



Association for Career and Technical Education of Arizona



Record of Minutes
Board of Directors Meeting
Saturday, September 12, 2015
2:30 pm – 4:30 pm

West-MEC

In Attendance:

Executive Board Members Present

Lisa Doll, Dennis Esparza, Lou Hart, John Mulcahy, Cathie Raymond, Julie Stockwell, Stephen Weltsch

Board of Directors Members Present:

Julie Ellis, Jan Fellow, Nicole Hampton, Jimmy Wojcik, Dr. Randy Kimmens, Rachael Mann, Christine Nelson, Tina Norton, Jeremy Plumb, Jeanne Roberts, Bill Symonds, Jeff Wooley, and Reta Yanik

Fellows Present:

Jessica Edwards, Lori Luzier, Sharon Metzger, Michael Neu, Amanda Nolasco, Melissa Drake, Charles Hausman, Jason McCutcheon, Leslie Palombo, Heather Webb, Benjamin Barth, Thomas Bogart, Michelle Bohon, Jacqueline Clay, Tim Mayfield, Tracy Robinson, Rick Scaife

Consultants Present:

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

Call to Order

Meeting called to order at 2:10 pm by Lisa Doll

Quorum verified, 20/25 Board Members present

Consent Agenda

Action Items:

- July 18, 2015 Minutes
- Approval of ACTEAZ Representatives at National Conference
- Delegate Assembly:
 - Lisa Doll, Cathie Raymond and Amanda Nolasco;
Alternate: Oscar Olivas
- State Quality Association Awards Breakfast:
 - Lisa Doll, John Mulcahy, Cathie Raymond, Pam Ferguson, Shelly York, Tony York, Mary Anne Berens and TBD from other attendees
- Approval of Board of Directors for 2015-2016
- Continuance of Memberships
 - Arizona Chamber of Commerce
 - ABEC
 - AZSAE
 - Arizona Manufacturing Partnership
- Motion to Approve - John Mulcahy
- Second – Cathie Raymond
- Motion carried

Items of Notification

ACTEAZ Policies:

- Conflict of Interest
- Whistleblower Policy
- Retention Policy
- All policies in conformance with 990 requirements
- Taxes will be reviewed at 11/3/2015 Board meeting

Quick Reminders

- Taxes will be filed by November 15th deadline
- Shredding of 2008 – 2009 documents, Officer will sign off
- Thank you letters to be sent to all Sponsors with 501 C6 statement

Treasurer's Report

Action Item: Adoption of Annual Budget

- Review of Balance Sheets and Profit and Loss statements
- Presentation of proposed 2015-2016 Association budget
- Motion to approve - Jeff Wooley
- Second – Jeramy Plumb
- Motion carried

Action Item: Signers on Accounts

- Dennis Esparza, Stephen Weltsch, John Mulcahy, Julie Stockwell, Pam Ferguson, and Shelly York
- Motion to approve – Julie Stockwell
- Second – Christine Nelson
- Motion carried

ACTEAZ Premier Series

Action Item: Continuance of ADE Grant

- Grant renewed for third year
- Thanks to ADE
- Motion to approve – Cathie Raymond
- Second – Jan Fellow
- Motion carried

Discussion Items:

- Classes Report – ever expanding class options; affects hundreds of educators
- Teachers Trained
- Upcoming classes – Curriculum Mapping and others
- Future Goals – continued expansion and development to include counselor training series in conjunction with ADE College and Career Ready Development
- Ongoing thanks to John Mulcahy, Mary Anne Berens, and Curt Bertelsen

Executive Director's Report

Discussion Items:

- National ACTE Leadership Session – let Pam Ferguson know if you want to attend this session
- National Quality Association Award application – will be submitted by October 15 deadline
- Region V Award finalist for National ACTE Award – Ben Barth, Region V finalist will be in attendance
- ACTEAZ Insurance Policies – all in place as needed
- Job Blasts – no recent postings; website will be moving to automatic posting function by members to increase efficiency and timeliness of notice

ADE Report

Jeanne Roberts

- Professional Development position being posted
- SKILLS USA pending
- FCCLA State Advisor position will be posted
- US Presidents Scholars & CTE must go through the Superintendent's office, applications due September 18, 2015
- Upcoming events – CTE Admin meeting, CTSO Camps Conferences, Future of CTE Summit, 4 delegates to Visions Conference
- Fall assessments window open for teachers

Summer Conference Report

Discussion Items:

- Numbers – 1,010 registered
- Sessions – 266 sessions
- Financials – still to be finalized
- Computer Labs – no complaints, had 1 tech assigned at each hotel
- Survey Results – 222 responses, 85% reporting “*very satisfied, satisfied*” overall; goal is to have the survey available before the start of conference for 2016 with the objective of increasing submissions of the survey
- Call for Presentations for 2016 – steering committee to guide; send suggestions regarding sessions/scheduling to Pam and Shelly
- 2016 Summer Conference – July 15 – 20; Conference meeting TBD in the next few weeks
- Low numbers in some sessions a concern; suggestion of limiting the number of sessions, stated there must be enough sessions for all to attend

Suggestion option of offering more than one time for high demand sessions; preference of presenters would need to be considered

ACTEAZ Lobbyists

Action Item: Continuance of Designated Lobbyist: Tina Norton

Action Item: Alternate Lobbyists

- Lisa Doll, John Mulcahy, Julie Stockwell, Cathie Raymond, Dennis Esparza, Lou Hart, and Stephen Weltsch
- Motion to approve – Jeff Wooley
- Second – John Mulcahy
- Motion carried

Discussion Items:

- Advocacy Agenda to be approved as part of Strategic Plan

ACTEAZ Contracts

Action Item: Approval to Sign Contracts

- Midwinter contracts
- Corporate Consulting Contracts
- Association Election Contract
- Summer Conference Contracts
- Technology and Computer Contracts
- Service Contracts
- Rent Contracts
- Professional Development Contacts
- Others that may come up for Association
- Motion to approve – Dennis Esparza
- Second – Christine Nelson
- Motion carried

2015-2016 Strategic Plan

Executive Board Recommended Goals:

- Building Advocacy
- Bridging ACTEAZ and Affiliates
- Expanding Industry Partnerships
- Promoting Memberships

Discuss Board of Directors Recommendations for Goals

Action Item: Designate Strategic Plan and Program of Work

- Motion to approve – Christine Nelson
- Second – Julie Stockwell
- Motion carried

CTE Month

Discussion Items:

- Theme and Participation – *Opportunities for Career Success*
- Resource Handouts
- Video Contest

Affiliate and Special Group Representatives' Reports

Reports for Discussion (to be submitted electronically to Lou Hart for inclusion in meeting minutes)

- AATA (Reta Yanik)
- ABEA (Julie Ellis)
- ACOVA (Jimmy Wojcik)
- AME (Heather Hunt)
- ATIEA (Oscar Olivas)
- AZHCEA (Jeff Wooley)

AZHCEA attended the summer conference this past summer. We hosted several "best practices" sessions for the Allied Health arena during the conference. AZHCEA hosted a social networking session at the conference this year that was sponsored by NHA. It was very well attended. Thank you to Pam for lending out her suite to us. AZHCEA conducted our annual business meeting during the summer conference; elections were held. Tiffany Brown was elected as President Elect, Karen Chamberlain was elected as Treasurer, and Stacy H. was re-elected as Secretary. We are still working toward finalizing our "Allied Health Teacher of the Year" award. Our next meeting will be held November 6th at the HOSA Flex Conference.

- Business/Community/Partnerships (Mike McAfee)
- Community College (Mike Crockett)
- Counseling Representatives (Jan Fellow)
- FACS ED (Rachael Mann)
- Fellowship Program (Christine Nelson)

Three people added to the leadership of the fellows: Co-chairs – Mike Neu, Amanda Nolasco, and Jessica Edwards

- Financial Review (Dean Petersen)
- Global Pathways Institute (Bill Symonds)
- Joint Technical Districts (Jeremy Plumb)
- University Representative (Nicole Hampton)
- Workforce Development (Randy Kimmens)

Minutes can now be submitted in the live binder

Good of the Order

Adjournment

Action Item: Adjournment

- Motion to adjourn – Jeff Wooley
- Second – Lou Hart
- Motion carried; meeting adjourned at 4:00 pm

Minutes Approved at 11_2_2015 Meeting

*Lou Hart,
ACTEAZ Secretary
September 19, 2015*