



Board of Directors Meeting

Saturday, September 17, 2011

2:30 p.m. to 5:00 p.m.

West-MEC

5487 N. 99th Avenue

Glendale, Arizona 85305

(Between Bethany and Camelback off the 101)

AGENDA

- **Welcome and Introductions of All Board Members and Guests** Curt Bertelsen
- **Acceptance of Board Agenda and Quorum Statement** Curt Bertelsen
- **Approval of Minutes from July 16, 2011 Board of Directors Meeting (Voting Item)** Curt Bertelsen
- **Arizona Technology Festival (February 2012)** Jeremy Babendure, Ph.D.
Director, Arizona SciTech Festival
- **Treasurer's Reports (Motion to File for Financial Review)** Curt Bertelsen
- **Annual Budget for Association (Voting Item)** Stephen Weltsch
- **Executive Director's Report** Pam Ferguson/ Shelly York
 - Future ACTE Conference Dates and Locations *Handout*
 - ACTEAZ Website and Newsletter Articles
 - Quality Association Award Application (Due in October)
 - Job E-Blasts Report
 - Summer Conference Debrief Meeting TBD
 - ACTEAZ Website As Resource
 - Telephone List for Board of Directors and Fellows
 - ListServ Info Posted on ACTEAZ Website
 - National ACTE Conference in St. Louis
 - Reminder: Secretary of State Filing by September 2011 for 501 C3 Associations
 - Technology Update
 - New ACTEAZ Image
 - Taxes Filed in November 2011
 - CTSO Events
 - Other Events We Should be Attending
- **ACTEAZ Delegates to ACTE National Conference in St. Louis (Voting Item)** Curt Bertelsen
Curt Bertelsen, Doris Wojtulewicz, Dean Petersen, Mary Anne Berens
Alternate: Pam Ferguson
- **ADE Report** Mark Hamilton

- **Workforce and Economic Development in the Phoenix Area and the CTE Programs Now Being Developed Including General Discussion on the Contribution of CTE for Workforce Development** Randy Kimmens
- **ACTEAZ Registered with Arizona Secretary of State as Lobbyist** John Mulcahy

 - Who is Registered for Association
 - Quarterly Lobbying Report
 - Speaking on Your Own Behalf vs. ACTEAZ if not a Registered Lobbyist
 - Rules Regarding Expenses or Gifts to Legislators
 - Advocacy Telephone List for Board of Directors and Home E-Mails and Addresses
- **State Association Review and Check-Up** Pam Ferguson
(These all will be a continued process over this year.)

 - Review and Compare ACTE State Handbook with our Procedures
 - 990 Form Review with New Laws and Alignment State Association
 - Review of Board By-Laws and Policies & Procedures
 - Review Relationship between ACTE/ACTEAZ/Affiliates (Statement of Understanding and Affiliation Process)
 - Financial Review Committee
- **ACTEAZ Contracts (Voting Item)** Curt Bertelsen

 - Contracts Signed by President or Designee
 - Midwinter 2012
 - Management/Consultant Contracts
 - Association Election Contract
 - Summer Conference Contracts
 - Technology Contract (AVECTRA)
 - Regonline
 - ABLE Contracts (Summer Conference and Regular)
 - Miscellaneous Contracts for Summer Conference
 - Miscellaneous Contracts as they come up (Zoomerang Etc)
 - Storage Room, Mail Box Store Contracts
 - Others that Come Up
- **Board Governance Responsibilities** Curt Bertelsen

 - Budget, Financial Oversight and Fiduciary Responsibilities
 - IRS Tax Returns
 - Strategic Plan
 - Reviews By-Laws/Policies and Procedures
- **Retention Policies and Records** Curt Bertelsen
This year we will be shredding 2003-04 and before. ACTEAZ Officer will sign off.
- **2011-2012 Board Goal Recommendations for Strategic Plan Program of Work (Voting Item)** Curt Bertelsen

 - Business Liaison Goals (To do more with our Business Liaisons and ACTEAZ)
 - Step Up Communication During the Year With our *Circle of Distinction Members*
 - Continue Sponsorship Levels Program Goal
 - Continue to Increase National, State and Affiliates Memberships Goal (We got extra ACTEA Delegate this Year) *Carried over from 2009-2010*
 - Continue to work with Legislators regarding CTE
 - Strand for New Teachers at Conference to Earn College Credit and Specialized Training

- **Suggestions from our ACTEAZ Members Discussion**

Curt Bertelsen and
Board Members

- **Summer Conference Discussion**

Pam Ferguson, Shelly York

- Thank You Letters to Sponsors (501C6 Statement)
- Thank You Letters to Hotels (501C6 Statement)
- Opening Session
- Days for Conference
- Zoomerang Conference Evaluation Survey and Conference Comments
- Call for Presentations includes Video, Media etc. Statement
- Conference Hotels and Overflow Hotels
- Final Numbers
- ACTEAZ Membership Program / Summer Conference Membership
- Student Scholarship Program
- Conference Format
- Hotel Contracts for 2014, 2015, 2016 (Hold the Dates at Loews and Westin Hotels)

- **Affiliate and Program Area Reports** (Please turn in forms to Christine Nelson, Secretary)

Please turn in Your Affiliate Meetings Schedule so an ACTEAZ Representative Could be Invited to One of Your Meetings to Continue Networking With all Affiliates.

- AATA
- ABEA
- ACOVA
- AME
- ATIEA
- AZHCEA
- Business / Corporate Partnerships
- Community College Report
- FACS Ed
- Fellowship Program
- Joint Technical Districts
- Tech Prep
- University Representative
- Region V Representative (ex officio)

Reta Yanik
Barbara Renner
Lisa Doll
Mollie Fussell
Phil Howardell
Rhonda Sykes
Dick McManus
Randy Kimmens
Belen Reyes
Diane Epperson
Greg Donovan
Mary Jondrow
Nicole O'Grady
Charles Gallagher

- **Good of the Order**

Curt Bertelsen

- **Next Board Meeting Monday, November 7, 2011 West-MEC 4:00 p.m. – 6:00 p.m.**

- **Adjournment**

To Do List

- ✓ Please Schedule Time for Reaching ACTEAZ 2011-2012 Goals
- ✓ Please Register for Mid-Winter Conference www.acteaz.org in October
- ✓ Please Register for ACTE National Conference in St. Louis
- ✓ Attend CTSO Events (Calendar in your Binder)
- ✓ Send Affiliate Information for any Professional Development for Website
- ✓ Send News for Newsletter and Website to Shelly shellyyork@cox.net

