

12/12/2025

MEEOA Executive Committee Meeting Agenda

ATTENDANCE: Martha Burt, Ashlee Fecteau, Casey Henderson, Melissa Ivey, Abby Waceken, Erin Ouelette, Noelle Dubay, Jasmine Olivares, Teri Mann, Christa Grohoski, Noelle Dubay.

Agenda Item	Discussion	Next Steps
Call to Order		
Action Item: Approve Agenda	Motion to approve the agenda made by Mellisa, second by Casey. All in favor.	
Action Item: Approve Minutes	Motion to approve the November Minutes made by Melissa, second by Casey. All in favor. One abstained.	
Officers' Reports		
President's Report: Ashlee	<ul style="list-style-type: none">● Cont participation in COE state leaders meetings.● Cont COE strategic planning meetings.● Priority 2 political advocacy.● Advocacy Day planning.● Michelle, and Arron to meet to plan policy seminar.● Grant application to be completed for May.● More info on the strategic plan to come.	
Past-President's Report: Michelle	Not present See report in the Box	
President-Elect's Report: Erin	<ul style="list-style-type: none">● Attended state leaders meeting● NEOA town hall● Advocacy day planning with Michelle and Christa.● Policy Seminar planning with Ashlee and Arron.● Working with Michelle and Ashlee on upcoming grant applications.	
Secretary's Report: Martha	See report in the Box	
Treasurer's Report: Melissa Action Item: motion to approve the report made by Casey, second by Teri. All those in favor. Action:	See report in the Box <ul style="list-style-type: none">● Bank statements are uploaded to the Box.● Paypal transfer completed.	

	<ul style="list-style-type: none"> ● In regular communication with Jill on membership. ● Working on methods to clarify conference and membership payment records. 	
Standing Committee Reports		
State Initiatives: Christa	<ul style="list-style-type: none"> ● Met with Michelle, Erin, and Ashlee on Advocacy day. ● Reached out to speakers for Advocacy Day. ● Sent out email to stakeholders for advocacy efforts. 	
Conference: Abby + Sue	<ul style="list-style-type: none"> ● Keynote speaker confirmed. ● 50 registered for the conference. ● 6 confirmed workshops. ● Confirmed catering. ● Volunteers secured for the auction. ● Emailed workshop presenters. ● Reached out to the Black Bear for more info on tech. ● Finalizing details. 	
Membership: Jill	<p>Committee chair not present. See report in the Box.</p> <ul style="list-style-type: none"> ● 49 individual memberships. ● 10 program memberships. 	
Government Relations: Aaron	Committee chair not present.	
Nominations & Elections: Michelle	Committee chair not present.	
Development: Noelle	<ul style="list-style-type: none"> ● Confirmed 2500\$ in sponsorships. ● Following up with GearUpME. ● Cont. receiving ads for the program. ● Sending google form to Board Members to complete. ● Working with Tobey for Factbook. 	
PR: Jasmine	<ul style="list-style-type: none"> ● Created event page for advocacy day on facebook. ● Posted about advocacy day on facebook page. 	

	<ul style="list-style-type: none"> Scheduled posts for this week and next week about conference registration. Potential to boost posts on Facebook. 	
Technology: Casey	<p>See report in the box drive</p> <ul style="list-style-type: none"> Updating the website as needed. Occasional work on the listserv. Requests to update the MEEEOA website can be made to Casey. 	
Alumni: Teri	<p>See report in the Box</p> <ul style="list-style-type: none"> Attending meetings Put together nomination forms. Working with the conference committee. 	
Ad-Hoc Committee Reports		
Leadership Development: <i>Vacant</i>		
Factbook: Tobey	Committee Chair not present	
Fair Share: Michelle	Committee Chair not present	
Old Business		
New Business		
<ul style="list-style-type: none"> Paul T Spraggins Grant Application: updates Finalize Strategic Plan and update board report template For next time: Teri proposing to put together an award for current TRIO students. 	<ul style="list-style-type: none"> Currently drafting grant application for May. Following grant application rubric. Exploring ideas for Enews letters, mail campaigns, or pre conference for 2027 MEEEOA Con. Looking for more involvement. Final stages of strategic plan. Ashlee will update the report template after finalization. 	
Adjourn Official Meeting		
	Motion to adjourn the meeting made by Abby, second made by Erin. All in favor.	