



## Record of Minutes

### Board of Directors Meeting

**Saturday, October 21, 2019 4:00 pm – 6:00 pm**  
**West-MEC | 5487 N. 99<sup>th</sup> Ave | Glendale, AZ 85305**

### In Attendance

#### Executive Board Members Present:

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

#### Board of Directors Members Present:

Via phone - Amy West (Career Technical Districts), Hector Reyes (AME), Tammy Bonner (AZ Consortium), Brody McGuire (AATA), Nicole Hampton (University Rep), Cathie Raymond (ADE), Rick Scaife (Counseling Rep), Jennifer Kaufman-Fourness (Workforce Development & Community College)

Christine Nelson (Fellows Coordinator), Dennis Esparza (Middle School Rep), Debbie McKintosh (ACOVA), Chris Liebelt-Garcia (ABEA), Joel Wakefield (West-MEC), Dina Chavez (AZHCEA President/Tonopah Valley HS)

#### Fellows Present:

Donna Lyons (Freshman Fellows) via phone  
Amy McTague (Freshman Fellow)

#### Consultants/Employees Present:

Pam Ferguson, Shelly York, Deb Zurcher, Christina Benavidez (ACTEAZ)

## **Call to Order,**

Meeting called to order at 4:08 pm by Lisa Doll, President.

Quorum verified.

All present welcomed and personal introductions given.

## **Consent Agenda and Minutes**

### **Action Item:**

*Motion made by Curt Bertelsen and seconded by Stephen Weltsch. Motion passes.*

- Approval of September 14, 2019 minutes.

## **Treasurer's Report & Financial Review**

### **Action Item:**

*Motion made by Christine Nelson and seconded by Randy Kimmens. Motion passes.*

- Financial Report - Posted in ACTEAZ Binder for all to see.
- Shared that ACTEAZ is looking at ways to make additional investments.
- Keep in mind it looks like we have a lot of money but it is allocated for contracts currently signed.

## **IRS 990 Form and 2018-2019 Taxes to be Filed**

- Taxes must be filed by November 15, 2019 & Curt Bertelsen as Past-President will sign for his year in office. Reminder that Taxes are posted in the binder. [binder.acteaz.org](http://binder.acteaz.org)
- 990 Form Review with ACTEAZ Accountant.
- Board Names from last year on our IRS Form so please review. Taxes are in [Binder.acteaz.org](http://Binder.acteaz.org)
- Sponsorships under \$5000 not listed by name of donor but collectively.
- Questions to be answered to maintain Non-Profit status.
- Question on Memberships or Stockholders information.
- Taxes reviewed in Board of Directors Meeting
- Taxes will be in Binder so that our minutes reflect the Board of Director reviewed.
- Discussion of the above bullets.

## **By-Laws - General Update**

No new by-law changes this year. By-Laws are in Binder.

**Reviewed**

- Redesigning Summer Conference with Westin and new hotel Hilton El Conquistador.
- Develop the process for annually including specific focus areas in our professional development conferences.
- Planning of an NPS style event for 2020/21 for adults or TBD.

**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.

Brief discussion of the above as many items will be discussed as agenda items.

**Executive Directors Report**

- National ACTE Conference Calls (Last Monday of the Month).
- National ACTE Conference in Anaheim, California December 4<sup>th</sup> to December 7<sup>th</sup>.
- ACTEAZ Delegates at ACTE Delegate Assembly (Lisa Doll, Jennifer Brooks, Rahsaan Bartet and alternate Pam Ferguson).
- Shelly York is the National ACTE Audit Chair and she will be giving report at the Delegate Assembly.
- Pam Ferguson and Shelly York will represent Arizona at the NEDA Meetings at Vision.
- Schedule for Arizona for those attending Vision will be sent to attendees that will include Arizona Presenters.
- Discussion of the above items.
  - Pam will receive a list of all who will be attending Visions from Arizona. She will send an email out to all detailing when the AZ presenters will be presenting.
  - If you don't have a room yet, please call ASAP as the conference hotel is currently sold out. They are opening up the overflow hotel.
- State Leadership Breakfast on Saturday, December 7<sup>th</sup>. Representatives:
  - Lisa Doll, ACTEAZ President
  - Pam Ferguson, Exec Director
  - Shelly York, Asst Exec Director
  - Tammy Bonner, Board Member and Fellow
  - Lindsay Duran, Member at Large
  - Rahsaan Bartet, Member at Large
  - Cathie Raymond, ADE Assoc Supt of CTE/State Director
  - Jennifer Brooks, ACTEAZ Secretary
  - Lori Luzier, ACTE Region V National Finalist
  - Bob Weir, ACTE Region V National Finalist
- National Policy Seminar (March 29<sup>th</sup> -April 1<sup>st</sup>, 2020)
- Signed contract for Mid-Winter 2020 at Prescott Resort signed by Lisa Doll.
- Contract for Mid-Winter 2021 at Prescott Resort will be signed by Randy Kimmens.
- ACTE/NCLA Conference in Tucson in September 2019 Report.

## Scholarships

- Scholarships will go live in October.
- Working on updating the applications. Minor changes more administrative. Hoping for it to go live in November. Most changes were administrative.
- Deadline is February 19<sup>th</sup>.
- Please make sure to share that students make sure what they submit are legible. Curt recommended that we add a line that states students must be current senior graduating and/or student has graduated.

## Awards

- Will go live in October.
  - Did a lot of work to align with National's level awards. In addition, incorporated the CTE National Framework and ADE's. You will see updated rubrics throughout.
  - Changed some of the names of the awards and calling them for what they are versus the names many do not recognize and/or updated to align with state.
- ACTEAZ Affiliate Award Eligibility
  - Sixty percent (60%) of the affiliate board members must be ACTEAZ Members.
  - Affiliate Representative must have participated in 4 out of 6 of ACTEAZ Current Year Board Meetings for Affiliate to be eligible to receive this award. Call In OK.
- Goes live in October and Deadline is February 19<sup>th</sup>.

## CTE Month

- Update on Video Contest
- Update on CTE Month -Information will go live in October on ACTEAZ Website.
- Everything is up on the ACTEAZ website.
- Goal is to have posters updated by December.
- Please encourage your programs to follow the directions and submit videos.

## 2020 Midwinter

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- Call for Presentations goes live in October. Call for Presentations are due Friday, December 6<sup>th</sup>. Presenters will be notified by December 20<sup>th</sup>.
- Registration is live
  - Cost is \$260
  - 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.
- Reservation Number: 855-318-1655. Group Booking Code G2048.
- Exhibitor Booths Registration went live in October.

- Board Meeting 1:00 pm at the Prescott Resort Friday, February 7<sup>th</sup>.
- Save the date flyer is already updated so you can complete your paperwork
- There are 20 Exhibitor booths and already have 10 sold in the first week. Money from exhibitors goes towards scholarships for students.

## **Summer Conference 2020**

- Conference Planning Meeting will be done at ADE and special scheduled meetings will be scheduled for affiliates. ADE meeting is November 18<sup>th</sup>.
- Anyone needing to put in sessions for Summer Conference must go thru the training to be eligible to put in sessions.
- Cost will this year to \$525.00 Advanced Registration and \$575.00 Late.
- Locations of Programs most likely will be the same at Westin. Those programs at Loews previously will move to Hilton El Conquistador.
- Exhibitors Support.
- Sponsorships suggestions please.
- Hotel Reservation Opening Date in March. Date to be determined.
- Call for Presentations.
- Mobile App.
- Sponsors -any suggestions please give to Pam or Shelly.
- If you would like to offer sessions during Summer Conference you must attend one of the trainings on November 18<sup>th</sup> 1-3 pm or 3-5 pm in order to be eligible to put in sessions. If you can't make this time, please call Shelly to arrange for another in-person training time.
- Lisa Doll mentioned deadlines are deadlines. There are many new changes so we must keep to the outlined deadlines. Please pay close attention to the posted deadlines.
- Session have changed from 90 minutes to 50 minutes. If you need more time, you can schedule two sessions back to back to give you two hours. Received a lot of feedback that we needed shorten time but with the feedback to provide the flexibility.
- There is planned time for participants to go see exhibitors.
- Sunday we are hoping to have an Affiliate hour just before lunch, to allow for built in affiliate hour time.
- Theme: CTE Beyond the Classroom.
- Programs areas will be the same at Westin. All programs that were at Loews will be at Hilton El Conquistador.
- Premier Series will be at the El Conquistador this year.
- We couldn't do our conference without Exhibitors and Sponsorships. If anyone has Sponsorships we should talk to, please share their name and contact with Pam. As well as Exhibitors you would recommend that we should contact.
- Preview of sessions will go up on the same day hotels open.
- Due to the new system the list of areas will look a little different. Instead of a long list, it will provide a drop down so the participant can see all areas under that category versus checking multiple areas.

- We are running into the problem where members have multiple ACTEAZ logins. We are asking that the person attending be one who completes the conference registration.

### **Advocacy Report**

- Updated report filed with the Secretary of State for current year Lobbyist and Alternate Lobbyist.
- Tina Norton is the Designated Lobbyist.
- Alternative Lobbyists are Lisa Doll, Curt Bertelsen, Randy Kimmens, Stephen Weltsch, Jennifer Brooks and James Hawk.

### **ADE Report**

- Perkins Plan is out for public comment. Check ADE website.
- Quality framework was recently updated to align with National.
- Identified standards for career literacy.
- Molly Cohen recently left ADE. Please share the position is posted.

### **ACTEAZ Premier Series Update**

- 8 PD total 126 teachers trained
- Upcoming between now and November another 5 scheduled
- Focused team to look at CTSO PD possibly an advanced class. Also looking at updating Classroom Management.
- Looking at ways to get other presenters qualified to help with PD as well as backups.

### **ACTE Region V Update**

- Conference – Lake Tahoe, Nevada, April 22nd -25<sup>th</sup>, 2020
- 2019 ACTEAZ Award Winners compete at Region V for National Awards Categories. Deadline to Submit.
- 7 categories that go from state to nationals. Deadlines are March 1st.
- We will receive more details closer to Visions.

## **Affiliate and Special Group Representatives' Reports**

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

- AATA, Brody McGuire
  - Just finished fall conference. Working on continuing Professional Development and session ideas for summer conference.
  - Ag teachers should have representation at NPS as well as Region V.
  - National FFA Convention and EXPO coming up next.
  
- ABEA, Chris Liebelt-Garcia
  - ABEA is working on our Social Media presence and a long-term goal to bring the Website up again in a year or so.
  - The ABEA Fall Newsletter, Membership Card, Membership Certificate were sent to ABEA Members. The ABEA President sent out letters to the ABEA Boards' supervisors that they took a position on the ABEA 2019-2020 Board.
  - There is a FBLA Mid-Winter Conference on Dec. 6, 2019 where a lot of ABEA members attend. In addition, there will be ABEA Board meeting held at the FBLA Fall Leadership Conference (FLEX) on Nov. 7, 2019.
  
- AZ Curriculum Consortium, Tammy Bonner
  - Currently working on development of new website with new features for teachers to collaborate on curriculum resources that will go live in the spring.
  - New Scope and Sequences and Task Analysis posted on site for Auto, Digital Photography, Graphic Design, and Film and TV.
  - Next event is the quarterly meeting Oct. 30th 10 am – 2pm in Tucson.
  
- ACOVA, Debbie MacIntosh
  - The ACOVA website is back up and ready to support the needs of CTE administrators; we are sorry for the inconvenience.
  - 126 have registered for the upcoming Fall Conference!! This year's theme is CTE: Back to Basics.
  - 2019 ACOVA Fall Conference, November 7&8 @ the Prescott Resort & Conference Center/Prescott
  
- ArizonaAME, Hector Reyes
  - Currently launching a mentorship program
  - Looking into purchase curriculum
  - Working on winter conference January 23-25, 2020.
  
- ATIEA, Brady Mitchell - not on phone
  
- AZHCEA, Dina Chavez
  - Reviewing binders and paperwork to make sure everything is updated
  - Goal is to start blog to help with communication
  - Send out letter to CTE Directors

- Business / Community Partnerships Mike McAfee – not here
- Career Technical Districts, Amy West
  - The CTEDs have been working with ADE on the business rules. We had a positive meeting based on guidance received from the Attorney General that resulted in many positive outcomes. There are a couple of things that will still need to be addressed either legislatively or through continued discussions with ADE. We are currently meeting with our lobbyists to determine our legislative priorities
- Workforce Development Jennifer Kaufman-Fourness
- Community College, James Perey – Jennifer Kaufman-Fourness
  - 1<sup>st</sup> ever NEXAS summit today over 300 participants
  - Focused on Labor market and how do we take advantage
- Counseling Representatives, Rick Scaife
  - Preliminary numbers for the school safety grant were sent out: Across the state, 284 districts applied for just over 1,100 personnel positions. The request could have been for any number/combination of the following: School Resource Officer, School Counselor and/or School Social Workers. Of those 1,100 requests: 40% were for School Counselors, 34% were for a school-based social worker and about 26% were for a School Resource Officer. This really shows that lowering the School Counselor to Student ratio is important to educators and students.
  - AzSCA Conference- February 3-4, 2020
- FACS Ed, Shawn Morris - Not here
- Fellowship Program, Christine Nelson, Mike Neu, Heather Webb, Julie Stockwell
  - Two sessions at Mid-Winter. Looking at one on how to present and a session for working on their projects.
  - Auction items –form is completed
  - Seniors presented what they had learned with their experience in the Fellowship Program
  - Beginning stages on a mentorship program
- Financial Review, Dean Petersen or Lori Luzier (ex-officio) – not here
- Global Pathways Institute, Bill Symonds-not here
- Junior High Representative, Dennis Esparza
  - Nothing new
- University Representative, Nicole Hampton
  - NAU is going through a process of looking at Liberal Studies requirements.



## **Good of the Order**

Opportunity for those in attendance to share any good news for the order of the group.

## **Adjournment**

### **Action Item: Adjournment**

*Meeting adjourned at 5:26 pm after conclusion of business.*

*Motion made by Stephen Weltsch and seconded by Christine Nelson. Motion passes.*

*Minutes respectfully submitted by:*

*Lindsay Duran, Member at Large and Jennifer Brooks, Secretary.*

### **Approved at October 21 Board Meeting**

#### **Next Meeting Reminder:**

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