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4 Colorado ● Montana ● North Dakota ● South Dakota ● Utah ● Wyoming
5

6 ASPIRE Board Meeting
7 MINUTES APPROVED ON 5/20/14
8 Rapid City, South Dakota
9 January 20, 2014
10 Submitted by: Lori Brown-Wirth
11

12 **Board Members Present**

13 Craig Harter, ASPIRE President
14 Derek Sporbert, ASPIRE Past-President
15 Jamie Manzanares, ASPIRE President-Elect
16 John Shafer, ASPIRE Treasurer
17 Lori Brown-Wirth, ASPIRE Secretary
18 Pamela Osborne, Colorado State President
19 Darlene Samson, Montana State President
20 Lori Larson, North Dakota State President
21 Rocky Burkett, South Dakota State President
22 Jami Bayles, Utah State President
23 Joseph Aguirre, Wyoming State President
24

25 **Call to Order**

26 The meeting was called to order at 8:39 a.m. by President Craig Harter.
27

28 **Parliamentarian**

29 Jamie Manzanares was appointed Parliamentarian.
30

31 **Quorum**

32 A quorum was established.
33

34 **Introductions**

35 Introductions were made.
36

37 **ACTION ITEM**

38 Derek Sporbert made a motion to approve the agenda. Darlene Samson seconded the motion and the
39 agenda was approved unanimously.
40

41 **Minutes from October 2013 Board Meeting**
42

43 ASPIRE minutes from the October meetings were reviewed with the following edits:
44

45 October 5th meeting:

46 Line 92 – Cvent with no space

47 Line 204 – Change “Jaymi” to “Jami”
48

49 October 9th meeting:
50 Line 17 – remove “acting”
51 Line 25 – remove line referencing Past-President
52 Lines 82, 117 – Correct spelling from “Aguirres” to “Aguirre”
53

54 **ACTION ITEM**

55 Lori Larson moved to approve the minutes from the October 2014 Board meetings with corrections.
56 Derek Sporbert seconded the motion and the October Board Meeting minutes were approved.
57

58 **Minutes from October 2013 Business Meeting**

59 ASPIRE Business Meeting minutes were reviewed. The following changes were made:
60

61 Line 111 – “Fact Book” should be changed to “fact book”
62 Lines 160, 162, 175 – Correct spelling from “Mansaneres” to “Manzanares”
63 Lines 167, 169, 179 – Correct spelling from “Shaefer” to “Shafer”
64 Line 163 - Correct spelling from “Aguirres” to “Aguirre”
65

66 The corrections to October 2013 ASPIRE Business Meeting were accepted as amended; to be
67 approved by the membership at the October 2014 Business meeting.
68

69 **President’s Report**

70
71 President Craig Harter gave highlights from the recent COE Board meeting. ASPIRE is proud to have
72 ASPIRE members Amy Verlanic as Board Chair and Oscar Felix as Board Chair Elect.
73

74 Discussion ensued on whether or not COE Board Chairs pay registration at ASPIRE conferences.
75 Operating Guidelines are clear that the COE Board Chair does not pay registration at ASPIRE
76 conferences.
77

78 **Government Relations**

79 Rachel Martinez called in at 9:00 a.m. to give Government Relations update. Updates included the
80 passing of the Ominbus bill, the government shutdown, sequestration cuts and increases, and how they
81 will be applied.
82

83 Rachel Martinez encouraged everyone to reach out to legislators and thank them if they voted for the
84 bill. TRIO programs were the largest recipients of education funds, but it is still not enough. We
85 should be appreciative, but push for continual increases. She referred everyone to Maureen Hoyler’s
86 letter to assist in referencing comments on your state, which will help with conversations at Policy
87 Seminar. Several specific colleges and universities are listed.
88

89 Discussion ensued on Policy Seminar and registration deadlines. Rachel Martinez requested a list of
90 everyone who is attending Policy Seminar from each state. Discussion ensued on how we can
91 continue to push for TRIO support.
92

93 Legislators love student success stories, but we also need to provide good data in fact books. Numbers
94 speak louder than stories. Rachel Martinez encouraged State Presidents to be working on data for their
95 state. She and Michael Wade will help in any way needed. Any data is better than no data.
96

97 Rachel Martinez also encouraged everyone to attend Leadership Summit the weekend before Policy
98 Seminar, as well as the Department of Education relations meetings immediately following Policy
99 Seminar.

100
101 Narrative took place on programs that are still recovering from losses; such as McNair.

102
103 Thanks were given to Rachel Martinez for her time and efforts.

104
105 **Membership Report**

106 Dawn Eckhardt called into the meeting at 9:30 a.m. with the membership report. ASPIRE currently
107 has 291 members. More members are anticipated as a result of state meetings this spring. Dawn
108 Eckhardt stated that she will provide updated membership rosters to State Presidents before their state
109 conferences, and reminded them to be sure to encourage membership within each state. She is also
110 working on an employee directory for each educational institution within ASPIRE listing all TRIO and
111 Gear Up employees, and requested assistance from State Presidents. It was noted that these lists are
112 always changing.

113
114 Craig Harter reminded everyone that ASPIRE membership fees help the region as well as the states. A
115 journal transaction is completed at the end of each year, giving 25% of membership fees back to the
116 state that collected them.

117
118 Further discussion ensued on Gear Up, the ASPIRE list serve, and the value of paying memberships
119 through the ASPIRE on-line store. John Shafer reported that it is a secure website. Note was also
120 made that the Finance Committee has been in discussions regarding the fact that the CVent contract
121 expires in March of 2015.

122
123 Thanks were given to Dawn Eckhardt.

124
125 ***Recess:***

126 The Regional ASPIRE Board recessed at 9:42 a.m.

127
128 ***Reconvene:***

129 The Regional ASPIRE Board reconvened at 10:00 a.m.

130
131 **Parliamentarian**

132 Jamie Manzanares was reappointed parliamentarian.

133
134
135 **Treasurer Report**

136 John Shafer presented the membership with the Treasurer's Report. The 2013 budget was presented
137 on the overhead, and John Shafer went through the budget line by line with notations and explanations.
138 This report may be found on the ASPIRE website.

139
140 Brief discussion ensued on the financial history of ASPIRE and the work of Past Presidents Michael
141 Wade and Dan Benge for their efforts in bringing ASPIRE out of the red. Successful conferences also
142 contributed.

143

144 Discussion was made on the 2013 conference costs in Colorado. More examination of costs needs to
145 be completed. John Shafer compared profits and losses for conferences over the last few years,
146 reiterating the importance of conferences for ASPIRE.

147
148 Leadership Development Institute (LDI) needs more participation. John Shafer encouraged State
149 Presidents to push participation in their states. John Shafer will look into LDI costs from the October
150 2013 conference, as it appears that some of the expenses were not appropriately posted.

151
152 For the sake of new presidents, Derek Sporbert gave a brief history of 501(c)3 tax exempt status for
153 ASPIRE and explained a recent refund from the IRS. This is an issue from 2010 and details may be
154 found in prior minutes. ASPIRE does have tax exempt status. Donations must be given to Regional
155 ASPIRE but funds may be allocated to specific states.

156
157 Praise was given to Cody McMichael for his efforts as past Treasurer in reducing credit card fees and
158 setting up the ASPIRE store, which cut credit card fees in half.

159
160 Derek Sporbert apologized to the ASPIRE Board for the deficit in the budget and attributed it to a lack
161 of planning. State meetings, which the regional President attended, were held in remote locations;
162 causing higher travel costs than were anticipated. The COE and HEP meetings also caused higher than
163 anticipated travel costs. Discussion ensued on the value of having regional leadership at state
164 meetings. The consensus of the board is that it is important for Regional President to attend state
165 ASPIRE meetings.

166
167 Kudos were given to Kathy Hamilton of Laramie, Wyoming who donates her time and accounting
168 services to ASPIRE. Further discussion included the website domain budget and the COE table
169 fundraiser.

170
171 John Shafer presented a flow chart for Quick Books and how it works. All funds are in one account
172 with different line items for each state. John Shafer encouraged each state to build their balance. He
173 gives quarterly reports to each State President and State Treasurer.

174
175 According to John Shafer, the bottom line is that ASPIRE is approximately \$23,000 over budget and
176 did not make as much last year as anticipated. John Shafer encouraged all State Treasurers and
177 Presidents to come to him should they need any help or have any questions. President Craig Harter
178 thanked John Shafer for his efforts and clarifications.

179 180 **COMMITTEE REPORTS**

181 182 **2014 Conference Committee**

183 Lori Larson and Derek Sporbert gave a report on the upcoming conference to be held October 12-15,
184 2014 in Grand Forks, North Dakota. A proposed budget was distributed. Lori Larson went through
185 the report with commentary on anticipated income and expenses. The Grand Forks Chamber of
186 Commerce has donated many supplies, as well as someone to help with registration and hospitality
187 gifts for speakers. Nearly \$4,000 has been raised for the conference so far.

188
189 Committees have been formed and assigned. A tentative agenda is complete. The CanadInn is
190 working well with committee members and shuttles will be provided at the conference. Discussion of
191 details included speakers and ideas for acknowledging the anniversaries of Upward Bound's 50th and

192 ASPIRE's 30th. October weather in Grand Forks, North Dakota is forecasted to be beautiful. Derek
193 Sporbett asked everyone to encourage participation in their states.

194

195 **2015 Conference Committee**

196 Rocky Burkett gave an overview of plans for the 2015 ASPIRE conference in Rapid City, South
197 Dakota. There are a couple options for Conference Chair, which he will present later in the meeting.
198 The biggest challenge South Dakota is facing is that there are no ASPIRE members in Rapid City.
199 Brief discussion ensued.

200

201 **State Initiative Grants Committee**

202 Lori Larson projected the report on the overhead and summarized it. The goal is to have fact books
203 completed by Policy Seminar. Brief discussion took place on the parameters for scoring State
204 Initiative Grants.

205

206 ASPIRE State Initiative Grants are due March 15th. Lori Larson will email application forms to State
207 Presidents. These are not matching funds and states are allowed a maximum of \$500 per state.

208

209 ***Recess:***

210 The Regional ASPIRE Board recessed at 11:55 a.m. for lunch.

211

212 ***Reconvene:***

213 The Regional ASPIRE Board reconvened at 1:48 p.m.

214

215 **Parliamentarian**

216 Jamie Manzanares was reappointed parliamentarian.

217

218 **Development Committee**

219 The Development Committee report, prepared by Carol Gritts, was shown on the overhead projector.
220 Craig Harter read a statement from Carol Gritts, who plans to present in person at the May 2014
221 ASPIRE board meeting. Discussion ensued on personal donations and the importance of giving to
222 both COE and ASPIRE.

223

224 **STATE REPORTS**

225

226 **North Dakota**

227 North Dakota State President Lori Larson reported on highlights of North Dakota activities for the last
228 year. A full North Dakota report is available on the ASPIRE website.

229

230 **Colorado**

231 Colorado State President Pamela Osborne gave a report on Colorado ASPIRE. The complete Colorado
232 report is available in the Annual Report on the ASPIRE website.

233

234 **Montana**

235 State President Darlene Samson reported on Montana. A full report may be found on the ASPIRE
236 website.

237

238 **Wyoming**

239 Wyoming State President Joseph Aguirre gave updates on Wyoming ASPIRE. A full report may be
240 found on the ASPIRE website.

241

242 **South Dakota**

243 State President Rocky Burkett gave an overview of South Dakota activities. The complete South
244 Dakota report is available on the ASPIRE website.

245

246 **Utah**

247 Utah President Jami Bayles gave the Utah ASPIRE State Report. The complete Utah report can be
248 found on the ASPIRE website.

249

250 **UNFINISHED BUSINESS**

251

252 **Audit**

253 John Shafer reported that the audit is due to be done, and he suggests we find a firm in Laramie,
254 Wyoming that can perform the audit consistently. Our accountant is in Laramie, so it would be
255 advantageous to find a firm there.

256

257 Discussion ensued. John Shafer will move forward with research on auditors in Laramie and
258 Cheyenne, Wyoming and will follow up with email correspondence.

259

260 **State Websites**

261 Discussion took place on moving towards a standard template for state websites.

262

263 **Refunds**

264 Discussion moved to refunds from the October 2013 conference for those unable to attend due to
265 severe weather conditions. No requests were officially made, so the matter was closed.

266

267 **State Initiative Grants**

268 For the benefit of new State Presidents, a brief explanation was given on the difference between, and
269 clarification of, Regional State Initiative Grants and COE State Initiative Grants.

270

271 **Policy Seminar**

272 President Craig Harter gave a brief update on Policy Seminar, which will take place in Washington,
273 D.C. March 23-25, 2014. Leadership Summit, DOE meetings, and accommodations were among the
274 topics discussed.

275

276 ***Recess:***

277 The Board recessed at 3:06 p.m. for a tour and discussions of the facility, which is the planned location
278 of the 2015 ASPIRE conference.

279

280 ***Reconvene:***

281 The Board reconvened at 4:12 p.m.

282

283 **NEW BUSINESS**

284

285 **State Report Cards**

286 Derek Sporbert brought up brief discussion of changes to the State Report Card. This report was
287 originally completed quarterly and submitted on-line to COE, but will now be submitted to them
288 annually. A report from each State President will still be required before each regional board meeting.
289 Derek Sporbert is working on a template to be used for the May meeting to see how it works.
290

291 **Reimbursement Policies**

292 John Shafer gave an overview of ASPIRE reimbursement policies and per diem for meals.
293 Documentation of hotel and travel must be provided. Board members are expected to give. Donations
294 may be made as “donation in lieu of” on reimbursement forms. John Shafer explained how the
295 reimbursement policies work, and encouraged everyone to contact him with questions.
296

297 **Operating Guidelines**

298 Review of Operating Guidelines is assigned to the ASPIRE Past President each year. Derek Sporbert
299 will bring suggested changes to the May board meeting.
300

301 **Strategic Plan**

302 Jamie Manzanares, ASPIRE President-Elect, is working on updating the Strategic Plan. COE has
303 changed their Strategic Plan. Since Derek Sporbert serves on their committee, he offered to assist
304 Jamie Manzanares.
305

306 **May Board Meeting**

307 Discussion ensued on the May ASPIRE Board Meeting, which will be held May 19-21, 2014 in Grand
308 Forks, North Dakota. Conversations included the suggestion of purchasing airline tickets 4-6 weeks in
309 advance. Craig Harter encouraged everyone to try and find the best prices.
310

311 ***Motion to Adjourn:***

312 President Craig Harter called for adjournment until the next day. Jamie Manzanares so moved, and
313 Lori Brown-Wirth seconded the motion. The meeting adjourned for the day at 4:54 p.m.
314

315 ***Reconvene:***

316 The Regional ASPIRE Board meeting reconvened on January 21, 2014.
317

318 **Board Members Present**

319 Craig Harter, ASPIRE President
320 Derek Sporbert, ASPIRE Past-President
321 Jamie Manzanares, ASPIRE President-Elect
322 John Shafer, ASPIRE Treasurer
323 Lori Brown-Wirth, ASPIRE Secretary
324 Darlene Samson, Montana State President
325 Lori Larson, North Dakota State President
326 Rocky Burkett, South Dakota State President
327 Jami Bayles, Utah State President
328

329 **Absent:**

330 Pamela Osborne, Colorado State President
331 Joseph Aguirre, Wyoming State President
332

333 **Call to Order**

334 The meeting was called to order at 8:30 a.m. by President Craig Harter.

335

336 **Appoint Parliamentarian**

337 Jamie Manzanares was re-appointed Parliamentarian.

338

339 **Quorum**

340 A quorum was established.

341

342 **Return to Treasurer's Report**

343 John Shafer reviewed the food bill from the 2013 conference. He believes ASPIRE was overcharged

344 on food and beverages by the hotel. Discussions ensued. John Shafer will compare charges with the

345 original contract.

346

347 **2013 Conference Update**

348 Oscar Felix called in at 8:58 a.m. to join the meeting. Oscar Felix gave an overall report on the 2013

349 Conference, giving acknowledgements to Andrea Reeve for all her work on speakers, sessions, and the

350 agenda. Discussion included the value of having quality presentations at ASPIRE conferences.

351

352 Andrea Reeve also joined the meeting via telephone. Craig Harter asked each board member to share

353 something they enjoyed about the conference. Overall consensus is that the 2013 ASPIRE conference

354 was a great one.

355

356 **2014 Budget**

357 John Shafer presented the proposed ASPIRE budget for 2014, going through each line individually.

358 Craig Harter called for a motion to approve the 2014 Budget as presented by Treasurer John Shafer.

359

360 **Motion:**

361 Derek Sporbart moved to open the 2014 budget for discussion. Lori Larson seconded the motion.

362

363 **Discussion of 2014 Budget**

364 Discussion moved to Executive Board travel. The Board was encouraged to try and be frugal with

365 finding flights to board meetings. Suggestions were made on the best times to look for flights. John

366 Shafer volunteered to book flights with his credit card to help alleviate inconvenience for board

367 members.

368

369 **Motion:**

370 Derek Sporbart moved to close discussion of the 2014 budget. Lori Larson seconded the motion.

371

372 **ACTION ITEM:**

373 Derek Sporbart moved to accept the 2014 ASPIRE budget as presented. Rocky Burkett seconded the

374 motion and the 2014 ASPIRE budget was approved unanimously.

375

376 **2015 Conference**

377 Rocky Burkett offered Phil Coghlan and Brett Lorenz as co-chairs for the 2015 conference in Rapid

378 City, South Dakota. Brief discussion ensued.

379

380 **Motion:**

381 Lori Brown-Wirth moved to approve Phil Coghlan and Brett Lorenz to co-chair the 2015 ASPIRE
382 Conference in Rapid City, South Dakota. Darlene Samson seconded and the motion carried.
383

384 **OTHER BUSINESS**

385
386 **Committees**

387 President Craig Harter reviewed the current ASPIRE committees that need to be filled. Lori Larson
388 stepped up as Awards Chair.
389

390 **Higher Education Act**

391 Craig Harter gave a brief account of the Higher Education Act.
392

393 **Announcements/Good of the order**

394 Craig Harter opened the floor for further discussions and commented on general housekeeping. A note
395 of reminder was given on the importance of confidentiality.
396

397 Craig Harter thanked everyone for their time and efforts and availed himself to board members. With
398 no further announcements, call was made for adjournment.
399

400 **Motion to Adjourn**

401 Lori Larson made a motion to adjourn the January 2014 ASPIRE board meeting and Lori Brown-Wirth
402 seconded the motion. The meeting was adjourned at 10:22 a.m.
403
404