

OKLAHOMA DIVISION OF STUDENT ASSISTANCE  
odsa.wildapricot.org  
ODSA Annual Business Meeting  
April 13-14, 2023

Meeting called to order at 9:21 am on April 13th by President Dawn Compton. Quorum established.

**Adoption of Agenda as Presented:**

Membership directed to agenda in business meeting packet.

Motion by Kimberly Fraire, Southeastern Oklahoma State University to adopt the agenda as presented;  
Seconded by Elizabeth Cotrill, Northeastern State University.

**Motion carries.**

**Approval of Minutes:**

Membership is directed to past minutes.

Motion by Kimberly Fraire, Southeastern Oklahoma State University to adopt the minutes as presented;  
Seconded by Nicole Stevenson, Oklahoma State University.

**Motion carries.**

**Officer Reports:**

**President: Dawn Compton**

- August 19, 2022
  - Assumed the duties of President
  - Attended COE Fair Share meetings
  - Attended a zoom meeting with COE president and officers regarding National Conference presentation
  - Represented ODSA at the SWASAP August Board Meeting
  - Participated in the ELI meetings both online and in person
  - Attended the SWASAP Finance committee meeting
  - Conducted research on speakers for the SWASAP annual conference
  - Reached out to congressional leaders regarding the McNair slate
  - Sent congratulation emails to the McNair programs that were refunded
  - Received the UBMS slate and shared with program officers
  - Announced the New SWASAP ELI Members: Javer Lewis and Natalie Hampton
- January 4, 2023
  - Secured guest speakers for the SWASAP Conference
  - Served as the site coordinator for the SWASAP Conference
  - Organized Fall Summit Professional Development for ODSA Members
  - Led special board meeting in November regarding membership increase
  - Called for proposal and second to pass the recommended budget including membership increase
  - Called members personally and invited them to join the board as either appointed members and or proxy
  - Attended TCC's New Beginnings Scholarship Ceremony

- Performed the responsibilities of the ODSA secretary by gathering reports, creating the meeting agenda and securing lunch.
- Collaborated with Lisa Johnson on the past meetings minutes as well as the Hall of Fame application
- Attended COE State Presidents meetings
- Participated in the TRIO Day Committee meetings
- Worked with Elections and Nominations committee to verify positions for election opposed to assignment
- April 12, 2023
  - Attended Fair Share monthly meetings
  - Attended monthly State Leadership meetings with COE
  - Contributed to the TRIO Day at the Capitol planning
  - Appointed new board officers including
    - Kristinia Fischer as President Elect
    - Mathew Lee as Publications
    - Bethany Rucker as Secretary
  - Organized Team Leaders for Policy Seminar
  - Attended Policy Seminar
  - Attended COE Leadership Summit
  - Collaborated with the Bylaws committee on proper procedures
  - Contributed to the Spring Conference Planning
  - Submitted SWASAP ELI names to SWASAP Committee
  - Collaborated with the Finance Committee on a fiscal policy

**President-Elect: Kristina Hicks**

- April 12, 2023
  - Attended the February SWASAP meeting and started working with 5 committees.
  - Will attend the May SWASAP meeting
  - Attended the Fair Share Meeting in March

**Past President: John Thao**

- August 2022
  - Met and discussed with the ODSA President about transitioning into the President's role and duties.
  - Met and discussed with the previous ODSA Past President about the Past President's role and duties.
  - Read over the Constitution, By Laws and the Board Member's Handbook.
  - Planned, coordinated and toured several Tulsa hotel sites with some ODSA Board members.
  - Selected and signed hotel contract with Hyatt Hotel in Tulsa for ODSA's 2023 Annual Conference.
  - Notified COE staff the dates and location of ODSA's 2023 Annual Conference
  - Invited and requested COE President and President Emeritus to attend and speak at ODSA's 2023 Annual Conference
  - Assisted President-Elect transition into the President's role due to the President resigning (i.e. notified COE of the change and requested them to update contact information so the new President can attend monthly Fair Share and State Leadership meetings).

- Reviewed and updated ODSA's annual conference committee manual.
- Began assigning interested ODSA members to the different conference committees.
- Discussed with several previous ODSA presidents about planning the annual conference.
- January 2023
  - Assisted Acting President with tasks or obligations when needed (i.e. attended several COE state leadership and/or fair share meetings whenever Acting President was not able to attend, sought out proxies for board positions, and provide COE Policy Seminar materials)
  - Attended COE's Executive Leadership Institute in Kansas City at the University of Kansas.
  - 
  - Attend ODSA Fall Summit in Tulsa at Tulsa Community College-Metro Campus.
  - Attend SWASAP Conference in OKC in November 2022.
  - Assembled a conference planning committee and assigned committee chairs their tasks for their respective committees.
  - Planned and organized the logistics for 2023 annual conference
- April 2023
  - Planned and organized the logistics for 2023 annual conference

**Secretary: Bethany Rucker**

- April 2023
  - I served on the TRIO DAY Committee and attended TRIO DAY virtually on February 22, 2023.
  - I served on the Alumni Committee. We planned 2 separate events at the conference.
  - Created the STATBook with Melissa Scott.

**treasurer: Kristinia Hicks**

- April 12, 2023
  - Position is vacant but Kristinia Hicks is filling in to finish out the term.
  - Continuing to work with John on conference budget and planning.
  - Working on opening a \$50,000 CD and placing funds in it.
  - Getting documents ready to be sent to accountant to do taxes.
  - Bank balance as of February 28 is \$132,596.34
- January 6, 2023
  - Worked with Finance Committee to get new budget made and presented to the board for the upcoming fiscal year.
  - Working with the Finance Committee to update the fiscal policy guidelines.
  - Attended Fall Summit.
  - Attended SWASAP and the pre-conference workshops.
  - Served as proxy at the August & November SWASAP board meetings.
  - Working with John on conference budget and planning.
  - Scanning documents into digital format.
  - Bank balance as of November \$120,330.96
- August 2022
  - Tax and audit info are with the accountant
  - Working with the finance committee
  - Added Ja'Rod Walker to bank account and now working on switching over to remove him and add Dawn Compton due to his resignation

- Attended the August SWASAP board meeting as a proxy
- Plan to attend Fall Summit and SWASAP annual conference
- Working with John Thao on hotel contract and plans for the 2023 conference
- Bank balance as of July 31 is \$121,656.14

#### **SWASAP Rep. TRIO Day: Cameron Coley**

- April 12, 2023
  - Coordinated 4 TRIO Day Committee meetings leading up to TRIO Day held on February 22, 2023 and organized follow-up meeting to evaluate TRIO Day experience.
  - Led TRIO Day 2023 and event was evaluated as successful. 473 registered for face-to-face and 53 registered for online. Through Senator George Young's Assistant, Tanisha Woods, we were able to secure the Oklahoma State Senate Chambers as an overflow space.
  - College Fair held at OCCC was also a success and well-attended; 165 individuals were at the College Fair.
  - Attended February SWASAP Board Meeting and on 2 committees.
  - TRIO Day Scholarship committee awarded 1 precollegiate and 1 collegiate scholarship. ODSA was refunded \$500 deposit for use of U.S. House of Representatives Chambers.
  - TRIO Day 2023 Committee received feedback that some ODSA members would like a community service event to take place in 2024. Committee discussed holding College Fair at the Capitol and a community service event after the College Fair, leaving it open for groups to attend the College Fair or grab lunch and visit the community service event. Looking to start TRIO Day 2024 Committee meetings in late July.
  - Reflecting on TRIO Day 2023, the committee realized that 2022 and 2023 was crowded with FFA students, and the committee decided to look at Wednesday, February 28, 2024, as the preceding week in February 2024 is already reserved for FFA related groups.
  - Moving forward TRIO Day must be sponsored by a representative and will be required to pay \$1,000 deposit 30 days before the event takes place. Speaking to a TRIO McNair Scholars Alumni from OU who is a representative for the 89th district. We can hold the College Fair in the 2nd floor Rotunda after TRIO Day is finished in the Representatives and Senate Chambers. Speaking with the Senate side to use that space as an overflow for attendees.
- January 6, 2023
  - Participated in SWASAP ELI and worked on Registration committee for the SWASAP Conference in Oklahoma City, OK.
  - Attended ODSA Fall Summit.
  - Coordinated with the SWASAP Membership Committee to hold a presentation for all SWASAP members.
  - Chaired SWASAP Strategic Planning Committee and collaborated with committee members to create a survey for all SWASAP Board members.
  - Organized TRIO Day Committee of 11 members and held 3 meetings.
  - Made progress with the TRIO Day Committee for the event's theme, speakers, location, and organization of the College Fair.
- August 19, 2022
  - Attended April ODSA Conference and SWASAP meeting in Dallas, TX.
  - Selected to be a member of 2022 ELI SWASAP and attended June and July meetings.
  - Attended June 2022 SSS Professional Development in Oklahoma City.
  - Attended August 2022 SWASAP Meeting and In-Person SWASAP ELI in Oklahoma City.

- Contacted OKC Capitol about reserving space for TRIO Day 2023.

### **SWASAP Rep. Scholarships: Vacant**

#### **Public Relations: Matt Lee**

- January 6, 2023
  - Attended January ODSA Board Meeting as the PR proxy
  - Attended TRIO Day at the State Capitol and OCCC College Fair
  - Attended NEO, NSU, & UCO TRIO Day
  - Worked with Past President John Thao to update ODSA Conference website on Wildapricot
  - Worked and discussed with ODSA Board to approve Canva Pro Account
  - Meet with Darla Ellett to go over Nomination and Election Forms
  - Meet with the ODSA Decorations Committee to discuss and gather items
  - Maintained email and social platforms

#### **Historian: Joseph Schnetzer**

- April 11, 2023
  - I served on the TRIO Day Committee and I attended TRIO Day in person on February 22, 2023 with my students.
  - I chaired the TRIO Day Scholarship sub-committee. There were 23 applications. Of the 8 pre-collegiate applications, 3 were from UCO-UB, 1 each from OU-UB, ECOC-UB, WOSC-UB, RSU-TS and Rose State-TS. Of the 15 collegiate applications, 7 were from TCC-SSS, 4 from SE-SSS, and 1 each from NEO-SSS, Langston-SSS, Cameron-SSS and OU-McNair. The pre-collegiate scholarship winner was Gideon Okutu from Rose State-TS. The Collegiate scholarship winner was Amanda Billings from TCC-SSS.
  - Contributed to the ODSA Conference planning. I am attending the 2023 ODSA Annual Conference in person and I'm co-presenting a breakout session with Cheryl Lindle.
  - I planned, organized and delivered the Newcomer Networking Session Program during the 2023 ODSA annual conference. Co-presenters were Cameron Coley and Nicole Stevenson.
  - This is the end of my term as Historian. I'm very grateful for the opportunity to serve on the board for our professional organization. Most of all I appreciate the connections and friendships I have developed. Thank you.
- January 6, 2023
  - I attended the 2022 COE Annual Conference in San Diego in September
  - TCC hosted and I attended the 2022 ODSA Fall Summit in October and took pictures.
  - I attended the 2022 SWASAP Annual Conference in OKC in November and took pictures.
  - I am serving on the 22-23 TRIO Day Committee and the TRIO Day Scholarship sub-committee
  - Next steps:
    - Form a Newcomers Orientation Committee and submit the program to the Conference Chair for approval.
    - Attend the 2023 ODSA Annual Conference and lead the Newcomer Orientation session.
    - Update and post the Oklahoma TRIO Program Directory
- August 19, 2022

- I served on the ODSA Scholarship Committee and the SWASAP Scholarship Committee as a reader.
- I developed a TRIO Newcomer connection plan, monthly zoom sessions for networking, information, Q&A and announcements.
- Attended the TRIO SSS Strategic Professional Development Day at OSU-OKC on 6/2/22
- Attended the ODSA Board Orientation, Professional Development, and Transition Meeting at UCO on 4/21/22
- Next steps:
- Attend the 2022 COE Annual Conference
- Attend the 2022 SWASAP Annual meeting
- Update and post the Oklahoma TRIO Program Directory

**Parliamentarian Rosario Riley calls for a motion** to allow the 3 presidents (President: Dawn Compton, President-Elect: Kristina Hicks, and Past-President: John Thao) to transition out of their roles into the next.

Motion by Kimberly Fraire, Southeastern Oklahoma State University to allow the the presidents to transition;

Seconded by Amber Deela, East Central University

**Motion carries.**

#### **Committee Reports:**

##### **Nominations and Elections: Darla Ellett**

- Presented at Fall Summit about the open Secretary Board position and provided information about each office open for nominations in the Spring 2023 (President-elect, treasurer, SWASAP Representative – Scholarship, Historian).
- Emailed requests for nominations for open Secretary position.
- December: Reviewed by-laws regarding appointment/election of mid-term open positions: Secretary, President Elect, Public Relations, SWASAP Rep-Scholarships.
- Uploaded information on to the ODSA's website about the upcoming open officer positions along with the nomination form. Coordinated with PR to incorporate announcement with Spring Conference Registration page.
- Nominations taken for Historian and online election process reviewed in preparation for Spring Conference.
- Fliers made to elicit interest in the positions to be distributed at conferences.

(The positions open for nominations are: (President-elect, treasurer, SWASAP Representative – Scholarship, Historian)

- **President-Elect.** There were no submissions for this position.
  - Nominations were opened to the floor. Dawn Compton nominated Elizabeth Gordan. Elizabeth Gordon accepts.
  - Nominations Closed

Kim Fraire, Southeastern Oklahoma State University moves to accept Elizabeth Gordon by acclamation as President-Elect. Briana Flatley, Oklahoma State University-OKC seconded.

- **Motion Carries.**
- **Treasurer:** There were no submissions for this position.
  - Nominations were opened to the floor. Cameron Coley nominated Kima Murry. Kima Murry Accepts.
  - Nominations Closed

Kim Fraire, Southeastern Oklahoma State University moves to accept Kima Murry by acclamation as treasurer. Jenifer Davis, Southeastern Oklahoma State University seconded.

- **Motion Carries.**
- **SWASAP Representative - Scholarships:** There was one submission for this position.
  - Kimberly Fraire
  - Nominations were opened to the floor. Natalie Hampton and Katie Navaro were nominated, both accepted.
  - Nominations closed.
  - Vote will go to elections.
- **Historian:** There were three submissions for this position.
  - Jeff Gardener
  - Javer Lewis
  - Camela Mendoza
  - Nominations were opened to the floor. No one accepts.
  - Nominations Closed.
  - Vote will go to elections.

Elizabeth Gordon and Kima Murry speak to the members.

Candidates Speak to the members: SWASAP Representative: Scholarships Natalie Hampton, Katie Navaro, and Kim Fraire. Treasurer: Jeff Gardener, Camela Mendoza, and Javer Lewis.

Kim Fraire, Southeastern Oklahoma State University moves to recess at 10:20 am on April 12, 2023; Donavon Kelso, Oklahoma State University - OKC seconded.

**Motion Carries.**

Meeting reconvened at 10:57 am on Thursday, April 13, 2022 by President Dawn Compton.

#### **Nominations and Elections: Darla Ellett (Continued)**

- **Historian:** Javer Lewis wins the vote.
- **SWASAP Representative - Scholarships:** Natalie Hampton wins the vote.

#### **Ad Hoc: Constitution and By-Laws: Clyde Wilson, Jr. (Provided Written Report/Didn't Speak)**

- Revised bylaws and constitution after the organization approved and adopted amendments during the 2022 annual meeting.
- Examined and considered the implications of recent changes to the Bylaws and Constitution.
- Offered guidance to the ODSA President when questions about the association's governance surfaced. I was able to give answers, solutions, and directions.

#### **Alumni: Nicole Stevenson**

- Alumni Committee
  - My committee reviewed food options for the conference reception.
  - We will have a variety of options for that one-hour timeslot.
  - Music will play in the background.
- Mentoring Event for Students
  - TRIO Alumni will mentor current students; agenda is listed below.
  - Keynote over importance of mentorship and self-care tips.
  - Career readiness tips will be shared.

- Light refreshments will be provided.

#### **Emerging Leaders Institute: Teriki Barnes and Whitney Gifford**

- The 2022-2023 ODSA Emerging Leaders Institute (ELI) will graduate 11 participants this year.
- Level I:
  - Altis Rutherford
  - Briana Flatley
  - Filip Pavlovic
  - Bethany Rucker
  - Jennifer Davis
  - Elaina Stuart
  - Calli Singh
- Level II:
  - Javer Lewis
  - Quitta Crutchfield
  - Amber Deela
  - Katie Navarro
- The class met seven times through in-person meetings, Zoom, and at TRIO Day. Their final meeting is held on April 11th at the ODSA conference to prepare for the Silent Auction with proceeds going toward Oklahoma's COE Fair Share. This year's Level 1 participants were the first ELI group to have completed the new Onboarding component. They were also "mentor matched" with Level II participants who helped guide and support them throughout this year. Both groups learned about their leadership strengths through the Clifton Strengths Finder inventory. They also had the opportunity to learn about TRIO history, professionalism, board positions, parliamentary procedure, and fiscal responsibility from guest speakers who brought their knowledge and expertise to the group. Many thanks to Donovan Kelso, Lisa Johnson, Mary Meeks, Jessica Nelson, Kristinia Hicks, and Rosario Riley, as well as the ODSA Board who allowed the ELI group to observe a board meeting.
- One ELI participant, Bethany Rucker, has already committed to serving on the ODSA Board, and we are excited that a few other ELI participants are planning to run for board positions at the ODSA conference.
- We are proud of this exceptional group of Emerging Leaders, and it has been our pleasure Co-Chairing this year.
- Donavon Kelson speaks on the new on-boarding component. They have had 39 participants.

#### **Walter O Mason: Audra Conner**

- WOM Education Foundation Board met by Zoom in March and October, 2022, and April, 2023.
- Held Foundationally Fit Challenge scholarship fundraiser at the ODSA Annual Conference, April 2022 in Durant, OK
- Assisted in making contact with the family of Walter O. Mason to invite to attend the 51st Annual SWASAP Conference in Oklahoma City,
- November, 2023
  - Presented 2022 Scholarship checks to the following TRIO participants:
    - Synthia Hale, SSS, Arkansas Tech University
    - Alayna Charles, UB, University of Louisiana Lafayette
    - Julianna Luna, SSS STEM, New Mexico State University
    - Austin Savage, TS, Northeastern State University BA
    - Vanessa Medelin, TS, Dallas College East Field (2021)



- Held TRIO Socks Scholarship Fundraiser at Annual SWASAP Conf. in OKC and “100 Dimes for 100 Steps” to commemorate Walter O. Mason’s 100th birthday May 5th, 2023. 230 pairs of socks were sold, three pairs were presented/gifted to Maureen Hoyler, Dr. Mitchem, and Joseph Givens, 267 pairs of socks remain in inventory, \$3,110.00 was raised from the combined fundraisers.
- TRIO Socks will be available for purchase at the Annual ODSA Conference in Tulsa, April 11-13, 2023 for WOM Scholarships.

**Finance Committee: Jessica Nelson**

- Created ODSA Fiscal Policy Guide
- Proposed \$5 membership fee increase and presented to members at SWASAP Conference (membership voted on and approved \$10) increase
- Prepared and presented to ODSA Board two recommended 2023-2024 budgets – with and without membership fee increased
- Increased spending for scholarships and professional development

**Unfinished/New Business:**

**Instillation of Officers: Darla Ellett**

- Outgoing officers: John Thao, Joseph Schnetzer
- Continuing officers: Kristinia Hicks, Dawn Compton, Bethany Rucker, Matt Lee, Cameron Coley,
- New officers sworn in: Javer Lewis, Elizabeth Gordon, Natalie Hampton, Kima Murry

President Kristina Hicks closes out the conference.

**Action to Adjourn:**

Cameron Coley, Southeastern Oklahoma State University moves to adjourn the 2023 ODSA Conference.

Julie Brixey, Northeastern Oklahoma University seconded.

**Motion carries.**

Meeting adjourned at 11:24 AM on April 13, 2023.

Submitted by ODSA Secretary