



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

**ASPIRE BOARD MEETING**  
**January 27-28, 2015**  
**Jackson, Wyoming**  
**Submitted by Jami Bayles**  
**OFFICIAL MINUTES – APPROVED 5/6/2015**

**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 8:02am.

3

4 **ROLL CALL/PARLIAMENTARIAN**

5 Roll call was made with brief introductions. Pamela Osborne was appointed Parliamentarian.

6

7 **ADOPTION OF AGENDA**

8 Jamie Manzanares distributed a proposed agenda to the Board. Craig Harter made a motion to approve  
9 the agenda, Darlene Samson seconds, and the agenda was approved unanimously.

10

11 **APPROVAL OF MINUTES**

12 Minutes from the October 11, 2014 ASPIRE Board meeting were reviewed. Corrections included Line  
13 29 – change “ask” to “asking”; Line 30 – add “Act” after “Reauthorization”. After no further  
14 corrections, Jamie Manzanares accepted the minutes as corrected. Minutes from the October 15, 2014  
15 ASPIRE Board meeting were reviewed. Hearing no corrections, Jamie Manzanares accepted the minutes  
16 as written.

17

18 **COMMITTEE REPORTS**

19 Reports for the following committees were distributed and reviewed:

- 20 -Government Relations Report
- 21 -2016 Region Conference Report
- 22 -ASPIRE Development, Fair Share, Membership, and Contribution Reports
- 23 -Alumni Committee Report
- 24 -Website Committee Report

25

26 Reports will be included with these minutes and uploaded to the ASPIRE website.

27

28 John Shafer stated his concern regarding the different fiscal years for personal, project, and institutional  
29 memberships and the confusion that it causes the ASPIRE Treasurer, Development Chair, and ASPIRE  
30 members. Discussion ensued and will be added to the agenda for the May Board meeting.

31

## 32 STATE REPORTS

33 Each state president gave a brief summary of their state report. Full state reports will be included with  
34 these minutes and uploaded to the ASPIRE website.

35

## 36 PRESIDENT'S REPORT

37 Jamie Manzanaras gave an update on the COE Winter Board Meeting. He stated that Oscar Felix and  
38 committee members of COE are developing videos to be used on the COE website for the purposes of  
39 explaining how money generated from memberships is being used in terms of advocacy for TRIO  
40 programs. He reported that Heath Alexander is no longer working for COE. Jamie reported that one of  
41 COE's goals is to have 8,000 TRIO Alumni contacts this year and increase the number of alumni that  
42 attend the annual Policy Seminar. Currently COE has contacted approximately 2,000 alumni. Jamie  
43 turned the time over to Craig Harter who gave an update on the possible upcoming changes to the Paul  
44 Spraggins State Initiative awards. Discussion ensued.

45

### 46 Code of Ethics Letter

47 Jamie Manzanaras distributed a draft of the Code of Ethics Letter to the Board and asked for changes  
48 and/or recommendations. He thanked Heather Webb and Kyle Ethelbah for their time in developing the  
49 letter. With no changes, Jamie asked for a motion to accept the letter as given.

50

## 51 ACTION ITEM

52 John Shafer moved to accept the "ASPIRE Code of Ethics and Professional Conduct/Affirmation  
53 Statement" letter. Joseph Aguirre seconds, and motion carries.

54

## 55 CVENT

56 Jamie asked Dennis Stangl to give an update on the new CVENT replacement. Dennis reported that new  
57 software called Event Espresso will be purchased for \$199 each year and will replace the CVENT  
58 program for conference registration. Dennis gave a brief demonstration of the new software and reported  
59 that it is already set up to be used for registration at the Utah state conference in March.

60

61 *Meeting Recessed at 9:08am, Reconvened at 9:21am*

62

## 63 TREASURER'S REPORT

64 John Shafer presented the final Income/Expense report as of 12/31/2014 from the Region ASPIRE  
65 Conference in Grand Forks, North Dakota.

66

2014 ASPIRE CONFERENCE			
Final Income/Expense as of 12/31/14			
<u>Income</u>	Budget	Actual	Variance
Total Income	\$ 80,250.00	\$ 85,191.57	\$ 4,941.57
<u>Expenses</u>			
Total Expense	\$ 35,700.00	\$ 34,707.81	\$ 992.19
<b>Net Conf. Income</b>	<b>\$ 44,550.00</b>	<b>\$ 50,483.76</b>	<b>\$ 5,933.76</b>
LDI Income	\$ 1,200.00	\$ 780.00	\$ (420.00)
LDI Expense	\$ 700.00	\$ 741.00	\$ (41.00)
Net LDI Income	\$ 500.00	\$ 39.00	\$ (461.00)

67

68

69 John commended North Dakota on having a successful conference and then gave a brief comparison of  
70 the income and expense reports for prior year conferences.

71  
72 John then presented the ASPIRE Region Budget as of 12/31/2014.

<b>ASPIRE REGION BUDGET, 2014</b>			
	As of 12/31/14		
Current Checking Balance	\$ 122,726.18	<i>Income</i>	\$ 112,320.47
Current Savings Balance	\$ 1,523.18	<i>General Expenses</i>	\$ 82,858.16
Long-Term Savings Accounts	\$ 77,268.23	<i>Committee Expenses</i>	\$ 16,279.86
Accounts Recievable	\$ -		
Accounts Payable	\$ -	<b>Total Income</b>	\$ 112,320.47
Prepaid Expenses	\$ 10,971.42	<b>Total Expenses</b>	\$ 99,138.02
Net Assets	\$ 212,489.01	<b>Net Gain/Loss</b>	\$ 13,182.45

73  
74  
75 John reminded the Board that he purchased an additional CD for \$25K to be deposited into the Long-  
76 Term Savings Account, and that the goal was to purchase a fourth CD in the future. John also explained  
77 that the \$11K in prepaid expenses included costs associated with the January ASPIRE Board meeting.  
78 John proceeded through the remaining line items in the budget. John reminded the Board that \$1,000  
79 had been given to each of the states for the purpose of offsetting travel costs to attend the Policy  
80 Seminar in March. Jami Bayles stated that Utah did not spend their \$1,000, so that amount should be  
81 transferred back out of the Utah state account and placed back into the ASPIRE region account. John  
82 then asked if there were any other states that had unused funds remaining from the \$1,000 stipend that  
83 needed to be returned to the region. Hearing none, he concluded by saying the \$1,000 adjustment would  
84 be made, as well as the income for the state membership rebates, and an updated final report would be  
85 sent to the Board.

86  
87 John then gave a brief overview of the 2015 ASPIRE Region Budget to date. He explained that the  
88 current budget shows a loss only because conference income and expenses would be added at the May  
89 Board meeting. Discussion ensued.

<b>ASPIRE REGION BUDGET, 2015</b>	
<b>Income</b>	<b>2015 Budget</b>
<i>Total Income</i>	\$ 32,675.00
<b>General Expenses</b>	
<i>Total General Expenses</i>	\$ 43,190.00
<b>Committee Expenses</b>	
<i>Total Committee Expenses</i>	\$ 20,600.00
<b>Total Income</b>	\$ 32,675.00
<b>Total Expenses</b>	\$ 63,790.00
<b>Net Gain or Loss</b>	\$ (31,115.00)

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91  
92 **ACTION ITEM**

93 Joseph Aguirre made a motion to discuss the Strategic Plan. Heather Webb seconds, and motion carries.

94  
95 Strategic Plan

96 Joseph presented a working draft of the new ASPIRE Strategic Plan developed by Joseph and Kyle  
97 Ethelbah and explained the goals of the plan in detail. Joseph explained that the new plan falls more in  
98 line with COE's Strategic Plan. Much discussion ensued.

99  
100 **ACTION ITEM**

101 Jamie Manzanares asked for a motion to accept the new ASPIRE Strategic Plan as discussed with  
102 amendments and with vision to be implemented at a later date. Craig Harter so moved, Pamela Osborne  
103 seconds, and motion carries.

104 2014 Conference Debrief

105 Jamie Manzanares opened the floor to the Board to discuss the 2014 ASPIRE Conference. Items  
106 discussed included the meeting facility, meals, proposal writing workshop, and breakout sessions. The  
107 Board collectively gave accolades to Cara Davis for her role as the North Dakota Conference Chair.

108  
109 2015 Conference Update

110 Rocky Burkett presented a proposed budget for the 2015 ASPIRE Conference with explanations of each  
111 line item, followed by a draft agenda with explanations of daily activities.

112  
113 **ACTION ITEM**

114 Jamie Manzanares asked for a motion to approve the proposed 2015 ASPIRE Conference Budget as  
115 written.

<b>CONFERENCE INCOME</b>		Entertainment	\$ 1,000.00
Conference Income - Other	\$ 500.00	Fun Run	\$ 300.00
Ad Sales	\$ 2,300.00	Excursions	\$ 6,000.00
Exhibitor Fees	\$ 850.00	Fundraising	\$ 100.00
Fundraising	\$ 4,000.00	Service Learning Expenses	\$ 250.00
Registration Fees	\$ 80,850.00	COE Program Ad	\$ 500.00
Pre-conference Workshops	\$ 500.00	Phone	\$ 65.00
<b>Total Conference Income</b>	<b>\$ 89,000.00</b>	Postage	\$ 100.00
<b>CONFERENCE EXPENSES</b>		Printing & Duplication	\$ 1,500.00
Miscellaneous Expenses	\$ 250.00	Speakers and Workshops	\$ 5,000.00
Awards	\$ 250.00	Presentors & VIP Travel	\$ 1,500.00
Contract Labor	\$ -	Supplies	\$ 4,000.00
Evaluation Report	\$ 150.00	Travel and Conference Planning	\$ 300.00
Hotel Facility/Rentals	\$ 2,500.00	VIP Gifts and Amenities	\$ 500.00
Meals and beverages	\$ 22,000.00	<b>Total Conference Expenses</b>	<b>\$ 46,265.00</b>
		<b>Total Profit</b>	<b>\$ 42,735.00</b>

116  
117  
118 John Shafer so moved and Kyle Ethelbah seconded the motion. Heather Webb moved to amend the  
119 motion by adding “with any large increases in amounts to be approved by the Board first.” Motion  
120 carried.

121  
122 2015 ASPIRE Conference Committees

123 Board members were assigned to each of the 2015 ASPIRE Conference Sub-Committees.

124 Logistics – Rocky Burkett

125 Agenda – Jamie Manzanares

126 Entertainment – Joseph Aguirre

127 Conference Program – Jami Bayles

128 Special Guests – Kyle Ethelbah

129 Corporate Development – Rocky Burkett

130 Head Table – John Shafer

131 Moderators – Craig Harter

132 Evaluation – Heather Webb

133 Raffle/Silent Auction – Darlene Samson

134 Newcomers – Jami Bayles

135 Registration – Dennis Stangl

136 Pre-Conference – Heather Webb

137 News/Media – Pamela Osborne

138 Budget – John Shafer

139

140 *Meeting Recessed for lunch at 12:06, Reconvened at 2:03pm*

141

142 2015 State Meeting Dates Review

143 Colorado – April 24-25

144 Montana – April 8-10

145 North Dakota – March 29-31

146 South Dakota – March 8-10

147 Utah – March 26-27

148 Wyoming – April 8-10

149

150 Social Media

151 Jamie Manzanares shared the new ASPIRE Social Media sites with the Board, including a new  
152 Facebook, Twitter, and YouTube Channel and encouraged the Board to use them often and share them  
153 with ASPIRE members.

154 <https://aspireonline.org/>

155 <https://www.facebook.com/TRIOASPIRE>

156 <https://twitter.com/TRIOASPIRE>

157 [https://www.youtube.com/channel/UCSyECKzjkiGJyZXRQNusM\\_g](https://www.youtube.com/channel/UCSyECKzjkiGJyZXRQNusM_g)

158

159 ASPIRE Operating Guidelines Update

160 Jami Bayles and Craig Harter presented in great detail to the Board recommendations to the ASPIRE  
161 Operating Guidelines. Much discussion ensued on the restructuring of various committees, formatting  
162 issues, and content consistency. A final draft of the proposed changes will be sent to the board for final  
163 approval.

164

165 **ACTION ITEMS**

166

- 167 1. Jami Bayles moved to change the name of the Leadership Development Institute (LDI) to  
168 Emerging Leaders Institute (ELI) for the ASPIRE Region. Joseph Aguirre seconded. After much  
169 discussion, the motion carried.
- 170 2. Rocky Burkett made a motion to form a new committee called the Native American Committee.  
171 Joseph Aguirre seconded. After much discussion, the motion carried. Tasks and structure for  
172 this new committee will be proposed at the May Board meeting.

173

174 **NEW BUSINESS**

175 Joseph Aguirre brought to the board a discussion on a list of topics of planned ideas of how to invest  
176 back into the ASPIRE organization and membership. Topics included the possibility of establishing  
177 state scholarships, staff conference registration waivers, brochures, Legs & Regs training, and travel  
178 costs for COE Events. Much discussion ensued on each of these ideas.

179

180 *The Board recessed at 5:35pm on Tuesday, January 27, 2015.*

181 *The Board reconvened at 8:01am Wednesday morning, January 28, 2015.*

182

183 **PRESENT**

184 Jamie Manzanares, Joseph Aguirre, Craig Harter, John Shafer, Jami Bayles, Pamela Osborne, Darlene  
185 Samson, Dennis Stangl, Rocky Burkett, Kyle Ethelbah, Heather Webb

186

187 **PRESIDING** – Joseph Aguirre, President-Elect

188

189 **NEW BUSINESS CONTINUED**

190

191 2016 ASPIRE Conference

192 Heather Webb presented information regarding the 2016 ASPIRE Region Conference which will take  
193 place in Jackson, Wyoming. The proposed theme will be “Different Paths to Success”. Brandi Roesener  
194 and Shannon Lusk are tentative Conference Co-Chairs. Darlene Samson recommended there be a  
195 McNair track, and Pamela Osborne suggested an Alumni track. Heather welcomed continued feedback  
196 and recommendations from the Board. Discussion ensued.

197

198 Committee Chairs

199 Jamie Manzanares asked the Board to seek out potential members to chair the ELI and Awards  
200 Committees. Currently there is no chair for the ELI (formerly called LDI) committee, and Lori Larson,  
201 former Awards Chair, has recently accepted a non-TRIO position in North Dakota.

202

203 NASPA Collaboration

204 Kyle Ethelbah presented information on a possible National Association of Student Personnel  
205 Administrators (NASPA) collaboration with ASPIRE. One of their programs is the Dungey Leadership  
206 Institute which is part of an outreach program designed to introduce underrepresented student in higher  
207 education to the field of student affairs. Joseph Aguirre asked if they would be willing to present at a  
208 future region conference in order to provide further information on their organization to the  
209 membership.

210

211 Email Accounts

212 Dennis Stangl informed the Board that 100 email accounts are available to the Board for the purposes of  
213 disseminating information to the membership for those who choose not to use their personal or  
214 professional email accounts. Discussion ensued.

215

216 **ACTION ITEM**

217 Dennis Stangl made a motion to establish ASPIRE email accounts, created as needed, for Board  
218 members and select committees. Kyle Ethelbah seconds, and motion carries.

219

220 **ADJOURN**

221 Joseph Aguirre asked for a motion to adjourn. Kyle Ethelbah so moved, Craig Harter seconds and  
222 motion carries. The 2015 January ASPIRE Board meeting adjourned at 8:58am.

223

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