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

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6 ASPIRE Board Meeting
7 Grand Forks, ND ~ Canad Inns Hotel
8 May 20-21, 2014
9 Submitted by: Lori Brown-Wirth
10 Approved on: October 11, 2014
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 8:33 a.m. by President Craig Harter.
27

28 **Parliamentarian**

29 Derek Sporbert was appointed Parliamentarian.
30

31 **Minutes from January 2014 Board Meeting**

32 ASPIRE minutes from the January meeting were reviewed with the following edits:
33 Lines 105, 106, 122 – Correct spelling of Eckhardt
34

35 **ACTION ITEM**

36 After brief discussion, Derek Sporbert moved to approve the minutes from the January 2014 Board
37 meetings with corrections. Jamie Manzanares seconded the motion and the minutes were approved.
38

39 **President's Report**

40 Craig Harter shared relevant information from the recent COE Board Meeting. Craig Harter gave
41 details on the upcoming COE Annual Conference which will be held September 7-10, 2014. He
42 encouraged everyone to start making hotel reservations now. Celebrations for Upward Bound's 50th
43 anniversary will be held at the conference. COE is encouraging 50th Anniversary celebrations
44 throughout the country. COE is asking for each region to provide 10 moderators for workshops.
45

46 Early registration for the COE Annual Conference is \$640 and the deadline is June 15, 2014.
47 Craig Harter led a commentary on reauthorization, sequestration, the Department of Education, the
48 Upward Bound APR, and discussed the value of registering in G5 to get grant award notifications.

49 You will need your grant number when you register. Derek Sporbert reported that he sent G5
50 information to all State Presidents. Award letters will go out July 25th for programs that start in
51 September.

52
53 Discussion ensued on when award letters go out. The anticipated dates are as follows: Upward Bound
54 – September 1st; Upward Bound Math Science – August 8th; Veterans Upward Bound – August 28th;
55 Educational Opportunity Center – May 19th; Educational Talent Search, Student Success Services and
56 others – the end of May.

57
58 Craig Harter reported that kudos were given by COE to ASPIRE for passing 100% of Fair Share as of
59 May 19, 2014. Wyoming almost doubled their Fair Share.

60
61 Craig Harter presented a draft of Senate Bill 1754 which will amend the 1965 Higher Education Act.
62 Proposed changes include homelessness and foster care. Section 5 addresses TRIO programs.
63 Discussion included proposed changes and language. Copies will be sent to all who request them.
64 This bill was brought up for awareness purposes only. It may never come to fruition, but discussions
65 are taking place on Capitol Hill.

66
67 Derek Sporbert commented on TRIO eligibility, effects of matching components on grants, and the
68 possible merging of programs such as Upward Bound, Educational Talent Search, and Gear Up.
69 Again, Craig Harter reiterated that is information is just foundational knowledge.

70
71 Jamie Manzanara thanked everyone on behalf of Amy Verlanic, COE Board Chair, for their
72 attendance at Policy Seminar, reporting that this was the best attendance to date.

73
74 Joseph Aguirre shared information from the Chicago conference.

75
76 **Treasurer's Report**

77 John Shafer presented the 2013 Budget on the overhead projector, going through each line with details
78 and explanations.

79
80 John Shafer gave kudos to Cody McMichael for his efforts in reducing credit card fees by setting up
81 the ASPIRE store.

82
83 John Shafer shared the 2014 budget and where ASPIRE is at now, going through each line with
84 comments. There should be no more charges made through Cvent.

85
86 Discussion took place on Executive Board travel budget and the unexpected costs or air fares.

87
88 John Shafer put together a report comparing profits over the last seven years. There was a significant
89 drop in 2013. Discussion ensued on ways of raising ASPIRE income. Possibilities included raising
90 conference registration and project memberships with additional services such as assistance with grant
91 reading or reviews.

92
93 Discussion followed on the financial history of ASPIRE.

94
95 John Shafer reported that the Finance Committee recommended moving \$25,000 out of checking and
96 into savings at the Finance Committee meeting the night before. It is recommended that long term

97 savings hold two years of available operating expenses. Hopefully, ASPIRE will never again
98 experience the financial hit that happened in 2007, but we need to be prepared.

99
100 Discussion ensued on where ASPIRE is at now, financially. Most expenses have been met for the year
101 with the exception of the upcoming conference. Conference income should begin arriving in July.
102

103 Derek Sporbert gave a brief summary of the American Council for Non Profit 501(c)3 status. John
104 Shafer clarified the tax exemption status for ASPIRE. This will be discussed more under new
105 business.

106
107 **ACTION ITEM**

108 John Shafer moved that \$25,000 be moved from ASPIRE checking into ASPIRE savings. Joseph
109 Aguirre seconded the motion and it was approved. John Shafer will proceed with this.

110
111 **Government Relations**

112 Rachel Martinez called in at 10:12 am with the Government Relations report, giving thanks to
113 everyone on the ASPIRE board for all their time and efforts.

114
115 Rachel Martinez reported on the 2014 omnibus and funding that TRIO received from sequestration.
116 TRIO was among only a handful of programs that received funding. Legislation is now looking at the
117 2015 budget. TRIO is asking for a 52 million dollar increase to help recover 120,000 students lost due
118 to cuts.

119
120 Rachel Martinez discussed TRIO expansions and effects on the numbers of students served and stated
121 that good things are happening for TRIO on the hill. Legislators spoke up for TRIO and Gear Up in
122 the House and Senate.

123
124 Michael Wade and Rachel Martinez referred the Board to talking points on the COE website. Use
125 these to follow up with where legislators are at with appropriations data.

126
127 Rachel Martinez reported that focus is currently on appropriations and reauthorization. This includes
128 budget processes and keeping up with the Department of Education home page. Invite local legislators
129 to your campuses and summer programs.

130
131 Keep Rachel Martinez and Michael Wade updated on conversations and actions within your state, as
132 well as Upward Bound 50th anniversary celebrations. Discussion ensued on various plans and
133 legislative discussions within the ASPIRE region. Michael Wade and Rachel Martinez are drafting a
134 report on suggestions for ASPIRE members to do within their states.

135
136 Before ending the call, Rachel Martinez encouraged State Presidents to let the Government Relations
137 team know if anyone needs their help.

138
139 **Recess:**

140 The Regional ASPIRE Board recessed at 10:34 a.m.

141
142 **Reconvene:**

143 The Regional ASPIRE Board reconvened at 10:48 a.m.

144

145 **Return to Treasurer's Report**

146 John Shafer reported receiving a bankruptcy notice. No one recognized the name and no action was
147 taken.

148
149 The 2013 Conference was discussed at length during the January 2014 meeting. John Shafer drafted a
150 letter for Board review to the hotel used for the 2013 conference discussing overcharges on food and
151 the additional \$8,000 in equipment charges. The amounts for food charges do not match the number of
152 people at the banquet and luncheon. Discussion ensued.

153
154 John Shafer recommended sending the letter to the hotel asking for justification and documentation for
155 some of these charges. Pamela Osborne will first get a head count on what numbers were given to the
156 hotel.

157
158 John Shafer showed the Profit & Loss statement by state for 2013.

159
160 **COMMITTEE REPORTS**

161
162 **2015 Conference Committee**

163 Rocky Burkett gave a summary of current plans for the 2015 conference to be held in Rapid City,
164 South Dakota. Discussion included slogan ideas, a TRIO branding iron, and signs for twitter wars.
165 Discussions further included excursions, activities, highlighting Art Quinn winners, and having Native
166 American ceremonies. Committee chairs have been selected, and details are being finalized.

167
168 **ACTION ITEM**

169 Craig Harter entertained a motion to approve the theme:

170 CelebraTing
171 HistoRy
172 CreatIng
173 MOmentum

174 Lori Larson moved to approve and Jamie Manzanares seconded the motion. The theme was approved.
175

176 **State Initiative Grants Committee**

177 Lori Larson thanked everyone who submitted for State Initiative Grants. Five states submitted and
178 four were funded. North Dakota, Wyoming, and South Dakota were funded 100% and Montana was
179 partially funded. Discussion ensued on the rubric and scoring used. For future reference, the State
180 Initiative committee will release the top scorers as examples for future reference. Discussion also
181 followed on the possibility of increasing next year's State Initiative Grants budget.

182
183 **Membership Committee**

184 Dawn Eckhardt joined the meeting at 11:30 a.m. and distributed and discussed current membership
185 lists. Discussions included glitches in paying through the ASPIRE store where there is no membership
186 form. Dawn Eckhardt reported that she is working on adding the form to the store.

187
188 The membership year is set up to coincide with the annual regional conference so that the new year of
189 membership may be paid at the conference.

190
191 Derek Sporbert asked State Presidents to look at their lists and try to determine the number of potential
192 members who are not on the list.

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Discussions ensued on the various types of memberships for ASPIRE. Dawn Eckhardt explained the details of Institutional, Project, Personal, Friend of ASPIRE, Alumni, Emeritus, etc. Discussion ensued and included updating the membership form.

Thanks were given to Dawn Eckhardt for her work as Membership Chair.

Recess:

The Regional ASPIRE Board recessed at 11:49 a.m. for lunch.

Reconvene:

The Regional ASPIRE Board reconvened at 2:01 p.m.

STATE REPORTS

South Dakota

South Dakota State President Rocky Burkett reported on highlights of South Dakota. Reports included using the State Initiative Grant for web impressions which showed a good return. Their spring state meeting was held in Bismarck, and student Olympics were held in Aberdeen in June. A full South Dakota report is available on the ASPIRE website.

North Dakota

Lori Larson reported on activities in North Dakota, which included the state conference, TRIO achievers, and representation at Policy Seminar. They have interim committees focusing on conference planning. A full report may be found on the ASPIRE website.

Montana

State President Darlene Samson reported on Montana. Montana partnered with the College Access network and Gear Up at their April conference, which was very successful. The Montana Governor attended their TRIO Achiever Banquet. Montana has now moved into a two year term as State President. A full report may be found on the ASPIRE website.

Wyoming

Wyoming State President Joseph Aguirre gave updates on Wyoming ASPIRE. Communication is improving between institutions in the state. Upward Bound is working on a 50th Anniversary video as well as a TRIO Works video for the state. Wyoming is considering Jackson Hole for the 2016 conference. Recommendations will be presented to the Board at a later date. A full report may be found on the ASPIRE website.

Colorado

State President Pamela Osborne distributed copies of the Colorado State Report. Colorado is focusing on developing relationships with state legislators. Their state conference was in Glenwood Springs and was very successful. Colorado is working on getting schools involved that have not been in the past. The complete Colorado report is available on the ASPIRE website.

Utah

Utah President Jami Bayles gave the Utah ASPIRE State Report. Utah sent eight people to Policy Seminar. Utah membership has grown and they gave eight \$500 scholarships this year. Utah met their

241 10 for 10 and all Institutional Memberships were paid. Utah is working on updating their State
242 Operating Guidelines. The complete Utah report can be found on the ASPIRE website.

243

244 **2014 Conference Committee**

245 Cara Davis, the 2014 Conference Chair, arrived at 2:30 p.m. to report, giving an overview of the
246 agenda, menu, and rooms that have been reserved.

247

248 Leadership Development Institution discussions are pending for Saturday.

249

250 Anticipated Sunday activities include morning sessions of a poverty simulation, moderator training,
251 and CPR certification. Afternoon activities include the Keynote Speaker, State and Regional meetings,
252 and a President's dessert reception with live music is planned for the evening. This will cost \$7.99 per
253 person and includes coffee and tea.

254

255 Monday's activities include a plenary recognizing Upward Bound's 50 year anniversary and
256 concurrent sessions. The TRIO Achiever luncheon may have a sponsor. Possibilities for evening
257 activities include "dueling pianos" provided by the CANADINN.

258

259 A fun run and pancake feed is planned for Tuesday morning, followed by concurrent sessions, a
260 plenary, ASPIRE Business meeting, and State meetings. The Banquet is planned for that evening.
261 CANADINN is providing karaoke.

262

263 Wednesday morning will hold a breakfast buffet and awards, followed by a plenary and closing
264 remarks. Cara Davis stated that she has not yet heard back from the Department of Education about
265 attendance.

266

267 Discussion ensued on corporate donations and sponsorships. The City of Grand Forks is providing
268 staff, printing, banners and 15 gift bags. Service projects are being considered and registration is being
269 set up. Each state is asked to contribute a large ticket item for the raffle (in the \$150 range). Please let
270 Cara Davis know by the beginning of September what each state is bringing. Encouragement was
271 given on finding presenters, donating silent auction items, and participating in the 50/50 raffle.

272

273 Discussion ensued on the possibility of flying into Fargo and shuttling to Grand Forks.

274

275 ***Recess:***

276 The Regional ASPIRE Board recessed at 3:00 p.m. for a hotel tour.

277

278 ***Reconvene:***

279 The Regional ASPIRE Board reconvened at 4:21 p.m.

280

281 **OLD BUSINESS**

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283 **501(c)3**

284 Derek Sporbert gave a recap of the 501(c)3 status which has been on the ASPIRE agenda for several
285 years. The region has 501(c)3 status, which covers all the states. This status allows tax deductible
286 donations to be made to ASPIRE. Donations made to ASPIRE may be designated to a particular state.
287 Discussion ensued.

288

289 **NEW BUSINESS**

290

291 **Leadership Development Institute**

292 Leadership Development Institute (LDI) has been a part of ASPIRE for 14 years. Discussion of LDI
293 was entertained. These discussions included concerns, benefits, and consideration of not having it this
294 year in light of attendance and costs. The consensus of the board was to keep LDI.

295

296 **State Initiative Grants**

297 Discussion took place on raising State Initiative Grants for next year. This is an agenda item for next
298 year's Finance Committee.

299

300 **Development**

301 The Development report, prepared by Carol Gritts, was presented via overhead projector. The numbers
302 are not up to date. Discussion ensued on where each state is currently at. Discussion included
303 Institutional and Project memberships.

304

305 ***Executive Session:***

306 The Regional ASPIRE Board went into Executive Session at 5:14 p.m.

307

308 ***Reconvene:***

309 The Regional ASPIRE Board left Executive Session and reconvened at 5:20 p.m.

310

311 **Donations**

312 John Shafer discussed ways the Board can give back to ASPIRE.

313

314 **Registration Fees**

315 The ASPIRE Board discussed the possibility of raising registration fees. Registration for the ASPIRE
316 annual conference has been \$375.00 for many years. Discussion ensued on raising fees by \$10.00.
317 This will help ASPIRE recoup credit card fees.

318

319 **ACTION ITEM**

320 Derek moved to raise registration fees for ASPIRE annual conference by \$10.00 with a caveat
321 explaining why fees were raised. Jami Bayles seconded the motion and the motion was approved.

322

323 **Art Quinn Award**

324 Craig Harter encouraged the board to prepare nominations for tomorrow's meeting.

325

326 ***Recess:***

327 Derek Sporbert moved that the ASPIRE board recess until 8:30 a.m. the next day. John Shafer
328 seconded the motion. The meeting adjourned for the day at 5:31 p.m.

329

330 ***Reconvene:***

331 The Regional ASPIRE Board meeting reconvened on May 21, 2014.

332

333 **Board Members Present**

334 Craig Harter, ASPIRE President

335 Derek Sporbert, ASPIRE Past-President

336 Jamie Manzanares, ASPIRE President-Elect

337 John Shafer, ASPIRE Treasurer
338 Lori Brown-Wirth, ASPIRE Secretary
339 Pamela Osborne, Colorado State President
340 Darlene Samson, Montana State President
341 Lori Larson, North Dakota State President
342 Jami Bayles, Utah State President
343 Joseph Aguirre, Wyoming State President
344

345 **Absent:**

346 Rocky Burkett, South Dakota State President
347

348 **Call to Order**

349 The meeting was called to order at 8:36 a.m. by President Craig Harter.
350

351 **Appoint Parliamentarian**

352 Derek Sporbett was re-appointed Parliamentarian.
353

354 **Art Quinn Award**
355

356 ***Executive Session:***

357 The Regional ASPIRE Board went into Executive Session at 8:38 a.m.
358

359 ***Reconvene:***

360 The Regional ASPIRE Board left Executive Session and reconvened at 9:34 a.m.
361

362 **UNFINISHED BUSINESS**
363

364 **Budget**

365 Further discussion of budget changes will occur during the October, 2014 meetings.
366

367 **Reimbursement**

368 John Shafer presented a proposal to give a reimbursement to one of the Government Relations Co-
369 chairs for Policy Seminar. Discussion included looking at only one Chair for the Government
370 Relations Committee next year, and raising the budget. The current budget for this position is \$2,000.
371

372 **ACTION ITEM**

373 Derek Sporbett moved that the ASPIRE Board extend the Government Relations budget this year only
374 by \$900 with \$450 going to Rachel Martinez and \$450 being donated back to ASPIRE. Lori Larson
375 seconded the motion. Discussion incurred and the motion carried.
376

377 John Shafer asked the current state presidents to be sure to inform their members that the
378 reimbursement forms are on the ASPIRE website. John Shafer further reported that the ASPIRE
379 Accountant, Kathy Hamilton, should receive copies from the originator of all requests for
380 reimbursements.
381

382 ***Recess:***

383 The Regional ASPIRE Board recessed at 10:07 a.m.
384

385 **Reconvene:**
386 The Regional ASPIRE Board reconvened at 10:31 a.m.
387

388 **Committee Structure**

389 President-elect Jamie Manzanares led discussion on anticipating changes to committee structure during
390 his term as ASPIRE President. Discussion included proposed changes of the LDI leadership structure,
391 Professional Development, and filling committees with someone from each state.
392

393 The Board reviewed names of Committee Chairs for current committees. President Craig Harter noted
394 that this will be an opportunity for new people to become involved and encouraged everyone to begin
395 communications with potential committee members.
396

397 **Grant Reading**

398 Discussion commenced on the possibility of having grant writing workshops. Derek Sporbert and Lori
399 Larson asked for permission from the board to have the conference committee explore this option.
400 Discussion ensued.
401

402 **ACTION ITEM**

403 Derek Sporbert made a motion to have the 2014 Conference Committee explore the option of having a
404 grant writing workshop at the 2014 Conference. Joseph Aguirre seconded the motion. After further
405 discussion, the motion carried.
406

407 **Good of the order**

408 Craig Harter thanked Derek Sporbert and Lori Larson for their assistance and transportation given to
409 board members during their stay in Grand Forks, North Dakota for the board meetings. John Shafer
410 gave words of gratitude to the board. Call was made for adjournment.
411

412 **Motion to Adjourn**

413 Lori Larson made a motion to adjourn the May 2014 ASPIRE board meeting and Derek Sporbert
414 seconded the motion. The meeting was adjourned at 11:11 a.m.
415
416