



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

ASPIRE BOARD MEETING
October 15, 2014
Grand Forks, North Dakota
Submitted by Jami Bayles
OFFICIAL MINUTES – APPROVED 1/27/2015

IN ATTENDANCE

OFFICERS

Jamie Manzanares, President
Joseph Aguirre, President-Elect
Craig Harter, Past-President
John Shafer, Treasurer
Jami Bayles, Secretary

STATE PRESIDENTS

Pamela Osborne, Colorado State President
Darlene Samson, Montana State President
Dennis Stangl, North Dakota State President
Rocky Burkett, South Dakota State President
Kyle Ethelbah, Utah State President
Heather Webb, Wyoming State President

1 **CALL TO ORDER**

2 Meeting was called to order by Jamie Manzanares at 11:07am.

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4 **ROLL CALL/PARLIAMENTARIAN**

5 Roll call was made with brief introductions. Jamie Manzanares welcomed the new Board and
6 extended his appreciation to the members. Pamela Osborne was appointed Parliamentarian.

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8 **ADOPTION OF AGENDA**

9 Jamie Manzanares distributed a proposed agenda to the Board and noted an additional agenda
10 item to be included. Darlene Samson made a motion to approve the updated agenda, Kyle
11 Ethelbah seconded, and the agenda was approved unanimously.

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13 **CONFERENCE FEES**

14 Jamie Manzanares informed the Board of a conference refund request. The Board addressed the
15 request and discussion ensued.

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17 **Executive Session**

18 The ASPIRE Board went into Executive Session at 11:19am to discuss the conference refund
19 request. The ASPIRE Board left Executive Session at 11:22am.

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21 **ACTION ITEM**

22 Joseph Aguirre made a motion to approve the conference refund request, less the \$100
23 processing fee. Heather Webb seconded and the motion was carried.

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25 **BOARD MATERIALS**

26 Jamie Manzanares distributed jump drives to the Board that contain electronic copies of
27 Operating Guidelines, By-Laws, and other Board related forms.

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PAST PRESIDENT REMARKS

Craig Harter expressed his excitement for the upcoming year and looks forward to working with the new Board.

PRESIDENT-ELECT REMARKS

Joseph Aguirre spoke about his goals as President-Elect and expressed his enthusiasm to working with the Board.

SECRETARY REMARKS

Jami Bayles expressed her excitement about her new role as Secretary and looks forward to working with the Board.

TREASURER ORIENTATION

John Shafer gave a brief orientation of fiscal operations to the Board. He reminded the Board that transportation costs associated with January and May Board meetings are paid by region, and hotel and per diem are paid by states. Each state treasurer should have deposit slips and a deposit stamp from Wells Fargo. Checks are not to be sent to John, he does not handle the money. Checks for membership should be sent to Dawn Eckhardt, Membership Chair, for deposit. Checks for development, project membership, or donation should be sent to Carol Gritts, Development Chair. John stated that professional membership rebates would not be entered until December 31st, but that he will continue to send estimated amounts to state presidents.

2015 BOARD MEETING DATES

The 2015 January Board meeting is confirmed for January 26-28, 2015 in Jackson Hole, Wyoming.

The 2015 May Board meeting is tentatively scheduled for May 18-20, 2015 in Rapid City, South Dakota. Rocky Burkett asked if travel compensation would be available for the 2015 Conference Chair, Phil Coghlan, who lives five hours from Rapid City. John suggested those costs be incorporated into the 2015 conference budget.

ACTION ITEM

John moved to accept the proposed May 18-20, 2015 May Board meeting dates in Rapid City, South Dakota. Joseph Aguirre seconded the motion and the dates were unanimously approved.

CALENDAR FOR ASPIRE STATE CHAPTER MEETINGS

Jamie Manzanares passed around a calendar and asked state presidents to indicate the dates of their respective chapter meetings so that he can begin making travel plans for the upcoming year.

ASPIRE COMMITTEES AND APPOINTMENTS

Jamie Manzanares asked state presidents to send him the names of those who have been appointed to be representatives for specific ASPIRE committees by November 15th as per the Operating Guidelines, and encouraged Board members to volunteer to chair remaining committees.

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75 **CODE OF ETHICS LETTER**

76 Jamie Manzanares suggested that a Code of Ethics Letter, similar to the COE Code of Ethics, be
77 created for the purpose of ensuring professionalism among the Board members and keeping
78 sensitive information discussed during region Board meetings confidential. Discussion ensued.
79 Kyle Ethelbah and Heather Webb volunteered to draft a letter to be presented at the January
80 Board meeting.

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82 **GOALS & TASKS FOR 2014-2015**

83 Jamie Manzanares asked the Board members what goals they would like to pursue for
84 the upcoming year.

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86 John Shafer stated that he would like to see more cohesion within the region and improve
87 camaraderie with the membership. Darlene Samson stated that she would like to involve the
88 membership more, and improve the communication between the Board and membership. Joseph
89 Aguirre stated that there needs to be better information sharing with the membership such as a
90 databank with resources and best practices information.

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92 Kyle Ethelbah stated that new members are constantly being asked to donate money at the region
93 conference which causes initial hesitation about their willingness to be involved in ASPIRE.
94 Rocky Burkett piggybacked Kyle's statement and added that having the first business meeting at
95 the beginning of the conference could be counterproductive. Rocky explained that when large
96 amounts of money are being reported in the ASPIRE budget it is often difficult to explain to new
97 individuals the need for continual donations. Rocky also stated that he would like to see a new
98 award be available to individuals that do not qualify for the Rising Star or Art Quinn awards, but
99 have been a member of ASPIRE for 4-10 years and deserve recognition for their excellent
100 performance as a TRIO professional.

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102 Heather Webb stated that the membership in Wyoming often feels a 'disconnect' to both the
103 state and region since they only meet a few times a year as professionals. Heather added that she
104 would like to see better communication between the two entities. Darlene recommended that
105 each board member come up with two goals to be discussed further at the January Board
106 meeting.

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108 Jamie Manzanares asked the Board to review the Operating Guidelines and By-Laws and send
109 any recommended changes to Craig Harter or Jami Bayles.

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111 **GOOD OF THE ORDER**

112 Discussion ensued about travel arrangements and booking deadlines for the January Board
113 meeting.

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115 **MOTION TO ADJOURN**

116 Jamie Manzanares called for a motion to adjourn. Kyle Ethelbah so moved, John Shafer seconded, and
117 the October 15, 2015 ASPIRE Board meeting adjourned at 12:28pm.