



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

ASPIRE BOARD MEETING
October 3, 2018
Missoula, Montana
Submitted by Dennis Stangl
APPROVED

IN ATTENDANCE OFFICERS

Cynthia Ayala, President
Theresa Rader, President-Elect
Darlene Samson, Past-President
Marilyn Thayer, Treasurer
Dennis Stangl, Secretary

STATE PRESIDENTS

Ally Garcia, Colorado State President
Allen Addison, Montana State President
Benjamin Shapiro, North Dakota State President
Thomas Madut, South Dakota State President
Rachel Lund, Utah State President
Alison Grendahl, Wyoming State President

CALL TO ORDER

Meeting was called to order by Cynthia Ayala at 11:51 a.m. Roll call was made and Dennis Stangl was appointed Parliamentarian.

ADOPTION OF AGENDA

Cynthia distributed a proposed agenda to the Board. Ben moved to accept the agenda with changes. Darlene seconded, and the agenda was approved. Discussion: Marilyn noted that there was no reference to the budget on the agenda. She said she was concerned about the budget for the ASPIRE Leadership Institute. Theresa said that it's ok to go over on the budget so we can determine if the amount budgeted was appropriate for ALL.

OLD BUSINESS

MOU Agreement

Marilyn said that Jenn Wade will sign the agreement and work for ASPIRE as a bookkeeper. She will be working for us at a rate of \$50 an hour. Some months are less involved than others, it's a more realistic method of payment than being paid a certain amount every month. Marilyn stated that the board did interview three people prior to choosing Wade as a board decision. She (Wade) and Kathy Hamilton (ASPIRE CPA) will be living in the same city. Hamilton has agreed to help with the transition and will be paid for doing so. Marilyn said "We are ready to go, and we are hoping within four weeks we will have an account of where we stand financially." Cynthia asked that full financial reports be sent to all of the state presidents. We want to ensure our membership that we are in good hands. We need to provide training with our state treasurers. The plan is to complete the financial statements by November 15th, 2018. Ben asked what is the role of the treasurer now that we have a bookkeeper. Cynthia read the treasurer description. She requested that Marilyn provide first quarter and second quarter financial reports and end of the year reports.

Operating Guideline Update

Cynthia requested that Dennis update the operating guidelines after the recent change made at the last board meeting. The change was made to match the ASPIRE bylaws in regard to serving on the board.

47 *This is in regards to section 2.1.3 of the Operating Guidelines: Vacancies – paragraph five: Any Board*
48 *member who moves out of the ASPIRE region must resign from the ASPIRE Board in writing within 30*
49 *days. Any Board member who is no longer employed in a TRIO/ program, or is on a leave of absence*
50 *from employment with a TRIO program, must resign from the ASPIRE board in writing, within 90 days.*
51 *[6/15]*

52 *The ASPIRE Bylaws state: 4.1.1 Professional Membership Professional Membership shall be open to*
53 *persons employed full-time or part-time in TRIO, Gear Up, or other educational opportunity/equal*
54 *access programs located in the states of Colorado, Montana, North Dakota, South Dakota, Utah, or*
55 *Wyoming.*

56

57 WORKPLACE

58 Dennis discussed how Workplace works for board members. He said they must use an ASPIRE e-mail
59 account to access the website. In addition, there is a private group for the ASPIRE board. He said board
60 members can contact him and he will work with them individually on accessing the website if needed.

61

62 **NEW BUSINESS**

63

64 ASPIRE Board Meeting Dates and Locations

65 Cynthia asked the board to discuss where the ASPIRE Board meetings would be held and the dates.
66 Marilyn asked to consider having the meeting in Denver so that she can continue with ALI training. The
67 dates selected for January are tentatively January 24th thru 26th in Denver. Cynthia will work with Ally
68 to determine the location. The April board meeting will be held in Salt Lake City from April 25th thru
69 the 27th.

70

71

72 ASPIRE PRESIDENT'S PLATFORM

73 Cynthia presented her 2018-2019 strategic plan and said that she changed it to align more with COE's
74 goals. She read each of her goals.

75

76 **COMMITTEE ASSIGNMENTS**

77 Social Justice Committee, Rachel Lund and Brandi Scott. Governmental Relations, Ally Garcia.

78

79

80 Darlene – To request additional funding we need to do an audit. Our last audit was in 2015. Cynthia, I
81 will talk to Marilyn. We need to do an audit.

82

83 Jami Bayles asked if she could stay on the development committee. This is a sub committee under the
84 conference.

85

86 Budget and Finance Committee. Conference committee, Brandi. There are four difference sub
87 committees. Professional Development – I do not have anyone for that. The ones I don't have anyone
88 for is Professional Development. Public Relations – Dennis. Membership and Development. I still need
89 a state president. Native American, Darlene, Kyle still said he would like to be involved. Social Justice,
90 Rachel, working with Brandi Scott. Governmental Relations is Ally Garcia with Laurie Lawrence. Allen
91 is interested in Public Relations. Ben – there are 10 committees on the website. What I can say about
92 Fair Share is that is all State Presidents. Cynthia, I do not have the right version, I will get that updated.

93 If you wish to be added to a committee, please contact me. I ask that we state the want and the possible
94 solutions. Darlene, Theresa mentioned State Initiatives, do we want to continue with that. It's a sub -
95 committee. Cynthia, I think we need a different name. It shares the same name with COE and people get
96 confused. Our project membership has been \$100 for as long as I've been here, at least 10 years. The
97 Professional Membership fee has not been changed either. We would have to raise it at least \$50 to
98 cover the cost of bookkeeping. I was talking to people and they would prefer to have a raise in Project
99 Membership. We can't continue to business and run in a fiscally responsive manner. Discussed the cost
100 of a bookkeeper and why it's needed. Ben mentioned that EOA had a similar situation where they
101 needed to hire a bookkeeper. He said EOA membership is \$80 for personal membership and they do not
102 have a project membership. He said some universities do not pay for the project memberships. Cynthia,
103 said when she talked to ASPIRE members who have been with ASPIRE a long time, they want to see us
104 use the money to build our legacy and advocacy. Then you have the newcomers who are still trying to
105 grasp the concepts and do not understand why we have \$100,000 in the bank and not doing anything
106 with it. With a business plan you always look at three to five years of operating costs. We need to be
107 able to explain to our members why we are doing this. Allen, do people understand what the project
108 membership is used for. We need to show people why what we ask for is so important. Darlene, I think
109 we really should have an automatic deduction for paying for the personal membership. Ally Garcia we
110 talked about that in our Colorado meeting.

111
112 The operating guidelines that are on the website do not reflect the current operating guidelines. They
113 will need to be updated. Ben volunteered to be on the Membership & Development committee.
114 Cynthia, asked that board members contact her prior to the next board meeting about which committee
115 they wish to serve on. Cynthia discussed that each state has their conferences and that's how they make
116 money for their state chapter. She would like a new name for Fair Share (for ASPIRE). Cynthia said that
117 the Strategic Plan is the charge for Theresa. Theresa said she was the chair for state initiatives and that
118 was moved under another committee. State Initiatives is all of the information under the Spraggins
119 Grants from COE. COE asked that one person submit them all for each region. I'm not sure that's how it
120 still is for COE. Darlene, I think they are now asking a regional president to forward them on to COE.
121 For ASPIRE, we decided that a State Initiative Chair would be in charge of collecting and submitting
122 them to COE. Darlene, I would be happy to collect them read them. Theresa, I don't think that you
123 should be the one that submits them though, that could be seen as a conflict of interest.

124
125 **BOARD MEMBER CODE OF ETHICS**
126 Cynthia asked each board member to sign the ASPIRE Code of Ethics agreement and send it to her as
127 soon as possible. Cynthia, I am supposed to provide you with two years of past minutes. Please read the
128 operating guidelines. I want you think of our operating guidelines as policies and procedures like you
129 have at your institutions, as guidelines that can be changed. Operating guidelines can be changed by the
130 board and bylaws can be changed by the membership as a whole. Cynthia said she will be going over the
131 operating guidelines and bylaws in the training to follow the board meeting.

132
133 **OTHER NEW BUSINESS**
134 Ben presented the information about locations for the 2020 ASPIRE Conference. The locations include
135 Bismarck and Fargo, North Dakota. The last time we had the conference in North Dakota it was held in
136 Grand Forks and transportation was an issue. The two cities that would be easiest to get to in the region
137 would be Fargo or Bismarck. Rachel the first weekend in October is a big weekend for the LDS church,
138 we have a lot of people who do not attend ASPIRE because of that. Theresa said that normally the COE
139 conference is in September. Ben said that our state was open to either location. Ben asked if there was a
140 budget amount that we shoot for the conference. Fargo has four airlines that come into it. Cynthia asked

141 about the location. Ben said for the Fargo locations, we would be across from the mall and near
142 restaurants. In Bismarck we are located downtown. Discussed eliminating the Double Tree in West
143 Fargo. Ben, I've only been a resident of the state for a year. Theresa said that most people in North
144 Dakota travel to Fargo or Bismarck. Cynthia said that this is something that we will be voting on in
145 January.

146

147 **MOTION TO ADJOURN**

148 Cynthia called for a motion to adjourn. Rachel so moved, Alison seconded and motion carried. The 2018
149 April ASPIRE Board meeting adjourned on October 3rd, 2018 at ????.