



**Board of Directors Annual Meeting**  
**Saturday July 16, 2011**  
**3:30 p.m. to 5:30 p.m.**  
**Westin La Paloma Resort**  
**Sonoran II**  
*Minutes*

**Welcome and Introductions of All Board Members and Guests**

Dean Petersen

**Board Members Present:** Dean Petersen, Curt Bertelsen, Doris Wojtulewicz, Mary Anne Berens, Karen Lattin, John Mulcahy, Stephen Weltsch, Christine Nelson, Diane Epperson, Cathie Raymond, Greg Donovan, Richard Mc Manus, Rhonda Sykes, Nichole O'Grady, Barbara Border, Anne Wisener, Lisa Doll, Vicki Tolman

**Fellows Present:** Clyde Mc Bride, Brian Davis, Jennifer Brooks, Marilyn Babyar, Tiffany Sechrist

**Guests Present:** Jan Bray, Lauren Sheehan, Michelle Coots

**Executive Directors:** Pam Ferguson, Shelly York

**Call to Order**

Meeting was called to order by Dean Petersen at 3:33 pm and signified that a quorum was met.

**Approval of Minutes from June 13, 2011 Board of Directors Meeting**

Karen Lattin

Karen Lattin, Secretary, presented the minutes. Barbara Border moved to accept the minutes from June 13<sup>th</sup> to be approved as written and Mary Anne Berens seconded. Motion Carried.

**Treasurers' Report**

Steve Weltsch

Our fiscal year ended June 30<sup>th</sup>, 2011.

Conference is on-going. There is a tremendous influx of money now. If you want to see details please check with Steve or Shelly and they will show you Quick Books. More detailed report next time. ACTEAZ is solvent.

**2011 Summer Conference Report and Discussion**

Dean Petersen

➤ Summer Conference Steering Committee Thank You  
They did a wonderful job of planning the conference.

Dean Petersen

➤ Conference Registration Numbers, Sessions, Hotel Rooms  
At this point, there are 1088 attending, 220-230 sessions.  
Hotel rooms are full at Loews and Westin. Some attending are staying at Embassy Suites but it is not an overflow hotel this year.

Shelly York / Pam Ferguson

➤ Sponsors  
Sundt, Rocky Mountain Tech, SolidWorks, AZ Tech, ABLE, Metropolitan Tucson And Convention Bureau, U.S. Army, Loews Ventana Canyon, Westin La Paloma, Federal Reserve –San Francisco, Arizona Collectors Guide.

Pam Ferguson

➤ ADE Summer Conference Report

Barbara Border

➤ Superintendent Huppenthal will be with us, and will speak at the keynote session. He will also answer a few questions. Lillie Sly and Dr. Marv Lamer will also be attending. The new Deputy Associate will be announced soon. We are restructuring the CTE Advisory Board and they will meet on Monday. Thank you for the partnership and this will be the last year for Tech Prep.

- SC ACTEAZ Board Host Assignments Review Dean Petersen  
*Executive Committee received assignments for visiting with the Affiliates during the Conference. They would like to bring greetings.  
 Wristbands for members attending the conference will be used to help organize the food lines and will also help monitor that people eating are conference attendees.*
- Keynote Session and Sunday Presidents' Reception Dean Petersen  
*We need help to move people out of the KIVA Ballroom after Dr. Daggett speaks so that the room can be set up for the luncheon.  
 President's Reception will be held Sunday night at Loews in the Kiva Ballroom from 6-7 pm.  
 On Monday morning, people need to eat at the hotel they are staying and start early for Dr. Daggett's presentation. There will be additional buses provided from Westin to Loews for the Keynote.*
- Awards Breakfast Celebration Doris Wojtulewicz  
*We will celebrate outstanding educators and students on Wednesday morning. Winners are in conference program and also in a video loop at registration and information booths.*
- Saturday Evening "Board/Affiliate Boards/Special Guests Reception" Dean Petersen  
*This will be held Saturday night at 6:30 to recognize and thank you for your work on the ACTEAZ Board of Directors.*
- Silent Auction (Not at this Conference) Pam Ferguson  
*People want to attend the sessions and it takes 40 -45 people to man the tables.*
- Scholarships Nicole O'Grady  
*Thanks to readers. The new application and rubric worked well. We will use again next year.  
 Nichole and her committee did a good job.*

**Update on National ACTE**

Jan Bray

*We will end in the black. Membership is going down. Congratulations to Arizona as they increased their membership to 416 members. Arizona will be awarded \$10 for every new member for a total of \$860.*

*The board has approved recognizing a Guidance Counselor and will also recognize a State Business leader in 2012. ACTE is undergoing strategic planning as they have not changed in 85 years. They have been interviewing stakeholders across the states and at this time do not have a consensus. ACTE is at the crossroads, education is changing, budgets going down, do we stay in our box or more forward. Huge battles on our front and we need strong leaders. Really appreciate ACTEAZ as they one of the shining members.*

**Professional Development Certificates 2010-11**

Dean Petersen

*Board of Directors received their Professional Development Certificates for service on the ACTEAZ Board this year.*

**Thank You Board Certificate Awards 2010-11**

Dean Petersen, Curt Bertelsen, Doris Wojtulewicz

*Members of the Board received framed certificates for their service this past year. Executive Committee will receive recognition on stage on Wednesday at the Awards Breakfast.*

**Fellows Recognition Certificates for Sophomores/Seniors**

Dean Petersen, Diane Epperson.

*Freshman Fellows will be honored on stage on Wednesday at the Awards Breakfast. Sophomore and Senior Fellows received framed certificates at this Board Meeting.*

**"State of the State" 2010-2011 Presidency and Comments**

Dean Petersen

*There is a high priority to join ACTE as they are most significant group to advocate for CTE. It will be the best \$80 you will spend. They were very active in getting funding continued in our state. Quality Association Award was received again by Arizona.*

*Pam Ferguson, ACTEAZ Executive Director was named Arizona Society of Association Executives "Executive of the Year."*

**Passing of the Gavel and Introduction of New Logo**

Dean Petersen, Curt Bertelsen

Dean Petersen, President 2010-2011 presented the gavel to incoming President, Curt Bertelsen.  
Curt presented Dean a Thank You from the Board for his service.

**New Logo and Theme for the Year**

Curt Bertelsen

Curt introduced his presidential logo -the cube 'One Mission' for the upcoming 2011-12 year.

**Introductions of Newly Elected Officers 2011-12**

Curt Bertelsen

Doris Wojtulewicz (President-Elect), Mary Anne Berens (Vice-President),  
Christine Nelson (Secretary). Special thanks to Karen Lattin, outgoing ACTEAZ Secretary.

**Executive Director's Report**

Pam Ferguson

- ACTEAZ Insurance Renewals –Renewed for board of directors, all in place.
- ACTEAZ Website and Newsletter Articles-45 pages this past issue.
- Statewide Job E-Blasts- many e-blasts, thanks to John Mulcahy for initiating the program.
- ACTEAZ Session on Sunday at 8:00 am to 9:30 am in Sabino  
Leadership Training and Other Important Information for Non-Profit Associations  
Jan Bray will be teaching this class Sunday morning.
- New ACTE National Handbook for State Associations-Please visit ACTE Website  
[www.acteonline.org](http://www.acteonline.org).
- Professional Development Opportunities for 2011-2012 Handout in your Board Materials

**ACTEAZ President's Circle of Distinction**

Curt Bertelsen

Curt announced the "Circle of Distinction" honorees for this year.

- Richard Condit
- Dick McManus
- Alex F. Jerome

**ACTEAZ Annual By-Laws Revisions or Updates**

Curt Bertelsen

Tabled until After Fall Retreat

This year we will be doing significant study on our By-Laws and Procedures.  
Stay tuned for how you can be part of the process. Adoption of New By-Laws  
and Procedures Information will be forthcoming.

**IRS 990 Form Report on Time Volunteered by Board and Members**

Curt Bertelsen

This must be included in our Income Tax Filing for 2010-2011  
Board members names will be on return with volunteered hours.

**Notification of ACTEAZ Board Meeting Dates for 2011-2012**

Curt Bertelsen

Handout for board meetings in packet.

**Fall Retreat Location and Date**

Curt Bertelsen

Saturday, September 17<sup>th</sup>, 8 am to 5 pm. At West-MEC.

Again, please let Pam or Shelly know the names and contact information for new Affiliate  
Representatives.

Changed location from Tucson, to Phoenix at West MEC

**Mid-Winter Leadership Conference (February 3-4<sup>th</sup>, 2012)**

Pam Ferguson, Lisa Doll

Dates are February 2<sup>nd</sup> -3<sup>rd</sup> and Board meeting will be held Friday afternoon February 3<sup>rd</sup>.

**CTE Leadership Continuum Committee**

John Mulcahy

How to educate young teachers, have held 3 meetings thus far; next meeting in August.

**ACTE and ACTEAZ Leadership Training Program**

Curt Bertelsen

*Program to move our association forward, set mission goals, and develop association leadership  
Shelly York and Christine Nelson will be our ACTEAZ Representatives.*

**New Arizona ACTEAZ Membership Brochure**

Shelly York

*Our goal is to introduce at Fall Retreat*

**Written Reports of Committees and Affiliates**

- Please have your report written and copies for everyone prior to the meeting. Karen will put in the minutes for end of year report.
- We will discuss these reports further at our Fall Leadership Retreat
- Thanks for the Committees and Affiliates hard work this past year

*Fellows Report: Diane Epperson: Sophomore and Senior fellow "follow-up" and training – Saturday 5:30 after board meeting. Freshman Fellow Orientation and Luncheon Wednesday 11:30–3:00. Sophomores are writing and turning in their "First Year-End Report" before Fall Retreat. They will give a short report to the board at the retreat.*

*ACOVA Report: Completed Camp M & M with a record number of participants 87!  
Fall Conference is November 3<sup>rd</sup> and 4<sup>th</sup> in Prescott at the Prescott Resort and Conference Center.*

**ACTEAZ Fellows Reports for 2010-2011**

Curt Bertelsen

*(They will be given to the Board at Fall Retreat)*

**Good of the Order**

Curt Bertelsen

**Adjournment**

Curt Bertelsen

*Mary Anne Berens moved to adjourn the meeting, Anne Wisener seconded the motion and the meeting was adjourned.*

Minutes Submitted by:

Karen Lattin, Secretary 2010-2011

Christine Nelson, Secretary 2011-2012