



1  
2  
3  
4 Colorado ● Montana ● North Dakota ● South Dakota ● Utah ● Wyoming

5  
6 ASPIRE Board Meeting  
7 January 27, 2012  
8 Submitted by: Lori Brown-Wirth  
9 Minutes Approved on 5/9/12

10  
11  
12  
13 **Present**

14 Rachel Martinez – ASPIRE President, Dawn Eckhardt - ASPIRE Past President, Derek  
15 Sporbert - ASPIRE President-Elect, Cody McMichael – ASPIRE Treasurer, Lori Brown-  
16 Wirth – ASPIRE Secretary, Henry Ornelas - Colorado State President, Lori Larson –  
17 North Dakota State President, Tina Ludens - South Dakota State President, Craig Harter  
18 - Utah State President, Jayne Pearce – Wyoming State President

19  
20 **Present via Telephone**

21 Dugan Coburn - Montana State President

22  
23 **Call to Order**

24 The meeting was called to order at 8:04 a.m. on January 27, 2012 by President Rachel  
25 Martinez. Craig Harter was appointed Parliamentarian.

26  
27 **Introductions**

28 Introductions were made around the room.

29  
30 **Approval of 10/08/11 Minutes**

31 Minutes were reviewed from October 8, 2011 ASPIRE Board Meeting. Corrections were  
32 suggested to Line 32- Change the spelling from Dave McQuire to Dave Megquire; and  
33 Line 288 - change © to (c).

34  
35 **Motion**

36 A motion was made by Dawn Eckhardt to approve the minutes with corrections. Jayne  
37 Pearce seconded the motion and all voted in favor. The amended minutes for the October  
38 8, 2011 minutes were approved.

39  
40 **Review of 10/09/11 Business Meeting Minutes**

41 Minutes were reviewed from October 9, 2011 ASPIRE Business Meeting. No suggested  
42 changes were made. The minutes will be presented for approval by the ASPIRE  
43 membership at the October 2012 Business Meeting during the 2012 Regional ASPIRE  
44 Conference.

45  
46 **Approval of 10/12/11 Minutes**

47 Minutes were reviewed from October 12, 2011 ASPIRE Board Meeting. No corrections  
48 were suggested.

49

50 **Motion**

51 Rachel Martinez entertained a motion to approve the minutes. Dawn Eckhardt so moved  
52 and Jayne Pearce seconded the motion. All voted in favor, and the minutes for the  
53 October 12, 2011 meeting were approved.

54

55 **Approval of 12/19/11 Conference Call Minutes**

56 Minutes were reviewed from the December 19, 2011 ASPIRE Board conference call.

57

58 **Motion**

59 A motion was made by Lori Larson to approve the minutes. Henry Ornelas seconded the  
60 motion and all voted in favor. The amended minutes for the December 12, 2011  
61 conference call were approved

62

63 **Treasurer's Report**

64 Cody McMichael presented the Treasurer's report. Reports were distributed for Board  
65 review. Cody reported that the finance committee met the previous evening wherein the  
66 committee approved the 2012 ASPIRE Budget.

67

68 Cody discussed the transition from the past Treasurer, John Shafer, to the new Treasurer.  
69 Rachel thanked Cody for taking on the Treasurer role and acknowledged that much work  
70 is involved.

71

72 John previously sent all the necessary financial information to the auditor. Cody  
73 summarized the report, stating that we are in a good spot financially. The board reviewed  
74 the budget, with Cody answering questions and making explanations.

75

76 Accounts receivable shows we still have not received registration fees from two people  
77 for the 2011 conference, but all bills are paid. One unbudgeted expense for \$511.26 was  
78 the necessary purchase of a new computer for the treasurer.

79

80 The Utah conference brought in more than was anticipated. Conference credit card  
81 charges were higher than expected, while conference expenses were less than what was  
82 budgeted. Total expenses were \$6522.29 less than budgeted with a net gain of  
83 \$32,137.45. The board reviewed a list of conference comparisons over the last several  
84 years. The annual regional conference is the main source of income for ASPIRE. The  
85 board was reminded that the registration fee was raised by \$25 last year.

86

87 The Executive Board spent less than what was budgeted. Thanks were given to Dawn for  
88 being cognizant of the ASPIRE budget last year. It was noted that, while we are doing  
89 better than in previous years, we still need to be frugal.

90

91 Rachel called for a pause in the Treasurer's Report and moved callers Jami Bayles and  
92 Barb Waters to the front of the agenda.

93

94 **2011 Annual Regional ASPIRE Conference Wrap Up**

95 Jami Bayles, Utah Conference Chair, and Barb Waters, Montana 2012 Conference Chair,  
96 joined the meeting via telephone.

97

98 Jami gave a brief report of how the 2011 conference went. Topics of discussion included  
99 excursions and evaluations, which have not yet been distributed to the ASPIRE board.

100 Other contributing factors to the success of the Utah conference were bringing our own  
101 equipment, having inexpensive entertainment (TRiO students), and the fact that the  
102 speakers only requested reimbursement for their travel expenses.

103

104 Improvements could have been made with better clarification and structure of committee  
105 roles. It is difficult to plan numbers for the workshop agendas when programs are  
106 waiting to see if they are refunded. Brief discussion ensued on counting meals and the  
107 use of meal tickets. Overall, the conference was good. Thanks were given to Jami for all  
108 her work.

109

110 **2012 Annual Regional ASPIRE Conference Update**

111 Barb Waters commenced with a report on the upcoming 2012 Conference in Billings,  
112 Montana, beginning with a preliminary agenda.

113

114 Discussion ensued on preconference workshops, wherein ideas and suggestions are  
115 always needed. Preconference fees were discussed and it was noted that if a participant's  
116 project membership fee is paid, there is no charge for preconference.

117

118 Discussion included having the opening speaker be entertaining and inspirational. The  
119 impression of a person may be more memorable than what they say. Discussion ensued  
120 on the agenda and times.

121

122 Discussion moved to the 2012 Conference budget. Barb went through her preliminary  
123 budget line by line. Derek recommended minor changes to concur with the Finance  
124 Committee's proposed budget for this conference. Food costs in Billings will be much  
125 less than in many other locations in the past.

126

127 Discussion moved to Committee Reports, which Barb summarized. The Board thanked  
128 Barb for her great preliminary work.

129

130 **Recess**

131 The Board took a short recess at 10:00 am.

132

133 **Reconvene**

134 The Board reconvened at 10:15 am. Dugan Coburn and Zach Hawkins joined the  
135 meeting via telephone.

136

137 **State Initiative Report**

138 Zach Hawkins introduced “Talking Points for State Chapter Scorecard” giving a brief  
139 history of doing state scorecards and their goals. He discussed how this helps each state,  
140 as well as tying the region together and empowering State Presidents. Dawn noted that  
141 the specifications were developed at the national level. Zach reported that COE  
142 describes the scorecard as a tool to effectively fulfill strategic goals. The purpose of the  
143 scorecard is to help incoming State Presidents. Henry noted that it was very helpful for  
144 him. Much discussion ensued. Zach will send a template to everyone and encouraged  
145 State Presidents to complete their scorecards and communicate with him.

146  
147 Rachel asked State Presidents to discuss state scorecards with their membership at  
148 upcoming state meetings and to communicate with each other. Sharing the burden helps  
149 to strengthen everyone at the regional and national level. She asked everyone to turn in a  
150 draft by March 1<sup>st</sup> and to collaborate with Zach on development. State Presidents should  
151 bring their completed strategic plans to the May board meeting. Thanks were given to  
152 Zach for his work on this project.

153

#### 154 **State Initiative Grants**

155 There is \$1500 allotted for 2012 State initiative Grants. Rachel and Dawn will distribute  
156 applications within the next couple months. The COE State Initiative Grant budget was  
157 \$10,000 nationally, and all ASPIRE states received funding last year.

158

#### 159 **Return to Treasurer’s Report**

160 Returning to the Treasurer’s report, Cody reviewed profit and loss for each state. Cody  
161 summarized what the finance committee does and how they develop the budget. Cody  
162 went through the proposed budget line by line with explanations for all income and  
163 expenses.

164

165 The Government Relations budget was raised to aid participation in Policy Seminar;  
166 allotting \$500 to each State President, \$2000 to Regional President, and \$1500 each to  
167 Government Relations Chair, Past-President, and President-Elect. Participation in Policy  
168 Seminar is imperative to the success of ASPIRE.

169

170 A new credit card reader was purchased for a minimal \$10 which attaches to an Iphone.  
171 Cody will run a test period on the card reader, which is reported to work very well for  
172 small businesses. This reader charges only 2.5% for credit card purchases, as compared  
173 to the 8.9% we have paid previously for credit card charges.

174

175 ASPIRE is purchasing a new website template for the ASPIRE website, which is now  
176 being updated by Dennis Stangl.

177

178 According to the 2012 budget proposal, ASPIRE anticipates an income of \$122,000.  
179 Anticipated expenses are \$98,350. This creates an anticipated gain of \$23,650 for 2012.

180

#### 181 **Motion**

182 Rachel called for a motion to approve the proposed 2012 ASPIRE budget. Lori Larson  
183 moved to approve the budget, and Lori Brown-Wirth seconded the motion.

184

185 **Approval of 2012 ASPIRE Budget**

186 All voted in favor, and the 2012 ASPIRE Budget was approved.

187

188 **ASPIRE Credit Card Policy**

189 Cody reported that ASPIRE currently has five credit cards, held by the President, the  
190 Past-President, the President-Elect, the Treasurer, and the current conference chair.

191 Derek developed a policy for use of these ASPIRE credit cards, which was approved by  
192 the Finance Committee at their meeting. Cody reviewed the policy. The secretary was  
193 selected to sign as Board Representative as she does not hold a credit card. Lori agreed  
194 to sign, and the ASPIRE board approved the policy.

195

196 **Travel Forms**

197 Cody presented the new travel form, along with a brief discussion of how it works, with  
198 explanations and expectations. It is simple to do donations in lieu of reimbursements.

199 There are now only two forms; one for Regional ASPIRE and one for State ASPIRE.

200

201 **Government Relations**

202 Mike Wade, ASPIRE's new Government Relations Chair, joined the meeting. The main  
203 recurring issue with Government Relations is ensuring TRiO appropriations. Mike  
204 distributed a handout which shared student losses and successes from previous years.

205

206 Mike noted that, in spite of the federal climate of fiscal conservatism, TRiO is one of  
207 very few programs that received an increase in funding for 2012. This is a result of  
208 utilizing COE. Mike emphasized the importance of Policy Seminar, which is coming up  
209 in March. He also discussed the importance and impacts of building ongoing  
210 relationships with our governmental officials and representatives in Washington DC.  
211 Mike shared a letter of comments from COE to the DOE outlining the role TRiO plays in  
212 DOE performance goals. Much discussion ensued.

213

214 **Policy Seminar**

215 Discussion turned to events of Policy Seminar. Pre-policy leadership events are directed  
216 at emerging leaders. Costs and advantages of attending these important events were  
217 discussed.

218

219 The role of Team Leaders being responsible for arranging meetings was discussed. State  
220 presidents are responsible for appointing Team Leaders for their states. COE will give  
221 packets to Team leaders to help with coordinating and reporting on the Hill visits. Mike  
222 encouraged everyone to communicate with each other. Reminder was made that Lobby  
223 Day, with visits on Capitol Hill, must be a vacation day.

224

225 **501(c)3 Update**

226 Mike Wade presented updates on the 501(c)3 status. He gave the history and background  
227 for the sake of new board members. The purpose of the 501(c)3 is to allow tax exempt  
228 status and to help with utilizing and attaining corporate development and donations, and  
229 avoiding paying sales tax.

230

231 This process has been continuing for many years, with legal work being done pro bono  
232 by an attorney in Laramie, Wyoming. Paperwork was originally filed in 2008. Two  
233 years later, after hearing nothing from the IRS, we were made aware of a \$3000 filing  
234 fee. In the fall of 2010, the ASPIRE Board approved payment of this fee. In February,  
235 2011 the payment was sent to the attorney to file with the IRS. After having no response,  
236 the Board decided at the October, 2011 Board meeting to stop any action and to set aside  
237 the issue.

238

239 Soon after, it was discovered that the IRS had cashed the check. We are now in a queue  
240 for the IRS to process and approve our submittal. This process may take 1-1½ years.  
241 Once approved, there are a few more steps needed for each state to attain tax exempt  
242 status. Many thanks were expressed to Mike for his on-going work with this project.

243

#### 244 **Recess**

245 With no objections, the Board recessed for lunch at 12:20 pm.

246

#### 247 **Reconvene**

248 The Board reconvened at 2:32 pm. Oscar Felix joined the meeting.

249

250

#### 251 **LDI Report**

252 Leadership Development Institute (LDI) is a very important program within ASPIRE in  
253 helping to raise leaders. Oscar Felix has been instrumental with LDI for 5 years, and is  
254 part of a high quality team.

255

256 Oscar gave a brief history of LDI within COE and ASPIRE and discussed the challenge  
257 of getting more people involved. He encouraged State Presidents to begin working on  
258 identifying emerging leaders, and to do follow up on past participants of LDI. Discussion  
259 was also made on ways to keep retired ASPIRE members involved through LDI.

260

261 Discussion of LDI included challenges, processes, and promotion. Average attendance is  
262 25 people, but Oscar would like to see this number grow. Oscar defined goals for LDI,  
263 which include getting more people involved. Dawn will send a list to State Presidents of  
264 who has participated in the past so they may look for new candidates. State Presidents  
265 were encouraged to discuss LDI at their State Meetings.

266

267 COE is pushing mentoring right now, and LDI is a good source for mentoring. It was  
268 suggested that lists be compiled of possible mentors to work with new LDI participants,  
269 and to come up with guidelines for mentoring. We should consider LDI follow-up calls.  
270 COE is always willing to help with this sort of project. Follow up will take place at the  
271 May Board Meeting.

272

#### 273 **Recess for Hotel Tour**

274 Nickie Archibeque joined the meeting. The Board left for a tour of the facilities and  
275 Colorado State University campus at 3:01 pm.

276

277 **Reconvene**

278 The Board reconvened at 4:35 pm. The agenda was rearranged due to time.

279

280 **Development Report**

281 Rachel reported that Development Chair, Carol Gritts regretted not being able to attend.

282 The Development Report was e-mailed to everyone.

283

284 **President's Report**

285 Rachel reported that she wrote an introduction, which is in the latest Aspirations

286 newsletter. She thanked everyone for their advocacy. She reminded us that government

287 representatives want to hear student voices. The next big event for ASPIRE is Policy

288 Seminar in March in Washington DC.

289

290 Rachel, along with the Past-President and President-Elect of ASPIRE, attended the COE

291 Board meeting last month in Miami. Highlights from the COE President's Report

292 included a visit to UCD campus by President Obama.

293

294 ASPIRE has many committees and Rachel is working with them. She wants to empower  
295 the membership to feel they can always contact the ASPIRE Board and committee chairs.

296

297 ASPIRE is on track to meet Fair Share, but we are lacking in personal donations. COE is

298 still extending discounts for pre-payments. Dawn gave some background behind these

299 discounts. It is important to continue to support ASPIRE as well as COE.

300

301 Rachel urged the board to become familiar with Fair Share and in contacting institutions

302 and raising donations. Working at knowing who is working at the institutions is helpful.

303 It is important to understand the process. She encouraged everyone to contact her with

304 any questions. Rachel also noted that ASPIRE is admired at the national level for their

305 accomplishments.

306

307 ASPIRE has been successful with our media work. Remember that COE staff is

308 extremely helpful with op eds, etc. Be sure to send COE supporting documentation of

309 our media efforts.

310

311 Rachel plans to attend all the state meetings. ASPIRE is doing a good job of contacting

312 and empowering alumni. She described alumni as our secret weapon. She also reminded

313 State Presidents to keep factbooks updated and on the website. She also asked everyone

314 to share their factbooks with her via e-mail. Rachel thanked the Board for giving of their

315 time.

316

317 **Membership Report**

318 Lori Larson gave an update on membership. We currently have 295 members; 275 of

319 which are Professional Memberships. We had 321 at the end of last year, so we need 46

320 more to reach last year's number. Lori asked Board members to work on Professional

321 Memberships at their state meetings. She will send a current itemized membership list to  
322 each State President, and an updated list after all the state meetings.

323

## 324 **State Reports**

325

### 326 **North Dakota**

327 North Dakota President Lori Larson reported on behalf of North Dakota. Highlights  
328 included development of a website and planning a state-wide alumni meeting. A  
329 complete report may be found on the ASPIRE website.

330

### 331 **Wyoming**

332 State President Jayne Pearce reported that Wyoming membership voted to have state  
333 presidents serve a two year term and added a Member At Large to their board. A full  
334 report may be found on the ASPIRE website.

335

### 336 **South Dakota**

337 Tina Ludens, South Dakota State President, reported on alumni successes. South Dakota  
338 is working on their co-state meeting and working on their factbook. A complete report  
339 may be found on the ASPIRE website.

340

### 341 **Colorado**

342 Colorado President Henry Ornelas reported on behalf of Colorado. Highlights included a  
343 TRiO Professional Development Training Event and upcoming FAFSA workshop, where  
344 they are partnering with several other organizations. Henry brought samples of a TRiO  
345 referral packet he put together. A complete report may be found on the ASPIRE website.

346

### 347 **Montana**

348 Dugan Coburn, Montana State President, reported via telephone, summarizing activities  
349 and accomplishments in Montana. A full report may be found on the ASPIRE website.

350

### 351 **Utah**

352 Utah President Craig Harter gave an overview of advocacy in Utah and their goal to  
353 appoint a media person. Utah is pushing towards advocating via social networking. A  
354 full report may be found on the ASPIRE website.

355

### 356 **Return to Agenda**

357 Rearrangement of the agenda, and the schedule for the remainder of the meeting was  
358 discussed.

359

### 360 **Operating Guidelines**

361 Dawn has been going through the Operating Guidelines and is through Section 7. Most  
362 of what needs reviewed are small corrections that can wait until the May meeting. She is  
363 commencing on the Committees Section and Rachel reported that she has asked  
364 committee chairs to look through them and send her any suggestions or comments.

365 Dawn reminded everyone that several changes were made by the Board last year, but the  
366 review was not completed. Rachel stated that we are working to better define the



367 guidelines and thanked Dawn for taking the lead on this project. In depth discussion of  
368 Operating Guidelines was moved to the May board meeting.

369

### 370 **2013 Conference Chairs**

371 Discussion moved to the 2013 Conference, with a summary by Henry Ornelas. Oscar  
372 Felix and Nickie Archibeque have volunteered to co-chair the 2013 Conference in Ft.  
373 Collins.

374

### 375 **Motion**

376 Rachel entertained a motion to approve Oscar and Nickie as co-chairs of the 2013  
377 conference. Lori Brown-Wirth so moved and Jayne Pearce seconded the motion. With an  
378 abstention from Derek Sporbert, who had temporarily left the meeting but had given prior  
379 approval, all voted in favor and Oscar Felix and Nickie Archibeque were elected as Co-  
380 chairs of the 2013 Regional ASPIRE Conference in Ft. Collins, CO.

381

### 382 **Art Quinn Award**

383 Discussion of the Art Quinn Award followed. Rachel reviewed the criteria and  
384 encouraged members to bring nominations to the May Board meeting. Nominators were  
385 reminded to bring supporting documentation and updates for previous nominees. If  
386 anyone has questions on eligibility they should contact Lori Larson who will also send a  
387 list to Board members of who is eligible. Art Quinn Award nominees must have served  
388 at least ten years in ASPIRE. Dawn will also send a list of previous recipients.

389

### 390 **Recess**

391 The Board recessed at 6:00 pm.

392

### 393 **Reconvene**

394 The Board reconvened at 8:03 am on January 29, 2012.

395

### 396 **Present**

397 Rachel Martinez – ASPIRE President, Dawn Eckhardt - ASPIRE Past President, Derek  
398 Sporbert - ASPIRE President-Elect, Cody McMichael – ASPIRE Treasurer, Lori Brown-  
399 Wirth – ASPIRE Secretary, Henry Ornelas - Colorado State President, Lori Larson –  
400 North Dakota State President, Tina Ludens - South Dakota State President, Craig Harter  
401 - Utah State President, Jayne Pearce – Wyoming State President

402

### 403 **Not Present**

404 Dugan Coburn - Montana State President. No telephone was provided in the meeting  
405 room on this day, and Dugan was notified via e-mail.

406

### 407 **May 2012 Board Meeting**

408 Discussion moved to the dates for the May Board Meeting in Billings, Montana. The  
409 Finance Meeting will meet at 7:30 pm on May 8<sup>th</sup>. The Board will meet all day May 9<sup>th</sup>  
410 and 10<sup>th</sup> and half a day on May 11<sup>th</sup>.

411

### 412 **ASPIRE Strategic Plan**

413 Discussion moved to an overview of ASPIRE's strategic plan, given by Derek Sporbert.  
414 This plan was most recently updated in 2005, but should be updated every two years.  
415 The strategic plan outlines the mission of ASPIRE. The current Strategic Plan is not yet  
416 finalized but will be complete by the May 2012 meeting. Derek went through the plan  
417 with updates and discussion.

418  
419 Discussion was also made regarding COE's Strategic Plan, which is nearing completion.  
420 Further discussion was made on committees. Derek will send a draft of the Strategic Plan  
421 to everyone on the Board. State Presidents should share this information with their  
422 membership at their State meetings. Rachel encouraged everyone to bring membership  
423 comments to the May board meeting.

#### 424 425 **2013 Regional ASPIRE Conference**

426 Derek reported that he is having a meeting via conference call on Monday to discuss the  
427 2013 conference with the co-chairs, Oscar and Nickie. He will report back to the Board  
428 on the theme, committees, etc.

#### 429 430 **2014 Conference**

431 Discussion moved to the 2014 Regional ASPIRE Conference in North Dakota. Lori  
432 Larson gave an update on current activities, including some ideas for accommodations.  
433 More information will be brought to the May Board meeting, at which the Board will  
434 finalize dates and location. Derek may follow up sooner with more information via e-  
435 business. North Dakota will further discuss this at their State meeting.

#### 436 437 **Awards Committee**

438 Juli Larson, the chair of the Awards committee, needs representatives from each state as  
439 committee members. A representative should be appointed by each State President.  
440 Rachel will send reminders to State Presidents asking them to send names, which she will  
441 give to Juli. Awards include Rising Star and TRiO Achievers.

#### 442 443 **Cvent**

444 Dawn gave an update on Cvent, which is the organization ASPIRE uses for on-line  
445 registration and event management. We are becoming more familiar with this tool. We  
446 currently pay a \$3700 annual fee which includes maintenance. Dawn summarized the  
447 contract which includes 450 registrations at \$6.00 per person. When larger states use it  
448 for more events and the number of registrations goes over 450, the per person cost goes  
449 up to \$7.00 and that state must cover the costs. When states need user help they should  
450 contact Dawn for assistance. Training is also included in the annual cost. Tina asked  
451 about using Cvent for evaluations, which Dawn will look into.

452  
453 Cvent was also discussed at the Finance Meeting. The contract for the \$3700 annual fee  
454 is set until 2015. At that time, ASPIRE may raise numbers, or consider using an  
455 alternative registration tool. Dawn gave a brief history of how ASPIRE's involvement  
456 with Cvent began.

#### 457 458 **Policy Seminar Continued**

459 Rachel urged everyone to be involved in the Leadership Conference preceding Policy  
460 Seminar in Washington DC in March. She also encouraged everyone to make their  
461 arrangements now, if they have not already done so. If you are using a 10 for 10 fee  
462 waiver, do not register on-line.

463  
464 Discussion ensued on the Emerging Leadership Webinar. Rachel hopes to share some of  
465 that information at Policy. Roles of the Team Leader were discussed, as well as the  
466 impact of developing relationships with Government Aides all year.

467  
468 Rachel reminded State Presidents to keep in touch with her, and with Government  
469 Relations Chair Mike Wade, on activities and results from Hill visits as they will be  
470 reporting at the rally. Rachel described the rally and what new State Presidents should  
471 expect, if they have not been to Policy Seminar before. She explained the part COE plays  
472 and noted that COE representatives are happy to join groups on Hill visits if anyone feels  
473 they need back up. Plan your conversations before going to Policy, and remember that  
474 government officials listen much more closely to students and to anyone else.

475  
476 **Motion to Adjourn**

477 Rachel thanked everyone for their attendance and called for a motion to adjourn. Dawn  
478 so moved. Henry seconded the motion and the January 2012 ASPIRE Board meeting  
479 adjourned at 9:45 am.

480