

Record of Minutes

Board of Directors Fall Leadership Retreat

Saturday, September 14, 2019

2:30 pm – 4:30 pm

West-MEC | 5487 N. 99th Ave | Glendale, AZ 85305

In Attendance

Executive Board Members Present:

Curt Bertelsen (via phone), Lisa Doll, James Hawk, Rahsaan Bartet, Randy Kimmens, Jennifer Brooks, Lindsay Duran

Board of Directors Members Present:

Jennifer Kaufman-Fourness (Workforce Rep), Christine Nelson (Fellows Coordinator), Cathie Raymond (ADE), Tammy Bonner (AZ Curriculum Consortium; via phone), Brady Mitchell (ATIEA), Dennis Esparza (Middle School Rep), Mike McAfee (Business Partnerships), Rick Scaife (CTE Counselors), Hector Reyes (AZME), Jim Grieshaber (ACOVA), Nicole Hampton (University Rep), Bill Symonds (Global Pathways), Chris Liebelt-Garcia (ABEA)

Fellows Present:

Amy McTague, Melissa Jackson, Denise Darre, Melissa Jackson, Robert Venier, Maya Milhon, Diane Sorden, Donna Lyons, Patti Pastor, Lisa DeCota, Melanie Lintz, Jennifer Jepson (via phone), Lauren Moraga (via phone), Ashley Williams (via phone)

Consultants Present:

Pam Ferguson, Shelly York, Deb Zurcher

Call to Order

Meeting called to order at 2:14 pm by Lisa Doll

Quorum verified.

All present welcomed and personal introductions given.

Minutes

Consent Agenda

Action Items

Motion made by Nicole Hampton and seconded by Dennis Esparza. Motion passes.

- Approval of Minutes from July 13, 2019
- Approval of ACTEAZ Representatives at National Conference Delegate Assembly (December 5, 2019 from 10 AM – 11:30 AM) Lisa Doll, Rahsaan Bartet and Jen Brooks, alternate Pam Ferguson
- State Quality Association Awards Breakfast (December 7th at 8:00 AM) Pam Ferguson, Shelly York, Lisa Doll, Rahsaan Bartet, Cathie Raymond and others TBD
- Shredding of 2012 – 2013 documents according to Retention Policy, Officer will sign-off on documents before shredding. Curt helped with Storage room and signed off documents to be shredded.
- Thank-you letters sent to all Sponsors with 501C6 statement

Treasurer's Report & Financial Review

Action Items

Motion made by Christine Nelson and seconded by Rahsaan Bartet. Motion passes.

- Financial Update included highlights of slight budget reductions regarding income based on potential impact of Summer Conference changes.
- Annual budget and balance sheets presented and reviewed including an explanation of the various accounts and assets/liabilities.
- Signers on Banking Accounts (Stephen Weltsch, James Hawk, Shelly York)

Additional Items

- Cycle of finances is based on the fiscal year as well as the conference calendar.
- Student scholarship checks have been mailed.
- 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

Please sign and return the form provided regarding Affiliates to file with the IRS. Pam to follow up with those not-present today or if there are any specific questions.

ACTEAZ Premier Series

Action Items

Motion made by Jennifer Kaufman-Fourness and seconded by Jim Grieshaber. Motion passes.

- Continuance of ADE Grant for Premier Series. Cathie Raymond stated that this year it is a Contract and has already been renewed and the amount will be shared at the next board meeting.

Additional Items

- Premier Series class was held in Chandler with 20 attendees.
- Twelve classes are scheduled over the next few months with average to high registration counts.
- Continue to check the website for offerings.
- Work continues to build the number of qualified instructors for each course.
- Future goals include moving a course to be an online offering.
- Please feel free to reach out to Deb with any questions or requests.

Executive Directors' Report

Discussion Items:

- Taxes will be filed by November 15, 2019 (the deadline)
- National ACTE Conference in Anaheim, California
 - The advance registration rate ends soon so please consider registering if you haven't yet. Also, please sign up for the awards dinner on Wednesday night to support our Arizona candidates.
 - December 4 – December 7, 2019 Note: Advance registration rate valid through October 25, 2019
 - National ACTE Leadership session in San Antonio. Please sign up for this session.
- National Quality Association Award Application due October 15, 2019.
- ACTEAZ Insurance Policies – Travelers Liability and Officer Insurance has been renewed and was paid in July 2019.
- ACTEAZ/ACOVA Mid-Winter Conference, February 6-7, 2020
- National Policy Seminar at Crystal Gateway Marriott, March 29 thru April 1, 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
 - Lori Luzier – Awards Committee

- Susan Leon – Nominating Committee
- Region V Leadership Conference in Lake Tahoe, Nevada, April 22-25, 2020; Rooms are going fast so call ASAP for hotel reservations if you are interested in attending.
- Arizona State Winners Eligible to compete at Region V in Lake Tahoe, Nevada
 - Career and Technical Education Teacher of the Year (Mal Cooper)
 - Career and Technical Education Post-Secondary Educator of the Year (Nicole Hampton)
 - Career and Technical Education Administrator of the Year (Aron Schmidt)
 - New Career and Technical Education Teacher of the Year (Lori Merrill)
 - Carl Perkins Community Service Award (Michael Keck)
 - Lifetime Achievement Award (Lisa Doll)
 - Career Guidance Award (Denise Darre)
- A few minor changes are being made to the Student Scholarship application. A review is currently being done to edit the Association Awards including title and requirements. Some are state awards and some are national. Please take the time to nominate your CTE colleagues they will be out in October and due in mid-January. One month earlier than usual so make a note.

ADE Report

- The Perkins V state plan draft has been completed. A team is working with AdvanceCTE to review other state's plan and getting feedback before it is finalized.
- The plan will be going to the State Board for approval on September 23, 2019 which will then allow the plan to be posted for public comment.
- At that point please consider going in and providing comments and feedback when you receive the invitation. The timeframe for public comments will be 30 days and the performance measures for 60 days.
- In December the plan will then go to AdvanceCTE for review. In January we anticipate hearing back from them before moving to the AZ State Legislature for approval. Ultimately, we anticipate the process will be complete with a final approved plan by Summer Conference.
- Amanda Nolasco will start with ADE (in the CTE division) as the School Counselor Specialist on September 23, 2019.

Summer Conference Report

Discussion Items:

- The mobile app is being updated to have additional features.
- There was record attendance at Summer Conference this past year (1163).
- Computer Labs went well this past year, and all were located at Westin, which will most likely be the case again this coming year.
- Call for Presentations for 2020; ADE staff and affiliates will enter their sessions directly into the system after training. November 18th will be the first training session for the

system. Please keep an eye on your email with more information. Everyone must have attended the training this year or they will not have entrance into the system.

- Survey data has been reviewed by the Executive Board. Some feedback was that the double session with ADE for the TSA and curriculum resources were valuable. ADE Program Specialists will continue this work throughout the course of this year.
- 2020 Summer Conference Committee Meeting TBD
- Summer Conference date July 12th – 17th, 2020 at Westin La Paloma and El Conquistador Resort
- Conference contracts for 2021-2022 at El Conquistador Resort and Westin La Paloma signed per permission to complete contracts at April Board Meeting in Spring 2018.

ACTEAZ Lobbyists

Action Items

Motion made by Curt Bertelsen and seconded by Christine Nelson. Motion passes.

- 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 Lobbyist.
- Alternative Lobbyists
 - Lisa Doll, Curt Bertelsen, Randy Kimmens, Stephen Weltsch, James Hawk, Jennifer Brooks
 - Names to be removed from ACTEAZ Alternate Lobbyists List – Rachael Mann and Amanda Nolasco who have completed their officer terms

Discussion Items

- Advocacy Agenda to be approved as part of the Strategic Plan at October 21 board meeting
- 501 C6 nonprofit can endorse CTE issues; we cannot endorse candidates

ACTEAZ Contracts

Action Items

Motion made by Cathie Raymond and seconded by Lindsay Duran. Motion passes.

- 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

2019 – 2020 Goals

Action Items

Motion made by Rahsaan Bartet and seconded by Randy Kimmens. Motion passes.

- Building Advocacy
- Redesigning Summer Conference
- Expanding Industry Partnerships to include Exhibitors and Sponsors
- Technology Goals

2019 – 2020 Board of Directors Meeting

- Please ensure yourself or someone from your organization will be able to attend each meeting as valuable information is presented that is relevant.

ACTEAZ Fall Retreat

September 14, 2019
7:30 am – 4:30 pm
West-MEC

ACTEAZ Board of Directors Meeting

October 21, 2019
4:00 pm – 6:00 pm
West-MEC

ACTEAZ Board of Directors Meeting

January 6, 2020
4:00 pm – 6:00 pm
West-MEC

ACTEAZ Board of Directors Mid-Winter Meeting

February 7, 2020
1:00 pm – 3:00 pm
Prescott Resort and Conference Center

ACTEAZ Board of Directors Meeting

April 20, 2020
4:00 pm – 6:00 pm

ACTEAZ Summer Conference Annual Board of Directors Meeting

July 18, 2020

5:00 pm – 6:30 pm

Westin La Paloma

Affiliate and Special Group Representatives

- ABEA – Chris Liebelt-Garcia: ABEA Conference in August celebrated with 58 attendees. They received 4 awards and enjoyed an annual luncheon to welcome the new board which is 100% full with many new faces. A few of their goals for the year include strategic planning to strengthen the organization as well as new logo, mission statement, etc. Also looking to mirror FBLA regarding incorporating digital and IT programs. A newsletter is being created highlighting former business teachers or graduates.
- AZ CTE Curriculum Consortium - Tammy Bonner: The consortium had a meeting at the beginning of August where strategic goals for the year were approved. The wiki is moving to a new platform over this fall and winter. There is a Scope & Sequence event coming up as well as the next quarterly meeting on 10/30 at Pima JTED. Please look for the RSVP as all are welcome.
- ACOVA – James Grieshaber: The ACOVA fall conference is coming up on 11/7-8 at the Prescott Resort. The focus this year is getting back to our mission of serving CTE directors. The keynote speaker from industry is an Emmy award winning speaker and is doing a breakout session as well. We apologize for the website as it was having some issues, but everything is updated now so feel free to register via the link on the ACOVA website. We look forward to ACTEAZ for Mid-Winter; John Scrogam & Anne Wisener are new to the board.
- AME - Hector Reyes: The AME website is getting a facelift and a yearbook is being created to put a face with a name and a school for all of the teachers. We are also developing a mentorship program partnering with DECA for new teachers and are currently planning winter conference.
- ATIEA - Brady Mitchell: We are proud to report \$3,000 has been raised for scholarships and we are developing a new scholarship for non-postsecondary bound student for tools or other expenses (\$2,000). We are working through what that looks like and perhaps partnering with ACTEAZ to run through for that scholarship. We are happy to report a full board including new faces including Jeanea Lambeth - VP of Human Services, Kenneth Wilk - Board Secretary and Jim Lackow - President-Elect. We are also working on a new facelift to our website. One of our goals for the year is to work closer with SkillsUSA.

- AZ Automobile Dealers Association - Mike McAfee: Our organization is moving to a new facility with great features at 1-10 and 32nd St. Arizona had 134 interns last year in the field and as of this past Thursday 143 interns this year with a few more yet to report are in place. There is phenomenal dedication by Auto instructors and CTE instructors. We are already thinking ahead to the July 2020 sessions summer conference.
- AOAC – Jennifer Kauffman Fourness: On October 8-9th the AZ Community College Leadership Conference is being held in Flagstaff. AOAC meet with academic deans and leaders to allow for advocating for CTE. One of our main considerations is balancing student interest with labor market information and trying to expand an understanding for resourcing CTE programs.
- Counselors including (AZSCA) - Rick Scaife: A grant for more counselors opens Monday and closes on the 24th so districts have to act fast. The AZSCA conference is coming up in February. There will be a school Counselor Institute in June that will be attached to the Teacher Institute and Administrator Leading Change in Tucson. The last email from Kay provided information on a free five part series Webinar on CTE for students with disabilities starting Dec 5th in collaboration with NTAC, The National Technical Assistance Center on Transition, Penn State and ACTE. They will dive into programs, practices and partnerships among CTE and special education practitioners.
- ACTEAZ Fellows - Christine Nelson: Welcome to the newest freshman group! Seniors worked on presentations today and sophomores are inspired by the success of last year's auction group and hope to beat their fundraising this year.
- Global Pathways - Bill Symonds: The 2nd National Career Development Summit will be on 1/8/20. Registration is open now for the Washington DC location. The Western Pathways in Kansas City next year will be June 10-12th. 3 governors have committed to attending and metropolitan development as well as the rural west. A Native American team will be present as well. Gear up here in AZ through NAU which is a 7 year grant focused on improving outcomes for students in Title 1 schools has been approved. We are working to align and support students through career development and pair retirees with high school students.
- University Representative – Nicole Hampton: Congressional hearing testimony this past week regarding student loan issue has been a topic of discussion.

Good of the Order

- If any Affiliate website links are changing please let the association know so we can be sure to link correctly to you.

Adjournment

Motion to adjourn by Cathie Raymond and Seconded by Jim Grieshaber. Motion passed.
Meeting adjourned at 3:18 pm.

Minutes Respectfully Submitted for Approval by:

*Jennifer Brooks,
ACTEAZ Secretary*