



OTA Board meeting  
November 16, 2022  
Join Zoom Meeting  
<https://clatsopcc.zoom.us/j/4445756518>

Meeting ID: 444 575 6518

## Agenda

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

**Call to Order:** 1:04 PM

### **Roll Call:**

**Present:** President-Chris Mahan, Executive Director-Matt Bisek, Communications Rep-Naomi McCreary, District 1 Rep-Troy Henri, Dist 2 Rep-Zach Jones, District 3 Rep-Summer Baber, District 4 Rep- Destiny Hunt, District 5 Rep Efra Quevedo-Ramos

**Absent:** Fellow - Whillamina Wise, Past President-Christine Riehl, Treasurer- Katie Chiavarini,

### **Approval of Minutes:**

#### **☰ September 2022 OTA Board meeting**

- Motion: Naomi McCreary
- Seconded: Destiny Hunt
- Discussion: None
- Result: Passed

#### **☰ October 2022 OTA Board Orientation & Strategic Planning**


- Motion: Efra Quevedo-Ramos
- Seconded: Naomi McCreary
- Discussion: None
- Result: Passed

### **Unfinished Business:**

- ED Agreement: **☰ ED Employment Agreement 22-23**
  - Motion:

- Seconded:
- Discussion: Destiny, Troy Abstaining
- Result: Add benefits, fringe benefits, transportation expenses. Agreed to temporarily extend as-is (contract in motion which had not previously been approved by the board)

### **New Business:**

- Approval of the 2022-2025 OTA Strategic Plan  \*DRAFT\* OTA 2022-2025 StrategicPlan
  - Motion: Efra Quevedo-Ramos
  - Seconded: Summer Baber
  - Discussion: Amendments made and updated in the full document
  - Result: Passed

### **Board Reports:**

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

- Increase TRIO Grants in OR
  - Waiting for final results to post for all competitions before submitting press releases
    - Currently 9 new programs, 2 lost (KCC & TTSD UB)
      - Upward Bound
        - Chemeketa CC - Woodburn & North Marion
          - Chemeketa CC - Gervais, Cascade, Stayton & Santiam
        - Multnomah Educational Service District
        - Oregon State - Sweet Home
        - Oregon State - Hood River
        - Oregon State - McMinnville
        - Oregon State - N. Eugene N
      - Talent Search
        - Rogue Community College
      - UBMS
        - Oregon State - Sweet Home
- Unallowable Cost Update
  - 22 programs have completed requests so far.
- Other Updates
  - OMSI to host a STEAM event in October 2023 (date still pending). OTA partnering with lots of employers and college access partners, but taking the lead.
  - Looking to partner with Oregon BAR Association for a TRIO mock trial event
- TRIO Service Day on Feb 25th
  - SOLVE Oregon - Beach cleanup Day
- Sustainable funding
  - Funded Grants

- Spirit Mountain Community Funds - \$7,500 for Gen Ops
    - Wildhorse Foundation (\$5k tech for BMCC)
  - Grants Pursued since last meeting
    - James F. and Marion L. Miller Foundation (\$30,000)
      - **LOI Approved**
      - Working on full proposal now
    - Coquille Tribal Community Fund (\$6,000)
    - Wallace Foundation (\$200,000)
  - Pending Opportunities
    - Amazon Grant (2nd round) (\$27,000)
    - Healy Foundation (\$25,000)
  - Missed Opportunities
    - Future Ready Oregon
    - Silver Family Foundation
  - Board Fundraising Goal
    - Engage with friends & institutional staff
    - \$5k goal by June of 2023
      - Initial thoughts?
- Student Advisory Board
  - Ongoing recruitment
- OTA Fellowship
  - Posted in November, due date at the end of the month.
  - Seeking folks who will review applicants and select participants.
- Jordan has officially moved from VISTA to contracted employee.

**President - Chris Mahan:**



- Lock in future meeting dates

**Past-President - Christine Riehl:**

- absent

**Committee Reports:**

**Finance & Personnel:**

- Date of last meeting: 11/10
- Date of next meeting: 12/8
- Action Items Completed:
  -  August 22 Finance Report.pdf
  -  October Monthly\_Finance\_Committee\_Reports.pdf
- Action Items In-progress/Pending:
  - Will include detailed report for future board meetings

- Announcements:
  - Balances as of 11/16/22
    - Operating Fund Balance: \$49,105.78
    - Scholarship Fund Balance: \$15,159.54
    - Organizational Fund Balance: \$398,688.30
    - US Bank Total: \$462,953.62
  - Membership Total: 54/56 processed
- Questions for the Board of Directors:
- New Business:

### 2022/2023 PDC:

- Date of last meeting: 9/7
- Date of next meeting:
- Action Items Completed:
  - Added new committees members, removed those no longer interested
- Action Items In-progress/Pending:
  - Access to the full event facilities will be dependent on if anyone else reserves those spaces. May result in smaller spaces for 2023 conference
- Announcements:
- Questions for the Board of Directors:
  - Invite professionals from outside organizations, or keep it TRIO specific?
  - Gear Up
  - AVID

### 2022 SLC:

- Date of last meeting: 10/31
- Date of next meeting: 11/21
- Action Items Completed:
  - Committed to hosting at Chemeketa
  - Saturday event: **April 22nd**
- Action Items In-progress/Pending:
  - Angela Archer will reserve the space later in winter for april 22nd
  - Looking into renting a tent space for the quad and meals
- Announcements:
  -
- Questions for the Board of Directors: Partner with outside organizations
  - AVID
  - NextUp

### Alumni:

- N/A

**Government Relations:**

- N/A

**Membership & Fair Share:**

- N/A

**Communications:**

- Date of last meeting: 10/18
- Date of next meeting: 11/15
- Action Items Completed:
  - Website overhaul completed - student tab added, link to shared drive active. Any feedback is welcome
- Action Items In-progress/Pending:
  - Developing video how-to's and tutorials for the website
  - Social media engagement planned: newly elected congress people introducing them to TRIO and their programs in the districts/posts letting OTA programs know what their new districts are, and who their congressional representative is
- Announcements:
  - Naomi will be taking the lead on the Factbook for 2022
- Questions for the Board of Directors: none

**Awards:**

- Date of last meeting: 9/31
- Date of next meeting: December
- Action Items Completed:
  - Applicants so far for Winter Last Mile
  - Q&A Session completed on 11/9, recording available online.
- Action Items In-progress/Pending:
  - Due date of November 18th
  - Committee will review and select a winner before winter break.
- Announcements:
- Questions for the Board of Directors: none

**International Education:**

- Date of last meeting: 10/4
- Date of next meeting: OTBD
- Action Items Completed:
  - Determined two locations for high school summer abroad

- Ireland
  - Morocco
- Action Items In-progress/Pending:
  - Application currently open, due date January 13th
  - Committee will review and select application in late January
- Announcements:
- Questions for the Board of Directors:

### **Strategic Planning: None**

- Date of last meeting: 10/13 - 10/14
- Date of next meeting: N/A
- Action Items Completed:
  - Session facilitated by AGH to draft next strategic plan
- Action Items In-progress/Pending:
  - Board will vote to approve our next strategic plan in new business.
- Announcements:
- Questions for the Board of Directors:

### **Unfinished Business:**

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### **New Business:**

- November Program Sharing
  - November 17th @ 9AM
    - Matt cannot stay too long, Legislative meeting regarding state funding taking place from 9AM - 1PM
    - Looking for folks to help facilitate breakout rooms by program type.
- Lobbying Activities vs. Advocacy
  - [ADVOCACY CHEAT SHEET FOR NONPROFITS MAY2022.docx](#)
  - 5% of our budget can be allocated for lobbying activities
    - More than enough to cover District Rep participation in Policy Seminar
    - Can use same logic as programs to spread funds between professional development & lobbying.
- Temporary Board Duty Adjustments
  - Remove SLC requirement for Dist Reps
    - Must serve at least one other committee (Not an official constitution or by-law change yet)
  - Motion: Troy Henri
  - Seconded: Destiny Hunt
  - Discussion: Task force will adopt official language

- Result: Passed
- Committee/Task Force Selections
  - Descriptions can be found here: [Policy\\_Manual\\_August 1, 2022](#)
  - Finance & Personnel
    - Treasurer (Chair), President, & Past-President
  - Taskforce: By-Laws & Constitution
    - Work to adjust language in our by-laws to reflect new Dist Rep role, and determine how to best account for new Oregon district. Also consider the secretary role.
    - Volunteers: Chris, Christine
  - Tech-Comm
    - Tech-Comm (Chair) Naomi McCreary
    - Volunteers:
  - PDC
    - Volunteers: Naomi McCreary, Destiny Hunt, Zach Jones, Efra
  - SLC
    - Volunteers: Troy Henri, Efra
  - Taskforce: Value-added resources & training
    - Volunteers: Destiny Hunt, Christine Riehl
  - Taskforce: Volunteer engagement
    - Volunteers: **Troy Henri**, Destiny Hunt, Efra
  - Alumni
    - Select OTA Fellow, work with them to complete project, identify mentor for fellow.
    - Volunteers:
  - Award
    - Includes the following areas:
      - Last Mile
      - Int'l Ed
      - Dirks TRIO Achiever
    - Don't need to read for all, but help find volunteers to serve.
      - Last Mile & Int'l Ed already have volunteer committee to read.
    - Volunteers: Naomi McCreary, Efra (Int'l Ed & Dirks)
  - Do we want to keep Government Relations and membership & Fair Share committees?
- Permission to start an Oregon ELI?
  - Table concept - Look at starting at PDC in April?
  - Provide mentorship outside the grant for young professionals
  - Could engage those folks with volunteering for committees
  - Discuss further at the volunteer engagement committee meeting

**Meeting Adjourned: 2:31**