



Record of Minutes

Board of Directors Meeting
Saturday, September 10, 2016
2:30 pm – 4:30 pm
West-MEC
5487 North 99th Avenue
Glendale, AZ 85305

In Attendance

Executive Board Members Present:

John Mulcahy, Lisa Doll, Julie Stockwell, Cathie Raymond, Dennis Esparza, Amanda Nolasco and Stephen Weltsch

Board of Directors Members Present:

Jeff Wooley/Tiffany Brown, Jan Fellow, Nicole Hampton, Rebecca McGinnis, Jennifer Ray, Jeanne Roberts, William Symonds, Ashley Fergus, Sharon Metzger, Christine Nelson and Reta Yanik

Fellows Present:

Ben Barth, Thomas Bogart, Michelle Bohon, Melissa Drake, Ashley Fergus, Charles Haussman, Tim Mayfield, Sharon Metzger, Tracy Robinson, Bernadette Russoniello, Denise Saldamondo, Rick Scaife, Tina Valenzuela, Joel Wakefield, and Jeff Wooley.

Consultants Present:

Mary Anne Berens, Pam Ferguson, Shelly York and Tony York

Call to Order

Meeting called to order at 2:10 pm by Julie Stockwell

Quorum verified

All present welcomed, personal introductions given

The following informational items were discussed:

- ACTEAZ Policies in Live Binder:
 - Conflict of Interest Policy
 - Whistleblower Policy
 - Retention Policy
- Quick Reminders:
 - Taxes will be filed by November 15th deadline
 - Shredding of 2009 – 2010 documents, Officer will sign-off
 - Thank you letters to be sent to all Sponsors with 501 C6 statement

Consent Agenda

- Approval of July 16th, 2016 Minutes
- Approval of ACTEAZ Representatives at National Conference
 - Delegate Assembly: Julie Stockwell, Lisa Doll, Cathie Raymond
 - State Quality Association Awards Breakfast: Lisa Doll, Julie Stockwell, Cathie Raymond, Amanda Shively, Pam Ferguson, Shelly York, Mary Anne Berens, TBD by final attendee list
- Approval of Board of Directors for 2016-2017
 - Lisa Doll – Past- President
 - Cathie Raymond – President Elect
 - Stephen Weltsch – Vice President
 - Dennis Esparza – Treasurer
 - Amanda Nolasco – Secretary
 - Dr. John Mulcahy – Past President Advisor
 - Reta Yanik – AATA
 - Rebecca McGinnis – ABEA
 - Jennifer Ray – ACOVA
 - Joe Parone – AME
 - Oscar Olivas – ATIEA
 - Tiffany Brown – AZHCEA
 - Shawn Morris – FACS Ed
 - Jeanne Roberts – ADE
 - Tina Norton – ACTEAZ Lobbyist
 - Jeramy Plumb – JTED's
 - Mike McAfee – Business Representative
 - Dr. James Perey – AOAC
 - Jan Fellow – Counselors
 - Christine Nelson – Fellows
 - Nicole Hampton – University Representative
 - Dean Petersen – Financial Review
 - William Symonds – Global Pathways Institute
 - Dr. Randy Kimmens – Workforce Development

- Continuance of ACTEAZ Memberships
 - Arizona Chamber of Commerce
 - Arizona Technology Council
 - ABEC (Arizona Business Education Coalition)
 - AZSAE (Arizona Society of Association Executives)
 - Arizona Manufacturing Partnership

Action Item: Approval of the Consent Agenda

- Motion made by Sharon Metzger and seconded by John Mulcahy. All approved.

Treasurer's and Audit Report

- Dennis reviewed how we break down month by month
- Reviewed the budget
- Question came up about postage line – postage is used for scholarships and invoicing via Fed Ex, UPS, USPS
- Reviewed profit and loss – money comes in and out – looks like we are in a hole but we are not-we are fiscally sound. We are at the end of a fiscal year and the beginning of another.
- Questions came about certain accounts, monies designated for pending contracts – Shelly will talk to the accountant
- Student Scholarship Checks mailed to colleges
- Lori Luzier to be on Financial Committee

Action Item: Approval of Adoption of Annual Budget

- Motion made by Jeff Wooley and seconded by Lisa Doll. All approved.
 - Signers on the account will be Julie Stockwell, Pam Ferguson, Stephen Weltsch, Dennis Esparza, Shelly York and John Mulcahy

Action Item: Approval of Signer on the Account

- Motion made by Sharon Metzger and seconded by Cathie Raymond. There was discussion. Nicole Hampton voted nay. Motion passed.

ACTEAZ Premier Series

Action Item: Approval of Continuance of the ADE Grant

- Motion made by Nicole Hampton and seconded by Jeff Wooley. All approved.
 - 6 classes at Summer Conference
 - 200 trained
 - 7 classes scheduled in Chandler – 2 completed
 - 2 classes scheduled in Sierra Vista – want 5 more
 - Chinle and Yuma in September, Page and Cottonwood in October
 - Future goals: regional trainings; Spring happenings in Flagstaff at Coconino Community College
 - ADE Program of Study grant to continue the Premier Series

Executive Director's Report

- Information was provided on leadership session at Vision 2016
- Reminder to attend Vision 2016
- Working on National Quality Association Award
- All insurance policies have been paid
- Continue with job e blasts – remind people to fill in all areas so it can be posted
- Reminder that application is now available for Region V and National Fellows
- Region V Fellows – 2 year commitment
- National Fellows – 1 year commitment
- I AM CTE T shirts are still available – will sell at Mid-Winter
- We were awarded Region V \$1500 mini grant – helps support Fellows and Premier Series Publications
- Lori Luzier was selected to the Region V awards committee

ADE Report

- JTED implementation – certification list sent out to districts
- Reviewed 22 initially
- Need business and industry to provide evidence of what they use for employment
- EOP tests – must pass at 60%
- Field testing new items
- 2017 – no more practice tests
- Blueprints are being developed
- JLBC – 1st quarter report is on agenda
- Want to know how they determined the 5 programs they aren't going to fund
- US Presidential Scholars – applications are due October 12, 2016
- Reviewed grants allocated
- Reviewed staffing updates
- September 21, 2016 – local directors meeting
- Reviewed Perkins update
- Reviewed teacher certification update

Summer Conference Update

- Survey – 94% very satisfied/satisfied
- 1,000 attendees/249 sessions/38 computer labs
- Encouraged people to present
- October 25th – Summer conference planning committee to meet
- Stressed the importance of affiliates attending the meeting
- Discussion about why we have it in Tucson
- Discussion about exhibitors and session costs
- Date for 2017 – July 14th to 19th, 2017
- Future Summer Conference signed until 2019

ACTEAZ Lobbyists

- Paperwork will be submitted by Tina Norton to Secretary of State with updated information on our Alternate Lobbyists on behalf of the Board of Directors
- Tina will continue to file our reports as needed since she is the Designated Lobbyist.

Action Item: Approval of Continuance of Designated Lobbyist: Tina Norton

- Motion made by Cathie Raymond and seconded by Tiffany Brown. All approved.
- Alternative Lobbyists
 - Julie Stockwell, Lisa Doll, Cathie Raymond, Stephen Weltsch, Dennis Esparza, Amanda Nolasco and John Mulcahy

Action Item: Approval of Alternate Lobbyists

- Motion made by Jan Fellow and seconded by Rebecca McGinnis. All approved.
- Advocacy agenda will be approved as part of the Strategic Plan
- Discussed the definition of a 501 C6 – reviewed we can endorse CTE issues but we cannot endorse candidates

ACTEAZ Contracts

- Midwinter Contracts
- Corporate Consulting Contracts
- Association Election Contract
- Summer Conference Contracts
- Exhibitor Contracts
- Technology and Computer Contracts
- Service Contracts
- Rent Contracts
- Professional Development Contracts
- Others that may come up for Association

Action Item: Approval to Sign Contracts

- Motion made by Jeff Wooley and seconded by Lisa Doll. All approved.

2016-2017 Goals

- Continuing Executive Board Recommended Goals:
- Building Advocacy
- Bridging ACTEAZ and Affiliates
- Expanding Industry Partnerships
- Promoting Memberships
- Discussed Board of Directors Recommendations for Goals from Fall Retreat

Action Item: Approval 2016-2017 Goals

- Motion made by Sharon Metzger and seconded by Dennis Esparza. All approved.

CTE Month

- Information will be released next month

2016-2017 Board of Directors Meetings

- **September 10, 2016 (Fall Retreat)**
7:30 am – 4:30 pm
West-MEC
- **October 24, 2016**
4:00 pm – 6:00 pm
Maricopa Community Colleges District
- **January 9, 2017**
4:00 pm – 6:00 pm
West-MEC
- **February 3, 2017 (Mid-Winter)**
1:00 pm – 3:00 pm
Prescott Resort and Conference Center
- **April 24, 2017**
4:00 pm – 6:00 pm
Maricopa Community Colleges District
- **July 15, 2017 (Summer Conference)**
5:00 pm – 6:30 pm
Westin La Paloma Resort

Reports by Affiliates and Special Group Representatives

- AATA (Reta Yanik) – Finished successful Fall retreat. Looking forward to Nationals for FFA in October
- ABEA (Rebecca McGinnis) – Annual conference in Prescott. Successful and largest one to date
- ACOVA (Jennifer Ray) – September 21st Mini Camp M & M. Fall conference in Prescott
- AME (Joe Parone) – no longer collecting dues. Forming partnership with national association. Conference in January was their largest with 46 teachers. Report given by Ashley Fergus, AME President-Elect.
- ATIEA (Oscar Olivas) – No report given
- AZHCEA (Tiffany Brown) – One step closer to offering the Allied Health Teacher of the Year Award
- Business/Community Partnerships (Mike McAfee) – No report given
- Community College Occupational Administrators (Mike Crockett) – No report given
- FACS Ed (Shawn Morris) – No report given
- Fellowship Program (Christine Nelson) – The sophomore fellows gave a report on their first year as a freshman, what they learned, what their goals for this next year are and an impactful moment in the year! Fall-Retreat, each group meet and brainstormed ideas for this years' service project. Each group project worked to stay within the goals of ACTEAZ for the 2016/17 year. After the group project each fellow worked on their personal goal and wrote them on note cards, sealed them up and will be opened at Mid-Winter to help them stay on track of completing their goal. Committees and committee chairs were discussed for Mid-Winter and Thomas Bogart stepped up to be the chairman this year for the Scholarship Auction. After the January 9th, 2017 board meeting the fellows will be meeting and planning for the spring! Report given by Sharon Metzger.
- Financial Review (Doug Petersen) – No report given
- Guidance and Counseling ASCA (Jan Fellow) – Happy to report more CTE presence at conferences. ADE has launched its AZ Career Ready online PD for counselors.
- Joint Technical Districts (Jeremy Plumb) – No report submitted
- University Representative (Nicole Hampton) – Nothing to report
- Workforce Development (Randy Kimmens) – No report submitted
- Global Pathways Institute (William Symonds) – need to revise the A-F accountability system. Career readiness needs a separate line. Schools need to focus more on ECAP. On September 26, voting on new framework. Need to develop metrics. Advocating for tax credit for businesses that offer internships and externships

Good of the Order

- President Julie Stockwell thanked those in attendance at our Fall Retreat.

Adjournment

- Motion to adjourn by Jeff Wooley and seconded by Sharon Metzger. Motion passed. Meeting adjourned at 3:45 pm.

Minutes Respectfully Submitted for Approval by:

Amanda Nolasco, ACTEAZ Secretary

Minutes approved at October 24, 2016 Board Meeting