



Board of Directors Meeting Minutes

Monday, October 22, 2018 4:00 pm – 6:00 pm

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

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Present: Curt Bertelsen, President; Lisa Doll, President-Elect; Stephen Weltsch, Past President; Amanda Nolasco, Vice-President; Rachael Mann, Secretary (on-line); James Hawk, Treasurer. Cindy Gutierrez, ADE; Rick Scaife, Counselors; Dennis Esparza, Jr. High; Christine Nelson, Fellows; Mike Neu, ACOVA; Jennifer Kaufman-Fourness (on-line), Community College and Workforce; Tammy Bonner (on-line), Curriculum Consortium; Amy West (on-line), CTEDS; Nicole Hampton (on-line), University Rep; Rahsaan Bartet, Senior Fellow.

Welcome

Curt Bertelsen

Call to Order, Establish Agenda and Verify Quorum

Curt Bertelsen

Meeting called to order at 4:03 pm and quorum verified.

Action Item:

- Agenda Approved.

Action Item:

- Approval of September 8, 2018 minutes.

Motion to approve by Christine Nelson and seconded by Lisa Doll.

Treasurer's Report

James Hawk and Shelly York

Action Item:

- Financial Report
- Moving to STRIPE instead of PayPal

Financial Report motion made by Christine Nelson and seconded by Dennis Esparza.

Motion Approved.

- Taxes must be filed by November 15, 2018 & Stephen Weltsch, Past-President, will sign for his year in office.
- 990 Form Review with ACTEAZ Accountant.
- Board Names are on our IRS Form so please review. Taxes are in Board Binder.
- Sponsorships under \$5,000 not listed by name of donor but collectively.
- Questions to be answered to maintain Non-Profit status.
- Question on Memberships or Stockholders information.

IRS Form procedures was reviewed by Pam Ferguson and information disseminated. Board will review in the Board Binder. If any questions, we can have our accountant answer. The Board voted by consensus to have Stephen sign and get the Federal and State taxes filed by Nov. 15.

ACTEAZ Constitution Change**Lisa Doll and Pam Ferguson**

Curt Bertelsen adjourned the regular Board Meeting and called the meeting for an Annual Meeting Format. Members were notified and had the option of being on the conference call for the discussion and vote on this constitutional change. All members were eligible to vote.

There were 16 members in attendance or on-line to vote.

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. One position in 2018 which would be appointed and one position in 2019 which would be by election.

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.
- This change was also on the Board Agenda for the Annual Meeting in July in Tucson and discussed at the Fall Board Retreat Meeting in September.
- Any voting on this item will be done at the October 22, 2018 Board Meeting.
- Since this is a Constitution change, this notice was featured on our website to notify the membership about the proposed change.
- Members if they choose can call in to the October 22nd Meeting to vote if not present. They must be current ACTEAZ Members.

If this item is passed, an application form will be provided to those interested in this at large member position on the Executive Committee. For the first year this position will be appointed.

This amendment change was discussed, and everyone present and on-line voted for the constitutional change to add members to the Executive Committee. There were 16 votes for the change which was unanimous. Motion carried.

Curt Bertelsen adjourned The Annual Meeting format and reconvened into the regular ACTEAZ Board Meeting format.

By-Laws - General Update

Lisa Doll and Pam Ferguson

Action Item:

The following items have been updated in the By-Laws for this year. They are located under About Us on ACTEAZ Website.

<https://www.acteaz.org/wp-content/uploads/2018/10/ACTEAZ-Constitution-By-Laws-and-Policies-9-28-18.pdf>

- Member at Large 2018 and then 2019.
- ACTE Summer Conference Chairs.
- IRS must be notified if association ever was dissolved.
- IRS statement included on Sponsorship Invoices.
- ACTEAZ Employees inclusion in the Retention Policy.
- Policy Maker Award will be chosen by the Executive Committee with the Board of Directors.
- Sponsorship Guidelines that ACTEAZ is a 501 C6.
- ACTEAZ Board to use ACTEAZ E-Mails.
- ACTEAZ Website Guidelines.
- Circle of Distinction Updates.

Dennis Esparza made the motion to accept the By-Laws updates and revisions. Christine Nelson seconded, and the motion passed. These are done on a yearly basis.

ACTEAZ Goals for the 2018-2019 Year

Curt Bertelsen

Action Item:

- Develop the process for annually including specific focus areas in our professional development conferences. Include standards and assessments where appropriate.
- Develop a statewide network of ambassadors for CTE by creating a series of conference embedded CTE opportunities to include elevator speeches, social media expertise and branding constructs.
- Begin the research and/or planning of an NPS style event for 2019/20 for adults.
- Create a poster session for Wednesday morning of summer conference.

Continuing Goals

- *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.*

The Board reviewed the Goals for 2018-2019 and the Continuing Goals. Lisa Doll made the motion to accept the goals and Dennis Esparza seconded the motion. Motion passed.

Executive Directors Report

Pam Ferguson

- *National ACTE Conference Calls (Last Tuesday of the Month).*
- *National ACTE Conference in San Antonio (November 28 to December 1st).*
- *Leadership Session at ACTE (Currently, we have 6 members attending on Wednesday, November 28 all day (Lisa Doll, Pam Ferguson, Shelly York, Traci Carmel, James Hawk, Rachael Mann,) anyone else interested?)*
- *ACTEAZ Delegates at ACTE Delegate Assembly (Curt Bertelsen, Lisa Doll, James Hawk and alternate Pam Ferguson).*
- *ACTEAZ/ACOVA Midwinter Conference (Presentations, Exhibitors, and Silent Auction) (February 6-8, 2019).*
Board Meeting will be February 8th at 1:00 pm in Prescott after the close of the Mid-Winter Conference.
- *Quality Commission Report will be rescheduled. (Pam Ferguson, Cathie Raymond.)*
- *ACTEAZ Website.*
- *National Policy Seminar (March 24th -27th, 2019.)*
- *ACTEAZ Circle of Distinction Winter Meetings and Visits (Pam and Stephen). This will give ACTEAZ more engagement opportunities with the Members of the Circle of Distinction.*
- *Curt Bertelsen Signed contract for Mid-Winter 2020 at Prescott Resort.*

Awards and Scholarships

Shelly York

- *Scheduled to go live **October 29, 2018**. This will depend on all current changes being made by programmers. Currently they are working on this project.*
- *Tony is working on instruction videos on how to complete them.*
- *Any questions on scholarships, please contact Shelly York and Nicole Hampton.*

CTE Month

Tony York

- *Update on Video Contest*
- *Update on CTE Month*

This year the Board voted to also add a financial reward to third place in addition to the Congratulations Certificate. Third place winner will now receive \$150.00.

2019 Midwinter

- Call for Presentations went live October 5, 2018. Call for Presentations are due December 10, 2018.
- Registration is live and registration cost is \$260.00. Meals included in cost are Thursday (Lunch and Dinner and Friday (Breakfast and Lunch.)
- Conference Hotel is Prescott Resort and Conference Center – Rooms are \$99.00 per night plus tax. Suites are \$109 per night plus tax.

Summer Conference 2019

Curt Bertelsen, Pam Ferguson, Shelly York

Shelly York will be the liaison for ACTEAZ with ADE and the Affiliates on all the sessions. Please contact her for any questions or clarifications. Summer Conference is July 12 to 17, 2019.

- Conference Planning Meeting will be done at ADE and special scheduled meetings will be scheduled for affiliates if they cannot attend. Affiliates are encouraged to attend the November 19th meeting if possible, at ADE. The meeting is 1:00 pm to 3:00 pm.
- Cost will be increased this year to \$525.00 Advanced Registration and \$575.00 Late.
- Locations of Programs the same as last year.
- Exhibitors Support. Please share possibilities to send exhibitor materials.
- Sponsorships suggestions please.
- Hotel Reservation Opening Date will be March 11th.
- Call for Presentations and Areas of Focus are listed to use for submissions.
- Mobile App will be used again for Summer Conference.

Advocacy Report

Tina Norton

There was no Advocacy Report in Tina Norton's absence.

ADE Report

Cathie Raymond

- Cindy Gutierrez gave the report for Cathie Raymond.
- She talked about the November 19th meeting with Shelly at ADE.
- ADE CTE is working on the State Strategic Plan with a committee and it is progressing nicely.
- There will be training on the transition plan for Perkins V with a Team for Arizona and other Regional states done by Advance Ed. Pam Ferguson will be part of the team with ADE.
- Cindy also reported that ADE CTE is also working with the CTEDs.

- *Status for the 2018/2019 Grant Year - Premier Series Courses*
Classes held: 4 and Participants: 97
- *Classes scheduled through March 2019: 10*
Locations/Districts: WAVE, Mountain Inst, Florence Unified, Chandler, GIFT, VACTE and Yuma.
- *There will be a new policy for payment. P. O's need to be in for class before people attending Premier Series Class. ACTEAZ will notify scheduled attendees if they do not have P.O.'s a week and half out.*

ACTE Region V Update**Pam Ferguson, Rachael Mann**

- *Conference - Bozeman, Montana*
- *April 10th -13th, 2019*
- *2018 ACTEAZ Award Winners are eligible to compete at Region V if they won at the State Conference in the following areas: Lifetime Achievement, Teacher of the Year, New Teacher of the Year, Post-Secondary Educator, Administrator of the Year, Community Service Teacher of the Year, Counselor of the Year. All must be ACTE National Members and complete their video and application by March 1st, 2019.*
- *Rachael Mann continues to serve on the ACTE Policy Committee for Region V.*
- *Susan Leon is an ACTE Region V Fellow from Arizona currently.*
- *Lori Luzier serves on the Awards Committee for Region V.*
Thanks for your service.

Affiliate and Special Group Representatives' Reports

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

- *AATA, Brody McGuire (No report).*
- *ABEA, Missey Goodman or Gregg Pelka (No report.)*
- *AZ Curriculum Consortium, Tammy Bonner.*
Completed list of available resources posted on AZ CTE Leads site
Blueprints: Sports Medicine, Home Health Aide, Digital Printing, Nursing Services
Frameworks: Digital Printing, Cabinetmaking, Home Health Aide, Nursing Services
Scope and Sequence: Software and App Design, Home Health Aide, and Digital Printing
Upcoming Events Dates:
November 5, 2018: 1st Assessment PD
January 12, 2019: Blueprint Event (tentative)
January 30, 2019: 2nd Assessment PD (tentative)
- *ACOVA, James Grieshaber (No report.)*
- *AME, Leslie Palombo (No report.)*
- *ATIEA, Brady Mitchell (No report.)*
- *AZHCEA, Tiffany Brown (No report.)*
- *Business / Community Partnerships Mike McAfee (No report.)*
- *Career Technical Districts, Amy West.*
CTEDs are working on their Legislative Plan

- Community College, James Perey
- Counseling Representatives, Rick Scaife (No report)
- FACS Ed, Shawn Morris / Ashley Fergus (No report)
- Fellowship Program, Christine Nelson

Fellows chair and co-chairs met today and worked on several items. Agenda for mid-winter was planned for both days. Reported on Fellows' Projects and what they are working on. Discussed Binder items that should be included in the Fellows portion. Mike Neu will be the back end/contact person for Shelly working on accomplishments for the fellows.

- Financial Review, Dean Petersen or Lori Luzier (No report)

- Global Pathways Institute, Bill Symonds (No report)

- Junior High Representative, Dennis Esparza

Working on session topics for Jr. High Teachers for Summer Conference.

- University Representative, Nicole Hampton (No report)

- Workforce Development, Jennifer Kaufman-Fourness

Workforce Development organizations and Community Colleges across the Nation are looking to increase Work-based Learning opportunities; particularly through apprenticeships. To that end, Pima Community College, in partnership with the Maricopa Community Colleges and Central Arizona College recently applied for a large grant from the U.S. Department of Labor: Scaling Apprenticeship Through Sector-Based Strategies.

ACTEAZ Summer Conference 2018 saw a marked increase of participation from the community colleges and members of the AOAC - Arizona Occupational Administrators Council. In an attempt to build on that momentum, AOAC members and guests that participate in the Arizona Community College Leadership Conference (Nov. 15 & 16, 2018) will be asked to apply to present and to invite/support additional participation in Summer Conference.

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

Meeting adjourned by President Bertelsen at 5:45 pm as business agenda was completed.

Next Meeting Reminder:

January 7, 2019, 4:00 pm-6:00 pm

West-MEC

Respectfully Submitted by:

Pam Ferguson, Executive Director