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

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6 ASPIRE Board Meeting
7 Little America Hotel in Cheyenne, Wyoming
8 October 13, 2010
9 Submitted by: Lori Brown-Wirth
10 Approved October 25, 2010
11

12
13 **Present**

14 Dawn Eckhardt – ASPIRE President, Lori Brown-Wirth – ASPIRE Secretary, John
15 Shafer – ASPIRE Treasurer, Tammy Ward - ASPIRE President-elect, Nickie Archibeque
16 - Colorado State President; Zack Hawkins - Montana State President, Lori Larson –
17 North Dakota State President, Tina Hartley - South Dakota State President-Elect, Lindsay
18 Beddes - Utah State President, and Sandy Straley – Wyoming State President
19

20 **Absent:**

21 Ryan Ross, Past President
22

23 **Guests:**

24 Jami Bayles – 2011 Regional ASPIRE Conference Chairperson
25

26 **Call to Order**

27 The meeting was called to order at 11:02 a.m. by President Dawn Eckhardt.
28

29 **Parliamentarian**

30 Lindsay Beddes was appointed Parliamentarian.
31

32 **Contact Information**

33 President Dawn Eckhardt welcomed the new Board Members and requested the preferred
34 form of contact from each person.
35

36 **Board Materials**

37 President Dawn Eckhardt distributed binders containing board materials for all 2010-
38 2011 Board Members with By-Laws, Operating Guidelines and various details and
39 information for the new board, including important dates and items for consideration.
40

41 **ASPIRATIONS Newsletter**

42 Dawn explained to Board Members that State Presidents are traditionally contacted for
43 requests for articles for ASPIRATIONS. Some presidents prefer that directors receive
44 the call for articles. Dawn polled State Presidents for their preferences. Wyoming, Utah,
45 Montana, and North Dakota prefer that all Program Directors receive the call for articles.
46 South Dakota Publications Chairperson Kate Miller sends recommendations. Colorado
47 currently prefers that directors receive the call, but this may change. All State Presidents

48 should follow up with directors. Dawn reiterated that the more articles for
49 ASPIRATIONS the better. Articles go before the board for review, and there is a tight
50 turn-around. Watch for e-mails from Russ Lamson shortly before the publication dates
51 noted in the Board binders. Mention was made that ASPIRE members look forward to
52 the ASPIRATIONS newsletters.

53

54 **Policy Seminar**

55 Policy Seminar is held every March in Washington DC. Dawn stated that State
56 Presidents are expected to attend. It is highly recommended that State Presidents also
57 attend the leadership summit beforehand. There is also an annual Department of
58 Education workshop immediately after Policy Seminar which is allowable to be paid with
59 project funds. This helps to pay for Policy Seminar. In the past, ASPIRE made
60 donations to states to help make it possible for State Presidents to attend Policy Seminar.
61 The Finance Committee will review this possibility at the Regional Board Meeting in
62 January.

63

64 **Upcoming Board Meeting**

65 The 2012 Regional ASPIRE Conference will be held in Billings, Montana. Therefore,
66 the January Board Meeting will be held in Billings. ASPIRE pays travel costs for State
67 Presidents and the State Associations pay for lodging and per diem for their presidents.
68 John Shafer encouraged members to save on travel costs by using Expedia, or any other
69 discounted travel site. Using travel agents is discouraged due to the elevated costs. Tina
70 recommended the site studentuniverse.com.

71

72 Mike McLean is negotiating with the Holiday Inn and the Convention Center in Billings
73 as possible venues for the 2012 Conference. Selection of the hotel will need to be
74 approved by the current ASPIRE Board of Directors. Approval of the dates and location
75 will be discussed via conference call.

76

77 Once the hotel location for the 2012 conference has been selected, Dawn will send
78 information to board members. Each individual is responsible for making their own
79 reservation and booking their flights. Dawn encouraged everyone again to find the
80 cheapest possible reasonable route.

81

82 Board meetings generally last two full days. Finance Committee members meet the day
83 before, followed by a full day-long board meeting, and a subsequent half day. The May
84 board meeting will be held somewhere in Colorado, as that will be the 2013 conference
85 site.

86

87 **State Meetings**

88 Dawn asked each State President if they had set the dates yet for their 2011 state
89 meetings. Upon invitation, she will do her best to attend all meetings. Colorado plans
90 their State meeting around the week of February 19th. Montana's meeting is set for
91 February 2-3; South Dakota's meeting is set for April 10-12; North Dakota's meeting is
92 set for March 13-15; and Utah's meeting is set for April 13-15. Wyoming is looking at
93 the week of April 20th.

94

95 **By-laws**

96 Dawn referred board members to the by-laws tab of the ASPIRE binder. She explained
97 that a change to by-laws must be voted on and approved by the membership. Ryan Ross,
98 ASPIRE Past President, will work on updating the membership by-law change that was
99 approved at the recent business meeting.

100

101 **Membership**

102 The ASPIRE Membership list will reflect changes in light of the recent Regional
103 Conference. Regional ASPIRE Membership Chair Lori Larson will send the current
104 membership list as soon as she has it updated. Be sure to have the Membership
105 Chairperson for each state work with Lori Larson. As new programs get staff,
106 President's should encourage membership. Remember that it is also ASPIRE'S purpose
107 to help new programs succeed.

108

109 **Policies & Procedures**

110 This section will be reviewed and updated by Past President Ryan Ross. Dawn noted that
111 Operating Guidelines are under Board control, and can be changed by Board action,
112 while by-laws can only be changed via membership approval.

113

114 **Minutes**

115 There were no new minutes to approve. Dawn noted that approval of minutes generally
116 will be done through e-business. She requested approval within 30 days. Procedures for
117 e-business conference calls can be found in the binder. ASPIRE Secretary Lori Brown-
118 Wirth will send the minutes to all board members. Dawn will request a review and grant
119 a one week review period. All changes should be suggested in a "Reply to All." Dawn
120 will then send a request for votes. She will determine if a conference call is needed.

121

122 The binder also contains board minutes for the past two years. These minutes provide a
123 history of what has been happening with the board. They will be helpful for current
124 presidents, as well as conversations with predecessors. There are also empty tabs for
125 individuals to add their own information as they wish.

126

127 **Account Codes and Roberts Rules**

128 The binder includes a list of Account Codes for regional and state accounts. Roberts
129 Rules are handy "cheat sheets" with parliamentary procedures. Lori commended Dawn
130 for this helpful tool.

131

132 **Forms & Phones**

133 This section of the binder contains information on conference calling via Copper
134 Conferencing, with whom ASPIRE has an account. Each State has an account number
135 and calls cost 3 cents per minute, per person. Dawn will send the assigned pin numbers
136 to each State President.

137

138 Reimbursement forms can be found on the ASPIRE website, however an updated form is
139 included in the ASPIRE Information Binder distributed by Dawn. The updated form

140 includes the wording “*In lieu of reimbursement, donate this amount to: _____*” which is
141 an easy, painless method of giving back to the region. Receiving reimbursements is fine,
142 but it is expected that the Board donate back to ASPIRE. Per diem amounts vary by
143 location. John noted that he donates a little at a time.

144
145 Additional ASPIRE financial forms include travel vouchers on the state and regional
146 level. John noted that we need to update these forms on the website.

147
148 John Shafer reported that the ASPIRE accountant told him the board may now sign forms
149 electronically. This will save time and effort, especially for those states whose officers
150 are in different cities. John noted however, that original receipts must still be submitted.

151

152 **2011 Regional Conference**

153 Dawn turned the floor over to Jami Bayles, the 2011 Regional ASPIRE Conference
154 Chairperson. Jami updated the board on planning for the 2011 Conference in Salt Lake
155 City, Utah. The Radisson Hotel has been selected for the Conference. The board
156 commended Jami on the excellent presentation during the 2011 Conference. Jami
157 reported that the committees are going strong. They are working on speakers, budget,
158 etc. Jami reviewed each committee, along with the names of many people who were on
159 them.

160

161 Dawn stated that a conference budget proposal will need to be presented to the Board in
162 January for consideration and approval. The board thanked Jami for her presentation.

163

164 **Government Relations**

165 Rachel Martinez, the ASPIRE Government Relations Chairperson, was unable to attend
166 the board meeting, but she reported to Dawn that she will be in touch with each state
167 president regarding government relations activities. Dawn encouraged everyone to keep
168 Rachel informed of anything that is going on in their state, especially following the
169 November elections. Rachel is the central spot for information for the region.

170

171 **Development**

172 Dawn distributed folders put together by Carol Gritts, who is in charge of Development
173 and Fair Share. Outgoing presidents are traditionally responsible for these activities in
174 their states. The past presidents all received this information. Please be sure to let Carol
175 know of any changes in the materials provided in these folders. Sandy noted a change for
176 Wyoming, in that Rachel Martinez has stepped up as Wyoming Past President since Lori
177 was elected Regional ASPIRE Secretary. Utah will have a change when Yvette moves,
178 which may happen any time between December and spring of 2011. Lindsay will take
179 over the responsibilities at that time.

180

181 Dawn stated that if any states want a second person for development that is fine. This is
182 common for COE as most regions are larger than ASPIRE. Carol will send regional
183 reports. Be sure to read them and see how things are going. Although Past Presidents are
184 traditionally in charge of development within their states, this can vary from state to state.
185 Each state should find the best person as a contact for follow up and encouragement;

186 someone who can explain the benefits of ASPIRE and encourage personal donations.
187 Dawn also encouraged the State presidents to stay in touch with Project Directors. It is
188 important to keep in contact with them, keep them informed of ASPIRE activities, and
189 keep them as contacts for the Aspirations newsletters. Be sure to let Carol know what is
190 going on in your state.

191

192 **COE Fair Share**

193 The folders from Carol included a timeline for COE and ASPIRE Development. Dawn
194 discussed COE's mission and why we should support them. She noted that COE has
195 excellent Talent Search and EOC writing workshops, with Upward Bound coming up.
196 Zack encouraged having Directors attend these workshops, which are helpful in finding
197 changes and understanding the requirements. Dawn stated that if anyone is confused at
198 all, they should contact Carol as she is a helpful and effective communicator. Carol is
199 very highly regarded by the other regions. Dawn reported that ASPIRE project
200 membership benefits include support from ASPIRE as well as free attendance at
201 preconference workshops for all project staff.

202

203 **Recess**

204 The Board Recessed at 12:35 pm

205 The Board reconvened at 12:50 pm

206

207 **Present**

208 Dawn Eckhardt, Lori Brown-Wirth, John Shafer, Tammy Ward, Nickie Archibeque,
209 Zack Hawkins, Lori Larson, Tina Hartley, Lindsay Beddes; Sandy Straley

210

211 **COE 10 for 10 Campaign**

212 Discussion ensued about the COE 10 for 10 Campaign. This has been confusing for some
213 in the past. 10 for 10 is unique because there is a direct benefit for states in that they can
214 earn fee waivers to policy seminar. The number of free fee waivers given is determined
215 by a percentage based on the number of members in each state and the number of 10 for
216 10 donations received. We should keep our eyes out for the number each state must
217 attain when they are announced.

218

219 This was designed to be an easy, painless way to give, as well as to benefit each state.

220 The idea is that a \$10 donation be made through direct withdrawal for ten months to
221 qualify for the fee waivers. A donation may also be made in one lump sum, or whichever
222 way the contributor chooses. The 10 for 10 form must be completed in order for credit to
223 go towards the fee waivers.

224

225 **ASPIRE Committee Chairs**

226 Dawn distributed a list of existing ASPIRE Committee Chairs for 2010-2011. She has
227 contacted individuals to be sure they will continue their roles as chairs. Discussion and
228 review of the committee assignments followed.

229

230 **Motion**

231 Dawn called for a motion to approve the Committee Chairs as presented. John Shafer so
232 moved and Zach Hawkins seconded. All approved and the motion carried.

233

234 **New Business**

235 Discussion ensued on selecting a date for the January Board Meeting. The date was set
236 for January 20 – 22, 2011 in Billings. Dawn will announce a conference call to discuss
237 the venue within a couple weeks.

238

239 **Motion to Adjourn**

240 Motion to adjourn was made by Lindsay Beddes and seconded Lori Larson. All voted in
241 favor.

242

243 The board adjourned at 1:48 p.m.

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