending payments that were sent via check - Individual memberships: 35 renewed, 15 paid. - Program memberships: 14 renewed (10 in process of payments) - Ginny will reach out to programs/individuals that have not renewed - Reminder that must be paid member in order to get membership discount for conference registration	
Government Relations: Aaron	No report in box drive/no updates at this time.	
Nominations & Elections: Ginny	No updates at this time.	
Development: Noelle	See report in box drive. - Received timeline of duties from Ginny - Looked at last year's communications with sponsors - Planning to look at this year's sponsors and making a tiered list/process of reaching out - Has met with Conference committee and Michelle	

PR: Jasmine	See report in box drive. • Met with Michelle to discuss changing accounts and access to MEEOA media accounts • Met with Michelle and Casey about switching account info for MEEOA, created a MEEOA Facebook profile. Password is in box drive. • Plan to work on developing Facebook profile, sending friend requests to MEEOA membership • Ginny shared reminder about removing the year from the handle	
Technology: Casey	See report in box drive. • Handful of website, box drive, listserv updates • Assisting with NEEOA conference planning, MEEOA conference planning, NEOA TRIO Day planning • Working with Michelle and Ginny to work out process for handling MEEOA membership until position is filled	
Alumni: Teri	See report in box drive. • Updated draft of Alumni Awards Google form • Plan to send out via email next week • Potential deadline for alumni awards nominations is Nov. 22, with possibility of an extension if needed • Will schedule a meeting with Conference Committee to plan the awards ceremony/banquet • Gather a committee to review nominations from each program • Working on creating formal invitation to award recipients • Discussion: should we invite alumni that is attending Policy Seminar? Yes, Teri will share in alumni awards nominations email. • Looking to go back to having multiple recipients per award	
<u>Ad-Hoc Committee Reports</u>		
First Gen Day: Vacant	N/A	
Leadership Development: Vacant	N/A	
Factbook: Brad	No update at this time.	
Fair Share: Vacant	Michelle met with Vanessa to learn more about Fair Share. See Michelle's report in box drive.	
<u>Old Business</u>		
State Initiatives Goals/Timeline Vacant Positions	Potential goals that Michelle and Ashlee discussed • Create a one-pager for representatives and legislature what TRIO does and how we can	

	support them and their goals for service to the state • Combine FG Day Chair and Advocacy Day Chair and create a State Initiatives Committee • Strategies on how to motivate more people to serve on board • Mapping alumni • Civic engagement/letter writing campaign for programs and program participants • Michelle will share out next meeting and open it up to anyone who wants to be involved; will work on the write-up, goals, etc. Vacant Positions • Michelle and Ginny are doing email outreach • Jasmine will share out on social media	
<u>New Business</u>		
	• Invite Randy Schroeder to conference and provide a space for him speak • Space to talk about leadership development /serving at the board at conference; potentially at banquet	
Adjourn Official Meeting	Motion to adjourn moved by Casey, 2 nd made by Abby. All in favor. Motion carries.	