

# NORTHWEST ASSOCIATION OF SPECIAL PROGRAMS

## Minutes Friends of NASP Winter Board Meeting

Educational Opportunity Center  
Tacoma, WA  
Friday, January 28, 2005  
12:10pm – 1:36pm

### 1. Call to Order

President Adan Tijerina called the meeting to order at 12:10pm.

### 2. Roll Call

Members Present: Mateo Arteaga (Treasurer); Julie Bu (Pre-College Representative); Earl Coffman (FON Committee Chair); George Deitz (Parliamentarian); Phillip Dirks (Past President); Jean Galleher (Oregon President); Adan Tijerina (President); Shane Iverson (Alaska President); Kathy McNeill (President-Elect); Paul Molino (Non-TRiO Representative); Melissa Moore (Secretary)

Members Not Present: Barb Lundberg (Idaho President); Duke Paulson (Washington President); Anthony Weir (College Representative)

### 3. Approval of Minutes

#### Motion

Shane moved to approve the minutes; Phillip seconded; minutes approved.

### 4. Committee Report: Earl Coffman

Shared proposed expenditures; is planning on getting NASP TRiO Lanyards – expecting to make \$1.36 per lanyard in profit; is expecting to expend \$1,446.62 for new supplies, store merchandise, incidentals, etc.; expended \$1,946.45 for Fall Conference; is planning on sending Mary Morris \$5,000 for investments account.

Board would like to see a more complete budget with revenues and expenditures with any updates at every meeting.

#### Motion

Paul moved to approve the \$1446.62 in expenditures for FON; Kathy seconded; motion passes.

### 5. Old Business

#### a. Discussion of By-Law Revisions: George Deitz/Phillip Dirks

None

### 6. New Business

#### a. Other

Survey – Earl shared a possible survey as a way to get a feel for what type of products NASP TRiO programs are interested in; discussion followed on suggested changes to the survey form.

Direct donations to FON - Discussion about making direct donations to FON and possible ways for this to happen. Earl stated that currently, most direct donations are coming at the end of the evening when people are picking and paying for their silent auction items.

Talked about new price list for items Earl's trying to clear out of the FON store to make room for new product; talked about new product ideas/fundraising ideas – how to make the casino night better.

George talked to Mary Morris about cleaning up our finance tracking; remembering that she is volunteering her time for the work that she does for NASP and FON

**Action Item**

Send Mary Morris a “Thank You” (attaché case) for all of her volunteer work.

Email for Earl Coffman: [coffmae@pdx.edu](mailto:coffmae@pdx.edu)

**Action Item**

Phillip and Earl to work on a draft of FON policy manual for August Strategic Planning.

Earl's travel to Boise – discussion about the most cost-effective way for Earl and FON store merchandise to get from Portland, OR to Boise, ID.

**Motion**

Philip moved that we recommend that the NASP Board fund Earl using the amount equal one-way mileage to get to Spring conference 2005; Julie seconded; discussion followed – we need to look at FON paying for chairs travel (Need for policy manual); motion passes.

**7. Date and Location of Spring Board Meeting: Adan Tijerina**

Saturday, April 30, 2005  
11am  
Location TBA  
Boise, ID

**8. Adjournment**

Melissa moved to adjourn; Phillip seconded; meeting adjourned at 1:36pm.

**ACTION ITEMS  
FROM  
FON BOARD MEETING  
JANUARY 28, 2005**

<b>ACTION ITEM</b>	<b>PERSON RESPONSIBLE</b>	<b>DATE DUE</b>
Send Mary Morris a “Thank You” (attaché case) for all of her volunteer work.	Adan Tijerina/Earl Coffman	ASAP
Phillip and Earl to work on a draft of FON policy manual for August Strategic Planning.	Phillip Dirks/Earl Coffman	Spring FON Board Meeting