



Meeting Agenda

Board of Directors Meeting

Saturday, September 8, 2018

2:30 pm – 4:30 pm

West-MEC • 5487 N 99th Avenue • Glendale, AZ 85305

Board Meeting - September 8th

Sat, Sep 8, 2018 2:15 PM - 5:00 PM MST

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/597735005>

You can also dial in using your phone.

United States: +1 (571) 317-3122

Access Code: 597-735-005

Welcome

Curt Bertelsen

Quorum Verification and Review of Agenda

Curt Bertelsen

Consent Agenda

Curt Bertelsen, Pam Ferguson

Action Items:

- Approval of July 14th, 2018 Minutes
- Approval of ACTEAZ Representatives at National Conference Delegate Assembly:
(November 29th from 10 am to 11:30)
Curt Bertelsen, Lisa Doll, James Hawk and Alternate, Pam Ferguson
- State Quality Association Awards Breakfast (Saturday December 1st at 8 am)
Pam Ferguson, Shelly York, Curt Bertelsen, James Hawk, Lisa Doll, Rachael Mann,
Cathie Raymond, TBD by final conference attendee list
- Shredding of 2011 –2012 documents according to Retention Policy, Officer will sign-off on documents before shredding
- Will add the Employee Retention Policy statements to our list now that we have an employee. We had taken out previously because we didn't have any employees.
- Thank-you letters sent to all Sponsors with 501C6 statement

Action Items:

- Financial Update
- Adoption of Annual Budget
 - Explanation and Discussion
 - Signers on Banking Accounts (Stephen Weltsch, James Hawk, Shelly York)

Additional Items:

- Student Scholarship Checks mailed to colleges
- Updated Officer form done online by Stephen for Corporation Commission, so Bank had latest info to complete change of signers' form.

ACTEAZ and Affiliates Signature Form for Board of Directors**Pam Ferguson**

Pam will review with Affiliates to continue to file with the IRS and to keep Corporation Commission Reports up to date.

ACTEAZ Constitution Change**Pam Ferguson and Lisa Doll****Action Item:**

Goal is to Review and Pass Constitution Revision at the October 22, 2018 Board of Directors Meeting.

Currently the Constitution says that only Officers are Members of the Executive Committee. The proposal is to add two Members at Large to the Executive Committee.

Since this is a Constitution change, the following procedures will be followed:

These By-Laws may be amended by two-thirds favorable vote of the Board of Directors and general members calling in for this item provided that:

- A copy of the proposed amendment revisions is in the possession of the members of the Board of Directors at least thirty (30) days prior to the meeting at which action is to be taken on the proposed amendment. **Any voting on this item will be done at the October 22, 2018 Board Meeting.**
- Since this is a Constitution change, we will put on our website to notify the membership about the proposed change and if they choose to, they can call in to the October 22nd Meeting to vote if not present. **They must be current ACTEAZ Members to vote on this item.**

- Item would be at the beginning of the agenda in case any general members call in for this agenda item. (This is being done in this manner, otherwise we would need to wait until next year's Annual Meeting to pass this revision)
- The revision will pass if there is two-thirds of the Board and any Members calling in.
- Questions and Discussion

ACTEAZ Premier Series

Debra Zurcher and Shelly York

Action Item:

- Continuance of ADE Grant. Grant renewed on September 1, 2018. Grant was for \$105,000.00. It is \$10,000.00 less than last year.

Update on Premier Series:

- Classes Report
- Teachers Trained
- Upcoming Classes
- Future Goals
- Training of New Premier Series Teachers
- E-Mail for ACTEAZ Premier Series. PremierSeries@acteaz.org

Executive Directors' Report

Pam Ferguson and Shelly York

Discussion Items:

- Taxes will be filed by November 15, 2018 deadline
- National ACTE Conference in San Antonio, Texas
 - November 28 – December 1, 2018 **Note:** Advance registration rate valid through October 26, 2018
 - National ACTE Leadership session in San Antonio. Please sign up for this session.
- National Quality Association Award Application due October 15, 2018.
- ACTEAZ Insurance Policies – Travelers Liability and Officer Insurance has been renewed and was paid in July 2018
- ACTEAZ/ACOVA Mid-Winter Conference, February 7-8, 2019
- National Policy Seminar Crystal Gateway Marriott, March 25-27, 2019
- Region V
 - National and Regional Fellows Opportunities
 - ACTEAZ members on Region V Committees
 - Rachael Mann – ACTE Region V Policy Committee
 - Shelly York – Audit Committee
 - Bernadette Russoniello – Marketing Committee
 - Lori Luzier – Awards Committee
 - Julie Stockwell – Nominating Committee

- Region V Leadership Conference in Bozeman, Montana, April 10-13th, 2019 at the Best Western Plus Gran Tree
- Arizona State Winners Eligible to compete at Region V in Bozeman
 - Career and Technical Education Teacher of the Year (Melanie Alexander)
 - Career and Technical Education Post-Secondary Educator of the Year (John Morgan)
 - Career and Technical Education Administrator of the Year (Bob Weir)
 - New Career and Technical Education of the Year (Hailey Adams)
 - Carl Perkins Community Service Award (Tom Rose)
 - Lifetime Achievement Award (Greg Donovan)
 - Career Guidance Award (Lori Luzier)

ADE Report

Cathie Raymond

Summer Conference Report

**Stephen Weltsch, Pam Ferguson,
Shelly York, Cathie Raymond**

Discussion items:

- Mobile App
- Attendee Numbers
- Computer Labs
- Call for Presentations for 2019
- Surveys will be reviewed at end of September
- 2019 Summer Conference Committee Meeting TBD
- Date for 2019 – July 12th to 17th, 2019 (Loews Ventana and Westin La Paloma)
- Conferences for 2020-2022 (El Conquistador Resort and Westin La Paloma signed per permission to complete contracts at April 23, 2018 Board Meeting)

ACTEAZ Employee Discussion Update

Curt Bertelsen, Stephen Weltsch, Shelly York

- Currently creating HR Manual
- Currently creating HR Documents specifically for ACTEAZ

Action Items:

- **Continuance of Designated Lobbyist, Tina Norton**
 - 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 Lobbyists.
- **Alternate Lobbyists**
 - Curt Bertelsen, Stephen Weltsch, Lisa Doll, James Hawk, Amanda Nolasco, Rachael Mann
 - Names to be removed from ACTEAZ Alternate Lobbyists List- Julie Stockwell and Dennis Esparza who have completed their officer terms

Discussion Items:

- Advocacy Agenda to be approved as part of Strategic Plan at October 22 Meeting
- 501 C6 nonprofit can endorse CTE issues; we cannot endorse candidates

ACTEAZ ContractsCurt Bertelsen

Action Items:

- ACTEAZ/ACOVA Mid-Winter Conference February 5th to 7th, 2020
- Corporate Consulting Contracts or 1099 Consultants
- Association Election Voting Contract
- Summer Conference Hotels Contracts, Computer Labs and other contracts in relation to the Summer Conference
- Exhibitor Contracts
- Technology and Computer Contracts
- Service Contracts
- Rent Contracts
- Professional Development Contracts
- Employee Documents as needed
- Others that may come up for Association

Goals for 2018 – 2019

- Building Advocacy and Increasing Member Advocacy List signups on Website
- Expanding Industry Partnerships to include Exhibitors and Sponsors and Recruitment
- Recruiting more members to run for ACTEAZ Officer Positions
- “Goals for Retreat” (Discuss Fall Retreat Recommendations for Goals)

Action Items:

- Pass Goals for Year

2018 – 2019 Board of Directors Meetings

ACTEAZ Fall Retreat

September 8, 2018

7:30 am–4:30 pm

West-MEC

ACTEAZ Board of Directors Meeting

October 22, 2018

4:00 pm -6:00 pm

West-MEC

ACTEAZ Board of Directors Meeting

January 7, 2019

4:00 pm -6:00 pm

West-MEC

ACTEAZ Board of Directors Mid-Winter Meeting

February 8, 2019

1:00 pm -3:00 pm

Prescott Resort and Conference Center

ACTEAZ Board of Directors Meeting

April 22, 2019

4:00 pm -6:00 pm

West-MEC

ACTEAZ Summer Conference Annual Board of Directors Meeting

July 13th, 2019

5:00 pm-6:30 pm

Westin La Paloma

Affiliate and Special Group Representatives

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

- ABEA, Missey Goodman or Gregg Pelka
- AATA, Brody McGuire
- AZ Curriculum Consortium, Tammy Bonner
- ACOVA, James Grieshaber
- AME, Leslie Palombo
- ATIEA, Brady Mitchell
- AZHCEA, Tiffany Brown
- Business / Community Partnerships Mike McAfee
- Career Technical Districts, Amy West
- Community College, James Perey
- Counseling Representative, Rick Scaife
- FACS Ed, Shawn Morris
- Fellowship Program, Christine Nelson, Mike Neu, Julie Stockwell, Heather Webb
- Financial Review, Dean Petersen or Lori Luzier
- Global Pathways Institute, Bill Symonds
- Junior High Representative, Dennis Esparza
- University Representative, Nicole Hampton
- Workforce Development, Jennifer Kaufman-Fourness

Reminder: Please turn in or e-mail report form to Rachael Mann to be included in minutes

Good of the Order

Curt Bertelsen

Adjournment

Curt Bertelsen

Action Item:

- Adjournment

Next Meeting Reminder:

October 22, 2018

4:00 pm-6:00 pm

West-MEC