ASPIRE BOARD MEETING
October 3, 2015
Rapid City, South Dakota
Submitted by Jami Bayles
OFFICIAL MINUTES – APPROVED 1/24/2016

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
Peggy Madrid, South Dakota President
Kyle Ethelbah, Utah State President
Heather Webb, Wyoming State President

GUESTS IN ATTENDANCE
Khara O'Connell, Colorado President-Elect
Kelly Buck, Montana President-Elect
Maureen Hoyler, COE President

1 **CALL TO ORDER**
2 Meeting was called to order by Jamie Manzanares at 9:15am. 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. John Shafer moved to accept the agenda with
7 changes. Darlene Samson seconds, and the agenda was approved unanimously.
8
9 **APPROVAL OF MINUTES**
10 Minutes from the May 6-7, 2015 ASPIRE Board meeting were reviewed. With no corrections, Jamie
11 Manzanares accepted the minutes as corrected.
12
13 Minutes from the June 2, 2015 ASPIRE Board Conference Call were reviewed. With no corrections, Jamie
14 Manzanares accepted the minutes as corrected.
15
16 Debrief of 2015 COE Annual Conference
17 Joseph reported that there were five newcomers from the ASPIRE region. He also attended a Veterans
18 Upward Bound session and suggested that ASPIRE provide more support to VUB and McNair professionals
19 in the region. Jamie M. congratulated the state presidents for meeting COE Fair Share goals.
20
21 **TREASURER'S REPORT**
22 John Shafer presented the 2014 Treasurer's Report. John recapped that the region budget had $123,226.18 in
23 checking, $1,523.18 in savings, and $77,268.23 in long-term savings as of December 31, 2014.
24

John then presented the ASPIRE Region Budget as of 9/24/2015.

ASPIRE REGION BUDGET, 2015			Income	2015 Budget	2015 Actual
As of 9/24/2015					
			Membership, Personal	$ 15,000	$ 8,790.00
Current Checking Balance		$209,561.48	Project Memberships	$ 11,000	$ 6,900.00
Current Savings Balance		$ 1,523.69	Personal Donations	$ 4,000	$ 3,063.05
Long-Term Savings		$102,845.06	Interest Income	$ 675	$ 0.51
Accounts Recievable		$ -	Conference	$ 89,000	$65,320.00
Accounts Payable		$ (2,327.32)	Accounts Receivable	$ -	
Prepaid Expenses			Corporate Development	$ -	
Net Assets		$311,602.91	LDI		
			Total Income	$ 119,675	$84,073.56
General Expenses					
General Operating	$ 300	$ 404.01	**Committee Expenses**		
Bank/Credit Card Fees	$ 100	$ 15.00	Archivist	$ 300	
CC Processing Fees	$ 6,000	$ 2,815.86	Awards	$ 600	
Executive Board	$15,000	$ 19,628.31	Development	$ 500	$ 368.60
COE Board Travel	$13,500	$ 6,725.52	Governmental Relations	$ 14,500	$15,780.32
Insurance and Bond	$ 2,450	$ 2,456.00	LDI	$ 2,000	
Accountant	$ 1,500	$ 1,789.58	Membership	$ 200	$ 49.00
Audit			State Initiatives	$ 1,500	
Legal	$ -		TRIO Achievers	$ 1,000	
Website and Domain	$ 140	$ 268.94	*Total Committee Expenses*	$ 20,600	$16,197.92
Event Espresso	$ 200	$ 199.95			
COE Membership	$ 4,000	$ -	**Total Income**	$ 119,675	$84,073.56
Conference	$46,265	$ 12,538.94	**Total Expenses**	$ 110,055	$63,040.03
Total General Expenses	$89,455	$ 46,842.11	**Net Gain or Loss**	$ 9,620	$21,033.53

Discussions ensued regarding COE Board travel and previous ASPIRE annual conferences.

John then discussed the ASPIRE Treasurer's responsibilities and time commitments involved in the position. Discussion ensued.

ACTION ITEM
Kyle made a motion to hire a contractor to assist with ASPIRE accounting duties. Joseph seconds. Discussion ensues. John abstains and motion carries.

2016 COE Fair Share Update
Joseph reported that COE is increasing the Fair Share goals. More work will need to be done to ensure all states in ASPIRE continue to meet their goals. The states that will require the most assistance are North and South Dakota. Discussion ensues.

Meeting recessed at 11:55 for lunch, Reconvened at 2:30pm.

State Initiative/Paul Spraggins Update
Darlene reported that three states submitted applications that were due in May. South Dakota was awarded $200 to help support state conference costs; Montana was awarded $500 to be used for the purchase of a video conferencing program that the state will use in state meetings and trainings, as well as, a stipend for a trainer for three webinars; and Colorado was awarded $500 to help support their lobbyist. Joseph reminded presidents that they need to request their respective matching funds by November 1st.

2016 ASPIRE Conference Update
Heather reported that the conference will be held at the Snow King Resort in Jackson, Wyoming on October 2-5th, 2016 with the 1st and 2nd as pre-conference dates. She described some of the activities that the

55	conference committee is looking into. They are planning to offer UB grant writing pre-cons, as well as, and
56	Emerging Leaders Institute.
57	
58	<u>2017 ASPIRE Conference Update</u>
59	Kyle reported that the conference will be held at the Sheraton Hotel in Salt Lake City, Utah on October 13-17,
60	2017. The contract has been signed, and room rates have been negotiated at a block rate of $149. He stated
61	that many hotels were either not available during that time, or requiring a more expensive food & beverage
62	minimum.
63	
64	<u>Changes to Operating Guidelines</u>
65	Jami B. gave a brief history of the membership "years of service" award categories and explained that the cost
66	for Emeritus membership went from $40 in 2009 to $10 in 2011 and FREE in 2014. She expressed her
67	concern over the cost of service awards, those receiving retiree recognition awards, Emeritus status, and the
68	inconsistency between what the By-Laws state and the Operating Guidelines regarding Emeritus and Retiree
69	eligibility. John expressed his concern and reported that many members are confused regarding the
70	differences in terms, calendar, and fiscal years with professional and project memberships. Jamie M. asked for
71	clarification on project memberships and pre-conference rates. Discussion ensued.
72	
73	**ACTION ITEMS**
74	1. Jami B. made a motion to change the minimum number of years for retiree recognition awards eligibility
75	from five years to 10 years, in order to be consistent with retiree eligibility listed in the By-Laws. Heather
76	seconds and motion carried.
77	
78	2. Jami B. made the motion to include clarification in the Operating Guidelines that states pre-conference
79	workshop rates are free to all staff of a project with a paid project membership, and for projects without a paid
80	project membership, the rate is $100 per person for regular registration, and $150 for late registration. Kyle
81	seconds and motion carries.
82	
83	**STATE REPORTS**
84	Each state president briefly discussed highlights from their respective states. These will be mentioned in more
85	detail during the ASPIRE business meeting, and will be available on the ASPIREonline.org website.
86	
87	**GOOD OF THE ORDER**
88	Heather reported that during the COE Conference she asked for clarification on TRIO Alumni at the COE
89	Conference and reported that the term 'alumni' was defined as "any individual who has participated in a
90	TRIO program", and that there were no graduation requirements.
91	
92	Khara and Kelly thanked the Board for inviting the state president-elects to the meeting as it helped them
93	better understand the meeting process and procedures. Jamie M. thanked them for their participation.
94	
95	John reminded the board that travel costs for pre- and post- days at the region conference that are related to
96	attending the region board meeting can be covered by region and states, but the rest of the conference would
97	be a program expense.
98	
99	**MOTION TO ADJOURN**
100	Jamie M. called for a motion to adjourn. Jami B. so moved, John seconds, motion carried and the October 3,
101	2015 ASPIRE Board meeting adjourned at 5:23pm.
102	