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

5
6 ASPIRE Board Meeting
7 May 10-11, 2011
8 Approved October 8, 2011
9 Submitted by: Lori Brown-Wirth

10
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, Nickie Archibeque - Colorado State President; Zach Hawkins
17 - Montana State President, Lori Larson – North Dakota State President, Cody McMichael
18 - South Dakota State President, and Lindsay Beddes - Utah State President; Sandy
19 Straley – Wyoming State President

20
21 **Call to Order**

22 The meeting was called to order at 8:10 a.m. on May 10, 2011 by President Dawn
23 Eckhardt. Lindsay Beddes was appointed parliamentarian.

24
25 **Approval of 2/11/11/Minutes**

26 Minutes were reviewed for the February 11, 2011 ASPIRE Board Meeting Conference
27 Call. Listserv was spelled incorrectly.

28
29 **Motion**

30 A motion was made by Lindsay Beddes to approve the minutes with corrections. Zach
31 Hawkins seconded the motion and all voted in favor.

32
33 **Approval of 3/31/11 Minutes**

34 Minutes for the March 31, 2011 ASPIRE Board Meeting Conference Call were reviewed.
35 Corrections were advised for lines 37, 41, 50, 52, 57 and 113.

36
37 **Motion**

38 Lynne Brown moved to approve the minutes as corrected. Lindsay Beddes seconded the
39 motion and the minutes were approved with corrections.

40
41 **Review of 10/10/10 Minutes**

42 Minutes for the October 10, 2010 ASPIRE Membership Meeting were presented for
43 Board review. Discussion ensued and corrections were advised. Amounts from line 35
44 were inaccurate. John Shafer double checked the amounts. The checking amount should
45 be listed as \$93,170.42 and the savings amount should be listed as \$51,414.86. Locations
46 should be added to line 54. The word “programs” should be changed to the word

47 “services” in line 79. Add the word “months” to line 132. In line 154, the correct spelling
48 is “Shawanna Kimbrough.” Remove the words “included in the” from Line 177.

49

50 The minutes are ready to be presented to the ASPIRE membership for approval in
51 October 2011.

52

53 **President’s Report**

54 President Dawn Eckhardt reported that she was able to attend four 2011 State ASPIRE
55 Meetings. She attended Montana’s State Meeting in February, North Dakota’s State
56 Meeting in March, and in April attended both Utah’s and South Dakota’s State meetings.
57 She was able to participate in Colorado’s State Meeting via Skype.

58

59 Dawn reported that she saved money for ASPIRE by claiming reimbursement for gas
60 only rather than for mileage. She noted that it was good to see the differences and
61 similarities among the different states. There was brief discussion of the varying political
62 parties within the region.

63

64 Dawn stated that it was good to see many ASPIRE people at Policy Seminar, which she
65 attended in March, 2011. She, President-Elect Rachel Martinez, and Past President
66 Lynne Brown will be returning to Washington DC next week to attend the COE Board
67 Meeting where they hope to make more progress in meeting with State representatives.

68

69 Fair Share is still a challenge and will be further discussed at the COE Board Meeting.
70 ASPIRE will meet their goal. Dawn discussed a conversation she had with Carol Gritts,
71 and COE after concern was expressed in ASPIRE being able to meet the Fair Share Goal.
72 This topic will be discussed further next week.

73

74 Discussion ensued on discounts, incentives, and ultimately, being able to meet our Fair
75 Share goal. We are waiting for more answers for next year. All Board members should
76 be giving to COE as well as at the regional level. Give what you can – but give
77 something.

78

79 COE Presidents met via conference call to discuss cuts. All are currently playing a
80 waiting game.

81

82 Dawn is pleased with ASPIRE in regard to State Initiative Grants. \$10,000 was set aside
83 at the national level. 27% of these funds went to ASPIRE, with 4 of our states being
84 approved for State Initiative Grants. Dawn reported that this has been a good year for
85 ASPIRE, despite cuts.

86

87 **Treasurer’s Report**

88 John Shafer reported that the Finance Committee met the previous evening to discuss
89 final numbers and the 2011 Budget. The Government Relations amount changed from
90 \$5,000 to \$6,000. At the end of 2010, ASPIRE was \$35,000 in the black. We had
91 budgeted for \$5,000, so beat the budget by \$30,000. ASPIRE received an additional

92 \$1,700 in project memberships and \$20,000 in conference registration fees. Expenses
93 were within the budgeted \$168,000 for the 2010 conference.

94
95 Dawn suggested a long term plan to set aside \$70,000 in CDs in case there is ever an
96 emergency. The CD would draw interest if ever there is a need for a “recovery year.”
97 This would present well to the membership, as well as to future contributors. At the
98 Finance Committee Meeting, a motion was made to put \$25,000 in a CD with a higher
99 interest rate. We are currently drawing about \$15.00 per month in interest. John will
100 move the funds later this week.

101
102 Discussion ensued on ASPIRE’s financial history, and review was made of the 2011
103 Budget numbers. Personal memberships generally come in September and October.
104 Further discussion took place on the credit card still being in the name of Curtis
105 Sandberg, who left the ASPIRE region several years ago. The new credit cards are being
106 put in ASPIRE’s name. Wells Fargo is the only bank found who would allow this. New
107 cards will be received next spring.

108
109 A corrected copy of the first page of ASPIRE Account Codes was distributed.

110
111 Discussion took place on the difference between the fiscal year, calendar year, and the
112 membership year.

113
114 Discussion ensued on the income portion of the budget and the upcoming conference.
115 Motion was made at the Finance Committee to increase regional conference registration
116 by \$25 for all categories. AV costs are higher, as well as meals. Meals alone will be
117 \$30,000, which is half the registration fee. This amount should not make or break a
118 program and we wish to continue to provide quality conferences. Utah is a more
119 expensive venue than were South Dakota and Wyoming.

120
121 People should be reminded that they have 30 days to pay after they register. If
122 registration is not paid within that time, their registration will be removed. Discussion
123 ensued on how costs have gone up in one year since the Regional Board meeting last year
124 at this time in the same location.

125
126 Motion was made to raise the registration fee by \$25 as of October, 2011. Nikki
127 Archibeque, Dawn Eckhardt, Lynne Brown, Rachel Martinez, Zach Hawkins, and Lori
128 Larson all voted for the motion. Lori Brown-Wirth, Sandy Straley, Cody McMichael,
129 and Lindsay Beddes voted against. John Shafer abstained. The motion carried with 6 for
130 and 4 against.

131
132 Discussion continued on the budget, including General Operating Expenses, Executive
133 Board expenses, legal fees, and C Vent, which is over budget due to extra activity. COE
134 memberships are due in December. The COE table was paid yesterday.

135
136 Another motion was made by the Finance Committee in regard to the audit. Previously,
137 audits have been done every other year. With the Treasurer position opening at the end

138 of this year, it was suggested that we skip 2010 and do an audit at the end of 2011. The
139 2011 books need to be closed at the January 2012 Board meeting. John stated he will
140 need to do extensive training with the new Treasurer. The new Treasurer should not have
141 to deal with any 2011 costs. The motion from the Finance Committee to conduct the next
142 audit at the end of 2011 carried with all in favor. This leaves 2009 and 2010 unaudited.
143

144 John stated that the auditor in Laramie must have copies of each approval in each state.
145 Currently, only regional approvals have been being sent. John will be in contact with
146 each state president, to assist them in getting copies of all their state approvals to the
147 auditor.
148

149 It was suggested that ASPIRE register with Dun & Bradstreet, which is a credit rating
150 firm. This rating system is important to future donators. Currently, ASPIRE is not
151 building credit. We have a Dun & Bradstreet number, but it is not active. There may be
152 a one-time activation fee. John will look into this further.
153

154 **Government Relations Report**

155 A report prepared by Cheryl Kingsbury was distributed. It is important to keep pressure
156 on all fronts. Discussion was made on the importance of personal stories being shared,
157 along with the numbers; stressing “we are not into it for the money – we are into it
158 because we care.”
159

160 Each state is doing a great job. We must win congress through their hearts. In the long
161 run, they will save money by having successful students paying taxes. Anecdotal stories
162 are important. The board expressed gratitude to Cheryl for all her efforts.
163

164 The Board took a 10 minute break at 10:25 am.

165 The Board reconvened at 10:35 am
166

167 **Leadership Development Institute Report**

168 Oscar Felix joined the board via telephone. A written report was distributed. Oscar
169 discussed the importance of the history of Leadership Development Institute (LDI) and
170 how it applies to the states and higher levels of advocacy. It is important to get the word
171 out about participation in LDI.
172

173 Oscar will confirm, but he believes Dave McGquire and Angelica Vialpando will give a
174 national report at the next LDI. A big hook for this year is the attempt to bring back Ray
175 Carlisle and a keynote on the perspective “How to lead without running for office.”
176

177 Dawn reported that C Vent will be up and running soon. Oscar will prepare a report on
178 LDI to include within the next couple weeks. Oscar stated that LDI is shooting for 30-35
179 participants this year. There were 24 last year.
180

181 **Membership Committee Report**

182 Lori Larson distributed copies of the Membership Committee Report. We currently have
183 375 members, which is 32 less than the end of last year. There are still some

184 memberships that have not been completed, making the number closer to only 25 or 30
185 fewer members. The main difference in memberships is between the Associate and
186 Student categories, and is not a huge difference.

187
188 Dawn stressed the importance of explaining ASPIRE to new members. Board members
189 and committee members must be up to date with their membership.

190
191 A new membership directory is still being considered. The most recent updates were in
192 2009.

193

194 **State Initiative Report**

195 Amanda Hildebrandt did a fantastic job on the report that was distributed. Lindsay noted
196 minor corrections for Utah. Dawn said she was impressed with all that is happening in
197 each state and gave Board Agenda updates.

198

199 **2011 Conference Update**

200 2011 Conference Chair, Jami Bayles, joined the Board via telephone. She provided an
201 overall subcommittee update.

202

203 Call for proposals are out with five interests received so far. Corporate Development has
204 already received two sponsorships totaling \$1150. Three more are pending.

205

206 An e-mail has been sent to Utah Project Directors asking for TRiO Achiever donations,
207 to help cover costs in getting them to the conference. If each Utah program donated
208 \$500, we would have \$5000 for the TRiO Achievers Luncheon.

209

210 Conference program committee members are working on ads and looking into the
211 structure of the program, including ways to save money. Discussion was made on the
212 possibility of not using a conference bag. Intermountain Health Care (IHC) has donated
213 250 quality water bottles valued at \$2000. We may sell or raffle them.

214

215 The entertainment committee is looking into bands for Sunday evening. Possibilities
216 include a drum group or possibly two smaller groups. Nothing is secured yet. The Fun
217 Run and t-shirts are lined up. Associated fees can be prepaid with registration or paid at
218 the conference.

219

220 Evaluations will be done electronically through a program entitled "Student Voice."
221 Lindsay has experience with the program and a link will be sent to participants within
222 five minutes of the conference. It will be important to get e-mails with registrations.

223

224 Speakers and presenters are still pending. The Head Table will be sure to have names on
225 both the front and back of nameplates. Moderators are generally selected and appointed
226 in September.

227

228 The Raffle Committee is working on large items. A calendar will be included this year.
229 They are considering the possibility of a nightly raffle. They continue to look into

230 donations and want to go big with this. Discussion ensued on the possibility of attaining
231 a credit card machine for the silent auction.

232
233 Vendor Booths will include Blumen, Hyberg, and Dean Curtis, who have all expressed
234 interest. Blumen wishes to present a workshop.

235
236 The meals have all been planned and the hotel is copasetic with being paid by check.

237
238 The keynote speaker is looking into available flights as well as his schedule. Jamie will
239 talk to him and Oscar about doing a presentation at the LDI luncheon. Dr. Mitchum's fall
240 schedule should be out within the next month. We will know then if he is able to attend.

241
242 Kudos were given to Lindsay for her work in getting meeting rooms set up. Lynne
243 Brown, the Registration chairman, and Dawn, will get C Vent up and running soon. It
244 should be done before Upward Bound programs begin their summer sessions. The
245 Registration committee decided to add a one day registration for \$100. This will not
246 include any meals.

247
248 The Newcomers committee is planning a workshop session in conjunction with the
249 Monday morning continental breakfast. The 8:00-9:00 am breakfast will include Board
250 members. One of the suggested topics is frequently used terminology within ASPIRE
251 and TRiO. Kathy Felker is working on a glossary of terms.

252
253 The Alumni Committee is inviting alumni to the Sunday keynote and President's
254 Reception. The cost of this luncheon is \$38.00 per person, so funding is necessary to
255 help with costs. Corporate sponsors are being sought. Heath Alexander is helping with
256 the newcomer track. The goal is to benefit each state's alumni with this being a pilot run
257 for all state conferences.

258
259 **Tour of Conference Center**

260 At 11:40 am, the Board joined hotel staff for a tour of the facility with the plan to break
261 for lunch and reconvene at 2:00 pm.

262
263 **Reconvene**

264 The Board reconvened at 2:01 pm.

265
266 **Elections**

267 An Elections report, prepared by Elaine Metcalfe, was distributed. Upcoming openings
268 were discussed. A new Treasurer is needed as John Shafer's second two year term ends
269 the end of December 2011. Rachel is running for the office of President. The position of
270 president-elect will also be open.

271
272
273 **Awards and TRiO Achiever Committee Report**

274 The Awards and TRiO Achiever Committee Report was distributed. Three people will
275 receive the 35 year award this year. Discussion ensued on past confusion over exactly

276 when someone is eligible for the award. There used to be a one year delay but it will now
277 be given at the conclusion of the said year.

278

279 **Financial Aid Committee Report**

280 Cody McMichael distributed the Financial Aid Committee Report. Currently, this is the
281 final year for summer PELL grants. Discussion ensued on expansion of the Financial
282 Aid Committee to a Financial Literacy Committee.

283

284 **Development Report**

285 The Development Report, put together by Carol Gritts, was distributed. The report shows
286 where each state is at toward achieving Fair Share, and which institutions owe what, as of
287 May 6, 2011 along with the potential of how much each state could bring in. We have
288 the potential of receiving over \$100,000 between August and November of 2011.

289

290 Dawn reported that she intends to speak with COE next week regarding prepayments and
291 ASPIRE's attempts to meet their Fair Share goals. She will express that ASPIRE feels
292 strongly about Fair Share changes that need to be made.

293

294 Discussion ensued on reimbursements to the Board for expenses. John stated that it is
295 better to claim your per diem and then give some back via a personal check or as a
296 donation.

297

298 **State Reports**

299 Nickie Archibeque gave the Colorado report. Lindsay Beddes gave the Utah report. The
300 Montana report was presented by Zach Hawkins. Cody McMichael gave the South
301 Dakota report. The North Dakota report was given by Lori Larson. Sandy Straley
302 presented the Wyoming state report.

303

304 The Board took an intermission at 4:00 pm.

305 The Board reconvened at 4:15 pm.

306

307 **Web Committee Report**

308 The report for the Web Committee was distributed. The Board thanked Lindsay for her
309 success in removing the old ASPIRE web site. The old domain holders deleted our files.
310 Discussion was made on new directions for the current website. The current Chair, Barb
311 Waters, wishes to step down as she is the 2012 Conference Chair. Dawn will advertise
312 this opening in Aspirations. The Chairperson is not responsible for content – only for
313 input of information given.

314

315 Items to consider include who should be chosen as the Chair, which should be the first
316 step. Lindsay noted that the coding is out of date and displays differently with different
317 browsers. We also need to consider who the audience is. Rachel will work on putting
318 together a committee to work on this for next year's term.

319

320 **2013 Conference Hotel Contract**

321 Dawn distributed a copy of the current Hilton Fort Collins contract for the 2013
322 Conference. This needs Board approval. Much discussion of the contract ensued. After
323 getting answers to a couple questions, the Board will commit to the signing of the
324 contract.

325

326 **Operating Guidelines**

327 The Board began going through the Operating Guidelines line by line with suggested
328 revisions.

329

330 2.1.2 Terms of Office – Define “Office” (dba Executive Board)

331 2.1.3 Vacancies - Line 73 – Change “officer” to “member”

332 2.1.3 Vacancies - Line 74 – Change “TRIO/EOP program must resign from office within
333 30 days” to “TRIO/EOP program or on Leave of Absence from employment in TRIO
334 position must resign from the ASPIRE Board in writing within 30 days.”

335 2.1.4 Board meeting Attendance – Line 78 – Add “President, Past President, President
336 Elect and” in front of “State Presidents”

337 2.4.2 – Responsibilities – Line 225 Change “annual audit” to “bi-annual audit”

338 2.5.2 – Responsibilities – Line 248 Omit “Send copies of approved Board meeting
339 minutes to the Treasurer [01/08] at the end of the fiscal year”

340 2.8 Disciplinary Process for Board Officers

341 Line 382 – change 60 to 30 days

342 3.1 Lines 21, 22 – Remove “President Elect, Past President, Secretary

343 3.2 – Frequency of Board Meetings

344 Lines 36, 37 – Remove “and will be sponsored in part by the state in which the
345 meeting is held”

346 Review of changes to Operating Guidelines concluded at 3.3 - Site of Board meetings.

347

348 **Recess**

349 A motion was made by Nickie Archibeque and seconded by Lindsay Beddes to recess.
350 At 6:07 pm the Board recessed for the day.

351

352 **Reconvene**

353 At 8:00 am on May 11, 2011 the ASPIRE Board reconvened. Members present were
354 President Dawn Eckhardt, President-elect Rachel Martinez, Past-President Lynne Brown,
355 Secretary Lori Brown-Wirth, Treasurer John Shafer, Colorado State President Nickie
356 Archibeque, Montana State President Zach Hawkins, North Dakota State President Lori
357 Larson, South Dakota State President Cody McMichael, Utah State President Lindsay
358 Beddes, and Wyoming State President Sandy Straley.

359

360 **2012 ASPIRE Conference Update**

361 The 2012 Conference Chair Barb Waters joined the meeting via conference call.

362 Conference materials were distributed and shown on overhead. The planned theme is
363 “Unlocking Potential – Focus on Success.”

364

365 Photos included alumni holding signs saying “Because of TRiO.....” telling how TRiO
366 helped them succeed. Discussion ensued. Half the sub-committees have been filled with

367 volunteers. Committee members are focusing on corporate assistance and working on
368 ideas to make 2012 distinctive. They are also considering a veterans and/or military track
369 with the GI bill. This will incorporate VA resources and ROTC. A technology track
370 being considered will include social media with 21st Century technology and fluency.
371 There is no end to educational options for students today. Possible excursions include
372 Red Lodge, the Little Bighorn Battlefield and Pompey's Pillar. Ideas for a service project
373 are also being considered. Sandy Straley, who was in charge of evaluations at the 2010
374 Conference, will send evaluation results to assist in planning.

375

376 **Motion**

377 A motion was made by Lori Larson to approve the 2012 Conference theme "Unlocking
378 Potential – Focus on Success." John Shafer seconded the motion and the theme was
379 approved.

380

381 **Art Quinn Award**

382 The Board entered executive session to discuss this award.

383

384 **Continuation of Operating Guidelines Revisions**

385 Further discussion was made by the Board on Operating Guidelines. John Shafer made a
386 motion to approve the discussed changes. Zach Hawkins seconded the motion, and the
387 motion passed unanimously.

388

389 A break was taken at 9:00 am to enable board members time to check out of the hotel.

390 The Board reconvened at 9:25 am.

391

392 **COE Communications**

393 COE personnel asked about how information is being communicated. Cheryl Kingsbury,
394 the Government Relations Chair, redistributes information she receives from COE.

395 Discussion ensued on the over-distribution, at times, of information and action alerts.

396 Often, members receive the same information from several different people. Many
397 possibilities were discussed and this will continue to be an ongoing issue. Dawn will take
398 Board thoughts to COE.

399

400 **C vent Contract**

401 History of the C vent contract was discussed, as well as the \$450 overage paid to C vent
402 in the 2010 budget. This was due to additional workshops that were not planned.

403 Montana is making up for their unexpected registrations. It is important to notify
404 ASPIRE as soon as possible when extra events occur with the need for registration
405 through C vent. If we know of events in advance, we may negotiate numbers.

406

407 Discussion included the benefits of using C vent; including credit card usage, ease of
408 tracking, and the simplicity of being able to register on-line. More people register and
409 come to the conference because C vent makes registration so easy; it only takes five
410 minutes. It saves much time and effort for the large states.

411

412 The disadvantage to C vent that was discussed is the fact that it is not user friendly.
413 Dawn noted that training is provided by C vent via free webinars.

414

415 **Volunteering**

416 Dawn recently attended a presentation on Community Development. It is a good idea to
417 track volunteer hours and is helpful in collecting donations by being able to report to
418 corporate donators. Rachel reported that volunteer hours and mileage can also be
419 deducted on taxes. She recommended the web site she uses; independentsector.org.
420 Dawn charged the Board with tracking their volunteer hours.

421

422 **State Budget Planning**

423 Question was raised on whether or not ASPIRE will ever be able to pay for all travel
424 expenses for Board Meetings. What portion should states plan for if budget cuts arise?
425 Dawn noted that, in previous years, we did not make money on conferences. At that
426 time, Board expenses were covered by training grants which are no longer available.

427

428 **COE Board Meeting and Update**

429 The COE Board meeting will be held next week in Washington DC. Regional ASPIRE
430 will pay for room and board, and COE will pay for travel.

431

432 The Board was reminded that ASPIRE does not pay for State President's expenses during
433 the ASPIRE conferences, but does cover travel for the January and May Board Meetings.
434 The States pay their room and board.

435

436 At State Conferences, the State pays room and board for the ASPIRE President to attend
437 their meeting, and ASPIRE pays for travel.

438

439 Dawn gave a review and explanation of the COE table, which is \$5,000. Regional
440 ASPIRE pays half the amount, and the six states share the costs for the other half. This
441 amount is \$417 for each state. States should also plan to pay \$100 each for an
442 advertisement in the Regional Conference program.

443

444 Members were reminded that 15% of all membership fees go back to the states. These
445 transactions are posted by the Treasurer on September 30 and December 31.

446

447 Discussion ensued on the annual silent auction basket for the COE Board meeting, and a
448 decision was made to take \$200 from regional funds to purchase something of quality for
449 the ASPIRE basket.

450

451 Costs for Regional conference ads were also discussed. Each Regional Board member is
452 expected to donate \$10 at the October Board Meeting to cover the cost of the Board
453 advertisement. Cody volunteered to do an ad for the 2011 Board.

454

455 **Reimbursements**

456 Discussion ensued on reimbursements for Board members traveling to Regional Board
457 meetings. The per diem amount for Salt Lake City is \$61.00. Mileage reimbursement is

458 \$0.51 per mile. John discussed methods of submitting for reimbursement or submitting
459 as a donation to ASPIRE. He stated that the cleanest method for the Treasurer is to
460 receive a check for reimbursement from ASPIRE, then send a donation check to Carol
461 Gritts as an ASPIRE donation. State Presidents were encouraged to share this
462 information with incoming State Presidents. They were also encouraged to tell them of
463 any hidden costs. We do not want being on the Board to cause financial difficulties for
464 anyone.

465

466 **Continuation of Operating Guidelines Revisions**

467 Discussion returned to revisions of the Operating Guidelines. Dawn asked Board
468 members to give suggestions to her on what areas they would like to focus on for review
469 in October. Lindsay and Rachel will focus on the Conference section. John and Lynne
470 will review Section II. Lori Larson will review membership and the Directory. Zack will
471 take Sections 6 and 8. The Board will focus on revisions to Section II at the October
472 2011 meeting.

473

474 **New Business**

475 Discussion was made on the idea of the Financial Literacy Committee, which Cody from
476 South Dakota volunteered to chair. Nickie from Colorado, Lori from North Dakota, and
477 Sandy from Wyoming volunteered to assist on this committee. We will need a volunteer
478 from Utah and Montana. Changes will also need to be made to the Operating Guidelines
479 in reference to this committee. Each state will collect information.

480

481 **Call for Proposals**

482 Conference workshop ideas are due the end of May. John volunteered to do a
483 presentation on "Avoiding Debt."

484

485 **Motion to Adjourn**

486 Motion to adjourn was made by Zach Hawkins and seconded Lynne Brown. All voted in
487 favor.

488

489 The board adjourned at 11:04 am.

490

491

492

493

494

495