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3  
4 Colorado ● Montana ● North Dakota ● South Dakota ● Utah ● Wyoming

5  
6 ASPIRE Board Meeting  
7 Holiday Inn Grand Montana, Ponderosa Room  
8 January 21 & 22, 2011  
9 Submitted by: Lori Brown-Wirth  
10 Approved on February 25, 2011  
11

12  
13 **Present**

14 Dawn Eckhardt – ASPIRE President, Lynne Brown, ASPIRE Past President, Rachel  
15 Martinez - ASPIRE President-Elect, John Shafer – ASPIRE Treasurer, Lori Brown-  
16 Wirth – ASPIRE Secretary, Henry Ornelas - Colorado State President-Elect; Zach  
17 Hawkins - Montana State President, Lori Larson – North Dakota State President, Cody  
18 McMichael - South Dakota State President , Lindsay Beddes - Utah State President, and  
19 Sandy Straley – Wyoming State President  
20

21 **Absent:**

22 Nickie Archibeque – Colorado State President  
23

24 **Call to Order**

25 The meeting was called to order at 8:10 a.m. on January 21, 2011 by President Dawn  
26 Eckhardt. Dawn gave an overview of the agenda noting changes in the schedule due to  
27 call-in reports.  
28

29 **Parliamentarian**

30 Lindsay Beddes was appointed Parliamentarian.  
31

32 **President's Report**

33 Dawn distributed resignation letters from Tammy Ward and Ryan Ross. Tammy Ward  
34 accepted a non-TRiO position which meant she must resign from the Regional ASPIRE  
35 President-Elect position. Ryan Ross resigned from the Regional ASPIRE Past President  
36 position due to family crisis. Lynne Brown was elected via e-mail to fill this position of  
37 President-Elect for the remainder of the board year. Upon Ryan's resignation, Rachel  
38 Martinez was appointed to the position of President-Elect, and Lynne Brown was moved  
39 to the position of Past President. Rachel will have the option to run for Regional  
40 ASPIRE President in October 2011, but it will not be an automatic move for her to move  
41 into the position of President.  
42

43 There are many opportunities coming up. The positions of President and President-Elect  
44 for next year are open. The Treasurer position ends at the end of this year. (This position  
45 is a two year term with a two term maximum). John Shafer, the current Treasurer is  
46 finishing his second term. It was suggested that a letter be sent to Aspirations on the  
47 upcoming open ASPIRE Board positions.

48

49 Dawn Eckhardt reported that she and Lynn Brown attended the COE Board meeting in  
50 December, 2010. She said the COE Board focused on strategic planning and objectives  
51 for goals. They had a consultant in to help guide the process, which was impressive and  
52 beneficial.

53

54 Dawn hopes to attend all state meetings if timing and funding work out, and asked for an  
55 overview of the dates for each state. She reminded State Presidents that according to  
56 Operating Guidelines, Region will pay for travel and States must cover room and board  
57 for the Regional President to attend State Meetings.

58

### 59 **COE Board Meeting**

60 There continues to be a goal for all regions to meet Fair Share. Carol Gritts will discuss  
61 this further at a later time in the meeting. Fair Share may be a challenge to meet this  
62 year.

63

64 We need to put pressure on legislature to support TRiO which requires financial support.  
65 The current legislative plan is to return to 2008 funding, which will be a major hit to  
66 TRiO. There is a push for providing data as this is a data/outcomes driven legislature. It  
67 is important that each state get their Fact Book up to date. COE and Dan Benge are  
68 fantastic resources for help with Fact Books.

69

70 Policy Seminar is slated for March 6-8, 2011 in Washington DC. This includes the “Day  
71 on the Hill” to meet with legislators to provide information about our programs. Dawn  
72 encouraged everyone to attend the Leadership Summit, which is scheduled for March 5  
73 and 6. This is an intensive workshop and is included in the cost of policy. Dawn  
74 recommends that everyone go from the 4<sup>th</sup> through the 10<sup>th</sup> for the full benefit of Policy  
75 Seminar. Rachel Martinez will discuss more priorities in her upcoming Government  
76 Relations Report, stating “Champions of TRIO are not found – they are made.”

77

78 Dawn reported that the 10 for 10 Campaign for our region looks different from what  
79 Angelica Vialpando originally sent out. ASPIRE goals were renegotiated. The original  
80 numbers were very large. Last year, only two states met the goal. There should be an  
81 improvement this year. Giving toward the 10 for 10 Campaign consists of a minimum  
82 \$100 donation by June 30, 2011. This can be done in one lump sum or a monthly  
83 automatic bank withdrawal. For ASPIRE, commitments must be in place by February  
84 15<sup>th</sup>. If the commitment is achieved, the state receives one fee waiver for Policy Seminar,  
85 which is very helpful for the state. Angelica can give updates or run a report if anyone  
86 has questions on where their state is at with donations.

87

### 88 **Leadership Development Institute**

89 Oscar Felix called in at 8:37 am. Copies of the Leadership Development Institute (LDI)  
90 were distributed. Oscar reported that the 2010 LDI in Cheyenne had good attendance  
91 with 26 people. The LDI Program is evolving and improving. One of the improvements  
92 this year was going from a two track program to one track. Having everyone together

93 created a stronger sense of community. With help from COE and other TRIO support  
94 faculty, this was a good year with a solid team.

95  
96 Oscar stated that the set-up at Little America was perfect. Round tables with a built in  
97 projector and a separate room for the luncheon were ideal. LDI is not designed to be a  
98 money-making venture, but it does cover its own costs. The main costs are meals and  
99 copies. Stephanie Hicswa from the year before last covered all her own expenses. She is  
100 planning to return in 2011. Oscar will be anticipating these expenses in planning the LDI  
101 budget.

102  
103 Dawn encouraged State Presidents to contact and encourage people in their states to  
104 enroll in LDI this year as it continues to develop new leaders. Discussion ensued on LDI  
105 including the importance of commitment from Project Directors in the support of  
106 emerging leaders.

107  
108 Oscar stated that it is a privilege to serve LDI and welcomes ideas. John Shafer noted  
109 that LDI has improved a lot since Oscar et al took it over.

#### 110 111 **2011 Regional Conference**

112 Jami Bayles, the 2011 Regional ASPIRE Conference Chairperson, joined the meeting via  
113 telephone to give an update on conference planning for Salt Lake City, Utah.

114  
115 The upcoming LDI in Utah was discussed. It was noted that LDI has a separate budget  
116 from the conference. Cody advised Jami to contact Oscar about LDI needs. Rachel  
117 suggested working collectively on promoting LDI. Lay out incentives early on. Dawn  
118 noted the importance of advertising for the conference and including LDI in the  
119 registration process.

120  
121 Discussion included preconference workshops. LDI is a key component, and not just  
122 something to do before running for an office. It is good to have other workshops for  
123 those who have already completed LDI.

124  
125 Discussion of target registration numbers followed. With both Talent Search and EOC  
126 writing this year, we must be hopeful and realistic that not all programs across the nation  
127 can continue to exist without additional funding. Keeping expectations realistic is key;  
128 however, there are many new SSS programs who we hope will participate. The  
129 importance of connecting with the new programs was stressed.

#### 130 131 **Proposed 2011 Conference Budget**

132 Jami presented the proposed budget for the 2011 Conference. Highlights for the agenda  
133 so far include the keynote speaker, Jonathan McKenzie. Mr. McKenzie was  
134 recommended by Utah Past President Yvette Rosenberg. He is a motivational speaker  
135 who owns a non-profit in Chicago and is a TRiO supporter, and has significantly reduced  
136 his normal speaking fee in support of the programs.

137

138 Jami presented a proposed budget for the conference, which was reviewed in detail by the  
139 Board.

140

141 **Motion**

142 Cody McMichael moved to approve the 2011 conference budget; Lynne Brown  
143 seconded. Motion carried with all in favor.

144

145 **2011 Conference Subcommittees**

146 Jami provided an overview of the conference subcommittees and members and progress  
147 made to date with each subcommittee. Discussion included donations being received for  
148 packets, ideas for entertainment, and possible post-conference activities. Further  
149 committee assignments which were discussed included a community service project, and  
150 news/media coverage. The Board noted that the committee list looks great and seems  
151 very thorough.

152

153 Barb Waters joined the meeting via conference call.

154

155 **2011 Conference Agenda**

156 Jami has begun working through the logistics of room layout for the various parts of the  
157 conference. The hotel has been good to work with in regard to logistics.

158

159 Lindsay drew attention to a possible Oktoberfest celebration. This can only be done on a  
160 Friday or Saturday, so could be a pre-conference excursion.

161

162 The first Monday of conference will start out with a Newcomers Breakfast in lieu of the  
163 traditional Newcomers Reception on Sunday night. This event will be held before  
164 workshops begin for the day and will be by invitation only. Invitations will be included  
165 in packets at check-in.

166

167 Jami offered to send information on the 2011 conference to the states to be shared during  
168 their State Meetings highlighting what is currently in place. She requested an e-mail with  
169 anticipated numbers from the State Presidents.

170

171 Jami requested a summary of the evaluations of the 2010 Regional Conference. Lindsay  
172 reported that Utah will do all their evaluations on-line.

173

174 **2010 Regional Conference Update**

175 Brandi Roesener and Ginny Ruckman called in for the 2010 Regional Conference update.  
176 According to their budget, the conference at Little America in Cheyenne, Wyoming  
177 netted \$59,805.25. John Shafer reported his number was lower, and will work with  
178 Brandi and Ginny to identify the discrepancy. They had not included the \$4000 down  
179 payment to Little America, which is likely the reason for the difference.

180

181 Brandi and Ginny went through highlights of subcommittee reports. They had lots of  
182 help from Wyoming membership, as well as from Dawn Eckhardt and Lori Larson.

183 Little America was a great facility to work with.

184

185 Based on the 2010 conference, suggestions for future conferences included adding  
186 membership forms, which were included in the conference program this year, and were  
187 helpful. Rachel reported that the agenda went well. Tracks included balancing pre-  
188 college and college. Collaboration with other committees was key.

189

190 Setting up the registration system with C-Vent was not as user friendly as was  
191 anticipated. It is easy for participants, but more difficult for administrators. They did not  
192 think the C-Vent webinar training was thorough enough.

193

194 Sandy Straley reported on evaluations. Of the 220 people in attendance, 140 completed  
195 evaluations. There were many new TRiO people in attendance. Program Directors were  
196 the largest group. Sandy shared a summary with the board, showing percentages of  
197 satisfaction with the activities and sessions. Overall evaluations were very favorable.  
198 Separating workshops from meals were recommended. Numbers show that the  
199 workshops included a good variety and that the Personal Wellness track was a big hit.

200

201 The Board thanked Brandi and Ginny for a very successful conference.

202

203 Lori Brown-Wirth shared personal thank you notes from the book fundraiser recipients  
204 for the 2010 conference; South High in Cheyenne, Wyoming and the Rainbow Resource  
205 Center in Laramie, Wyoming.

206

#### 207 **Recess**

208 The Board Recessed at 10:18 am

209 The Board reconvened at 10:38 am

210

#### 211 **Present:**

212 Dawn Eckhardt, Rachel Martinez, Lynne Brown, John Shafer, Lori Brown-Wirth, Henry  
213 Ornelas, Zach Hawkins, Lori Larson, Cody McMichael, Lindsay Beddes, Sandy Straley  
214 and guest Carol Gritts.

215

#### 216 **Development**

217 Development Chair Carol Gritts distributed reports to Board members on ASPIRE  
218 Development and COE Fair Share. COE's fiscal year is half over (ending on June 30<sup>th</sup>)  
219 and the highest region is only at 39% of Fair Share. Currently there are five regions  
220 above ASPIRE (all are in the 30 percentile).

221

222 Due to a large number of institutions that have pre-paid institutional membership, it will  
223 be difficult for ASPIRE to meet Fair Share this year. Carol and Dawn will be in contact  
224 with COE to discuss the situation and options.

225

226 Carol noted there is again a \$400 discount for early payment being offered by COE. She  
227 has e-mailed all the programs in ASPIRE eligible for the discount to let them know.

228

229 Carol will send an updated detailed report to each State President. Discussion ensued on  
230 how many 10 for 10 commitments are still needed in each state. Carol was thanked for  
231 all her hard work and devotion to ASPIRE.  
232

233 **Finance Committee Report**

234 The Finance Committee met the evening of Thursday, January 20. John Shafer presented  
235 a review of the 2010 budget, which was distributed to Board members. John went  
236 through the report line by line, and items were explained and discussed as questions  
237 arose.  
238

239 John has moved \$20,000 to Wells Fargo to open new checking and savings accounts.  
240 The 2009-2010 ASPIRE Board elected to switch from US Bank in order to take  
241 advantage of credit card accounts that are better suited to the needs and structure of  
242 ASPIRE. John reported that he anticipates the Wells Fargo switch will be complete by  
243 the end of February 2011.  
244

245 The reason for the change in banks is that neither American Express nor US Bank will  
246 issue credit cards to ASPIRE as a corporation without an officer accepting personal  
247 financial responsibility, whereas Wells Fargo Bank will. Credit cards are currently under  
248 the name of Curtis Sandberg who has not been in the ASPIRE area for nearly five years.  
249

250 Discussion included the purchase of a NetGear attachment for the Treasurer's computer,  
251 an employee theft bond, and the fact that the ASPIRE board has saved money on  
252 expenses. John reported that Kathy Hamilton, our accountant in Laramie, Wyoming  
253 stated ASPIRE is doing a good job. After an overview of everything, John reported that  
254 ASPIRE began the year with a plan to end the year with a \$5,000 profit, and actually  
255 made \$35,000 in 2010.  
256

257 John Shafer went through each line of the proposed 2011 Budget which was developed  
258 by the Finance Committee Thursday night. Several areas of the 2011 budget proposal  
259 were discussed in detail, including membership, conference income, and an audit of  
260 ASPIRE's accounts and accounting procedures.  
261

262 The Finance Committee meeting the previous day included discussion of the COE table  
263 at their Annual Conference. Dawn gave an update on discussions. When ASPIRE's  
264 financial situation did not allow for this payment from regional funds, the sitting board at  
265 that time agreed to purchase a half table which was paid through equal contributions from  
266 state accounts. Now that ASPIRE is again in better financial standing, revision of this  
267 policy was discussed.  
268

269 Dawn proposed that ASPIRE once again support COE with the purchase of a full table at  
270 the Annual Conference. She proposed that the funding of this table be split by the region  
271 paying for half, and the states continuing to pay for half.  
272

273 **Motion:**

274 It comes moved and seconded by the Finance Committee to purchase a full table at the  
275 COE Annual Conference, with half of the cost being paid by the state associations.  
276 Motion carried with all in favor.

277

278 The ASPIRE tax exempt status is still pending. John gave an overview of committee  
279 expenses and Government Relations. The reality of sending Board members to policy is  
280 that it will cost \$2,000 more than the previous year.

281

282 A new item to consider for the budget is updating our website. We need to invest money  
283 in this, which will be further discussed later in the agenda. John asked for further  
284 questions on income and expenses.

285

#### 286 **Motion**

287 Dawn Eckhardt called for a motion to approve the Projected 2011 ASPIRE Budget.

288 Lindsay Beddes so moved, Zach Hawkins seconded. Motion carried with all in favor.

289

290 In following current accounting processes for ASPIRE, John asked all State Presidents to  
291 send copies of their financial approvals to Kathy Hamilton, ASPIRE's Accountant in  
292 Laramie, in addition to the copy to him for actual payment. John will forward an e-mail  
293 to all after the meeting.

294

#### 295 **Recess**

296 The Board recessed for lunch at 12:01 pm.

297 The Board reconvened at 1:03

298

#### 299 **Present:**

300 Dawn Eckhardt, Rachel Martinez, Lynne Brown, John Shafer, Lori Brown-Wirth, Henry  
301 Ornelas, Zach Hawkins, Lori Larson, Cody McMichael, Lindsay Beddes, Sandy Straley  
302 and guest Barb Waters.

303

304 Dawn reported that a facility tour was scheduled for 1:30 pm and the Board was joined  
305 by Barb Waters.

306

#### 307 **Corporate Development Committee**

308 Dawn Eckhardt presented the report from Corporate Development chairperson Amy  
309 Verlanic. State Presidents were asked to identify people in their states by the end of  
310 February to be part of this committee. The focus of the Corporate Development  
311 Committee efforts will be to assist states in fundraising efforts to support the individual  
312 states.

313

314 Rachel asked about tax exemption. Cash donations can be sent through ASPIRE and  
315 may be designated for each state. Once the group exemption is completed, giving can be  
316 done to individual states.

317

#### 318 **Membership Committee**

319 Lori Larson gave an overview of where ASPIRE is at with memberships. She is in the  
320 process of contacting new committee members and will be getting in touch them to call  
321 around their states to work on gaining more memberships. Current membership is 316,  
322 which is an increase of 7 members from this time last year.

323

324 There were some problems with memberships paid with credit cards at the 2010  
325 conference. Some numbers were illegible, and some were declined. To date there are  
326 still eight unpaid memberships.

327

328 Lori verified who the membership chairs are for each state. We are still looking for  
329 another 100 members by the end of the year. It is a huge challenge to get new employee  
330 names for potential membership. It is difficult to keep current employee lists. Directory  
331 information needs to go to Lori Larson.

332

### 333 **Government Relations**

334 Rachel Martinez sent e-mails before the meeting to all State presidents with an updated  
335 congressional list for their state. She discussed the importance of getting legislature  
336 involved and in asking them to join the TRiO caucus. An example question is “why  
337 wouldn’t you want to support under represented students?”

338

339 Kim Jones with COE is in charge of Government Relations updates. COE is now  
340 preparing for Policy Seminar. Rachel stressed the importance of communication with  
341 both local and national offices. COE is pushing Policy Seminar involvement and  
342 appropriations. We need lots of increase. She said we are not even sure of how much is  
343 needed just to be level funded.

344

345 Rachel reported that COE is asking everyone to ask legislators to support a \$100 million  
346 increase in funding for FY2012.

347

348 The Board discussed ideas for those who are attending Policy Seminar for the first time  
349 and John briefly discussed transferring money from Region to State for Policy Seminar.

350

### 351 **Recess**

352 The Board recessed at 1:30 pm for a tour of the 2011 Conference Facility.

353 The Board reconvened at 2:20 pm.

354

### 355 **Present:**

356 Dawn Eckhardt, Rachel Martinez, Lynne Brown, John Shafer, Lori Brown-Wirth, Henry  
357 Ornelas, Zach Hawkins, Lori Larson, Cody McMichael, Lindsay Beddes, Sandy Straley

358

### 359 **State Initiative Report**

360 A report was distributed on behalf of John Kelley and Amanda Hildebrandt with updates  
361 on each state. Dawn provided a State/Chapter Association Scorecard with benchmarks,  
362 activities, and progress.

363



364 Money is set aside in the regional budget to continue State Initiative matching grant  
365 activities at the state level. Ideas of how to distribute these funds were discussed. It was  
366 decided that each state will have the opportunity to apply for up to \$250 in matching  
367 funds. Application materials for these funds will be developed and distributed as quickly  
368 as possible.

369

### 370 **State Reports**

371 Hard copies of each state report were distributed and reviewed by each State President.

372

373 Henry Ornelas, Colorado State President-Elect presented the Colorado report. Colorado  
374 State president Nickie Archibeque was unable to attend the meetings in Billings.

375

376 Zach Hawkins presented the Montana report.

377

378 Lori Larson presented the North Dakota report.

379

380 The South Dakota report was presented by Cody McMichael.

381

382 The Utah report was presented by Lindsay Beddes.

383

384 Sandy Straley presented the Wyoming report.

385

### 386 **Recess**

387 The board took a ten minute recess at 4:20 pm.

388

### 389 **Awards Committee**

390 Dawn distributed the quarterly report for the Awards Committee chaired by Juli Larson.

391 Awards include the TRiO Achievers, Rising Star, and the Art Quinn Memorial Award.

392 The Art Quinn award is selected by the current ASPIRE Board. Candidates should be

393 presented at the May Board Meeting and will be voted on at that time.

394

### 395 **Old Business**

396

#### 397 **501(c)3 Group Exemption**

398 Dawn reported that the 501(c)3 Group Exemption is still in process. There was an error in

399 the submission process last year by missing the application fee. That fee was approved

400 by the 2009-2010 Board, and will now be issued and application resubmitted within the

401 next few weeks. Once submitted, it will take several months to learn of the final decision

402 by the IRS.

403

#### 404 **Two Year Presidency**

405 The 2009-2010 Board discussed the possibility of all states going to a two-year state

406 presidency term. Dawn stressed to the Board that this is not a requirement from the

407 Board to the State associations. Rather, it is a discussion that began last year with

408 feedback from several previous state presidents that, at the conclusion of their year on the

409 board, they felt they could be more productive in conducting ASPIRE business if they

410 were to serve a second year. Discussion of how a two-year state president term could  
411 strengthen the regional board followed.

412

413 It was noted that if states decide to proceed with a two-year state presidency term, it will  
414 likely look different in each state, just as state presidency terms currently look different in  
415 each state. South Dakota adopted the two year term in 2010. Cody McMichael reported  
416 that their first step was getting a commitment to serve. Their second step is to change the  
417 State by-laws. He discussed some of what South Dakota has done in order to make this  
418 change.

419

#### 420 **New Business**

421

#### 422 **ASPIRE'S Registered Agent**

423 The Registered Agent for ASPIRE must be someone who resides in North Dakota as  
424 North Dakota is the state of registration for ASPIRE. The Registered Agent must be an  
425 available resident of the state who receives ASPIRE mail. Dawn is the current  
426 Registered Agent and is not comfortable being both Registered Agent and Regional  
427 President. Lori Larson has volunteered to assume this responsibility.

428

#### 429 **Motion**

430 Dawn called for a motion to appoint Lori Larson as Registered Agent for ASPIRE.  
431 Sandy Straley so moved and Rachel Martinez seconded. Motion carried with all in favor  
432 with the exception of John Shafer who was out of the room.

433

#### 434 **New Business**

435

#### 436 **2012 Conference Chair**

437 Barb Waters agreed to accept the position of 2012 Conference Chair for the conference in  
438 Billings, Montana.

439

#### 440 **Motion**

441 Dawn Eckhardt called for a motion to approve Barb Waters as 2012 Conference Chair.  
442 Lori Larson so moved, Zach Hawkins seconded. The motion carried with all in favor.

443

#### 444 **2013 Conference Site**

445 Dawn distributed information about venue options for the 2013 Conference Site as  
446 identified by Hospitality Performance Network (HPN) for October 4 – 10, 2013 which  
447 will be hosted by Colorado. After much consideration, three possible venues were  
448 selected for considerations; the Renaissance Denver Stapleton, the Doubletree Denver,  
449 and the Crowne Plaza Colorado Springs. Dawn will contact HPN about negotiating with  
450 these venues. Dawn hopes to get back to the Board within a couple weeks.

451

#### 452 **Membership Rates**

453 Dawn asked the Board to consider removing the fee for emeritous level membership,  
454 which is open only to those individuals that have maintained ASPIRE Professional  
455 membership for a minimum of 10 years, and are now retired. Dawn's stated intent

456 behind removing the fee was a token of respect and appreciation for the work performed  
457 by retirees, and a way to keep all of them connected to ASPIRE through this membership  
458 category. The emeritus fee is currently \$40. Much discussion ensued.  
459

460 **Action**

461 Lindsay Beddes proposed that the ASPIRE Emeritus membership fee be reduced to \$10  
462 per year. Sandy Straley seconded the motion. Dawn Eckhardt opposed, Lori Brown-  
463 Wirth abstained, and the motion passed.  
464

465 **Recess**

466 The Board recessed at 6:12 pm on Friday, January 21, 2011  
467 The Board reconvened at 8:16 am on Saturday, January 22, 2011  
468

469 **Present**

470 Dawn Eckhardt, Rachel Martinez, Lynne Brown, John Shafer, Lori Brown-Wirth, Henry  
471 Ornelas, Zach Hawkins, Lori Larson, Cody McMichael, Lindsay Beddes, and Sandy  
472 Straley  
473

474 **May 2011 ASPIRE Board Meeting**

475 The meeting reconvened with discussion of the May 2011 Board Meeting which will be  
476 held in Colorado. Dawn will work with HPN and hopefully within two weeks, will host a  
477 conference call to discuss venues. At that time, a decision will be made on where to hold  
478 the 2013 conference. The Board meeting will be held in that location. The Finance  
479 Committee will meet on Monday, May 9, 2011 and the Board Meeting will be held on  
480 Tuesday, May 10<sup>th</sup> and Wednesday, May 11<sup>th</sup> with a goal of departing by noon on that  
481 day.  
482

483 **Operating Guidelines Review/Edits**

484 In the week preceding the meeting, Dawn asked Members to review the ASPIRE  
485 Operating Guidelines and bring suggested changes and edits to the Board Meeting.  
486

487 **Account Code Edit**

488 John Shafer noted that in the "Account Codes" section; on the first page, second row,  
489 Code 4100-00 should read "Donations – All Region." At the bottom of the second  
490 page, Code 4700-00 should read "Development – Region."  
491  
492

493 **Registered Agent Edit**

494 In Operating Guidelines, page 3 of 92, 1.6 Incorporation wording should be changed to:  
495 "The Registered Agent for ASPIRE is [01/11] Lori Larson, 625 Booth Ave / PO Box  
496 341, Larimore, ND 58251." The Board was reminded that North Dakota is ASPIRE's  
497 Incorporation state and Wyoming is currently their non-profit status state.  
498

499 **Vacancies Edit**

500 Under Elections, Dawn referred the Board to Page 5 of 92, 2.1.3 Vacancies . Paragraph 2  
501 states that the President may appoint a qualified person to fill a vacancy. Although

502 Rachel had already been appointed President-Elect by the Regional President, as a vote of  
503 confidence, Zach Hawkins entertained a motion to officially elect Rachel as President-  
504 Elect.

505

506 **Motion**

507 Zach Hawkins moved to appoint Rachel Martinez to the position of ASPIRE President-  
508 Elect for the remainder of the 2010-2011 Board year, Lori Brown-Wirth seconded.

509 Motion carried with all in favor.

510

511 Discussion ensued on vacancies. This section may need more changes and will be re-  
512 addressed at the May Board Meeting.

513

514 Returning to changes and edits for Operating Guidelines, it was noted that changes are  
515 made only after lengthy, thoughtful processes. It was also noted that Operating  
516 Guidelines are changed by the Board, but By-Laws can only be changed through a  
517 majority vote of the members.

518

519 **Membership Dues Edit**

520 Referring to page 20 of 92, 5.1 Membership Dues, line 10 must be changed to “\$10 per  
521 year for Emeritus Membership.”

522

523 **Grammatical Edits**

524 Page 53 of 92, line 451- remove “t” between words “may” and “include.”

525 Page 54 of 92, line 497 – July I should be changed to July 1.

526 Page 55 of 92, line 518 – August 1 30 should be changed to August 30.

527 Page 56 of 92, line 546 – Marcy should be changed to March.

528 Page 56 of 92, line 556 – small t at the end of the line should be removed.

529 Page 57 of 92, line 583 – small t at the end of the line should be removed.

530 Page 60 of 92, line 666 – the number 4 should be removed from the end of the sentence.

531 Page 60 of 92, line 670 – the number 4 should be removed from the end of the sentence.

532 Dawn requested that more perusal be done before the May Board Meeting; at which time,  
533 more edits will be addressed.

534

535 **Conference Registration Fees**

536 Dawn referred the Board to the Operating Guidelines Conference Registration Fees

537 Section 7.2, pages 28 – 30. There is nothing in the Operating Guidelines about when

538 fees are due, which has become problematic. Discussion of reasonable timelines and

539 payment methods followed.

540

541 **Motion**

542 Cody McMichael made a motion, Zach Hawkins seconded, and all voted in favor of the  
543 following addendum to ASPIRE Operating Guidelines 7.2 Fees. Page 28 of 92 7.2.1 will  
544 read as follows: “**Registration Payment Options** If Registration is made prior to the  
545 early bird deadline (August 15), payments must be received within 30 days of  
546 registration. If registration is made after the early bird deadline, payment is due at time

547 of registration. If payment is not received within the stated guidelines, registration will  
548 be withdrawn.”

549

550 **Motion**

551 Zach Hawkins moved, Lynne Brown seconded, and all voted in favor of the following  
552 title change to page 28 of 92. “Registration Fee Chart Early Bird Registration Deadline  
553 (August 15)” and “Regular Registration Deadline (August 16) or after.”

554

555 Dawn asked that all Board Members spend additional time after the meeting thoroughly  
556 reviewing the Operating Guidelines and be prepared to identify and discuss possible  
557 changes at the May Board Meeting. She asked that those who participated in the North  
558 Dakota, South Dakota, and Wyoming conferences give special consideration to the  
559 conference section. Further changes to the Operating Guidelines were tabled until the  
560 May Board Meeting.

561

562 **ASPIRE Listserv**

563 ASPIRE is working on a new listserv through Google Groups. The former listserv has  
564 had problems with receiving requests and approving messages. Dawn reported that this  
565 transition will hopefully be complete within a week.

566

567 **ASPIRE Website**

568 Lindsay Beddes introduced the topic of possible changes to the ASPIRE website. She  
569 asked why the old website is still up and why old information is still available. Dawn  
570 reported that several years ago the previous website domain fee went unpaid and during  
571 that time someone else purchased it. Attempts have been made to contact the current  
572 owner to have the information removed, but have had no success. Lindsay volunteered to  
573 look into the matter further.

574

575 Lindsay presented some ideas on changes to our current website, including a suggested  
576 contact for services for a fee. Dawn noted that the Board may want to take time to decide  
577 exactly what we want in a website, and cautioned everyone about starting to pay for work  
578 that is currently done by ASPIRE members on a volunteer basis. Discussion ensued.  
579 Dawn discussed the possibility of setting up a web site task force or committee. Lindsay  
580 will bring more information to the May Board Meeting.

581

582 **Motion to Adjourn**

583 Motion to adjourn was made by John Shafer and seconded Lori Larson. All voted in  
584 favor.

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586 The board adjourned at 10:47 am.

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