

September 13, 2024
Executive Committee Meeting Agenda

Attendance: Michelle Richards, Ashlee Fecteau, Ginny Ward, Abby Waceken, Brad O'Brien, Suzanne Caron, Jasmine Olivares, Casey Henderson

Agenda Item	Discussion	Next Steps
Call to Order		
Action Item: Approve Agenda	No quorum to approve; approval pending meeting in October.	
Action Item: Approve Minutes	No quorum to approve; approval pending meeting in October.	
Officers' Reports		
President's Report: Michelle	See report in box drive. - Meeting with Ginny and Ashlee to prepare for year - Meetings with conference committee to secure locations and dates - Attended State Initiatives meetings; looking to get in writing what we want for a project this coming year - Reaching out to people regarding board positions; multiple positions open - Working on budget modeled on previous budget	
Past-President's Report: Ginny	See report in box drive. - Supporting Michelle in transition to President - Assisting with access to bank account until Michelle is added and Treasurer is selected; assisted with payment for conference location (Senator Inn) - Reaching out to members regarding board vacancies - Attending NEOA Board Meeting as State Liason	
President-Elect's Report: Ashlee	See report in box drive. Continuing to be a part of the State Initiatives Pilot Group	

	• Met with Michelle to learn about the role of President Elect • Meetings with Conference committee to determine location of MEEOA conference. • Attending COE State Leaders Monthly Meetings	
Treasurer's Report: <i>Vacant</i> Action Item: Approve treasurer's report Action:	Motion to approve 2024-2025 fiscal year budget made by Casey, second made by Abby. All in favor. Motion carries. • Took a look at the budget that Michelle modeled from last year's budget • Discussed removing cost of printing booklets for Advocacy Day (State House is paperless). • Remove QuickBooks	
<u>Standing Committee Reports</u>		
Advocacy Day Chair: Sydney	See report in box drive. • Secured date: Tuesday, March 11, 2025 • Outreach and contract work in process	
Conference: Abby + Sue	See report in box drive. • Secured date and location: January 8-10 at the Senator Inn & Spa in Augusta • Initially went to UMA and looked at hotels nearby, but no hotel had enough rooms for all attendees; feedback included wanting to be in same hotels as everyone else and bring back Hospitality. UMA also added on additional fees that they did not charge last year. • Senator Inn is blocking rooms and conference spaces; cost is also reasonable (less that UMA was going to charge). • Room rate is \$100 • Deposit has been paid. • Potential speakers, workshop presenters, pre-conference presenters are in Central Maine location (thinking of FAME, SEL & Emotional Intelligence, or NAMI)	Conference theme, Workshops, Keynote, Pre-Conference, Silent Auction, Registration, conference shirt

	• Potential conference theme ideas: tie it in with décor of Senator Inn, “Fill Your Cup”, “Fill Your Well”, “Going the Distance for Maine’s Students” – focus on how to take care of yourself when taking care of others • Conference shirt: something that ties in TRIO and Gear-up, maybe a word cloud • Discussion on registration price and if we increase from \$165 or keep the same. Increase each membership by \$20 • IDEAS: Premium Membership offer – includes a t-shirt and MEEOA membership. Look into having this option for August 2025 • Early Bird: 185 • Regular: 215 • Non-Member: 225 Motion to approve the \$20 increase for conference registration made by Ginny, second made by Ashlee. All in favor. Motion carries.	
Membership: Vacant	• Until we have a Treasurer, Membership checks will go to Michelle. • Ginny is willing to help with Membership until we fill the position • Michelle, Ginny, and Casey will meet to discuss invoices and processes	
Government Relations: Aaron	No report in box drive; not present at meeting.	
Nominations & Elections: Ginny	• Discussed current vacancies. • Ginny will reach out to membership, MEEOA listserv, and individuals who has showed interest •	
Development: Vacant	N/A	
PR: Jasmine	• Michelle and Jasmine will meet to transfer PR account and look at upcoming posts; share vacancies on social media	
Technology: Casey	• Handful of website updates • Membership updates	

	• Reach out if need anything posted on website • If need access to Box Drive, reach out	
Alumni: Teri	N/A; not present at meeting	
<u>Ad-Hoc Committee Reports</u>		
First Gen Day: Vacant	• If not filled, we do not necessarily need to have a state-wide MEEOA event. • Can just be used to share FG day ideas/materials that programs can use	
Leadership Development: Vacant	• Ashlee – look into bringing back Leadership Conference for the 25-26 year	
Factbook: Brad	• Hopeful to have an addition to his committee soon • Ideally, would want someone for data and someone for writing	
Fair Share: Vacant	N/A	
<u>Old Business</u>		
State Initiatives Pilot Program	• Michelle attended most recent meeting. COE is looking for states to step-up with their projects • Decision is to stay with the program, but continue with the group meetings. • Michelle and Ashlee will meet to come up with the plan/goals	
<u>New Business</u>		
Vacant Positions	See Nominations and Elections	
Meeting Schedule	October 11, November 1, December 6, January 8? (MEEOA conference), February 7, March 7, April 4, May 2, May 30 (in-person)	
Adjourn Official Meeting	Motion to adjourn made by Ginny, 2nd made by Abby. All in favor.	