

**Northwest Association of Special Programs
Board Meeting
Davenport Hotel, Spokane, WA
October 22-23, 2011
Meeting Minutes**

**Saturday, October 22nd
Presidential Suite**

Call to Order- 10:11 a.m. by Vicki

Roll Call- Aaron Brown, Carmen Perez-Frayne, Gabriel Gallardo, Ginny Redmond, Vicki Trier, Lois Rasmussen, Luci Loera, Sari Byerly, Mike Evans, Geoff Garner, Traci Birdsell, Barb Brodsky, Marc Coomer

Approval of August and September Minutes- moved by Traci Birdsell, seconded by Marc Coomer

Review of Agenda

Officers' Reports

President – Lucila Loera

- Conference Update- Website will be revamped (thank you Vicki), highlighted CAS Program, McNair and Upward Bound grant writing, and Peer Monitoring- not as popular as we'd had hoped. Maybe consider pre-conference for free for membership. Registration on the second floor. Newcomer reception promises to be an exciting event.
- VIP Reception- tickets available, same room as the TRiO alumni reception on Monday night.
- Conference committee gathering at 7 a.m. in the Presidents Suite.
- USA Funds helping support the conference. There will be a committee meeting to create NW Coalition on educational access for native students (Rene Dubay)
- NAEOP Revealed
- Conference 2012- location not determined
- Conference 2013- Alaska? (Ginny Redmond)

President-Elect – Gabriel Gallardo

- Nothing to report

Past-President – Vicki Trier

- Nominations for President-Elect (moving fair share to this position, will have to be voted on), Treasurer, Active Non-Trio (changes being made, will need to be approved) by April 1st, 2012. Please get nominations to Vicki as soon as possible; move past-president to increasing membership instead of current president (will have to be voted on).
- Membership drive- Vicki will work with Lois and others to look at other regions and do a financial assessment to see what would work best for NASP to save time

for the entire group. Will bring info to the board for final decision. Any changes would take effect in 2013. Background- we've come to realize the financial situation is difficult; not enough membership participation; conference attendees get to have a vote even if they are not members; and that conference registration is not tied to membership. Budget is tied to the conference income, would like to move towards an increase in membership so budget is more sustainable. There is a need for improved membership "sales pitch", look at new ways to market membership purchases (look at MAEOP). There is a common misunderstanding that conference registration does not make you a member. When you have more than one project, you still need to pay per project, not per institution. There will be more pressure on fair share by COE and we will have to be careful how we advertise the need for membership and the need to explain the need and the difference between COE and regional membership.

Secretary – Carmen Perez-Frayne

- Nothing to report

Treasurer – Lois Rasmussen

- Budget update (see spreadsheet) - membership has remained fairly steady around \$20,000 annually. Conference revenue brings in over \$60,000. NASP is a cash based organization. What potential membership are we obtaining vs. what we have. Investment account with a little over \$30,000, but our balance as of 8/4/11 is \$14,291.93.
- Membership is down about \$5,000 from last year. We should be at \$41,600 (#128) in membership; we are at \$19,175 (#59), about 46%. The State Presidents need to help put pressure on non-member institutions. Charge made to State Presidents to find out what TRiO programs are in the state, contact information (address, email, phone, website), directors names and contact information (address, email, phone, website) and get it to Lois so she can track. Presidents and local colleagues need to put pressure on non-member institutions.
- Conference finances update- registration is at \$67,775 income, \$21,000 for meals spent, \$5,000 for rooms/presenters- \$37,000 profit approximately.
- Invite GEAR UP programs to participate.

Presidents' Reports

Alaska – Ginny Redmond

- Gained non-profit status, strategic plan developed, and finished the work on a website, it is up and running. Alaska organization has appropriately registered with the state.
- Staffing concerns and two Upward Bound projects without a permanent director, hurting state organization, lost ETS because too difficult to operate. Ginny is now the Director of SSS. The state association is in need of positions to be filled because of a lack of participation is hurting the state association.
- University of Alaska has not replaced all positions. They have a Director, SSS and EOC.

- Alaska state budget- Expenses totaled \$9624.96, revenue totaled \$9624.96, leaving a balanced budget for 2012. Might have to redo because of a difference in remaining funds reported vs. actual. Will remove factbook and state conference funds to balance account. No income at this point in time. Moved to approve by Traci Birdsell- accept with proposed revisions, seconded by- Gabe Gallardo with amendments.

Idaho – Traci Birdsell

- Finished state elections. Sari Byerly is the new president Memo Caldera is new president–elect, Kris-Ann Hight is the new treasurer
- Fall rotation for student leadership conference
- Idaho conference is in Boise, April 19-20, 2012
- Idaho conference chair is Petya Stoyanova-Johnson
- Students met with Labrador and Simpson (on the TRiO caucus)
- Idaho representatives went to COE and spoke with representatives
- Idaho budget approval- Expenses totaled \$9,125 and revenue totaled \$10,500, with a balance of \$1,375. Moved to approve- Marc Coomer, Gabe Gallardo seconded. Budget must be redone because numbers do not match policy seminar allotments.

Oregon – Mike Evans

- Oregon will do elections at the upcoming state meetings, newly elected members will start on Jan. 1st, 2012
- Oregon will be utilizing the NASP Conference 2011 State Committee meeting to get a lot of work done
- Last state meeting at University of Oregon Eugene in May, 2011
- Question about charging a state association (\$100/institution), request was made to review which institutions attended the state meeting and who of them are or are not NASP members. It was asked that Oregon hold off on charging a state association fee so there is uniformity across the region. Vicki tabled the motion; put the item on January board meeting. Concerns include:
 - consistency amongst states
 - competition with NASP membership dues
 - adds to the confusion of memberships

Washington – Marc Coomer

- Held elections this month.
2012 WSTA Board:
 - President Elect – vacant
 - President – Aaron Brown (EWU)
 - Past President – Marc Coomer (YVCC)
 - Secretary – Lonni Rodriguez-Funk (Heritage)
 - Treasurer – Raymond Herrera (WSU)
 - Eastern WA Rep – Dr. Christina Garcia (EWU, new)
 - Western WA Rep – Kristian Wiles (UW, new)
 - Community Advocate – Dr. Jim Perez
- Doing a postcard campaign to Sen. Murray, engaging students, staff, alumni, and parents to emphasize the importance of funding TRiO

- We will be voting on some bylaw revisions at the state meeting; most significant change is addition of ‘Community Advocate’ to the board.
- COE emerging state award
- While at COE conference, assembled a delegation to meet with Sen. Murray, Sen. Cantwell, and Cathy McMorris-Rodgers offices
- SLC on February 8th; WSTA Professional Day likely to be in February, linked to COE workshop.
- Postcard campaign to Senator Murray and at alumni reception
- Voting on by-laws (Community Advocate position needs to be approved)
- At COE assembled a group to go to the hill, met w/ Senator Murray, Cantwell and McMorris-Rogers (almost a dozen), well received
- Feb. 8th Student Leadership Conference with COE Training in Seattle area (maybe at UW)- COE will cover costs
- COE Emerging State Chapter award to Washington State TRiO Association. Thanks to Dean Kelly, Marc Coomer and Aaron Brown for their leadership.
- Opp-Ed in Spokesman Review in September by Aaron Brown.
- State budget approval- see notes from Marc’s spreadsheet. Motion approved, Barb Brodsky, seconded Traci Birdsell.
- Expenses total \$11,000

Active Non-Trio – Dely Judal

- ELI Updates

Break for Lunch

Old Business

Changes to Bylaws (see below)

- Active Non-Trio (Mike Evans moved, Lois Rasmussen seconded)
- Government Relations/Communications Chair (Lois Rasmussen moved, Traci seconded)
- Friends of NASP Chair (Lois Rasmussen moved, Traci seconded)
- President-Elect as Fair Share Coordinator (Mike moved to move “chair of membership committee”, Traci second) (Barb Brodsky moved to add “president-elect to serve as the fair share coordinator for the region, Traci second, Gabe Gallardo abstained)
- Have Past President serve as Chair of Membership Committee

New Business

Review Agenda for NASP Business meeting- made a few minor changes, Barb and Vicki will make copies for Tuesday morning’s meeting.

Meetings for 2012

- August 3-4 (Conference site)
- No meetings November and December 2011
- Last Tuesday of each month (Jan. 31, Feb. 28, March 27, Apr. 24, May 29, June 26, July no meeting, September 25)

- 2:00 pm Pacific
- WSU system will be used for the meetings

State budgets

Additional New Business

- State petitions idea from Sari Byerly, will have by Monday night for Alumni Reception and State meetings. Aaron reminded that EWU has a postcard campaign as well. We will put it on the website and you are encouraged to take back to your institution. Volume is key. Will go to representatives, copies will be fine. Scan and email them, or Sari can help you send it immediately.
- Presidents letters- Eastern has sent. UW and WSU is working on theirs. University of Idaho is working on. Talk about this at the state meetings.

Announcements

Adjourn at 4:32 p.m.

Sunday, October 23, 2011
Lincoln Room and Presidential Suite

Attendees: Carmen Perez-Frayne, Mike Evans, Joe Novo, Memo Caldera, Molly Orheim, Vicki Trier, Jeff, Lois, Barb, Christine Reil, Traci Birdsell, Dely, Neil McFarland, Sari Byerly, Gabe Gallardo, Aaron Brown, Linda MacLeod- Garcia, Jaime Campbell, Evelyn Carter, Alicia Monroy, Ginny Redmond, Marc Coomer, Luci Loera

Robert's Rules of Order (with ELI cohort)- presented Linda MacLeod-Garcia, CWU

Break (Move back to Presidential Suite)

Additional Old or New Business

- Sari Byerly asked for the State Presidents to bring petition updates by 8 p.m.
- Angelica Vialpando from COE, DC office. Over 12 years' experience and is here with the ELI group and the NASP Board.
- Chair from the Board with us Ngondi Kamatuka

2012 Goal Setting

- Start with an activity to learn one another's preferences and general personality styles. Alicia Saldozar (WSU First Scholars Coordinator, new program, grant funded for first generation students) lead the group in

Lunch with ELI cohort

2012 Goal Setting

- Branding new logo and name (Committee: Carmen Perez-Frayne, Luci Loera, Vicki Trier): Create a list of areas to be addressed with deadlines and assignments. Think of "branding" of a bigger picture idea and further develop our vision and utilizing this opportunity to revitalize and re-energize the community.
- Increase membership to 75% of all TRiO projects in region. Define membership by a committee (Committee: Gabe Gallardo, Vicki Trier, Lois Rasmussen).
- Government Relations. Identify someone to serve in this role and work with the state organizations to align roles amongst states in line with NASP/NAEOP.
- Future ideas: 1) Develop a strategic plan and vision for NAEOP.

Adjourn

Community Partner Chair

To be added to the NASP Bylaws in Article V, Section VI (j) – new section

j. The Community Board member shall:

1. Not be currently employed by a TRiO grant.
2. Be responsible for developing and implementing the annual development and fundraising strategy for NASP.
3. Maintain development and fundraising records with the NASP Treasurer.
4. Serve on the Conference Planning Committee.
5. Collaborate with the Government Relations/Communications Chair concerning programming and recognition of donors and sponsors.
6. Identify potential replacements for the Community Partner position.
7. Attend all board meetings.

Government Relations/Communications Chair

To be added to the NASP Bylaws in Article V, Section VI (k) – new section

k. The Government Relations/Communications Chair shall:

1. Be appointed by the current NASP President for a term of 1 year.
2. Be permitted to serve multiple terms.
3. Serve as a non-voting member of NASP.
4. Disseminate relevant information/updates from NASP and COE.
5. Provide support for individual State Presidents in the creation of an advocacy strategy and executing yearly benchmarks.
6. Coordinate with COE government relations team to provide regional support for national TRIO initiatives.
7. Additional duties may include:
 1. Providing support for state Policy Seminar delegations.
 2. Attending Policy Seminar (contingent upon funding).
 3. Attending state board meetings via phone or online.

Friends of NASP (FON) Committee Chair

To be added to the NASP Bylaws in Article V, Section VI (l) – new section

l. The Friends of NASP Committee Chair shall:

1. Be appointed by the current President for a term of 1 year and be eligible to serve multiple terms.
2. Be approved by the Board and is a voting member of the NASP Board of Directors.
3. Serve as the chair of the NASP FON committee (leads meetings, recruits new members, and provides training).
4. Oversee state and federal financial reporting requirements.
5. Oversee operations of FON fundraising.