



Association for Career Technical Education of Arizona ~ Helping Teachers Create Students' Futures

Board of Directors Record of Minutes

January 6, 2020
Monday, 4:00 pm – 6:00 pm
West-MEC, 5487 N. 99th Avenue, Glendale, AZ 85305

In Attendance

Executive Board Members Present:

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

Board of Directors Members Present:

Via phone - Amy West (Career Technical Districts), Hector Reyes (AZME), Tammy Bonner (AZ Consortium), Nicole Hampton (University Rep), Jennifer Kaufman-Fourness (Workforce Development & Community College), Lisa Dakota (fellow), Diane Jorden (Flagstaff), Brady Mitchell (ATIEA), Chris Liebelt-Garcia (ABEA)

Debbie McKintosh (ACOVA), Rick Scaife (Counseling Rep), Joel Wakefield (West-MEC), Bryan Kestle (Fellow), Dina Chavez (AZHCEA President/Tonopah Valley HS), Cathie Raymond (ADE)

Consultants Present:

Pam Ferguson, Shelly York

Call to Order

Meeting called to order at 4:01 pm by Lisa Doll

Quorum verified.

All present are welcomed and self-introductions of Board, Fellows and Guests are given.

Action Items

- Approval of Minutes from October 21st Board Meeting.
- National ACTE Membership - Please make sure you are a National Member.
- Contracts and Paperwork that will be signed for:
 - Computer Lab for Summer Conference
 - Exhibitor Contract for Booths
- Arizona Corporation Paperwork for 2019-2020 was signed and filed for February due date.

Motion made by Stephen Weltsch and seconded by Debbie McKintosh. Motion passes.

Treasurer's Report

- Review of Accounts
- Treasurer's report will be available at the February meeting.
- 1099's will be sent to the accountant to make January 31st deadline. Only those who were paid over \$600 will receive a 1099 form. This doesn't include those receiving reimbursements, only being paid for services.
- ADP does payroll for our employee.

Association Insurance Update

- Working on technology insurance for social media and cyber security. Shelly will send the two-page form and the procedures to Fred's team for review and feedback. The insurance company will then send the association a quote.

Arizona Legislative Report to the Board

- Currently no update for the 2020 Legislative Session.

Leadership Continuum Initiative Update

- The team continues to meet and work on updates such as junior high. Tammy provided an update on the junior high initiative. It is live on the CTE Leads website and provides resources for K-8th. Joel mentioned that they are also continuing to work on the Counselor section. Lisa will keep the board updated with any new progress.

ADE Report

- ADE CTE update includes currently interviewing for the open HOSA advisor position.
- Presidential Scholar Winners are being presented at each recipient's school.
- CTE Strategic Plan
- The Quality Commission will meet at Highland HS on January 22nd.
- The Perkins V Grant Report was sent to Advance CTE before winter break. They will be reviewing and providing feedback. Public comments closed for post-secondary and will close this Friday for secondary.

Board Elections for 2020-2021

- Open board positions coming up for election are President Elect, Treasurer, and Member at Large. Application packets will be available in March. Please consider running and feel free to reach out to Randy if you have any questions.

Executive Directors Report

Pam Ferguson

- A Governor's Proclamation has been requested
- Lisa or Pam attend each CTED Meeting
- The ACTE Quality Association Award was received by our organization on Dec. 7th in Anaheim. This is the 19th year we have received the Quality Association Award. A picture is posted on our website.
- ACTE National Policy Seminar is coming up on March 29 – April 1, 2020.
 - An NPS Delegation List is being put together as well as materials for the Congressional offices.
 - NPS Congressional Appointments (Hill Visits) will be scheduled.
 - If you have not made your hotel reservations, please do so ASAP.
 - Please let Pam know if you will be attending so she can start making appointments with Senators and Legislatures office.
- Region V is April 21 - 25, 2020 in Lake Tahoe, Nevada.
 - Region V Awards
 - Arizona is unique in the fact that we recommend colleagues for our awards. When you compete for Region V recipients go directly into the Region V portal. Pam will be in contact with Region V and Arizona award recipients.
 - The deadline for the Awards Competition at Region V is MARCH 1st, 2020.
 - Publication Entries from Arizona for Region V are due March 1st., 2020.
 - ACTEAZ Region V Hall of Fame is due February 1st, 2020.
 - Call for Presentations from Arizona are due January 15, 2020.
- ACTEAZ/ACOVA Mid-Winter Report February 6 – 7th, 2020.
 - Mid-Winter Program will be on website.
 - Mid-Winter Auction
 - The keynote speaker will be Mr. Chris Thomas from the AZ School Board Association.

Premier Series Update

- 13 classes were held between August 1 and December 31, 2019 with a total 193 participants.
- The Program Management course was updated.
- The MOU for presenters is currently being modified for next year.

ACTEAZ Fellowship Program

- The Fellows Application for 2020-2021 will be posted on the website shortly.
- A session at Summer Conference will be held for First Time Attendees.

Curriculum Consortium Update

- The Consortium is currently working to implement a new platform. Look for more details to be shared this spring in advance of the March launch.
- Jennifer Brooks joined the Consortium as the Assistant Director.
- The next quarterly meeting will be held February 12 at West-MEC.

I.R.S.

- Our CPA indicated that the I.R.S. would require a separate business license in order to sell merchandise such as t-shirts, etc. The decision was made not to pursue this at this time.
- A form is signed by all ACTEAZ Board Members regarding Conflict of Interest Policy, Whistleblower Policy, and Record of Retention.

The Global Pathways Institute Update

- No report

Summer Conference 2020 – CTE: Beyond the Classroom Lisa Doll, Shelly York, Pam Ferguson

- Conference Host Hotels: Hilton El Conquistador and Westin La Paloma
- Summer Conference Hotel Room reservations opens March 16, 2020.
- Call in Reservation Numbers will be sent out closer to March
- Westin Friday/Saturday Procedures
 - Counseling sessions will be scheduled for the weekend
- Special Affiliate Timeslot at SC on Sunday
 - This is an opportunity for affiliates to do a quick meet and greet
- Hospitality Suites for Special Events
 - If you would like to do an event in one of the Suites, let Pam know. Please also put it in the notes when entering sessions.
- Computer Labs
 - All labs will be at the Westin.
- 50 Minute sessions
 - You can combine two 50 minutes sessions back to back for a longer session. System will not allow you to go over the exhibitors dedicated time.

- Exhibitors will have a dedicated time as well as Monday and Tuesday all day.
- General ACTEAZ Sponsors
- Conference Bag Sponsors with their Logos
- Keynote
 - Still looking for a keynote ☐
- Poster Session will again be a part of the conference this year.
- The conference starts on Friday, July 17th.
- Thank for everyone who participated in the training classes with Shelly.
- Busses will have bathroom and Wi-Fi available.

Summer Conference Awards Update

- The Due Date for award nominations is February 19, 2020.
- The form is now available online and submitted online
- Be sure and nominate colleagues or business partners as this is a great opportunity to honor our own. Please look at the award categories and consider nominating someone.
- Make sure membership is current to nominate or be eligible for some awards and to submit an award.
- Currently we have received only one submission.
- We need a representative from an Affiliate for the Awards Committee.
- Those award categories not submitted will be filled by Executive Committee
- Share Fair/Poster Session
- If you have any questions, feel free to contact Stephen or Shelly.

ACTEAZ Student Scholarships

- The due date for scholarship applications is February 19, 2020.
- The form is now online and submitted online.
- Currently we have received two submissions so please encourage students to apply.
- ACOVA, CTEDS, AOAC, ATIEA also are partners in the Scholarship Presentations

ACTEAZ Website

Tony York

- The CTE Month Video Contest is open with submissions due January 17, 2020.
 - We plan on turning around the winners within a week following this date, but must verify that all media releases are submitted. Please make sure if you submit that you read the directions to ensure you submit all the required documentation.
 - The CTE Month Website is up with promotional posters available.
- The Summer Conference also has it's own designated website at arizonactecon.com.

Reports by Affiliates and Special Group Representatives

- AATA (Brody McGuire)
- ABEA (Chris Liebelt-Garcia)
- ACOVA (Debbie McIntyre)
- AME (Hector Reyes)
- ATIEA (Brady Mitchell)
- AZHCEA (Dina Chavez)
- AOAC (Dr. James Perey)
- Business / Community Partnerships (Mike McAfee)
- FACS Ed (Shawn Morris)
- Financial Review (Dean Petersen and Lori Luzier)
- Guidance & Counseling ASCA (Rick Scaife)
- CTEDs (Amy West)
- University Representative (Nicole Hampton)
- Workforce Development (Jennifer Kaufman Fourness)

Good of the Order

Adjournment

Meeting adjourned at 5:12 pm after conclusion of business.

Motion made by Stephen Weltsch and seconded by Cathie Raymond. Motion passes.

Minutes respectfully submitted by Lindsay Duran, Member at Large and Jennifer Brooks, Secretary.

Approved: January 6, 2020

Next ACTEAZ Board Meeting

February 7, 2020

1:00 P.M. – 3:00 PM

Prescott Resort and Conference Center

Granite Mountain Room

1500 East State Route 69,

Prescott, AZ 86301