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4 Colorado ● Montana ● North Dakota ● South Dakota ● Utah ● Wyoming

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6 ASPIRE Board Meeting  
7 January 14 – 15, 2013  
8 Minutes Approved 5/7/13  
9 Submitted by: Lori Brown-Wirth

10  
11 **Present**

12 Derek Sporbert, ASPIRE President  
13 Rachel Martinez, ASPIRE Past-President  
14 Craig Harter, ASPIRE President-Elect  
15 Cody McMichael, ASPIRE Treasurer  
16 Lori Brown-Wirth, ASPIRE Secretary  
17 Henry Ornelas, Colorado State President  
18 Russ Lamson, Montana State President  
19 Lori Larson, North Dakota State President  
20 Tina Ludens, South Dakota State President  
21 Tami Shugart, Utah State President  
22 Jayne Pearce, Wyoming State President – via telephone  
23

24 **A. January 14, 2013 – Board Retreat Session**

- 25 1. Board Retreat began at 8:39 a.m.  
26 2. Review of committee descriptions as found in Operating Guidelines  
27 3. Discussion of committee structure, purpose, chairs and assignments  
28 4. Draft changes to committee structures in ASPIRE Operating Guidelines  
29 5. Break for lunch and tour of University of North Dakota TRiO offices  
30 6. Discussion and review of board members co-chairing annual conference  
31 sub-committees  
32 7. Review of Strategic Plan  
33 8. Board retreat ended at 5:20 p.m.  
34

35 **B. January 15, 2013 – Regular Session**

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37 **C. Call to Order, Appointment of Parliamentarian**

38 The meeting was called to order at 8:39 a.m. on January 15, 2013 by  
39 Derek Sporbert. Craig Harter was appointed Parliamentarian.  
40

41 **D. Approval of Minutes**

- 42 1. **Review of Minutes for October 6, 2012**  
43 a. Line 67 – Change “provided” to “providing”  
44 b. Line 140 – Add period at end of sentence  
45 c. Line 147 – Remove “on”  
46 d. Line 162 – Change “was” to “were”  
47 e. Line 195 – Change “reported” to “report”

48 f. Line 217 – Remove comma from end of line

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50 **Action Item**

51 Cody McMichael moved to approve the minutes as amended. Lori Larson  
52 seconded the motion. Minutes for the October 6, 2012 ASPIRE Board  
53 meeting were approved.

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55 2. **Review of Minutes for October 10, 2012 ASPIRE Board Meeting**

56 a. Call for consistency with using both first and last name throughout  
57 minutes when referring to Board Members.

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59 **Action Item**

60 Lori Larson moved to approve the October 10, 2012 ASPIRE Board  
61 meeting as amended. Russ Lamson seconded the motion. Minutes for the  
62 October 10, 2012 ASPIRE Board meeting were approved.

63

64 3. **Review of Minutes for October 31, 2012 Telephone Meeting**

65 a. Line 49 – Change line to read “All students being equally  
66 considered”

67

68 **Action Item**

69 Henry Ornelas moved to approve as amended. Cody McMichael  
70 seconded the motion. The minutes for the October 31, 2012 ASPIRE  
71 Board Meeting via telephone were approved.

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73 4. **Review of Minutes for November 29, 2012 Telephone Meeting**

74 a. Line 79 – Capitalize the word “presidents”  
75 b. Line 93 – Remove capitalization from “Congressional Offices”

76

77 **Action Item**

78 Tami Shugart moved to approve the minutes as amended. Lori Larson  
79 seconded the motion. The motion carried and the minutes for the  
80 November 29, 2012 ASPIRE Board meeting via telephone were approved.

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82 **E. Officer Reports**

83 1. **President Report**

- 84 a. Derek Sporbert distributed a formal written copy of the report he  
85 previously submitted to COE.
- 86 b. Derek Sporbert reported on meeting with Department of Education  
87 in Puerto Rico and discussion of Department of Education grant  
88 programs.
- 89 c. Rachel Martinez gave a description of the Higher Education  
90 Program Meeting as described on the Department of Education  
91 website.
- 92 d. Derek Sporbert discussed the importance of reaching out to others  
93 and advocating for TRiO.

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**Action Item**

Derek Sporbert requested a summary of anticipated attendees at Policy Seminar by February 15<sup>th</sup> which will be held at the Washington DC Hilton March 26-28, 2013.

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2. **Finance Report**

- a. Cody McMichael presented the Finance Report, which was approved by the Finance Committee, going through it line by line with explanations and discussions
- b. The Montana ASPIRE Conference in October 2012 was financially successful, discussion followed
- c. Cody McMichael presented and compared the 2012 Actual Budget and the 2013 Proposed Budget with comments and explanations
- d. Cody McMichael reported on changes and decisions made by the Finance Committee
- e. Cody McMichael reported that there will not be an audit this year, as it occurs every other year
- f. Overall, ASPIRE had a projected net gain of \$12,494 for 2013
- g. State Initiative Grants were discussed

***Recess***

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The Board recessed at 9:50 a.m.

***Reconvene***

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The Board reconvened at 10:00 a.m.

**Action Item**

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Lori Larson moved to accept the budget for 2013. Tami Shugart seconded the motion. The motion carried to accept the 2013 proposed budget as presented.

3. **Treasurer Report**

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- a. Cody McMichael presented draft plans for new credit card processing
- b. Cody McMichael discussed C Vent registrations, and ways to reduce credit card costs and a proposed ASPIRE web-store

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Derek Sporbert and the ASPIRE Board thanked Cody McMichael for all his effort and research.

**F. Committee Reports**

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1. **2013 Conference Committee**

- 139 a. Derek Sporbert reported that 2013 Conference Chair Oscar Felix is  
140 excited about the proposed involvement by the APSIRE Board in  
141 the upcoming conference in Ft. Collins, Colorado  
142 b. Discussion on the 2013 Conference Budget proposal  
143 c. Oscar Felix is doing a good job of getting things in place  
144 d. The May Board Meeting will be an opportunity for Board  
145 members to meet the Co-chairs of Conference Sub-committees.  
146

147 **2. 2014 Conference Committee**

- 148 a. Craig Harter opened the meeting for discussion of the facility and  
149 accommodations.  
150 b. No problems are anticipated with food  
151 c. Transportation options to and from the airport were discussed  
152 d. Craig Harter encouraged State Presidents to promote participation  
153 within their states  
154 e. Overall consensus of the Board is that this is a great location  
155 f. Craig Harter made a recommendation for Cara Davis to be  
156 appointed 2014 Conference Chair and discussion ensued  
157

158 **Action Item**

159 Cody McMichael made a motion to appoint Cara Davis as 2014  
160 Conference Chair. Rachel Martinez seconded the motion. All approved,  
161 and the motion carried.  
162

163 **3. 2015 Conference Committee**

- 164 a. Tina Ludens gave a brief overview of considerations being done by  
165 South Dakota  
166 b. Possible locations are Sioux Falls and Rapid City, but South  
167 Dakota will continue to explore options  
168 c. Derek Sporbert asked that more information be brought to the May  
169 board meeting  
170

171 **4. 2016 Conference Committee**

- 172 a. Possible locations include Laramie, Jackson, Cody, Casper, and  
173 Cheyenne  
174 b. More information will be sent to board members  
175

176 **5. State Initiative Committee**

- 177 a. Lori Larson discussed committee activities  
178 b. More communication between states is requested  
179 c. Proposals should be sent to Lori Larson by the end of February  
180 d. Brief discussion ensued on State Initiative information found on  
181 EduGuide  
182

183 **6. Government Relations Committee**

- 184 a. Rachel Martinez distributed information from the committee

- 185 b. Michael Wade joined the meeting via telephone and led a  
186 discussion of the American Tax Payer Relief Act  
187 c. Michael Wade summarized actions we should take within our  
188 region  
189 d. Discussion ensued on anticipated cuts, sequestration, and impacts  
190 on TRiO and students  
191 e. Rachel Martinez reminded everyone of the importance in building  
192 and maintaining relationships with congressional offices and  
193 discussion ensued on actions to take  
194 f. Derek Sporbert emphasized the importance of taking action before  
195 Policy Seminar  
196 g. Michael Wade outlined a brief history of budget timelines and  
197 processes and encouraged everyone to pay attention to weekly  
198 COE updates  
199 h. Derek Sporbert encouraged everyone to maintain contact with  
200 Michael Wade and Rachel Martinez, as they are valuable resources  
201 for our region  
202

203 ***Recess***

204 The Board recessed at 11:37 a.m.  
205

206 ***Reconvene***

207 The Board reconvened at 11:45 a.m.  
208

209 **7. Membership Committee**

- 210 a. Lori Larson presented the report for Cara Davis.  
211 b. A Membership Summary was submitted to Board Members.  
212 c. A current Membership list will be sent to Board members.  
213

214 **Action Item**

215 Derek Sporbert requested an entire directory of TRiO personnel within our  
216 Region. State Presidents should send an updated roster to Cara Davis,  
217 Derek Sporbert, and Lori Larson by April 30, 2013.  
218

219 **8. Development Committee**

- 220 a. Carol Gritts emailed an updated report to Board Members on  
221 January 14, 2013  
222 b. Derek Sporbert summarized the report and made follow-up  
223 suggestions for each state  
224 c. The 10 for 10 campaign was summarized  
225 d. Last year, ASPIRE was the first region to meet COE Fair Share  
226 e. Derek Sporbert noted that the work Carol Gritts does cannot be  
227 over-stated. She does an immense amount of work for one person  
228 and is very much appreciated.  
229

230 ***Recess***

231 The Board recessed for lunch at 12:22 p.m.

232

233 **Reconvene**

234 The Board reconvened at 2:03 p.m.

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236

237 **G. State Reports**

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239 **1. Colorado**

240 a. Henry Ornelas provided the Colorado State Report.

241 b. A full report may be found on the ASPIRE website.

242

243 **2. South Dakota**

244 a. Tina Ludens provided the South Dakota State Report.

245 b. A full report may be found on the ASPIRE website.

246

247 **3. Utah**

248 a. Tami Shugart provided the Utah State Report.

249 b. A full report may be found on the ASPIRE website.

250

251 **4. Montana**

252 a. Russ Lamson provided the Montana State Report.

253 b. A full report may be found on the ASPIRE website.

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255 **5. North Dakota**

256 a. Lori Larson provided the North Dakota State Report.

257 b. A full report may be found on the ASPIRE website.

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259 **6. Wyoming**

260 a. Jayne Pearce provided the Wyoming State Report via telephone.

261 b. A full report may be found on the ASPIRE website.

262

263 **H. Unfinished Business**

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265 **1. Operating Guidelines**

266 a. Derek Sporbert summarized the work done by the Board at the  
267 previous day's Board Retreat and discussed further updates as a  
268 group.

269 b. More updates may be done at the May Board Meeting.

270

271 **2. May 2013 Board Meeting**

272 a. The May Board Meeting will be held in Ft. Collins, Colorado on  
273 May 5-6, 2013.

274

275 **3. State Meeting Dates**

276 a. The Montana State Meeting will be March 5-7, 2013.

- 277 b. The Utah State Meeting will be March 13-15, 2013.  
278 c. The North Dakota State Meeting will be March 17-19, 2013.  
279 d. The Wyoming State Meeting will be April 3-5, 2013.  
280 e. The South Dakota State Meeting will be April 7-9, 2013.  
281 f. The Colorado State Meeting will be April 18-19, 2013.  
282

283 **4. Committee Structures**

- 284 a. Board reviewed changes, suggestions, and revisions from the  
285 previous day's retreat.  
286

287 **Action Item**

288 With no further discussion, Derek Sporbert called for a motion to approve  
289 the amendments to the Committee Structures as listed in the Operating  
290 Guidelines. Russ Lamson so moved, Cody McMichael seconded, and  
291 motion carried to approve the amendments as presented for the  
292 Committee structures of the ASPIRE Operating Guidelines .  
293

294 **Recess**

295 The Board recessed at 3:32 p.m.  
296

297 **Reconvene**

298 The Board reconvened at 3:45 p.m.  
299

300 **5. 501(c)3 Non-Profit Status**

- 301 a. Derek Sporbert shared the extensive history of the 501(c)3 within  
302 ASPIRE.  
303 b. The Internal Revenue Service declined to make a decision and  
304 issued a refund to ASPIRE.  
305 c. After discussion, Derek Sporbert proposed that ASPIRE suspend  
306 proceedings on the 501(c)3 status.  
307

308 **Action Item**

309 Motion was made to suspend proceedings on the 501(c)3 status. Henry  
310 Ornelas so moved, Lori Larson seconded, and proceedings on the 501(c)3  
311 status for ASPIRE were suspended.  
312

313 **6. Corporate Development Materials**

- 314 a. Discussion ensued on putting together corporate development  
315 materials for potential donors.  
316 b. The topic was tabled until the May Board meeting.  
317

318 **7. Consideration of "Part-Time" Membership**

- 319 a. Discussion ensued on instituting a part-time membership rate for  
320 part-time TRiO employees.  
321 b. This will be an on-going conversation; a good topic for State  
322 Presidents to discuss at their State meetings.

- 323           **8. Conference Evaluations**  
324           a. Rachel Martinez will send evaluations from the 2012 Regional  
325           Conference to the Board electronically. Oscar Felix has a copy  
326           b. Discussion ensued, including the level of Professional  
327           Development at Conferences.  
328

- 329           **9. ASPIRATIONS**  
330           Russ Lamson led discussions on the ASPIRATIONS newsletter.  
331

332  
333 **I. New Business**

- 334           **1. Art Quinn Nominations**  
335           a. Derek Sporbert reviewed the process for the Art Quinn Award.  
336           b. Board Members shall submit nominations at the May Board  
337           meeting, and a recipient will be selected at that time.  
338
- 339           **2. Conference Advisory Board**  
340           a. Conference Committee Co-chairs, consisting of current ASPIRE  
341           Board members, were assigned for the 2013 Conference in Ft.  
342           Collins.  
343           i. Agenda Committee – Henry Ornelas  
344           ii. Conference Program – Russ Lamson  
345           iii. Corporate Development – Craig Harter  
346           iv. Moderators – Tina Ludens  
347           v. Entertainment – Lori Brown-Wirth  
348           vi. Special Guests – Rachel Martinez  
349           vii. Conference Advertisements and Vendors – Russ Lamson  
350           viii. Budget Committee – Cody McMichael  
351           ix. News and Media – Russ Lamson  
352           x. Head Table – Lori Larson  
353           xi. Evaluations – Jayne Pearce  
354           xii. Raffle – Tami Shugart  
355           xiii. Registration – Cody McMichael  
356           xiv. Silent Auction – Lori Brown-Wirth  
357           xv. Newcomers – Lori Larson  
358           xvi. Pre-Conference and LDI – Rachel Martinez  
359

360 **G. Good of the Order**

361 **Thank you from Derek Sporbert**

362 Thanks were given to everyone for attending with a special thank you to Lori Larson  
363 for her hospitality.  
364

365 **H. Motion to Adjourn**

366 Derek called for a motion to adjourn. Lori Larson so moved, Craig Harter seconded,  
367 and the meeting for the January, 2013 ASPIRE Board meeting adjourned at 6:05 p.m.