



**OTA Annual Membership Meeting  
April 5, 2023  
11:30 - 1:00 PM  
Salishan Resorts & Zoom  
Agenda**

**Call to Order:**

- Roll Call: Brief Introduction of Board and staff

**Approval of Prior Meeting Minutes:** [OTA Annual Membership Meeting, October 11, 2022](#)

- First Motion: Christine
- Second: Naomi
- Discussion: None
- Approve: Passed

**Approval of Agenda:**

- First Motion: Christine
- Second: Naomi
- Discussion: None
- Approve: Passed

**Year in Review: President - Chris Mahan**

- - What we were able to accomplish (credit also given to Christine's leadership and board/staff)
    - Since the inception of state monies, we have added an additional \$83k
    - Over 200k awarded in our first mile scholarship
    - Additional money to programs for unallowable cost (personal gratification)
    - 18 students are chosen to study abroad in Ireland or Morocco this summer
    - Added OTA's first Diversity, Equity, and Inclusion policy
    - Developed OTA's first Code of Conduct for board members
    - Additional staff besides Christopher and Jordan (Marilyn Maldonado, and Jennifer Rasmussen)
    - Introduction of a new strategic plan
    - Working employee handbook
    - New OTA services - grant allowable cost (Matt will explain later)

- New student advisory board
- Challenges ahead and work still needed
  - Continued Oregon State monies
    - Bridging the gap between state funding to support the Executive Director position
    - Made the finals, racing with others for funding
  - Federal support for FY 2024 budget
  - Supporting undocumented students
  - Support changes in low income eligibility requirements in Oregon
  - Improved structure of hand off to college programs from pre-college programs - better communication
  - Oregon TRIO DAY
  - New leaders for tomorrow (elections for OTA)

### **Elections: Past-President - Christine Riehl**

- Upcoming elections:
  - President-Elect
  - District 2
  - District 4
  - District 5
  - Nominations due: Friday, May 19th (Will post Form to List-Serv soon)

### **OTA Budget: Treasurer - Katie Chiavarini, reported by Matt Bisek**

- Balances as of 4/1
  - Operating Fund Balance: \$108,781.54
  - Scholarship Balance: \$15,159.77
  - Organizational Fund Balance: \$194,610.94
  - US Bank Total: \$309,288.30
  - Membership Total: 46/54 processed
    - Perks of being an OTA member

### **Project Membership Benefits (short-hand)**

- Free Grant writing workshops & support
- Last Mile, Dirks TRIO Achiever Scholarships, Study Abroad and the OTA Fellowship Eligibility
- Discounted rates at OTA PDC & SLC
- NAEOP Peer Review financial support
- Eligibility to run for an Officer of the Board of Directors.

## 2023 Budget (Jan - March 2023)

Oregon TRIO Association		
2023 Budget		
Total		
	2023	Jan - March, 2023 (YTD)
<b>Revenue</b>		
<b>Contributed income</b>		
Corporate & foundation grants	30,000.00	30,000.00
Donations directed by individuals	5,000.00	44.98
Government grants & contracts	500,000.00	0.00
Grants from other nonprofits	10,000.00	2,000.00
<b>Total Contributed income</b>	<b>\$ 545,000.00</b>	<b>\$ 32,044.98</b>
<b>Investment income</b>	18.00	2.85
<b>Membership Dues</b>	15,390.00	13,250.00
<b>Sales</b>	0.00	200.00
<b>Service Income</b>		
PDC	35,000.00	34,851.60
SLC	5,000.00	0.00
<b>Total Revenue</b>	<b>\$ 560,408.00</b>	<b>\$ 45,497.83</b>

<b>Expenditures</b>		
<b>Advertising &amp; marketing</b>	1,500.00	742.50
<b>Awards &amp; grants to others</b>	116,000.00	30,000.00
<b>Board expenses</b>	8,000.00	155.00
<b>Contract &amp; professional fees</b>		
Accounting fees	2,000.00	275.90
Legal fees	2,000.00	0.00
Other Contracted Services	50,000.00	9,792.50
<b>Total Contract &amp; professional fees</b>	<b>\$ 54,000.00</b>	<b>\$ 10,068.40</b>
<b>Insurance</b>		
Directors & officers insurance	595.00	595.00
General Liability	3,240.00	0.00
<b>Total Insurance</b>	<b>\$ 3,835.00</b>	<b>\$ 595.00</b>
<b>Interest paid</b>	0.00	0.00
<b>Office expenses</b>		
Bank & Merchant Services Fees	2,500.00	1,239.20
Office supplies	3,000.00	202.74
Software & apps	8,300.00	313.00
Taxes & Licenses	600.00	0.00
<b>Total Office expenses</b>	<b>\$ 14,400.00</b>	<b>\$ 1,754.94</b>
<b>Payroll expenses</b>		
Employee Benefits	32,120.00	8,654.98
Payroll taxes	7,535.00	2,275.28
Salaries & wages	83,200.00	20,799.99
Workers' compensation insurance	2,110.00	538.11

<b>Total Payroll expenses</b>	<b>\$ 124,965.00</b>	<b>\$ 32,268.36</b>
<b>Program Expenses</b>	52,000.00	6,313.50
Americorp Support	7,500.00	0.00
Student Events	100,000.00	29,984.94
Supplies & Materials	27,000.00	5,434.60
<b>Total Program Expenses</b>	<b>\$ 186,500.00</b>	<b>\$ 41,733.04</b>
<b>Rent &amp; Utilities</b>	7,100.00	382.99
<b>Travel</b>	46,000.00	19,222.49
<b>Vehicle expenses</b>	7,200.00	2,088.04
<b>Total Expenditures</b>	<b>\$ 569,500.00</b>	<b>\$ 139,010.76</b>
<b>Net Operating Revenue</b>	<b>-\$ 569,500.00</b>	<b>-\$ 139,010.76</b>
<b>Net Revenue</b>	<b>-\$ 569,500.00</b>	<b>-\$ 139,010.76</b>

■ **StatementofActivity YTD23.pdf**

■ **StatementofFinancialPosition YTD23.pdf**

**Changes to the OTA Constitution and Bylaws: President - Chris Mahan**

- Changes reflect the addition of a new District Rep position, and moving the duties of the secretary into the past/elect president. Additionally, we are adding an ex-officio member role to the board.
  - [Proposed Constitution Changes](#)
- Motion to approve: Efra
- Second: Geof Garner
- Discussion: None
- Approved: Passed

**New Strategic Plan: President - Chris Mahan**

- [Strategic Plan \(2022-2025\)](#)
- **Final One-Year goals**
  - Organization stability
  - Robust resources to TRIO programs and staff training


- Direct student support and resources
- Expand additional TRIO programs throughout the state

### **State of Oregon Grant: - Executive Director - Matt Bisek**

- International Educational Opportunities
  - Summer 23 - High School abroad through CIEE
    - 18 students Funded to Ireland, Morocco & Spain
- Last Mile Award
  - 59/60 recipients of these funds have either graduated or are still enrolled and on track to graduate.
    - \$201,451.41 awarded
    - WSummer 2023 Applications open now
      - Due date: May 12th
- Increase TRIO Grants in OR
  - Working to connect with every higher ed institution in Oregon to submit applications for SSS grants & to write for new populations at current institutions.
- Student Programming
  - Mock Trial
    - 60 Students from Chemeketa, Mt. Hood & MESD Pre-college Programs
  - SLC: Civic Leadership conference
    - 215 students schedule to attend in Salem April 22nd
  - TRIO Student Advisory Board (SAB)
    - Group of 10 current TRIO Students
      - Meeting April 14-16 for in person workshop
  - OR BAR Association - Housing Overview
    - Virtual Workshop - April 27th 7PM via Zoom
      - Please invite parents, families, staff
      - Recording will be available on OTA website afterwards
- Sustainable funding
  - State of Oregon Update
    - [HB3120](#)
      - Status
      - Funding is issued as a competitive grant - will create a gap in funding to continue support for the Executive Director Role.
      - Final Stretch - Ways & Means
        - [Opportunities to Submit Testimony](#)
  - Allowable Cost Services
    - Are you interested in hiring OTA to help your program?
      - [OTA Service Menu.pdf](#)
      - Marketing Services
        - Social MEDIA Development, Brand Development, Recruiting Videos

- Perfect way to support OTA, spend down carry-over funds, and improve your program
    - The board is still working on specifics around pricing for each service type
  - Fund Development
    - **Grant funds Awarded to date: \$81,500**
      - Three Rivers Foundation - \$5,000
      - Ford Family Foundation - \$5,000
      - Spirit Mountain Community Fund - \$7,500
      - Marie Lamfrom Charitable Foundation - \$25,000
      - Black United Fund of Oregon - \$1,500
      - Batelle - \$30,000
      - Wildhorse Foundation - \$5,000
      - Roundhouse Foundation - \$2,500
    - **Pending Applications: \$276,000**
      - Collins Foundation - \$100,000
      - West Family Foundation - \$6,000
      - Pacific Power Foundation - \$5,000
      - New Schools Venture Fund - \$150,000
      - Key Bank Foundation - \$15,000
- General Topics
  - Dirks TRIO Achiever Awards (\$500 each)

Name	District	Institution	TRIO Program
Alan Vang	1	Portland State University	Upward Bound
Jennifer Ginn-Bennett	1	Clatsop Community College	Student Support Services
Chyna Rodriguez	2	Southern Oregon University	Student Support Services
Khiara Thomas	2	Project Youth Plus	Talent Search
Holly Fallon	3	Portland Community College	Student Support Services
Jonathan Valenzuela	3	Portland State University	Upward Bound
Devon James Jason Hawn	4	Rogue Community College	Talent Search
Kyle Collins	4	Oregon State University	Student Support Services
Ashley Doerfler	5	OSU Cascades	Student Support Services
Katie Stadelman	5	OSU Cascades	Student Support Services
Amalia Martinez	6	Chemeketa Community College	Student Support Services
Christina Graham	6	Chemeketa Community College	Student Support Services

- Serving Undocumented Students
  - Waiting on Dept. of Ed to move forward...
- Social Media Campaign
  -  Student Contest Proposal
- Staffing
  - Social Media contractor - Jordan Jay

- Fund Development Contractor - Christopher Powell
- VISTA - Event Coordinator - Marilyn Maldonado Dominguez
- Volunteers
  - Student Leadership Conference
  - Professional Development Conference
  - Last Mile Committee
  - Communications Committee
  - Dirks TRIO Achiever Award - Review Committee
  - Board Membership

**Meeting Adjourned:**