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ASPIRE BOARD MEETING
January 24-25, 2016
Salt Lake City, Utah
Submitted by Jami Bayles
OFFICIAL MINUTES – APPROVED 5/2/2016

IN ATTENDANCE OFFICERS

Joseph Aguirre, President
Kyle Ethelbah, President-Elect
President Jamie Manzanares, Past-President
Dawn Eckhardt, Treasurer
Jami Bayles, Secretary

STATE PRESIDENTS

Kelly Buck, Montana State President
Dennis Stangl, North Dakota State
Rebecca Tierney, Utah State President
Paul Hesco, Wyoming State President

ABSENT

Khara O'Connell, Colorado State President
Peggy Madrid, South Dakota State President

GUESTS IN ATTENDANCE

Carolina Banuelos, representing Colorado

CALL TO ORDER

Meeting was called to order by Joseph Aguirre at 8:57am. Roll call was made and Paul Hesco was appointed Parliamentarian.

ADOPTION OF AGENDA

Joseph distributed a proposed agenda to the Board. Jamie Manzanares moved to accept the agenda with changes. Rebecca Tierney seconds, and the agenda was approved.

APPROVAL OF MINUTES

Minutes from the October 3, 2015 ASPIRE Board meeting were reviewed. With no corrections, the minutes were accepted as written. Minutes from the October 7, 2015 ASPIRE Board meeting were then reviewed. With no corrections, the minutes were accepted as written.

Code of Ethics Letter

Joseph distributed the code of ethics letter to the Board and explained to the new board members that the purpose of the letter was to ensure professionalism among the board and setting standards of behavior within official board meetings. He instructed the board to sign and submit to him.

TREASURER'S REPORT

Dawn Eckhardt reviewed of the 2015 ASPIRE budget for the fiscal year, and reminded the board that the fiscal year is different than ASPIRE membership year. Dawn reported that ASPIRE was in great shape in terms of standing money.

ASPIRE REGION BUDGET, 2015			
	As of 12/31/2015		
Current Checking Balance	\$ 102,008.57	<i>Income</i>	\$104,734.27
Current Savings Balance	\$ 1,523.94	<i>General Expenses</i>	\$ 78,768.29
Long-Term Savings Accounts	\$ 102,825.62	<i>Committee Expenses</i>	\$ 20,362.28
Accounts Recievable	\$ -		
Accounts Payable		Total Income	\$104,734.27
Prepaid Expenses	\$ 8,521.40	Total Expenses	\$ 99,130.57
Net Assets	\$ 214,879.53	Net Gain/Loss	\$ 13,182.45

Discussion ensued on individual line items. Dawn then distributed individual state balances and registers to the state presidents.

2016 ASPIRE Budget

Joseph presented a proposed 2016 budget to the board and discussed each line item.

ASPIRE REGION BUDGET FOR 2016					
Current Checking Balance	\$ 102,008.57	General Expenses		Committee Expenses	
Current Savings Balance	\$ 1,523.94	General Operating	\$ 500.00	Archivist	\$ 300.00
Long-Term Savings Accounts	\$ 102,825.62	Bank and Credit Card Fees	\$ 100.00	Awards	\$ 850.00
Accounts Recievable	\$ -	Credit Card Processing Fees	\$ 3,000.00	By-Laws/Operating Guidelines	
Accounts Payable		Executive Board	\$ 20,000.00	Corporate Development	
Prepaid Expenses	\$ 8,521.40	COE Board Travel	\$ 12,000.00	Development	\$ 350.00
Net Assets	\$ 214,879.53	Insurance and Bond	\$ 2,450.00	Governmental Relations	\$ 15,000.00
		Accountant	\$ 2,000.00	ELI	\$ 2,000.00
Income	2016 Budget	Audit	\$ 2,000.00	Membership	\$ 200.00
Membership, Personal	\$ 12,000.00	Legal	\$ -	State Initiatives	\$ 1,500.00
Project Memberships	\$ 8,000.00	Website and Domain	\$ 300.00	TRIO Achievers	\$ 1,000.00
Personal Donations	\$ 3,000.00	Event Espresso	\$ 125.00	Total Committee Expenses	\$ 21,200.00
Interest Income	\$ 675.00	COE Membership	\$ 4,000.00		
Conference	\$ 97,000.00	Legs & Regs Training	\$ 10,000.00	Total Income	\$ 121,675.00
Accounts Receivable	\$ -	Conference	\$ 54,000.00	Total Expenses	\$ 131,675.00
Corporate Development	\$ -	Total General Expenses	\$ 110,475.00	Net Gain or Loss	\$ (10,000.00)
ELI	\$ 1,000.00				
Miscellaneous Income	\$ -				
Total Income	\$ 121,675.00				

Discussion ensued on 2016 conference expenses and projections. Jamie M. recommended that a budget narrative template be made available and presented at the 2016 conference for purposes of better transparency and clarification of each line item to the membership.

Dawn reported that during the Finance Committee meeting on January 23, it was recommended that the structure of the Finance Committee be changed to remove the Development chair as a sitting member and voting member from the Finance Committee. Discussion ensued.

ACTION ITEMS

1. Jamie M. made a motion to approve the proposed 2016 ASPIRE Budget. Paul seconds and motion carried.
2. Dawn made a motion to remove the Development Chair from the Finance Committee. Jamie M. seconds and motion carries.

Fair Share Report

Joseph gave a brief report on the status of the ASPIRE region in Fair Share and reported percentages for each state. He also stated that Lucy Paltoo has removed herself as Development Chair so he is seeking someone new to fill that position. There was much discussion on region goals for Fair Share and potential ways to meet them.

Committee Reports

Joseph said that with the exception of the Conference Committee, he has received all committee reports and will be submitting them via email to the Board for review.

Regional Salary Survey

Kyle discussed creating a regional salary survey for purposes of gaining a perspective of region TRIO positions and salaries by assessing the levels at which institutions and organizations compensate TRIO personnel within the region. Discussion ensued on the benefits this data might provide and different methods on how to obtain data. Kyle will develop a template and bring to the May Board meeting for review.

Meeting recessed at 12:01 for lunch, Reconvened at 1:34pm.

COE Communities of Practice

Kyle brought COE's new Communities of Practice to the attention of the Board. Information can be found at <http://community.coenet.us/home>. Discussion took place on how the region might get involved in the future.

TRIO Personnel

Jamie M. asked the state presidents each to identify all TRIO programs and directors of those programs in their respective state. He requested that lists be available by February 10th, as they will be a point of contact for all TRIO personnel in the region.

RFP for Accountant Update

Joseph reported that based on the Finance Committee recommendation, RFPs for Accountant will not be sent out until it is determined by the new Treasurer, Dawn, if assistance from an Accountant is needed.

Building Partnerships and Strategic Plan

NASPA (Student Affairs Administrators in Higher Education) - Kyle presented information to the Board about the NASPA organization and their summer internship programs and potential collaboration with the ASPIRE region and possibility of being a presenter and/or vendor at the region conference. More information can be found at www.naspa.org.

WYASFAA (Wyoming Association of Student Financial Aid Administrators) – Joseph reported that the President-Elect of WYASFAA reached out to him and mentioned that they are interested in presenting at the 2016 region conference. More information can be found at www.wyasfaa.org.

ASPIRE Website

Dennis explained that the current theme will soon expire. He displayed the current theme for the website and presented other theme options to the Board. Discussion ensued.

ACTION ITEM

Joseph asked for a motion to choose the new Megatron theme for the ASPIRE website. Paul so moved, Jamie M. seconds, and motion carried.

Awards

Art Quinn Memorial Award – Joseph reminded the Board that nominations for the Art Quinn Memorial Award will be presented at the Board meeting in May. Jami B. will send a list of eligible candidates to the Board.

Rising Star Award – Jami B. brought to the Board a concern about the eligibility requirements for the Rising Star Award. In particular, the number of years required of an individual to work in TRIO. Discussion ensued.

ACTION ITEM

Jami B. made a motion to modify the eligibility requirements for the Rising Star Award to state “worked in TRIO for three years or less”. Jamie M. seconds and motion carried.

Emerging Leaders Institute

Jamie M. reported that Mike Wade was seeking guidance from the Board on how to proceed. Discussion ensued on whom to identify as participants and faculty, and what to include in the curriculum.

ASPIRE Board Meeting Locations

Joseph brought attention to the Board the pros and cons of holding May ASPIRE Board meetings at specific locations based on future conference sites, as mandated by the Operating Guidelines. Discussion ensued on cost savings to the region and benefits to future region conference committees and chairs.

May Board Meeting

The May ASPIRE Board Meeting will be May 1-3, 2016 with location to be determined by cost of travel. Joseph reminded the board of the Travel Policy and reimbursement procedures.

ACTION ITEM

Jami B. made a motion to amend the wording in the Operating Guidelines to state “TBD” under May Board meeting locations and meetings will be determined by the Board at a location within the ASPIRE region. Kyle seconds and motion carried.

STATE REPORTS

Each state president gave a brief summary of their state report. Full state reports will be uploaded to the ASPIRE website.

The Board recessed at 5:13pm on Monday, January 24, 2016, and reconvened at 8:11am Tuesday, January 25, 2016.

Conference Updates

2016 – At 9:00am Brandi Roesener called in and presented a conference updated to the board. The program will have a ski theme with different tracks. The Green track will be for beginners, the Blue track will be for intermediate, and the Black track will be for seasoned professionals. Potential keynote speakers are Pete Simpson, a faculty member, and Al Simpson, a former Senator. The call for proposals will be sent out in March and vendors will be contacted as well.

2017 – Kyle updated the board on the planning for the 2017 ASPIRE Conference. The conference will be held at the Sheraton Hotel in Salt Lake City on October 15-18, 2017.

ACTION ITEM

Dawn made a motions to accept the 2016 Conference Logo with color and TRIO logo adjustments. Kelly seconds and motion carried.

MOTION TO ADJOURN

Joseph called for a motion to adjourn. Dawn so moved, Carolina seconded and motion carried. The 2016 January ASPIRE Board meeting adjourned at 10:04am.