



Colorado • Montana • North Dakota • South Dakota • Utah • Wyoming

**ASPIRE BUSINESS MEETING**  
**October 12 & 14, 2014**  
**Grand Forks, North Dakota**  
**Submitted by Jami Bayles**  
**OFFICIAL MINUTES – APPROVED 10/4/2015**

IN ATTENDANCE OFFICERS

Craig Harter, President  
Jamie Manzanares, President-Elect  
Derek Sporbert, Past-President  
John Shafer, Treasurer

ABSENT

Lori Brown-Wirth, Secretary

STATE PRESIDENTS

Pamela Osborne, Colorado State President  
Darlene Samson, Montana State President  
Lori Larson, North Dakota State President  
Rocky Burkett, South Dakota State President  
Jami Bayles, Utah State President  
Joseph Aguirre, Wyoming State President

1 **CALL TO ORDER**

2 Meeting was called to order by Craig Harter at 2:41pm.  
3

4 **PARLIAMENTARIAN**

5 Jamie Manzanares was appointed Parliamentarian and a quorum was established.  
6

7 **APPROVAL OF MINUTES**

8 Minutes from the October 2013 ASPIRE Business meetings in Fort Collins, Colorado were distributed  
9 and reviewed by the ASPIRE membership and approved with the following edits:  
10

- 11 Line 156 – Change “Metcalf” to “Metcalfe”  
12 Lines 160, 162, 175 – Change “Manzaneres” to “Manzanares”  
13 Lines 163, 170 – Change “acclimation” to “acclamation”  
14 Line 163 – Change “Aguierres” to “Aguirre”  
15 Lines 167, 169, 179 – Change “Shaefer” to “Shafer”  
16 Line 167 – Change “President-Elect” to “Treasurer”  
17 Line 170 – Change “KrisAnn Krow” to “Krisan Crow”  
18 Line 185 – Change “Kara” to “Cara”  
19

20 **TREASURER’S REPORT**

21 John Shafer reported that the ASPIRE account is in a good spot. As of December 31, 2013, ASPIRE  
22 had \$193,114.61. The long-term savings account had \$51,640.77. John reported that the ASPIRE  
23 Board authorized the purchase of another \$25K Certificate of Deposit with the goal of having at least  
24 two years’ worth of operating expenses in long-term savings. He explained the \$3K under  
25 miscellaneous was a refund for the IRS 501c3 application.

**ASPIRE REGION BUDGET vs. ACTUAL, 2013**

As of 12/31/13

Current Checking Balance		\$ 144,552.43	
Current Savings Balance		\$ 1,522.21	
Long-Term Savings Accounts		\$ 51,640.77	
Accounts Receivable		\$ -	
Accounts Payable		\$ 5,866.70	
Prepaid Expenses		\$ 1,265.90	
Net Assets		\$ 193,114.61	
<b>Income</b>	<b>2013 Budget</b>	<b>2013 Actual</b>	<b>Variance</b>
Membership, Personal	\$ 15,000.00	\$ 14,168.75	\$ (831.25)
Project Memberships	\$ 11,000.00	\$ 9,235.00	\$ (1,765.00)
Personal Donations	\$ 6,000.00	\$ 5,403.29	\$ -
Interest Income	\$ -	\$ 1,689.80	\$ 1,689.80
Conference	\$ 92,250.00	\$ 104,923.00	\$ 12,673.00
Accounts Receivable	\$ -	\$ -	\$ -
Corporate Development	\$ -	\$ -	\$ -
LDI	\$ 2,000.00	\$ 1,150.00	\$ (850.00)
Miscellaneous Income	\$ 3,000.00	\$ 3,000.00	\$ -
<b>Total Income</b>	<b>\$ 129,250.00</b>	<b>\$ 139,569.84</b>	<b>\$ 10,319.84</b>
<b>General Expenses</b>			
General Operating	\$ 500.00	\$ 242.28	\$ 257.72
Bank and Credit Card Fees	\$ 250.00	\$ 57.21	\$ 192.79
Credit Card Processing Fees	\$ 6,000.00	\$ 6,592.37	\$ (592.37)
Executive Board	\$ 15,000.00	\$ 18,400.31	\$ (3,400.31)
COE Board Travel	\$ 7,000.00	\$ 12,254.99	\$ (5,254.99)
Insurance and Bond	\$ 2,200.00	\$ 2,313.00	\$ (113.00)
Accountant	\$ 2,000.00	\$ 1,340.38	\$ 659.62
Audit	\$ -	\$ -	\$ -
Legal	\$ 500.00	\$ -	\$ 500.00
Website and Domain	\$ 300.00	\$ 69.95	\$ 230.05
Cvent (on-line registration)	\$ 3,700.00	\$ 3,808.00	\$ (108.00)
COE Membership	\$ 4,000.00	\$ 4,000.00	\$ -
COE Conference Half Table	\$ 2,916.00	\$ 2,916.66	\$ (0.66)
Conference	\$ 49,990.00	\$ 63,570.83	\$ (13,580.83)
<b>Total General Expenses</b>	<b>\$ 94,356.00</b>	<b>\$ 115,565.98</b>	<b>\$ (21,209.98)</b>
<b>Committee Expenses</b>			
Archivist	\$ 200.00	\$ 300.00	\$ (100.00)
Awards	\$ 1,500.00	\$ 1,500.68	\$ (0.68)
By-Laws/Operating Guidelines			\$ -
Corporate Development			\$ -
Development	\$ 500.00	\$ 727.34	\$ (227.34)
Financial Literacy			\$ -
Governmental Relations	\$ 14,500.00	\$ 13,192.04	\$ 1,307.96
College Access Forum		\$ 602.40	\$ (602.40)
LDI	\$ 2,000.00	\$ 1,707.85	\$ 292.15
Membership	\$ 200.00	\$ 184.00	\$ 16.00
National TRIO Day			\$ -
State Initiatives	\$ 1,500.00	\$ 1,500.00	\$ -
TRIO Achievers	\$ 2,000.00	\$ 2,156.73	\$ (156.73)
<b>Total Committee Expenses</b>	<b>\$ 22,400.00</b>	<b>\$ 21,871.04</b>	<b>\$ 528.96</b>
<b>Total Income</b>	<b>\$ 129,250.00</b>	<b>\$ 139,569.84</b>	<b>\$ 10,319.84</b>
<b>Total Expenses</b>	<b>\$ 116,756.00</b>	<b>\$ 137,437.02</b>	<b>\$ (20,681.02)</b>
<b>Net Gain or Loss</b>	<b>\$ 12,494.00</b>	<b>\$ 2,132.82</b>	<b>\$ (10,361.18)</b>

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**PRESIDENT'S REPORT**

Craig Harter presented his President's Report, and discussed a few highlights. Craig reported that ASPIRE was the first region to meet the COE Fair Share goal, as well as reach the highest at 135%. Craig thanked the membership for their contributions, and thanks Dan Benge, Rachel Martinez, and

32 Carol Gritts for their leadership on the Development Committee. A full President's Report will be  
33 available on the ASPIRE website.

34

### 35 **MEMBERSHIP REPORT**

36 Dawn Eckhardt presented the 2013-2014 Membership Report. There were 329 members, and out of  
37 those, 309 were Professional Members with the remaining 20 made up of Associate, Emeritus, Friends,  
38 Alumni, and Participant Memberships. Within the states, Colorado had 111 members, Montana had 71,  
39 North Dakota had 29, South Dakota had 24, Utah had 51, Wyoming had 41, and 2 memberships were  
40 from outside of the ASPIRE region.

41

### 42 **GOVERNMENT RELATIONS REPORT**

43 Rachel Martinez distributed a list of ASPIRE Senators and Representatives along with their highlighted  
44 committee assignments and re-election status. Rachel reported that TRIO will be asking for a \$52  
45 million increase in terms of appropriations and ASPIRE will need "all hands on deck" in regards to  
46 advocacy. One of the talking points is changing from college access to college retention and completion  
47 so TRIO programs need to be innovative with their data in order to show student outcomes favorably to  
48 members of Congress. Of the \$52 million it is anticipated that \$23K will help support the Student  
49 Support Services competition and help an additional 43,000 students, with the remaining funds being  
50 funneled into the other TRIO programs. This appropriation would raise the line item to \$899 million in  
51 fiscal year 2015. She gave a brief history of the Higher Education Act along with an update on the  
52 reauthorization process and reported that the reauthorization of HEA is anticipated to occur in 2015. She  
53 asked members to keep having conversations about reauthorization with members of Congress and to let  
54 her and the Government Relations Co-Chair, Michael Wade, know the results of those conversations so  
55 that they communicate that information to COE. Rachel encouraged everyone to participate in the  
56 Government Relations conference calls and check the COE website for updates.

57

### 58 **2015 CONFERENCE UPDATE**

59 Rocky Burkett gave a 2015 Conference and presented the approved logo and theme:

60 "CELEBRATING

61 HISTORY

62 CREATING

63 MOMENTUM"

64 The conference will be held at Ramkota Best Western in Rapid City, South Dakota, October 4-7, 2015.

65

### 66 **NEW BUSINESS**

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#### 68 ELECTIONS

69 Jonathan Morrell, Elections Chair, report that the vacancies for the offices of ASPIRE President-Elect  
70 and ASPIRE Secretary were now open.

71

#### 72 ASPIRE President-Elect

73 Two nominations had been submitted to Jonathan via email. Joseph Aguirre's nomination was  
74 confirmed, seconded by Jean Nash. Lori Larson's nomination was confirmed, seconded by Rachel  
75 Martinez. A call for further nominations was made. With no further nominations, a motion to cease  
76 nominations was made by Derek Sporbett, seconded by Dan Benge, and the motion was carried.

77

#### 78 ASPIRE Secretary

79 Jonathan reported that one nomination had been submitted to him via email. Jami Bayles's nomination  
80 was confirmed, seconded by Gregory Roberts. A call for further nominations was made. With no further

81 nominations, a motion to cease nominations was made by Dan Benge, seconded by John Shafer, and the  
82 motion was carried.

83  
84 **MOTION TO ELECT**

85 Craig Harter called for a motion to elect Jami Bayles for the office of ASPIRE Secretary by way of  
86 acclamation. Andrea Reeve so moved, Dawn Eckhardt seconded, and the motion was carried.

87  
88 ***Recess***

89 Craig Harter called for a motion to recess the 2014 ASPIRE Business meeting until October 14 at  
90 2:30pm. Lori Larson so moved, seconded by Pamela Osborne, and motion carried. The 2014 ASPIRE  
91 Business meeting recessed on October 12 at 3:39pm.

92 ***Reconvene***

93 Craig Harter called the 2014 ASPIRE Business meeting back to order on Tuesday, October 14 at  
94 2:32pm. All Board members were present except Lori Brown-Wirth, Secretary. Jamie Manzanaras was  
95 appointed Parliamentarian and a quorum was established.

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97 **NEW BUSINESS CONTINUED**

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99 **ELECTIONS CONTINUED**

100 Ballots were distributed to current members for the ASPIRE President-Elect election during the  
101 Candidate's Forum on October 13th. Votes were counted by Jonathan Morrell and confirmed by Jami  
102 Bayles. Joseph Aguirre was elected to the office of ASPIRE President-Elect.

103  
104 **STATE REPORTS**

105 **Colorado**

106 Pamela Osborne reported that at the COE Conference in September, Colorado received the "COE  
107 State/Chapter Award in Excellence" for their leadership and collaboration in Government Relations.  
108 Colorado Congresswoman DeGette has made a commitment to working with Colorado ASPIRE and  
109 addressing the issue of "summer melt." Their 3<sup>rd</sup> annual Collaborative Forum, which shares best  
110 practices with other TRIO programs and similar educational agencies will be held in November. They  
111 established the first data-sharing agreement in the United States with the Colorado Department of  
112 Higher Education and hopes to have all 49 Colorado TRIO programs on that agreement.

113  
114 **Montana**

115 Darlene Samson reported that Montana had a very successful professional training conference in April  
116 which partnered with the Montana College Access Network, TRIO, and GearUp professionals. Because  
117 of that success, Montana plans to participate in the 2<sup>nd</sup> annual conference which will include financial  
118 aid officers and school counselors in the state. Their Strategic Plan is being put into action. Committees  
119 have been formed and the plan is moving forward. All SSS Directors from Montana were able to get  
120 together to discuss the upcoming SSS competition, and given the size of their state, it was a very  
121 productive and worthwhile event.

122  
123 **North Dakota**

124 Lori Larson hosted the North Dakota/South Dakota co-state conference in which TRIO Achievers from  
125 both states were recognized. They are currently working with the North Dakota Department of Public  
126 Instruction to see what kind of partnerships they can build, as well as, reaching out to the ND State  
127 Board of Higher Education to promote the TRIO programs. They continue to build their relationship  
128 with the Bank of North Dakota and continued fund-raising efforts.

129

130 South Dakota

131 Rocky Burkett commented further on the North Dakota/South Dakota co-state conference that was held  
132 in Bismarck. They have reached out to the School Counselors Association of South Dakota and were  
133 invited to speak at the school counselors' conference in November and speak about TRIO programs and  
134 services offered. They are moving their state conference to March to coincide with the state legislative  
135 session in Pierre. South Dakota State Senator Tim Johnson held a round-table in June regarding student  
136 loans and invited TRIO to come and speak about what they do to prevent student loan debt.

137  
138 Utah

139 Jami Bayles reported that for the 2<sup>nd</sup> year in a row, 100% of the 25 TRIO programs in Utah had paid  
140 their project memberships, and this year Utah was the first state in the region to meet this goal. She  
141 stated that this was largely due in part to, and she thanked Montana for, the "friendly competition" that  
142 took place between the two states. Utah also reached their goal of 100% COE Institutional  
143 Memberships, and had 11 participate in COE's 10 for 10 Campaign which resulted in a free waiver to  
144 attend Policy. Utah also held their first Emerging Leaders Institute in conjunction with their state  
145 conference.

146  
147 Wyoming

148 Joseph Aguirre reported that for the first time in Wyoming history, they had 41 members of ASPIRE.  
149 Another achievement was that after working on it for two years, the Wyoming Fact Book was now  
150 completed. Joseph stated that the new president of Northwest College is a previous ASPIRE president,  
151 Stephanie Hicswa, and she is advocating heavily for TRIO. A student from Northern Wyoming  
152 Community College SSS program participated in an internship for Senator John Barrasso's office.  
153 Wyoming also met their 10 for 10 goal and was able to take a University of Wyoming McNair Scholar  
154 student to Policy. Joseph reported that the 2016 ASPIRE Conference will be held in Jackson Hole,  
155 Wyoming. More information will be presented at a later date.

156  
157 Development Report:

158 An updated Development Report was distributed to the Board. Craig Harter stated that the COE  
159 Development Committee would be making phone calls in December and May to make sure  
160 memberships were being paid.

161  
162 Membership Report:

163 Dawn Eckhardt will be presenting her report at the ASPIRE business meeting. She requested that each  
164 state president appoint one member to serve as a representative on the ASPIRE Membership Committee  
165 to help her compile membership information.

166  
167 **GOOD OF THE ORDER**

168 Craig Harter recognized Lori Larson, Lori Brown-Wirth, and Derek Sporbett for their great efforts and  
169 leadership in serving on the Board and expressed his appreciation to them for being instrumental in  
170 continuing the mission of ASPIRE.

171  
172 **MOTION TO ADJOURN**

173 Craig asked for a motion to adjourn. Dawn Eckhardt so moved and was seconded by Lynne Brown.  
174 Motion carried and the 2014 ASPIRE Business meeting adjourned at 2:47pm.

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176