

## **NASP Board Meeting**

July 27, 2009

Members present: Lois Rasmussen, Kato Ha'aunga, Odila Rueda, Mateo Arteaga, Marc Coomer, Neil McFarlane, Dely Judal, Dean Kelly, Philip Dirks, Kristen Fehrer, Traci Birdsell, Barb Brodsky

Eric Jones (web guy from AssocioSoftware) – originally did work for MDC,

Web-based software – wildapricot.com (\$100/mo – little support, don't customize);  
memberclicks.com (\$2500 set up and \$2400/yr no customizations, little more support);  
yourmembership.com (\$1500 setup, \$6000/yr - more support)

Now \$600/year but to add the online registration, online membership renewal and signup, ability to send targeted email, managing dues, e-commerce (\$150 setup), etc. it will be \$2400/year – for just NASP and not Friends of NASP; bank charges transaction fee but money is directly deposited into our bank account. Eric went over the behind-the-scenes of the database and showed a demo even from creation to completion. If FON store was on NASP website, it would be possible to have money transfer to separate accounts. The cost would be an additional \$300/year. If approved, the rollout would take approximately 6-8 weeks. E-commerce gateway is authorize.net.

### **FON Meeting**

Friends of NASP meeting called to order at 2:05pm

Members present: Lois Rasmussen, Kato Ha'aunga, Odila Rueda, Mateo Arteaga, Marc Coomer, Neil McFarlane, Dely Judal, Dean Kelly, Philip Dirks, Kristen Fehrer, Traci Birdsell, Barb Brodsky

Budget – online store is at a little over \$4000 but most purchases come in July and August. Items can be personalized by program and school. The auction, raffle, and store brought in more money than budgeted last fall. Money from travel abroad has not been paid out or money brought in. Barb suggested that we request money from the investment account only when someone uses travel abroad money not to exceed \$5000. Travel abroad and investment fund items would be removed as line items from the budget. Kato seconded. Motion carried.

The store now has red TRIO hooded sweatshirts for \$20. If someone purchased a thumb drive, they can have financial literacy information and study skills information. Barb requested a page in the conference booklet and something to put in the board basket. Barb will need a lockable room at the conference. Mateo mentioned a 990 tax form that non-profits use for federal filing. Lois will contact the organization's accountant to check. Mateo moved that the budget be approved as amended. Neil seconded. Motion carried.

Meeting adjourned at 2:27pm

### **NASP Meeting**

Meeting called to order at 2:45pm

Members present: Lois Rasmussen, Kato Ha'aunga, Odila Rueda, Mateo Arteaga, Marc Coomer, Neil McFarlane, Dely Judal, Dean Kelly, Philip Dirks, Kristen Fehrer, Traci Birdsell

Dean moved that NASP contract Data Imaging for \$2400 to upgrade services. Kato seconded. Data Imaging will transfer our current data for free. Marc asked about the transaction fee for purchases. Lois thinks it's about \$.10/charge. There is also a fee for setup, too. Traci mentioned that the board in the past had talked about having a webmaster. Dely requested more discussion take place as far as who can be key people. Joe Nova is someone who the board may contact. Kristin suggested that there be one point contact. Kato suggested to ask Data Imaging to provide a web training at the conference. Motion carried.

President-Elect Report – Neil

Emerging Leader's Institute – The training would be preparing participants to be leaders on the regional and state level. Neil introduced the MAEOPP model and looked at their website. The general consensus was to follow that model. Discussion about when to start training. It would be most practical to offer training prior to the annual conference. The additional expense of training should come out of state funds and a line-item in the NASP budget to cover the expenses so participants wouldn't have to pay additional fees. The first training should include a historical background of NASP so people would be brought up to date (Sally Burge, Pat Palmerton, Dely, George Deitz, Kim Requa). The sessions would be videotaped and used at other trainings (NASP newcomer's session). Phillip had a suggestion to have an ELI track at the conference. Participants will have outside assignments and training. Neil moved that beginning of fall conference we institute the ELI track in the amount of \$3000 (8 rooms (182=1456.00) – per diem (b,l,l - \$744) and a detailed budget will be provided to the board by the October board meeting. Traci seconded. Motion carried.

Past President Report – Mateo

This year we will be electing president-elect, secretary, and college representative. Rene McKenzie, Vicki Trier, Lucretia Folks were brought up as possible president-elect nominees. Ballots will be out in September. The president-elect needs to be ready to travel to the COE meeting in Florida December 9<sup>th</sup>. Mateo is the chair-elect for COE and is the second CEO chair from NASP. Traci will email out nominations opening and will end on August 31<sup>st</sup>.

Treasurer's Report –Lois

Lois is rolling out a new report which is based solely on what was budgeted. At this point the income has a negative balance of \$15,035.00. Mateo asked where we are in relation to memberships from last year. Lois stated we are much lower. Peer monitoring will come in on budget. Idaho received state initiative money from COE and since it runs through NASP. Oregon received \$375. Virtual credit card fees were added as a line item. Mateo asked that the study abroad line item show that the money will be coming from FON in the future. The budget looks like it was over-budget for policy seminar.

However, several state presidents used state funds in combination with NASP funds. The current overall balance is -\$17,495.65. We have not met our membership goal. Lois showed us how she handles membership requests/fees as they come in. Lois discussed using the actual calendar year for membership instead of tying them in to the dates of the conferences. Phillip wants to later discuss membership benefits in relation to getting projects to pay concerning strategic planning. There is currently \$18,116.48 in the checking account as of June 30, 2009.

Secretary's Report – Traci – nothing new

Alaska Report – Kato

Alaska's TRIO film is finished! She showed us an advanced screening. The films will be sent to their congressional delegation and COE. Dely suggested that Kato present on how they made the film project possible at NASP. University of Alaska – Sitka decided to keep their SSS project. There is a dreamcatcher project that Alaska has developed with their Upward Bound students. A COE achiever came to Alaska and spoke to students at the summer program. Kato is trying to get the new directors of her project to come to NASP in the fall.

Idaho Report – Traci (Vicki Trier absent)

Idaho has been working on 501c3 status and hope to submit paperwork in September. Bylaws for conflict of interest and dissolution need to be approved before the paperwork can be submitted. We have also focused on standing committees and keeping them accountable with deadlines. In the future, the budget will be

Oregon Report – Phillip

The cost of the factbooks was \$792.25. 501c3 will be worked on in September.

Washington Report – Dean

The state paperwork for the 501c3 status is completed. They are still working on the federal piece and hope to have it turned in the end of August. They did their bylaws in April and are currently working on their five-year plan. Dean met with OSPI and governor's education aide to discuss TRIO. The website is redesigned. Dean spoke with Heath Alexander from COE. He wants to come out to Washington to do a state initiative training in 2010. The training would be open to all of NASP. Mateo asked if the NASP conference timing would work better if he is available.

College Report – Marc

The anticipated submission date for SSS is in October. The emphasis has moved from offering services to a more directed set of services. The three objectives for measurement should be your only three objectives. Show how your objectives are attainable and ambitious. Melissa Green, the e-profiles committee chair, stated COE is moving to phase 2 with the project. Phase 1 included getting students to

put data in e-profiles. That information is going to be pushed out to colleges and recruiters so they can target those students (Phase 2). It is unknown how exactly that will be pushed out.

#### Pre-College Representative Report – Kristin

Kristin wants to focus on resource development. It would be nice to have one place for people to go to for ideas from other members and organizations. Kristin would like to do this across NASP. Lois wondered if the resource list could be available to members only.

#### Active Non-Trio Representative – Dely

Dely looked up in the bylaws what an active non-Trio member does. Non-Trio members are not listed on the board. Dely wanted it added. We will discuss it tomorrow with the other bylaw amendments. Dely was frustrated, as a person not in an institution, in how our website is set up. It is mostly targeted to those who work in institutions. Dely thinks we could get more active non-TRIO folks to sign up because the sign up will be much easier online. Dely wants to get more NASP alumni to sign up as members. She mentioned that most boards she sits on has attorneys that sit in one meetings. Are there active non-TRIO folks who are lawyers interested in serving on the state boards?

The meeting will start tomorrow at 8:00am instead of 9:00. The meeting will end no later 5:00pm.

Meeting adjourned at 4:57pm.

## **NASP Board Meeting**

July 28, 2009

Members present: Lois Rasmussen, Kato Ha'aunga, Odila Rueda, Mateo Arteaga, Marc Coomer, Neil McFarlane, Dely Judal, Dean Kelly, Philip Dirks, Kristen Fehrer, Traci Birdsell

Meeting called to order at 8:07am.

#### Strategic Planning – Phillip

NASP's strategic plan follows COE's. The objectives at the COE level are matched with committees who ensure the objectives are met. Phillip suggested four goals: 1) Strengthen NASP's capacity to enhance the quality of existing educational opportunity programs and increase the number of students served, 2) Develop state, regional, and national relationships and roles to increase support for equal educational opportunity activities, 3) Develop and diversify resources to build NASP's capacity to advance equal educational opportunity, and 4) Develop leaders to further the mission of NASP.

Dean asked COE's vision for the regions. COE wants the states to become more active and the regions to provide guidance to the states. What are NASP's five year goals for the states?

Conference ideas: more tracks, less business meetings, all programs covered, get conference slate out early for greater advertising, send out survey to see what people want, hot topic (how HEOA affects programs-from Department of ED), consider having sessions at the same time as the business

meeting, add a session for new employees, UW pre-conference, getting institutional buy-in, conference committee member from each state and each program, having a higher conference fee for non-members (keep bottom line the same), allow other TRIO regions to come as a regular member, other TRIO region's presidents can come to NASP conference w/out fee

Most of the conversation drew back to conference committee and roles the membership would like conference to take.

Phillip will take board's input, rework the strategic plan, and then send it back out for comment.

#### Name change proposal – Odila

Northwest Association of Educational Opportunity Personnel (NAEOP) is the proposed name change. The name change will affect the articles of incorporation, bylaws, bank information, state constitutions, etc. Neil suggested personnel be changed programs. Phillip suggested dropping the personnel. The membership could vote on choices. Dean suggested Northwest Education Opportunity Network (NEON). Whatever name is chosen needs to reflect on openness to non-TRIO organizations as well. The five choices will be given to members while they are registering for the conference. The list will be narrowed to the top three and voted on at annual conference.

#### Suggested bylaw revisions – Lois, Traci

Traci and Lois gave general updates and solicited input from the board. Dely suggested a clearer definition of finance committee and the checks and balances that occur. Traci needs to add Dely's Active Non-Trio representative duties to the bylaws. Phillip suggested that a group of board members examine Article 3. Traci and Dely offered. Traci will add the proposed dissolution and conflict of interest to the bylaws. Traci and Lois will get the revisions done and submitted to the board for approval at the October board meeting. After that, the proposed bylaw changes will be put on the NASP website for member comments.

#### NASP policy manual – Lois, Traci

This item will be discussed at a later date after the bylaws are voted upon. Traci will add information about TRIO Quest to the manual. Lois suggested placing an award chairperson's toolkit on the website outlining the award nominating process and expenditure policy.

#### Fair Share – Odila

NASP met and exceeded our Fair Share contributions. Odila received notification that Meredyth Godwin is ready to step down as Fair Share chair. COE is starting a 10 for 10 campaign for personal contributions. Members would give \$10 per month for 10 months. A conference call is scheduled for August 4<sup>th</sup> from 3:30-4:30 EST. The state presidents were heavily involved in fair share last year. Phillip wants us to develop a thoughtful process when it comes to fair share in the state, region, and nation.

#### Resource Revenue Development – Odila

Odila opened discussion for CEU credits and certificates of participation. Traci will look into the requirements for CEU at LC. Mateo suggested using "clock hours" contacted through the ESD. Traci will contact Van Cummings at the ESD about details.

#### TRIO Achiever's and Alumni – Odila

COE is putting together an alumni database together with Sherry Williams. Phillip suggested that programs need to develop alumni contacts and then feed that information to the state. At one point, NASP had discussed that the NASP Trio Achiever's automatically be nominated for the national Trio award. Lois suggested using the national nomination form for the NASP nomination form so the process is easier for the nominators and nominees. The board agreed.

Board adjourned for lunch at 11:23am. The board will reconvene at 1:00pm.

Meeting reconvened at 1:16pm.

#### 2010 Proposed budget – Neil

Neil presented the proposed 2010 NASP budget subject to membership approval at the annual conference. The goal is to get 100 project memberships in 2010. Mateo suggested the state presidents focus on increasing project memberships by 10%. The conference committee will raise the registration for non-members to \$425. Phillip suggested getting financial literacy companies to come in. The budgeted cost for annual conference is \$25,000. Increasing use of electronic communications has greatly decreased the cost of printing and postage from \$1300 in 2005 to \$175 in 2010. The budget changed to reflect an even \$800 travel-related expenses each for Trio Achievers', Scholastic Achievers', and Pearl Hill. It was suggested that we have the expense and income for peer monitoring match. A line item was created for emerging leadership institute expenses. Marc moved to approve the budget with amendments as discussed. Dean seconded. Motion carried.

#### COE Table – Mateo

Traci Birdsell, Vicki Trier, Kato Ha'aunga, Neil McFarlane, and Mateo Arteaga are signed up to sit at the table. Mateo will request an invoice be sent to Lois for payment.

#### COE job opening - Odila

Current job opening in Dr. Mitchem's office. See the COE website.

#### COE Silent Auction/Backpacks– Odila

They are requesting a basket and gift card from our region. Kato offered to donate a blanket. Odila asked those interested in donating talk to her. Each state is also requested to bring a backpack (but would really like each participant to donate) to be presented to needy children in the San Antonio. Email Juanita Showers if interested.

#### UW training at NASP training – Odila

Can we get UW for preconference? Phillip advised UW may already be at a different conference. Persist training would be willing to come for pre-conference for no cost to NASP. It would be a day-long training. They want a 100 people commitment. NASP would need to provide a continental breakfast and break. Dely will follow-up with the company and get a contact to Traci.

Peer Review – Odila

She is going to put NASP's peer monitoring on our website and other regions.

NASP newsletter – Odila

What do we do with the NASP newsletter? Traci suggested that each state be responsible for a quarter of the year. Neil suggested that the ELI group could be in charge of the online newsletter. In other regions, the ELI group handles newsletters. The ELI group will submit a newsletter after the annual conference.

Lifetime membership – Odila

There has been a lifetime membership request for Roberta Nichols . The website has updated people that aren't listed in the policy manual. Lois moved to accept Roberta's lifetime membership. Kato seconded. Motion carried. Kristin will work on getting the lifetime membership policy and the website to match.

COE Annual Conference – Mateo

Mateo asked if there was any money left to help pay for the presidents to go the board meeting in August. There is still \$2266.70 left in the budget to help subsidize travel. COE covers travel for the December and May meetings. Mateo stated that the budget may go over. The cost of the hotel will be approximately \$1500. Odila's program will not cover any of the cost for her to attend. Phillip suggests that the board be notified how much the overage would be before approving going above the budgeted amount. Marc wondered if NASP covered the cost of hotel, per diem and one airline ticket would be enough to cover. Kato stated it may not be enough to include registration costs. The hotel costs would be \$1050, per diem \$324 for the three presidents for 2 nights and 2 days totaling \$1374. That would leave \$892.70. Money could be moved from the grant writing line item of \$3000 to help pay for the additional airfare and registration costs. Phillip moved that we move \$1000 from the grant writing line item to the line item for the COE board meeting for the three presidents to cover fall board meeting attendance expenses. Kato seconded. Motion carried.

The next meeting is October.

The annual conference board meeting is December 5 (1:00-6:00pm) and December 6 (9:00am-4:30pm).

Meeting adjourned at 2:59.

Seattle per diem: \$64/day (breakfast - \$16, lunch - \$22.40, dinner - \$35.20)

