



**ASPIRE Board Meeting
Adams Mark Hotel – Denver, Colorado
May 21-22, 2006**

Approved Minutes

Amy Verlanic called the Board Meeting to order at 8:56am. The following were present:

OFFICERS

Amy Verlanic, President
Allyn Kostecki, President-Elect
Julie Jackman, Secretary
Krisan Crow, Treasurer

GUESTS

Sue Misock, ATI Director
Paulette McIntosh, 2007 Conference
Investigator

STATE PRESIDENTS

Mike Manos (President Elect), Colorado
Angelina Levandowski, Montana
Karen Grabanski, North Dakota
Charlie Luecke, South Dakota
Barney Nye, Utah
Sher Warren, Wyoming

Curtis Sandberg is excused for this morning session and joined the Board for the afternoon session.

Approval of Parliamentarian: In compliance with ASPIRE Operation Guidelines, 2.1.5., President Amy Verlanic appointed Allyn Kostecki parliamentarian.

Motion #1: Sher moved and Barney seconded to approve the January 2006 board meeting minutes with changes.
Passed unanimously.

Treasurer's Report: Krisan Crow distributed and reviewed the Treasurer's Report (attached).

Income Line Items:

Leadership Development Institute anticipated income was combined with projected Conference Income. Project membership was projected at a 50% goal for each state.

Individual and project memberships for 2005-2006 are being solicited. Amy asked state presidents to review the documents and contact the projects in their states that haven't paid their memberships. It was also suggested that a table be set up during the 2006 conference to encourage people to pay their 2006-2007 individual and project memberships.

The question was asked if Development (September 1 to August 31), membership (October 1-September 30), and fiscal year (January 1 – December 31) needs to be revised. Each calendar is connected to specific fiduciary responsibilities and set with many factors in mind. It was suggested that a phone-a-thon be held in December to assist with projected budgets and give the board solid numbers to work with when presenting a new budget in January.

Expense Line Items:

The support to ATI line item was exceeded a grant writer was hired.

C-vent fees were over budget due to the projected number of transactions.

Motion #2: Karen moved and Sher seconded to accept the Treasurer's report as information. **Passed unanimously.**

President's Report: Amy Verlanic submitted a detailed report to the board. Highlights includes:

State initiative money is to educate policy makers and state business leaders. Reminded states to have meaningful activities to make in-roads at the local level.

Amy discussed the training Cheryl Kingsbury provided at Policy Seminar and remarked how grateful we are for her time and efforts to help our region be more effective.

Cvent has been purchased. Lynn Farris and Allyn Kostecki have completed the training.

The Board was informed of changes that have been proposed by Larry Oxendine. COE had plans to address those items. Concerns should be channeled through regional leadership who will voice concerns. COE's letter to the Department of Education will address proposed changes.

Montana has 100% fair share met. They received a small grant from the Council to establish state wide alumni counsel. RFPs will come out in October.

All committees are filled and are making progress.

ATI renewal grant was submitted. Anne Wilcox was the grant writer.

The Board was encouraged to attend the national conference in New York. Each region has been asked to purchase a \$500 ad with each state purchasing additional space. Board members suggested getting state approval prior to spending that money.

A recent COE phone-a-thon, which generated \$86,000, was extremely successful. The goal of \$50000 had been set.

ASPIRE's COE fair share stands 83%. ASPIRE still needs \$13000 to reach target. Amy encouraged the board to look for ways to help generate income to meet this commitment.

Motion #3: Barney moved Karen seconded to accept the President's Report as information. **Motion passed unanimously.**

Reports and Updates from Special/Invited Guests:

Lynn Farris, 2006 Conference Chair, submitted a written report for the board to review. The committee is making significant progress. Dr. Mitchem will be in attendance. LDI tentative agenda has been submitted and the committee would like all incoming state leaders to attend the state/regional leaders track. State presidents need to reach out and encourage emerging leaders to attend. LDI has three tracks: Newcomers, Academy, Emerging Leaders. LDI Teams will choose projects to work on through out the year and will present the findings and results to the Board.

ATI Report: Sue Misock submitted the APR and completed two trainings. No shows are still a problem as firewalls that block confirmation emails. They are revamping web host and working out links and kinks. Proposal has been submitted and Sue will notify the board when they are refunded. She thanked Tom and Simon for their hard work and support. ATI is strong financially and on budget. The board commended Sue for her work as director and the entire staff for the success of the training grant.

2007 Conference: Paulette McIntosh addressed the growth of Denver and submitted a summary of possible sites in the area. At the last Board Meeting a possible site was Englewood. However, during the Colorado state meeting their members voted against it reasoning that it was too secluded. One major consideration is the attractiveness of location.

Motion # 4: Angelina moved and Allyn seconded to have the conference site in downtown Denver. Motion passed unanimously.

12:05 recessed for lunch.

1:01 reconvened

The Board welcomed Curtis Sandberg, Past President, who reported on the most recent COE Board meeting.

A collection of the COE board handouts were distributed to the full ASPIRE Board. These documents are also available online at www.trioprogams.org.

Curtis reviewed status of letters that have been cycled through Congressional offices requesting they contact the Department of Education to notify them that their offices are working against the legislation. COE will stay on target to have the Department of Education follow legal mandates.

Reauthorization has gone through House and Senate. Election years prevent a lot of things going on for political reasons. If it doesn't go through conference this year the whole process starts again. COE feels confident that the McKeon language for novice set asides will be left out if that happens.

Senate has promised that the Fox amendment on accountability will not go into final bill. Senator Mike Enzi, (R) Wyoming, Chairman of the Senate Committee on Health, Education, Labor, and Pensions, has worked very closely so all voices have input. Prepare for the same fight next year.

COE is not involved in the GEAR UP reauthorization. One fairly important change is that 1/3 will be state grants and all state grants and partnerships would compete together.

Appropriations – legislative days are numbered which means the time line for the House letter is closing. It will remain open until right before vote but we need to get signatures on as soon as possible.

COE Fair Share – Fair Share is the percentage of the COE annual budget that each region is responsible to generate for COE in unrestricted funds. Funds are generated through; institutional memberships, publication subscriptions, and personal donations. The board reviewed the most recent list of all personal donations, subscription packages, and institutional memberships that have not been yet purchased. Amy Verlanic strongly encouraged the state presidents to contact those who haven't donated or purchased to see if they just haven't sent the information in or if they don't plan to purchase. On behalf of Carol Gritts, Development Chair, Amy also asked state presidents to review sheets for accuracy – information needs to be current and up to date. COE conference tables at are being sold for \$5,000. Each region is asked to purchase or sell at least one table. A variety of suggestions were made on how to raise the money to cover the table.

COE Fairshare – institutional memberships, publication subscriptions, personal donations go directly to COE do not impact our regional budget. Reviewed documents regarding personal donations, subscription packages, e-news you can use, Opportunity Matters (journal in distributed in the fall), directory, et cetera. Amy strongly encouraged State presidents to contact those who haven't donated or purchased packages or institutional memberships to see if they just haven't sent the information in or if they don't plan to purchase. Presidents need to review sheets for accuracy – information needs to be current and up to date. COE conference tables at national are \$5000. A variety of suggestions were made on how to raise the money to cover the table.

Motion #5: Charlie moved and Curtis seconded to have all state presidents contact their state loan guarantors within the next two weeks to collect \$833 which would cover ASPIRE's table at national conference in NY.

Amendment to Motion #5: Angelina moved and Barney seconded to amend Motion #3: state presidents will contact state loan guarantors and other local corporations within the next two weeks for a corporate sponsorship of \$600 to purchase a table for the ASPIRE region at the national conference.

Motion as amended passed.

Trio Achiever deadline for COE was extended to middle of June. All were encouraged to look within their programs and talk with the programs in the state to submit nominations.

Unfinished business:

Name change: Amy reported that after consultation with legal counsel the options are to change ASPIRE's name back to longer spelled out or change the state of incorporation.

Motion #6: Sher moved and Barney seconded to change ASPIRE's state of incorporation. **Motion passed unanimously.**

Motion #7: Karen moved and Barney seconded to authorize Paul Schierer from Pence and MacMillan, LLC to do the work. **Motion passed unanimously.**

Accounting and Audit call for bids: Curtis got a template that is used by COE when sending out bids that he feels will meet ASPIRE's needs. The 2006-2007 Board will issue a call for bids.

Cvent: This is a service the region purchased which is a web access software package that establishes parameters to design a web site, keep records, create address books, customize emails, register for conference, send calls for proposals and award nominations, send automated membership reminders and follow up messages. It will allow the user to pay with credit cards make payments directly. It also tracks attendance, and produces mailing lists, name tags, and evaluations. It will be utilized for state meetings which will also increase efficiency, membership, and registrations. One concern that will need to be addressed is how to personally reach out to the members.

Operating Guidelines: Curtis has incorporated the changes and suggestions from the January board meeting. He requested the board to pay particular attention to the areas of experience and to look for content and get final suggested revisions to him within two weeks.

Incorporation of States: Presidents reported on the action taken to incorporate the state chapters: Montana: at state meeting passed motion to register with state and look further into incorporation. Wyoming: will work with Paul and needs approval of expenditure from state members. Plans are to work on this issue during the summer. North Dakota is incorporated and registered. Utah: executive board is gathering bylaws and will need to take it to membership for vote for direction on how to pursue. Colorado: no report at this time. South Dakota: working with the law school professors who are looking into it. Amy agreed to provide “why and how to” samples to accomplish these tasks. It is important for each state to obtain non-profit tax status and get registered in each state.

Personnel Committee: Karen reported that ATI staff has reached the 6 month probationary period and evaluations need to be completed. An employment evaluation tool has been identified and will be reviewed. Sue has requested a 5% raise for ATI staff. Raises will be considered after evaluations.

Finance Committee: To have a balanced budget, the committee requested modification to five line items.

Motion # 8 It comes moved and seconded from the Finance Committee to make the following modifications to the budget:

Increase C-Vent budget by \$1500
Increase ATI Grant Commitment by \$1000
Increase Finance Committee by \$730
Decrease Government Relations by \$1720
Decrease State Initiatives by \$3814
With a total projected income \$153200 and total projected expenses \$150896

Motion passed unanimously.

Consideration of Art Quinn Award Nominees: Nominations were considered and a recipient was selected.

New Business: It is important to review regional development and COE development. Possible timelines and definitions of each campaign were discussed and a phone-a-thon could be held to reach the goals. Carol Gritts has created a power point that outlines six ways to increase development efforts and is looking into adding audio. Each state president was encouraged to explain to members that these development issues are important for our continued existence and that development efforts should happen all year long. Leaders could take opportunities to educate the state members.

The most current development reports are from February and calls could be made from those. Specifically, those who don't have project memberships and those who didn't attend conference will be contacted. At regional meetings and throughout the year presidents need to communicate with the members so they understand how the budget is determined.

After a long discussion two phone-a-thons will be held. One will be for additional project memberships and individual memberships and the other will be for COE fair share and personal donations.

State Reports: State presidents submitted written reports of accomplishments and movement in each state. Highlights are as follows and reports are attached:

Colorado: Trio Day is growing. Commissioner in Higher Education attended one day, COE training, third day was celebration and they attended a town meeting. They are partnering with other pre-college programs and working on communication and advocacy for Trio to state legislature with requests for assistance as well as education.

Montana: Five delegates went to Policy Seminar and were received well. Dan Bengé continues to work in the background keeping personal relationships with offices. Fact Book was produced for this year again. Hosted first Alumni Reception and many committed to continued advocacy on behalf of Trio. Ray Carlisle received an Outstanding Administrator Award from University of Montana; Darlene Sampson received the campus Student Service Award which shows how Trio professionals are receiving campus wide accolades.

North Dakota: National Trio Day was celebrated on February 14th at the University of North Dakota (Grand Forks), and on April 20, at North Dakota State University (Fargo). Person's from across those campuses, communities, outlying areas, and from various colleges in ND, as well as key political figures were invited to attend the events. UND TRIO SSS and EOC students are being offered enrollment in a cultural enrichment class – the class and the students' work is creating networking opportunities on and off campus. Professional and cultural training took place at ND/SD ASPIRE co-state meeting in Bismarck, ND. Informative sessions are being scheduled on campus with faculty in various academic departments. Produced Fact Book and created PR booklet, Presented TRIO information at the "Getting Started" Program which is an orientation for incoming freshman. Mentoring activities took place in March/April that fostered institutional and statewide support. Grand Forks, ND, and East Grand Forks, MN, city council meetings were attended by Karen where she handed out fact books and PR books. Planned and implemented a fund raiser for scholarships and various educational activities – raised \$1500.

South Dakota: The co-state conference held in April with North Dakota in Bismarck was very successful. Karen Grabanski was coordinator and did a wonderful job. Charlie credited the competitive state office election to the training at Leadership Development Institute. Phone a thon went well; kudos to Andrea Schneider for her work contacting people in state. Upward Bound Olympics will be held this year. Anti-Meth Conference was an opportunity to educate legislative aids about Trio. Aaron Poorbear took the lead at Policy Seminar. Upon request from Senator Thun, a performance based report was created for congressional leaders.

Utah: Trio Day celebration hosted representatives from all congressional offices. Four \$500 scholarships were awarded to students. State conference went well

netting in \$3200 in revenue. Professionals are getting together to have a college level student leadership congress.

Wyoming: Barbara Cubin's aid was focused on the war but still signed on for increase. Angelica Vialpando is looking at action plans. The new state wide GEAR UP project reports to Curtis Sandberg. University of Wyoming is the Grantee. The state meeting included Gear Up professional who voiced their appreciation of the opportunity to network with Trio professionals.

Committee Reports:

Student Leadership Congress: Great experience for students and professionals. The expectation of the first year wasn't to be a money maker but beginning ground work and receiving training.

Meeting was recessed.

May 22, 2006

Amy Verlanic called the meeting to order at 9:24am.

Motion #9: Allyn moved and Mike Manos seconded to nominate Paulette McIntosh as 2007 Conference Chair. **Motion passed unanimously.**

Paulette McIntosh presented information to the board regarding Denver, include the growth of business, expansion of culture, and growing fight for educational opportunities as they relate to the 2007 conference. Curtis Sandberg asked for her vision for the conference. Paulette McIntosh responded she would like to see organizations fighting for equal opportunity which would promote access and retention. Colorado is fighting for improved outreach and ASPIRE could show people “that local isn’t the only way to go.” Mike Manos commented that the situation of education in Colorado is bigger than just Trio and we can use their situation as an example of how to work with other organizations by building coalitions with other pre-college programs.

Site approval discussed yesterday regarding downtown area was positive. The board members participated in a site tour where hotel represented assured room rates could be negotiated. The proposed ballroom seemed too small and the board did not like the pillars. They suggest securing a larger ballroom. Other concerns were; the Adam’s Mark hotel requires a deposit, local people may not stay at the hotel which would increase the cost of the meeting rooms, breakout sessions and LDI need adequate space. Paulette agreed to begin investigating spaces and location.

2007 and 2008 conferences: Allyn suggested creating a conference site task team from North Dakota and South Dakota that would be charged with the task of identifying a conference site for their respective years.

Motion #10 Allyn moved and Barney seconded to make the necessary changes in the operating guidelines to reflect that the states looking for conference site locations 4 years in advance rather than 2 years in advance. **Motion passed unanimously.**

Research was done by Curtis to see what states had a corporation with the name ASPIRE already incorporated. South Dakota has one in process, Colorado and Wyoming have the name ASPIRE already taken.

Motion #11: Curtis moved and Sher seconded to have the attorney proceed with investigation of incorporation in the states in the following order: South Dakota, Montana, Utah. **Motion passed unanimously.**

Amy will take the information to Paul on Friday.

Development: State reports were distributed to the presidents and Amy clarified information as requested by the Development Chair. There was discussion of approaching the GEAR UP programs. This may be one way that the programs will be brought together. Those programs that haven’t paid were called by the state presidents during the phone a thon.

Tribal colleges are small and may have a difficult time raising the entire COE memberships. A question was raised about having the possibility of a coalition that can each pay a reduced rate to meet the total.

Committee reports were included in the binder Amy prepared for the Board. These were reviewed and accepted as information.

Motion #12 Barney moved and Curtis seconded to have personnel committee meet after the Board adjourned and bring forth a motion via email regarding ATI salary adjustments. Motion carried unanimously.

Angelina moved and Sher seconded to adjourn at 12:27 p.m. **Passed unanimously.**