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

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6 APPROVED Minutes
7 ASPIRE Board Meeting
8 October 5, 2013
9 Submitted by: Lori Brown-Wirth
10 Approved January 21, 2014
11

12 **Present**

13 Derek Sporbert, ASPIRE President
14 Craig Harter, ASPIRE President-Elect
15 Rachel Martinez, ASPIRE Past-President
16 Lori Brown-Wirth, ASPIRE Secretary
17 Cody McMichael, ASPIRE Treasurer
18 Henry Ornelas, Colorado State President
19 Russ Lamson, Montana State President
20 Lori Larson, North Dakota State President
21 Rocky Burkett, South Dakota State President
22 Tami Shugart, Utah State President
23 Jayne Pearce, Wyoming State President
24 Pamela Osborne, Colorado President-Elect
25 Darlene Samson, Montana President-Elect
26

27 **A. May 7, 2013 - Call to Order, Appointment of Parliamentarian**

- 28 1. The meeting was called to order at 9:06 a.m. by Derek Sporbert. Craig
29 Harter was appointed Parliamentarian.
30

31 **B. Introductions**

- 32 1. Introductions were made around the room.
33 2. Derek Sporbert welcomed newcomers and gave an overview of board
34 proceedings.
35

36 **C. Approval of Minutes**

- 37 1. **Review of Minutes for May 2013 ASPIRE Board meeting**
38 a. Line 90 – change Larsen to Larson
39 b. Line 274 – change Montana to Utah
40

41 **Action Item**

42 Cody McMichael moved to approve the minutes as amended. Lori Larson
43 seconded the motion. The minutes for the May 6-7, 2013 ASPIRE Board meeting
44 were approved.
45

46 **D. Officer Reports**

- 47 1. **President Report**

- 48 a. Derek Sporbert reported that the overall state of ASPIRE is good.
49 b. Derek Sporbert gave a brief background of ASPIRE for
50 newcomers, along with plans and budget directions of the Board
51 over the last few years.
52 c. Derek Sporbert reported on his participation as ASPIRE President
53 at state meetings, and continuing with development of the region.
54 d. Derek Sporbert reported that ASPIRE met 128% of Fair Share this
55 year. Each state met 100% or more of Fair Share. ASPIRE is the
56 only region that did so.
57 e. South Dakota won as the first state to reach 100% project
58 membership for their state. Utah came in second.
59 f. Derek Sporbert gave an overview of the upcoming meeting; stating
60 that a more thorough regional update will be given at the ASPIRE
61 Business meeting.
62 g. The complete President's Report will be posted on the ASPIRE
63 website.
64

65 **2. Finance Report**

- 66 a. Cody McMichael reviewed the Finance Report, which was
67 projected on an overhead screen.
68 b. Cody McMichael reported that the budget is on track and went
69 through income and expenses line by line with explanations and
70 details.
71 c. Cody McMichael reported project membership overall is better
72 than in previous years.
73 d. Cody McMichael explained credit card fees and the process of
74 submitting credit cards. Fees have been cut in half from previous
75 years, thanks to changes and much effort. Cody McMichael
76 discussed some of these process changes.
77 e. Cody McMichael explained the rise in travel expenses caused by
78 unexpected fees for the HEP meeting, as well as the COE Board
79 meeting being held in San Juan, Puerto Rico.
80 f. Cody McMichael noted that line items for COE Board travel was
81 broken up by the Finance Committee this year in order to show
82 more accuracy.
83 g. Each state received \$1,000 last spring for Government Relations
84 which helps enable State Presidents to attend Policy Seminar in
85 Washington D.C.
86 h. Cody McMichael gave an overview of the 10 for 10 donations to
87 COE, which assists the states by awarding fee waivers for Policy
88 Seminar to states who reach their goal. Discussion ensued.
89 i. Cody McMichael explained why ASPIRE has insurance and the
90 value of having this safety precaution.
91 j. Accountant fees will go up slightly this year in lieu of the
92 upcoming audit.

- 93 k. CVent fees are higher due to State Conferences. The states which
94 accrued the additional costs will cover the difference.
95 l. Cody McMichael explained conference table costs to each state.
96 These funds will be taken from state accounts. Membership
97 rebates for each state will be given in December.
98 m. After giving an overview of conference expenses, Cody
99 McMichael reported that income for this conference looks good.
100 We currently have 243 registrations; most of which are paid. The
101 goal was 225 attendees when the budget was created. Colorado
102 did a good job with donations and exhibitor fees. ASPIRE
103 anticipates a \$40,000 profit for this conference.
104 n. Derek Sporbert reminded the Board that the goal for ASPIRE is to
105 maintain two years of operating expenses in the budget.
106 o. The Board accepted the Finance Report as presented with no
107 amendments.
108 p. Cody McMichael gave a synopsis the ASPIRE Store along with a
109 summary of the work that has been done and continuing efforts
110 work out all the kinks. Registrations and memberships are now
111 paid through the ASPIRE Store. This is much safer than paying
112 through CVent. Oh behalf of the ASPIRE Board, Derek Sporbert
113 thanked Cody for all his time and efforts.
114
115

116 **E. Committee Reports**

117 **1. 2013 Conference**

- 118 a. Derek Sporbert gave an update on the 2013 ASPIRE Conference,
119 thanking Colorado for hosting the event.
120 b. Food and beverage requirements have been met, and we exceeded
121 the contracted room block by 75 nights.
122 c. Some last minute rearrangements have been made to the agenda
123 due to COE officials attendance.
124 d. Derek Sporbert reported that, overall, this is a strong conference.
125

126 **2. 2014 Conference**

- 127 a. Craig Harter reported on the anticipated 2014 conference, which
128 will be held in North Dakota October 12-15, 2014 at the CanadInn
129 & Aleris Center. Cara Davis is the Conference Chair.
130 b. The ASPIRE Board reviewed the facilities in January, 2013 and
131 will do so again in at the May, 2014 ASPIRE Board meeting.
132 c. Discussion ensued on plans and accommodations for the 2014
133 conference. Craig Harter urged State Presidents to encourage
134 attendance in their states.
135 d. Lori Larson shared a promotion video with the Board with the logo
136 “Energizing Tomorrow’s Future.”
137

138 **Action Item**

139 Lori Brown-Wirth moved to accept the video and logo. Russ Lamson seconded
140 the motion. All voted in favor to accept “Energizing Tomorrow’s Future” for the
141 theme of the 2014 Regional ASPIRE Conference in North Dakota. The motion
142 carried.

143

144 ***Recess***

145 The Board recessed at 10:27 a.m.

146 ***Reconvene***

147 The Board reconvened at 10:42 a.m.

148

149 **F. Committee Reports Continued**

150 **3. 2015 Conference Committee**

- 151 a. Rocky Burkett gave a summary of the conference.
152 b. Current contract details include no attrition or cancelation fees.
153 c. The Ramkota has been recently remodeled and is very
154 accommodating. They are offering complimentary shuttle service
155 to the airport and to downtown Rapid City. There are many
156 recreation and restaurant options.
157 d. The ASPIRE Board will hold the January Board Meeting at the
158 Ramkota in Rapid City, SD and will review the accommodations at
159 that time.

160

161 **4. State Initiative**

- 162 a. Lori Larson reported.
163 b. Five of the six states received State Initiative Grants. Lori Larson
164 reported on the amounts awarded to each state and what the funds
165 were used for.
166 c. Lori Larson asked that State Presidents keep her up to date on what
167 each state is doing and encouraged more collaboration between the
168 states.
169 d. Rachel Martinez led discussion on ways for the states to better
170 collaborate and communicate, including through ASPIRATIONS
171 and EduGuide.
172 e. Lori Larson thanked all the states for their activities in promoting
173 TRIO, and asked that each state let her know who their State
174 Initiative Chairs are.
175 f. Discussion ensued on the need for growth in strengthening State
176 Initiative Grants. The Board may do a conference call at a later
177 date on this topic.
178 g. Discussion also took place on COE State Initiative Grants which
179 are due December 1st. Last year only two ASPIRE states received
180 these matching funds. Rachel Martinez encouraged everyone to
181 apply for these funds.

182

183 **5. Government Relations**

- 184 a. Rachel Martinez gave a brief update on Government Relations and
185 stated that she and Michael Wade are working on the official
186 report, which will be given at the ASPIRE Business meeting.
187 b. Discussions included the government shut-down, the recent COE
188 Government Relations Conference call, and the debt ceiling, which
189 Rachel Martinez reported was raised 17 times under the Reagan
190 administration.
191 c. Further discussion included the importance of contacting
192 legislators and continuing an aggressive campaign of advocacy.
193 d. Rachel Martinez led discussion on forms of contact, methods,
194 information, and the importance of building relationships with
195 legislators.
196 e. Rachel Martinez briefly discussed impacts of the FY2014 funding
197 bill.

198 ***Recess***

199 The Board recessed at 11:32 a.m.

200 ***Reconvene***

201 The Board reconvened at 1:13 p.m.

202
203 **Also Present:**

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205 Jami Bayles, Utah President-Elect
206

207 **G. Committee Reports Continued**

208 **6. Membership Committee**

- 209 a. Lori Larson presented the report for Cara Davis.
210 b. Lori Larson distributed state lists and gave updates for each state.
211 c. Membership is down slightly.
212 d. Suggestion was made to update membership descriptions and
213 benefits on the ASPIRE website.
214 e. Rachel Martinez made a statement on creating a culture of
215 membership and tying the membership Report into the state
216 scorecards.
217

218 **7. Development Committee**

- 219 a. Rachel Martinez shared an overview of Carol Gritts' report.
220 b. The report included new initiatives, ASPIRE Development, COE
221 Fair Share, ongoing fundraising and changes in membership.
222 c. ASPIRE succeeded in gaining many new Project memberships this
223 year. The fee is \$100 and may be paid with grant funds.
224 Discussion ensued on member benefits and the importance of
225 encouraging membership and supporting ASPIRE
226 d. Rachel Martinez gave an update on COE's 10 for 10 campaign.
227 e. Derek Sporbert led discussion on recognizing donations and
228 contributors.

229 **H. State Reports**

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- 246 **COE President Maureen Hoyler joined the meeting.**
- 247 Derek Sporbert welcomed Maureen Hoyler and introductions were made.
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- 249 **I. Return to State Reports**
- 250 **3. Utah**
- 251 a. Tami Shugart gave the Utah report.
- 252 b. Utah is currently updating their website and resources.
- 253 c. Utah is working on a video commercial and holding an Emerging
- 254 Leaders workshop in April.
- 255 d. Utah is working on building government relations, alumni
- 256 relations, and development.
- 257 e. Maureen Hoyler gave a brief account of the Absolute Priority
- 258 evaluation from several years ago, and gave Utah credit for helping
- 259 to kill it. Discussion ensued.
- 260 f. A full report for Utah may be found on the ASPIRE website
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- 262 **4. Colorado**
- 263 a. Henry Ornelas gave the Colorado report.
- 264 b. Updates included Colorado's work with advocacy, media, and
- 265 technology.
- 266 c. Henry Ornelas shared Colorado's new fact book, which includes
- 267 more student stories. Pamela Osborne has plans to put it on
- 268 EduGuide.
- 269 d. Colorado is moving forward with memberships and partnerships.
- 270 e. Colorado's goals include work on improving advocacy and
- 271 government relations.
- 272 f. A full report may be found on the ASPIRE website.
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- 274 **5. Wyoming**
- 275 a. Jayne Pearce reported on Wyoming.

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- b. Wyoming membership remains steady with attendance having risen at the State meeting due to partnerships with Gear Up and College Access Challenge Grant personnel.
 - c. Wyoming's Government Relations update included a great TRIO day. Jayne Pearce noted that Wyoming is fortunate to have Rachel Martinez and Michael Wade.
 - d. Jayne Pearce gave updates on Wyoming's goals, media relations, and the State Initiative Grant for alumni relations.
 - e. Trinity Thorpe, a former Wyoming Upward Bound student, was recognized at the COE Conference in Chicago as a TRIO Achiever.
 - f. Rachel Martinez reported on Senator Enzi's role in the HELP Committee and the Enzi/Cheney race.
 - g. Jayne Pearce reported on her plan, as Past-President to update Wyoming's Operating Guidelines and line them up with those of Regional ASPIRE.
 - h. A full report may be found on the ASPIRE website.

294 **6. Montana**

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- a. Russ Lamson presented the Montana report.
 - b. Russ Lamson reported the Montana has great legislative relationships and gave an overview.
 - c. Amy Verlanic, the incoming COE Board Chair is from Montana.
 - d. Russ Lamson gave the membership update and discussed Montana's strategic plan and media plans.
 - e. Montana will be collaborating with Gear Up for their 2014 Spring Conference.
 - f. A full report may be found on the ASPIRE website.

305 **J. Unfinished Business**

306 **1. Operating Guidelines**

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- a. As Past President, Derek Sporbert will continue to work on updating the Operating Guidelines.
 - b. Discussion led to conducting e-business; consensus is that the telephone is a more efficient way to conduct business.
 - c. Rachel Martinez discussed the difference between By-Laws, which are changed by the membership, and Operating Guidelines, which are changed by the Board.
 - d. Discussion included refund policies, better ASPIRE communication and the ASPIRE mission.

317 **2. Strategic Plan**

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- a. Derek Sporbert reported that it is time to re-evaluate the ASPIRE Strategic Plan; which is done every other year.

321 **3. State Websites**

- 322 a. Utah and Montana are now hosted under the Regional website.
323 b. The domain has not changed. Dennis Stangl, who maintains the
324 ASPIRE Regional Website, is great to work with.
325 c. Discussion ensued. All states are working towards joining the
326 Regional ASPIRE host website.
327

328 **4. Corporate Development Materials**

- 329 a. Derek Sporbert led discussion on the importance of finding ways
330 to make our conferences more profitable.
331 b. Much discussion ensued.
332 c. Derek Sporbert stated that the best next step is to consider options
333 for review by next year's Board.
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335 **K. COE Update**

336 **1. COE President Maureen Hoyler**

- 337 a. Maureen Hoyler gave updates on the SSS competition and asked
338 the Region what they want to see come from this competition.
339 b. Maureen Hoyler discussed appropriations and legislative support.
340 Discussion of impacts in our region ensued.
341 c. Maureen Hoyler discussed reauthorization and asked what things
342 COE could address, including umbrella language and calculating
343 prior experience points.
344 d. COE is working on their Strategic plan; bringing it to the COE
345 Board in December.
346 e. Rachel Martinez read the ASPIRE Mission Statement and
347 discussion ensued.
348 f. Maureen Hoyler stated that COE wants to address forward
349 thinking on competitive preference. The overall goal of COE and
350 TRIO is to help students. Discussions ensued.
351 g. Gratitude was expressed to Maureen Hoyler and COE for their
352 efforts, before her exit.
353

354 ***Recess***

355 The Board recessed at 3:40 p.m.
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357 ***Reconvene***

358 The Board reconvened at 3:49 p.m.
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360 **Return to Unfinished Business**

361 **1. Conference Advisements**

- 362 a. Board members gave brief updates on committee reports as Board
363 Liaisons for the 2013 Conference.
364 b. Discussion ensued.
365

366 **L. New Business**

367 **1. ASPIRATIONS Newsletter**

- 368 a. Russ Lamson gave an update and suggested linking current issues
369 of ASPIRATIONS to the ASPIRE website.
370 b. Discussion ensued on including an ASPIRE calendar of upcoming
371 events and conferences.
372

373 **2. Communication**

- 374 a. Rachel Martinez and Derek Sporbert reported that work is being
375 done on ways to improve communication between COE, the
376 regions and the states.
377 b. COE is working on creating templates and logos; including getting
378 rid of the small “i” in TRiO to promote cohesion.
379 c. Discussion ensued on promoting TRIO and programs on
380 campuses.
381

382 **3. Conference Refunds**

- 383 a. The Board briefly discussed a late refund request.
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385 **Action Item**

386 Craig Harter moved to table discussion of a late conference refund request until
387 the Board meeting following the conference. Cody McMichael seconded the
388 motion and the discussion was tabled.
389

390 **M. Good of the Order**

391 Derek Sporbert addressed upcoming elections for President Elect of Regional
392 ASPIRE and Treasurer and discussed housekeeping issues.
393

394 Derek Sporbert thanked the Board for all their work and help this year.
395

396 Rachel Martinez noted that she looks forward to continuing to work with the
397 ASPIRE Board during her national committee service, noting that ASPIRE has
398 had strong impact at the national level.
399

400 **Motion to Adjourn**

401 Derek Sporbert called for a motion to adjourn. Rachel Martinez so moved and Tami
402 Shugart seconded. The meeting was adjourned at 4:40 p.m.
403