



## Record of Minutes

**Board of Directors Meeting**  
**Saturday, September 8, 2018**  
**2:30 pm – 5:00 pm**  
**West-MEC 5487 N 99<sup>th</sup> Ave Glendale AZ**

### **In Attendance**

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**Executive Board Members Present:** Stephen Weltsch, Curt Bertelsen, Rachael Mann, Lisa Doll, Jim Hawk **Absent:** Amanda Nolasco

**Board Members Present:** Tiffany Brown (AZHCEA), Danielle Eberhart, Dennis Esparza (Middle School CTE Rep), Ashley Fergus (FACS ED Rep Sub), Nicole Hampton (CTE University Liaison), Jennifer Kaufman-Fourness (MCC), Jim Grieshaber (ACOVA), Mike McAfee (Business Partnerships), Cathie Raymond (ADE) (Conference Call), Rick Scaife (Counseling)

**Fellows Present:** Tammy Bonner, Kelly Brown, Lisa DeCota, Ashley Fergus, Josh Fields, Amber Gloria, Bryan Kestle, Maya Milhon, Jaime Miller, Christine Nelson (Fellows Director), Patti Pastor, Diane Sorden, Heather Webb

**Consultants/Employees:** Pam Ferguson, Shelly York, Tony York Deb Zurcher, Cristina Benavidez

### **Welcome Quorum Verification and Consent Agenda**

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Meeting called to order at 2:31p.m. by Curt Bertelsen. Quorum verified (15). Curt Bertelsen and Pam Ferguson discussed the items on the consent agenda.

#### **Action Item: Approval of the Consent Agenda**

- Curt asks for a Call for Motion
- Motion to Approve: Lisa Doll
- Seconded: Dennis Esparza

Motion moved

## **Treasurer's Report**

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Updates on the budget were led by Jim Hawk. Jim explained that we budgeted for what was spent and explained the difference between that and actuals. Jim explained the balance sheet, receivables, total assets, and encumbered money.

### **Action Item: Approval of the 2018-19 Budget**

- Curt asks for a Call for Motion to adopt the annual budget
- Motion to Approve: Tiffany Brown
- Seconded: Stephen Weltsch

Motion moved

Additional items discussed include student scholarship checks mailed to colleges and updated officer form done online by Stephen for the Corporation Commission so that the bank has the latest information to complete change of signers' form. The signers on the banking account are Stephen Weltsch, James Hawk, and Shelly York.

### **ACTEAZ and Affiliates Signature Form for Board of Directors**

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Pam Ferguson shares that she will review this with affiliates to continue to file with the IRS and to keep the Corporation Commission Reports up-to-date.

### **ACTEAZ Constitution Change**

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Lisa shares the rationale behind opening additional positions to the Executive Board. The Goal is to review and pass the constitution revision at the October 22 Board of Directors Meeting. Currently the Constitution says that only officers are members of the executive committee. The proposal will be to add two Members at Large to the Executive Team. The By-Laws may be amended to reflect this.

### **ACTEAZ Premier Series**

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Deb Zurcher shared updates on the Premier Series. 26 professional development courses have been offered, 560 teachers have been trained; 140 have been since summer conference. There are 7 upcoming classes that have been scheduled and 6 are in progress. Future goals include piloting a class in an online platform.

## Executive Director's Report

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- Pam Ferguson shared that taxes will be filed by the November 15, 2018 deadline.
- The National ACTE Conference will be in San Antonio on November 28- December 1.

**Note:** The advance registration rate is valid through October 26, 2018 for the National ACTE Leadership session in San Antonio. Board members are encouraged to attend this session. The National Quality Association Award Application is due October 15, 2018.

- ACTEAZ Insurance Policies – Travelers Liability and Officer Insurance has been renewed and was paid in July 2018.
- The ACTEAZ/ACOVA Mid-Winter Conference will take place on February 7-8, 2019 and registration will be up on the ACTEAZ website.
- The National Policy Seminar will take place at the Crystal Gateway Marriott on March 25-27, 2019
- Region V National and Regional Fellows Opportunities were discussed.
- 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
- The Region V Leadership Conference will take place in Bozeman, Montana on April 10-13th, 2019 at the Best Western Plus Arizona State Winners are eligible to compete at Region V in Bozeman This year's winners:
  - 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)

All eligible candidates will need to file the Region V by the deadline.

## **Summer Conference Report**

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Shelly York shared that the mobile app was a big hit.

- 349 Summer Conference evaluations were submitted which is an all-time high.
- ADE will share surveys by class. There is a way to rate your presenters on the mobile app. The new Summer Conference Committee Meeting date hasn't been announced yet.
- Dates 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)
- 2019 Summer Conference – October 15, Call for Presentations go live.

## **CTE Month**

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The CTE Video Submission opens on October 1.

## **ACTEAZ Employee Discussion Update**

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Shelly is currently creating an HR Manual and is currently creating HR Documents specifically for ACTEAZ

## **ACTEAZ Lobbyists**

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Curt discussed the designation of lobbyists. Tina Norton will continue as the designated lobbyist. Alternate Lobbyists are Curt Bertelsen, Stephen Weltsch, Lisa Doll, James Hawk, Amanda Nolasco, and Rachael Mann. The names to be removed as alternative lobbyists are Julie Stockwell and Dennis Esparza who have completed their officer terms.

Advocacy will be approved as part of the Strategic Plan at the October 22 Meeting. Lisa Doll explains why ACTEAZ has not made a stand on certain education issues and that our status has limits staying within our mission of professional development.

## **ACTEAZ Contracts**

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Curt directed the board of directors to reference the contracts that will be signed:

- 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

### ***Action Item: Granting Authority to sign contracts***

- Curt Bertelsen calls for a motion
- Motions to approve Christine Nelson
- Seconded by Dennis Esparza

Motion approved

## **ADE Report**

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Cathie Raymond shared the following: Strengthening Career and Technical Education Act, the assessment system is being refined with IT, Industry Certification will be able to be added from the portal starting in December.

## **2018 – 2019 Goals**

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Goals for 2018-19 are: 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, and "Goals for the Retreat"

A discussion took place on how we can do a better job at recognizing the successes of our students and to ensure that the word is getting out.

### ***Action Item: Granting Pass Goals for Year***

- Curt Bertelsen calls for a motion
- Motioned to approve by Christine Nelson
- Seconded by Dennis Esparza

Motion approved.

## **2018-2019 Board of Directors Meeting**

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The Meetings for the upcoming year are:

- ACTEAZ Fall Retreat: September 8, 2018 7:30 am-4:30 pm at West-MEC
- ACTEAZ BOD Meeting: October 22, 2018 4:00 pm-6:00 pm at West-MEC
- ACTEAZ BOD Meeting: January 7, 2019 4:00 pm- 6:00 pm at West-MEC
- ACTEAZ BOD Mid-Winter Meeting: February 8, 2019 1:00 pm-3:00 pm at Prescott Resort and Conference Center
- ACTEAZ BOD Meeting: April 22, 2019 4:00 pm- 6:00 pm at West-MEC
- ACTEAZ Summer Conference Annual BOD Meeting: July 13<sup>th</sup> 5:00 pm- 6:30 pm at Westin La Paloma

## **Affiliate and Group Representatives**

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Christine Nelson Fellows Coordinate said they had a great session today. Brainstormed then broke into groups to work on group and individual projects for the 2018-19 school year. We also had two amazing guest speakers; Heather Carter, Arizona House of Representatives 2013-18 and Sean Mattson, Retired Police Officer Executive Director AZ Labor Council. They both shared great information on advocacy and the do's and don'ts of meeting with legislators. The Fellows Coordinator and Co-coordinators will be meeting next month to start planning Mid-Winter.

Tammy Bonner with the Curriculum Consortium shares about a grant that was awarded and upcoming events.

Jim Grieshaber provides updates for the ACOVA Conference and the administrative strand that will be included.

Dennis Esparza shares an update for ATIEA about increasing membership and getting the word out.

Tiffany Brown shares on behalf of AZHCEA the updates for the year and how to market the organization via email.

Rick Scaife shares on behalf of counselors:

ACTEAZ Summer Conference was a great success this year. We offered 19 sessions for school counselors and educators. This year we designed sessions so that CTE teachers/directors and counselors could attend together to better learn about and support each other's work. Our session evaluations came back with high reviews. We had 98 participants attend the Networking Meeting and Luncheon.

We are continuing to offer our Arizona Career Ready Program to educators this fall. We can deliver these modules online, blended or face-to-face. Contact ADE, if you need Career Development professional development opportunities.

ADE and AZSCA are working closely together to build upcoming conference sessions, workshops and webinars to support Arizona Counselors and their work with students and families. Arizona Construction Days is a good example of program collaboration.

ADE is working with community partners to move our ECAP process (college and career readiness) down into the middle grades. We had designed professional development opportunities and developing an AZCIS ECAP Curriculum Framework for grades 6-12. That work will be completed in another couple weeks.

Ashley shares on behalf of FACS Ed that the first board meeting is approaching, and they are gearing up for the year.

Dennis Esparza shares that ACTEAZ summer conference needs more offerings for middle school.

## **Good of the Order**

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## **Adjournment**

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### **Action Item: Adjournment**

- Curt Bertelsen asks for a motion to adjourn
- Lisa Doll motions
- Seconded by Christine Nelson

Minutes submitted by:

*Rachael Mann,*  
*ACTEAZ Secretary*

**Approved on 9/8/18**