



1  
2  
3  
4 Colorado ● Montana ● North Dakota ● South Dakota ● Utah ● Wyoming  
5

6 **ASPIRE Executive Business Meeting**  
7 **January 20& 21, 2009**  
8 **Submitted by: Brandon McLean**  
9

10  
11 **Present**

12 Dan Benge, Michael Wade, Ryan Ross, John Shafer, LaVonne Martinez, Teffany Fegler  
13 Yolie Kernes, RuthAnne Shope, Derek Sporberty, Diane Gardner and Brandon McLean  
14

15 **Call to Order**

16 Meeting called to Order at 9:04 by Board President Dan Benge.  
17

18 **Parliamentarian**

19 Michael Wade was appointed to be the Parliamentarian.  
20

21 **Approval of Minutes**

22 After a brief discussion and some changes to the minutes a motion to approve the  
23 amended minutes was made by Diane Gardner, Seconded Teffany Fegler, all board  
24 members voted in favor of minutes being approved .  
25

26 **Strategic Plan**

27 President Elect Ryan Ross updated the ASPIRE Strategic Plan to be in alignment with  
28 COE Strategic Goals and Objectives. He sent out changes to the Strategic Plan to the  
29 board members to review and see if there were any changes to any part of the strategic  
30 plan. After review from the board, it is to be edited and posted on the ASPIRE webpage.  
31

32 **Recess** 9:52, to watch the President Barak Obama take the oath of office.

33 Reconvened at 10:54 by President Dan Benge  
34

35 **Roll call**

36 **Present**

37 Dan Benge, Michael Wade, Ryan Ross, John Shafer, LaVonne Martinez, Teffany Fegler  
38 Yolie Kernes, RuthAnne Shope, Derek Sporberty, Diane Gardner and Brandon McLean  
39

40 **Finance Committee Report**

41 John Shafer spoke on committee expenses, and all areas of the budget. He and Dan  
42 Benge went line item by line item. It was discussed that each state has \$500.00 to send  
43 each state president or their designee to Policy Seminar.  
44  
45  
46

47 **Leadership Development Institute**

48 LDI has a budget of \$ 1,950.00 This past year it did not yield a profit. . Currently, L.D.I.  
49 is going through a transitional phase. It is now starting to be viewed more positively, and  
50 we could expect income from this down the road. The goal of L.D.I. is to build leaders,  
51 get more people in the region interested in running for state and regional office and to re-  
52 energize seasoned staff.

53

54 **Trio Achievers,**

55 Last year, a resolution was adopted that each state would pay the cost of their own TRiO  
56 Achievers to attend Regional Conference. Now that funds have improved in the budget, it  
57 was discussed that the region would again cover those expenses . John Shafer stated that  
58 we need to have approval for this reversal.

59

60 RuthAnne Shope made a motion to pay expenses for the TRiO Achievers to be paid from  
61 the regional ASPIRE budget, Diane Gardner seconded, all voted in favor of the motion,  
62 the motion passed.

63

64 **Motion #1 Finance Committee Approve the Budget**

65 Motion #1, from finance committee was made and seconded by the finance committee to  
66 approve budget. Motion was passed with all in favor.

67

68 **Motion #2 from Finance Committee Audit of Accounts**

69 Motion #2, was made and seconded from the Finance committee for an audit to be held  
70 on the regional accounts. An accounting firm in southern Utah near John Shafer is to be  
71 hired. Motion passed with all in favor.

72

73 A question was raised by Diane Gardener of Utah in regards to the date of the regional  
74 conference. The date selected is usually the first weekend in October which is a conflict  
75 for the Mormon faith because of a religious holiday. The date cannot be changed for 2009  
76 conference and it will affect people in Utah, it will also affect the 2010 conference. The  
77 conference committee for the year 2011 needs to be mindful for the Utah Conference as  
78 we may have problems getting rooms. Dan Bengé says we need to keep this in mind and  
79 pass along this to new board members as we get closer to selecting conference sites and  
80 dates in the future. Dan Bengé asked Diane Gardner to remind future boards of this issue.

81

82 **Governmental Relations**

83 Dan Bengé spoke about the meeting in San Juan, Puerto Rico. Updates on the initiative to  
84 increase funding to \$780 million dollars for TRiO programs are not included in the  
85 stimulus bill. Our congressmen need to know TRiO should be included in the stimulus  
86 proposal. Montana has a great relationship with their congressmen. It was discussed that  
87 all states in our region need to form a positive relationship with their congressmen and  
88 advocate for all TRiO related issues. This should be a priority for all of our states.

89

90 Cody McMichael joined the board meeting at 11:30 am

91

92

93 **2009 Regional Conference Report**

94 Cody McMichael is excited about working together to have a good conference in the fall.  
95 He and his committee are working hard on a great conference with great speakers and  
96 workshops. The following was discussed in regards to the conference to be held in  
97 Spearfish, South Dakota.

98

99 **Break Sessions and Workshops**

100 Discussion ensued with Dan Benge and Cody McMichael regarding break out sessions:  
101 the sessions should be top notch and have a great learning experience. Participants  
102 need to leave feeling WOW ed by the experience. This professional development  
103 opportunity needs to be worth people's time and effort.

104

105 **Budget**

106 Cody made adjustments in order to pay for logistics. There is additional expense for the  
107 Crazy Horse excursion, meal and shuttle costs to and from Rapid City airport. It is about  
108 an hour drive from Rapid City, to Spearfish, South Dakota.

109

110 **CVENT**

111 Dawn Eckhardt is in charge of setting up registration for the Spearfish South Dakota  
112 conference.

113

114 **Board Meeting in Spearfish, South Dakota**

115 Scheduling for board training needs to be communicated more effectively to new board  
116 members. Dan Benge mentioned that he sent the initial information to the new board  
117 members in June to schedule time for new board training after the conference. We need  
118 to be mindful of schedules, send travel reminders and provide logistics for the board  
119 training.

120 Michael Wade mentioned that the new regional board role is "on the job training" for  
121 new state presidents, new people elected, and the new president. Formally inviting new  
122 board members to attend the board meeting prior to the conference to observe is a good  
123 idea except for the cost to the state associations which would need to cover the expenses.  
124 Cody McMichael left the board meeting at 12:30 pm.

125

126 Dan Benge recessed the board meeting 12:30 pm until 12:40 pm.

127

128 **The board reconvened at 12:40 pm.**

129 **Roll Call** all present.

130

131 Ray Carlisle updated the board on a Student Support Services meeting that is going to  
132 take place. Four of six states received State Initiative money for help with the website  
133 development, state fact books, etc. Check in with Ray Carlisle if you have any additional  
134 questions.

135

136

137

138

139 **State Reports**

140

141 **Colorado** LaVonne Martinez

142 The state of Colorado does not have a secretary, so Derek Grubb was elected. The state is  
143 going to work on ASPIRE initiative along with working on gaining financial strength. It  
144 is being considered to use SKYPE as a meeting tool. Dan Bengé asked if she could give a  
145 presentation of SKYPE to the board. It was discussed that each person would need a  
146 microphone or a headset, make list of people of who would be in meeting. LaVonne  
147 mentioned it is free. RuthAnne Shope uses a web cam with her rural schools. Dan Bengé  
148 wants to investigate this as it would be helpful to conduct ASPIRE meetings. ASPIRE  
149 board and states could use this and it would be helpful. LaVonne Martinez mentioned  
150 that TRIO day is coming up in February, free financial meeting the day before.  
151 Governmental Relations; Oscar Felix, heads a committee and meets in local areas as  
152 much as he can. Updating the fact book is also a goal for the state of Colorado.

153

154 **Montana** RuthAnne Shope

155 Policy advisory committee producing papers for college access players, to shape higher  
156 education policy. RuthAnne is working with college access groups across the state as we  
157 want to have them attend our state meeting.

158

159 **North Dakota** Derek Sporbert

160 The North Dakota state initiative is working hard with the governor and state  
161 representatives in regards to a meeting with the higher education board. Also, Derek will  
162 testify in legislature. Chancellor's office which granted the meeting was the first to give  
163 them feedback. Develop North Dakota website action alert system. 1.4 billion dollars of  
164 the state budget and TRiO may have a voice in the discussion. TRiO Day within the state  
165 and is online.

166

167 **South Dakota** Yolie Kernes

168 The state is preparing for the upcoming spring conference in Mitchell, South Dakota.  
169 Their goal is to make the state conference a strong professional development opportunity.  
170 Sessions include: Successful student educational and social events, technology workshop  
171 on Student Access, Motivation Topics that are program specific. SSS Programs officer  
172 teleconference , COE teleconference and APR site visit review, Michael Wade is helping  
173 with this session . Dan Bengé is invited to South Dakota via video conference to provide  
174 a regional update. Upward Bound and Talent Search wants a break out session on Career  
175 Cruising (Technology tool mandated in South Dakota. They are looking forward to a  
176 great conference in the great state of South Dakota.

177

178 **Utah** Diane Gardner

179 The main concern is working on the state budget mess. Diane stated that the Snow  
180 College budget deficit will force them to cut twenty jobs. Diane is concerned about the  
181 jobs within her office as a result. They are planning a Youth Leadership Conference to  
182 take place on February 13<sup>th</sup> and 14<sup>th</sup>, 2009. Also they are preparing for TRiO Day. The  
183 state of Utah Fair Share is 86%. State conference is March 11 through the 13<sup>th</sup> in Zion  
184 National Park.

185 **Wyoming** Teffany Fegler  
186 Dates are finalized for the Wyoming state conference to be held on April 13<sup>th</sup> through the  
187 18<sup>th</sup> 2009. They are trying to invite Linda Byrd - Johnson or a different speaker from  
188 Utah if she is unable to attend. Currently she is busy with the inauguration but hopefully  
189 she can come to Wyoming. TRiO Day progress is being made, alumni association with  
190 TRiO Students. Wyoming is also working on Fair Share and donations as well.

191  
192 Dan Bengé mentioned with state meetings coming up, how possible representation at  
193 each state meeting would be. If a state invites the regional president it state provides  
194 travel and hotel expenses. Michael Wade can represent Dan Bengé at Wyoming and  
195 someone to be there to represent Dan at each state meeting. Financial constraints urged  
196 that we all need to be financially prudent. Dan was invited by John Morell, but it needs  
197 to come from the state of Utah. Michael Wade spoke of how he went about meeting with  
198 the states. Technology can help us with keeping the costs down.

199  
200 **Old Business**

201 **CVENT**

202 Dan Bengé mentioned that the board needs to decide if we want to keep CVENT or go  
203 with another program. It costs \$5,500.00 a year to use this software. Not sure if it is  
204 worth the cost. We entered into contract with the understanding that for it was \$5,500.00  
205 for the term however, the contract states it is \$5,500.00 a year for a five years. Need to  
206 look at other options. We are not using all the bells and whistles. HPN's, Sean Gleason  
207 shared with Dan that there is a registration component to their system. He will have us in  
208 contact with someone from this side of their company. HPN helped us review conference  
209 site, at no charge. When site is selected, the hotel pays HPN a fee. They helped us  
210 research conference sites in Wyoming and have had them in prior years they could have  
211 caught problems in Denver. Colorado is using Event B program for state meeting.  
212 LaVonne Martinez says it costs one dollar fee for each participant and 2.5 % of tickets  
213 purchased on line. The fee is \$55.00 and \$70 to register. The main problem is setting up a  
214 deposit account at US Bank; John does not know why that it is such a problem. Dan  
215 Bengé said we need to have someone look into CVENT what can we negotiate with  
216 them. Michael Wade thinks Amy Verlanic has contract with CVENT. Dan Bengé wants  
217 contract and he will look into options from there.

218  
219 **Conference in Cheyenne Wyoming**

220  
221 Dialogue ensued about the Holiday Inn in Cheyenne, Wyoming for the 2010 conference.  
222 There is some concern raised by a few ASPIRE members about the selection of  
223 Cheyenne. The committee will look into other venues for the conference. It comes down  
224 to the budget. ASPIRE basically have the whole hotel to ourselves for the conference.  
225 Ryan Ross mentioned Little America would not accommodate us. Michael Wade said  
226 Little America was booked on the dates we wanted when we wanted but he will look at  
227 rates at the Hilton near Laramie. Dan Bengé says we need to work with the Holiday Inn  
228 and share the concerns raised. Ryan Ross said he would like to see the Cheyenne facility  
229 and site in Laramie. Michael Wade will look into it for 2010. Dan Bengé mentioned that

230 we need to read contract and see about canceling it without penalties. Michael Wade said  
231 it was three months prior.

232

233 Carol Gritts is present for the board meeting

234

235 **Development** Carol Gritts

236

237 Carol provided a developmental report. We have COE 75% of fair share for the current  
238 year. She has sent out information to state development leaders. Encourage each campus  
239 that does not have an institutional membership, to please consider joining. Mica Slaven -  
240 Lamothe contacted some institutions,. Dan Benge and Aaron Poor Bear made some  
241 contacts in South Dakota. COE fair share committee members will contact directors that  
242 do not have current subscriptions packets. Goal is to have done by March 1. She e mail  
243 out last year subscribers and ask to renew for the coming year. Carol was wondering  
244 who is in charge in each state for the staff directory. North Dakota, Wyoming and  
245 Montana have a staff directory but not sure who is in charge of organizing this activity.  
246 Teffany Fegler in Wyoming mentioned that it is the presidents elect Lori Wirth .Derek  
247 Sporbert says president and past president needs to do this it spring. LaVonne Martinez  
248 from Colorado president and president elect are working on updating membership list.  
249 We need to work on project memberships for those campuses that do not have them yet.  
250 Those in charge are making calls within the next few weeks will update Carol Gritts on  
251 this. State meetings would be a great way to talk about development. RuthAnne Shope  
252 talked about some tribal colleges some of the road blocks and is looking suggestions. Dan  
253 Benge sent her talking points, Tribal colleges are benefiting from the role of COE for  
254 example Fort Belknap got their funding back due to work of COE.

255

256 **Conference in 2011 Utah**

257

258 Diane Gardner said that an ad hoc committee would be made at the March state  
259 conference in Utah. Dan Benge says we could use Shaun Gleason to help us with this  
260 also with hotel choices and start vetting those out as well. Diane Gardner asked about  
261 meeting rooms Dan Benge said to look into the operating guidelines. Require room  
262 block of 200 rooms meeting rooms and we normally use for 6 break- out for concurrent  
263 sessions 20-50 people per room. Yolie Kearnes says pg 28 in operating guidelines helps  
264 with this. Diane Gardner says we are looking at ST George and Salt Lake is the easiest  
265 for air travel.

266

267 Please refer to motion #2 under finance committee line 73 for a concern that was raised.

268

269 **501 C 3**

270

271 Michael Wade led a discussion on information from Paul Schierer. Need to check EIN  
272 number needs to be done yearly. State sales tax exemption needs to be checked since we  
273 may need to renew this from year to year. Each state is different so we will have to  
274 contact the Secretary of state to see how it applies to us. Waiting for determination letter  
275 from the IRS and then send states the SS4 form with EIN number. A determination and

276 state sales tax exemption depends on state. You can go solicit business for corporate  
277 donations if / when 501 C3 status is granted.

278 **ON line File Folder**

279

280 Dan Benge mentioned this is the central area for all letterhead, logos. past meeting  
281 minutes and other ASPIRE business is stored here. We need to check on the archives and  
282 see what needs to go though and be cleaned up and omitted.

283

284 **Regional Fact Book**

285

286 Dan Benge mentioned this is a high priority. A regional fact book will tell our story  
287 especially when we go to Policy Seminar. Montana has a great fact book. See if we can  
288 implement a regional fact book to supplement the states data. This will allow us to use  
289 comparative data to show how the programs are doing compared to national trends. Diane  
290 Gardner solicited Utah's program directors on collecting the data. Diane Gardner put all  
291 program information on one sheet; she said some information was duplicated so she took  
292 the information and edited it.

293 Discussion ensued based on which collection tool to be used. We need accurate  
294 information to be pulled together by the first of March to create inserts in current fact  
295 books. This will allow us to compare regional and state data with national statistics.  
296 March 1 is the deadline for everyone so we can have this done for Policy Seminar. This is  
297 going to take us some time to get it right; it took Montana two years to get their fact  
298 book in order Dan Benge asks that this form goes to the project directors to collect  
299 information. State presidents have them return to Dan Benge for compiling.

300

301 **New Business**

302 Nomination for Conference chair Ryan Ross

303 Ginny Ruckman and Brandi Roesener were nominated as co chairs for the Cheyenne  
304 Wyoming Conference. They are close to the site and will be able to handle it.

305

306 Ryan Ross moves accept nomination of the 2010 co chairs of the Wyoming Conference  
307 Teffany Fegler seconds motion. All in were in favor. The motion passed unanimously.

308

309

310 January 21, 2009

311

312 **Reconvene at 9:06 am**

313

314 **Roll Call**

315 **Present**

316 Dan Benge, Michael Wade, Ryan Ross, John Shafer, LaVonne Martinez, Teffany Fegler  
317 Yolie Kernes, RuthAnne Shope, Derek Sporbort, Diane Gardner and Brandon McLean

318

319

320 **Talent Search Task Force**

321 Dan Benge says Heath Alexander wants states to respond to the HEOA changes that  
322 impact Talent Search. Discussed ETS programs in each state and the idea of 19 or so  
323 project directors to do a conference call about these issues. A discussion followed about  
324 the definition of what college prep actually is in each state. Diane Gardner of Utah  
325 mentioned the students do not have a choice. Montana has 3 tiers, rigorous cores, and  
326 Regents College Prep, and high school minimum requirements. Dan Benge says we need  
327 to watch Dept of Education information and notify COE about Talent Search concerns.  
328 Talent Search will require more intrusive advising which is different from the  
329 dissemination program. Can we create a task force to help with this information  
330 collection? Michael Wade voiced concern that not all programs would participate in the  
331 discussion which is fine but they will have to live with decisions that the Department of  
332 Education. It was decided to have a task force consist of one point person. Dan Benge  
333 posed the question about programs that are not members of ASPIRE and how much  
334 support do we give them? It is a benefit of belonging to ASPIRE to be involved in the  
335 discussion. Dawn Eckhardt will be asked to be the point person for the task force.

336

337 Teffany Fegler leaves at 10:01

338

339 Dawn Eckhardt arrives at 10:01

340

341 Discussion about the Talent Search Initiative, COE needs a task force group for Talent  
342 Search . Dan Benge spoke about the Talent Search Task force with Dawn Eckhad. After  
343 discussion she agrees that she would head up the Task Force.

344

345

### 346 **Membership**

347

348 As of this date, there are 291 members in ASPIRE. Fargo was not a highly attended  
349 conference which was a key factor in the low membership number. The conference  
350 generates the majority of our membership. Also, as each state has meetings memberships  
351 seems to jump. A key piece of membership is to know who are the employees in the  
352 state, are they members, can they make a personal donation and will they subscribe to a  
353 project membership. Knowing who the players are is an important part of it. Also wants  
354 to be online membership and directory as well. Dan Benge questioned state presidents  
355 about how many people are going to state conferences? Diane Gardener mentioned that  
356 part of the problem is spending money on professional development verses our students.  
357 Michael Wade spoke that we should still be part of ASPIRE and even if forgo the travel  
358 expenses on the regional conference. Yolie Kernes mentioned that TRiO has a lot of  
359 turnover and people start do not understand the whole picture of ASPIRE. This is an  
360 opportunity for L.D.I .to help educate new staff. Last year, the board agreed to allow  
361 members to buy lapsed membership years. Nine people took advantage of that last year.  
362 Diane Gardner says she wants to buy back membership can be done by payments as well.  
363 Board agreed to continue this option but may need to be added to the operating  
364 guidelines.

365

### 366 **Conference in Fargo, North Dakota**

367 Dawn Eckhardt, discussed the conference and that we made money a lot of money. We  
368 grossed \$81, 223, and had a net income of around \$57,000.00 dollars. Evaluations were  
369 summarized, 195 people attended the conference, much lower than average. Expenses for  
370 meals and the hotel was reasonable. A great team of people that generated donation for  
371 the silent auction and raffles. Fundraising made \$3, 150. Raffle was \$1,633. 127 members  
372 registered as early bird and Dawn discussed refund money for excursions.

373

374 A motion to adjourn was made by Dan Bengé and seconded by RuthAnne Shope, all in  
375 favor, the meeting concluded at 11:30 am

376

377 Minutes prepared by Brandon McLean .

378

379

380

381