

**Spring NASP Board Meeting
Minutes**

**Anchorage, AK
May 20th & 21st, 2006**

Saturday May 20th, 2006

1) Call to Order 8:15 AM

2) **Roll Call:** Adan Tijerina (Past President), Paul Molino (Active Non-TRiO Representative), Jill Emigh (Secretary), Kathy McNeill (President), Barb Lundberg (Idaho President), Scott Clyde (President elect), Marc Coomer (College Representative), Eduardo Martinez-Zapata (Oregon President), George Deitz (Parliamentarian), Mateo Arteago (Treasurer), Odila Rueda (Alaska President), Julie Bu (Pre-College Representative), Duke Paulson (Washington President).

3) **Minutes for Winter Board Meeting:**

Motion:

A motion to accept corrections and additions to winter board minutes was made by Mateo, seconded by Marc and passed unanimously.

4) Officer's Reports

a) **Treasurer:** Mateo Arteago -

Since January 58 projects have paid, (4 on PO). Ten paid in 2005 for a total of 72 memberships. The Alaska chapter returned the \$3,000.00 (from state initiative) that was not spent. There were some suggestions for corrections to spreadsheet.

- Add line for Spring Conference 05 expenses.
- Correction to line NASP President's Travel add additional expenses (Adan and Scott)
- Change "budgeted reserve" to a line as "other - budgeted reserve".
- Kathy asked for expenditure reports for the Policy Seminar and accountability forms. Barb, alumni expense went over by \$30.00 but her expenses were under by about \$30.00 - can return about \$1.67. State chapter's expenses, need to submit expenses from the state president. Discussion followed about how to manage receipts for state accounts.

Non-Trio Representative may need to be reimbursed for conference board meeting travel since there is no project that can pay those costs.

Checks from COE to state chapters will be deposited to NASP and dispersed to state chapters. Budget will reflect revenue to state chapter.

The report reflects a penalty for taxes paid late. Kathy will ask for a motion to accept after Mateo makes suggested changes.

The 2005 financial report is still being developed.

b) President: Kathy McNeill

Since membership exceeds goal, Kathy is encouraged. This spring conference should make money. The state leadership conferences were successful. The Policy Seminar was attended by all state presidents.

The novice provision was removed from reauthorization. The \$100 million letter (Cole Payne letter) still needs signatures. Since these are members of the House of Representatives this needs to be done on a district by district basis.

Getting nominations for board positions is challenging. Spring Conference 2007 is also challenging since no one has stepped forward to plan and organize.

COE is facing some financial difficulties. COE will be looking at corporate sponsorship. COE is also considering asking regions to purchase a table at \$5,000 per region at the annual Conference in New York. And are suggesting this conference might include alumni from the area.

c) Past President: Adan Tijerina Leadership-

Adan reported that he is getting information about the Emerging Leaders Institute (ELI). Marc has been working on this with Neil. Adan will coordinate his efforts with Neil. COE has some conflicts around leadership, but Adan is positive they will be resolved. Adan is pleased with NASP's progress on state initiatives. Adan encouraged everyone to make use of CouncilNet and participate in web chats. Nasp was well represented at the Leadership Summit and evaluations showed the summit was successful.

d) President Elect; Scott Clyde -

CAS Standards implementation: The committee is exploring if each program has implemented these. Regional Workshops at Conferences will be emphasized since the effectiveness is better if trained in CAS standard implementation.

National TRiO Day Committee wants the word out that Day of Service will be annual event. The committee is hoping that leadership in state chapters will work to increase participation in TRiO Day of Service. CouncilNet will have samples of activities that occurred. Report for Equality has been sent and published. Feedback is welcome.

Ad for the COE national conference program, Scott recommends we advertise our Fall Conference in Portland and recognize the life time memberships we are giving. We have budgeted for full page. Scott recommends full page. The region would benefit if we recognize our peer monitors. It would be appropriate to use Peer Monitor training funds for that purpose.

Board basket for this conference, bring objects from a flat world.

COE Regional Basket - Scott will take money or donations and these can be brought to Summer Board meeting.

e) Secretary: Jill Emigh

Please submit an electronic copy of reports.

f) Alaska President: Odila Rueda

Most programs in Alaska will be present here at this conference.

TRiO day - Odila asked if it can be celebrated at another time. Scott recommended using TRiO Day as a kick-off event for the service.

Board discussed doing CouncilNet style chat for state chapter meetings.

Alaska directory is done.

g) Idaho President: Barb Lundburg -

A brochure was created for the Policy Seminar. It has an Idaho TRiO logo included. This brochure is on the website. BSU created a document titled Impact of TRiO Programs in Idaho to share w/ legislators etc.

Idaho has updated the program spreadsheet.

Idaho student leadership conference in Boise had two times the number of students participating this year. TRiO Day was part of the leadership conference and also will continue during the full year. TRiO participated in Idaho Public Radio fund raising event and manned the phones for two days. Special thanks to BSU for organizing Student Leadership and TRiO Day.

Alumni activities include getting a scholarship drive started for dual credit HS students. Windemere has been involved.

Three Idaho NASP representatives went to Policy Seminar and contacted Senators and Reps to include \$100 Million letter as top priority.

Elections planned for this conference

Budget expenses will be cleared up with Mateo.

h) Oregon President: Eduardo Martinez-Zapata

The Oregon Student leadership conference was held in April in Eugene. It was a team effort led by Clevonne Jackson. 200 students participated in the event where student Activism was the theme.

Alumni initiative has not moved ahead due to health problems, but the proposal was resubmitted and was funded.

Oregon Fact Book was completed and student stories were featured. This was very helpful during Policy Seminar. Kathy and Eduardo attended Policy Seminar and every congressional contact demonstrated interest in visiting TRiO programs.

A goal is to establish an Oregon Chapter with some more sustainability of funding. This may be through getting a profit from the leadership conference.

i) **Washington President: Duke Paulson -**

Duke reported that Eduardo and Odila doing a great job. He requests that a policy be developed about lobbying.

Task - Duke will work with Eduardo to create a policy and make a recommendation to the board later in this meeting during the new business agenda time.

Washington Student Leadership -96 students attended. They visited 60 members especially those on Education and Health & Human Services Higher Education Board. Duke hopes to expand and have a staff component.

Policy Seminar WA had 12 alumni and 6 CWU students. Cantwell wants information about economic impact and contributions of TRiO participants statistically.

Chapter is pursuing state matching for the TRiO dollars. List of state projects has been updated. Programs with no NASP membership have been sent a letter.

Recessed at 11:55 am

Reconvened at 1:35 pm

j) **College Representative: Marc Coomer - no report**

k) **Pre-College Representative: Julie Bu -**

TS grants should be awarded in June. UB expected in October. Trainings for the next Training and Dissemination grants will be in June. Larry Oxendine may use training grant leeway to provide money for ETS and EOC.

l) **Active Non-TRIO Representative: Paul Molino -**

Paul will be closing his program on June 30th He did buy a project membership for non trio and SSS project. Paul has example of a scholarship brochure, if a program wants to do one like it he can fund it.

5) Committee Reports

a) **By-Laws: Phillip Dirks/George Deitz -**

Updates of the by-laws have been given to Phillip to post on the web site.

b) **Fall Conference 2006: Marc Coomer/Neil McFarland -**

A bank account has been established. A manual would be very helpful. Chairs have been established. It was suggested that the conference web site that Bumpa put together might be updated and used.

Motion

Eduardo moved and Paul seconded that we change the NASP policy 8 1A to increase funding level for start up funding for NASP conferences to \$5,000.00. Motion passed. Marc abstained.

Task - Adan will get his ELI information to Neil McFarland and will work with him to get an Emerging Leaders Institute started at Fall 2006 conference.

Marc suggested that Neil would like to see exploration of resilience be a part of the Fall Conference.

Task - Paul will get contact information about Debbie Coleman to Marc Coomer

Marc suggested a change of schedule. Discussion followed. Board will check with the FON Representative to be sure the change is doable.

c) Spring Conference 2006 - Helen Trainor and Phillip Dirk
110 individuals are registered, and \$33,000 has been collected. It helped to have the trainings scheduled since some individuals are staying for the conference. Anticipated expenses, about \$20,000 (Grant Writing expenses are not included and the question was raised about whether this increased project memberships) Hilton contributed \$1,000 toward Achievers Luncheon. Native Student Services and UAA contributed \$500.00 for cultural entertainment. Two tours will be available with students driving UAA vans.

d) Spring Conference 2007: Kathy McNeill -

Kathy has some information about what conference chairs need to do. It has been difficult to find a chair.

Task - Duke and Eduardo will get a month by month manual or guide that would help a conference chair get started.

Task - Adan will work on getting an Emerging Leader agenda that includes setting up a mentorship for conference chair.

e) Corporate Donations: Angelica Campos/Paul Molino - no report

f) Fair Share: Meredyth Goodwin - NASP is currently at 82-83% of our fair share contribution. Board members are asked to make an individual contribution.

Fair Share contribution

Idaho - 44% but 100% Institutional Membership

Oregon - 88% not 100% Institutional Membership

Washington - 88% not 100% Institutional Membership

Alaska - 61% but 100% Institutional Membership

Number of subscriptions to Equality need to go up to meet fair share

Discussion followed about COE importance and funding. Suggestion was made that we invite Lucy (chair of the COE board to a meeting with NASP board.)

g) Finance Committee: - meeting has not occurred

h) Governmental Relations/State Initiatives: Jeff Frias -
A job description has been started by Phillip & Adan and this will be part of the Emerging Leaders Institute.

i) Membership Committee: Scott Clyde/Adan Tijerina -

The list was shared and it was noted we have reached and exceeded our budgeted goal.

j) NASP Directory: Kathy McNeill -
It is all done except Washington. We will have it by August.

Task - Kathy will have the NASP directory completed by August.

k) Newsletter: Andy Angiak -

Kathy reported it was well done and that Andy will do another by fall.

l) Nominations/Elections: Phillip Dirks -

Adan is working on this with Phillip. This will be part of the Emerging Leaders Institute. Thanks to all for working on this with the committee. Phillip had questions about confidentiality about on line voting. Adan will work with Phillip. This report will be continued tomorrow and with the web site development to be discussed later.

m) Peer Monitoring: Savona Holmes -

Scott (for Savonna) reported that two McNair peer reviews have been completed. A number of peer reviews are lined up for this summer. Three regions have peer monitoring. Aspire is looking at adding peer monitoring.

n) Pearl Hill Scholarship: Marc Coomer -

o) Policy Seminar: Barb Lundberg -

Barb noted that we need to promote this at Fall Conference and directly to programs.

Task - Marc will include something about planning for the Policy Seminar in Fall Conference.

A reminder was made that some of the same education can occur when congressional members are at home.

p) Publications: Greg Martinez-

Adan (for Greg) Greg is back from Mexico, He will send 60 general NASP publications and 12 from FON and we can make changes and send back to him.

q) Scholar's Bowl: Julie Bu -

There is no scholars bowl this summer. After UB submitted will get together to get this back as an active project.

- r) Scholastic Achievers: Julie Bu -
Six awards made from 28 completed nominations. The due date for next spring will be set after Spring Conference dates are set.

The NASP board should consider budgeting more travel money for the SAA lunch attendees.

- s) Strategic Planning: Kathy McNeill/Scott Clyde, Adan Tijerina - No written report.

Task - Adan will coordinate with Scott and Kathy so we will have a written plan for the summer board meeting.

- t) Travel Abroad: Liisa Jourdan -

A committee was put together to review applications. Four applied and 3 were chosen with 1/3 of \$5,000.00 awarded to each. Money not yet dispursed.

Task - Kathy will email Holly about due dates for Study Abroad deposits to be sent to COE and amounts of the deposits.

The International Access Committee of COE excited about low costs of the new program and looking for more money to support study abroad. There is no staff study abroad this year, but may be next year.

Holly Hexter is coordinating a Fulbright program from University of Michigan. One placement in Somalia (need basic French) and the other to South Africa. A \$5,000 Fulbright scholarship is available.

- u) TRIO Achiever: Raina Martinez -

Raina will continue and work with Marc and Neil

- v) TRIO Day: Susan Vega -

Adan (for Susan) The NASP report was sent to COE.

Task - Adan will get a copy of the report about TRIO Day to Kathy.

- w) COE UB/ETS Leadership Congress: Julie Bu -

Sending very few if any because \$1200.00 for 5 days it is expensive.

- x) Web Design Contest: Phillip Dirks -

Tech teams from last year will be here at this conference. Need a report from Phillip

Recessed at 5:50 pm

Reconvened May 21 at 9:15 am

6) Old Business

a) Policy Manual Revisions: Phillip Dirks -

i) TRiO Travel Abroad -Kathy McNeill

The revised policy broadens policy to allow students who have other study abroad opportunities to give “absolute authority” to the COE sponsored experience. Other changes involve wording of who nominates and who writes recommendation. No need to act today.

Task: Kathy will revise the draft and bring to summer board meeting.

ii) Scholastic Achievers – Julie Bu

Task - Julie will revise the application and bring more general policy statement to summer meeting

b) State Association Funds: Adan Tijerina/Kathy McNeill -

Task - Adan will look at what NASP needs from state chapters to identify the “process” request, accountability etc.

c) Online Registration & Advertising: Kathy McNeill/Duke Paulson -

Web site information, Duke contacted three groups:

- c-vent: charges per person attending the event also
- Data Imagery made a bid that is less expensive than last bid (web site, alumni database, and commerce and event management) Questions about how to pay for this when not budgeted in 2006 budgeted.

Motion -

Adan moved that we give Kathy permission to proceed with arranging for the website and use the Scudder account if necessary. Odila seconded. Kathy pointed out that our current financial situation would require using Scudder Reserve account.

Task - Duke will work with Marc and Mateo (and possibly new treasurer) to get the system up and running. Mateo noted that our 2006 budget has \$1,200.00 for web maintenance.

Motion passed and Duke abstained.

RECESSED at 10:40 am

Reconvened 11:30 am

d) Spring 2007 Conference location: Kathy McNeill/George Deitz

We would be completely filling Alderbrook on Hoods Canal. There were questions about this. It appears from previous conferences that they would have enough rooms. Could rent cars or take ferry

- e) Fall 2006 request for \$5,000 start up requires a full budget estimate for Fall Conference we will discuss this at the Wed. AM meeting.
- f) Criteria for Lifetime Members: Scott Clyde -

There are broad criteria for Lifetime membership in our policies. Scott thinks the current policy serves us quite well. The issue is lack of process to obtain and review nominations. Scott recommends a nominee should be retired or no longer in a NASP project. Need formal procedure for accepting and reviewing nominations. Scott proposed that nominations should be offered at the Spring Conference so the board can review during summer and reward during fall. He also suggested that the years of service be at least 10 years.

Task - Scott bring a revised policy and written procedure for all to be approved at the summer board meeting.

7) New Business

- a) Archiving NASP Information: Scott Clyde

Sally Berge has lots of NASP records. Where do we want to store these? Scott recommended that he accept these records and identify feasibility of scanning.

- b) NASP Board Members 2006 contact information: Kathy McNeill

We will get this updated Wednesday morning at Business meeting.

- c) COE Calendar update

Kathy will put our fall conference on COE calendar.

- d) Award responsibility for College & Pre-college reps: Julie Bu

Julie suggests that the college rep should do the Pearl Hill, and pre-college rep do the Study Abroad so there is no conflict of interest.

- e) Business meeting items

- f) Policy for Lobbying

Duke presented a paragraph. Discussion followed.

Task - Duke will provide an updated draft of a Lobbying statement for the summer meeting.

- g) Line item for Grant Writing suggested for new budget. Should be on agenda for summer board meeting.
- h) Wednesday morning meeting of the board with newly elected officers. 7:45 (before the breakfast)

Task - Marc - There should be an orientation scheduled for new officers at Fall Conference on Sunday night. And reserve some time for old officers to meet with new. This should be organized by Kathy

- i) Costs for Policy Seminar,

Motion

Mateo moved to authorize \$1,060.39 for AK expenses from AK returned money. Adan seconded. Kathy offered an amendment to take funds from reserve account line. Motion passed. Odila abstained.

Task - New business for summer board meeting should include how to limit expenses for Policy Seminar in the future.

- 8) Adjournment

A motion to adjourn was made by Jill, seconded by Julie, and passed unanimously.

May 24th 8:00

Old business continued (present: Scott, George, Adan, Duke, Marc, Mateo, Barb L., Eduardo, Kathy and Jill)

- a. NASP Fall Conference Budget

Marc presented proposed budget for Fall conference. Adan moved that we accept budget w/ \$5,000 start-up advance for expenses. Duke seconded motion passed, Marc abstained.

- b. COE Fall conference in NY Adan will not attend, Kathy encourage Mateo to attend, Scott will coordinate a basket with the theme around "Silver Lining" will use an umbrella as the basket

Task - Scott - basket reminders

- c. Spring 2007 NASP Conference, several folks are considering chairing -

Task Kathy will confirm

- d. Online voting - several problems this time with the email voting. Adan will follow up on the emails and be sure all were counted in the election.

Task - Adan will count emails with votes

Task - Adan will address changes to the bylaws to establish online voting procedures

- e. State officer positions - the presidents for Idaho and Washington will need a revote at the state chapter meetings at the fall conference.

Task - Duke will include in schedule

- f. Electronic voting needs to discriminate about state members voting eligibility for state presidents.

Task - Duke will talk with providers

- g. Conversation about lack of Council presence at the conference.

Task - Kathy will ask for a written update and will find out if Dept of Ed was invited.

- h. This conference expenses: History of grant writing expenses. Presenters used to do it for free, just travel was covered. Now between \$5,000 and \$8,000

Task - Mateo will check with grant writers he will need an invoice with summary of travel and fees.

Task - Scott will request a grant writing line item be added to the next budget and will address at summer meeting.

Adan moved we adjourn. There were several seconds. At 8:45 the motion passed.

ACTION ITEM	PERSON RESPONSIBLE	DATE DUE
Emerging Leader Institute information to Neil McFarland for Fall Conference workshop	Adan	
Contact information for Debbie Coleman to Marc Coomer	Paul	
Step by step guide or manual or guide for conference chair	Duke and Eduardo	
Arrange for a mentor for Spring 2007 conference chair	Adan	
NASP Directory	Kathy	August
Planning for Policy Seminar information needs to be included in Fall Conference	Marc	
Written strategic plan	Adan working with Kathy and Scott	Summer board meeting
Get a copy of TRiO Day report that was sent to COE into Kathy's hands	Adan	
Revision of Study Abroad policy	Kathy	Summer Board meeting
Revision of Scholastic Achievers application	Julie	Summer Board Meeting
Get on-line registration up and running	Duke w/ Mark and Mateo	Fall Conference registration
Written procedure for nominating life time members	Scott	Summer Board Meeting
Lobbying statement	Duke	Summer Board Meeting
Schedule an orientation at Fall Conference for new officers	Marc	Fall Conference
Limiting expenses for Policy Seminar o agenda for next board meeting	Jill	Summer Board Meeting
Basket for COE Annual Conference	Scott	Summer Board Meeting
Confirm chair for Spring 2007 conference	Kathy	ASAP
On Line voting - count spring conference vote and address changes to bylaws	Adan	Summer Board Meeting

ACTION ITEM	PERSON RESPONSIBLE	DATE DUE
Washington needs to vote for state president	Duke	Fall conference
On line voting system needs to accommodate state officers voting	Duke	Fall conference
Update needed for lack of COE presence at the conference	Kathy	ASAP
Grant writing at conference expenses 1. Invoice of travel and fees 2. Line item needed in budget	1. Mateo 2. Scott	