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

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6 APPROVED Minutes for ASPIRE Board Meeting
7 Ft. Collins, Colorado
8 October 9, 2013
9 Submitted by: Lori Brown-Wirth, ASPIRE Secretary
10 Approved January 21, 2014
11

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13
14 **Board Members Present**

15 President Craig Harter
16 President-Elect Jamie Manzanares
17 Past President Derek Sporbert
18 Treasurer Cody McMichael
19 Secretary Lori Brown-Wirth
20 Colorado State President Pamela Osborne
21 Montana State President Darlene Samson
22 North Dakota State President Lori Larson
23 South Dakota State President Rocky Burkett
24 Utah State President Jami Bayles
25 Wyoming State President Joseph Aguirre
26

27 **Call to Order**

28 The meeting was called to order at 12:01 p.m. by President Craig Harter.
29

30 **Parliamentarian**

31 Lori Larson was appointed Parliamentarian.
32

33 **Introductions**

34 Roll call was made with brief introductions. Craig Harter welcomed new State Presidents and
35 collected contact information with correct spelling of all names.
36

37 **Overview of 2013 Conference**

38 Comments were collected from Board Members about the recent conference. Overall, the majority of
39 reports were favorable.
40

41 **Treasurer's Report**

42 Cody McMichael reported that income from the conference is projected to be around \$96,000. The
43 final bill to the hotel was \$54,000. We are still awaiting some of the exhibitor fees. We are also
44 looking at possible refunds due to people being snowed in and unable to attend the conference.
45

46 Cody McMichael reviewed state finances for the sake of the new State Presidents and procedures for
47 reimbursement forms. Cody McMichael explained that only State Treasurer's may make actual

48 deposits to the ASPIRE Wells Fargo account for state activities, and requested the names of all State
49 Treasurers.

50

51 Regional ASPIRE funds travel for State Presidents to attend ASPIRE Board meetings in January and
52 May, while their respective state is responsible for lodging and per diem. There are Regional and State
53 forms. He also explained the “reimbursement in lieu of donations” option for Board members. This is
54 an excellent way to give back to ASPIRE. Donations may also be made to each state by giving back
55 on lodging or per diem. It is necessary to specify if the state is to be reimbursed rather than the region.

56

57 Cody McMichael summarized the ASPIRE credit cards for executive board members; given to the
58 President, Past-President, President-Elect and Treasurer. He also discussed developments of
59 ASPIRE’s new way of processing credit card charges through improved technology and how this will
60 affect state conferences and registrations. In January, the Board will see a spreadsheet comparison of
61 conference revenues. The 25% membership revenue will be distributed in December.

62

63 Craig Harter discussed projected revenue goals. Derek Sporbert elaborated with comparisons of
64 numbers versus overhead. Discussion ensued.

65

66 Cody McMichael will work closely with the new Treasurer John Shafer throughout this year. Thanks
67 were given to Cody McMichael for all his work.

68

69 **Conference Committee Board Affiliation**

70 Lori Larson summarized Board affiliation on conference committees. Board Members were appointed
71 to the following conference committees for the 2014 conference in North Dakota:

72

- 73 Agenda – Jamie Manzanares
- 74 Conference Program – Jami Bayles
- 75 Corporate Development – Rocky Burkett & Jamie Manzanares
- 76 Moderators – Joseph Aguirres
- 77 Raffle & Silent Auction – Darlene Samson
- 78 Registration – Pamela Osborne
- 79 Budget – John Shafer
- 80 Pre-conference & Community Service – Pamela Osborne
- 81 News/Media – Rocky Burkett & Pamela Osborne
- 82 Entertainment/Special Events/Fun Run – Joseph Aguirre
- 83 Special Guests & Head Table – Jami Bayles
- 84 Evaluations – Lori Brown-Wirth
- 85 Newcomers – Lori Brown-Wirth
- 86 Logistics – Craig Harter
- 87 Conference Advertisements & Vender Booths – Darlene Samson

88

89 A list of committee chairs, with contact information, will be sent to Board Members.

90

91 **Announcements**

92

93 Leadership Summit will be held March 22-23, 2014.

94

95 Policy Seminar will be held March 23-25, 2014.

96 DOE Relations will be held March 26, 2014.

97

98 Derek Sporbert reminded Board members that the “Day on the Hill” portion of Policy Seminar must be
99 a vacation day. Craig Harter summarized the necessary reports from Policy Seminar. Lori Larson
100 summarized the 10 for 10 fee waiver for policy Seminar. Discussions ensued.

101

102 Craig Harter summarized reauthorization with information on links, verbiage and an upcoming
103 conference call.

104

105 **January Board Meeting**

106 The January Board meeting will be held in Rapid City, South Dakota.

107

108 **Action Item**

109 The dates of January 19th, 20th, and 21st, 2014 were nominated. Lori Larson moved to accept
110 these dates. Darlene Samson seconded the motion. Lori Brown-Wirth abstained from voting
111 and the dates were approved.

112

113 **May Board Meeting**

114 The May Board meeting will be held in Grand Forks, North Dakota.

115

116 **Action Item**

117 The dates of May 19th, 20th, and 21st, 2014 were nominated. Joseph Aguirre moved to accept
118 the proposed dates. Jami Bayles seconded the motion and the dates were unanimously
119 approved.

120

121 **State Conferences**

122 Discussion ensued on the Regional President attending State Conferences. The dates and locations for
123 upcoming state conferences are as follows:

124 North Dakota/South Dakota – April 27-29, 2014 in Bismark, South Dakota

125 Montana – April 29-30, 2014 in Great Falls, Montana

126 Wyoming – April 2-4, 2014 in Sheridan, Wyoming

127 Utah – March 13-14, 2014 in Salt Lake City, Utah

128 Colorado – Not yet determined.

129

130 **Unfinished Business/Tabled Items**

131

132 **Late Reimbursement Request**

133 Derek Sporbert described the description of refunds as listed in the Operating Guidelines.

134 Precedence is given as a Board decision in the case of emergency situations or crises.

135

136 Derek Sporbert summarized current refund requests. The Board addressed the special refund
137 requests and discussion ensued.

138

139 **Action Item**

140 Craig Harter entertained a motion to give a partial refund; minus meal costs. Lori Larson so
141 moved and Pamela Osborne seconded the motion. Joseph Aguirre abstained. The motion was
142 approved to give a partial refund.

143

144 **New Business**

145 **Committee Structures**

146 Committee structures and responsibilities may be found on the ASPIRE website. Each State
147 President was encouraged to fill each committee. Craig Harter encouraged new faces on
148 committees.

149

150 **Good of the order**

151 Derek Sporbert will send new presidents an updated copy of the Operating guidelines. Discussion
152 ensued on the role of State Presidents and the Strategic Plan for ASPIRE and COE.

153

154 President Craig Harter will send a copy of the ASPIRE Board contact list to each Board member.

155

156 **New Business Reopened**

157 Derek Sporbert moved that the Board consider refunds for those unable to attend the conference due to
158 the recent snowstorm.

159

160 **Action Item**

161 Derek Sporbert moved to table the discussion of reimbursements in lieu of the natural disaster
162 until the January Board meeting. Lori Larson seconded the motion and the item was tabled
163 until the January meeting in South Dakota.

164

165 **Motion to Adjourn**

166 Derek Sporbert made a motion to adjourn the October 9, 2013 ASPIRE Board meeting and Lori
167 Larson seconded the motion. The meeting was adjourned at 2:06 p.m.

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