ASPIRE BOARD MEETING
January 21, 2025
(Virtual)

Executive Board	**State Presidents**
President	**Colorado**
Dariana Roybal	Adrienne Shabandarian
President-Elect	**Montana**
Samantha Hill	Kelsey Anderson
Past-President	**North Dakota**
Jami Bayles	Andrew Larson
Treasurer	**South Dakota**
Lori Larson	Carissa Deming
Secretary	**Utah**
Susana Ruvalcaba	Gregory Christiansen
	Wyoming
	Christina Millemon

I. **Call to Order: 12:22pm**
II. **Appoint Parliamentarian: Christina Millemon**
III. **Roll Call/Establish Quorum**
   a. **All members present**
IV. **Approval of Agenda**
   a. Motion: Andrew Larson
   b. Second: Gregory Christiansen
   c. Voting: All in favor motion carried
V. **Approval of Minutes** 9/28/24
   a. Motion: Carissa Deming motioned to approve the minutes with edits
   b. Second: Gregory Christiansen seconded
   c. Voting: All in favor, motion carried
VI. Approval of **Minutes** 10/2/24
   a. Motion: Christina Millemon motioned to approve the minutes with edits
   b. Second: Adrienne Shabandarian seconded
   c. Voting: All in favor, motion carried
VII. **Old Business**
   a. Google Drive
      i. Still in the process as information is filtered through
      ii. Committee/State Report Templates - decide on format
      iii. For the committee and state report templates the board discussed google form or "paper form"
         1. For consistency, President Roybal and Susana Ruvalcaba developed a consistent process
         2. Jami Should be filled out before board meeting and attached/linked to the minutes
         3. With Google form it would support efficiency and reports in one place
         4. It was unanimously decided the reports will be through "Google Form"
         5. President Roybal wants reports submitted 1 week before the board meeting and will send a reminder
   b. May Board Meeting Logistics
      i. Scheduled to take place May 1-3, 2025 in Fargo to visit Conference 2026 venue, Delta Hotel
      ii. President Roybal and Christina Millemon have a Priority 3 workshop that may conflicts with dates, would like to discuss options for rescheduling or keeping the dates

        iii. Dates initially were chosen in order for President Roybal, Jami and Sam could attend COE meeting
        iv. It was unanimously decided to keep the original dates
        v. Lori Larson will book a block of rooms and board members will pay their room as well as work on getting a hotel tour – send Lori dates of when you will be checking in and out
        vi. Finance meeting will take place on Thursday evening, Board meeting all day Friday, check out and no business will take place
    c. ASPIRE Conference 2026
        i. Received the final contract for Delta in November, they agreed to all questions the board had and gave Lori access to change it as see fit
        ii. Hotel agreed to use Board meeting nights towards conference contract
        iii. Will need to bring own AV equipment for break out rooms, main ballroom would be through the hotel
        iv. Room block will stay open until three days before the conference
        v. Samantha Hill, Lori Larson, and Andrew Larson will start brainstorming conference chair(s)
        vi. Each state should plan on bringing historical items
        vii. Themes: Decades, Gold, Over the Hill
    d. Incorporation/Registered Agent Update
        i. Lori called CPA Kathy about how it started and how to change it
        ii. It was done in North Dakota due to leadership at the time
        iii. It can be completely changed to another state but need to hire a lawyer, name can be changed easier
        iv. Has to be an address attached to it, and a name, how do we keep it consistent?
        v. It can be under a PO Box, and small business, under the state of ND and ND president can be holder of keys
        vi. There is a risk of missing information
        vii. Receipts and bills of charges are sporadically being mailed
        viii. Credit cards through ASPIRE have to be tied to a name, those who are credit card holders will meet with Maritza
        ix. Transition of information process needs to be more clear
    e. State Conference Updates
        i. President Roybal is planning on attending all four conference, send her information about your conference to plan accordingly
        ii. Registrations for each states should be live, working on South Dakota

VIII. Officer Reports

    a. Treasurer's Report
        i. Moved money into savings because interest rate was higher
        ii. Currently have one CD at 2.4% and will move it to savings, and vice versa if CDs increase
        iii. Question: Is there a possibility for states to invest funds? Answer: Yes
        iv. Budgets should not project loss
        v. Request per diem for travel even in lieu of donation
        vi. QR code subscription has been cancelled
        vii. Process reimbursements as soon as possible
        viii. Will follow up with Maritza about activating credit cards
        ix. Do not submit reimbursements twice or the checks will be duplicated
        x. 2024 – Net Gain for Region and states
    b. President's Report
        i.

IX. Committees Reports

    a. Membership Update
        i. As of 12/31/24 265 members

            1. 10 Associates (paid early)
            2. 2 affiliate
            3. 4 emeritus
            4. 249 professional
    b. Resource Development Update
        i. ASPIRE Project Membership
            1. 63 paid out 156
            2. 12 pending/incoming from Utah
        ii. All states met Fair Share, ASPIRE was the first region to meet it
        iii. Institutional Memberships are being paid, however many are not due for a few months
    c. ASPIRE Conference 2025 Update
        i. Rafael Orozco joined the board meeting at 2pm for the update
        ii. Budget Update
            1. 50k food and beverage minimum
            2. Added space for an additional 3k
            3. Total expenses are estimated 70k
        iii. 3 meals will be provided for regular conference, lunch for preconference, and appetizers for reception, cash bars (hotel said would count towards $50k, aspire will not by alcoholic beverages)
            1. Presidents Legacy Dinner will count if onsite
        iv. Room Block: have to meet 80% of the room block; $219/night, will need 100 people for 3 nights to meet it. If it is not met, as long as they sell 95% of rooms we will not be charged
        v. Pre-Cons starting Saturday
        vi. Budget reflects inflation/cost of Colorado
        vii. AV Equipment: Can bring own equipment for breakout rooms, but will need to hire for ballroom
        viii. Revenue is dependent on registration attendees, exhibitors, ad, fundraising etc. will be projected on the budget excel
        ix. Registration rates do we keep the same or raise it
            1. The board has discussed to keep the registration the same and will discuss an increase in a few years
        x. Will remove "COE Program AD" and line items from conference to President Roybal's budget
        xi. "Awards" will be under conference budget and not President Roybal's budget
        xii. Breakdown line items "Speakers and Workshops" and "VIP Travel"
        xiii. Projected expense for President's Legacy Dinner seems high – discussion on purpose and cost
            1. Historically the purpose was to network and connect with Past-Presidents, and have conversations about continued donations to ASPIRE
            2. Invitation only and bring back members as members who have not been involved recently, become mentors
            3. Idea is to send invitations and donation link with an "ask"
        xiv. Theme will be presented to the board via email, and is open to recommendations
            1. Motion: Samantha Hill motions to approve the Conference budget with edits
            2. Second: Adrienne Shabandarian seconds
            3. Voting: All in favor, motion carried
    d. State Initiatives Update (Spraggins Grant)
        i. These states received the grant: Colorado, Montana, South Dakota, Wyoming
        ii. You can receive the winter and spring grants, however you must first submit your report
        iii. COE will send ASPIRE $2000, and ASPIRE matches

X. State Reports

    a. Submit via google form link by January 31st

XI. New Business

    a. ASPIRE Zoom Account
        i. Currently paying for cloud storage and various accounts

ii. ASPIRE does not need those accounts since COVID
iii. Recordings with sensitive information may not be needed moving forward
iv. Which accounts are needed and which ones can be deleted, will revisit in May board meeting

b. Sponsorship Contacts for COE
c. ASPIRE Budget 2025
    i. President Roybal reviewed her budget
    ii. Many line items remained the same from last year
    iii. Question: Why are scholarships line items in general and committees?
        1. Discussion: in previous years there may not have been enough in committee
        2. Decided to remove from general budget and keep in committee
    iv. Discussion on Net Assets released from restrictions, we receive a form from Brenda that shows amount
    v. ALI is a priority this year and there is 1400 in restricted, but will move to general fund
    vi. Added budget to Social Justice due to being a priority on President Roybal's agenda
    vii. President's Council line item will be in conference budget and not President Roybal's budget
    viii. Revenue: changed and added conference voted in today
    ix. Motion: Andrew Larson moves to approve President Roybal's 2025 budget
    x. Second: Adrienne
    xi. Voting: All in favor, motion carried
d. Mastery Prep Scholarships
    i. Received two $500 and will let COE know by January 31
    ii. Priority to newcomers and alumni, and nobody who has already registered because they cannot reimburse
e. Upcoming COE Events (Future Leaders Summit, Keith Sherin, etc.)
    i. TRIO Future Leaders Summit – April
    ii. KSGL in summer
        1. Had 6-7 from ASPIRE apply, may need some help with travel
    iii. If anyone in ASPIRE is wanting to send students, President Roybal will work on the budge to see how we can support
f. ASPIRE Conference 2027 Update
    i. Options given by Valerie, details in google drive
        1. Best Western Plus Ramkota Hotel in Sioux Falls
        2. Ramada by Wyndham Sioux Falls Airport-Waterpark & Event Center
        3. Best Western Ramkota Rapid City

XII. Good of the Order

XIII. Adjourn

a. Motion: Andrew Larson
b. Second: Adrienne Shabandarian
c. Voting: All in favor, motion carried