



Board of Directors Meeting
MINUTES
Saturday, September 17, 2011
3:00 pm - 5:30 pm
West-MEC

Welcome and Introductions of All Board Members and Guests made previously Curt Bertelsen

Board Members Present: *Curt Bertelsen, Doris Wojtulewicz, Dean Petersen, Mary Anne Berens, Steve Weltsch; Christine Nelson, Dr. John Mulcahy, Diane Epperson, Chuck Gallagher, Belen Reyes-Carrera, Phil Howardell, Lisa Doll, Reta Yanik, Randy Kimmens, Mollie Fussell, Mark Hamilton.*

Fellows Present: *Nichole Smith, Marilyn Babyar, Amanda Shively, Lou Hart, Speranta Klees, Jennifer Brooks, Dennis Esparza, Ada Tessler, Sumaya Frick.*

Guests Present: *Jeremy Babendure, Ph.D.*

Executive Directors: *Pam Ferguson, Shelly York*

Media Manager: *Tony York*

<p>Call to Order and Establish Quorum <i>Meeting was called to order by Curt Bertelsen at 2:20 PM and signified quorum was met.</i></p>	<p>Curt Bertelsen</p>
<p>Acceptance of Board Agenda and Quorum Statement <i>The board agenda and quorum statement were accepted.</i></p>	<p>Curt Bertelsen</p>
<p>Approval of Minutes from the July 16th, 2011 Board Meeting <i>Curt moved to approve minutes. Mary Anne Berens made corrections, page 1 Nichole O'Grady should be Nicole O'Grady and page 3 under Circle of Distinction Alex F. Jerome, should be Alex F. Jacome. Mary Ann Berens moved to accept minutes with corrections and Lisa Doll seconded the motion, motion passed.</i></p>	<p>Curt Bertelsen</p>
<p>Arizona Technology Festival (February 2012) <i>Jeremy presented handout with information on festival. Image of Arizona would like to be changed to a science and math/engineering state to attract more workforce development. The Board was asked to share information so that CTE could also participate during the Arizona SCITECH Festival in February and March.</i></p>	<p>Jeremy Babendure, Ph.D. Director, Arizona SciTech Festival</p>

<p>Treasurer's Reports (Motion to File for Financial Review) <i>Steve presented treasurers report, Chuck Gallagher moved to approve reports and Reta Yanik seconded. Motion carried.</i></p>	Steve Weltsch
<p>Annual Budget for Association (Voting Item) <i>Steve presented Annual Budget, Lisa Doll moved to approve reports and Mary Anne Berens seconded. Motion carried.</i></p>	Steve Weltsch
<p>Executive Director's Report</p> <ul style="list-style-type: none"> ➤ Future ACTE Conference Dates and Locations <i>Dates are in binder. Affiliates please send dates to Shelly for your professional development activities.</i> ➤ ACTEAZ Website and Newsletter Articles <i>Send articles to Tony York at tonyyork@acteaz.org.</i> ➤ Quality Association Award Application (Due in October) <i>Now eight categories, new format is being submitted this year.</i> ➤ Job E-Blasts Report <i>Successful since Past President John Mulcahy implemented the program.</i> ➤ Summer Conference Debrief Meeting TBD <i>Survey results out soon, meeting time to be announced.</i> ➤ ACTEAZ Website as Resource <i>Server down, waiting for programmer. Soon we hope to have new website.</i> ➤ Telephone List for Board of Directors and Fellows <i>Completed.</i> ➤ ListServ Info Posted on ACTEAZ Website ➤ Nation ACTE Conference in St. Louis November 16th – 19th, 2011 ➤ Reminder: Secretary of State Filing by September 2011 for 501 C3 Associations. <i>ACTEAZ is a 501 C6.</i> ➤ Technology Update <i>New Face Book page and Twitter going live</i> ➤ New ACTEAZ Image ➤ Taxes Filed in November 2011. <i>We will bring to November Meeting for Board of Directors to see.</i> ➤ CTSO Events <i>Calendar is in your binder. Please attend the many events.</i> ➤ Other Events we should be attending 	Pam Ferguson Shelly York
<p>ACTEAZ Delegates to ACTE National Conference in St. Louis (Voting item) <i>Lisa Doll moved to approved the delegates, and Steve Weltsch seconded, motion was approved.</i></p>	Curt Bertelsen
<p>ADE Report <i>Barbara Border is scaling down and will be retiring shortly. Mark mentioned National ACTE has a different position on several issues. Letter will be jointly written by ADE and ACTEAZ stating our concerns. Refocusing money and aligning in the areas needed most, using numbers and statistics to determine. Department of Labor will be looking at child labor laws and working on them. ADE will be looking into why CTE concentrators and enrollment in both are going down especially with the success in AIMS scores.</i></p>	Mark Hamilton

<p><i>ADE will also be looking into quarterly assessments at some of the school districts.</i></p> <p><i>ADE will be doing a Statewide Strategic Plan and people will be invited across different areas to be a member of the committee.</i></p>	
<p>Workforce and Economic Development in the Phoenix Area and the CTE Programs Now Being Developed Including General Discussion on the Contribution of CTE for Workforce Development</p> <p><i>Randy provided the Board of Directors information on Workforce Development in Arizona as well as in the Maricopa Community College District.</i></p> <p><i>A great proportion of funding comes from property taxes. Looking into grants to fund a full time researcher.</i></p> <p><i>New programs; Fast Track Nursing, Digital Medical, Social Media, and Solar Technology.</i></p>	Randy Kimmens
<p>ACTEAZ Registered with Arizona Secretary of State as Lobbyist</p> <ul style="list-style-type: none"> ➤ Who is Registered for Association <i>Currently registered are: John Mulcahy, Curt Bertelsen, Dean Peterson, Steve Weltsch and Greg Donovan. To be added are: Mary Anne Berens, Doris Wojtulewicz and Christine Nelson.</i> ➤ Quarterly Lobbying Reports are done by John Mulcahy. ➤ Speaking on Your Own Behalf vs. ACTEAZ if not a Registered Lobbyist ➤ Rules Regarding Expenses or Gifts to Legislators <i>Best not to give legislators any gifts.</i> ➤ Advocacy information for Board of Directors will use home telephones, personal cells and home e-mails and addresses. 	John Mulcahy
<p>State Association Review and Check-Up</p> <ul style="list-style-type: none"> ➤ Reviewing and Comparing ACTE State Handbook with our Procedures ➤ 990 Form Review with New Laws and Alignment State Association ➤ Review of Board By-Laws and Policies & Procedures ➤ Review Relationship between ACTE/ACTEAZ/Affiliates ➤ Financial Review Committee <i>Mary Anne Berens will add another person</i> 	Pam Ferguson
<p>ACTEAZ Contracts (Voting Item)</p> <ul style="list-style-type: none"> ➤ Contracts to be signed by President or Designee ➤ Midwinter 2012 ➤ Management/Consultant Contracts ➤ Association Election Contract ➤ Summer Conference Contracts ➤ Technology Contract (AVECTRA) ➤ Regonline ➤ ABLE Contracts (Summer Conference and Regular) ➤ Miscellaneous Contracts for Summer Conference ➤ Storage Room Mail Box Store Contracts ➤ Miscellaneous Contracts as they come up (Zoomerang, Etc.) ➤ Others that come up <p><i>Diane Epperson moved to approve to contracts and Dean Peterson seconded, motion was approved.</i></p>	Curt Bertelsen

<p>Retention Policies and Records <i>Retention Policy is seven years.</i></p>	Curt Bertelsen
<p>2011-2012 Board Goal Recommendations for Strategic Plan Program of Work</p> <p>New Goals</p> <ul style="list-style-type: none"> ➤ Strand for New Teachers at Conference to Earn College Credit and Specialized Training ➤ Training for Our Affiliates <p>Continuing Goals</p> <ul style="list-style-type: none"> ➤ Business Liaison Goals (To do more with our business Liaisons and ACTEAZ Officer will sign off. ➤ Step up Communication during the year with our <i>Circle of Distinction Members</i> ➤ Continue Sponsorship Levels Program Goal ➤ Continue to Increase National, State and Affiliates Membership Goal (We got extra ACTEAZ delegate this Year) <i>Carried over from 2009-2010</i> ➤ Continue to work with Legislators regarding CTE <p><i>Reta Yanik moved to approve Strategic Plan and Steve Weltsch seconded, motion was approved.</i></p>	Curt Bertelsen
<p>Suggestions from our ACTEAZ Members Discussion <i>Curt shared concerns from members.</i></p>	Curt Bertelsen and Board Members
<p>Summer Conference Discussion</p> <ul style="list-style-type: none"> ➤ Thank you letters to sponsors (501C6 Statement) ➤ Thank you letters to hotels (501C6 Statement) ➤ Opening Session –<i>Attendees who took survey liked the keynote speaker 10:1</i> ➤ Days for Conference- <i>Days will remain the same</i> ➤ Zoomerang conference evaluations survey and conference comments ➤ Call for presentations include Video, Media etc. Statement ➤ Conference Hotels and overflow hotels-<i>Hotels the same and no overflow</i> ➤ Final Numbers- <i>Numbers were down from 2010; 1,100 and 2011, 1,088</i> ➤ ACTEAZ Membership program/Summer Conference Membership ➤ Student Scholarship program ➤ Conference Format ➤ Hotel Contracts for 2014, 2015, and 2016 (Hold the dates at Loews and Westin Hotels) - <i>Steve Weltsch moved to hold the dates at Loews and Westin and Dean Peterson seconded it, motion was approved.</i> 	Pam Ferguson/Shelly York
<p>Affiliate and Program Area Reports</p> <p><i>AATA- Reta Yanik reported their fall retreat was held at Chandler High School on August 26th and 27th 2011. Topics of Greenhouse maintenance and Agricultural Literacy were discussed. The organization went over the current year's Program of Work. Next board meeting is November 2, 2011 at CAVIT starting at 4 P.M.</i></p> <p><i>ACOVA – Lisa Doll reported – Conducted Mini M & M session for new local directors' after the Local Director's meeting on September 14th,</i></p>	

<p>2011. Topics covered included NOIs, the Priority Grant, and Course Catalog Preparations, Assessment Preparations, Addendums and other topics. – Preparing for Fall Conference- , Nic Clement will be the Keynote speaker. The presentation is called <i>A Stroke of Luck</i>. There will also be presentations on common core standards and analyzing assessment data. – Mark Hamilton resigned as a member at large after going to ADE; ACOVA will appoint a new member. – Currently working on rewriting by-laws and policies. – Met with Superintendent Huppenthal.</p> <p>AME- Mollie Fussell reported that State DECA will be at the University of Phoenix Stadium on October 18th.</p> <p>ATIEA – Phil Howardell reported – Spring training is now Winter Conference. This year the ATIEA will host a day long professional development program at Yavapai College, Prescott, AZ, on December 3rd, 2011.</p> <p>MCCCD Community College – Randy Kimmens reported MCCCD is working on delivering coordinated services to students between campuses. – Announced the SCITECH Festival in February and March 2012.</p> <p>FACS Ed – Belen Reyes-Carrera reported their Fall Leadership Camp is September 26-28th 2011 in Prescott and their Fall Conference is November 3rd, 2011 at the Phoenix Convention Center. – FACS Ed Mid-Winter Conference is January 28th 2012 at Casa Grande Union High School.</p> <p>Fellowship Program – Diane Epperson reported; The Fellowship Program is a three year commitment. The fellows have a list of activities for them to complete during their three year fellowship. We have five new wonderful new Freshman Fellows.</p>	
<p>Good of the Order –Everyone had previously brought up ideas.</p>	Curt Bertelsen
<p>Adjournment John Mulcahy moved to adjourn the meeting, Dean Peterson seconded the motion and the meeting was adjourned at 5:00 p.m.</p>	Curt Bertelsen