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

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6 Minutes Approved on 1/27/12
7 ASPIRE Board Meeting
8 October 12, 2011
9 Submitted by: Lori Brown-Wirth

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13 **Present**

14 Rachel Martinez -- ASPIRE President, Dawn Eckhardt - ASPIRE Past President, Derek
15 Sporbert - ASPIRE President-Elect, Lori Brown-Wirth – ASPIRE Secretary, Henry
16 Ornelas - Colorado State President; Dugan Coburn - Montana State President, Lori
17 Larson – North Dakota State President, and Tina Ludens - South Dakota State President,;
18 Sandy Straley – Wyoming State President

19
20 **Also Present**

21 Lindsay Beddes - Utah State Past President, Bonnie Straw – former Wyoming State Past
22 President

23
24 **Absent**

25 Cody McMichael - ASPIRE Treasurer, Craig Harter – Utah President, Jayne Pearce –
26 Wyoming State President

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28 **Call to Order**

29 The meeting was called to order at 11:33 a.m. on October 12, 2011 by President Rachel
30 Martinez. Lindsay Beddes was appointed Parliamentarian.

31
32 **Introductions**

33 Rachel welcomed the new board, and introductions were made around the room. Rachel
34 noted that the ASPIRE letterhead will be edited to reflect the new Board members.

35
36 **Two Year Presidency Terms**

37 Rachel pointed out that three ASPIRE states have now adopted the two-year Presidency
38 term. North Dakota was the first state; South Dakota made the change in 2011 and
39 Wyoming is the third state; having adopted the new policy at their State meeting earlier
40 in the week. Colorado reported that they are soon to follow.

41
42 **Role of State President**

43 Dawn Eckhardt gave a summary of the roles and responsibilities of being a State
44 President and board member of ASPIRE. She reiterated supporting one another.

45
46 Dawn reported that she will work with Cody on helping to clarify what Board costs are
47 covered by Regional ASPIRE and what States and programs pay for. In the Operating

48 guidelines, 2.1.4, referring to Board attendance, it defines what states and programs
49 should cover. It is important to maintain consistency in State reports. Rachel requested
50 the preferred contact information from Board members and will share that information
51 with the rest of the Board and Committee Chairs.

52
53 Rachel reminded everyone that State presidents are expected to attend Policy Seminar in
54 Washington DC. It is important to have representatives from each state. Policy Seminar
55 for 2012 will be March 9-14. It was noted that the 10 for 10 fee waivers include the
56 Leadership Caucus. Cheryl Kingsbury will keep everyone updated on Policy Seminar.

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58

59 **By-Laws and Guidelines**

60 Rachel noted that the Board will be reviewing many of the processes in the Operating
61 Guidelines this year. Last year, Dawn distributed folders to ASPIRE Board members.
62 She requested that new State Presidents get it from their predecessors, or let her know
63 and she will provide another.

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65

65 **ASPIRE Website**

66 Discussion moved to the ASPIRE website. The Guidelines may be found on the Website
67 under "Downloads." Approved updates from 2011 will soon be made in the Guidelines.
68 It was noted that Guidelines may be changed by the Board, whereas By-laws are much
69 more difficult to change and must be approved by the membership.

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71

71 **State Reports**

72 Rachel outlined the State president responsibilities. State reports from each State
73 President are due three times per year; January, May, and September. It is also important
74 for State presidents to submit these reports for publication in the Aspirations newsletter.
75 Rachel will distribute a template to all State presidents. The 2011 Annual Report has all
76 state reports, committee reports, President's report, etc.

77
78

78 State scorecards will be discussed in January. Rachel stated that one of her goals is to
79 work on ways of reducing duplication of information. Dawn noted that the Regional
80 President depends on State Presidents to provide information. She encouraged State
81 presidents to try and follow the template format, which is designed to ease the writing of
82 the State reports.

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84

84 Rachel noted that the Board may work on changes to the Board reporting format in 2012.
85 Lindsay noted that reminders of deadlines would be helpful. Rachel will send reminders,
86 noting that it is very important that each state report is submitted on time.

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88

88 **Committees**

89 Discussion moved to Committees. Most Committee Chairs are continuing. A list of all
90 committees and their members are listed on the ASPIRE website. Since Barb Waters is
91 the 2012 Conference Chair, she wishes to step down as Website Chair. Rachel is looking
92 into possible replacements.

93

94 The new Board was informed that the Financial Aid Committee was changed to Financial
95 Aid and Literacy. Dawn noted that it is good to have committee chairs outside the
96 ASPIRE Board to share in leadership and involvement. Rachel discussed some of the
97 committees that need to be filled. One of these is the Multi-Ethnic Advocacy Committee,
98 which Rachel would like to see expanded. Montana State President Dugan Coburn
99 expressed interest in working with this committee. It will be discussed further at the
100 January Board meeting.

101

102 **2013 Conference**

103 Colorado needs to be working on a conference chair for the 2013 conference. Discussion
104 ensued on what Derek Sporbert, who will be ASPIRE president during that conference
105 would like to see. He will get recommendations from the state. It was noted that co-
106 chairs are often a good thing as they can share strengths and responsibilities. It is also
107 vital that the agenda and logistics committees have strong chairs. It is also important that
108 everyone work together. The 2011 Conference chair looked to the 2010 co-chairs, for
109 guidance and the 2012 chair will look to the 2011 chairs, etc. We need a good
110 conference chair flash drive with templates, committees, rules, etc. This tool should be
111 completed by the 2013 conference.

112

113 **Treasurer Report**

114 John Shafer joined the meeting to briefly share with the new Board. He explained the
115 current credit card situation and brought paperwork to be signed by new members. The
116 papers must be signed by Board members who will not be using the cards. Five credit
117 cards, with a maximum of \$5,000 per holder, will be issued to the President, Past
118 President, President-Elect, Treasurer, and Conference Chair. In this way, no one person
119 is responsible for the credit cards. John explained the forms that were being completed.

120

121 John reported that he spent an hour with new Treasurer Cody McMichael earlier in the
122 day and reminded the Board that they promised a new laptop to the new Treasurer. The
123 Board thanked John for all his efforts before he left the meeting.

124

125 **Return to Discussion of Committees**

126 Discussion turned to TRiO Day activities of committees. COE is very interested in what
127 each state is doing for TRiO Day. Discussion ensued on committee processes and
128 training grants. This led to discussion of the history of ASPIRE Training Institute. We
129 would love to get training grants once again. Rachel will work with Andrea Reeve on the
130 Professional Standards Committee.

131

132 Russ Lamson is the Publications Chair and author of Aspirations, the official newsletter
133 of ASPIRE, Inc. Discussion ensued on how we want “requests for submissions” to work.
134 Should it go through the listserv or to the State presidents? Let Russ know what work.
135 Rachel discussed the importance of getting information out. We want ASPIRE to be
136 educational. Derek shared some of North Dakota’s procedures and discussion ensued.
137 Due dates for Aspirations submittals are January 15th, May 15th and September 15th.
138 Rachel stated that she would love to keep it going and keep it strong.

139

140 John Kelly has left TRiO for another position, and his co-chair, Amanda Hilterbrand, is
141 working on another co-chair. The TRiO Alumni Committee needs to be addressed and
142 revived. This will be up for further discussion at the January Board meeting.

143

144 A list of all committee chairs, as is found on the ASPIRE website, was reviewed and
145 discussed.

146

147 **Action Item**

148 Rachel entertained a motion to approve the Committee Chairs Report as presented.
149 Dugan so moved, Lori Brown-Wirth seconded the motion, all voted in favor, and the
150 report was approved.

151

152 **Regional Board Meeting Dates for 2012**

153 The January Board meeting will be held in Ft. Collins at the 2013 conference site. The
154 2013 Conference contract has been signed. Discussion ensued on locations and timings in
155 relation to conferences and Board meetings. The Finance Committee will meet on
156 Friday night, January 27th. The Executive Board, the Regional Treasurer and one State
157 president attend the Finance meeting. Colorado State president Henry Ornelas
158 volunteered to attend the meeting. The Board will meet all day Saturday, January 28th
159 and conclude the meeting by noon on Sunday, January 29th.

160

161 Rachel asked everyone to share the dates for their State Meetings, so she may make
162 arrangements to attend. Montana plans their state meeting in Great Falls April 18-20.
163 Utah will hold their state meeting in prove March 28-30. Colorado has not yet finalized
164 the date for their State meeting, but it is planned for the last part of April. Wyoming
165 expects to have their meeting April 19-20. North and South Dakota combine their
166 meetings and alternate the location between the two states each year. This year, the State
167 meeting will be held April 1-3 in Aberdeen, South Dakota.

168

169 Discussion ensued on the proper etiquette for inviting the Regional President to State
170 meetings. Guidelines state that the Regional will cover travel expenses, and that states
171 are required to pay room and per diem. When State Presidents attend Board meetings,
172 the Region pays transportation and travel costs and each State pays hotel and per diem.

173

174 **2009-2011 Strategic Plan**

175 Rachel presented the Board with the ASPIRE Strategic Plan 2009-2011. This report can
176 be found on the ASPIRE website under “downloads.” Rachel encouraged all State
177 Presidents to look at it and see how their states meet the strategic plan. Rachel outlined
178 the strategic plan and discussed important aspects of it and who we can learn from one
179 another. Rachel asked if the new State Presidents understood Fair Share and explained
180 the differences between the State Fair Share and Regional Fair Share.

181

182 Discussion ensued on ways of giving back. No expectation is made on the amount that
183 should be given by Board members, but some giving should be done. One way is by
184 giving “in lieu of reimbursement.” In January, the Board will further discuss ways to
185 contribute back to ASPIRE.

186 Further discussion ensued on Strategic Goals and Government Relations. Rachel noted
187 that every state needs a point person. Frequently, this is the State president. Rachel will
188 distribute more information on Government Relations to State Presidents. Rachel
189 continued to discuss State Goals and State presidential responsibilities. It was noted that
190 perhaps it is time to redefine Strategic Goals, which is the role of the President- Elect.
191 Rachel asked Derek to take a look at the current Strategic Goals and bring suggestions to
192 the January Board meeting.

193

194 **501(c)3 Update**

195 Each of the states had the opportunity to discuss the 501(c)3 umbrella package at their
196 state meetings. The question is: should we drop the umbrella status and just go with one
197 tax exemption; ASPIRE, Inc. Discussion followed with plans and thoughts from each
198 state and how each state will be affected. It was noted that 501(c)3 laws vary state by
199 state. Rachel gave background on the issue and much discussion ensued. In summary,
200 the question at hand is whether or not the current application should proceed, or if it
201 should be tabled, along with the \$3000 application fee check that is now nearly six
202 months old and will soon expire.

203

204 **Action Item**

205 Rachel entertained a motion to stop the process of the 501(c)3 umbrella application, to
206 cancel the \$3000 check, and to table the issue until the January 2012 Board meeting.

207

208 Dawn so moved, Derek seconded the motion, and the motion carried. Dawn noted that
209 she will look into the issue for more information and Derek suggested that each state seek
210 counsel on the 501(c)3 laws in their states.

211

212 **Motion to Adjourn**

213 Rachel entertained a motion to adjourn. Derek so moved. Dugan seconded the motion
214 and the Regional Board Meeting of October 12th, 2011 was adjourned at 1:36 pm.

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