



OTA Board meeting

May 2, 2022

Join Zoom Meeting

<https://zoom.us/j/95552239983?pwd=akdoK2xiREYvaXg0dXh3VXNFT3ZPQT09>

Meeting ID: 955 5223 9983

Passcode: 820154

## Agenda

### **\*Record Meeting\***

**Call to Order:** 8:32

### **Roll Call:**

**Present:** President-Christine Riehl, President Elect-Chris Mahan, Executive Director-Matt Bisek,, Treasurer- Linda Liu, District 1 Rep-Troy Henri, District 2 Rep-Zach Jones, District 3 Rep-Summer Baber, District 4 Rep- Destiny Hunt,, Technology Rep-Naomi Mitchell, District 5 Rep Haley Gibbs,, Treasurer- Linda Liu,

**Absent:** Secretary-Becky Attaway,OTA Fellow - Whillamina Wise,

### **Approval of Minutes:**

#### April 2022 OTA Board meeting

- Motion: Chris
- Seconded: Zach
- Discussion: No
- Result: Approved

### **Approval of Agenda:**

- Motion: Troy
- Seconded: Summer
- Discussion: No
- Result: Approved

### **Board Reports:**

### **Executive Director - Matt Bisek:**

- International Educational Opportunities
  - Pre-College summer abroad in South Africa
    - OTA Funding 11 students
      - Finalizing flights
    - Int'l Ed committee met on 4/26
  - 16 TRIO students currently abroad with Carpe Mundi
- Last Mile Award
  - Summer Last Mile deadline is May 5th
    - Only about \$10,000 in funding available.
- Increase TRIO Grants in OR
  - Amy Verlanic will provide part 2 at once RFP is released
    - Date: May 16th (10AM - 1PM)
- Sustainable funding
  - Working with SWOCC to award technology to students from the \$5,000 Three Rivers Foundation grant.
  - Future Ready Oregon - workforce & talent development funding (\$200 million). Looking for avenues to partner and support OTA programming.
  - Developing plan for state legislator outreach over the summer/fall to introduce our TRIO programs to key folks
  - Will monitor Governor candidates closely to identify TRIO champions
  - Seeking legislators willing to write a bill for continued TRIO funding
  - Currently waiting for decisions/feedback on over \$100,000 in grant opportunities
  - Discussion: Manual for executive position;

### **President - Christine Riehl:**

- As president there is nothing to report.

### **President-Elect - Chris Mahan:**

- Nominations due by May16
  - District 1 Greg Mitchell & Andrea Gonzalez
  - District 3 Summer Baber
  - District 5 Efrain Quevedo-Ramos
  - Treasurer Kasey White, Malissa Pierce, & Katie Chiavarini
  - Communications: Naomi & Troy Henri

### **Committee Reports:**

#### **Finance & Personnel:**

- Date of last meeting: 4/29
- Date of next meeting: 6/3

- Action Items Completed: Rollover bookkeeping to new Quickbooks model
  - Increased customization and more efficient method for tracking finances
- Action Items In-progress/Pending:
- Announcements:
  - Balances as of 5/2
    - Operating Fund Balance: \$43,437.17
    - Scholarship Fund Balance: \$14,997.88
    - Organizational Fund Balance: \$624,293.56
    - US Bank Total: \$682,909.09
  - Membership Total: 45/47 processed
- Questions for the Board of Directors:
- New Business:

#### **2022 PDC:**

- Date of last meeting: 3/7
- Date of next meeting: TBD
- Action Items Completed:
- Action Items In-progress/Pending:
  - Schedule planning meeting in May for 2023 event
  - Venue Selection
    - Salishan:
    - Graduate:
- Announcements:
- Questions for the Board of Directors:

#### **2022 SLC:**

- Date of last meeting: 4/6/22 (during PDC)
- Date of next meeting: May 12, 2022 – 10 AM
- Action Items Completed:
  - Only one person showed up interested in SLC involvement, Michael Caldwell (PSU Upward Bound advisor), but he seems willing to co-chair
- Action Items In-progress/Pending:
  - Outreach for more participation ahead of May 12 meeting
    - Does anyone know of others who would be interested?
  - Propose dates for in-person SLC in 2022
  - Reach out to WOU, Willamette, and/or other potential sites for bids/cost estimates and to assess availability
  - Look into potential corporate sponsorships (for in-kind donations, especially, for snacks/drinks, for example)
  - Discussion: meet again and pick new destination

- Chris will work with WOU for SLC and nominations

**Alumni:**

- Date of last meeting: 1/14
- Date of next meeting: tbd
- Action Items Completed:
- Action Items In-progress/Pending:
- Announcements:
- Questions for the Board of Directors:

**Government Relations:**

- Sent another round of emails to Bentz, policy advisor - Chris
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**Membership & Fair Share:**

- RCC considering membership (was not aware of benefits or extras) - Chris

**Communications:**

- Date of last meeting: 4/19
- Date of next meeting: 5/17
- Action Items Completed:
  - New website design is in progress
- Action Items In-progress/Pending:
- Announcements: None
- Questions for the Board of Directors:
  - Purchase Canva Pro for all OTA programs?
- Discussion:None

**Awards:**

- Date of last meeting: 3/15
- Date of next meeting: TBD
- Action Items Completed:
- Action Items In-progress/Pending:
  - Summer deadline is May 5th
    - Student will need to be enrolled for summer term to receive funding
    - Need to be mindful of not exceeding unmet need
  - Committee will review applicants and meet in May to select winners.
- Announcements: none
- Questions for the Board of Directors: none

### **International Education:**


- Date of last meeting: 4/26
- Date of next meeting: TBD
- Action Items Completed:
  - Created international education webinars for prepare high school students
    - May - What to Pack & Travel Tips
    - June - Phillip Dirks Internatioal Travel Overview
- Action Items In-progress/Pending:
  - Schedule calls with 11 students
- Announcements:
- Questions for the Board of Directors: Deadlines and times in the future?
- Discussion: review current, then make determinations

### **Strategic Planning: None**

- Will be meeting in May to begin process of developing 2022/2025 Strategic Plan

### **New Business:**

- Program Sharing
  - <https://docs.google.com/spreadsheets/d/1gTJFDeaxFVQ62PRT5z1m5EemHNLDO MIV1XOXrIKjOB0/edit?usp=sharing>
- Increase 2023 OTA Membership Dues
  - Increase the annual membership fee for 2023 to \$300
    - Will develop schedule of increases as part of our summer strategic planning model.
      - Motion: Chris
      - Seconded: Linda
      - Discussion: None
      - Result: Approved
- Hire Part-Time Grant Writer
  - Transition Christopher Powell from VISTA position to contracted grant writer.
  - 100 hours per month, \$2,500 each month. 1 year contract (May 22 - May 23)
  - VISTA position is limited and cannot pursue operational funding. We are looking to add this role to create sustainable funding options for OTA outside of the OR grant.
  - Grant funding timelines are typically 2-3 months from application date
  - Met with US Bank & Marie Lamfrom Foundation in the past week to learn more about OTA - indicated interest in supporting our projects.
    - Anticipate about 2 grant opportunities each month. Amounts vary, but can be as high as \$25,000 each.
  - Sample of work: [W Oregon TRIO Association Legislative Concept.docx](#)

- Questions/Comments: Christine: Current Pay? Chris comment of working more grants in future/pace. Linda/Troy: Let membership aware? Transparency  
Christine: make an announcement to member if approved
  - Motion: Funding to contract with Christopher Powell to be our grant writer for OTA for 14 months beginning May 2nd, 2022 ending June 30, 2023 for the amount of \$35,000: Troy
  - Seconded: Destiny
  - Discussion: No
  - Result: Approved
- 2022/2023 State Funds Budget Approval
  -  22.23 Budget Proposal.pdf
  - 21/22 Carryover: \$60,000 anticipated
  - Highlights:
    - Last Mile - \$100,000
    - Int'l Ed (only \$50k for pre-college option)
    - Support 2 students events (SLC & First-Gen Event) - \$40,000
    - District Projects - \$20,000
    - Inclusion of unallowable cost fund for all member programs - \$24,000
    - Grant Writer for OTA - \$30,000
    - Seperate Social Media Coordinator role (outside of VISTA) - \$10,000
    - VISTA event coordinator position - \$9,300
    - Canva Pro membership for whole state - \$3,000
  - Motion: Chris
  - Seconded: Naomi
  - Discussion:
  - Result: Approved

#### **Unfinished Business:**

- [Board Demographics Survey](#)
  - **Missing:** Becky, Destiny

#### **Meeting Adjourned:**

- Motion: Naomi
- Seconded: Troy
- Discussion: No
- Result: Approved 9:55am

**Recording Zoom Link:**

<https://us06web.zoom.us/rec/share/al3VbGGuWvTiAQ9LA5Hglg1IYCA5llbey4zvOx9Q1p9jMCA SQcOQZuXZAG0ji5o.2uPGrjociuQe5XOb?startTime=1651505523000>

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