



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

ASPIRE BOARD MEETING
January 18-19, 2018
Salt Lake City, Utah
Submitted by Jami Bayles
OFFICIAL MINUTES – APPROVED 4/24/2018

IN ATTENDANCE OFFICERS

Darlene Samson, President
 Cynthia Ayala, President-Elect
 Kyle Ethelbah, Past-President
 Marilyn Thayer, Treasurer
 Jami Bayles, Secretary

STATE PRESIDENTS

Brandi Scott, Colorado State President
 Theresa Rader, Montana State President
 Dennis Stangl, North Dakota State President
 Thomas Madut, South Dakota State President
 Rachel Lund, Utah State President
 Lori Brown-Wirth, Wyoming State President

CALL TO ORDER

Meeting was called to order by Darlene Samson at 8:37am. Roll call was made and Dennis Stangl was appointed Parliamentarian.

ADOPTION OF AGENDA

Darlene distributed a proposed agenda to the Board. Thomas moved to accept the agenda with changes. Rachel seconded, and the agenda was approved.

APPROVAL OF MINUTES

Minutes from the October 12, 2017 ASPIRE Board meeting were reviewed. With no corrections, the minutes were accepted as written. Minutes from the October 18, 2017 ASPIRE Board meeting were then reviewed. With no corrections, the minutes were accepted as written.

TREASURER'S REPORT

During the Finance Committee meeting, John Shafer gave an update on the 2017 ASPIRE budget as of December 31, 2017.

ASPIRE REGION BUDGET, 2017											
As of 12/31/2017											
				Current Checking Balance	\$ 81,491.70						
				Current Savings Balance	\$ 1,525.47						
				Long-Term Savings Accounts	\$103,877.10						
				Accounts Receivable	\$ -						
				Accounts Payable							
				Prepaid Expenses	\$ 1,618.30						
				Net Assets	\$188,512.57						
Income	2017 Budget	2017 Actual	Variance	General Expenses	2017 Budget	2017 Actual	Variance	Committee Expenses	2017 Budget	2017 Actual	Variance
Membership, Personal	\$ 12,000.00	\$ 14,095.00	\$2,095.00	General Operating	\$ 500.00	\$ 389.02	\$ 110.98	Archivist	\$ 300.00	\$ 300.00	\$ 300.00
Project Memberships	\$ 9,700.00	\$ 10,750.00	\$1,050.00	Bank and Credit Card Fees	\$ 500.00	\$ 3.00	\$ 497.00	Awards	\$ 2,000.00	\$ 923.05	\$ 1,076.95
Personal Donations	\$ 3,000.00	\$ 2,576.12	\$ (423.88)	Credit Card Processing Fees	\$ 5,000.00	\$ 4,744.30	\$ 255.70	By-Laws/Operating Guidelines			
Interest Income	\$ 500.00	\$ 333.32	\$ (166.68)	Executive Board	\$ 12,000.00	\$ 19,509.88	\$ (7,509.88)	Native American Committee	\$ 500.00	\$ 590.80	\$ (90.80)
Conference	\$ 97,000.00	\$102,551.00	\$5,551.00	COE Board Travel	\$ 20,000.00	\$ 19,948.35	\$ 51.65	Corporate Development			
Accounts Receivable				Insurance and Bond	\$ 2,500.00	\$ 2,413.00	\$ 87.00	Development	\$ 500.00		\$ 500.00
Corporate Development				Accountant	\$ 2,500.00	\$ 2,134.38	\$ 365.62	Finance			
ELI				Audit				Governmental Relations	\$ 15,000.00	\$ 17,679.86	\$ (2,679.86)
COE Fair Share Contributions				Legal				ELI	\$ 5,000.00		\$ 5,000.00
Miscellaneous Income				Website and Domain	\$ 350.00	\$ 653.91	\$ (303.91)	Membership	\$ 300.00	\$ 42.47	\$ 257.53
Total Income	\$122,200.00	\$130,305.44	\$8,105.44	Event Espresso	\$ 200.00		\$ 200.00	State Initiatives	\$ 4,000.00	\$ 500.00	\$ 3,500.00
				COE Membership	\$ 4,000.00	\$ 4,000.00		TRIO Achievers	\$ 2,000.00	\$ 780.61	\$ 1,219.39
				Contract Services				Training/Prof. Development			
				Conference	\$ 54,000.00	\$ 78,353.06	\$ (24,353.06)	Total Committee Expenses	\$ 29,600.00	\$ 20,516.79	\$ 9,083.21
				Membership Prof. Development							
				Total General Expenses	\$101,550.00	\$132,148.90	\$(30,598.90)	Total Income	\$122,200.00	\$130,305.44	\$ 8,105.44
								Total Expenses	\$131,150.00	\$152,665.69	\$(21,515.69)
								Net Gain or Loss	\$ (8,950.00)	\$(22,360.25)	\$(13,410.25)

2018 ASPIRE Budget

Darlene presented a proposed 2018 budget to the board and discussed each line item.

ASPIRE 2018 BUDGET					
Income	2018 Budget	General Expenses		Committee Expenses	
Membership, Personal	\$ 13,600.00	General Operating	\$ 500.00	Archivist	\$ -
Project Memberships	\$ 9,000.00	Credit Card Processing Fees	\$ 5,000.00	Awards	\$ 1,000.00
Personal Donations	\$ 3,000.00	Executive Board	\$ 15,000.00	By-Laws/Operating Guidelines	\$ -
Interest Income	\$ -	COE Board Travel	\$ 20,000.00	Native American Committee	\$ 1,000.00
Conference	\$ 110,180.00	Insurance and Bond	\$ 2,500.00	Corporate Development	\$ -
Accounts Receivable	\$ -	Accountant	\$ 2,000.00	ASPIRE Development	\$ 100.00
Corporate Development	\$ 1,000.00	Audit	\$ 3,500.00	Finance	
Total Income	\$ 136,780.00	Legal	\$ -	Governmental Relations	\$ 15,000.00
		Website and Domain	\$ 500.00	ELI	\$ 7,000.00
		Event Espresso	\$ 125.00	Membership	\$ 300.00
		COE Membership	\$ 4,000.00	State Initiatives	\$ 3,000.00
		Contract Sevices	\$ -	TRIO Achievers	\$ 1,000.00
		Conference	\$ 54,400.00	Training/Prof. Development	
		Conferennce Waiver (2)@399.00	\$ 798.00	Total Committee Expenses	\$ 28,400.00
		Membership Prof. Development	\$ -	Total Income	\$ 136,780.00
		Total General Expenses	\$ 108,323.00	Total Expenses	\$ 136,723.00
				Net Gain or Loss	
				Net Gain or Loss	\$ 57.00

ACTION ITEM

Cynthia made a motion to approve the proposed and amended 2018 ASPIRE Budget. Marilyn seconded and motion carried.

Board Training

Darlene did a brief review of the Operating Guidelines, By-Laws, her Strategic Plan, and travel policies with the Board. She also discussed the updated ASPIRE website and where to find specific forms for Board meetings.

Empower 2.0

Khadish Franklin from the Pell Institute called in and discussed in detail the Empower 2.0 program, which is a college readiness analytics solution.

COMMITTEE REPORTS

Government Relations

Ally Garcia called in with a Government Relations update. She reported that all states have established a representative except for South Dakota & Utah. She also discussed state Fact Books for Policy and creating videos for new ASPIRE members. She gave the status of both the Higher Education Act and the Prosper Act, and how she would like to launch letter-writing campaign to combat the Prosper Act. Lastly, she discussed with the Board the importance of attending Policy. Discussion ensued about different ways to get more people to attend Policy.

ASPIRE Development

Jami gave a brief report on the status of ASPIRE Development and the region's Fair Share status, along with information on project memberships and personal donations for each state. There was much discussion on region goals for Fair Share and potential ways to meet them. Darlene would like state presidents to hold a phone-a-thon to call institutions whose COE memberships will be expiring soon and encourage them to renew.

ASPIRE Committee Structure

Theresa gave an explanation of the committee restructuring and her recommendations to remove, move, or combine committees as follows, and much discussion ensued:

Removed – By-Laws Committee: Does not need to be a committee as the By-Laws and Operating Guidelines are regularly discussed by the Board and updated by the Secretary.

Removed – Technology Committee: Duties will be assigned to one person appointed by the Board.

Removed – Archive Committee: These duties will fall directly to the Wyoming ASPIRE President since all historical documents are housed at the University of Wyoming.

Removed – Strategic Plan Committee: This is a direct function of the President-Elect as written in the Operating Guidelines.

Moved – Awards Committee: This will be a subcommittee of the Conference Committee with the chair to be appointed by the Board.

Moved – Elections Committee: This will be a subcommittee of the Conference Committee with the chair appointed by the Board and will work directly with the Membership Chair.

Moved – State Initiative Committee: Will be a subcommittee of Government Relations.

Moved – Corporate Committee: Will be a subcommittee of the Conference Committee.

Moved – Emerging Leaders Institute: Will be a subcommittee of Professional Development.

Moved – TRIO Alumni Committee: Will move to be a duty of a designated member under the Membership chair, and who will get representatives from each state.

Moved – Conference Advisory Committee: Will be a subcommittee of the Conference Committee.

Combined – Membership Committee and ASPIRE Development Committee: Membership & Development will be one committee with two Co-Chairs.

ACTION ITEM

Rachel moved to approve the new ASPIRE committee structure as presented. Kyle seconded and the motion carried.

The Board recessed for lunch at 12:29pm and reconvened at 1:40pm.

2018 Conference Update

Peter Donaldson, Conference Chair, called in with a 2018 conference update and presented the following proposed budget to the board and discussed a draft agenda. Discussion ensued.

2018 ASPIRE CONFERENCE PROPOSED BUDGET					
CONFERENCE INCOME		CONFERENCE EXPENSES		Net Conference Income	\$38,780.00
Conference Income - Other	\$ 880.00	Miscellaneous Expenses	\$ -		
Ad Sales	\$ 1,300.00	Awards	\$ -	Leadership Development Inst.	
Exhibitor Fees	\$ 2,000.00	Contract Labor	\$ -	LDI expenses	
Fundraising	\$ 5,000.00	Evaluation Report	\$ -	Net LDI Income	\$ -
Registration Fees	\$ 80,000.00	Entertainment	\$ 500.00		
Pre-conference Workshops	\$ 4,000.00	Hotel/Meals/Facility	\$32,000.00		
Total Conference Income	\$ 93,180.00	Fun Run	\$ 450.00		
		Fundraising	\$ -		
		Conference Excursions	\$ 2,000.00		
		Service Learning Expenses	\$ -		
		COE Program Ad	\$ 300.00		
		Phone	\$ -		
		Postage	\$ -		
		Printing & Duplication	\$ -		
		Speakers and Workshops	\$15,000.00		
		Presentors & VIP Travel	\$ -		
		Supplies	\$ 4,000.00		
		Travel and Conference Planning	\$ -		
		VIP Gifts and Amenities	\$ 150.00		
		Total Conference Expenses	\$54,400.00		

ACTION ITEM

Rachel moved to approve the proposed 2018 Conference budget. Brandi seconded and the motion carried. 2nds. Motions carried.

Board members were then assigned to specific conference subcommittees for the purpose of offering support and assistance to the subcommittee chairpersons.

Spring Board Meeting

Discussion ensued on dates and locations for the Spring Board Meeting.

ACTION ITEM

Lori made a motion to schedule the Spring Board Meeting for April 23-25 in Denver, Colorado. Rachel seconded and the motion carried.

ASPIRE Conference Waiver & Criteria Update

Cindy presented the criteria for the ASPIRE Conference Waivers. Information will be distributed by all state presidents to their states' TRIO project directors, encouraging nominations. From those nominations, two names will be randomly drawn by the Board prior to conference early registration and will be offered conference registration waivers which will be contingent upon those selected individuals purchasing professional memberships. Nominations should be submitted no later than April 16, 2018.

STATE REPORTS

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

Update from COE Winter Board Meeting:

Darlene gave an overview of the COE Winter Board meeting. Discussed was the Higher Education Reauthorization Act, PROSPER Act, and the Communities of Practice. More information about the Communities of Practice can be found at <http://community.coenet.us/home>.

Emerging Leadership Institute (ELI)

Marilyn gave a presentation on her vision for ELI. Discussion ensued.

2019 Conference Update

Cynthia updated the Board on plans for the 2019 ASPIRE Conference. Currently there are three locations being considered for the 2019 conference, which were all presented to the Board. Discussion ensued. That Board agreed to defer to Colorado's discretion to choose the most appropriate location based on cost and amenities.

GOOD OF THE ORDER

Jami reminded the Board that nominations for the Art Quinn Memorial Award will need to be presented at the Spring Board meeting and will send a list of eligible candidates to the Board.

MOTION TO ADJOURN

Darlene called for a motion to adjourn. Marilyn so moved, Dennis seconded and motion carried. The 2018 January ASPIRE Board meeting adjourned at 5:58pm.