



OTA Board meeting

April 3, 2023

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Meeting ID: 803 106 8180

Passcode: gr2gn8

### **Agenda**

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


**Call to Order:** 9:04 AM

#### **Roll Call:**

**Present:** President-Chris Mahan, Past President-Christine Riehl, Executive Director-Matt Bisek, Treasurer-Katie Chiavarin, Communications Rep-Naomi McCreary, District 1 Rep-Troy Henri (arrived late), Dist 2 Rep-Zach Jones, District 3 Rep-Summer Baber, District 4 Rep-Destiny Hunt, District 6-Rep Efra Quevedo-Ramos,

**Absent:** OTA Fellow-Alejandra Lopez Nestor (flying to PDX)

#### **Approval of Minutes:**

 February 2023 OTA Board meeting

- Motion: Christine
- Seconded: Efra
- Discussion: None
- Result: Passed



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#### **Consent Agenda:**

- Motion: Efra
- Seconded: Destiny
- Discussion: None
- Result: Passed

## **Committee Reports:**

### **Finance & Personnel:**

- Date of last meeting: 3/9
- Date of next meeting: 4/13
- Action Items Completed:
  -  February\_Monthly\_Board\_Reports.pdf
  -  February\_Monthly\_Finance\_Committee\_Reports.pdf
- Action Items In-progress/Pending:
  - 2022 990 Taxes & CT-12 ready for approval (ACTION ITEM)
- Announcements:
  - Balances as of 3/28/23
    - Operating Fund Balance: \$108,186.68
    - Scholarship Fund Balance: \$15,159.77
    - Organizational Fund Balance: \$225,728.92
    - US Bank Total: \$346,400.38
  - Membership Total: 46/54 processed
- Questions for the Board of Directors:
- New Business:

### **2022/2023 PDC:**

- Date of 1st meeting: 3/30
- Date of next meeting: NA
- Action Items Completed:
  - Conference is ready to GO!
- Action Items In-progress/Pending:
  - Currently Registered:
    - 115
  - Sponsors:
    - 2
- Announcements:
- Questions for the Board of Directors:

### **2022 SLC:**

- Date of last meeting: 3/13
- Date of next meeting: 4/17
- Action Items Completed:
  - Saturday event: **April 22nd**
    - Registration opened on Feb 14th

- Total Participants: At capacity (2115)
- Confirmed Sessions
  - Full agenda is confirmed (including legislative members & staff)
- Action Items In-progress/Pending:
- Announcements:
- Questions for the Board of Directors:

**Alumni:**

- Alejandra is working to develop a workshop series for pre-college TRIO students.

**Government Relations:**

- N/A

**Membership & Fair Share:**

- N/A

**Communications:**

- Date of last meeting: 3/7
- Date of next meeting: 4/18
- Action Items Completed:
  - [Completed 2023 Factbook](#)
- Action Items In-progress/Pending:
  - [TikTok Content Campaign Opening Soon](#)
  - ADA audit on OTA website being conducted
- Announcements:
- Questions for the Board of Directors: none

**Awards:**

- Date of last meeting: 3/13
- Date of next meeting: May TBD
- Action Items Completed:
  - Spring Last Mile Applicants: 56
  - 12 Students awarded \$2,500 each
- Action Items In-progress/Pending:
  - May 12th as the summer Deadline
    - \$10,000 anticipated in awards
- Announcements:
- Questions for the Board of Directors: none

**International Education:**

- Date of last meeting: 2/21
- Date of next meeting: TBD
- Action Items Completed:
  - Committee selected 18 students to attend a program this summer.
  - Deposits paid for most students, working on flights now
- Action Items In-progress/Pending:
  - Will schedule workshops for our students to prepare them for the experience this summer
- Announcements:
- Questions for the Board of Directors:

**Strategic Planning: None**

- N/A

**Taskforce: Value-added resources & training:**

- Date of last meeting: 12/13
- Date of next meeting: TBD
- Action Items Completed:
  - March: Policy Seminar Feedback
- Action Items In-progress/Pending:
  - Working on a long-term schedule for these monthly opportunities
- Announcements:
- Questions for the Board of Directors:

**Taskforce: Volunteer engagement:**

- Date of last meeting: N/A
- Date of next meeting: TBD
- Action Items Completed:
- Action Items In-progress/Pending: Troy Henri needs to send out a write-up about this to garner interest, as well as a Doodle poll to those who have already expressed interest to schedule the first meeting. That's now on his to-do list. Sorry.
- Announcements:
- Questions for the Board of Directors:

**Board Reports:**

**Executive Director - Matt Bisek:**

- Increase TRIO Grants in OR
  - No updates at this time

- Unallowable Cost Update
  - 30/54 programs have completed requests so far.
- Other Updates
  - [Social Media Campaign](#)
- Sustainable funding
  - **State Funding**
    - [HB 3120](#)
      - Passed through House committee on Higher Ed - on to Joint Ways & Means.
      - Matt, Chris & Tamam (Alumni) testified to the House committee on Higher Education on March 21st
      - OTA had 17 letters of testimony in support of this measure
      - Working session on March 28th
        - [Recording](#)
    - OTA was identified specifically in a [recent report](#) of bi-partisan legislators to receive direct funding (Page 35).
  - OTA Allowable Cost Services
    - Advertising allowable services at PDC and afterwards to generate revenue.
  - Funded Grants
    -
  - Grants Pursued since last meeting
    - West Family Foundation (\$6,000)
    - Pacific Power Foundation (\$5,000)
    - New Schools Venture Fund (\$150,000)
    - Key Bank Foundation (\$5,000)
  - Pending Opportunities
    - Collins Foundation (\$100,000) **(Invited to final round)**
  - Missed Opportunities (applied, didn't win the funding)
    - Black United Fund (\$4,000)
    - Healy Foundation (\$25,000)
  - Amesite Partnership - Revenue Generating Partnerships
    - Similar to creating our own Eduology
    - <https://amesite.com/>
    - Non-profit revenue generating products
    - LCE Platform
      - Flexible products - trainings
        - Partner led content (library or content)
        - Building content for us
      - Startup Fee
        - E-Commerce platform



- Research, identify, and proactively connect with target TRIO schools across the state
  - Create and execute engagement plan to ensure continued state funding
  - Continue the focus on funding from grants and foundations
  - Define new board roles and areas of expertise needed, and recruit at least one outside member
  - Create task force to develop value-added resources and training programs for Oregon TRIO professionals (e.g. resource library, onboarding, training library)
  - Create task force to increase volunteer engagement (OTA and other outside volunteers)
  - Compile list of external opportunities, events, and resources for TRIO students
  - Create plan and vision to share with membership in April
- Oregon TRIO Day 2/24/24
    - [Proclamation](#)
    - [Petition at PDC](#)



**Past-President - Christine Riehl:**

- Elections
- Ready for membership to vote on any bylaws or changes for Chris?
- Interested in taking on the lead for the volunteer engagement taskforce.

**OTA Fellow - Alejandra Lopez Nestor:**

- N/A (Chris & Matt working to help present pre-college workshop series in summer/fall)

**Unfinished Business:**

- Dirks TRIO Achiever Awards
  - 12 Students Awarded (2 from each District)
  - Will Announce names in Business Meeting
- New Strategic Plan Format
  - Seeking approval of new plan.
  - Previous:  OTA 2022-2025 StrategicPlan
  - Proposed:  OTA 2022-2025 StrategicPlan 2.17.23.pdf
  - Motion: approve the new format for the 2022-2025 strategic plan.
    - Motion: Destiny

- Seconded: Efra
- Discussion:
- Result: Passed

### **New Business:**

- Constitution Changes [W OR\\_TRIO\\_Constitution\\_ByLaws\\_April\\_6\\_2022.docx](#)
  - Constitution Committee met and is proposing the following changes
    - Adding of Ex Officio members to allow for folks outside TRIO to join the board (non-voting).
    - Removal of the Secretary position (now under president-elect/past-president) and the addition of a new District rep.
  - Motion: approve the amendments to our constitution and by-laws.
    - Motion: Christine
    - Seconded: Naomi
    - Discussion: Amended language around ex-officio members
    - Motion: Troy
    - Seconded: Destiny
    - Result: Passed
- Approval of the 2022 OTA Tax Returns
  - 2022 990
    - Will vote on April 18th to approve.
- Employee Handbook Approval (Should we table this until we have long-term clarity?)
  - Table conversation intul summer retreat when we have more long-term clarity.
  - [OTA Employee Handbook - Draft](#)
    - Breakouts
      - Please review your section prior to February meeting
        - **Yellow:** Troy, Efra, Summer & Alejandra
        - **Green:** Destiny, Zach & Naomi
        - **Orange:** Chris, Christine & Katie
- Newcomer & PDC Board Stuff
- [Joint Ways & Means Road Show Schedule](#)
  - OTA should be ready to testify at as much of this as possible to encourage our bill to be funded. This is the final stretch and this group determines if the state provides funding.
- PDC Business Meeting
  - Need to finalize our business meeting agenda for Tuesday
  - [OTA Annual Membership Meeting, April 5, 2023](#)
- Need to set dates for August retreat

**Meeting Adjourned:** 12:00 PM