

NORTHWEST ASSOCIATION OF SPECIAL PROGRAMS

MINUTES WINTER BOARD MEETING

Educational Opportunity Center
Tacoma, Washington
January 27, 2005
8am – 4pm

1. Call to Order

President Adan Tijerina called the meeting to order at 10:32am.

2. Roll Call

Members Present: Mateo Arteaga (Treasurer); Julie Bu (Pre-College Representative); George Deitz (Parliamentarian); Phillip Dirks (Past President); Jean Galleher (Oregon President); Shane Iverson (Alaska President); Barb Lundberg (Idaho President); Kathy McNeill (President Elect); Paul Molino (Non-TRiO Representative); Melissa Moore (Secretary); Duke Paulson – 1/28/05 only (Washington President); Adan Tijerina (President)

Members Not Present: Anthony Weir (College Representative)

Guests: Roger Grant

3. Approval of Minutes for 12/4/04

Motion

Shane moved to approve the 12/4/04 minutes with corrections; Duke seconded; minutes approved.

4. Officer's Reports

a. Treasurer: Mateo Arteaga

As of 1/24/05, outside of checks to be cashed, account balance is \$59,060; \$35,913.04 in investment account; \$42,251 was turned in from Fall Conference 2004; there was about \$17,000 in profit. He asked that in the future, Conference Committees mark on registrations how they are paid (by check (with check numbers) or cash); 19 PO's are still out from programs;

41 project memberships have been paid to date; shared a list of paid project memberships with Board so that State Presidents can follow-up with unpaid projects in their states; Memberships go from Dec. to Dec. each year thus invoices need to be very clear for which year they are paying for.

There needs to be clarification about how states have their bank accounts. Need to get signature cards signed.

b. President: Adan Tijerina

Shared information from the COE Board Meeting (level funding; President's budget regarding Talent Search and Upward Bound, etc.); There was a lot of discussion about the potential de-funding of TS and UB in the President's budget, looking at different ways of meeting the educational needs may be the cause for the change in budget; Policy Seminar will be a very informative and important chance to advocate for TRiO – should encourage individuals from campus' with TRiO projects to participate.

Adan shared information from the COE committees he is on - Personnel Committee: COE is taking a much closer look at Personnel Issues that may concern TRiO; TRiO Day Committee: will be a very important event for programs this year because of the 40th birthday of TRiO and the ETS/UB issue; State Initiatives Committee: "Good Job!" to NASP State Associations for getting funds (Alaska, Oregon, Idaho); Fair Share Committee: very important that Fair Share is met this year. Someone suggested that Fair

Share information should be put out on TRiO List Serve earlier in the year so that donations can assist with Policy Seminar.

Shared a request from the COE Board for ratification of Bylaws Amendments (for making changes to COE By-Laws) – the addition of one more standing committee (Evaluation and Compensation) and description of the membership and responsibilities of the Personnel, Strategic Planning and Evaluation and Compensation Committees; the changes are a result of the concern for accountability and how the Executive President of COE position will be evaluated for now and in the future; this is a way to reconstruct the way COE Board is working. Kathy had questions/concerns with how the evaluation and compensation is currently being determined for Executive President. The change for the By-laws is in line with the IRS code for reporting.

Motion

Jean moved that the NASP Board approve the COE By-Laws ratification; Duke seconded; discussion followed regarding some further clarification on amendments – additional information was provided, all presidents feel this is something worth supporting; motion accepted.

Adan would like to see some changes to roles of the NASP Past President and President Elect, specifically concerning strategic planning and conference chairing; the mentoring piece for President Elect also needs to be added.

c. *Past President: Phillip Dirks*

Prepared for orientation of the Board, brought updated policy manuals, CD's, etc.

COE Update – Phillip is on the Technology, By-laws, and Professional Standards (CAS) committees. The Technology Committee focuses primarily on the Tech Tools Conference in Puerto Rico (which isn't a feasible conference for a lot of programs). Question asked as to what the Technology Committee is doing, what is the purpose? Phillip replied that there hasn't/doesn't have a clear focus/goal/defined purpose. The Professional Standards Committee will look at the CAS Standards because the Council is pushing it so programs can ultimately be better. CAS is a very intensive for time/money/labor/etc.

d. *President Elect: Kathy McNeill*

Contacted WESTOP regarding TRiO Day activities and will be getting in touch with them again after the actual day.

Kathy has been asked to chair the Fall Conference 2005 discussion followed on duties and workload for this position. See notes under Fall Conference 2005.

e. *Secretary: Melissa Moore*

No report. Melissa did share that she will be leaving her position with Centralia College at the end of February (family is moving out of the area). She will continue in her Board position at this time. Adan shared his appreciation for her services.

f. *Alaska President: Shane Iverson*

Shared state report – state programs have been fairly active; Program Directors had audio-conference after NASP Fall Conference and the main focus has been a major education campaign on TRiO programs with main focus being on ETS and UB; Directors spoke again on 1/27/05 and shared further information on plan to inform legislators about budget issues; Discussion followed on how to inform and educate; Someone stressed the importance of ETS/UB programs filling out the survey from COE.

g. *Idaho President: Barb Lundburg*

Shared from report; state website is being updated and has links to COE, NASP and state TRiO programs; share information about Leadership Conference, scheduled for Feb. 25th at Boise State

University, hoping for 2 students from each project will be in attendance; Margo McLelland is putting together a booklet detailing success stories, statistics, etc. for Policy Seminar; Scott Clyde is putting together the IATP brochure; shared material for getting student testimonials for TRiO Day (would be good for other events); received COE funds for state initiatives.

h. Oregon President: Jean Galleher

Share information from report; Student Leadership Conference – Willamette University will be providing the facilities; did mailing to 36 projects, getting policy books updated, has had Director of State GearUp project contact her about how GearUp and TRiO can work together; firming up bank account issues.

i. Washington President: Duke Paulson

Coordinating what state programs are doing for TRiO Day; Student Leadership Conference is scheduled for 2/23/05, thought all registration information was sent out on List-Serve, only have 25 registrations; future goals – state bank account, having a staff training at the next state Student Leadership Conference on what is going on state-wide.

j. College Representative: Anthony Weir

No report.

k. Pre-College Representative: Julie Bu

Needs to contact Inez about process/procedures – ETS/UB issues to address

l. Active Non-TRIO Representative: Paul Molino

In contact with Eric about previous reports, etc.; shared his work with the Math concerns in Oregon.

5. Committee Reports

a. By-Laws: Phillip Dirks/George Deitz

Shared Policy manual with current changes and updated By-laws will all be posted to website.

Action Item

Draft by-law revision for election process – change from Fall to Spring.

b. Fall Conference 2004: Duke Paulson

Adan shared a big “Thank You” to Duke for all of his work! Shared budget report with detailed information on breakdown of expenses; actual costs were very close to estimated costs (has a breakdown of expenses from Marriott that he shared with Kathy for Fall 2005); question about revenue sheet – recommend that it is available in future.

Discussion and questions followed – people loved the embossed portfolios and suggested that they may need to be available through FON; 3 Americore staff volunteered and Duke asked if he could do a small thank you to them for their work; Survey results – bombed on rating were pre-conference workshops; NASP business meeting was adequate/good; conference meeting was adequate/poor; liked program sharing – would like to see the split between directors and staff; state meetings got great reviews; several comments were made about Bob Mortimer being lifted onto the stage for his presentation (comments regarding accessibility, etc), Duke clarified that Bob asked to be lifted onto the stage (cost of ramp, etc.); conference cost discussion regarding single day attendance costs; Issue of Larry Oxendine not being there on Wednesday morning/issues/etc.

c. Spring Conference 2005: Julie Bu for Sue Huizinga

Shared proposal – discussed proposed agenda, budget and pre-conference workshop (discussion about how much to charge for registration fees, etc.) Reviewed all the materials she provided; website to be up by Feb. 1st; with current TRiO situation, there is concern in regards to positive leadership – keeping the attitude light and positive – Scholastic Achievers really set the tone; this was a wonderful presentation of the materials and Melissa hopes that this sets the precedence for future conference proposals.

Registration fee was changed to \$350/late \$375 early bird \$325; Grant writing workshop for non-members at \$350.

Motion

Phillip moves to accept the budget with changes to reflect a \$13,750 profit; Paul seconded; discussion followed – revised budget will be emailed to board; budget approved with one abstention – Julie Bu

Motion

Shane moved to approve a \$3000 advance for Spring Conference 2005; Phillip seconded; discussion followed on the intention of the advanced funds – supplies, items under \$500; motion approved.

d. Fall Conference 2005: Kathy McNeill

Adan spoke with Michelle from Marriot and she gave us the same rates as prior years with different dates for Fall Conference 2005. Adan then contacted Kathy McNeill to take charge of this – as far as her involvement (actual conference chair or oversee other chairs, etc.) She has identified some things she would need – a mentor to assist with procedure; dealing with significant budget issues in Oregon (if she brings staff, can some of the cost be picked up by NASP/Conference funds, use comp rooms for staff, etc.). Phillip shared that there are some guidelines in the policy manual in regards to Conferences. Phillip will assist with webpage and Cleovonne is available to offer assistance. Paul offered his assistance as needed. Kathy will accept the position as Fall 2005 conference chair.

e. Corporate Donations: Angelica Campos

Angelica Campos volunteered to be the committee chair; addressed that this issue is something that is hard to do but we are at least getting started on the endeavor.

Paul talked about tracking our alumni and seeing if any are in the corporate world/engineering; tracking will have to start with the actual programs – the Board may have to encourage this to the membership once a plan is in place from the committee.

f. Fair Share: Vacant

Used to have a chair who can no longer continue in this capacity. This really needs to be talked about at the state levels regarding personal donating. Traditionally, NASP has done very well with this (120%+). Hard to track on the regional level because the chair has to work with COE to get information after donations have come in. If there is a chair for this, they can stay in contact with projects/members regarding this issue. Discussion about what Fair Share is and what it is used for (% of COE budget). Talked about this task being something the State Presidents may need to work on. Need to get more brochures and literature from COE to put into conference programs.

Action Item

State presidents to access their states for which projects have participated (paid COE membership/Equality subscription/personal donation) in Fair Share/Project Memberships.

g. Finance Committee: Adan Tijerina/Mateo Arteaga

No report – Mateo and Adan do communicate; next years finance committee should get together during Spring Conf. for 2006 budget (Kathy, Adan, Mateo, George)

h. Governmental Relations/State Initiatives: Roger Grant

Adan requested that Roger chair the committee – expectations are to put together a workshop on participation with legislators (on the state level), where we are in the political process.

Roger will be participating with Policy Seminar – way to have someone from region representing NASP; talked about fundraising for congressmen who support TRiO – issues and concerns; working on the WA state level on behalf of NASP; asked to be kept informed on what is happening on the state level (informing) in regards to current TRiO situation.

Action Item

Roger is proposing a workshop for Spring Conference on Governmental Relations for TRiO staff.

Action Item

Roger needs to return the President's Gavel to Adan by the Spring Board Meeting.

i. Membership Committee: Adan Tijerina/George Deitz

George has shared draft letters with Adan; Adan has sent letters out. State presidents are now going to follow-up with unpaid projects in each state. Noted that the Past President may be a better position to serve as chair of this committee. Talked about what the Membership committee could/should be doing – informing on benefits to membership.

Action Item

Adan to write a letter to region regarding the importance of Project Membership especially with the current budget issues concerning ETS/UB; Need to mention Policy Seminar. State Presidents will follow up. Those that want to help in the formation of letter, please email suggestions to Adan.

Action Item

Shane to write language regarding composition of Membership Committee.

j. NASP Directory: Adan Tijerina

Columbia Basin College is working on this task; talked about the possibility of web-registration that then dumped the information into a database.

Action Item

Duke to work on compilation of project memberships from Fall Conference to forward to CBC for Directory.

k. Newsletter: Greg Martinez

Kathy had a conversation with Andy Angaiak and he expressed an interest in creating a Newsletter – Adan to contact.

Action Item

Adan to contact Andy Angaiak about NASP Newsletter creation.

l. Nominations/Elections: Phillip Dirks

Phillip will be getting things ready for spring conference nomination gathering; Discussion about the struggles the Board has had getting people to volunteer for Board positions. We have really tried to get people earlier so there isn't last minute travel expenses, frustrations, etc. Possibility of moving elections to Spring – will require a by-laws change and some time.

Action Item

Election timing/By-law change for Spring Board Meeting Agenda and create a draft of section 7a and b to change "fall" to "spring" – Melissa

m. Peer Monitoring: Scott Clyde/Savona Holmes

Adan stated that he has emailed and requested Scott for a formal report – has not happened yet; will try again.

n. Pearl Hill Scholarship: Barb Lundberg

There needs to be formal organization of the nominations and selection of scholarships – Barb Lundberg to organize selection committee for next selection which will happen at Spring Conference.

Discussion followed about having the College Representative chair this committee in future.

o. Policy Seminar: Deborah Walker

Mateo will need to write checks for states travel; Duke still working on WA alumni search.

p. Publications: Greg Martinez

No report.

q. Research Committee: Vacant

No report.

r. Scholar's Bowl: Vacant

Phillip requests that there is a meeting at Spring Conference with appropriate programs for a further discussion on this event.

s. Scholastic Achievers: Julie Bu

Tim McCoy is no longer the chair; typically recognized during Spring Conference – Julie Bu to chair for Spring Conference 2005, Melissa offered to assist.

t. Strategic Planning: Phillip Dirks/Kathy McNeill/Adan Tijerina

Committee will sit down and have further discussion; suggested that during Spring Conference there be a time for NASP veterans to come and share ideas/information and then have the Board session in August. Need to have plan for 2006-10; Kathy suggested putting out a call to members for their involvement.

Action Item

Phillip will do an invite to veteran members for Spring Conference meeting.

u. Travel Abroad: Lucila Loera

Clevonne has a student to nominate and Lucy had a couple of students to nominate – Lucy has agreed to facilitate this year's search/follow-up.

Pre-College Representative will chair this committee in the future.

v. TRIO Achiever: Elisa Sunflower

Will follow up with her next week - Melissa

w. TRIO Day: Vacant

Susan Vega to chair this committee – has agreed to coordinate the information on what the different states are doing.

x. COE UB/ETS Leadership Institute: Julie Bu

Getting information from Phillip.

y. Web Design Contest: Phillip Dirks

Follow-up – medal winners in our region; students going to Los Angeles, CA for conference March 5-8. Would like to request that the Web Design money split 3 ways (\$833) for UW, PSU, Big Bend (at this time, Big Bend hasn't paid project membership – Phillip to contact). There will be a presentation at Spring Conference.

6. Old Business

a. Policy Manual Revisions: Phillip Dirks

Will need to update the TRiO Travel Abroad section – Phillip will make the changes for next meeting. Question regarding dates - need to be generic.

b. NASP Website Update: Phillip Dirks

Shared site updates with Board, stated that if someone sends Phillip something, it will be taken care of within a week.

c. NASP Committees: Adan Tijerina/Melissa Moore

Will work on at a later date. George is willing to work with this. Plan on putting information in Fall Conference packets.

d. State Association Concerns: Jean Galleher

Shared a draft of the State Expense reports for quarterly reporting to Board. Will try it out this year and update as needed. Suggestions were made to make this form more user-friendly. Phillip will put into Policy Manual.

Shane shared that he tried to get Web-Design together for this year and it didn't happen – will try to seek more support in the future. Phillip will talk with Karen about the support Alaska may need.

Shane shared the proposed Alaska state budget – funds to go primarily to travel to the student Leadership Conference (in Juneau or Fairbanks).

Motion

Phillip moved to accept the Alaska state budget as presented; Kathy seconded; Discussion followed on paid project memberships, etc; budget accepted with one abstention – Shane Iverson.

e. Re-imbursement for Scholastic Achievement Awards: Adan Tijerina

Update on Progress - Letter was sent to Mary Morris and money was received. This item is taken care of.

f. Membership Vote for One or Two Conferences: George Deitz

George shared results from Advisory Ballot and the preference is to stay with two conferences; there is no profound reason to change the number of conferences at this time; definitely want to see more conferences in Alaska in the future; will need to start looking at Multi-year contract for Fall/Portland conferences.

h. **Other**

Bank Accounts for state associations – will be setting up State Bank accounts with US Bank (where the main NASP account is).

Motion

Mateo moved to recess until 8am 1/28; Shane seconded; approved.

Meeting recessed at 6:07pm on 1/27/05; Called to order at 8:20am on 1/28/05.

7. New Business

a. Secretarial Duties: Adan Tijerina

Would like to see this position encompass more than just doing minutes – working directly with President on agenda's, etc.

b. Other

- Summer Board Meeting
August 11-12, 2005
12pm start on the 11th
Columbia Basin College
Pasco, WA

Phillip to assemble past strategic planning materials for meeting.

- Speaker Phone

Motion

Jean moved that NASP Board purchase a speaker phone to use for any non-present member needing to audio-conference; Julie to second; discussion followed on practicality of this with most campus's having access ; motion fails

Action Item

For each meeting, President to ensure meeting site has speaker phone available for any member not able to travel.

- Policy Seminar Funds Requests

Discussion held regarding Policy Seminar Advances for State Presidents and alumni at \$2000 each and NASP Presidents at \$1000 each.

8. Date and Location of Spring Board Meeting

6pm – 9pm
Friday, April 28, 2005
8-12:30pm
Saturday, April 29, 2005
Location TBA, Boise, Idaho

9. Adjournment

Paul moved to adjourn; Phillip seconded; meeting adjourned at 9:00am

Meeting called to order at 1:38pm 1/28/2005

Motion

Phillip moved that NASP create a FON expenditure line item in the 2005 NASP budget in the amount of \$500 (from the reserve line item); Paul seconded; motion passes.

Motion

Mateo moves that we waive Melissa Moore's Spring Conference registration fee and the board cover travel, hotel for 2 nights and per diem for the duration of the conference; Phillip seconded; motion passes – one abstention (Melissa Moore).

George shared that there were some issues and concerns about there not being a head table at the conference for the Board and recognizing new and outgoing board members and honoring Pearl Hill recipient (to be taken care of by George at Spring Conf.). Suggested that it be something that is strongly considers for future conferences.

Talked again about election process for Spring Conference.

Motion

Julie moved to adjourn; Mateo seconded; adjourned at 2:06pm.

**ACTION ITEMS
FROM
NASP BOARD MEETING
JANUARY 27-28, 2005**

ACTION ITEM	PERSON RESPONSIBLE	DATE DUE
Draft by-law revision for election process – change from Fall to Spring.	Phillip Dirks	Spring Board Meeting
State presidents to access their states for which projects have participated (paid COE membership/Equality subscription/personal donation) in Fair Share/Project Memberships.	State Presidents	Spring Board Meeting
Propose a workshop for Spring Conference on Governmental Relations for TRiO staff.	Roger Grant	Spring Conference
Roger needs to return the President's Gavel to Adan by the Spring Board Meeting.	Roger Grant	ASAP ☺
Write a letter to region regarding the importance of Project Membership especially with the current budget issues concerning ETS/UB; Need to mention Policy Seminar. State Presidents will follow up.	Adan Tijerina	ASAP
Write language regarding composition of Membership Committee.	Shane Iverson	Spring Board Meeting
Work on compilation of project memberships from Fall Conference to forward to CBC for Directory.	Duke Paulson	ASAP
Contact Andy Angaiak about NASP Newsletter creation.	Adan Tijerina	ASAP
Invitation to veteran members for Spring Conference meeting.	Phillip Dirks	ASAP
For each meeting, President to ensure meeting site has speaker phone available for any member not able to travel.	Board President	Ongoing
Election timing/By-law change for Spring Board Meeting Agenda and create a draft of section 7a and b to change “fall” to “spring”.	Melissa Moore	Spring Conference

- ATTACHMENTS -

OREGON STATE REPORT
JANUARY 28, 2005

- 1) Student Leadership Conference a go for April 15, 2005 (Willamette University will be staging area)
- 2) Sent our Newsletter in January to projects.
- 3) Getting Policy Books updated and making arrangements to go to D.C. in March.
- 4) Communication from David McDonald(Oregan university System and GEAR UP Project Director for State – work on ways for TRIO and GEAR UP could work together – put him in touch with Roberto and Celia from Chemeketa and also recommended that he do workshop next Fall at NASP.
- 5) want to firm up at this meeting way in which NASP wants Sate Association to set up bank accounts.
- 6) Want to get plan going on keeping web sites updated on a regular basis.

Idaho Association of Trio Programs Report for January 27, 2005

Website:

Vicki Trier at the University of Idaho has updated the IATP website with current information, including links to Idaho Trio programs, NASP, and COE. There is also information on the upcoming leadership summit, success stories and news.

Student Leadership Conference:

The Idaho Association has scheduled its Student Leadership Conference for Friday, February 25th, followed by a Trio Day Celebration on the BSU campus on Saturday, February 26th.

Idaho Information Booklet:

Margo McLelland at Idaho State University is compiling information on all of the Idaho Trio programs for a booklet. Success stories, program funding levels, and students served will be included.

IATP Brochure:

Scott Clyde at the University of Idaho is working on the Idaho Association brochure.

Update 1/05
Alaska Association of TRIO Programs

Mission Statement:

“Our mission is to increase access to post secondary educational programs for low-income, first generation, disabled and veteran Alaskan students.”

Current Meetings

1. Fall Conference 12/6/04.
 Purpose: Create Mission statement, set goals and objectives.
2. Audio Conference 12/17/04.
 Purpose: Pass along mission statement and goals to the whole association, review fall conference& narrow our objectives.
3. Directors Meeting 1/26/05.
 Purpose: Discuss strategy to demonstrate to state representatives the use to protect TRIO funding.

Current Objectives:

- Mobilize key personnel in the state to speak to Alaska Senators and Representatives on the merits of ETS & UB.**
- Educate the people, leadership and industries/business, and any key individuals or institutions of Alaska about TRIO programs.
- Increase communication between Alaska Trio Programs.
- Communicate our unique needs to the Department of Education.

Action Items (short-term):

ACTION ITEM	DUE DATE	WHO	PURPOSE
Create AK TRIO Programs Booklet	3/4/05	Kevin ALL	For COE Seminar, Statewide Advocacy
Send Program Students and highlights to Kevin	1/30/05	All Directors	Creation of our AK TRIO Booklet
*Submit Proposal for Educating the State on TRIO Programs	2/1/05	All Directors	Statewide Advocacy
Report Oxendine’s speech to AK	3/18/05	Shane	Inform TRIO Staff
Report TRIO day Activities	3/4/05	All Directors	COE request

Research Logistics:

Leadership Conference	1/21/05	UAA Staff
DVD	3/18/05	Kevin
Web Site	3/18/05	Kato, John
Commercial	3/18/05	Krystal

Our Goal for the Year: Educate all of Alaska about what TRIO programs are, what we have done and what we are doing.

To accomplish this we must;

- Create our Alaska TRIO Booklet
- Have all programs consistently informing key individuals and institutions.
- Look into logistics of:
 - Student Leadership Conference
 - Web Site
 - TV/ Radio Commercial
 - DVD

Defense Strategy:

1. Persuade University of Alaska President, Mark Hamilton, to speak to Senators Stevens, Young and Representative Murkowski about the success of UB and the importance of supporting these programs now and in the future.
2. Have provosts, chancellors, and deans within the UA system speak to the same individuals.
3. Solicit the help of school district superintendents and school principals to the same effect
4. Begin a grass-roots effort with alumni, current students and their parents to the same effect.

We are currently:

1. Creating a list of these individuals
2. Unifying our message with language from COE and quietly rallying support of known friends.
3. Compiling information for the Alaska TRIO booklet
4. Soliciting financial support from UAF to send additional personnel to D.C.