



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

ASPIRE BOARD MEETING
May 6-7, 2015
Rapid City, South Dakota
Submitted by Jami Bayles
OFFICIAL MINUTES – APPROVED October 3, 2015

IN ATTENDANCE OFFICERS

Jamie Manzanares, President
Joseph Aguirre, President-Elect
Craig Harter, Past-President
Jami Bayles, Secretary

STATE PRESIDENTS

Pamela Osborne, Colorado State President
Darlene Samson, Montana State President
Dennis Stangl, North Dakota State President
Kyle Ethelbah, Utah State President
Heather Webb, Wyoming State President

ABSENT

John Shafer, Treasurer
Peggy Madrid, South Dakota President

1 **CALL TO ORDER**

2 Meeting was called to order by Jamie Manzanares at 8:04am. Roll call was made and Pamela Osborne was
3 appointed Parliamentarian.

4
5 **ADOPTION OF AGENDA**

6 Jamie Manzanares distributed a proposed agenda to the Board. Pamela Osborne moved to accept the agenda,
7 Kyle Ethelbah seconds, and the agenda was approved unanimously.

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9 **APPROVAL OF MINUTES**

10 Minutes from the January 27-28, 2015 ASPIRE Board meeting were reviewed. Corrections included Line 8 –
11 change “Jami” to “Jamie”; Line 203 – change “Reisner” to “Roesener”; and add a copy of the 2015 approved
12 conference budget. After no further corrections, Jamie Manzanares accepted the minutes as corrected.

13
14 **STATE UPDATES**

15 Colorado

16 Pamela Osborne reported that Colorado participated in a successful “Day at the Capitol” in February, which
17 resulted in an active alliance with 6-7 educational groups including Colorado Department of Education.
18 Pamela stated that due to the event, two bills have now been drafted to include college access and success
19 language at the state level. The Colorado state conference had 125 in attendance with over 50 at the TRIO
20 Alumni reception.

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22 Montana

23 Darlene Samson reported that Montana had a successful state conference, as they partnered with financial aid
24 officers in the state. A lot of positive feedback was received and approximately \$3K was netted at the
25 conference. Montana TRIO programs visited Capitol Hill while Montana legislature was in session and they
26 were formerly recognized by the floor of the Senate session. During the state meeting, the Montana Strategic
27 Plan was put into action with committee members and chairs.

28

29 North Dakota
 30 Dennis Stangl stated that the new North Dakota Secretary is Erica Berg from Lake Region State College. A
 31 new ND Facebook group has been created in hopes of connecting to more alumni in the state. Twenty-nine
 32 people attended the ND conference in March in Bismarck where they updated By-Laws and Strategic Plan. A
 33 state policy seminar was held in conjunction with the state conference. Dennis reported that they are
 34 establishing a co-state conference with South Dakota every year which will be held in alternating cities of
 35 Bismarck and Pierre.

36
 37 South Dakota
 38 Jamie Manzanaras gave a update on behalf of South Dakota. They have a new state president, Peggy Madrid,
 39 replacing Rocky Burkett upon his acceptance of a non-TRIO position. State legislators were invited to the
 40 TRIO Achiever dinner where a former TRIO participant from each program was honored.

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 42 Utah
 43 Kyle Ethelbah gave a brief update on Utah. There are currently 56 ASPIRE Utah members and 59 were in
 44 attended the conference at the state conference in Salt Lake City. They have changed the term for the office of
 45 President from one year to two years in order to align with the other states in the region. There is a new
 46 Alumni Utah Facebook account and recently mailed congratulatory cards to all the graduating seniors in
 47 hopes of boosting numbers for the state and national alumni associations. Kyle reported that 100% of project
 48 memberships were met for the 2nd consecutive year.

49
 50 Wyoming
 51 Heather Webb distributed a copy of her a state update and reported 31 were in attendance at the Cody,
 52 Wyoming state conference. Also reported that the current number of members was not an accurate reflection
 53 as many of those TRIO professionals have moved out of the state or retired. In the process of appointing a
 54 new Treasurer as the current Treasurer will be moving in July. Wyoming has been connecting with state
 55 legislators and had successful meetings in Washington DC at Policy, as well as, follow-up communication
 56 with them in April.

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 58 John Shafer joined the board meeting via phone at 8:26am.

59
 60 **TREASURER’S REPORT**

61 John Shafer gave a brief update on the ASPIRE budget as of April 30th.

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ASPIRE REGION BUDGET, 2015					
As of 4/30/15					
Current Checking Balance		\$ 99,698.41			
Current Savings Balance		\$ 1,523.27			
Long-Term Savings Accounts		\$ 77,268.23			
Net Assets		\$ 178,489.91			
Income	2015 Budget	2015 Actual			
Membership, Personal	\$ 15,000.00	\$ 3,090.00			
Project Memberships	\$ 11,000.00	\$ 5,200.00			
Personal Donations	\$ 4,000.00	\$ 1,295.91			
Interest Income	\$ 675.00	\$ 0.19			
Conference		\$ 475.00			
LDI	\$ 2,000.00				
Total Income	\$ 32,675.00	\$ 10,061.10			
General Expenses			Committee Expenses		
General Operating	\$ 300.00	\$ 160.80	Archivist	\$ 300.00	
Bank and Credit Card Fees	\$ 100.00	\$ 3.00	Awards	\$ 600.00	
Credit Card Processing Fees	\$ 6,000.00	\$ 1,131.16	Development	\$ 500.00	\$ 253.60
Executive Board	\$ 15,000.00	\$ 11,461.44	Governmental Relations	\$ 14,500.00	\$ 15,780.32
COE Board Travel	\$ 13,500.00	\$ 300.00	LDI	\$ 2,000.00	
Insurance and Bond	\$ 2,450.00	\$ 313.00	Membership	\$ 200.00	\$ 49.00
Accountant	\$ 1,500.00	\$ 618.95	State Initiatives	\$ 1,500.00	
Website and Domain	\$ 140.00	\$ 34.00	TRIO Achievers	\$ 1,000.00	
Event Espresso	\$ 200.00	\$ 199.95	Total Committee Expenses	\$ 20,600.00	\$ 16,082.92
COE Membership	\$ 4,000.00		Total Income	\$ 32,675.00	\$ 10,061.10
Conference		\$ 307.03	Total Expenses	\$ 63,790.00	\$ 30,612.25
Total General Expenses	\$ 43,190.00	\$ 14,529.33	Net Gain or Loss	\$(31,115.00)	\$(20,551.15)

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64
65 The budget to date shows a loss of approximately \$30K. However, conference income and expenses had not
66 been plugged into the budget as of yet. John recommended that an additional \$25K be moved from checking
67 to long-term savings, bringing the savings account to approximately \$102K and \$75K in checking. With a
68 projected profit of \$42K from the 2015 October conference, a minimum profit of \$25K will bring the
69 checking account to \$100K, which will meet the goal set out eight years ago to have at least two years of
70 operating expenses saved.

71
72 John recommended hiring an accountant to help with the Treasurer duties for the region. Discussion ensued.
73

74 **ACTION ITEMS**

- 75 1. Joseph Aguirre made a motion for John Shafer, with the help of Darlene Samson, to research costs
76 that would be directly related for hiring an accountant to assist the ASPIRE Treasurer and bring to the
77 October Board meeting. Pamela Osborne seconds. Discussion ensues, and motion carries.
- 78 2. Jamie Manzanaras called for a motion to move \$25K from ASPIRE checking account into savings.
79 Jami Bayles so moved, Pamela Osborne seconds, and motion carried.
- 80 3. Jami Bayles moved to include in the Operating Guidelines that no ASPIRE region funds be spent on
81 alcohol specifically for purposes of the “People’s House” hospitality suite. Kyle Ethelbah seconds.
82 Discussion ensued. Darlene Samson abstains, and motion carried.

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84 **ART QUINN MEMORIAL AWARD**

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86 Executive Session

87 The ASPIRE Board went into Executive Session at 8:29am to discuss Art Quinn Memorial Award
88 nominations. The ASPIRE Board left Executive Session at 9:15am.

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90 **COMMITTEE REPORTS**

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92 Development

93 Carol Gritts joined the Board and gave a brief update on ASPIRE Development. Carol reported that Dan
94 Benge and Rachel Martinez are co-chairs for Development. Dan assumes responsibility for Montana and
95 Utah; Rachel is over Wyoming and Colorado; Carol is over North Dakota and South Dakota. Carol
96 emphasized the importance of state leaders and how they play a critical role in the accomplishments of
97 Development, and invited suggestions for the structure of the Development Committee.

98

99 As of May 1st, ASPIRE is at 79% for the COE Fair Share goal in institutional memberships. Five regions are
100 higher ranging from 82-95%, and four are lower ranging from 63-75%. The COE “10 For 10” Campaign was
101 not as successful this year. Only 3 of 6 states (Colorado, Wyoming, South Dakota) have met their goal. Carol
102 stated this was due in part to COE having too early of a deadline date (September), and even though COE
103 extended the deadline, there was no momentum or incentive for programs to participate further.

104

105 Carol stated that the focus for all development committees in all of the states needs to be on ASPIRE Project
106 Memberships. In the past, an average of \$15K has been generated. To date, project memberships are down
107 approximately \$5200. Carol stated that there needs to be more benefits that come from project memberships,
108 other than just free registration to pre-conference workshops. Discussion ensued with ideas from the Board.

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110 **ACTION ITEM**

111 Joseph made a motion to provide a monetary award of \$500 to the first state in the ASPIRE region that meets
112 100% of Project Memberships, with \$250 awarded to the second state, \$150 to the third state, and \$100 to the
113 fourth state that comes closest. Heather Webb seconds and motion carries.

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115 State Initiative

116 Darlene Samson gave the State Initiative report regarding the Paul Spraggins Grant. To date, three proposals
117 have been submitted from states Colorado, Montana, and South Dakota. The deadline to submit is May 31,
118 and the COE State Initiative Committee will be meeting May 18-22 to review the first round of proposals.

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ASPIRE Operating Guidelines Update

Jami Bayles reported that a final copy of the Operating Guidelines with proposed changes from the January Board meeting was distributed to the Board. Pending any changes that may take place at the current May Board meeting, one last draft will be distributed for approval in June via conference call.

History of ASPIRE

Jamie Manzanaras reported that he sent a call out on March 31 asking the membership to begin putting together a living document of ASPIRE’s history. To date Jamie reported receiving a few submissions and that Theresa Rader had volunteered to be the central collection point.

Meeting Recessed for lunch at 11:30am, Reconvened at 2:30pm.

Strategic Plan Update

Joseph Aguirre presented the approved Strategic Plan for review. Discussion ensued on the structure, vision, and plan of operation.

Website Committee Update

Dennis Stangl gave an update on the ASPIRE website. Discussion ensued on including regional data, a new ASPIRE brochure, congressional templates, and email structure for membership and ASPIRE Board.

Native American Committee Update

Upon Rocky Burkett’s recent acceptance of a non-TRIO position, Kyle Ethelbah will chair the new Native American Committee and will work with Delmar Hamilton from the Community College of Denver on developing tasks and structure for the new committee.

ACTION ITEM

Jami Bayles made a motion to create an “ASPIRE Region Conference Advisory” committee made up of past region conference chairs for the purpose of lending support and best practices to future conference chairs. Pamela Osborne seconds, and motion carries.

The Board recessed at 5:07pm on Wednesday, May 7, 2015.

The Board reconvened at 8:01am on Thursday, May 8, 2015 and took a tour of the hotel.

IN ATTENDANCE

Jamie Manzanaras, Joseph Aguirre, Craig Harter, Jami Bayles, Pamela Osborne, Darlene Samson, Dennis Stangl, Kyle Ethelbah, Heather Webb. Guest Nora Leinen from Black Hills State joined the Board in the tour and answered conference questions.

ABSENT

John Shafer, Peggy Madrid

2015 Conference Update

The ASPIRE Board reviewed and discussed the 2015 Conference Agenda. Discussion included hours of the People’s House, Sunday evening 9pm-Midnight, board will personally provide beverages and snacks.

2016 Conference Update

Heather Webb reported that subcommittees have been formed and have started to meet. Al Simpson, former Wyoming Senator, is interested in attending. Heather gave information regarding costs for AV equipment and room rates for the condos on the property. The 2016 ASPIRE Conference will be held in Jackson Hole, Wyoming at the Snow King and Grand View Lodges on September 30-October 4, 2016. Heather Webb proposed developing a Social Justice track for the conference. Discussion ensued.

174 **OLD BUSINESS**

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176 Social Justice Committee – Tabled from January Board Meeting.
177 Heather Webb described the purpose of the Social Justice Committee which would be to act as a resource,
178 advisory, and support system for the states and region. Duties would include assisting with volunteer projects
179 at the region conference; assisting states who wish to do volunteer projects for state TRIO Day; and offering
180 resources for social justice issues in TRIO programs. The structure of the committee would include a chair
181 and at least three state representatives.
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183 **ACTION ITEM**

184 Kyle Ethelbah moved to approve the Social Justice Committee as described by Heather Webb. Pamela
185 Osborne seconds, motion carries.
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187 **GOOD OF THE ORDER**

188 Discussion ensued about travel arrangements and booking deadlines for the January Board meeting.
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190 **MOTION TO ADJOURN**

191 Jamie Manzanares called for a motion to adjourn. Pamela Osborne so moved, Craig Harter seconds, and the
192 May 6-7, 2015 ASPIRE Board meeting adjourned at 12:03pm.
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