



Colorado ● Montana ● North Dakota ● South Dakota ● Utah ● Wyoming

**ASPIRE Board Meeting
Adams Mark, Denver
September 29-30, 2007
Submitted by Brian Pilcher**

Approved Minutes (approved October 3, 2007)

The following participated:

OFFICERS

Michael Wade, President
President-elect- vacant
Amy Verlanic, Past-President
Krisan Crow, Treasurer
Brian Pilcher, Secretary

STATE PRESIDENTS

Jamie Schell, Montana
Dawn Eckhardt, North Dakota
Susan Hupp, South Dakota
Rachel Martinez, Wyoming
Michael Manos, Colorado
Donna Rigby- Utah president

GUESTS

Aaron Poor Bear- South Dakota president-elect

ABSENT

Kimberly Domacilio, Utah

- 1 Meeting called to order by Michael Wade at 9:15am, September 29, 2007:
2
3 Corrections to agenda: Carol Gritts will not be here to present development report.
4 Parliamentarian appointed—Susan Hupp.
5
6 Review and approval of previous minutes.
7
8 **Motion #1.** Mike Manos moved and Dawn Eckhardt seconded to approve minutes of May board meeting
9 as revised. Unanimously approved.
10
11 **Motion #2.** Susan Hupp moved and Jamie Schell seconded to approve minutes of July 25, 2007 e-business
12 special board meeting. Passed unanimously.
13
14 **Motion #3.** Krisan Crow moved and Mike Manos seconded to approve minutes of August 8, 2007 special
15 board meeting conference call. Passed unanimously.
16
17 Reviewed minutes of general membership meeting from October 8 & 10, 2006 and edited them for
18 presentation to the membership.
19
20 **Treasurer's Report by Krisan Crow.**
21 Some highlights:
22 Retained Pauline Dunnuck, CPA, as the registered agent and contracted accounting firm, with Kathy
23 Hamilton to continue as our assigned accountant. Mader Tschacher Person & Co., LLC performed the
24 2006 audit and there were no findings. Corporate fees have been paid to Wyoming Secretary of State

25 where we are currently incorporated. Detailed reports are available on ASPIRE finances which will be
26 posted on the web.

27
28 Michael Wade suggested phonathon to be orchestrated by state development chairs (past presidents) for
29 project memberships. Benefits currently are free pre- and post-conference ASPIRE workshops. Mike
30 Manos suggested developing ASPIRE web site links to project web sites for paid project memberships, and
31 he suggested developing clarity for purpose and benefits of the project membership. Susan Hupp read list
32 of activities supported by these funds, for instance travel for TRIO Achievers, assistance with LDI, travel to
33 policy seminar.

34
35 The Development Committee should invoice all projects, perhaps with a different cover letter for
36 previously paid and unpaid projects, to be sent in the fall. Michael Wade will follow up with Carol Gritts.
37 Carol should continue sending list of paid project membership to state development chairs which will help
38 with the phonathon.

39
40 **Motion #4.** Amy Verlanic moved and Krisan Crow seconded to charge development committee to
41 brainstorm benefits of project memberships. Passed unanimously.

42
43 **President's Annual Report by Michael Wade.** He reviewed the Development Committee Report and
44 how fair share/project memberships work. ASPIRE development year is September 1. ASPIRE's fiscal
45 year is January 1. COE's fiscal year is July 1. (**Revenue generation discussion:** Aaron Poor Bear
46 suggested creating non-TRIO project partnerships and provide advertisement for the partners in the
47 conference printed program. Corporate sponsorships discussed. Inviting potential donors to, and their
48 attendance of, the TRIO Achievers Luncheon has inspired one or more large donations in the past. Michael
49 Wade plans to schedule a conference call for the board to brainstorm ideas for fund raising.)

50
51 **Motion #5.** Moved by Krisan Crow and second by Amy Verlanic to schedule a conference call to
52 brainstorm ideas for the creation and initiation of a development plan. Passed unanimously.

53
54 **COE Update by Amy Verlanic.** Passage and signing of College Cost Reduction Act to fund defunded
55 UBs. Arnold Mitchum identified 9 states that were key in their activities for this passage and 3 were in
56 ASPIRE. A continuation of the Higher Ed Reauthorization is needed which will include the prohibition of
57 use of funds to carry out the UB Evaluation and the Absolute Priority. Being considered in the Senate as a
58 continuing resolution. Bill to fund TRIO has been passed by House Committee for \$40 million increase
59 and one in Senate being considered is for \$30 million increase.

60
61 **Committee Reports.** These are included in Annual Report and are submitted as information items.

62
63 **State Reports.** Also included in Annual Report. State presidents presented some highlights. Reports will
64 be posted on the web.

65
66 **Conference Chair for 2008.** Michael Wade nominated Cheryl Kingsbury and Dawn Eckhardt as co-
67 chairs.

68
69 **Motion #6.** Brian Pilcher moved and Susan Hupp seconded a motion to approve Michael Wade's
70 nomination of Cheryl Kingsbury and Dawn Eckhardt as co-chairs of the 2008 ASPIRE Conference. Passed
71 unanimously with Dawn Eckhardt abstaining.

72
73 **501(c)(3).** Board will conference call with Paul Schierer at 2pm next Wednesday.

74
75 **Allyn Kostecki resignation.** There hasn't been any response from Allyn to requests for about ten
76 American Express tracking documents March to May 2007 for about \$5,048. Could turn up in an audit and
77 the accountant would have to track all the expenses and run up the accountant bill extraordinarily. Will
78 send him a letter from an attorney which will provide documentation of our due diligence and hopefully
79 elicit a response from him.

80

81 **Student Leadership Congress.** SLC can be a revenue generator and can raise the identity that students
82 have with ASPIRE. Discussed timing for next year, location, and managing costs for programs sending
83 students. It was cancelled for this fall. October or November of 2008 looks best.
84

85 **Motion # 7.** Donna Rigby moved and Dawn Eckhardt seconded that Michael Wade explore Student
86 Leadership Conference chairs for the fall 2008 SLC. Passed.
87

88 **State Chapter \$500 purchases of banquet tables.** Respective state members can sit at the reserved,
89 purchased table at Tuesday night's banquet. Chapters and corporate sponsors will be recognized for
90 purchase. Suggested that for 2008, corporate purchasers meeting the minimum contribution may hang their
91 banner at conference, get a free ad in printed program, recognition by announcement at the banquet, and
92 table cloth of different color than non-purchased tables.
93 SD, MT likely to purchase, WY plan to purchase, CO maybe.
94

95

96 **NEW BUSINESS**

97 **Finance Committee Motions**

98

99 **Motion # 8.** It comes moved and seconded from the finance committee that non-paid registrants will be
100 required to provide a copy of a purchase order, write a personal check or give credit card information for
101 registration that will be held for 30 days or until institutional payment is received whichever comes first.
102 This policy will become effective immediately. Passed unanimously.
103

104 Shawanna Kimborough sent notice to unpaid registrants for this conference as indicated in CVENT. It was
105 asked of the treasurer to reimburse attendees as soon as possible if their personal account is charged
106 because the institution is too slow in paying.
107

108 **Motion #9.** It comes moved and seconded from the finance committee to end the aspire-online.org website
109 and not incur any additional fees associated with its use. Passed unanimously.
110

111 Justin Rinsak at Montana Tech is managing the current web site, aspireonline.org.
112

113 **Motion #10.** It comes moved and seconded from the finance committee to request a certified letter be sent,
114 from ASPIRE, Inc.'s legal council, to Allyn Kostecki requesting documentation to reconcile his
115 outstanding credit card expenses. Passed unanimously.
116

117 Michael Wade will follow up with Paul Schierer to have this done.
118

119 **Motion #11.** It comes moved and seconded from the finance committee to end the aspire-training.org
120 website and not incur any additional fees associated with its use. Passed unanimously.
121

122 **Motion #12.** It comes moved and seconded from the finance committee to reduce the website budget from
123 \$3,930 to \$600, and to add a \$5,500 c-vent line item in the budget. Passed unanimously.
124

125 **Motion #13.** It comes moved and seconded from the finance committee to increase the COE table budget
126 line item from \$2,500 to \$5,000. Passed unanimously.
127

128 **Motion #14.** It comes moved and seconded from the finance committee to charge the new ASPIRE
129 Treasurer to investigate whether ASPIRE, Inc. is best to stay with American Express or to move to US
130 Bank Cards or another credit card vendor. Passed unanimously.
131

132

133 **Motion #15.** It comes moved and seconded from the finance committee to charge the Operating
134 Guidelines Committee to write Conference Operating Procedures to include encouragement of corporate
135 and private partnerships. Passed unanimously.
136

137 **Preview and Expectations for Conference.** 25% of conference attendees this year are new. Amy
138 reviewed conference agenda. Awards during Wednesday breakfast rather than at Tuesday evening banquet.
139 Encouraged board to greet registrants and attend LDI lunch.

140
141 **Increase LDI registration to \$40.** Susan Bornsen requested increase.
142

143 **Motion #16.** Susan Hupp moved and Krisan Crow seconded to increase the LDI registration to \$40.
144 Passed unanimously.

145
146 Operating guidelines committee should change the guidelines to reflect this.
147

148 **Extension of Treasurer Term.** Krisan Crow suggested an extension of the term to overlap terms for
149 training of new treasurer. There is a huge learning curve and the new treasurer can be abandoned by the
150 incumbent. Operating guidelines already call for treasurer to train the new treasurer in the fall between the
151 election and taking office in January. There would be added expense of another board member attending
152 meetings if it were extended. There are means to train through participation on regional finance committee,
153 conference chair, and regional president.

154
155 **Adding CVENT Subcommittee To The Web Site Committee.** Need someone to learn the capacities of
156 CVENT and manage it for regional and state conferences to its best effect. Discussed whether should have
157 separate committee.
158

159 **Motion #17.** Dawn Eckhardt moved and Susan Hupp seconded that the Operating Guidelines Committee
160 will revise the guidelines to establish a standing CVENT committee. Passed unanimously.

161
162 **Motion #18.** Mike Manos moved and Susan Hupp seconded that the agenda item concerning training of
163 new state boards be tabled until the January board meeting. Passed unanimously.
164

165 It was suggested that if this year's second membership business meeting is not necessary, the time be
166 utilized for creation of ideas for development.

167
168 **Motion #19.** Brian Pilcher moved and Donna Rigby seconded to adjourn. Passed unanimously.

169
170 Adjourned at 6:18pm.