

Northwest Association of Special Programs – December Board Meeting

November 30, 2008

Present: Lois Rasmussen, Scott Clyde, Andrea Brockmeyer, Vickie Trier, Margo McLelland, Neil MacFarlane, Kato Hu'anga, Mateo Arteaga, Rene McKenzie

Meeting opened with introductions.

2009 Conference will be in Seattle December 4-6, 2009

Recess NASP 3:30

Friends of NASP

Barb Brodsky joined the meeting

Barb presented the budget. Sales from the online store were good. Profit \$6,666.67 for the year. Scott forwarded info for Mary Morris to send a check for FON. Scott reminded board that it is policy to receive profits from Mary Morris from FON Investments to be distributed. 5% of the investment account.

Barb would like to forego the Mary Morris funds for 2008 so the year can be closed. There are enough funds in the FON account to cover this year's scholarships. The FON Budget year 11/1-10/31.

Online store has customers from outside the region as well as NASP members making purchases.

Website hosting charges are up due to necessary changes.

The 2009 budget is conservative.

Scholarship distributions: Pearl Hill 2 ea scholarships @ \$500. Scholastic Achievers increased 2 ea @ \$750.

Kato asked for clarification regarding to travel abroad, and the payment of expenses. The Travel Abroad supported by NASP is, COE/University of Liverpool see Policy #21 in Board Policy Manual.

Point of Clarification: TRIO Achievers is for recognizing alumni who are successful in their profession. It has been suggested we give them some scholarship funds to go toward loans.

Neil reported, there were several applications, for the Pearl Hill Scholarship this year.

TRIO Achievers, a \$250 award was suggested, with the intent that it go toward student loans. Barb recommended to the board and Rene moved that we add a line item to the 2008-2009 FON budget or \$600 for TRiO Achievers for Three recipients up to \$200. Moved by Rene, Odila 2nd. Motion carried.

Kato moved to approve the FON 2008-2009 budget. Margo 2nd that we accept the 2008-2009 as amended. Motion carried.

New items in the FON store, flash drives, bumper stickers, pen and notepad sets. TRIO shirts are now available in red as well as white. TRIO pens. New bags. \$3 and \$6.

Sandy is still working with Barb. There will be some raffle prizes for the FON fund raiser.

All items are on website.

They are talking about carrying TRIO sweatshirts in Black. The cost would be about \$20.

The FON meeting adjourned at 4:19 pm.

NASP Board returns 4:20

NASP Budget for 2009

Rene asked for clarification. Is there an expectation she will continue as Oregon president? Phillip will be incoming.

Odila's Budget - Budget accepted as amended Neil moved Kato 2nd. Motion carried.

Recess till Wed 1:30 December 3, 2009

NASP Board Meeting (12-3-08)

Members present: Traci Birdsell, Lois Rasmussen, Kato Ha-unga, Mateo Arteaga, Odila Rueda, Vicki Trier, Dean Kelly, Neil McFarland, Rene McKenzie, Scott Clyde(non-voting), Andrea Brockmeyer (non-voting)

Meeting was called to order at 1:40pm.

President's Report

Committee assignments: Lois asked that Vicki be able to act as a proxy. They are on the same campus. Lois requested that the board allow her to have a debit card so she can use electronic bill pay through the account. Scott suggested that Lois write up the request prior to the next meeting. The finance committee will report back at the next conference committee.

The Pearl Hill Scholarship, Scholastic Achievers, TRIO Achievers, and Travel Abroad were recommended to go under a scholarship committee consisting of the College Representative and Friends of NASP chair Barb Brodsky.

Mateo suggested that the board request a report from TRIO Quest representatives outline what TRIO Quest is so the procedures section of the NASP bylaws can be updated and how we can help them get the word out. Mateo suggested that one committee per meeting report to the board so we can learn about them and receive updates.

The board suggested that we have a committee that works to update the procedures manual. Lois and Traci volunteered for the committee. They will review the procedures, make recommendations, and submit those to the board.

Scott suggested that the policy seminar and National TRIO Day be charges of the governmental relations committee. Odila would like to check with COE to seek their input to make sure our goals support both NASP and COE.

Odila appointed Mark Coomer to the NASP board as the college representative.

Odila will update the committee listing and send it to Traci for submission onto the website.

Scott mentioned that Kim Requa had suggested forming a committee concerning a NASP logo and name. Dean Kelly, Barb Brodsky and Kim will serve on the committee.

NASP Board Meeting Scheduling: Discussion about timing of board meetings each month. 1/12, 2/9, 4/13, 5/11, 8/3-5 (Seattle), 10/5, 11/9, 12/5 (prior to conference), 12/9 (after the conference). Phone conference calls will take place at 1:00pm Alaska time and 2:00pm WA, OR, ID.

Scott and Andrea left the meeting at 3:00pm.

Past-President's Report

Mateo requested the board support travel costs to state meetings in Oregon and Idaho. Traci moved that NASP support Mateo in traveling to state meetings. Kato seconded. Lois moved to amend the motion to include one of the presidents to represent NASP at state meetings. Traci amended her motion. Kato seconded. Motion passed.

Secretary – Traci had nothing to report

Treasurer – Lois found the written request she had for using electronic bill pay and read it for the board. It included a procedure, as well. Lois wants to ensure that checks and balances are in place to protect both her and NASP. Mateo moved that we authorize the treasurer to set up electronic bill pay and get a debit card for NASP. Dean seconded. During discussion, Vicki suggested that the procedures reflect a way for auditing to ensure checks and balances. Motion passed. Dean moved that Odila Rueda, Neil McFarland, Scott Clyde, Mateo Arteaga, Lois Rasmussen, and Vicki Trier be added as signatories on the NASP account. Traci seconded. Motion passed.

Alaska State Report – Kato submitted budget request to the board. Krista Stormo is the new treasurer/secretary in Alaska. Kato will act as the Fair Share coordinator. Their new project is developing an alumni organization. The student leadership conference will be held in conjunction with TRIO day February 23rd. The TRIO film project will be done before the Seattle conference. Dean moved to accept the Alaska budget. Mateo seconded. Kato stated that Helen Trainor is retiring December 31st. Motion passed. Dean asked if we could honor Helen. Mateo said we someone could nominate Helen to become a lifelong member. Traci will chair a committee on finding new retirees so they can be honored as well.

Oregon State Report – Rene submitted Oregon's budget on behalf of Phillip Dirks who is the current Oregon president. Money is included for an updated fact book, student conference, policy seminar

travel, state meeting expenses, and supplies. They are currently working on their student conference which will be held in January. They would also like to hold two state meetings this next year and be more recognized throughout the state. Dean moved to accept the Oregon state budget. Kato seconded. Motion passed.

Idaho State Report – Vicki submitted the Idaho budget. They are requesting to support the student leadership conference and Idaho state meeting. The student leadership conference is in January in Moscow and the next state meeting is in April in Boise. Vicki has applied to COE for state initiative funds. Vicki hopes to revise the bylaws and develop standing committees. Mateo moved to accept the Idaho state budget. Kato seconded. Motion passed.

Washington State Report – Dean will bring the Washington budget in January. Their goals are to create a fact book and website. They want to develop a state meeting. The board discussed how each state should create their own 501(c)(3) status. This is still in the infant stages in each state.

College Representative – Mark Coomer (not present)

Pre-College Representative – Kristen Fehrer (not present)

Active Non-TRIO - Dely Judal (not present)

Old Business

- Rene moved to approve the November meeting minutes. Lois seconded. Motion passed.

New Business

- Per diem – There was discussion last meeting to update the per diem reimbursement for NASP to follow the GSA guideline. Mateo moved that NASP use the per diem reimbursement rates listed on the GSA website for board members. Traci seconded. Motion passed.
- Newsletter – Lois mentioned that one of the benefits of being a project member is getting a NASP newsletter. She hasn't ever seen one. Lois thought an electronic newsletter quarterly would be a good idea. Vicki asked that the idea be brought to the communications committee.
- Peer monitoring line item/state chapter budgets – Rene stated there was a question about where the money that came in from peer monitoring went. Rene asked if the peer monitoring chairs would have control over the money that comes in. The concern was if the revenue generated from peer monitoring increases then where does the increase go. Lois suggested that the revenue coming in should go directly back to peer monitoring. Mateo suggested that this be written as a policy. Rene asked if the state money would be given to the states at the beginning of the year or if Lois would continue dispersing funds based on expenditures. Lois recited from the policy manual. Rene said her concern is the time delay in paying vendors. She wants to maintain a healthy working relationship with those vendors. Lois reiterated that states need to work on getting their non-profit status. There are also additional benefits.
- Mateo requested an advance for the hotel for the three presidents. Rene moved that the board advance the three presidents the cost of the hotel. Dean seconded. Motion passed.

- NASP website usage by states – is it ok for states to update and use their state sites? Traci said that she would upload the information about Oregon’s student leadership conference. Further discussion ensued about how to further utilize the NASP website.

Meeting adjourned at 6:07pm.

Next meeting

- Discussion about possibly paying a webmaster for the NASP site