

**Minutes
Summer Board Meeting**

**Bellevue Community College
Bellevue, WA
Aug 17 & 18, 2006**

Thursday August 17, 2006

1. The meeting convened at 10:15 am
2. **Present:** Mateo Arteaga (Treasurer), Scott Clyde (President elect), Kathleen McNeill (President), Jill Emigh (Secretary), Adan Tijerina (Past President), Barb Lundberg (Idaho State President), Julie Bu (Pre-College Rep.), Pat Clyde (serving as College Rep.), Lois Rasmussen (guest - Treasurer Elect) George Dietz (Parliamentarian), Duke Paulson (Washington State President). Kathy is appointing Pat to serve at this meeting as substitute for Marc Coomer - College Representative who has submitted his resignation. Kathy will research and find someone to appoint as college rep after this meeting.

TASK - Kathy will identify an individual to serve as College Rep.

3. Mateo moved and Scott seconded that we approve the minutes for Spring Board Meeting -. The motion passed with Pat abstaining.

4. Officer's Reports

a. **Treasurer:** Mateo Arteaga

Thanks were given to Kathy from Mateo for helping. There are 75 project members. State initiative moneys have been deposited. The scudder interest is up. Income to date, \$10,581.43

George recommended we include a report of actual balance in checking and Scudder account on the first page of the report. Kathy will include this in a later item.

Balance - \$17, 313 w/ one outstanding check to COE for advertising.

Expenses: Policy Seminar expenses exceeded budgeted amounts for AK travel. Discussion followed regarding whether NASP or projects should pay for Policy Seminar travel. Kathy says that COE expects president and past presidents to attend. Projects can not pay for lobbying. For COE Annual Conference the expectation has been for projects to pay for conference expense. For the December and Spring board meetings motel & per diem expenses should be covered by NASP.

The transfer of \$600.00 total (\$300 reflected in the budget at this point) to FON (Pearl Hill Scholarship) for the \$1 per membership will catch us up to but not through the spring 2006 conference. Adan moved to accept the report as presented, Pat seconded. Motion passed.

Kathy indicates that revenues may not be as high as anticipated in the budgeting process. Norfilia Tijerina has looked at our fiscal situation and made several recommendations. In 2005 we ran a \$4,756.73 deficit.

b. **President:** Kathy McNeill

Budget and fiscal planning are necessary at this time. COE is facing financial revisions due several COE training grants not being renewed. Decisions will be made about salaries etc. in the near future.

New board members for COE include newly elected chair elect, treasurer and secretary. Jose Martinas Saldana from Westop was elected chair-elect.

c. **Past President:** Adan Tijerina

Adan is still working on a Emerging Leader Institute. His MAAEOP contact has sent some information. Neil McFarland has experience and will work w/ Adan. This will be pushed back to the Spring conference.

Suggestions have been made for a mentor for Spring Conference chair (Mary Ellen Vinson) but they have not been confirmed. Trio Day report has been forwarded to Kathleen.

On-Line voting: Adan requested direction from George and Phillip Dirks for wording in the policy and procedures.

TASK: George and Phil need to give input to Adan for wording of changes to policy and procedures. State president voting needs to be clarified so attendees get a chance to vote for appropriate president.

- d. **President Elect:** Scott Clyde
No COE report since our meeting in Anchorage. The theme for the NASP Regional basket for COE is 25th anniversary. Items from traditional “anniversary list.” Scott is making progress on developing a budget for FY 2007
- e. **Secretary:** Jill Emigh
no report
- f. **Alaska President:** Odila Ruede
Kathy read letter from Odila about funding awards
- g. **Idaho President:** Barb Lundburg
Barb reported on projects funded in Idaho. Discussion followed about supporting newly funded projects and the grant writing. Kathy recommended state presidents reach out to newly funded projects.
- h. **Oregon President:** Eduardo Martinez Zapata
Kathy read report on program priorities. Oregon funded projects were reported.
- i. **Washington President:** Duke Paulson
Duke reported on EOC and ETS refunding in Washington. There are some questions about several projects who did not appear on the refunding list.
- j. **College Representative:** Marc Coomer
Pat Clyde asked about responsibilities of the Non-TRiO rep which will be her position after October. Kathy reported that Mark has resigned as College rep. since he will assume new duties. Names will be accepted for consideration for being appointed to this position.
- k. **Pre-College Representative:** Julie Bu
- l. **Active Non-TRiO Representative:** Paul Molino
No report

5. Committee Reports

- a. **By-Laws:** Phillip Dirks/George Deitz
No Report
- b. **Spring Conference 2006:** Phillip Dirks/Helen Trainor (see below)
- c. **Fall Conference 2006:** Marc Coomer/Neil McFarland
Marc’s update was presented. Emerging Leaders Institute discussion followed. It was suggested that the fall conference have a workshop for planning of ELI for NASP. It could be part of a workshop identifying leadership skills, perhaps presented as two workshops Part 1 and Part 2.

TASK: Barb will send a proposal for leadership skills development and Adan for an ELI planning workshop.

Can we provide someone to read proposals for UB and McNair at the fall conference?

Recessed at 2:10
Reconvened at 4:20 pm

- d. Spring Conference 2007 (**11:00 AM Friday**): Mary Ellen Vinson
- e. **Corporate Donations:** Angelica Campos/Paul Molino
No report
- f. **Fair Share:** Meredyth Goodwin

Kathy reported for Meredyth that NASP met 98% of fair share of obligation to COE. Much work was put into this by Meredyth. Kathy recognized the limited funding that projects are facing. It was called to the attention of COE that in Idaho and Alaska there are a few institutions with a large number of grants so it skews the NASP Fair Share.

g. **Finance Committee:** Adan Tijerina/Mateo Arteaga

See earlier notes about the recommendations that Norfilia gave to the Board. Kathy and Adan will be working with Scott to create a budget

h. **Governmental Relations/State Initiatives:**

Kathy will appoint a new person for this position.

TASK: Kathy appoint a person

i. **Membership Committee:** Scott Clyde/Adan Tijerina

There are 75 member projects. (74 the payment has been received. We budgeted for 70. We still have 20 projects that have not purchased a membership.

TASK: Kathy will contact those that end of the budget year is a good time to join.

j. **NASP Directory:** Kathy McNeill

Kathy sent a list by email. It does identify the program contact information. We need three lists.

1. Projects w/ director
2. Conference membership list
3. List of all projects with staff information

This should be easier when the website is up and running.

k. **Newsletter:** Andy Angiak

No Report

Pat moved and Julie 2nd that we recess until Friday at 9:00 AM. Motion passed

Recessed at 4:50

Reconvened at 9:20 AM

Adan, Julie, Scott, Barb L, Mateo, Pat, Jill, Kathy, Lois, George

l. **Nominations/Elections:** Phillip Dirks

Need to replace Mark (College Rep) and Governmental Relations position

TASK: Kathy and Adan will work on this

m. **Peer Monitoring:** Savona Holmes

Pat reported that five reviews have been completed with seven on the books, including: UW SSS, South Seattle CC UB, Clatsup TS and UB, AK Juneau SSS. There was a question about whether we are getting an evaluation from each program after the monitoring is complete. McNair and EOC monitoring is available now. There are enough trained peer monitors to evaluate all the McNair and EOC projects in the region. SSS, ETS and UB may need trained peer monitors as trained monitors retire. Kathy mentioned that we may want to alternate peer monitor training with the ELI since some of the same individuals may be involved.

n. **Pearl Hill Scholarship:** Marc Coomer

Barb will volunteer to do it this fall since Marc will be moving on.

Announcements will be out soon since fall conference is early.

o. **Policy Seminar 2007:** - March 11 - 13th

Discussion about this position was as a mentoring situation for incoming state presidents

TASK: Kathy will ask Margo whether she will put together a guideline for incoming presidents.

p. **Publications:** Greg Martinez

Brochures from Greg look good. They will be at the newcomers' event in NY

q. **Scholar's Bowl:** Julie Bu

Phillip and Eduardo offered to host, possibly this will be over spring break if it doesn't conflict w/ Policy Seminar.

r. **Scholastic Achievers:** Julie Bu (New David Masline)
The application has been redone. Policy manual (ask for copy from Julie if can't find original)

s. **Strategic Planning:** Kathy McNeill/Scott Clyde/Adan Tijerina
This will be available at the fall conference and Scott take responsibility for convening.

TASK: Scott will arrange for a video conference to accomplish this planning.

Training of new officers has been done at the winter Board meeting. It may be a better plan to train new board members at fall conference. The board meeting is scheduled for Saturday Oct 28th, at 11:00 AM but plan on after dinner if needed. Sunday morning 9:00 - 1:00 might be the time for training.

TASK: Kathy make sure new board members will be present for training if this time is appropriate.

t. **Travel Abroad:** Liisa Jourdan
Kathy is working with Liisa on Policy and Procedures which are dependent on COE developing new procedures.

u. **TRIO Achiever:** Raina Martinez
Request has gone out. We need to have more nominations of alumni. This is a wonderful opportunity to recognize alums.

v. **TRIO Day:** Susan Vega
COE is encouraging a day of service. February 24th is National TRiO Day

w. **COE UB/ETS Leadership Congress:** Julie Bu
No requests for reimbursements.

x. **Web Design Contest:** Phillip Dirks
No Report

y. **Spring 2006 Alaska conference report:**
Profit was about \$6,000 less than expected. In addition we paid for grant writers in the amount of \$3,000.00 Because it was a training location this was beneficial for conference registration. Scott has some great ideas he will share with Mary Ellen Vinson. Registration is often hard due to late information about agenda.

(d) **Spring 2007** Mary Ellen Vinson
First choice 4/20 - 4/25 at the Renaissance
Second: Red Lion 4/28 - 5/2
Mary Ellen will negotiate and Scott may help if arrangements can be made when he will be in town.

6. Old Business

a. **Policy Manual Revisions:** Phillip Dirks

- TRiO Travel Abroad -Kathy McNeill see above
- Scholastic Achievers – Julie Bu see above
- Process for Life time members nomination - Scott Clyde
Scott reported that the current policy fine, but we need procedures identified. Scott recommended a procedure.
Motion: Adan moved that we accept Scott's policy proposal. Jill seconded, Motion carried w/ one nay and Scott abstained.
- Lobbying policy - Duke Paulson
Tabled until Fall Conference

TASK - Jill will add to agenda for Fall - who is responsible to update Policy Manuel and who is responsible for what parts of the website.

b. **FON Scholarship:** Barb Brodsky
See earlier notes to see how dispersed and reimbursed

c. **Archiving/scanning old NASP documents** Scott Clyde
Scott has been in contact with Sally Burge. Scott still needs to get the documents will help board determine what needs to be scanned and/or archived.

TASK: ALL...Bring documents that may need to be scanned &/or archived.

d. **NASP Web site update:** Duke Paulson
Duke has made progress. Board members will volunteer to look at parts of the current website and give feedback to Duke. Goal to have up by Fall 2006 Conference. Volunteers were: Adan, Pat (peer monitoring,)Scott (training) Mateo, Julie and Barb

Motion: Request for \$1,200 to incorporate e-commerce portion of the web
Mateo moved we approve the expense with Scudder account being used if necessary, Adan seconded.
Motion passed. Duke and Kathy abstained.

e. **Emerging Leader Institute:** Adan Tijerina
See notes above

f. **2005 Financial Report & Recommendations:** Kathy McNeill
NASP fell \$12,000 short of projected revenue for 2006 conference. With current projections we will be \$4,000 - \$7,000 short for 2006. Discussion followed about what recommendations should the board make.
Increase membership, increase conference fees, Increased corporate support, or cut back?
What is our core purpose and what do we need to finance?

Have we looked at conference trends?

Budget draft for 2007 Suggested several changes, one involved taking \$5,000 for Study abroad off the budget. Kathy suggested that Govt. relations (\$1,000) can be eliminated.

Financial management recommendations.

TASK: Scott, Lois and Mateo: Bring specific suggestion(s) to the membership about what decisions have to be made.

g. **Development of State & Regional Alumni:** Kathy McNeill/State Presidents
No report

7. New Business

a. Grant Writing at Conferences - line item

TASK: Scott - Add a line in the budget for Grant and keep Study abroad in budget with zeros holding place.

b. Limiting expenses for Policy Seminar Discussed

c. Conference manual time line from Duke

TASK: Duke will forward to Mary Ellen

8. Date and Location of Fall and Winter Board Meetings: Board Members

Fall: Portland - Oct 28th, Saturday at 11:00 AM (plan on after dinner if needed.) Sunday morning 9:00 - 1:00
new officer training.

Winter: no decision

9. Adjournment

Motion: Mateo moved to adjourn, Adan 2nd Motion passed.

Action Item	Person Responsible	Due Date
Appoint a College Rep	Kathy McNeill	Oct 28, 2006
Policy and Procedure for on-line voting for NASP	Adan Tijerina (with input from George Dietz and Phillip Dirks)	
Appoint Governmental Relations Board Member	Kathy McNeill	
Contact projects about membership	Kathy McNeill	August 2006
Ask Margo to put together a guide for incoming presidents about Policy Seminar	Kathy McNeill	
Video Conference to complete Strategic Planning	Scott	Before fall conference
Invite new board members to training	Kathy	Before fall conference
ADD to agenda for Fall - who is responsible to update Policy Manuel and who is responsible for what parts of the website.	Jill	Fall Board meeting
Bring documents that need to be scanned or archived	All	Fall Board meeting
Bring specific suggestions to membership about financial solutions	Scott, Lois and Mateo	Fall conference
Add a line in the budget for Grant Writing expenses and keep Study abroad in budget with zeros holding place	Scott	
Send Conference Manual timeline to Mary Ellen	Duke	ASAP