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

**ASPIRE BOARD MEETING**

**April 24, 2018**

**Denver, Colorado**

**Submitted by Jami Bayles**

**OFFICIAL MINUTES – APPROVED 9/29/2018**

**IN ATTENDANCE OFFICERS**

Darlene Samson, President  
Cynthia Ayala, President-Elect  
Kyle Ethelbah, Past-President (via phone)  
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

**GUESTS**

Alison Grendahl, Wyoming President-Elect

**CALL TO ORDER**

Meeting was called to order by Darlene Samson at 3:38pm. Roll call was made and Dennis Stangl was appointed Parliamentarian. Lori explained that Alison will be become Wyoming State President upon Lori's retirement this summer.

**ADOPTION OF AGENDA**

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

**APPROVAL OF MINUTES**

Minutes from the January 2018 ASPIRE Board meeting were reviewed. Cynthia moved to approve the minutes with corrections. Theresa seconded, and the minutes from the January 2018 ASPIRE Board meeting were approved.

**TREASURER'S REPORT**

Marilyn gave a brief update on her responsibilities as Treasurer and reported that there have been some difficulties reconciling the ASPIRE budget since January, but that she has been working with Kathy Hamilton to resolve those issues. She distributed copies of the region checking account and transactions from January 1 to March 31 were discussed. As of March 31, 2018 the ASPIRE account had a balance of \$201,610.05, and the savings account had a balance of \$1,525.66 as of April 20. She reported to the Board that the account had recently been compromised. Approximately \$1700 has not yet been recovered, but Marilyn said that an investigation was taking place and would update the Board on the progress. She also reported that an audit should be performed for 2017 because there was a change in Treasurer. A lengthy discussion ensued regarding the need for a bookkeeper.

## COMMITTEE REPORTS

### Government Relations

Ally Garcia joined the Board and gave a Government Relations update. Darlene gave Ally accolades for her work at the COE Policy Seminar. Ally reported that the Government Relations committee will meet May 24 to review the committee's work over the last year. She plans to send out a survey to see what members would like to see happen in the upcoming year, and will ask what the individual states might need. She reported that all states have established a representative except for Montana & Utah. She updated the Board on the activities the committee was involved in throughout the year.

### 2018 Conference

Darlene gave an update on behalf of Peter Donaldson, Conference Chair. He has been the conference chair, but recently engaged a co-chair, Alysa Arrowtop. Darlene reported that planning activities are on schedule and that the committee has been meeting monthly since last fall. The most intensive work will be happening in June through August. The agenda outline is in place with a strong emphasis on building community in addition to professional development. The committee is looking into sponsorships to offset the costs, and special elements are being planned such as pre-cons, field trips, and entertainment. Darlene discussed Peter's goals as conference chair. Darlene also reported that she received a \$500 grant to purchase conference bags, and that the hospitality suite will be sponsored by Paradigm Shift, which was secured by Theresa. The Board discussed the logistics of the conference waiver, and talked about various ways to fundraise.

### Awards Update

Jami gave a short update. She will be sending out the call for nominations for the Rising Star, TRIO Achievers, Friend of ASPIRE, and Champion of TRIO awards. She asked the state presidents to send her a list of those retiring in their states so that they can be recognized at the region conference in Montana.

*The ASPIRE Board recessed at 5:33pm on April 24, and reconvened at 9:08am on April 25.*

### COE Fair Share

Cynthia gave a brief COE Fair Share update. She reported that Colorado is at 92%, Montana is at 31%, North Dakota is at 69%, South Dakota is at 26%, Utah is at 109%, and Wyoming is at 53% of Fair Share. Overall, the region is at 69% of Fair Share. Darlene added that Al Phillips from COE is planning to have a Fair Share Phone-a-thon and will send out information to state presidents soon. Discussion ensued about the "10 for 10" Campaign and the Board discussed different ways to get more participation from the membership.

### Elections

Darlene stated that the call for the positions of Secretary and President-Elect will need to go out no later than September 1<sup>st</sup>. Ben Hammond will oversee elections.

### Native American

Kyle gave the Board a brief update. He stated that most of the work that had been done over the past year was lead by Darlene and Theresa. Kyle said he was able to connect to the Chair of the American Indian Higher Education Consortium (AIHEC) David Yarlott, Jr. with the goal of developing a working

relationship with ASPIRE. Theresa reported that she had recently visited all of the tribal colleges in Montana and shared her positive experiences with the Board.

### Professional Development

Marilyn discussed her new vision for the Emerging Leaders Institute (ELI). The structure would essentially be a one-year program, designed with co-horts for approximately 24 participants that would receive targeted training on professional development and other training opportunities that would help develop leadership skills. She discussed specific learning outcomes and distributed a potential agenda to the Board. Discussion ensued.

### State Initiatives

Theresa reported that the only action taken in the last year was to submit the Spraggins Grants that state presidents had sent to her. The grants were submitted and accepted by the COE State Initiative committee and Darlene added that the results should be available at the COE Board meeting in May. Theresa reported that COE has restructured the grant application process and moving forward, there will be one competition per year, but with deadlines in December and May that the states can choose from depending on their initiative.

### Public Relations

Dennis discussed the new software updates for the ASPIRE website. He reported that there is new software and many of the features will be password protected. He distributed documents showing data on the activity of the website, as well as ASPIRE's social media. Darlene recommended that the Board encourage members to submit more news items that can be featured on the website's front page.

### Social Justice

Rachel reported that she has reached out to Herman Shelton and Peter Donaldson to brainstorm ideas for a service project activity at the region conference. She will continue to update the Board, as well as the membership, on the progress of the activity. The committee consists of the following state representatives: Colorado is Brandi Scott and Yesenia Arreola; Montana is Bernie Phelps; North Dakota is Michelle Peterson; South Dakota is Peni Mouna; Utah is Chelsea Sorenson; and Wyoming is Alison Grendahl.

## **STATE REPORTS**

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

### ASPIRE Development

Jami gave a brief report on the status of ASPIRE Development for each state. She reported that currently, Colorado is at 51% of Project Membership; Montana is at 88% for Project Membership; North Dakota is at 41% of Project Membership; South Dakota is at 40% of Project Membership; Utah is at 100% of Project Membership; and Wyoming is at 77% of Project Membership. Overall, the region is at 67% of Project Membership. She also reported that approximately \$1300 had been personally donated.

## **NEW BUSINESS**

### Treasurer Position

Darlene reported that Marilyn has submitted her resignation as Treasurer as she will be retiring from TRIO at the end of May. She will continue her role as Treasurer for 90 days, as per the Operating Guidelines. The Board discussed the option of including the Treasurer position on the election ballot at the region conference, or appointing a member to fulfill the remainder of Marilyn's term. The Board decided to continue the discussion later via e-business. Further discussion ensued regarding the need for a bookkeeper.

### Governmental Relations Representative

Darlene proposed the idea moving the responsibilities of the Governmental Relations Representative to the duties of the Past President to help save on travel costs during the COE Policy Seminar. Discussion ensued.

### **ACTION ITEM**

Rachel made the motion to move the responsibilities of the Governmental Relations Representative to the duties of the ASPIRE Past President. Theresa seconded, Brandi voted no, and the motion carried.

### Operating Guidelines

Jami stated that one of the duties of the Past President was to chair the Bylaws and Operating Guidelines Committee, but since the committee has since been removed, the responsibility of updating and submitting those revised documents to the ASPIRE website still remains. The Board agreed that the most appropriate position that this responsibility should fall under would be the Secretary position. Discussion ensued.

### **ACTION ITEM**

Jami moved to assign under the Secretary the responsibility of updating and submitting any revised Bylaws and Operating Guidelines as voted on by the ASPIRE Board or Membership. Rachel seconds, and motion carried.

## **ART QUINN MEMORIAL AWARD**

### *Executive Session*

The ASPIRE Board went into the Executive Session at 12:30pm to discuss Art Quinn Memorial Award nominations. The ASPIRE Board left Executive Session at 12:48pm.

### **MOTION TO ADJOURN**

Darlene called for a motion to adjourn. Lori so moved, Dennis seconded and motion carried. The 2018 April ASPIRE Board meeting adjourned on April 25<sup>th</sup>, 2018 at 1:11pm.



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**ASPIRE BOARD MEETING**  
**ACTIONS Carried Out Via E-Business**  
**Submitted by Jami Bayles**  
**OFFICIAL MINUTES – APPROVED 9/29/2018**

From: Samson, Darlene [<mailto:darlene.samson@mso.umt.edu>]  
Sent: Friday, July 13, 2018 1:03 PM

Presidents,

Attached you will find an invitation and accompanying information and nominee forms for the NEW “ASPIRE Leadership Institute.” I have been working with Marilyn and Paul this week and I appreciate all of the hard work and dedication they are giving to help develop ASPIRE leadership. Much appreciated! I ask that you share this with your state membership and encourage nominations! Participants receive 1-night stay and meals in addition to materials. If you have any questions, please contact me; Marilyn will be off the grid for the next two weeks!

Best,  
Darlene  
ASPIRE Board,

On Jul 13, 2018, at 2:41 PM, Rader, Theresa <[TRader@mtech.edu](mailto:TRader@mtech.edu)<<mailto:TRader@mtech.edu>>> wrote:

All,

Hate to be a stickler about this but we will need to have a Board vote to change the title of the “ELI” committee and all other referrals to ELI stated in OG’s to “ASPIRE Leadership Institute – ALI”.

6.15.1. Emerging Leaders Institute (ELI) Committee

I think this would be a good time to exercise our “E-Business” option so we don’t have to change any other documents that have been circulated for the ASPIRE Conference using the “ASPIRE Leadership Institute” title. Thoughts?

Theresa

**ACTION ITEM**

From: Rader, Theresa [<mailto:TRader@mtech.edu>]  
Sent: Friday, July 13, 2018 4:02 PM

I move through ASPIRE E-Business to update the Operating Guidelines to reflect a change to the committee currently named the “Emerging Leaders Institute” to the ASPIRE Leadership Institute” and all acronyms reflected in the OGs from “ELI” to “ALI”.

Respectfully,  
Theresa Rader

From: Scott, Brandi <bmccl5@msudenver.edu>  
Sent: Monday, July 16, 2018 8:10 AM

Second :)

**From:** Samson, Darlene <[darlene.samson@mso.umt.edu](mailto:darlene.samson@mso.umt.edu)>  
**Sent:** Friday, July 13, 2018 4:05:34 PM

Motion put forward. All in favor, please respond "YES:" not in favor: "NO"

On Aug 16, 2018, at 9:26 PM, Samson, Darlene  
All,

There was a unanimous vote to change ELI to ALI- ASPIRE Leadership Institute. Motion carried.

### **ACTION ITEMS**

1. Bookkeeper

From: "Rader, Theresa" <[TRader@mtech.edu](mailto:TRader@mtech.edu)>  
Date: Wednesday, August 15, 2018 at 3:16 PM

I would like to put forward a motion to hire a Book keeper as a paid position who would not be a member of the ASPIRE Board.

From: Rachel Lund <[rachel.lund@usu.edu](mailto:rachel.lund@usu.edu)>  
Sent: Wednesday, August 15, 2018 3:21 PM

I second the motion

On Aug 15, 2018, at 3:47 PM, Samson, Darlene <[darlene.samson@mso.umt.edu](mailto:darlene.samson@mso.umt.edu)> wrote:

We have a motion(Theresa Radar) and second (Rachel Lund) to hire a ASPIRE paid bookkeeper and would not be a member of the ASPIRE Board. All in favor say Yes or No.

From: Samson, Darlene <[darlene.samson@mso.umt.edu](mailto:darlene.samson@mso.umt.edu)>  
Sent: Friday, August 17, 2018 12:04 PM

A unanimous vote to hire an ASPIRE Bookkeeper who will not be a member of the ASPIRE Board. Motion passed.

2. Extending early bird registration

From: Stangl, Dennis [<mailto:dennis.stangl@und.edu>]  
Sent: Wednesday, August 15, 2018 3:39 PM

I make a motion to extend the Early Bird Registration until Sept. 1, 2018.

From: Kyle Ethelbah <[KEthelbah@sa.utah.edu](mailto:KEthelbah@sa.utah.edu)>  
Sent: Wednesday, August 15, 2018 3:40 PM

I second.

On Aug 15, 2018, at 3:48 PM, Samson, Darlene <[darlene.samson@mso.umt.edu](mailto:darlene.samson@mso.umt.edu)> wrote:

We have a motion (Dennis) and second by Kyle to extend the early bird registration to September 1, 2018.  
All in Favor say yes or No?

From: Samson, Darlene <[darlene.samson@mso.umt.edu](mailto:darlene.samson@mso.umt.edu)>  
Sent: Friday, August 17, 2018 12:04 PM

All, we have a unanimous vote to extend the early bird registration to September 1st. Motion passed!