



## Board of Directors Minutes

Saturday, September 14, 2013

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

West-MEC

5487 North 99<sup>th</sup> Avenue

Glendale, AZ 85305

**Board Members Present:** *Stephen Weltsch, John Mulcahy, Doris Wojtulewicz, Lisa Doll, Christine Nelson, Amanda Shively, Dan Brown, Reta Yanik, Thom Dickerson, Marilynn Babyar, Mike Crockett, Rachael Mann, Tina Norton, Anne Wisener, Rhonda Sykes, and Nicole Hampton.*

**Fellows Present:** *Peggy LaShier, Julie Stockwell, Sharon Metzger, Amanda Nolasco, Maryellen Coburn, Speranta Klees, and Jessica Edwards.*

**Consultants:** *Pam Ferguson, Shelly York, Tony York, Mary Anne Berens and Tara Bell.*

### Welcome and Call to Order

*Meeting called to order 2:23 PM*

### Acceptance of Board Agenda and Quorum

*Quorum was established, agenda approved and meeting was called to order.*

### Approval of Minutes from April 1, 2013 **Voting Item**

*Motion made by Mike Crockett and seconded by Rhonda Sykes to approve the minutes. Motion passed.*

### Treasurer's Report

#### Adoption of Annual Budget **Voting Item**

*Annual 2013/14 budget was presented. Motion made by Lisa Doll and seconded by John Mulcahy to approve report. Motion passed.*

### Executive Directors Report

- *Quality Association Application (Due October 15<sup>th</sup>) will be filed.*
- *State Association National Breakfast – Will be December 7th at VISION 2013, attending will be all states that received an award; Arizona will have one fellow attend.*
- *Summer Conference Debrief Meeting and First Meeting for 2013 Conference September 23rd at 3:00 p.m. at Metro Tech High School in Culinary Department. Please attend. Stephen Weltsch and Dan Brown will be hosting the meeting.*
- *Thank You Letters send to all Sponsors with 501 C6 Statement.*
- *Telephone List for Board of Directors-please let us know of any contact information changes.*
- *National ACTE Conference in Las Vegas (December 4<sup>th</sup> -7th) – inviting everyone, this conference may be considered in state so check with your CTE director.*
- *National ACTE Membership-Please continue to renew or sign up for National ACTE Membership.*
- *Reminder: Secretary of State Filing by September 2013 for 501 C3's .*
- *Taxes will be filed by November 15<sup>th</sup> Deadline (They will be available prior and at next board meeting). Stephen will sign.*
- *CTSO Events Schedule is in binder.*
- *Arizona Chamber of Commerce Membership and AZSAE – Joined both of these; \$150 a year and helps keep non-profits up to date.*
- *ACTE AZ Insurance Policies are up to date.*
- *Arizona SCITECH Festival Information – timeline this year is February and March 2014.*

- *Review of By-Laws is continuing.*
- *Job Blasts- Done on Request as needed.*

### **Representatives for Delegate Assembly in Las Vegas (Voting Item)**

*Stephen Weltsch, Christine Nelson, John Mulcahy*

*Alternate: Senior or Sophomore Fellow – Motion made by Doris Wojtulewicz and seconded by Amanda Shively to approve delegates. Motion passed.*

### **ADE Report**

*CTE is in transition and we are restructuring CTE in house at the state. U.S. Secretary of Education Arnie Duncan's visit was great. ADE (Dan Brown) was there to host. Mega Conference is done; Title I is coming up and there are 1,200 Title I schools.*

### **ACTEAZ Premier Professional Development Series Summer Conference Report**

- *Classes' Thus Far – Ten professional Development classes have been offered since last Summer Conference when Curt and John started.*
- *Teachers Trained – 164 Teachers have been trained (this number does not include Cottonwood).*
- *More Classes – Kingman in October: just finished Cottonwood and Yuma; approximately 20 teachers 2 weeks ago.*
- *Follow Up E-Mails Procedure – Will offer classes at Mid-Winter Conference. Mary Anne will leave cards behind and do email blasts to get out the word.*

### **News, Technology and Information on Website**

- *Working hard on IT stuff to make things easier on the back end of the computer programming.*
- *Let's get news from the classrooms to showcase our students and what they are doing across the state.*
- *Permission slips on CTSO (through ADE) students. ADE has added ACTEAZ on their permission slips so we can post information regarding students and their pictures.*

### **ACTEAZ Membership News**

- *Free membership! E-Blast will be going out on this Monday.*
- *In the future (being developed) for members to download their own certificates, in the members only area.*
- *Have affiliate presidents send us information on what your services your affiliate provides and your board members information. Send to Tony York.*

**Video Contest** - *Teaming up with nationals theme, "Super Hero's" for a video contest extended to High Schools and Post Secondary and adults. Top three will be posted on the ACTEAZ website and First Place will receive \$500; Second Place will receive \$ 250 and third place will be shown on ACTEAZ Media Outlets along with first and second place. They will also be featured at Summer Conference. First Place will be shown at a general session. Please contact Tony York for podcast ideas for your affiliates, fellows, CTSO leaders, fund raising ideas.*

### **Summer Conference Awards Nominations**

- *Award nominations will be on line by the end of October, and we will be keeping awards as is.*
- *Life Time Achievement Award. We will nominate Richard Condit this year. Most of the paperwork is completed.*
- *Arizona will be supporting our award winners on how to interview and write their awards to compete at Region V.*
- *We had several categories where no one is nominated so please nominate teachers, directors, and professionals. The ACTEAZ Executive Committee will nominate people for that category when no one is submitted by members.*

- *Changes at the national level will be; award winners can join the day before and be eligible to win.*

### **Summer Conference Report**

- *Numbers – A total of 1,084 members attended.*
- *Sessions – There were 266 sessions.*
- *Financials - Personal amount of \$7500 are still due, letter to individuals have gone out. Big district amount is \$71,000 and still due.*
- *Call for Presentations for 2014 – Will be up on the web site the end of October.*
- *We will ask Teacher Category Winners from last year if they would like to present – We will ask all award winners if they would like to present, show off all the great things they do in the classroom.*
- *We will ask other Award Winners also if they would like to apply to present.*
- *Computer Labs – Some sessions were cancelled and became open labs, we need to work hard to eliminate this and double confirm that the presenters are coming.*
- *Survey Results – There were 245 who completed the on-line survey.*
- *Future Summer Conference Hotel Contracts – We are booked for the next three years; 2014-16. Hotels are already contacting us to negotiate for years 2017 and 2018.*

### **ACTEAZ Registered with Arizona Secretary of State as Lobbyists (Voting Item)**

*Designated Lobbyist Tina Norton*

*AL Steve Weltsch*

*AL John Mulcahy*

*AL Greg Donovan*

*AL Christine Nelson*

*AL Amanda Shively*

*AL Doris Wojtulewicz*

*AL Lisa Doll*

*Paperwork will be notarized and sent to the AZ Secretary of State with above info.*

*Motion made by Nicole Hampton and seconded by Anne Wisener to approve the designated Lobbyists. Motion passed.*

*Discussion of Advocacy Agenda-Brainstorming was done for our Advocacy Agenda and this will be further discussed after board members can talk to their affiliates and we can discuss at our November Meeting.*

### **Increase Home E-Mails and Phone Numbers for Advocacy**

- *Reason for Home E-Mails*
- *Request Affiliates also have Home E-Mails for Advocacy*

### **ACTEAZ Contracts (Voting Item)**

*Contracts are signed by President or Executive Committee Designee.*

*These are contracts that need to be signed during the year. Executive Committee will review contracts and sign them as appropriate on behalf of the association.*

- *Midwinter Conference*
- *Association Management Companies and Consultant Contracts*
- *Association Election Contract*
- *Summer Conference Contracts*
- *Technology and Computer Contracts*
- *Computer Lab Contracts at Summer Conference*
- *Regonline*
- *Miscellaneous Contracts for Summer Conference*
- *Service Contracts*
- *Rent Contracts*

- *Professional Development Contracts for Hotels and Services*
- *Others that come up for Association*  
*Motion made by Nicole Hampton and seconded by John Mulcahy to approve the signing of contracts.*  
*Motion passed.*

### **Retention Policy for Association**

*This year we will be shredding 2005-2006 as per our association retention policy for records.*  
*Officer will sign off on what is shredded*  
*Stephen will be signing off on shredding.*

### **Conflict of Interest Policy and Notification (Consensus)**

*Board of Directors reviewed Conflict of Interest Policy as Board Members and also that our glass plates that are made for our awards are not considered a conflict of interest. Board voted by consensus.*

### **ACTEAZ Board Goal Recommendations for 2013-2014 (Voting Item)**

#### **Strategic Plan Program of Work**

- *To support CTE teachers for the purpose of instructional excellence and student achievement through the Premier Professional Development Series*
- *To intentionally grow educational leaders through Affiliate support and the Fellows program*
- *To build systemic support for CTE through focused statewide advocacy and outreach.*  
*Motion made by Lisa Doll and seconded by John Mulcahy to approve the goals. Motion passed*

### **Reports by Affiliates and Special Group Representatives**

*(Please make sure you have filled out form for Secretary to include in minutes)*

- *AATA (Reta Yanik) – The 86<sup>th</sup> annual FFA convention will be held in Louisville, Kentucky on October 29<sup>th</sup> – November 2<sup>nd</sup>, 2013. Arizona FFA has a National finalist in the area of Nursery Landscape, and the winner will be announced in October at the National convention. AATA Fall Retreat was held August 23-24<sup>th</sup> at Chandler High School. Teachers attended a one day of Professional Development on Industry Certification in Landscape for the state of Arizona. The following day was spent working on the Program of Work for the upcoming year. Summer Conference planning has already begun.*
- *ABEA (Anne Wisener) – Over 50 lesson plans by business teachers for business teacher were shared among teachers. Annual Conference was held at Junior Achievement, business teachers went through a mini JA experience. ABEA bowling night will be held in November. The 2015 ABEA will be hosting region WBEA Conference.*
- *ACOVA (Thom Dickerson) – Mini Camp M & M at local director's conference 9/26/2013. ACOVA fall conference will be held 11/6-7/2013 at the Prescott Resort.*
- *AME (Jayme Fitzpatrick)-Not present.*
- *ATIEA (Ross Rector) - Not present.*
- *AZHCEA (Rhonda Sykes) - Membership Drive, join AzHCEA this year and membership for 2014-2015 will be included. HOSA Officer Leadership Camp – Pine Summit Camp in Prescott was held September 12-14<sup>th</sup> and a huge success! Thanks to all those wonderful people that made this event possible and positive for our students. Free PD coming in January; Best Practices – Pathophysiology and Mental Health/Suicide Awareness. Board meeting November 8<sup>th</sup> at 2:00PM at Phoenix Convention Center.*
- *Business / Community Partnerships (Mike McAfee) No present.*
- *Community College (Mike Crockett) Had shared comments previously.*
- *FACS Ed (Rachel Mann) – This year's theme for FACS Ed is 'A candle loses nothing by lighting another candle'. FACS educators are making it a priority to share resources and success strategies*  
*to improve our discipline as a whole. November 1-3<sup>rd</sup> Employability skills the Walt Disney Way. January 30<sup>th</sup> FACS Educators Days in the Workplace.*
- *Fellowship Program (Christine Nelson) – Session at Fall Retreat to discuss fellow's responsibilities and commitment, advocacy, and summer conference.*

- Financial Review (Dean Petersen) –*Not present.*
- Joint Technical Districts (Greg Donovan) –*Not present.*
- University Representative (Nicole Hampton). Shared previously.
- Workforce Development (Randy Kimmens) –*Not present.*
- ACTE Region V Report (Charles Gallagher) Not present.
- Guidance and Counseling (Marilynn Babyar) – *Attend ACT conference on November 1<sup>st</sup> as John Mulcahy will be speaking. Post secondary commission and ASCA = College Ready Training. 1. School counselor 2. College providers. Survey went out 9/10/13 to all principals and charter owners at ECAP Implementation, there will be a focus group at college and career readiness. Wiki – There will be career development lesson plans for counselors.*

**Good of the Order**

**Adjournment**

*Meeting was adjourned at 4:00 PM.*

Respectfully Submitted by:

Christine Nelson  
ACTEAZ Secretary

Approved: November 18<sup>th</sup>, 2013 ACTEAZ Board of Directors Meeting