



OTA Board Meeting
January 9, 2020
1:00 – 2:00pm
Zoom

Call to Order: 1:05pm

Roll Call:

- Present: President-Michelle Benoit, Past-President-Roseann Rivera, President-elect-Christine Riehl, Secretary-Becky Attaway, Treasurer-Matt Bisek, Alumni Partner-Chris Mahan, Technology Rep-Steven Moldenhauer, District 4 Rep-Shelley Mason, District 5 Rep-Ariel Zimmer Suel
- Absent: Government Relations-Vacant, District 1 Rep-Meredith Payton, District 2 Rep-Janet Basney, District 3 Rep-Vacant

Approval of Minutes: December 12, 2019

- Motion made by: Steven Moldenhauer
- Seconded by: Roseann Rivera

Approval of Agenda:

- Motion made by: Christine Riehl
- Seconded by: Shelley Mason

Board Reports

President – Michelle Benoit

- We have three applicants for Policy Seminar Alumni.
- Brooke has stepped down from her position as District 3 Rep but wants to stay on the SLC planning committee. I have emailed the District 3 Directors to ask for recommendations.
- **Roseann Rivera** mentioned that she spoke with Erik Rusch and Dr. General Johnson, both of which are interested in District 3 Rep. Maybe go with Dr. General Johnson because Erik is doing the committee for awards. He stepped up because he knew we needed it.
- We still need a Government Relations Rep. and Parliamentarian
- The RFP for SSS was released on Dec. 17 with a due date of Jan. 27. There are two CPPs and an additional section called “Demonstrates a Rationale.” COE is holding webinars for these.
- I attended the NAEOP board orientation in Las Vegas Jan. 2-4. Due to technical difficulties and poor customer service, NAEOP has dropped Join.me and will use Zoom as their conference call platform going forward.

- I'm in a work group that will be surveying NAEOP members to find out what additional services and professional development programming they would like to see offered by NAEOP.
- Josh is encouraging states to reach out to large corporations for opportunities to partner. They all have requirements for corporate social responsibility that we should be tapping into. He's working on developing a training with Fernando from Comcast, who formerly worked for COE.
- NAEOP is working on developing a regional SLC for 2021
- They are also developing a communication calendar on the NAEOP website
- Programs have been emailed a request for Factbook data and success stories. These are due by Feb. 21 in order to meet printing deadlines before Policy Seminar.
- The room block for Policy is now open and filling fast. I will be reaching out to members to find out who plans to attend and reminding them of the half price discount for newcomers. Oregon will likely get two free registrations this year due to our success at getting Fair Share donations for COE. How should we decide who will get them?
- **Roseann**-Maybe we open it up to board to see if any other members are planning to attend and decide that way. If we do not have a good pull on that board then maybe we should do list serve, I'm not sure how equitable it would be like first come first serve?
- **Matt**-Someone brought up earlier maybe go with District 2 because that would be an area that money would go further.
- **Roseann**-So like Oregon is looking at list serve and we are looking for strong representation for District 2 at this point we have 2 free registrations for policy seminar. I would assume we do not have enough time to do applications but it could be something like contact the president.
- **Matt/Michelle**-Agree
- **Michelle** mentioned maybe a drawing? I'm hoping that Janet wants to go. I have not spoken to her about it. I can email district 2 directors.
- **Roseann**-That would make sense to go directly to District 2 and set a deadline. let me know by this date... "We have 2 free registrations and it will be on a first come first serve basis"
- **Chris**- The Policy Seminar... When will that be decided?
- **Michelle**- I asked them to decide this week so they can get travel planned and also get the early bird discount.

Past-President – Roseann Rivera

- Fact Book (Up and running, please encourage staff to submit program info)
- District 3 Reps (Erik Ruch & Dr. General Johnson)
- Moving forward to support OTA PDC

President-elect – Christine Riehl

- Wants to help with OTA PDC

- Received first email from Fare share through NAEOP-In process of learning it.
- Michelle- As for Fair Share reach out for more information

Secretary – Becky Attaway

- Volunteered to be on committee for OTA PDC

Treasurer – Matt Bisek

- Operating Fund Balance: \$30,935.57
- Scholarship Fund Balance: \$9,326.62
- US Bank Total: \$40,262.19
- All 2019 expenses have cleared our account
- 2020 Membership invoices have been sent, the online PayPal system is working (Thank you, Stephen!)
- \$207.15 online charge is actually resulting in a \$202.29 deposit (we can adjust next year)
- I will be filing our tax documentation (Federal 990-N & Oregon CT-12) for 2019 in the next week or so.
- Final documentation was submitted with US Bank for our separate Scholarship Fund account.
- **Ariel**-Where is SLC budget on drive?
- **Matt**-Looked up the budgeted amount... \$4000.
- **Ariel**- Is that based on 200 participants?
- **Matt**- Yeah I think that is what it has been in the past.

Alumni Partner – Chris Mahan

- Nothing to report.

Government Relations – vacant

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Technology Rep - Steven Moldenhauer

- Moved PCC Cascade and PSU to District 3.
- Added IRCO to district 1.
- Added PCC Rock Creek to District 1
- Added emails to contacts page. Do I need to add more, if so, which e-mails?
- To do: Add pictures of previous PDC's to site.
- Accepted position at Idaho State University and starting 1/27/19. Will still be technology rep for OTA.
- **Michelle**- Where are the emails you are talking about?
- **Steven**-Go to contact page.
- **Matt**- We are all on here
- **Roseann**-I would say parliamentary vacant, government relations vacant, and district 3 vacant until Dr. General Johnson takes position.

District 1 – Meredith Payton-Absent

- I am working on facilitating check in sessions with folks within district 1. We have a district call-in on January 21st to touch base and report back. I have found the updated 2020 OTA membership list incredibly helpful. Our hope, along with becoming more visible to our members, is to gather data/trends to give to folks who are heading to D.C. Sorry I am not able to be on the call today, I have classroom presentations today. These are the questions we came up with to discuss with the members in our district:
 - *What is important to you and your program about what you receive from membership in OTA?*
 - *Any questions/concerns about TRIO grant competition specific to your program/community?*
 - *What programming would you like to see in the OTA SLC this year? In PDC this year?*
 - *How would you like to get involved to one or both conferences? Presenting? Volunteering*
 - *What do you do in your program to stay in touch with and support your alumni?*
- *Provide quick update on COE updates and inform district how to contact local representatives to advocate for TRIO programs.*

District 2 – Janet Basney-Absent

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District 3 – Brooke Friederichs (Vacant)

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District 4 – Shelley Mason

- I plan on recruiting for SLC and PDC volunteers within my district over the next couple of weeks. I have reached out via email, but have not yet received a response. I think Meredith's "check-in sessions" sounds like an extremely proactive way to receive feedback.
- It might be useful to have some roles outlined for SLC and PDC volunteers to make it easier to recruit.
- Volunteered for SLC/PDC.

District 5 – Ariel Zimmer Suel

- Seeking support/information for SLC on the following:
 - how to put a call out for SLC presenters - approaches that work/wisdom to lend
 - approach for soliciting a keynote speaker - approaches that work/wisdom to lend
- I will be reaching out by phone and email to District 5 staff beginning Week of Jan. 13th to get feedback consistent with our "Town Hall" goals:
 - What is important to you and your program about what you receive from membership in OTA?
 - Any questions/concerns about TRIO grant competition specific to your program/community?
 - What programming would you like to see in the OTA SLC this year? In PDC this year?
 - How would you like to get involved to one or both conferences? Presenting? Volunteering

- What do you do in your program to stay in touch with and support your alumni?

Committee Reports

2020 PDC

- Contract signed (\$2000 deposit)
- Seeking Committee Members-
- 1st Meeting within the next two weeks, registration, them and tentative agenda (priority)
- Matt-Send out Doodle poll to setup OTA committee meeting?
- Roseann-Will connect with COE

2020 SLC

- Action items:
 - Chloe can do production work around mentorship recruitment - will start with creating a form for recruitment and will see if her co-worker can help.
 - Ariel will spearhead keynote recruitment and contacting OSA
 - Chris is going to reflect on academic competition component and will spearhead
 - Volunteer recruitment
 - Chris will create agenda prior next meeting
 - Shelley volunteered-whenever needed-undecided about co-chair proposal
 - Matt volunteered-treasurer duties/other needs
 - Research paper competition
 - All district reps should cover the committee needs first. There are 6 reps.
 - Chris would like a co-chair
 - Shelley mentioned North Bend High School students have a press and they make shirts for \$5 a piece. We need to put order in to see if they are available. Shelley will reach out to Sandy and Grant about it.
 - Shelley-How many do we need?
 - Michelle-We kind of need to get registration out there and find out by the deadline. We can submit the order by the deadline.
 - Matt-Around 200?
 - Roseann-I can ask Angela the exact amount from last year. I think it was around 200ish...
- **SLC Committee Needs**
 - OTA Team for SLC
 - Chair/Logistics/Parking/Events/ Chris (Co-Chair welcomed)
 - Event Location/Accommodations/Space set up/Catering: Ariel (Big thank you!)
 - Speakers/Entertainment: ((Ariel(1 more person needed))
 - Academic Paper Competition: Chris
 - (need judging committee for competition (4 more))
 - Activities/Workshops: ((Ariel, (1 more person needed))
 - Vendors/College Recruitment ((unfilled (2 person))
 - Promotions/Marketing: ((Steven unfilled (2 person))

Awards

- Policy Apps, under review....
- 3 applications under review...
- Erik and John co-chair
- Michelle asked Roseann when we send out call for TRiO achiever. Is it something that the president does or awards committee?
- Roseann responded as soon as possible and this year the awards committee. It was never defined.
- Michelle will communicate with Erik and John about it
- Scholastic Achiever will be at SLC and TRiO achiever at OTA/PDC
- Roseann- Combined Oregon TRiO fellowship would be Policy Seminar Recipient. This person would morf into TRiO achiever and would come to OTA/PDC. So basically we would no longer have that scholarship. Not this year because it is still under development. If we still want to roll out with the TRiO achiever I can work with Erik cause he is here in the office about identifying a deadline. We want that person to be present at Salishan. The last time we awarded a TRiO achiever was in Eugene. We did not have one last year.

Special Committee Reports

Oregon TRIO Fellowship/Ambassador

- We have the structure of the new program written up. The next steps are to develop the selection criteria, application questions, and interview questions for implementation next year.
- Michelle encouraged Matt to reach out to John and Erik.
- Policy seminar recipient.

District Rep Outreach

- All district reps 6 need to be on SLC committee.

Unfinished Business:

Policy Seminar

- Michelle-I will send out email to members about half price. I will specifically reach out to District 2 people and say we have the opportunity for 2 free registrations and see if that helps encourage them to go.
- Christine-Can you send out a list of those who are going so those of us who are going know who will be attending?
- Michelle-Sure. I will create a list.

New Business: none

Motion to adjourn: Shelley Mason

Second: Christine Riehl

Meeting Adjourned: 2:07pm

Next Meeting: Thursday, February 13, 2020