

**Northwest Association of Special Programs
Board Meeting
Grove Hotel, Boise, ID
October 23, 2010**

Minutes

Call to Order

Roll Call: Lois, Neil, Vicki, Traci, Dely, Sue, Abby, Dean, Kristin, Marc, Don, Aaron

Excused: Kato, Odila

Approval of September Minutes: Moved and Seconded, Minutes Approved.

Review of Agenda

Reviewed and Proceeded.

President's Report:

20 ELI participants. Discussion on a committee to train and assist ELI. Neil asks for the board to think of individuals to assist. Andrea volunteers as of January. A suggestion was made to have an additional person on the board to take on that role. Dely will take on the role of committee chair of ELI.

2010 Conference Update: Sue Huizinga

Thanks to Lois! Review of agenda and updates. Handout: Things to Remember. Eight vendors are taking part in NASP. Two hundred participants at NASP this year. Sue suggests raising the cost of registration given the high cost to put on the conference (e.g. food, AV equipment). She also recommends having committees when planning a conference. Discussion about conference attendance now versus having two conferences during the year. Thank you to Sue for putting the conference together.

Officers' Reports:

President Elect: Vicki

Lucy has asked Vicki to put out a call for volunteers for conference committees. Asking for diversity. Fall 2011 Conference: October 23-26, 2011. Alaska election is on the NASP website. Voting is open until Monday, October 25th at noon. Dely has been elected for non-trio, but with Dely now serving as ELI rep, the position will be open to nomination. **Results of election:** Treasurer: Lois, President Elect: Lucy.

Past-President: Odila

Absent: Nothing to report.

Secretary: Abby

Will be leaving early April. Asks the board to take appropriate measures to elect a new Secretary to start earlier.

Treasurer: Lois

60,000+ dollars in the bank. All bills are paid. We are a 501c3. Discussion on when 501c3 status was made. Treasurer needs to keep a record of vital documents to be passed along with each treasurer. Dely suggests having a specific institution in charge of keeping important documents. Currently University of Oregon has an agreement with NASP to store those documents. Don will follow up on this issue. Neil discussed the importance of ELI to have access to "History of NASP" documents. Discussion on whether this is an issue of importance and who should coordinate the effort. ELI has been suggested to take on this project.

State Presidents' Reports/Budget Proposals

Alaska: Absent (nothing to report).

Idaho: 117 students attended Idaho's Student Leadership Conference. About

\$1000.00 in Idaho bank account. Voted to have a bylaw change from 2 to 1 year terms for president and president elect. Handout: Proposed budget

Oregon: Lost 1 SSS project, but gained 3. 3 ELI participants representing Oregon. Don will serve as fair share coordinator. Don will send budget to Abby to send to board.

Washington: Marc is new president, and Aaron new president elect. WA will be applying for a state initiative grant. Reviewed dates for student leadership and state meetings. Dean has created a notebook to pass on to next state president. Dean will print off budget for board approval.

College Representative: We need to figure out where pearl hill scholarship responsibility will go with the elimination of college rep. The conference chair will be in charge of delegating that responsibility.

Pre-College Representative: Working away on ETS grant writing.

Active Non-Trio: Followed up and will continue working on finding a non-trio rep.

Break

Old Business:

Name Change: State presidents need to begin notifying their constituents. Will take place January 1, 2012. Dean expressed that many changes need to happen prior to date of change....Contact IRS, Change letterheads, etc. As treasurer, Lois will ensure the fiscal documents will reflect that change. Dean sent out list of "to do's."

Update on Committee Membership:

Encourage membership of committees. Is posted on the website. Discussion on committee membership and who is needed where. Vicki would like nominations for someone to be responsible for the NASP website. Don will contact Phillip Dirks to perhaps take on this role.

Budget Proposal (Vicki): Budget is on the NASP website. Discussion on line items, tax identity, conference registration fee, fall exhibitors: revenue \$2000.00.

Grant writing: change from \$1000.00 to proposed \$3000.00. Tracy moves to

accept the budget proposal, Marc seconds. Board approves budget proposal.

Review of ELI plan for coming year:

Handout: Agenda. Review of agenda. ELI participants will be encouraged to take part in committees.

Bylaw Changes: Vicki and Scott Clyde are looking to find out who is eligible to take part in voting on changes to bylaws made in August. An email will be sent out to listserv for discussion on proposed changes. Voting will be done at the end of the year. Discussion on whether to follow up with changes in position (e.g. college rep., pre-college, AV person) prior to bylaw changes. Vicki has a goal to get discussion out by end of November and keep Board updated.

Goals and Objectives for 2011: Refer to NASP website to be up to date on Board meeting minutes. Vicki encourages state associations to conduct voting via website.

New Business

Meetings for 2011

Board Meeting Number: 1-800-956-7129 Ext. 7421, Last Thursday of the month. Meeting will be limited to an hour: 2:00 pm Pacific time (3:00 mountain, 1:00 Alaska); Dates: Jan. 27, Feb. 24, Mar. 31, Apr. 28, May 26, June 23, July 21, Sept. 29

August (Spokane): Aug. 5-7: Davenport Hotel (start at 7am on 5th and 6th, breakfast only on the 7th, meals provided).

October (Spokane): Oct. 22 (10-5), Oct. 23 (9-3), meals provided.

Scheduled meetings through Rogue CC again.

No meetings in Nov. and Dec.

Traci suggests a plaque for Rogue for using them for many years.

Vicki will send out agenda week in advance and will call for agenda items two weeks prior to meeting. Agenda and minutes will be posted on the website.

Non-Profit Status and NASP funding to states: Lois will not distribute any money until all states have all paperwork in order and bank accounts created. Idaho and Washington have accounts. January is when states can expect money to be distributed. Lump sum will be given at the beginning. \$3000.00 for state activities and any money set aside for policy seminar. States will be responsible to keep receipts, but need to keep a spreadsheet of expenses to give to Lois. Policy seminar and state travel also need to be sent to Lois. Vicki will send out dates for sending quarterly reports.

Additional New Business

Nominations: Elections need to be held in the spring. Begin asking for nominations now for secretary, president elect, and communications. Active non-trio will continue now through spring elections. Charge of the past president for nominations. Question on when the terms would begin. Vicki would like to set up a system where presidency would go through the calendar year instead of from conference to conference. Things to relay to nominee: January 1, 2012 would be the start of the term, travel is paid for by the Board. Description of positions are on the website. More discussion on president's task of year end report. Vicki uploaded on the website under ELI, the Board manual to view.

State Reports: Vicki will send outline with details of what to include. Due by the 19th of November to Vicki.

State Budgets:

Moved and Seconded, budgets approved by Board.

Other Announcements: None

Adjourned: FON Meeting to Follow.

Friends of NASP Board Meeting
4:00pm

2009-10 Budget Report:

Budget was reviewed. Online store sold over \$20,000. Over \$8000.00 in scholarship money this last year. Shipping at \$100.00 was the only unexpected item from last year.

2010-11 Proposed Budget:

Budget was reviewed. About **\$2500.00 needs to be included as a line item for award recipient travel. Under Pearl Hill, \$100.00 needs to be \$1000.00.** Edward Esparza will be running the auction. Lois clarified an issue of using the travel money for only the recipient, not the advisor/others bringing them. **Dean moves to accept proposed budget with amended \$2500.00 for award recipient travel. Lois seconded. Board Accepts.**

Investment Account:

Current balance \$69914.64. See attached concern from Mary Morris (part founder of FON and manages FON investment account) on FON Agenda. Discussion on whether to keep Mary on, or transfer investment account responsibility to NASP Treasurer. Lois will investigate documents needed. **Dean makes a motion to transfer the Ameriprise account from Mary Morris to Lois Rasmussen and Lois Rasmussen will update on the officer form for the article of incorporation. Traci seconded. Board approves motion.**

Online Store Report:

Review of store items. New vendor is providing less expensive prices. "4 Impact." FON needs to charge sales tax and have a business license. Business license needs to be out of Seattle. Tax=9.5%. Barb plans to hire someone to work on these items. Discussion on who this person may be (e.g. trio alums). She will work on this. In the process of updating the website. Shipping costs need to be increased and will happen as a result of the updated website. FON switched banks from Wells Fargo to US Bank.

FON Conference Activities:

Store will open at noon on Sunday of conference. Edward is in charge of the raffle, silent, and live auction. Raffle will occur during the achievers luncheon to give more time to sell tickets.

Awards: Review/handout of achiever and Pearl Hill certificates.

IRS Status:

Still waiting to find out whether we have to apply for non-profit status.

Information can be found on Lois' thumb drive and Barb's computer. See agenda for more updates.

Meeting Adjourned