

Northwest Association of Special Programs  
Board Meeting Minutes  
August 5, 6, 7, 2010

**Present August 5, 2010:** Neil McFarlane; Marc Coomer; Dely Judal; Vicki Trier; Odila Rueda; Joseph Hickman; Dean Kelly; Kristin Fehrer; Lois Rasmussen; Don Boderman, Donnie Hale (morning)

Meeting called to order by President Neil McFarlane at 9:09 am

**Annual Conference Report** - Sue Huizinga, Donnie Hale, Ali Sosnowski

ETS/EOC grant writing workshop, traditional and incorporating reading and/or peer review of proposals. Sue provided an update of the annual conference plans, which are moving along. Presentations for breakout sessions are still needed.

TRIO Achiever breakfast will be on Wednesday

**Idaho (Donnie Hale for Traci Birdsell)** – Idaho will be making changes to its by-laws. Questions and concerns are what is NASP doing and what should the state be doing? RE membership should IATP be separate from NASP? Should IATP generating funds or should NASP continue to fund IATP? Break from NASP or in addition to NASP? Student Leadership conference will be 9/24-25 in Lewiston. Fair Share we have exceeded ours. Donnie Hale will be the Idaho Fare Share Coordinator. Sending fact sheets ID state legislator and trying to find a better way of communicating what we are doing.

**President's Report** (Neill McFarlane) Neil is member of COE International Access Committee, which took 19 to Liverpool, Amsterdam, Antwerp this year. Neil went as chaperone. Visited campus w/lectures. History of slavery and the impact on the culture.

COE San Diego – COE would like help manning the tables. Neil need to let them know if we have someone that can help. A Regional basket from board needs to be provided.

Dr. Michum's letter. There are a number of programs that will be defunded. They are waiting until congress recesses to make the funding announcements. SSS programs are waiting until August. How to can people in this situation be helped? It is suggested that TRIO reach out to congressional members while they are in their home state.

Dely suggested providing a form letter for people to send to their constituents. Maybe COE already has something drafted. Vicki will check w/COE.

**President Elect (Vicki Trier)** – 2011 Conference topic will be Advocacy Development and Relationships between TRIO programs. More emphasis on the big picture rather than just practice. Help us train students. Conference chair Lucila Loera, WSU, lucila@wsu.edu

August 2011 Board meeting dates: 8/4/11 arrive, 8/5/11 meet all day 8:00 am – 5:00 pm, 8/6/11 meet all day 8:00 am – 5:00 pm, 8/7 travel day. Location: Davenport Hotel Spokane WA

10/21/2011 Board will meet all day (8:00 am – 5:00 pm); 10/22/2011 meet all day (8:00 am-5:00 pm) Annual Conference 10/23-2/2011. . Contract will be signed next week.

**Past-President (Odila Rueda)** – President elect ballot - Lucila Loera, Arthur Manjarrez, Joe Hickman; Treasurer Lois Rasmussen

**Treasurers Report (Lois Rasmussen)** –

Bank Balance 8/8/10 \$16,221.78 – This balance is due to the early registrations coming in for the October NASP Annual Conference. Annual Conference income to posted thru noon on August 3, 2010 32 @ \$335 = \$10,400. Project Memberships to noon on August 3, 2010 61 Project members x \$325 = \$19,825

IRS Situation - Background: In April we discovered that NASP and FON were using the same tax id number. Correspondence both organizations received from the IRS showed the number to belong to NASP and to also belong to FON. Barb Brodsky and I have been working to resolve this issue.

The IRS sent a letter and a fine of \$3,787.70 This letter initially address to Friends of NASP and giving the reason that the 2008 tax form was done incorrectly is what initiated the parallel research and discussions with the IRS by Lois Rasmussen and Barb Brodsky.

On the NASP side, Lois has reviewed Minutes from meetings, and requested, from the IRS the complete file for the NASP Tax Id number. What this revealed was that the initial forms submitted to the IRS to set up the Tax Id number for Friends of NASP was not completed correctly.

NASP met the \$25,000 threshold where tax returns are required in 1997. The initial 1997 tax return was submitted as NASP being a 501c4. This information has been carried thru from treasurer to treasurer and tax reports filed accordingly. When the information from the IRS was received it revealed that NASP and Friends of NASP are 501c3 entities.

On 7/12/10 I sent a letter to the IRS respectfully requesting that the fine be removed and our account cleared. I included with that letter a copy of the September 11, 1998 Board minutes that state in the Treasurer's Report that NASP is a 501c4 entity. The 2010 tax report and a revised 2008 tax report (which the IRS requested) has been sent as well.

Lois also reported on how the income and expenses are doing as related to the budget submitted by President Neil McFarlane. A copy is included with the transmittal e-mail for these minutes.

**Alaska (Joe Hickman – for Kato H'uanga)** – Carol Camolli (University of Alaska-Southeast) has Alaska's 501c3 application. They are asking for a review before sending it in. Talent Search at Bethel will not be reapplying, due to difficulty in recruiting related to the large geographic area that was covered. The Upward Bound Interior Project will be looking for a director. Target schools for this project are in Fairbanks. Kevin Turnbow has the Fact Book about ready.

University of Alaska - Fairbanks is interested in hosting the 2012 NASP conference. The Board requested that they provide a proposal of costs and dates.

UA Fairbanks will be partnering with EPSCoR, to provide training. They are establishing partnerships with homeless youth programs. They expect to expand participant services from 160 to 750 for SSS by adding institutional funding to their budget.

**Oregon (Don Borderman)** – 501c3 is pending, Phil Dirks currently has it in review. Oregon did not make its fair share. COE sees the need for Oregon to have a fair share coordinator. They are making a change to have president elect be fair share coordinator. Oregon’s Leadership Conference will be April 8 2011. They have four people interested in ELI training. Staffing change overs are happening at Chemeketa Community College.

Oregon board has a conference call scheduled in late August. Oregon will also meet at annual conference.

**Washington (Dean Kelly)** –

**Washington State Report**

**2009-2010**

**BROAD GOALS**

<b>Goal</b>	<b>Accomplishments</b>
<b>Familiarize board with statewide education policy and future issues; Meet with Legislative education chairs/Governor and education policy makers</b>	A. Met with Gov’s education Aide and K-12 and Higher Ed Subcommittees B. Overview of state financial aid process
<b>Update website and move to off-site location; refine fact book</b>	A. Website updated and moved to off-site location B. Factbook revised and updated. 250 mailed to programs and partners
<b>Brainstorm list of potential statewide partners and contact them to discuss TRIO and common interests</b>	A. Initial list of 30 partners identified. Factbooks mailed to all and some initial contacts made.
<b>Create Alumni committee to explore best practices in connecting with Alum</b>	A. Alumni committee created, with several alum. Best practices being researched. Will include alum activities/meetings in the coming year
<b>Design 1st statewide professional development training; organize committee work and identify TRIO staff to serve on committees and leadership team</b>	A. Held 1 <sup>st</sup> statewide professional development conference on 4/29/10 and over 50 TRIO folks attended.

## **OTHER ACCOMPLISHMENTS**

- A. Finalized 5 year plan
- B. Finalized Committee Structure and filled committees
- C. Confirmed 501c3 status in July 2009
- D. Exceeded Fair Share
- E. Met with several partners statewide (homeless and foster youth networks, foundations, other college access providers, GEAR-UP, scholarship providers, etc...)
- F. Surveyed membership (professional development, best practices, linkages/partnerships, resource development, connections with alum)
- G. Created initial contact directory for each program in State

**College Representative (Marc Comer)** - Frustration was expressed regarding the late slate for the SSS programs. Pearl Hill scholarship info is up on the website

**Pre-College (Kristin Fehrer)** - Talent Search changes to meet the new regulations are a major concern. The grant deadline has not been set yet. All plans are up on the air until the new regulations are finalized. What percentage of rigorous curriculum and financial literacy will be expected? EOC is also up in the air

**Active Non TRIO (Dely Judal)** – This position can very valuable to the organization from a strategic point of view. Dely has a couple of people in mind who have foundation experience to replace her at the end of her term.. The position does need some clarity regarding expectations. (See Board Member Job Description file included with transmittal e-mail)

A new center being launched for efficacy and resiliency among high risk communities and populations. August 18, 2010 Heritage University will host a free workshop.

### **Old Business**

**Name Change** –Northwest Association of Educational Opportunity Programs (NAEOP). Marc moved that the name change go into effect January 1, 2012 (2<sup>nd</sup> by Odila) Motion carried.

**501c3 Status** – NASP is a 501c3 per IRS documents received in May 2010. Covered under treasurer's report.

**Program Memberships and Budget** – covered under treasurer's report

**Other Old Business** – None brought up

**ELI Planning** – Vicki said, if we are going to have ELI as a regular “thing” it will need funding, and procedures and planning. Need to have a person assigned to be in charge of ELI. The Board needs to decide how it is structured, such as an appointed ELI coordinator or an ELI committee. Also more input from more people is needed to make it richer. Currently, the ELI program is based on the MAEOP model. Each year they choose a new coordinator. Deli suggested an ad hoc committee be formed to make suggestions to the board. Vicki the board could suggest to the committee what could be added.

Joe suggested polling the current class as to what worked for them. Oregon and Washington have received some applications for the next class

See ELI file submitted with the transmittal e-mail

Meeting recessed at 5:00 pm

## **August 6, 2010**

Present: Kristin Fehrer, Dean Kelly, Donnie Hale, Joe Hickman, Odila Rueda, Vicki Trier, Don Boderman, Dely Judal, Marc Comer, Neil McFarlane, Lois Rasmussen

Meeting was called to order at 9:00 am by President Neil McFarlane

**June Minutes** - Don Boderman moved and Dely Judal 2<sup>nd</sup> to approve the June 2010 minutes. Motion carried.

### **Strategic Planning -**

Strengthen NASP's capacity to enhance the quality of existing educational opportunity programs and increase the number of students served.

See Appendix I

Meeting recessed 4:00 pm and reconvened at 4:50 pm.

Discussion continued on strategic planning topics

Meeting recessed at 6:00 pm

August 7, 2010 Reconvened at 8:30 am

Present: Kristen Fehrer, Dean Kelly, Joe Hickman, Vicki Trier, Marc Coomer, Dely Judal, Neil McFarlane, Lois Rasmussen

**Strategic Planning for Fair Share** - Current Fair Share Coordinator Deborah Walker. Fair Share committee will be made up of regional coordinator, committee members will be the state coordinators. Currently they are Idaho-Donnie Hale, Washington-Deborah Walker, Alaska-Carol Camolli, Oregon – President Elect.

Dean moved that the regional fair share coordinator report to the Board quarterly on the progress of the fair share year (July 1-June 30). Reports September, December, March, June. Kristn 2<sup>nd</sup>. Motion carried.

### **Lifetime Memberships -**

Joe Hickman moved and Marc Coomer 2<sup>nd</sup> that Policy #16 be updated as follows. Motion Carried.

NASP Policy #16

Upon recommendation and approval of the Board, a complimentary lifetime membership or other honoraria will be granted to persons in the following categories:

- 1) persons who have been or who were employed by a NASP TRIO program for eight years or longer and who have made outstanding contributions to NASP or NASP programs

2) Other persons whom the board deems worthy of lifetime membership.

Nominations may be made to the board by any current NASP member. Nominations may be submitted electronically or in writing. Nominations should include a brief biography of the nominee, detailing the term and nature of service to NASP. Nominations received on or before the date of the spring board meeting will be reviewed for eligibility and voted on by the board during the following summer board meeting. Lifetime memberships will be granted with a 2/3 majority of the board. Lifetime memberships will be awarded at the following fall conference.

**Pearl Hill Award** - Marc Coomer moved and Dean Kelly 2<sup>nd</sup> that the Awards Committee be tasked with developing the Pearl Hill Professional Award policy and procedures. Motion carried.

**What does the Board Needs to finish before Conference -**

***Voting:*** By-Laws Updates, Vicki will work with Scott how to get this done (Vicki/Scott)

***Nominations*** (online) Up after COE (Odila/Vicki)

***Schedule Board Meeting prior to conference*** (Neil) 10/23/10 800 am (Vicki run meeting and send out agenda)

***When Business Meeting and Agenda*** (Vicki) (Kristen). Check with Sue on time

***List committees*** and send out (Vicki/Dean)

**Next Board Meeting** – September 30, 2010 2:00 pm Pacific Daylight time. This will be a phone meeting. Members will call in to the Rogue CC number

President Elect Vicki Trier will present the 2011 budget to the board.

**NASP Business Meeting** – This will be during the Annual Conference in Boise. Vicki will develop the agenda, see above. Check with Sue when it is scheduled.

Marc Coomer moved Dean Kelly 2<sup>nd</sup> to adjourn meeting. Motion carried.

Meeting adjourned at 9:30 am

Respectfully Submitted by

Lois Rasmussen  
Acting Secretary

## Appendix I

Issues

Increase College access programs

Partnerhips (EPSCoR)

Gear up

Service Learning experience

Native Americans – Work with BIA, local native ed networks

CAMP networks (HEP also)

Veterans services

Social services – foster care

State organizations becoming stronger

Partnerships with states

Homeless Services –

Advocacy - more involvement in states, state agencies

Connections between states and state agencies

Using TRIO day differently

Year long community service projects

Branding ourselves better

Bringing in other college access programs

Empowering director and programs in the region

National College Access Network NCAN

(List program on NCAN website)

Alumni – utilize them more purposefully

Fund development

\*Marketing

(EOC connection to employment security)

See what the terrain looks like in services out there already. We need to be aware of them. Feeling of competition vs cooperation and partnerships. What other agency or organizations have services.

Roles

Region	States
Professional Development Networking Toolkit and talking points Regional alumni database Training on dealing w/university and organizations we're part of Tagging students as TRIO w/in region Networking with programs within region Hold states accountable Relationship with COE Clearly define NASP benefits for project memberships	Legislative advocacy Partnerships and resources Alumni connections Networking with programs within the state Clearly define states role
Memberships	
\$3,000 from NASP Transparency w/spending NASP Project Membership = State & regional membership Move all \$3000 and policy seminar allocation to states at beginning of year AK&OR file 501c3 by October Update policy manual – reporting requirements for budget use Allocations Leave allocations as currently established	

Professional Development

Conference

ELI- Develop (ELI committee to facilitate the program)

Peer Monitoring

Resource Development

Grant Writing

Advocacy

Branding/Marketing

Technology – Using more effectively

PR Materials

New Name

Outreach-to anyone and everybody

Alumni

Regional Database/tracking (what is the purpose)

Engage alum

Resource Development

Clear expectations for directors, toolkit

Money and Partnerships

PROFESSIONAL DEVELOPMENT

**ELI Goals** – Curriculum development, application process, monitor goals/benchmarks

**Conference** – to identify process for selecting sites; themes, etc...  
timelines, who and when conference site is selected.

**Peer monitoring** – To identify new coordinator; identify ways to market peer monitoring;

**Membership Committee** – to develop welcome materials/toolkit. Newcomers orientation at annual conference, to identify and connect newcomers, to increase project memberships by 5%

**Elections** - To develop job descriptions, To identify future leaders to nominate

**Technology Committee** – refine/update website - Website oversight, Review listserv sign-up process. Support programs; technology resources

**Public Relations** – to develop print materials; to develop brand/slogan (TRiO); to develop PR strategies

**Alumni** – to develop strategies to engage alumni; to coordinate efforts among states; to provide resources to institutions; to create toolkit

**Resource Development** –

- Partnerships – Create a list of potential partners; toolkit for how to approach and development partnerships;
- Fund Development – Identify strategic places to fund raise for

To identify and develop sponsorships; to identify places to look for funds; toolkit for how to fund raise.