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

5  
6 ASPIRE Board Meeting  
7 May 9-10, 2012  
8 APPROVED October 7, 2012  
9 Submitted by: Lori Brown-Wirth

10  
11  
12 **Present**

13 Rachel Martinez – ASPIRE President, Derek Sporbert – ASPIRE President-Elect, Dawn  
14 Eckhardt - ASPIRE Past President, Cody McMichael – ASPIRE Treasurer, Lori Brown-  
15 Wirth – ASPIRE Secretary, Henry Ornelas - Colorado State President, Dugan Coburn -  
16 Montana State President, Lori Larson – North Dakota State President, Tina Ludens -  
17 South Dakota State President, Craig Harter - Utah State President, Jayne Pearce –  
18 Wyoming State President

19  
20 **Also Present**

21 Carol Gritts - Development Committee Chair, Barb Waters – 2012 Conference Chair

22  
23 **Call to Order**

24 The meeting was called to order at 9:02 a.m. on May 9, 2012 by Derek Sporbert. Craig  
25 Harter was appointed Parliamentarian.

26  
27 **Approval of January 27, 2012 Minutes**

28 Minutes were reviewed from the January 27, 2012 ASPIRE Board Meeting. Suggested  
29 corrections included the spelling from Larsen to Larson in lines 59, 91, 182, 318, 327,  
30 432, and 438. In line 176 Stengl was changed to Stangl.

31  
32 **Motion**

33 A motion was made by Dawn Eckhardt to approve the minutes as amended. Dugan  
34 Coburn seconded the motion and all voted in favor. The amended minutes for the  
35 January 27, 2011 minutes were approved and thanks were given to the secretary.

36  
37 **Development Report**

38 The agenda was rearranged and Carol Gritts was given the floor. She distributed the  
39 Development Report for May 2012. Carol shared background information on the varying  
40 aspects of COE and ASPIRE regarding Fair Share. She then went through the ASPIRE  
41 budget discussing annual dues to COE, memberships and donations.

42  
43 Dawn noted that ASPIRE is exceedingly high compared to other regions when it comes  
44 to institutional memberships. ASPIRE has 71 institutions in the region, with only 8 not  
45 having institutional membership. Institutional membership benefits include information  
46 on Pell research, Equality (TRiO news), ENEWS (monthly newsletter) and FAQs, all of  
47 which are selling points for people who can use help with grant writing. Discussion was

48 made on recruiting the institutions in the region which do not have Institutional  
49 Membership. It is possible they do not have TRiO programs.

50  
51 Carol went through and explained ASPIRE Fair Share. The development packet includes  
52 talking points from COE with reasons for support. COE cannot continue without  
53 regional help. We do not set the amount, but we do set the expectation that we all  
54 contribute. We need to encourage more support of ASPIRE.

55  
56 The development packet also includes lists of those who have paid, which is helpful. The  
57 Board requested that State Presidents help with updating lists of programs and personnel  
58 changes at their institutions so that Carol can contact them.

59  
60 Derek led a discussion on what State Presidents currently do when new directors or  
61 programs come to their state. He reminded everyone that it is the responsibility of the  
62 Past President to act as Fair Share Coordinator, which includes reaching out to  
63 newcomers and sending them information on COE and ASPIRE. He encouraged all  
64 Presidents to know who Directors are in their state institutions.

65  
66 Discussion followed on getting in touch with, and convincing programs to participate.  
67 Discussion included possible incentives and ways of recruiting donations. Derek  
68 reported that at the last COE Board Meeting, half a day was spent calling people who had  
69 not updated their memberships. This was not an act of solicitation so much as letting  
70 them know about discounts they may be missing, etc. After 3 hours, they were able to  
71 report an update on every unpaid Institutional Membership. They will repeat this at the  
72 next COE Board meeting.

73  
74 This led to what ASPIRE should do about unpaid Institutional Memberships.  
75 Suggestions were made for the Development Committee to continue to work on follow-  
76 ups and conversations hoping to open perspectives with education and a better  
77 understanding to the benefits of membership in ASPIRE. It was noted that sometimes  
78 they need to know that it is an allowable cost under their grants. The State presidents  
79 gave some brief updates on what they now know.

80  
81 The consensus was to go forward with working on raising ASPIRE memberships. State  
82 Presidents agreed to make calls by the end of the month and will follow up with e-  
83 business updates. Carol will send the information presented via e-mail, along with  
84 personal updates on the history of some of the institutions. Derek will also send everyone  
85 a reminder next week.

86  
87 Thanks were given to Carol Gritts, who then left the meeting.

88

89 **Recess**

90 The Board took a short recess at 10:15 am.

91

92 **Reconvene**

93 The Board reconvened at 10:25 am.

94

95 **Upward Bound Refunding Slate**

96 Rachel read an update on the refunding slates for Upward Bound Programs.  
97 Notifications were not yet complete, but only 50 programs will not be refunded. Derek  
98 estimated that 12 programs will be down within the region. So far only 780 projects have  
99 been notified. Discussion ensued on the process of notifications.

100

101

102 **Treasurer's Report**

103 Cody McMichael distributed copies of the Treasurer's Report. He highlighted the  
104 numbers and went through each line.

105

106 **Motion**

107 Rachel called for a motion to accept the Treasurer's Report as presented. Lori Larson  
108 seconded the motion. All voted in favor, and the Treasurer's Report was accepted.

109

110 **Report on Audit**

111 Discussion commenced on the audit, which occurs every two years. The audit is  
112 complete and PDF versions were emailed to the Board. The audit was performed by  
113 Hinton Burdick CPAs and Advisors. The bottom line is that everything worked out well  
114 with no control deficiencies. The only suggestion was to provide more training for  
115 accounting personnel to provide more protection against fraud.

116

117 Reminder was made that the previous auditors recommended segregation of Treasurer  
118 duties. At that time, it became the rule that State Treasurer's make all deposits. Checks  
119 received by the Regional Treasurer are returned to the State Treasurer. Copies of all  
120 transactions are then sent to Kathy Hamilton as a form of control.

121

122 Cody presented a general letter to the Board with an overview of the findings. There is  
123 consistency with paying bills, no misstatements of funds and no disagreement with  
124 management of funds. Overall, the report was good.

125

126 **Alumni Committee Report**

127 Amanda Atencio called into the meeting to report on the Alumni Committee. She gave  
128 an overview of what her committee wants to do and asked for feedback from the Board.  
129 They wish to make the TRiO Alumni Website more universal, and to develop an ASPIRE  
130 TRiO Alumni site. She went through steps on how it would work and their plans to help  
131 with advocacy. Rachel noted that this is a good opportunity to establish TRiO alumni  
132 and asked what the Board could do to help.

133

134 Amanda reported how difficult it is to identify TRiO alumni and asked that we share this  
135 site and create a link on the ASPIRE website as well as links within each state.

136 Discussion ensued on what all could be done. Rachel asked State Presidents to supply  
137 names of 1-2 people within their state to serve on this committee. This led to alumni  
138 conference discussions, and acknowledgement of Barb Waters who had joined the  
139 meeting.

140

141 Rachel asked what the Board thought about an alumni track at the Billings Conference.  
142 The feasibility of an alumni pre-conference session was also discussed. Derek discussed  
143 the possibility of setting up an alumni training session before or at the Billings conference  
144 and then doing something more profound at the 2013 conference in Ft. Collins.  
145 Discussion ensued on what the conference committee wants and ways to address alumni  
146 relations, as well as what we have to offer our alumni. Dugan suggested a social event  
147 might pique more interest; perhaps a reception.

148

149 Rachel stated that the Board will go forward with getting people from each state to serve  
150 on the Alumni committee and proceed with Amanda's suggestions to develop a website  
151 and possible FaceBook page. The conversation is to be continued. Thanks were given to  
152 Amanda who stated that we all have alumni in our programs who we do know. We need  
153 to find them and encourage them to become advocates for TRiO.

154

### 155 **LDI Report**

156 Andrea Reeve and Oscar Felix joined the meeting via telephone. The Board continued  
157 the January Board meeting conversation of where we want Leadership Development  
158 Institute (LDI) to go. Oscar went through the background of LDI including leadership  
159 roles, procedures, history, and how to be involved. He reported that they did a survey  
160 several years ago to see what people wished they had known.

161

162 Andrea asked the Board to maintain the LDI database of participants; stating that it is  
163 helpful with elections, etc. to know who has completed LDI. We do not currently have  
164 an established database. Dawn reported that this should be easy to track through CVent.

165

166 Oscar asked what all the Board wants the LDI faculty team to provide. The answer was  
167 to nurture, recruit, engage, and follow up. LDI should be more than just a one-time  
168 training. LDI welcomes a larger role, but they need more resources. Rachel noted that  
169 the board has a responsibility to develop leadership. If we wish to enlarge the LDI  
170 committee, we need to better define it.

171

172 Historically, LDI has two tracks; newcomers and those serving or planning to serve on  
173 the State or Regional Board. Last year, there was only one track. It is difficult to say  
174 which works best. Cost of attendance at LDI is \$65, which includes a day and a half of  
175 training and two meals. Should this rate be raised? Oscar and Andrea briefly defined  
176 the differences between Track 1 and Track 2.

177

178 Challenges do not include content so much as program commitments to sending staff and  
179 spending more money (which includes an overnight stay). Andrea noted that LDI should  
180 not be a "stand alone" committee and encouraged the Board to find ways to expand the  
181 overall leadership development. ASPIRE needs to find ways to utilize LDI participants.  
182 We also need a larger plan for encouraging involvement. Andrea would like to see LDI  
183 broaden the vision and scope.

184

185 Rachel noted that perhaps something could be added to the Operating Guidelines. Tina  
186 stated that South Dakota ASPIRE has it in their Operating Guidelines to send the  
187 President-Elect to LDI from their budget.  
188

189 Derek noted that he wants to encourage mentorship with next year's Board. Derek asked  
190 about the possibility of doing a track specifically for the incoming Board. Oscar said if  
191 the Board is there, they will do the training. The consensus of the Board was that help  
192 with preparation and training would have been helpful. This is a good idea to coordinate  
193 something for the 2012 conference.  
194

195 Rachel emphasized the importance of advocating for LDI. We need to get the word out  
196 and get involved. We need to identify potential participants and be in contact with  
197 Program Directors. Barb Waters promised to be in touch to help coordinate logistics at  
198 the 2012 conference. The Board thanked Oscar and Andrea and expressed appreciation  
199 of LDI and all they do.  
200

#### 201 **Recess**

202 With no objections, the Board recessed for lunch at 12:10 pm.  
203

#### 204 **Reconvene**

205 After a hotel tour at 2:00 pm the Board reconvened at 2:40 pm.  
206

#### 207 **2012 Annual Regional ASPIRE Conference Update**

208 Barb Waters commenced with a report on the upcoming 2012 Conference in Billings,  
209 Montana, and distributed a report, which included a draft agenda. Discussion included  
210 the need for a pre-conference coordinator, adding a hands-on service project, and other  
211 possible entertainment and transportation for Monday evening.  
212

213 Current plans include having a Fun Run, a raffle, and Newcomers Breakfast. Barb gave  
214 an overview of the subcommittees and reported that Linda Bird Johnson has not yet  
215 confirmed. The Billings Chamber of Commerce may have a booth at the conference.  
216

217 The Board discussed a possible schedule change for Dr. Mitchem. He is retiring, and this  
218 will be his final ASPIRE conference. The current time will be changed to fit his  
219 schedule. Barb reported that they have not yet received a great response for proposals.  
220 She asked for help from the Board in finding presenters. Possible tracks were discussed.  
221

222 Corporate development needs to work more on advertisements and support. It was noted  
223 that if donations cannot be made, ask for advertisements or donations to the silent  
224 auction. The Board was reminded that the Holiday Inn is only charging us for food and  
225 beverage.  
226

227 Discussion ensued on whether or not to have bags at the conference. Barb has not yet  
228 spent any money. Many thanks were given to Barb for all her work before she left the  
229 meeting.  
230

231 **Strategic Plan**

232 Derek distributed copies of the Strategic Plan and summarized it. The goals have not  
233 changed since the last discussion and Derek went through the plan, assigning responsible  
234 parties. He compared our goals with those of COE to make certain they comply.  
235 ASPIRE's Strategic Plan fits well with that of COE. Discussion ensued. Derek reported  
236 that it is pretty straightforward. The Strategic Plan is on a two year cycle (2011-13) and  
237 must coincide with COE updates (COE is on a 3 year cycle).

238

239 Derek pointed out that the Strategic Plan points us in the direction we should be headed  
240 and suggested that the Board approve the Strategic Plan as presented, noting that the  
241 Board may amend it again in two years.

242

243 **Motion**

244 Rachel entertained a motion to adopt the ASPIRE Strategic Plan. Lori Larson so moved,  
245 Lori Brown-Wirth seconded, and the plan was adopted. Derek promised to send copies  
246 electronically and to post the Strategic Plan on the website.

247

248 **2013 Regional Conference Update**

249 Henry Ornelas reported that the 2013 Conference would like to adopt the theme  
250 "Learning Today; Leading Tomorrow." Henry proceeded to call Nickie Archibeque with  
251 questions. She gave a brief update on committee plans. Derek is working with Nickie  
252 and Oscar to start placing committee members and building tracks. So far, everything is  
253 going well. Rachel stated, "Good job, Colorado".

254

255 **Motion**

256 Rachel called for a motion to approve the 2013 theme that was presented. Cody so  
257 moved and Dugan seconded the motion. The theme "Learning Today; Leading  
258 Tomorrow" was approved for the 2013 ASPIRE Annual conference in Ft. Collins,  
259 Colorado.

260

261 **2014 Regional Conference Update**

262 Two possible sites were presented and discussed at the North Dakota State meeting.  
263 North Dakota members voted on Grand forks as the Conference location. Options were  
264 discussed that were offered by the Grand Forks Convention & Visitors Bureau. The City  
265 of Grand Forks offered a lot of assistance.

266

267 Discussion ensued on costs, possibilities and negotiations. Benefits include many large  
268 suites. No dates are locked in at this point. Val, with HPN, normally only works with  
269 hotels but has no problem working with the Convention Center as far as reviewing the  
270 contract. The Board was asked to approve the location and dates to start moving ahead.

271

272 **Motion**

273 Dugan made a motion to approve the location and dates for the 2014 Conference. Tina  
274 seconded the motion. The Board then voted to approve that the 2014 Regional ASPIRE  
275 Conference be held at the Grand Forks Convention & Visitors Bureau October 11-15,  
276 2014 in Grand Forks, North Dakota.

277

278 **Recess**

279 Derek Sporbert asked to be dismissed, and the Board took a short recess at 3:46 pm.

280

281 **Reconvene**

282 The Board reconvened at 4:00 pm.

283

284 **State Initiative Grants**

285 Zach Hawkins joined the meeting via telephone to give the State Initiative Grants update.

286 State Initiative Grants were approved for three states. Montana will be addressing media

287 and publications. North Dakota plans to update their website. Utah plans to get their

288 Alumni Association off the ground.

289

290 The funds for these projects must be spent by December 31, 2012 with the paperwork

291 turned in to Cody before reimbursement will be made. South Dakota, Colorado, and

292 Wyoming did not submit. Discussion ensued on the timeline and how it works.

293

294 Zach reported that he needs score card information from three states. He asked that this

295 be made a priority. Rachel asked for questions on doing score cards and discussion

296 followed. Zach discussed the importance of the states communication with each other.

297 Brief discussion followed on the Strategic Plan for each state.

298

299 Rachel reiterated the importance of State Presidents communicating with one another, as

300 well as putting information on State Initiative Grants on the ASPIRE website. On behalf

301 of the Board, Rachel thanked Zach for all his work. Zach reported that he will submit a

302 summary to the Board for their review.

303

304 **Credit Card Transactions**

305 Cody presented information on possible new directions for the handling of credit card

306 transactions. He showed the current processes and the work involved. Credit card

307 charges will continue to rise. Cody reminded the Board of discussions from previous

308 Board meetings. The issue is figuring out how we can communicate with CVent while

309 saving money. Currently, we pay 8% interest on credit card charges.

310

311 Cody has been exploring options. He discovered Intuit, which is the parent company of

312 Quick Books. He summarized their processes and benefits. Their interest rate is only

313 1.46%. They have no contracts and payments are made monthly. A “shopping cart” may

314 be placed on the website, which can be linked to each state through Go Daddy (a popular

315 shopping cart vender).

316

317 Cody asked the Board to consider these changes. He also said we need to take our time

318 and work out all the details. He proposed shooting for January 1, 2013 to commence

319 with changes. He asked the Board for their thoughts and discussion ensued. Ultimately,

320 the Board encouraged him to proceed. Cody will have a proposal ready for the Board at

321 the October meeting.

322

323 **President's Report**

324 Rachel shared that her report is the same report she prepares for the COE meeting. She  
325 reported on COE's strategic report and gave an update on state news. She noted that  
326 Obama was hosted in Colorado at CU-Boulder and his speech may be seen on YouTube.

327  
328 Henry pointed out that Nickie Archibeque's daughter, Brittany, was appointed  
329 spokesperson for the Obama Administration Committee while he was in Boulder. TRiO  
330 was represented, as she is a TRiO SSS and McNair participant. Henry reported that she  
331 also spoke at the Colorado State Conference and is a future candidate for national TRiO  
332 Achiever.

333  
334 Rachel reported that she attended most of the State meetings, but health problems  
335 prevented her from attending the North Dakota/South Dakota meeting. She gave  
336 highlights from the state meetings, and discussed alumni efforts in each state. Overall,  
337 she reported, we are doing a good job in our region.

338  
339 Rachel went through each of our goals, summarizing the strategic goals, government  
340 relations, and advocacy. She reminded the Board that we need to support all the  
341 programs, not just our own.

342  
343 The Region is focusing on alumni and LDI. She encouraged everyone to keep Fact  
344 Books updated. All but one state reached the COE 10 for 10 Goal. The numbers are  
345 tailored to the needs of the region. Dawn summarized the process of fee waivers for  
346 policy seminar; achieved through reaching the 10 for 10 Goal.

347  
348 Rachel shared the TRiO Relations Handbook. She is excited about Amanda Atencia  
349 stepping up as the Alumni Chair. We need to move forward with our Alumni  
350 Committee. Rachel thanked the Board for everything they do, and summarized the  
351 agenda for the following day.

352  
353 **Recess**

354 The Board recessed for the day at 5:23 pm.

355  
356 **Reconvene**

357 The Board reconvened at 8:42 am on May 10, 2012.

358  
359 **Present:**

360 Rachel Martinez – ASPIRE President, Dawn Eckhardt - ASPIRE Past President, Cody  
361 McMichael – ASPIRE Treasurer, Lori Brown-Wirth – ASPIRE Secretary, Henry Ornelas  
362 - Colorado State President, Dugan Coburn - Montana State President, Lori Larson –  
363 North Dakota State President, Tina Ludens - South Dakota State President, Craig Harter  
364 - Utah State President, Jayne Pearce – Wyoming State President

365  
366 **Absent:**

367 Derek Sporbert - ASPIRE President-Elect

368

369 **Government Relations Update**

370 Michael Wade joined the meeting via telephone to give an update on Government  
371 Relations. He began with a brief update on the Department of Education and  
372 mismanagement of grant notifications.

373  
374 Michael shared concerns over the Upward Bound notifications that had just been  
375 announced and went through some of the numbers. ASPIRE lost 4 out of 9 UB programs  
376 in Montana. North Dakota and South Dakota each lost 2 programs and Utah lost 2 or 3.  
377 There is a 15 day appeal process and official scores will go out next week. These losses  
378 will be a point of conversation at the upcoming COE Board meeting.

379  
380 He pointed out that less money causes more competitive applications. Michael gave a  
381 brief overview of appropriations along with some background. Level funding for  
382 FY2013 has been recommended by President Obama, but with much of congress up for  
383 election this year, there may be further automatic cuts. Everything is speculation at this  
384 point.

385  
386 Rachel asked what the Government Relations Committee would like from the Board.  
387 Michael stated that each state should continue to maintain relationships with their public  
388 officials and keep them updated on successes. He pointed out that it is also good to keep  
389 in contact with local field staff. Check on notifications of local office hours for  
390 politicians.

391  
392 Michael asked for a list from each State president on who their Government Relations  
393 Chairs are. Each state needs one. Michael also pointed out that he is available any time  
394 for assistance. The Board thanked Michael for all his work.

395  
396 **Membership Report**

397 Lori Larson gave an update on membership. We currently have 333 members, which is  
398 down from 378 at this time last year. TRiO participants and Professional Memberships  
399 are down. Loss of programs is also a factor in the loss of memberships. Membership  
400 numbers by state show that Colorado, Montana, North Dakota and South Dakota are  
401 down. Utah and Wyoming are up.

402  
403 Lori stated that we need to update the membership directory for the benefit of the  
404 membership. All TRiO staff should be included. Lori asked that State Presidents get a  
405 list of all TRiO employees in their state. We need to include Directors of every program  
406 and need contacts from each school and program. Lori will send a spreadsheet to  
407 everyone listing her requirements. Discussion ensued on whether to have all TRiO staff  
408 or just ASPIRE membership. Consensus was that we should try to be as comprehensive  
409 as possible.

410  
411 Cara Davis, from North Dakota has volunteered to be the new Membership Chair. Lori  
412 will continue to work with her through the 2012 Conference. Rachel reminded the Board  
413 that each state should have a membership chairperson on their executive board.

414

415 **State Reports**

416

417 **Colorado**

418 Colorado President Henry Ornelas reported on behalf of Colorado. Highlights included a  
419 Colorado goal to double their membership numbers. The Colorado website has been  
420 updated as well as the Colorado Alumni FaceBook page. A complete state report may be  
421 found on the ASPIRE website.

422

423 **Montana**

424 Dugan Coburn, Montana State President, reported that Montana is working on a joint  
425 meeting with the Montana Association of Financial Aid Administrators. They are  
426 designing a TRiO poster with all state programs with their State Initiative Grant.  
427 Montana is also doing a push for Indian Advocacy. There are an estimated 4000 Native  
428 American TRiO participants in Montana. This led to discussion on Indian Advocacy.  
429 There is much interest by COE. The Montana report was postponed to take a call.

430

431 **Publications Committee Update**

432 Aspirations Editor Russ Lamson joined the meeting via telephone. Russ has been doing  
433 Aspirations since April, 2007. With the push from COE for media and advocacy, there  
434 have been informal conversations on expanding the Publications Committee to include  
435 more forms of media.

436

437 Rachel reported that the committee would like to see more tweeting, FaceBook, and other  
438 social networking. We need to create more visibility on the work we are doing.

439 Discussion was made on changing the name to the Publications and Media Relations  
440 Committee. Rachel referred to the COE Media Relations Handbook.

441

442 Currently, our Publications Committee consists of one person. We need to add someone  
443 who is savvy with social networking and invite them to join the committee. Discussion  
444 ensued on possible participants. Dawn will look at the list of past LDI participants.  
445 Rachel will also be on the committee.

446

447 Ideas included templates for Op Eds, PSAs, tweets, etc. Rachel congratulated Russ for  
448 being the Montana President-elect and thanked him for all he has done, noting that  
449 Publications is going well.

450

451 **Return to State Reports**

452

453 **Montana (Continued)**

454 Dugan reported that Amy Verlanic is running for COE Board Chair-elect. If elected, she  
455 will be the first Chair from ASPIRE . This speaks well of the strong leadership found in  
456 ASPIRE. Montana is also working on a State FB page and doing a license plate as a  
457 fundraiser. A full report may be found on the ASPIRE website.

458

459 **South Dakota**

460 Tina Ludens, South Dakota State President, reported state activities and accomplishments  
461 related to ASPIRE 's Strategic Plan. Goals include TRiO advocacy and strengthening the  
462 financial position of ASPIRE , as well as government relations. South Dakota hosted the  
463 SD/ND State meeting in Aberdeen. A complete report may be found on the ASPIRE  
464 website.

465

#### 466 **Wyoming**

467 State President Jayne Pearce reported that many non-TRiO members attended their state  
468 meeting. Wyoming ASPIRE held an alumni fundraiser to send an alumni to Policy  
469 Seminar. Wyoming met their 10 for 10 Goal and were able to send their State President  
470 to Policy Seminar. A College Goal Sunday Grant brought in many scholarship funds and  
471 FAFSA events across the state. She is working on the Wyoming Fact Book.

472

473 Jayne went through the strategic goals and accomplishments for Wyoming. The topic  
474 arose on the importance of knowing hidden rules, deadlines, etc. Jayne had a plan put  
475 together for the State Initiative Grant, but missed the deadline. It was noted that the  
476 Executive Board needs to be better about communicating in order to prevent missing  
477 deadlines. See the complete state report on the ASPIRE website.

478

#### 479 **North Dakota**

480 North Dakota President Lori Larson reported on behalf of North Dakota. She noted that a  
481 member of North Dakota ASPIRE serves on the College Access Challenge Grant Board  
482 and the Adult Education Access Committee Board. North Dakota held a state-wide  
483 alumni reunion. They are currently updating the North Dakota strategic plan. Lori  
484 summarized the state activities and accomplishments. A full report may be found on the  
485 ASPIRE website.

486

#### 487 **Recess**

488 A short recess was called at 11:18 am so that everyone could check out of the hotel.

489

#### 490 **Reconvene**

491 The Board reconvened at 11:40 am.

492

#### 493 **Return to State Reports**

494

#### 495 **Utah**

496 Utah President Craig Harter gave an overview of Utah State news which included state  
497 activities and accomplishments relating to ASPIRE's strategic plan. Craig discussed  
498 Utah's efforts to strengthen relationships with ASPIRE. A complete Utah report may be  
499 found on the ASPIRE website.

500

#### 501 **Importance of COE**

502 Comments on membership led to discussion on how much COE does for TRiO and the  
503 fact that TRiO undoubtedly would no longer exist without COE. We need to be clear  
504 about ensuring that membership realizes COE's importance, while keeping our focus on

505 students. Rachel noted that COE members do a lot of work and require institutional  
506 support.

507

508 **Move into Executive Session**

509 Lori Brown-Wirth made a move that the Board go into Executive Session at 12:15 pm to  
510 discuss the Art Quinn Award. Dugan Coburn seconded the motion.

511

512 **Reconvene to Regular Session**

513 Dawn Eckhardt moved that the Board return to regular session at 12:54 pm. Cody  
514 seconded the motion.

515

516 **Operating Guidelines**

517 Dawn has been working diligently on the Operating Guidelines, and presented the Board  
518 with a copy of suggested edits and/or changes. The goal is to clean up errors and update  
519 working. Suggested changes are detailed in the handout distributed by Dawn titled  
520 "ASPIRE Operating Guidelines Adopted May 2011." Thorough review with discussion  
521 was made by the Board.

522

523 **Motion**

524 Dawn entertained a motion to approve the operating Guidelines as presented and  
525 amended. Dugan seconded the motion. Jayne abstained, and the motion was approved.  
526 A clean copy will be sent to all Board members and forwarded to the ASPIRE website.

527

528 **Other Business**

529 A reminder was made about the Conference Board Ad for the 2012 conference. Each  
530 state is charged \$100 for an advertisement in the Conference handbook. Board members  
531 are requested to each personally donate \$10 for the Board Advertisement.

532

533 **Return to State Initiative Grants**

534 Rachel reported that Zach Hawkins assumed responsibility for getting information out to  
535 State Presidents regarding deadlines for State Initiative Grants. Considering the funds  
536 have already been allocated for this cause, Rachel presented the option of extending the  
537 deadline so that all the states can take advantage of these funds. She asked that the  
538 deadline for State Initiative Grants be extended for 30 days.

539

540 This led to discussion on the need to clarify deadlines for all state reports, etc. Rachel  
541 will ask Derek, the ASPIRE President-elect, to provide a printout with deadlines for  
542 incoming State Presidents. The next Board meeting details will be set via e-mail.

543

544 **Motion to Adjourn**

545 Rachel thanked everyone for their attendance and called for a motion to adjourn. Dawn  
546 so moved. Jayne seconded the motion and the May 2012 ASPIRE Board meeting  
547 adjourned at 2:16 pm.

548