

- i. Call to order
- ii. Roll call and determination of a quorum
- iii. Adoption of agenda
- iv. Minutes of previous meeting
- v. Call for nominations
- vi. Officer reports
  - a. President Report – Michelle Ciesielski
  - b. Past-President Report – Jeanette Youngblood
  - c. President-Elect Report – provided by Ronda McLelland, read by Michelle Ciesielski
  - d. Secretary report – Shawna McNeal-McKenzie
  - e. Treasurer’s report – Vergina Smith
  - f. AASAP Representative – Daziy Bonilla Andrade and Carol Gilley
  - g. SWASAP Representative – Krandon Henry
- vii. Standing Committee reports
  - a. Program – Ronda McLelland
  - b. Membership/Directory – Vacant
  - c. Budget – Desarae Nelson
  - d. Public Relations/Technology/Website – Nathan Brown
  - e. Consultant Services – Erica Killion
  - f. Regional and National Issues – Krandon Henry
  - g. Audit – Gina Ervin
- viii. Special Committee Reports
  - a. Fair Share – Jeanette Youngblood
  - b. TRIO Day - Dorianne Day
  - c. Scholarship – Xong Lor
  - d. Spring Leadership – Suzanne Hendrix
  - e. TRIO Alumni – Vacant
  - f. AASAP ELI – Cory Godbolt
  - g. Nominations and Elections – Sharon Scudder
- ix. Installation of officers
- x. New Business
  - a. Membership feedback on changing fall conference to the spring
  - b. TRIO day location
  - c. Spring Leadership Location
- xi. Adjournment

## **President Report**

### **Michelle Ciesieski**

#### January

- Attended board meeting
- Attending two Fair Share conference calls
- Submitted board report to SWASAP
- Attended Team Leader Conference calls for Policy
- Applied for Governor proclamation for TRIO Day
- Began working on making appointments to Arkansas Senators and Representatives for Policy
- Began coordinating Policy attendees
- Sent email to memberships
- Maintained website
- Completed travel for Policy

#### February

- Unable to attend SWASAP board meeting and unable to find a proxy
- Began working with publications and communications committee on data collections
- Attended fair share conference call
- Finalized all capitol hill appointments for policy
- Began reaching out to individual programs for APR data
- Conducted business related to stipends via email
- Updated and maintained website
- Worked with TRIO day committee
- Communicated with membership
- Met acting treasurer to switch bank account to include proper name

#### March

- Submitted Capitol Hill appointments to COE
- Collected and submitted pictures to SWASAP president
- Attended conference call with Sixup
- Printed hall of fame books
- Attended TRIO day
- Coordinate with Publications committee Look Books for Policy
- Completed data collection and determined not enough of a representation to use for Policy
- Communicated with Policy group and finalized meeting groups, prior to attending
- Worked with Spring Leadership Committee
- Communicated with membership
- Attended leadership summit, department of Ed Update, and Policy in Washington DC
- Attended Policy follow up webinar with COE
- Updated, maintained website
- Received permission from SWASAP to update and maintain social media

#### April

- Met with past-president and president elect to discuss Fall Conference
- Completed ELI charge and assisted ELI committee
- Worked with scholarship committee to update score requirements

- Followed up with senators and reps in DC
- Prepared district 1 contact sheet for Representative Crawford's Education Aide
- Coordinated raffle at Spring Leadership
- Attended Spring Leadership
- Released scholarship to membership
- Maintained website and social media
- Prepared for board meeting

#### May

- Attended SWASAP meeting
- Completed SWASAP committee business (Publications and Communications, Fair Share, Strategic Planning, Ethics)
- Worked in advocating to release UB funding slate through SWASAP page, emails, letters to the Department of Ed, Senators, and Representatives, phone calls, Letters to the Editor
- Met with Sixup
- Attended government relations conference call
- Communicated with membership
- Spoke with reporter from AR Democrat Gazette about UB funding
- Updated and maintained website

#### June

- Supervised student worker in organizing and scanning financial files onto USB drives
- Worked with SWASAP Fair Share committee to help ensure AR Fair Share was met
- Attended Fair Share conference call
- Worked with Nomination and election committee chair on marketing strategy
- Promoted scholarship, TRIO achiever with email to membership

#### July

- Led AASAP board meeting
- Began reaching out for raffle prizes
- Secured proxy for SWASAP meeting
- Completed SWASAP committee business
- Collected job descriptions and timelines

#### August

- Secured proxy for SWASAP meeting
- Submitted conference proposal
- Attended SWASAP meeting in Baton Rouge
- Continued committee work for Strategic Planning Committee, Publications and Communications, and Fair Share
- Maintained on AASAP website
- Contacted scholarship winners and TRIO Achiever honoree
- Communicated with SWASAP and AASAP memberships via email and social media

#### September

- Attended COE Conference

- Worked with other state leaders in establishing sharable resources for future state leaders
- Verified scholarship winner enrollment in college
- Communicated with SWASAP and AASAP memberships via email

## **Past President Report for 2017**

### **Jeanette Youngblood**

#### January

- Prepared materials for January Board Meeting
- Attended January Board Meeting and provided New Board Member Training
- Set up google accounts for new board members, assigned AR TRIO email info, and updated board profiles on website
- Worked with M. Ciesielski and R. McLelland to help them acclimate to their new board positions
- Participated in COE Fair Share Conference Call
- Developed personal giving log and contacted AASAP members who have reached \$100 giving threshold
- Contacted institutions about COE membership opportunities
- Began research for 2017 Fall Conference location
- Provide guidance to BRTC new EOC program on TRIO program management

#### February

- Created RFP for 2017 Fall Conference
- Submitted Conference RFP to various AR hotels and participated in follow-up telephone calls, emails, etc.
- Continued to work with M. Ciesielski and R. McLelland on finalizing detail for Policy, TRIO Day, Spring Leadership, etc.
- Participated in COE Fair Share Conference Call
- Updated personal giving log and contacted additional AASAP members who reached \$100 giving threshold
- Contacted institutions about COE membership opportunities

#### March

- Participated in COE Fair Share Conference Call
- Updated personal giving log and contacted additional AASAP members who reached \$100 giving threshold
- Contacted institutions about COE membership opportunities
- Completed paperwork to have money order cancelled from May 2016 and completed AASAP contribution for the returned money
- Attended TRIO Day 2017 at UACCB

- Met with R. McLelland to review submitted proposals for 2017 Fall Conference and prioritized submissions
- Went with R. McLelland and completed site visit to Sheraton Four Points Little Rock

#### April

- Participated in COE Fair Share Conference Call
- Updated personal giving log and contacted additional AASAP members who reached \$100 giving threshold
- Contacted institutions about COE membership opportunities
- Met in-person with Michelle and Ronda to discuss 2017 Fall Conference schedule
- Finalized contract with Four Points Sheraton
- Attended Spring Leadership Conference at National Park College
- Worked with National Park on follow-up evaluation for Spring Leadership
- Worked with UACCB on follow-up evaluation for TRIO Day

#### May

- Participated in COE Fair Share Conference Call
- Updated personal giving log and contacted additional AASAP members who reached \$100 giving threshold
- Contacted institutions about COE membership opportunities
- Worked with R. McLelland on Fall Conference
- Spoke with AR Democrat Gazette Reporter about the UB funding situation
- Submitted letter to Betsy DeVos to encourage the release of the UB funding slate
- Participated in Social Media campaign during DeVos's budget testimony before Congress on 5/24/2017

#### June

- Participated in COE Fair Share Conference Call
- Updated personal giving log for individuals meeting \$100 threshold
- Made some final calls to institutions for Fair Share
- Worked with R. McLelland on Fall Conference
- Worked with B. Huggins on Fall Conference Call for Proposals and Call for Moderators

#### July

- Attended AASAP Board Meeting on 7/18/17
- Provided presentation to AASAP ELI group on Parliamentary Procedure on 7/18/17
- Attended COE End of Year Conference Call

#### August

- Updated personal giving log for individuals meeting \$100 threshold
- Submitted AASAP conference proposal

- Worked with R. McLelland on Fall Conference
- Created graphic for Fair Share Raffle
- Contributed to ELI class promotional video

#### September

- Provided assistance to C. Godbolt with ELI information
- Participated in conversations with board members concerning conference issues
- Worked with R. McLelland on Fall Conference, particularly getting plans in place for the Achiever Banquet
- Drafted the Achiever and Scholarship bios for the conference materials and worked with D. Davidson on the program
- Organized info for Fair Share Raffle and Fair Share Contributor Recognition

#### October

- Will attend AASAP Board Meeting on 9/30/17
- Will attend AASAP Fall Conference on 10/1/17-10/3/2017
- Will oversee Fair Share Raffle and Contributor Recognition

## **President Elect Report for 2017 Ronda McLelland**

#### January

- Attended first AASAP Board Meeting

#### February

- Sent proxy to SWASAP Board Meeting due to scheduling conflict
- Attended AASAP Board conference call
- Worked on TRIO Day event (host school)

#### March

- Attended and worked TRIO Day (host school)
- Meeting with Past-President (Jeanette) about Fall conference
- Worked on items related to Fall conference
- Tour of conference hotel with Past-President (Jeanette)

#### April

- Meeting with President (Michelle) and Past-President (Jeanette)
- Attended Spring Leadership (cancelled due to illness)
- Worked on items related to Fall Conference
- Prepared Board meeting reports
- Attended AASAP Board Meeting

## May

- Attended SWASAP board meeting in Dallas, TX
  - Serving on the following committees
    - By-laws
    - Student Leadership
    - State Initiatives
- Assigned to Raffle Committee at SWASAP Fall Conference
- Toured and met with Arlington Hotel, Hot Springs about possible 2018 AASAP Conference.
- Contacted Rogers, AR Embassy Suites for RFP for 2018 AASAP Fall Conference
- Working with hotel about room rates and cut off dates for 2017 Fall Conference
- Contacted Billy Ray to serve as Moderators/ Proposals Committee Chair
- Contacted Dorianne to serve as Pre-Conference Chair
- Paradigm Shift will be keynote speaker and pre-conference. Also have agreed to sponsor our hospitality prior to Achiever's Banquet.

## June

- Worked with Michelle (President) on getting conference materials posted to website.
- Contacted Michelle to ask the finance committee to add a line item to budget to cover the cost of the Princeton Leadership Program
- Worked with Vergina setting up our Event-brite link for Fall Conference
- Worked on Fall Conference
  - Possible ideas for service awards
  - Possible ideas for gifts to members
  - Contacted Little Rock Chamber of Commerce for bags & marketing for LR

## July

- Prepared for AASAP board meeting
- Worked on SWASAP committees
- Planning of First Generation Celebration on UACCB campus
- Collected all evaluations for TRIO Day
- Continue to work on Fall Conference
- Selecting committee chairs—Service Awards, Evaluations, Vendors, Program Booklet, & New Member Orientation (suggestions welcomed)
- Contact Embassy Suites, Rogers, AR about RFP for possible 2018 Fall Conference

## August

- Attended SWASAP Board Meeting in Baton Rouge, LA
- Toured 4 Points Hotel to make arrangements for food, room assignments, and final details for set up for Fall conference
- Started receiving numbers for attendance from Treasurer in order to accommodate all attendees of the conference
- Worked with ELI to arrange area for TRIO Bingo

- Contacted hotel to make sure link for hotel was working
- Worked with Pre-Conference chair to arrange pre-conference rooms and logistics
- Worked on Fall conference Service Awards, ordered lapel pins for 5, 10, 15, 20, and 35 year lapel pins for years of service

### September

- Worked on final arrangements for conference with hotel
- Link for hotel not working, hotel arranged for phone calls to book rooms, had President post to website
- Worked on final agenda for Fall conference and did final room assignments for breakout sessions
- Completed program booklet and had printed
- Added additional breakout session with Al Phillips
- Worked with President to make travel arrangements (hotel and airport pickup) for SWASAP President and COE
- Made final arrangements with Past-President for Conference gifts and dropped off items for Sunday night
- Attended the COE Princeton Leadership Institute

## **Secretary Report Shawna Mckenzie**

### January

- 20th-Typed up AASAP Board Minutes.

### February

- 9<sup>th</sup>-Responded to email regarding availability for a conference call on Monday, February 13, 2017.
- 10<sup>th</sup>-Responded to Board email regarding Policy Stipend Applications, AASAP ELI Applications and Treasurer Position.
- 13<sup>th</sup>-Voted on the motion in favor/opposition to distribute the stipend funds to the three applicants that applied.
- 14<sup>th</sup>-Seconded and voted on the motion to accept the three applications for AASAP ELI.
- 22<sup>nd</sup>-Responded to email regarding the stipend for COE Policy and flight cost.
- 24<sup>th</sup>-Voted on the motion in favor/opposition to allow a TRIO Alumni (Whitney Srsen) to use stipend funds for airfare for COE Policy.
- Signed check(s) and mailed back to Jeanette Youngblood.

### March

- 3<sup>rd</sup>-Reviewed the TRIO Day agenda and read emails from other Board Members.

### April



- 6<sup>th</sup>-Reviewed AASAP Board meeting agenda for next meeting
- 10-Prepared Attendance Roster
- 19<sup>th</sup>-AASAP Board Meeting

#### May

- Reached out to AASAP President requesting a distribution list of AASAP two year college contacts from TRIO Director (Kathy Muse) at HSU.
- Forwarded AR TRIO Fact Book to TRIO Director and Office of Admissions Director (Dr. Brandie Benton) at HSU.
- AASAP President forwarded the idea of opening up an admissions fair to the membership at the conference to Ronda McLelland, President Elect.

#### June

N/A

#### July

- Typed up Board Meeting Minutes
- AASAP Board Meeting

#### August

8<sup>th</sup>-spoke with Angelica Vialpando regarding Veterans Upward Bound slate.

17<sup>th</sup>-conference call with Kimberly Jones regarding Veterans Upward Bound slate.

#### September

11<sup>th</sup>-Typed up AASAP Board minutes. Typed up Business meeting minutes from October 2016 AASAP Fall Conference

12<sup>th</sup>-Voted no on Jason Lewis CTE HR 3354

#### October

1-3<sup>rd</sup> AASAP Fall Conference

## **Treasurer Report for 2017**

### **Vergina Smith**

#### April

- Attended Spring Leadership (April 12, 2017) at National Park College in Hot Springs, Ar.
- Attended AASAP Board Meeting at ASU Beebe
- Sworn in as new treasurer for remainder of the year
- Completed paperwork at Regions Bank to be added to AASAP account

- Processed Leadership registrations/payments
- Balanced Checkbook

### May

- Traveled to HSU in order to get second signatures for travel reimbursement checks
- Made bank deposits at Regions in Arkadelphia
- Processed SWASAP Board /ELI travel reimbursements
- Signed and returned documents to Allen Herod, CPA for 2016 tax return and financial report document for Attorney General's office
- Updated AASAP W-9 and forwarded as requested
- Balanced Checkbook

### June

- Setup Eventbrite registration for Annual Conference
- Sent AASAP Conference invoices as requested
- E-mail correspondence with CPA regarding updating contact information
- Balanced Checkbook

### July

- Sent AASAP Conference invoices as requested
- Paid CPA invoice for 2016 Tax preparation **\$595.00**
- Prepared board report, AASAP Treasurer job description for July Board meeting
- Paid mileage for AASAP Board meeting
- Balanced Checkbook

### August

- Sent AASAP Conference invoices as requested
- Processed SWASAP Board /ELI travel reimbursements
- Managed Fall Conference registrations & answered emails/phone calls regarding conference

### September

- Processed AASAP Registrations & Membership payments
- Created invoices and sent emails regarding membership applications
- Traveled to Regions Bank to make deposits
- Updated Financial Report with COE/Conference expenses and deposits
- Completed Board Report for Conference
- Received 112 Membership dues= \$3,705.92
- Received 139 member registrations
- Received 1 non-member registration

Total Conference & Pre-Conference Expected Revenue **\$31,850.00**

**Amount Received to date= \$17,851.92**

**Current Bank Balance \$59, 077.67 / Pending PayPal Deposits =\$1,558.50**  
**GRAND Total \$60, 636.17** *eff.9/29/17*

## **AASAP Representative 1 Report**

### **Daizy Bonilla Andrade**

June 26 –

- Updated “Details About You” section on Facebook page
- AASAP 2017 Annual Conference reminder on social media
- Shared reminder for AASAP scholarship deadline

June 27 –

- Reminder for Call for Proposals for AASAP conference
- Facebook group is now following SWASAP Facebook page for updates

June 28 –

- Sent out update on Fairshare (SWASAP – All 5 states have made fairshare)

June 30 –

- Communicated with AASAP president update on Squarespace billing card

July 5 –

- Sent out Call for Moderators announcement to membership

July 6 –

- Shared information on the First Annual First-Generation College Celebration

July 14 –

- Shared quote by Lyndon B. Johnson
- 19: Was not present for AASAP board meeting.

August

- 7: Contacted president over correction on conference flyer.
- 9: Shared link for early registration for AASAP annual conference.
- 9: Shared information to members interested in bringing raffle prizes to AASAP conference on social media page and website
- 10: Posted guidelines for Raffle and Fair Share information on website.
- 10: Updated information on the membership area of the AASAP website.
- 22: Updated treasurer contact information on website.
- 29: Shared ELI Survey with AASAP membership.

September

- 11: Share information on the pre-conference workshop “A Million and One TRIO Questions and Answers” hosted by Lucy Jones.
- 11: Shared information on the open AASAP board positions with membership.
- 30: Shared information on conference bingo event hosted by our ELI class.

## **AASAP Representative 2 Report Carol Gilley**

### APRIL

- Attended the Board Meeting at Beebe
- Updated the Contact with information from the website
- Updated the Contact with information from new membership
- Updated the Contact list from the website
- Attended Spring Leadership

### MAY

- Updated the Contact with information from the website
- Updated the Contact with information from new membership

### JUNE

- Updated the Contact with information from the website
- Updated the Contact with information from new membership

### July:

- Attended the Board Meeting at Beebe
- Updated the Contact with information from the website
- Updated the Contact with information from new membership
- Write up of Job Description as far as I knew at the time

### August:

- Updated the Contact with information from the website
- Updated the Contact with information from new membership
- Sent out to the email distribution info about UCO Financial Literacy Summit in OKC
- Sent out to the email distribution the AASAP ELI Class Survey

### September:

- Updated the Contact with information from the website
- Updated the Contact with information from new membership
- Sent out to the email distribution information on the AASAP Annual Conference
- Sent out to the email distribution information about fair share and raffle.
- Sent out to the email distribution information about Open Positions on the Board
- Attended COE

## **2017 SWASAP Representative Report Krandon Henry**

### JANUARY

- Attended Fair Share Conference Call

- Attended AASAP Board Meeting/Orientation/Training

#### FEBRUARY

- Attended SWASAP Board Meeting (Dallas, TX)
- Worked on SWASAP Committees
  - Alumni
  - Publications & Communication
  - Scholarship

#### MARCH

- Organized AASAP/SWASAP Materials

#### APRIL

- Prepared Board Reports
- Presented at ARTA Conference (Morrilton, AR)
- Attended Spring Leadership (Hot Springs, AR)
- Recruited candidates to fill recently vacated SWASAP Rep 2 position
- Met my Fair Share (for COE)
- Attended AASAP Board Meeting (Beebe, AR)

#### MAY

- Attended SWASAP board meeting

#### JULY

- Attended AASAP board meeting
- SWASAP committee work

#### AUGUST

- Unable to attend SWASAP
- Conference call with SWASAP president-elect Joe Givens
- SWASAP committee work with scholarship reviews

#### SEPTEMBER

- Advocacy
- Appointed to regional and national issues committee

**Budget Committee for 2017**  
**Desarae Nelson, Chair**  
**Members: Cory Godbolt & Simeon Oston**

On March 16, 2017 we received an email from the AASAP President requesting the budget committee determine if the state association could approve the conference ad page for COE. "We have budgeted \$300 for a full page ad for the COE conference. However, prices have gone up this year. We need the budget committee to approve a \$25 increase in our budget for the advertisement. Also, tomorrow is the last day to get the deeply discounted price of \$325. It goes up to \$425 after Friday." After committee review, the request was approved to pay \$325 for the COE full page black and white ad.

On July 19, 2017 at the request of the President-Elect, Ronda Mclelland, and the Treasurer, Vergina Smith, the budget committee was asked to approve the cost of attendance to the Princeton Leadership Program co-hosted by COE. After requesting the financial report from the treasurer and the airfare/train from Jeanette Youngblood, the budget committee approved that \$250 be moved from the TRiO Day line item to the President Elect's budget line. It was also suggested that documentation of "best practices" be made available to committee members.

**Public Relations Committee for 2017**  
**Nathan Brown, Chair**  
**Members: Rafael Gutierrez & Bobby Reeves**

January

- Worked with AASAP President to collect Arkansas TRIO program APR's in an effort to compile data for program specific infographics (unsuccessful due to lack of participation)
- Met with new AASAP Board Member Daizy Andrade to train her on maintaining the AASAP website

February

- Began working on data collection for 'AASAP Fact Book 2017'

March

- Designed/revised/printed 'AASAP Fact Book 2017' for dissemination at 2017 COE Policy Seminar
- Coordinated efforts with AASAP President to allow for 6 UA TRIO Talent Search students to meet with Senator Boozman & Congressman Womack during capitol hill meetings

April

- Assigned user permissions for AASAP website
- Began working on 2017 AASAP Conference graphic/theme

May

- Assisted SWASAP President (Joe Givens) with transitioning the SWASAP website to a new host (from Squarespace to WildApricot)

June

- None

July

- Minor updates to the AASAP Website
- Created AASAP Ad for COE Annual Conference program booklet

August

- Recruited additional members to the committee

### September

- Worked with Michelle Ciesielski (AASAP) and Joe Givens (LASAP) on SWASAP website transition/mapping and new administrators.
- Shared AASAP data sharing infographics with Selene Ceja (COE)

## **Consultant Services Committee for 2017** **Erica Killion, Chair**

No activity to report

## **Regional and National Issues for 2017** **Krandon Henry, co-chair**

### September

This position has remained vacant for most of the year. Michelle appointed Krandon Henry as co-chair and instructed him to begin searching for another co-chair by January 1 that does not currently serve on the board.

## **AASAP AUDIT COMMITTEE REPORT** **Gina Ervin, Chair** **Members: Xong Lor, Evelyn Fuller**

### **JULY**

7/18/17 – Request for audit and audit chair made to Gina Ervin from AASAP President, Michelle Ciesielski

7/20/17 – Committee members agreed to serve to establish a 3-member committee with Evelyn Fuller serving as co-chair with Gina Ervin

### **AUGUST**

8/7/17 – Audit documents received by Gina Ervin, co-chair and forwarded to committee

8/8/17 – Committee requested information on AASAP's process for completing the audit from AASAP president and past president. The committee was referred to AASAP's Constitution/By-Laws and Policies and Procedures Manual. With no defined process available, the AASAP audit committee began efforts by reviewing the AASAP Constitution/ By-Laws and Policy and Procedures documents.

8/18/17 – Committee members Evelyn Fuller, Xong Lor, and Gina Ervin met to conduct audit, review records and draft findings.

### **COMMITTEE AUDIT NOTES/FINDINGS:**

#### **PRE-AUDIT NOTES**

Per the AASAP Policy and Procedures Manual, "Annual audit of financial records AASAP shall have an annual external audit conducted at the close of each fiscal year. The audit will be conducted according

to generally accepted auditing standards. The Treasurer is responsible for providing all required documents to auditing official on or before February 1.”

**RECOMMENDATION: Clarification is needed with a definition of “external audit” and “generally accepted auditing standards” to provide guidance for the AASAP audit process and future committees. Timely efforts for compliance with the stated February 1<sup>st</sup> deadline are also recommended. This year the audit request was received on July 18, 2017 with required documentation (USB) being received on August 7, 2017.**

Per Constitution and By-laws, Section 7 states “An Audit Committee consisting of the Treasurer, Immediate Past Treasurer and the chairperson of the Budget committee shall examine the Treasurer’s record at the completion of his/her term of office.”

**RECOMMENDATION: Clarification is needed on the role this committee fulfills for the external audit referenced in the Policy and Procedures Manual and if this is one and the same as referenced in the Constitution and By-laws document. This clarification will provide needed guidance for the AASAP audit process and future committees. A procedure needs to be established in cases when the Treasurer and/or Past Treasurer are no longer affiliated.**

**RECOMMENDATION: Using the *Audit Guide for Audit Committee of Small Non-Profit Organizations* as guidance (Virginia Society of Certified Public Accounts – Sept 2011), and the AASAP terminology of “external audit”, a determination of the level of separation and appropriate parties for conducting the audit should be established-“adequacy of internal control.”**

With the charge of completing the AASAP audit by September 15, 2017, as requested by the AASAP President, the committee met on August 18, 2017 and agreed to draft recommendations, establish a process for this audit, document findings, and forward to the AASAP President and Past President.

The Audit Report follows:

#### **Audit Process and Report (8/18/17)**

Page 8 of the AASAP Policies and Procedures Manual states “Disbursal of Funds Pursuant to authorization, all general account vouchers shall be approved and signed by the Treasurer and the President. In instances where payment is being made to the President, the Treasurer and Secretary have signature authority. In instances where payment is being made to the Treasurer, the President and Secretary have signature authority. If the Treasurer is unavailable or is unable to perform this function, the President or Secretary may do so in his or her stead. No disbursement shall be made except with presentation of an AASAP voucher and either of the following: a written invoice with the original receipts attached; or to meet an on-going contractual obligation, evidence by written documentation. If original receipts are not available original support documentation and written statement indicating sole reimbursement will be accepted.”

#### **Audit Process Step 1: Verification of Vouchers (Checks) Being Signed Per Policy**

100% of required signatures were found on all checks for 2016. With the exception of one, the committee found no concerns.

**Suggested Control: Regarding check #1202, the committee recommends that a signatory be excluded if that person’s institution is the beneficiary of funds or require three signatures.**

#### **Audit Process Step 2: Review of the tax exempt/non-profit status.**

In viewing guidelines for non-profit organizations and the AASAP Certificate of Corporation of Domestic Non-Profit Organization, a listing or inventory of an organization’s assets appears to be a standard requirement for auditing purposes.



**Suggested Control: An ongoing inventory of AASAP assets, including the value and location of assets to named parties should be maintained by the AASAP Treasurer and provided with the annual audit of financial records. A process for the surplus of assets should also be established. If no assets exist, it should be simply noted in the AASAP Treasurer's report.**

**Audit Process Step 3: Proper authorization of activities and expenditures (comparison of actual financials to the budgeted financials).**

The Committee compared actual AASAP financials to the budgeted financial statement. All financials reconciled with the following exceptions listed below:

- SWASAP Conference Paypal fee of \$7.21 – not reflected in the actual AASAP Budget
- Scholarships – Coins for College receivables and payables have a difference of \$5.11 and is not reflected on the actual AASAP Budget.

The Committee also verified all subtotals and totals in both debit and credit columns to be accurate in the 2016 Financial Report and the 2016 AASAP Budget.

**Audit Process Step 4: Travel claims processed per AASAP policy.**

“Reimbursement Claim – Upon return from an authorized trip, the traveler must file a “Travel Expense Reimbursement” form within 30 days. The form must include the signature of the traveler. Original receipts of lodging, registration fees (if not prepaid), agenda for prepaid meals and parking charges are to be attached. If a personally owned vehicle is used, the form must include miles traveled. Travel within the destination city or vicinity travel for official business should be listed separately.” The Committee randomly selected receipts and claims of travel expenses (including board meetings and conference travel) for comparing to travel claims and AASAP policy. Expenses reconciled to claims and receipts and all required signatures were noted.

**Suggested Control: Date of claim should be required on all AASAP Travel Expense Reimbursement Forms, regardless of type of expense (debit or check). Otherwise, compliance with the 30-day filing requirement cannot be verified.**

**Audit Process Step 5: Verification of up to date bank accounts**

Per *Audit Guide for Audit Committees of Small Nonprofit Organizations*, a minimum audit standard includes “the verification that signature cards on the bank accounts are up to date (check annually). The Committee verified signature cards were up to date and those authorizing checks were approved.

**Audit Process Step 6: Activities consistent with exempt status**

Per *Audit Guide for Audit Committees of Small Nonprofit Organizations*, a minimum audit standard includes the “a review of the tax-exempt status and identification of any activities that may endanger the status”; also, the “determination that the organization’s activities remain consistent with its established exempt purpose and that sufficient controls are in place to determine and assure continued compliance.”

AASAP Non Profit Certificate’s Article 4, #2 states “...No substantial part of the activities of the corporation shall be carrying on of propaganda or otherwise, attempting to influence legislation...”

**Question/Suggestion: With the intent of COE Policy Seminar and lobbying activities, an assessment of our compliance with nonprofit requirements should be reviewed. With an actual budget of \$43,319.89 and \$5,449.24 in expenditures for Policy Seminar (approximately 12.5%), the definition of substantial does not clarify our compliance. Any political contributions would increase this amount and percentage of the organization’s budget. The Committee is unclear of what constitutes ‘substantial’.**

**Audit Process Step 7: Ascertaining that returns and reports are filed in a timely manner.**

Per *Audit Guide for Audit Committees of Small Nonprofit Organizations*, a nonprofit has the same obligation to file tax returns and corporate reports as a for-profit organization. Verification of filing is a standard audit procedure. The Committee was unable to find documentation of filed tax returns to complete this step.

**SUGGESTED CONTROL:** Tax returns should be included in documents provided annually to the Audit Committee.

**AUDIT COMMITTEE SUMMARY:** The Audit Committee found the documentation required for an audit met high standards, overall. Minor items for board consideration were identified and included in this report. A key recommendation moving forward would be the development of a written audit process to guide future committees. Adoption of an audit guide or consultation with the organization’s CPA could assist in this process to ensure audit standards are met and are consistent with general practices. An additional recommendation would be the inclusion of the previous year’s audit report to serve as a guide and provide the opportunity for the Audit Committee to revisit any noted concerns/action items.

## 2017 AASAP Fair Share Committee Report Jeanette Youngblood, Fair Share Committee Chair

### January

COE Report as of December 31, 2016

Intuitional Membership	Personal Contributions	Sum	Budgeted Goal (COE Target)	Difference Remaining	Percentage of Goal Reached
\$27, 400	\$4, 621	\$32, 021	\$92, 597	\$60, 576	35%

- Participated in COE phone call
- Contacted COE to add Michelle C. and Ronda M. to the Arkansas Fair Share team
- Provided AR Board with access info for the Fair Share Basics webinar and a copy of the PowerPoint slides following the training
- Contacted seven institutions concerning this membership renewal as part of the COE winter campaign
- Contacted AR programs that are non-COE members about the benefits of membership and how they can join
- Provided guidance and information to Black River Technical College (new EOC program) concerning TRIO program management and how their new institutional membership with COE can benefit them

### February

COE Report as of January 31, 2017

Intuitional Membership	Personal Contributions	Sum	Budgeted Goal (COE Target)	Difference Remaining	Percentage of Goal Reached
\$30,750	\$4,814	\$35,564	\$92, 597	\$57,033	38%

- Participated in COE phone call
- Followed up with seven institutions concerning this membership renewal as part of the COE winter campaign
- Followed up with AR programs that are non-COE members about the benefits of membership and how they can join. **FYI—AR Baptist College re-joined COE after several years of non-membership!!!**
- Updated the COE Fair Share Google Doc with the outcome of the winter campaign contacts
- Coordinated with Jesse Baker (COE) for payment info and new invoices for a few campuses
- Coordinated with Jesse B. payment of funds from the returned money order to be listed as an AASAP donation
- Coordinated with Jesse B. about the 20--\$100 personal donors needed for AR to receive a free policy registration. **AR had 20+ donors by the deadline so we reached that goal!**

### March

#### COE Report as of February 28, 2017

Intuitional Membership	Personal Contributions	Sum	Budgeted Goal (COE Target)	Difference Remaining	Percentage of Goal Reached
\$49,300	\$5,227	\$54,527	\$92, 597	\$38,070	59%

- Participated in COE phone call
- Collaborated with Michelle C. concerning the Fair Share Raffle at Spring Leadership on changes to Fair Share Raffle procedures
- Email was sent out by Michelle C. to the membership outlining the new procedures that would be followed at Spring Leadership

### April

#### COE Report as of March 31, 2017

Intuitional Membership	Personal Contributions	Sum	Budgeted Goal (COE Target)	Difference Remaining	Percentage of Goal Reached
\$52,550	\$5,440	\$57,990	\$92, 597	\$34,607	63%

- As of April 1<sup>st</sup>, AR was 5<sup>th</sup> in the US in personal contributions. The top four are listed below:
  - California--\$10,952.95
  - Kansas--\$6022.40
  - Georgia--\$5825.00
  - Louisiana--\$5507.01
- Collaborated with Michelle C. concerning the Fair Share Raffle at Spring Leadership
- A total of \$878 was donated to Fair Share at Spring Leadership:
  - Cash (\$138) was deposited on 4/12/17
  - Electronic payment (\$138) on behalf of AASAP was made on 4/13/17
  - Cash donation receipts were emailed on behalf of AASAP to the individuals who donated cash on 4/13/17
  - Checks/Forms were mailed to COE on 4/13/17
  - COE will send donation receipts for any checks or card payments there were made
- AR has a total of 16 institutions who will be included the in the Spring Membership Campaign (beginning mid to late April) and can receive a discount if they process an early renewal prior to the May 31, 2017 deadline. Each year, AR depends on these institutions making an early renewal in order to meet our COE budgeted goal.

May

COE Report as of April 30, 2017

Intuitional Membership	Personal Contributions	Sum	Budgeted Goal (COE Target)	Difference Remaining	Percentage of Goal Reached
\$52, 550	\$6, 496	\$59, 046	\$92, 597	\$33, 551	64%

- Participated in COE phone call
- Contacted sixteen institutions concerning this membership renewal as part of the COE spring campaign
- Contacted two institutions concerning membership that would be expiring in May or June
- Contacted one institution concerning membership that expired in March
- Contacted Al Phillips concerning updates to institutional contact information and getting new invoices sent

## June

### COE Report as of May 30, 2017

Intuitional Membership	Personal Contributions	Sum	Budgeted Goal (COE Target)	Difference Remaining	Percentage of Goal Reached
\$81,950	\$6,739	\$88,689	\$92,597	\$3,9078	96%

- Participated in COE phone call
- Final follow ups with institutions that were committed to paying

## July

### COE Report as of June 30, 2017

Intuitional Membership	Personal Contributions	Sum	Budgeted Goal (COE Target)	Difference Remaining	Percentage of Goal Reached
\$89,850	\$7,109	\$96,959	\$92,597	(\$4,362)	105%

- Final report shows that 30+ AASAP members contributed at least \$100 in personal contributions to Fair Share
- Plans to participate in Fair Share End of Year COE phone call on 7/19/17

## August-October

- Planning recognition event for AASAP members at Fall Conference in October
- Planning Fair Share raffle for Fall Conference in October

## **2017 TRiO Day Report Dorianne Dias, Chair**

## January

- Assigned TRiO Day
- Recruited a keynote (Rep. James Sturch)
- Gathered information on past TRiO Day
- Collaborated and picked a theme
- Designed the space for the event
- Collected quotes from caterers who could handle vegetarian and gluten free requests.
- Investigated public service options (Family Violence Prevention)
- Tentative agenda, parking map, community service flyer, and other registration info.
- Ordered supplies that didn't need a head count.

### February

- Soliciting and confirming help from around campus and community (Events, Bob the Bandit, PR, local radio station)
- Recruited student helpers
- Recruited UACCB TRiO Alumni to share their experiences
- Ordered journals and supplies that required a head count
- Created decorations
- Collected door prizes
- Finalize agenda and other documents

### March

- Set up and finalized arrangements for TRiO Day
- 174 student were registered. UALR was the only intuition that registered but did not attend
  - Students seem engaged w/ speakers
  - No helpers or speakers cancelled and only one alumni did due to car trouble
  - Had to end it early due to winter weather
- Sent handwritten thank you cards
- Took notes for improvement

### April

- Distributed, collected, and aggregated evaluations for TRiO Day

## **Emerging Leaders Institute (ELI) Committee Cory Godbolt, Chair**

### February

- Received notification from the AASAP President that we had an ELI class of three participants
- AASAP President notified the AASAP ELI participants that they had been accepted into the AASAP ELI class
- Attended the February SWASAP ELI class in Dallas, TX
- Served as Proxy during the SWASAP Board meeting
- Began coordinating the AASAP ELI class with AASAP President
- Introductory emails sent to all AASAP ELI participants

### March

- Coordinated with AASAP President on a class project
- Received verification of an AASAP ELI project
- Distributed first AASAP ELI assignments
  - Introductory Presentations
  - Policies and Procedures Manuel
  - Updated 2017 AASAP Board Contact Information

#### April

- Attended Spring Leadership at National Park College in Hot Springs, AR
- Received completed AASAP ELI assignments
- Attending April 19<sup>th</sup> AASAP Board meeting
- First AASAP ELI meeting as a class
- Distributed Strengths Quest Access codes to all AASAP ELI participants
- Continuing to plan for future AASAP ELI meetings

#### May

- Attended the May SWASAP ELI class in Dallas, TX
  - May 1<sup>st</sup> – May 3<sup>rd</sup>
- Received updates from AASAP ELI participants on their progress toward the completion of the AASAP ELI project
  - Allison Sims: Coordination of the Bingo Night and prizes to be awarded
  - Lacie Bohannon: Organization of the testimonial video / updated list of potential contacts for the AASAP testimonial video
  - Pam Freer: Construction of the AASAP Survey / Will distribute when completed

#### June

- Attended the Upward Bound Retreat held at the University of Central Arkansas
- Coordinated with Sharon Scudder (Nominations and Elections Chair) on sending out election flyers to the membership
  - We agreed on sending out two flyers per month
  - AASAP ELI participants will create the rest of the flyers for August and September

#### July

- Attending second AASAP ELI class meeting July 19<sup>th</sup>
- AASAP ELI is continuing to work on the AASAP ELI project
- Robert's Rules of Order Simulation
  - Instructor: Jeanette Youngblood
- Contacted other TRIO programs to find a working Bingo game set.
- Partnered with the Nominations and Elections committee to create flyers to be sent out to the AASAP membership promoting the conference.

- Registered for the Fall 2017 AASAP Conference.
- Continued work on the AASAP ELI promotional video, Bingo tournament, and survey.

#### August

- Attended SWASAP ELI in Baton Rouge, LA.
- Submitted an AASAP ELI concurrent proposal to Billy Ray Huggins.
- Lacie Bohannon sent out an AASAP ELI request to twelve TRIO professionals for the promotional video.
- Received 6 Yes and 6 No responses
- Carol Gilley sent out an AASAP ELI survey to the membership.
- Continued work on the AASAP ELI promotional video, Bingo tournament, and survey.

#### September

- Lacie Bohannon completed the AASAP ELI promotion video.
- Pamela Freer tabulated the AASAP ELI survey results.
- Allison Sims coordinated the Bingo tournament and prizes.
- Received notification that the AASAP ELI concurrent session proposal was accepted.
- Will attend the Fall AASAP conference September 30 – October 3.

## **Election and Nominations Report**

### **Sharon Scudder, Chair**

### **Members: Autumn Hunter, Cory Godbolt**

#### April

- Contact Arkansas ELI participants to coordinate recruitment for Board positions

#### May

- Coordinate with Arkansas ELI participants on plan for recruitment
- Secure videos of past and present AASAP Board officers detailing position requirements
- Secure timelines of all AASAP Board positions

#### June

- Continue working with Arkansas ELI to plan nomination letters and date deadlines
- Post videos of past and present AASAP Board officers on the AASAP Website
- Post all AASAP Board positions timelines on the AASAP Website

#### July

- Send fliers to AASAP membership advertising Board positions and nomination deadline
- Post nomination forms and guidelines on AASAP Website

#### August

- Send fliers to AASAP membership advertising Board positions and nomination deadline

#### September

- Send two monthly fliers to AASAP membership advertising Board positions and nomination deadline



- Aid individuals running for office to campaign at AASAP Conference
- Personally called all current and former AASAP ELI and Arkansas SWASAP ELI participants to encourage leadership roles in association.

#### October

- Support President during conference with nominations from floor
- Confidential recording of membership candidate counts
- Provide President with accurate confidential results of board position votes

Nominations received and approved for AASAP Board positions by September 28, 2017.

President-Elect, Billy Ray Huggins

SWASAP Representative, Carol Gilley

AASAP Representative, Pam Freer