



Oregon TRIO Association Board Orientation

Date: November 21-22, 2019

Location: University of Oregon, Ford Alumni Center

Day 1: Room 401

10:00am-10:30am Call to Order: 10:17AM

Members Present:

Angela Archer-Past president, Michelle Benoit-President, Christine Riehl-President Elect, Janet Balsmeyer-District 2 Rep, Christopher Mahan-TRiO Alumni Rep, Ariel Zimmer-District 5 Rep, Becky Attaway-Secretary, Shelley Mason-District 4 Rep, Mat Bisek-Treasure, Rosanne Rivera-Past president.

Approval of Minutes from Previous Three Meetings:

Michelle- Matt check to see if meeting minutes have been uploaded/shared to drive to view

Matt: Cannot find.

Michelle- Will make sure meeting minutes are all available for view. Becky this will be part of secretary position

Becky-Okay

Minutes Approved for: August 26, 2019; September 16, 2019; October 15, 2019

Michele first

Angela/Roseann second

Motion passed 10:24AM

Approval of the Agenda:

Michelle first that

Ariel seconds

Motion passed 10:25AM

10:30am – 12:30pm MBTI Team Assessment: Angela Archer

- Roseann- Set prescience for meetings-join meetings on time.
- Angela-Covering after lunch: Where are our wholes (character types). 2-Where are your strengths.... Changes whole dynamic. What do we have and what are we missing...

Meeting adjourned for lunch at 12:38PM

12:30pm – 1:45pm Lunch @ Wild Duck Café

Meeting Called to Order- 2:08PM

2:00pm – 3:00pm MBTI Follow-up: Angela Archer

- Michelle- Get agenda out
- Angela- S=(Orange shirt)Do not spend so much time on details. Allow for bigger picture.
- Make decisions for here and now. F= Accept we have thinkers in the group and allow open communication. Think about facts /data when making decisions. Majority in group is ISFJ
- Angela-Alumni role-Have a starting place
- Angela-What is the expectation of board. Set boundaries
- Michele-We have Strategic plan
- Angela- Set those expectations and make them clear so everyone knows going into it.
- Roseann-In past there has not been rules for recourse (or really enforced)
- Angela-Yes there is
- Roseann-Has not been enforced
- Angela-If you cannot be on phone call, you need to find replacement. This is great time to set that expectation.
- Michelle-Communication is her expectation. Things/life happens just communicate.
- Angela:-We can all come together
- Shelly-Is there more reliable resource for calling (join me)
- Matt-What problems have you had with join me?
- Roseann-Cannot hear on join me call
- Matt-User error/computer error. NAEOP pays for Join me and it has more options than free ones
- Michelle-We will go forward with Joinme
- Christine-Have available upfront info about bi-laws so people know what to expect
- Matt- Looking to see if bi-laws are on web
- Michelle-Steven coming tomorrow to help with website.
- Angela-If anyone has questions let me know.
- Christine-She has electronic Mier and Briggs information if anyone wants it let her know

Roseann 2:45-3:00 : Travel Expense Paperwork

- Angela- Parking is \$12

3:00pm – 4:00 pm Tutorials

Officer Gmail Accounts, Google Drive, Join.Me: Matt Bisek

- Matt- Go into manage your account-Google.com
- Manage your account-adjust password
- Michelle-Use Google emails-so you can archive
- Drive-Specific to position
- Shared Drives-OTA Board has most information.
- Right click on share-manually enter emails or share link (can edit)

- You can add or remove people to drive
- Roseann- Forwarded all emails to her work email but anytime she sent it out she would not get receipt.
- Read minutes
- Roseann- Tomorrow we need to go through/play around with google drive

Matt- Join.Me- join.me/NAEOPConference2

- Conferencecall2@naeoptrio.org
- Password: TRIOW0rks
- Top left schedule-to set up meeting or check schedule (it is on mountain time 1 hour ahead)
- Recordings-set to record meeting
- Does have app for phone
- You can present on main screen
- Roseann-Nice when you have reports to present on call. One of hardest things is not knowing when to jump in (not interrupt) so you can use the chat screen so you do not forget. It is a good idea to record meetings
- Matt- You can put yourself on video-makes it easier to communicate
- Email from join.me

Parliamentary Procedure: Michelle Benoit

- Email log-ins not working will talk to Angela
- Meeting procedures
- Type yeahs or nahs in chat for recording purposes. It is easier for secretary to record in minutes.
- Christine-can we save chats to make it easier?
- Roseann- Maybe submit reports prior to meeting to help secretary prior to meetings and make meeting more engaging.
- Michelle-What, When, Where is what I am working on for structure. Yes
- Have template and submit reports in advance before meetings-Yes
- Roseann-It could be google doc that secretary can go over
- Christine-Have agenda/reports week ahead of time in google docs?
- Michelle-Will agenda work as district report template?
- Roseann-No, it is for report...
- Christine-Call it the minutes? Can we type reports into minutes?
- Roseann-How do we engage out districts?
- Ariel-What is role of district reps? Are we reporting just TRIO or about our schools?
- Shelley-Newsletters from our schools might help new people
- Roseann- Board meeting agenda example
- Michelle-Meetings for board members- monthly and district rep: quarterly
- Shelley-We need to develop questions to ask regarding district reps maybe tomorrow to know what to ask districts.
- Janet- Calling or emailing?
- Matt-Has all OTA TRIO members' emails in spreadsheet.
- Shelly-Will we have our emails tomorrow?
- Michelle-Yes, we should.

Meeting Adjourned 4:16PM

Day 2: Room 403 Coffee/Tea

9:00am-9:15am Call to Order: 9:06AM

Members Present:

Michelle Benoit-President, Christine Riehl-President Elect, Janet Balsmeyer-District 2 Rep, Christopher Mahan-TRiO Alumni Rep, Ariel Zimmer-District 5 Rep, Becky Attaway-Secretary, Shelley Mason-District 4 Rep, Mat Bisek-Treasure, Rosanne Rivera-Past president, Steven Moldenhauer-Tech/Communications Rep

9:15am-10:00am OTA History and Board Documents-Michelle Benoit

History-Aularia-

- Ariel-Student leadership conference-She has submitted application for reduced rates including parking ect. but excluding catering costs.
- Not sure if there is contract to be signed still or not. The dorms are really institutionalized so get hotel room if you have the funds
- Michelle:-What do other ETS programs do with students on overnight trips?
- Shelly-We put tape on the doors to prevent students from leaving rooms
- Ariel-How many rooms will each need?
- Chris-10
- Christine-I can put 4 students in a room if there are 2 beds. I usually do not pack them in that tight.
- Michelle-We kind of went off track. We will do committee stuff later.
- Roseann: -2022-Hilton (Graduate) NAEOP and OTA-2020/2021 Salishan

By-Laws

- Roseann- Please read this document knowing that we can all go through this and change what we feel as a board needs to be updated
- Michelle-We are thinking of making the tech position a board position. Philip just did it, but we need to move this level
- Roseann-We need shared leadership so everyone knows what/how to do this. We have operated with no IT individual on the board.
- Christine- Yeah the fact book should go there too. I think it's good and we should be able to reach out.
- Shelly-With turnover it is hard when you lose everything
- Steven-I have been in contact with Philp about the fact book and he has a time line of what/when needs to be done. As far as putting together the fact book we need to work with a publisher
- Michelle-Can old fact book be updated with the new information?
- Matt-Philp said that it looks updated but wants to add more
- Steven-I'm talking to a lady can't remember name that has experience with this
- Matt-I have written out a document about adding the tech position as board position.
- Roseann-for those who do not know, we are the only state in the region that requires a membership. We have one of the most robust revenue.

- Michelle-I think we are the only state to do a PDC.
- Roseann-Yes we are... we have expanded compared to other states. You are going to see on the board that Oregon is unique. We dance our own drum but we get some pushback. Just good food for thought
- Ariel-What is the sentiment that we are unique?
- Michelle-There is concern that we have such a robust PDC that they are worried that we will not attend NAEOP.
- Roseann-We are generating robust scholarships compared to other states. It is a great thing but as member of the NAEOP board we have to be open minded. We have regional representation.
- Steven-I have heard that about Oregon before and now I see that it was probably about PCD.
- Roseann-When I wrote the contract for NAEOP 2020/21 the Graduate is kicking back \$5000 for scholarships. The hotel will kick back 5%. I am writing the contracts for NAEOP now and we included the kick back. There used to be a third party writing but I suggested to save money and let me do it.
- Matt-Regions were initially formed. This is what I think all states should strive for. We rely on NAEOP.
- Chris-I think it helps NAEOP as well.
- Ariel-If adopted and doing well at state level maybe it should be adopted regionally.
- Roseann-This is first time we have had four people on board from Oregon. Our representation is growing.
- Michelle-I talked with Shelly yesterday about her leaving TRIO but purchasing her own membership to stay involved
- Shelly-I am leaving trio. I accepted a teaching position but will pay my own individual membership to stay involved
- Roseann- It is a 3-year position for president and seems like leaving as past president there are seasoned. We have talked about making a 4-year position with 2 years' president.
- Christine-I haven't been as involved but the president/elect/past works closely together.
- Angela-Yes when I was president we all went to Policy seminar.
- Matt- When you come in it is 3 years. Does losing 1 while having the core 3 people make a difference?
- Quorum-Christine does the 6 quorum mean that it will change to 7 with new board position?
- Michelle-We can define quorum
- Chris-Does it say the president has to be in attendance?
- Michelle-It does not say 6 voting members
- Roseann-Do people want to read over their own job descriptions and report back on our next board meeting?
- Michelle-Yeah that would be good. Do we want to go over the job descriptions?
- Roseann-Yeah. I can condense down the strategic plan
- Michelle-Update Chair SLC Committee in their district to plan district wide event... we do not do this.
- Roseann-Update report section about uploading report to google docs.
- Should we out it in bi-laws or policy and procedure?
- Christine-We should do policy and procedure for this committee rather than bi laws

Policy Manual

- Matt-Discussion tech duties... Update monitor OTA website. Serve as admin for OTA google accounts. Chair technology committee. Assist with other technology.

10:00am-11:00am Strategic Plan Review – 3year

P&P Matt- Committee go over strategic plan and report on it next meeting

P1:

- Roseann- Marketing complain to Mark Junipen brought forward-Spargins grant.
- Shelly- Structuring town hall-should we make a structured format for the town hall?
- Matt-Do we need meeting for that?
- Shelly-Who What Where...
- Christine-Maybe we want to back up little bit... what do we want to know from our constituents?
- Roseann-What do we need to have from each district so that we can per say bring to Senator Merkely and say ... about the districts
- Shelly-Lets make a date. What would we need to talk about late January?
- Janet-That's too late
- Christine-It would be a good idea to send out information about policies and procedures. We need to research.
- Matt-No one feels like district reps reach out and connect within district.
- Ariel-We need to work out the kinks.
- Christine-Part of this job I think is bringing them in to make them feel like they are a piece to this community. Give them opportunity to present issues of concern to present to governors. This is what it feels like to be in TRIO. We wouldn't be taking it from our perspective but from our districts
- Ariel-Q about structure... Do we imagine doing this in person in districts?
- Matt-District by district it will look different
- Roseann-That's why we go back to everyone following a template
- Ariel-Maybe we do it same week or day.
- Matt-Same Month
- Matt-January 31, 2019. For initial strategy lets hone in on policy side so voices can be heard
- Ariel-We can announce SLC also
- Matt-Do district reps need to meet prior to January?
- Ariel-December online meeting. Should we try to schedule that right now?
- Christ-We need to catch up the two board members not here
- Ariel-I can send out a what is good?
- Everyone-Yes
- Matt-Include Michelle and Roseann
- Matt-Policy seminar q... is anyone from district going?
- Roseann-COE webinar about why you should go... maybe share within our districts.
- Ariel-Maybe ask if someone want to be parliamentarian.
- Matt-Lets not put everything in same email. District town hall meeting should be own thing.
- You said we need to do research on Spraggins Grant. Report back about that.

P1 Strategic Plan and To Do's:

1. Bring further structure to town halls. Clarify purpose
2. What questions should we ask constituents?
3. Collect district concerns
4. Online? In person?
5. Dates? Jan 2020-By Jan 31 2020
6. First meeting:
 - a. Intro to congress reps
 - b. State of TRiO funding and issues
 - c. What is policy seminar
 - d. Local institutional questions and concerns
 - e. Purpose to bring feedback to policy seminar
7. Schedule district rep online meeting in Dec 2019-Ariel will send out when it is good.
8. Email out to all programs:
 - a. Save dates
 - b. Are you going?
 - c. SLC is back 2020
 - d. PDC at Salishan
 - e. Parliamentarian (to include w/ town hall)

P2:

- Roseann-accomplished by mid-October
- Matt-What do you mean by partnerships?
- Roseann-Partnered with the heck OTA, ECMC, Trauma Informed
- Ariel-Do we want to bring these into next one? What about AVID?
- Shelly-With the programs it gets muddled....
- Christine-There will be some kind of format. Are we talking about partnerships like with DHS? We have done this and it has been beneficial to everyone.
- Ariel-What about ESD's?
- Matt-We have done well with that. We could work on translating that to the SLC. We can broaden partnerships. No one is asking but I think we will have the support.
- Roseann- Scaling back so maybe first year we can make the list and 2 year would be action. Would it be a shared doc? Or something with districts?
- Ariel-Maybe confederated tribes?
- Matt-I would suggest shared drive so we can put on list so people can add their resources to these partnership ideas.
- Roseann-We can upload shared excel spreadsheet. We scaled down from 5 year to 3 to make it easier to structure and move into play in possible 3 year. If we created a list shared doc year 1. Year 2 updating list.
- Matt-Does anyone want to start the list?
- Roseann-I will make the formatted doc.
- Ariel-Have it out by April?
- Matt-Its putting you on timeline Roseann
- Roseann-Due by October 2020,
- Christine-It would be good to have list to hand out at OTA.

P2 Strategic Plan and To Do's:

1. Build on existing partnerships

- a. ECMC
- b. Trauma Informed
- c. HECC
2. Conference locations
 - a. Nike
 - b. AVID
 - c. DHS
 - d. ESD's
 - e. Oregon College Savings Plan
 - f. Tribal Groups
3. Create a shared doc to keep the brainstorming going
4. Add your name to suggestions
5. Roseann-Send out doc to board by next board meeting-April
6. Send out to broader membership
7. Finalized list by October

P3:

- Matt-First focus is communicating better within out Trio programs state wide instead of communicating out from that right now. Go over Tech board member description Matt made. I think it would be good to add as position to support tech position traveling
- Steven-I would love to accept position for tech but I was called with 2cnd interview for position in Idaho. Until then I am here to help out.
- All in agreeance upon job description.

P3 Strategic Plan and To Do's

1. Write amendment to constitution to create position "Tech Specialist"
2. Further define and document role(s) of Tech Specialist and tech committee
3. Naomi Mitchel-SOU
 - a. Anzne Gazca-MCCC
 - b. Are interested in designing Factbook
4. Committee needs to be formed

P4:

- Matt-We have 4 alumni positions and have hard time filling them. Maybe put all positions together would make it more successful.
- Ariel-I like it and each year present to PCD video. It would be nice to have someone local like everyday people and more tangible.
- Matt-It would be a board position.
- Christine-Change name to something not affiliated with scholarship. Maybe change requirements to not work force but use student.
- Janet-maybe said and/or
- Roseann-Yeah and/or
- Matt-As the award committee you can still choose through the applications.
- Christine- Call it fellowship and change requirements?

- Shelly-Can we do additional stipend?
- Roseann-That we be good. Last year student came to OTA from across state.
- Matt-We upped scholarships to \$750 and say travel will be covered
- Janet-What is next step?
- Roseann-We want to combine all of these positions into 1. Bring us back on track. What do we want to do by October 2020?
- Matt-We need to connect/add supplemental questions and put this on the time line.
- Chris-This year we are doing same but next year we are moving to this new plan.
- Matt-COE has had hard time engaging alumni.
- Chris-How do you go about recruiting alumni?
- Matt-We send out emails to all programs. We need to write up all of this in a document.
- Ariel-We should put value to it
- Janet-This is not what you have to do but a value
- Matt-I will chair the alumni
- Chris- chair

P4 Strategic Plan and To Do's

1. Clearly define fellowship
2. 1 year service
3. Oct-Sept
4. Attend policy seminar, speak at PDC, serve 1 year on board
5. Open to professionals, grad students, and graduating seniors from SSS programs
6. Time commitment
 - a. 1 week Policy seminar
 - b. 1 weekend PDC
 - c. 1 day or overnight SLC
 - d. 2 annual board meeting
 - e. Monthly remote meetings
7. Add financial incentive at completion
8. First year 2021
9. Add mentorship (receiving) to opportunity

P5:

- Matt-Increased scholarship to \$750 from \$500. We need to organize grant writing workshop for August 2020... TS EOC. We want to show results and more engagement.
- Directions to directory on google drive
- Shelly-Can we add district to the list of members?
- Matt-Yes. I will for 2020

P5 To Do's

1. Proceed with scholarship achiever award to \$750
2. Organize grant writing workshop for August 2020
 - a. TS
 - b. EOC

SLC

- Janet-Is it May 8 or 18?
- Ariel-It is May 8.
- Ariel-Will you pull up email regarding estimated charges/room board. There is a chance we may get few hundred dollars off for SLC.
- Matt-Not printing extra shirts
- Chris-Have event that includes students to do research? College students
- Janet: Do you have students that would do that?
- Ariel-My students are spread thin between doing work/school so I am not sure they would do that.
- Matt-Maybe something like TED talk ect
- Chris-Even if provided panel or board
- Shelly-With low cost why could not we do small scholarship?
- Janet-How would that work? Do not understand how that would work
- Ariel-Maybe it's a paper/research paper that they have already done
- Matt-During lunch they hand out scholarships so maybe we could add this one in
- Ariel-It highlights the academic side
- Matt-Maybe we could take 6-8.
- Chris-What space do we have for that?
- Ariel-We have a room that seats 200 students. We see a lot of student conferences come through.
- Matt-Showing everyone breakdown of past schedule
- Shelly-What is the focus going to be?
- Ariel-Students leading students?
- Shelly-Student mentorship?
- Matt-You can go anywhere you want with it. We can include students to design program???
- Janet- Is Brooke leading the chair?
- Roseann-Would be nice to have Brooke as co-chair. If the chair leaves, we will not be lost.
- Matt-Create outline
- Ariel-Meeting to plan about district reps
- Ariel-Town hall-SLC meeting combined for December 17, 2019 10-12

SLC Strategic plan and To Do's

1. How can we provide leadership opportunity to college participants
2. Academic excellence competition
3. We expect approximately 200 students, primarily high school
4. TRiO talks-TEDEX style presentations by college students
5. OSA involvement?
6. Student design program

OTA-PDC

- Roseann-Contract: Hopefully end of April
- Outreach-
- Roseann-Sending out committee information regarding open positions. Pulling up contract to see what dates available for OTA Salishan
- Sending save the date...
- Roseann-have committee set by January
- Christine-have to ask once date is set
- Roseann-Will send out Monday excel spreadsheet for volunteers OTA committee
- Chris-Confirm date by end of next week?
- Roseann-Yes
- Michelle-Do we want suggestions for a theme?
- Roseann-NAEOP theme is usely already set up and people sign up
- Matt-I sit in on the money side of OTA. Last year we figured out themes second/third meeting
- Michelle-Could do leadership theme?
- Matt-Sometimes better to get chair and then figure out the values of members and make theme from there.
- Roseanne-Forwarding Matt contract for OTA to view. We are looking at contract and costs. President is comped free presidential suite. We receive 5% kickback for everything collected in room block.
- Matt-All board members get complimentary room upgrades
- Roseann-Are there dates Matt?
- Matt-Yes
- Christine-Wants to be vice chair for OTA
- Roseann-In past Kathy and Linda chaired and I helped in committee.
- Christine-Maybe Linda would be on committee
- Roseann-Think of people might want to co-chair when you go home.
- Janet-Can we decide the date?
- Roseanne-Yes, we can. Let's choose 3 dates that work so I can talk to Salishan about that.
- 27-29, 22-24, 13-15
- Roseann-Do we feel like we are in good place for town halls?
- Shelly-We are coming up with list and meeting about it on December 17, 2019.
- Matt-Feedback from all districts in google drive from NAEOP

OTA Strategic Plan and To Do's:

1. Outreach for communication- list erv (11/25)
2. Send out save the date
3. Identify chair
4. Sign contract (2 year)
5. Confirm end of April dates with board (22-24, 27-29, 13-15)

Matt: To do's

Steven: If anyone see's anything on website they want changed let me know.

Attach bi laws to website.

Set dates for meetings: Second Thursday of every month from 1-2.

Matt: Steven we want to use pay pall for memberships online website

Steven: It will cost for each transaction

Matt: Have members pay for it at time of membership

Meeting Adjourned: 2:29pm