



**OTA Board Meeting
December 12, 2019
1:00 – 2:00pm
Join.me**

Call to Order: 1:05p.m.

Roll Call:

- Present: President-Michelle Benoit, Past President-Roseann Rivera, President Elect-Christine Riehl, Secretary-Becky Attaway, Treasurer-Matt Bisek, Alumni Partner Rep-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-Brooke Friederichs

Approval of Minutes: November 21-22, 2019

- Motion: Matt Bisek
- Second: Roseann Rivera

Approval of Agenda:

- Motion: Christine Riehl
- Second: Roseann Rivera

Board Reports

President – Michelle Benoit-Present

- Gov. Relations Rep Geof has stepped down as he's unable to make our monthly calls. We need replacement if anyone has ideas.
- We still need a Parliamentarian if anyone has ideas.
- Draft RFP for SSS was released on Nov. 29. No word when the final RFP will be released.
- Roseann mentioned that RFP might be released December 23, 2019.
- Christine asked Roseann if she knows a due date for the grant.
- Roseann has not heard of due date at this time but will keep everyone posted.
- Worked with the Policy Manual Revision committee to update the Policy Manual. Christine will be the custodian of the Policy Manual.
- In-person board orientation for NAEOP will be Jan. 2-4 in Las Vegas. Roseann and Michelle will be attending.

Past-President – Roseann Rivera-Present

- Salishan Contract under review (suggested conference dates, April 13-16)
 - Conference end on 16 but contract for rooms open until April 17 and 18.
 - April 14 half day, April 15 full day, and April 16 half day
 - Roseann- How would you like me to proceed when I get the contract back to sign? Do you want me to send it out for feedback?
 - Michelle-I tend to trust you Roseann because you are so skilled with this
 - Ariel-Are there any cons to not signing it at this point?
 - Roseann-Well if we don't sign one of the cons is that we are going into the holiday break and we are non service here so I could work over the break with the contract but that puts us into January and I would not want to do that. Another thing is it's starting to get limited because it is their Winter season we fall into which still gives us some reasonable rates. Rooms are going at \$129 and if we get pushed out of these dates, the rates would be re-negotiated and the prices could potentially go up cause it would be a different season.
 - Michelle- I think if it comes back and everything seems reasonable I would say sign.
 - Christine-I am fine with you signing. I would just like to see a copy of the contract so when I get to the point of helping with this, I know whats in there.
 - Roseann-Oh perfect I can do that too. What I will do is send it out to everyone as an attachment with the updated contracts. We can make amendments in particular areas. I have my parameters and vision of where we want to be budget wise so that helps already when signing the contract. I will feel more comfortable sending out save the date once I have signed the contract. It has been a little delayed getting the committee together so I will get that out too.
 - Christine-That sounds good to me
 - Michelle- Agreed.
- Save the Date (Priority)
- Policy Seminar (Alumni)
 - Roseann-Trying to think of extension date for application deadline. What is the deadline? I heard December 6 maybe.
 - Michelle- I asked Sharilyn the other day and she said she would ask Josh at the board meeting. She emailed back and said yes it's ready to go. Sharilyn talked about extending the deadline date out 10 days.
 - Roseann-We need to confirm with Sharilyn the date and send out link/parameters
 - Michelle-We are not changing anything this year... Right? We are developing that fellowship this year.
 - Roseann-Yeah so I don't think that language should go out yet telling everyone about those details. We can spark that conversation up as we go through this year.
 - Michelle-Okay.

President-elect – Christine Riehl-Present

- Christine-Not sure what I am in charge of yet or what I should be reporting on yet. So feedback would be great.
- Michelle-Are you working with fair share COE and that group?
- Christine-I'm not but I can be. I just need some direction as to how to do that.
- Michelle-Normally they contact you
- Roseann-Michelle what you have to do is send out COE an email or Kimberely. I don't know who is their contact. Let them know Christine is President-elect, her email, and institution so she can start receiving all the emails and meeting times. They will let her know what she needs to be doing.
- Michelle-Okay that would be great.
- Christine-This is why I think it would be good to revisit the idea of the President being in 2 years and looking at that structure a little closer.
- Michelle-Yeah I agree.
- Christine-I think it would make a more effective President because that second year you would have a clue as to what you are up to.
- Roseann-Exactly
- Christine-It's hard to fulfill what your vision is or really do President stuff when you are still learning about it. We don't have to have that discussion today but I think it would be a good discussion to have in the future.

Secretary – Becky Attaway

- Revised meeting minutes for orientation and posted in Google Docs
- Who is the custodian of the policy manual? Christine Riehl
- Do we have our current annual budget?
- Matt: We do have one and I think we voted on it at NAEOP.I can provide it but yeah we didn't go over it at orientation.

Treasurer – Matt Bisek

- Current US Bank Balance: \$42,803.62
- Operating Funds: \$33,477.00
- Scholarship Funds: \$9,326.62
- Board Orientation Expenses: Should be in the mail now and arriving any day. Total expenses were \$3,539.34.
- Tigard-Tualatin paid their 2019 membership, only missing Rogue SSS x2
- 2020 Membership Invoice will be sent in January. Steven is working to build a link to PayPal on the OTA website. The online fee will be \$207.15 to account for the processing fees. Mailed payments will be \$200.
- Do we know where the initial Articles of Association are? I need that or the date that OTA was established to finalize some paperwork with US Bank for separating our scholarship funds from operating.

- Michelle- I think it was in the powerpoint that Angela had.
- Matt-I think it just showed a year

Alumni Partner – Chris Mahan

- Reviewed strategic plan going forward
 - Working with Matt on OTA Fellowship or OTA ambassador
- Using OTA Fellowship or OTA ambassador to connect to other alumni
 - what else can be done to connect with alumni? Would it be better for each program to reach out or give me a list so that I can reach out to them?
- Alumni Committee?
- Michelle-Hopefully we can give you some guidance.
- Roseann-Chris would you like me to send you some suggestions like maybe through a thread or something?
- Chris-That sounds fine or I can start a google docs I can brainstorm some ideas as we are developing this process. If I'm supposed to be in the capacity of reaching out to each OTA program what does that look like, how can I reach out to those individuals and how can I make this a big thing for us. What does that entail?
- Roseann-My suggestion would be to create that google spreadsheet just so we can start brainstorming our ideas. One in particular could be a question about when we reach out to programs it could be what is your greatest challenge staying connected to your alumni and then for us that is a good idea because every program may say we need their contact information or they move out of state and it can at least be a starting point for us to start brainstorming.
- Chris-Also when we have town hall that question may be a good question to propose to each program to better understand what our alumni need and what their concerns are. I will get a google doc started.
- Christine-I think the google doc idea is great so we have a place to look and come up with ideas.
- Michelle-I agree.

Government Relations – vacant

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Technology Rep - Steven Moldenhauer

- Updated the Strategic Plans and ByLaws page on OTA website.
- Christine-Is there a way to link it to google drive so people can view the ByLaws on the website?
- Steven-I feel like that's a little bit of an extra step.
- Separated Become a member/Renew Membership/Benefits pages.
- Going to add images to previously mentioned pages to embody bonding at a PDC.
- Added PayPal “Register Here” button to the website.
- Michelle-Steven do you have anyone to help you in a committee?

- Steven-I'm flying solo on website. I am going to reach out to Naomi (SOU). I did not want to overstep my bounds.
- Michelle-Oh because of the circumstances? Maybe after that is finalized you can make that decision.

District 1 – Meredith Payton

- not here

District 2 – Janet Basney

- not here

District 3 – Brooke Friederichs

- not here

District 4 – Shelley Mason

- We need to update the OTA membership list to include district numbers to make it easier for us to know who to contact from each institute in our district.
 - Found a district list and began adding the district number to the membership list.
- I have contacted the OTA members in my district introducing myself and encouraged those interested in volunteering to help with PDC and SLC to contact me.

District 5 – Ariel Zimmer Suel

- OTA Student Leadership location officially secured for May 8, 2020 at Western Oregon University. All room fees waived by 90%, services fees waived by 50%
- Met via conference call with Chris Mahan to begin brainstorming for SLC 2020
 - Group ASK: Can all OTA members begin thinking about potential speakers within their contacts - Keynote and session/panel - for the SLC with a focus on diverse presenters from various sectors
 - Please send me your overnight room needs for WOU Residential Hall rooms
- I have not yet reached out to TRIO staff in my district about upcoming townhalls, SLC/PDC opportunities. Can we reiterate dates and verbiage for communicating with district staff about these opportunities?
- WOU is in the process of becoming designated a Hispanic Serving Institution. Community summit aimed at educating the campus community about HSI status. Summit will also address community questions and is set for early Spring term, 2020.
- SEP advisor-instructors are currently teaching 20% of our new First Year Seminar classes
- On campus interviews for new SEP advisor begin next week

Committee Reports

2020 PDC

- Roseann- Think about keynote speaker.

2020 SLC

- JoinMe 12/17 (google doc on ideas/vision)
 - Theme
 - developing committee
 - Working with Ariel on logistics/space

Awards

- Reached out to Jon Graves and he agreed to serve on the Awards Committee. Also asked Nikki Harwood but have not heard back.
- Any recommendations, please send to Michelle

Special Committee Reports

Policy Manual Revision

- **Motion-Matt Bisek**
- **Second-Christine Riehl**

Oregon TRIO Fellowship-Matt Bisek

- Name options: OTA Fellowship or OTA Ambassador
- Current Position structure (built into the Policy Manual)

OTA Fellowship

The Awards Committee is responsible for developing a process for identifying and selecting an OTA Fellow.

Standard Guidelines for OTA Fellowship

1. Eligibility Criteria

Nominator:

- Must be a current member of OTA & NAEOP
- The nominator must have the support of Project Director

Candidate:

- Must be a current TRIO student or alum of a TRIO project in Oregon
- Must be a registered Oregon voter
- Preferably not a permanent staff member of a TRIO project
- Must demonstrate personal achievement as a direct result of participation in TRIO program
- Must be able to attend Policy Seminar, OTA spring conference, and serve as the Alumni Representative on the OTA Board of Directors. OTA Fellow is also encouraged to attend the annual SLC as scheduled
- The term of the OTA Fellow will be the fiscal year in which the candidate is awarded the OTA fellowship.

2. OTA Fellowship Incentives

- a. The OTA Fellow will have all travel accommodations provided to the annual Policy Seminar as stated on the OTA annual budget.

- b. The OTA fellow will have all travel accommodations provided to attend the annual PDC spring conference to attend the President's banquet.
- c. The OTA Fellow will receive a \$1,000 award upon completion of their year of service to the Board of Directors

- If this language is good, next we need to work on developing the selection criteria and what information we want in the application.
- It was also suggested that we interview top candidates through a conference call to make sure the requirements are clear, but also to emphasize all of the benefits of the program.
- It was also suggested to create a video advertising the new program to try and increase nominations and highlight all the perks.

Unfinished Business:

Policy Seminar

District Rep Outreach

New Business: none

Motion to adjourn: Christine Riehl

Second: Roseann Rivera

Meeting Adjourned: 2:03PM

Next Meeting: Thursday, January 9, 2020