

10/3/2025

Executive Committee Meeting Minutes

In Attendance: [Michelle Richards](#), Casey Henderson, [Ashlee Fecteau](#), Martha Burt, [Melissa Ivey](#), Terry Mann, [Noelle Dubay](#), Erin Nason, Sue Caron, Jill Plummer

Agenda Item	Discussion	Next Steps
Call to Order		
Action Item: Approve Agenda	Motion to approve the agenda made by Michelle. 2nd by Casey. All in favor. Agenda approved.	
Action Item: Approve Minutes	<ul style="list-style-type: none">● Call to edit the second bullet point under the president's report. Motion to approve the minutes made by Casey. 2nd by Melissa. All in favor. Minutes approved.	
<u>Officers' Reports</u>		
President's Report: Ashlee	<ul style="list-style-type: none">● Cont. participation in COE state leaders meetings● Attended SS start smart webinar on Sept 16th.● Met with Michelle, Melissa, and Erin.● Attended NEOA board meeting.● Sharing updates with membership.● Shared information with ME SSS about the second slate.● Talk of revising the strategic plan.	
Past-President's Report: Michelle	<ul style="list-style-type: none">● Cont. participation in COE● Cont community calls● Outreach to delegation● Completed contract and deposit for Advocacy day.● Outreach to potential board members.● Cont sharing resources and information from COE and NEOA.● Learning more about boosting alumni engagement.● Paid NEOA state membership dues	

	<ul style="list-style-type: none"> ● Met with Ashlee, Erin, & Melissa to go over budget. ● Working through a strategic plan. 	
President-Elect's Report: Erin	<ul style="list-style-type: none"> ● Attended smart start webinar. ● Attending Gov relations meeting COE. ● Attending State leaders meetings. 	
Secretary's Report: Martha	<ul style="list-style-type: none"> ● Full Report found in the Box Drive. ● September 2025 MEEOA Board Meeting Minutes were shared with the Board. 	
<p>Treasurer's Report: Melissa</p> <p>Action Item: Voting to approve the FY 2025-26 budget.</p> <p>Action: Motion to approve the budget made by Sue. 2nd by Michelle. All in favor. FY 2025-26 budget approved.</p>	<ul style="list-style-type: none"> ● See full report in Box Drive ● Met with Ashlee, Erin, & Michelle ● Current Budget - 43,292.85\$ ● Discussions on registration goals toward the conference. ● No membership updates, will be in communication with Jill. ● Accounted for mileage for the September Meeting in Orono. ● Will add Ashelee to the TD Bank account. Will remove Ginny from the TD Bank account. 	
<u>Standing Committee Reports</u>		
State Initiatives: Vacant	N/A	
Conference: Abby + Sue	<ul style="list-style-type: none"> ● Sue is looking for expectations of the number in attendance. ● Black Bear Inn - no quote provided at this time. <ul style="list-style-type: none"> ○ If 50 rooms are booked, pay the bar fee of 500\$. ○ If 40-49 rooms are booked, 1000\$ for the banquet room, plus bar fee of 500\$. ○ If 30-39 rooms are booked, 1,750\$ for the banquet room, plus the bar fee of 500\$. 	

	<ul style="list-style-type: none"> ○ If 20-29 rooms are booked, 2,500\$ for the banquet room, plus the bar fee for 500\$. ● Jeffs Catering - quoted at 6,667.27\$ ● Will work with Casey for technology needs. 	
Membership: Jill	<ul style="list-style-type: none"> ● 9 individual memberships <ul style="list-style-type: none"> ○ 7 paid ○ 2 unpaid ● Updated database ● Will send out reminder email for membership via listserve. 	
Government Relations: Aaron	Not present	
Nominations & Elections: Michelle	<ul style="list-style-type: none"> ● Reached out to individuals for interest in joining the board. 	
Development: Noelle	<ul style="list-style-type: none"> ● Intends to send out communications via email. 	
PR: Jasmine	Not present	
Technology: Casey	<ul style="list-style-type: none"> ● Website updates ● More to come during conference season 	
Alumni: Teri	<ul style="list-style-type: none"> ● COE sessions, will connect with Michelle ● Will coordinate with the conference committee about awards. ● Wants to develop Alumni registrations. 	
Ad-Hoc Committee Reports		
Leadership Development: Vacant	N/A	
Factbook: Vacant	N/A	
Fair Share: Michelle	<ul style="list-style-type: none"> ● Report in the Box Drive. ● The state goal is 12. ● 2 completed for Maine. ● Connecting with Fair Share at COE for paper forms. 	
Old Business		
Update Strategic Plan	<ul style="list-style-type: none"> ● <u>Priority 1 review</u> <ul style="list-style-type: none"> ○ Reviewing Goals 	

<p>Discuss Transition Manual</p>	<ul style="list-style-type: none"> ○ Positions & titles updates, removing coordinator and MELI ● <u>Priority 2 review</u> <ul style="list-style-type: none"> ○ Removing "Webmaster", replace it with "technology chair". ○ Change "Advocacy day coordinator" to "State Initiatives" ● <u>Priority 3 review</u> <ul style="list-style-type: none"> ○ Remove "leadership coordinator" ○ Remove MELI from #5. Work on the wording to encourage participation in NEOA. ○ Clarify #6. Who hosts the meetings? When are they held? What does that mean? What can MEEOA do? (e.g. the annual conference or springtime.) Move to priority 1: #1, remove from priority 3. ● <u>Priority 4 review</u> <ul style="list-style-type: none"> ○ Revise #1 - is 5 too ambitious? ○ Removing "Webmaster", replace it with "technology chair". ● <u>Priority 5 review</u> <ul style="list-style-type: none"> ○ Potential to establish a fund/fundraisers/sponsorships for alumni/student activities. ○ Potential for expanding professional development opportunities outside the annual conference. ● Individual board members to review their roles on the board and take notes/edits if needed for yourself. 	
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New Business

Adjourn Official Meeting	Motion to adjourn the meeting made by Jill. 2nd by Melissa. All in favor. The meeting is adjourned.	