



## Board of Directors Meeting Agenda

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

West-MEC • 5487 N 99<sup>th</sup> Avenue • Glendale, AZ 85305

Please join my meeting from your computer, tablet or smartphone.

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**Welcome**

**Curt Bertelsen**

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**Call to Order, Establish Agenda and Verify Quorum**

**Curt Bertelsen**

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**Consent Agenda**

**Curt Bertelsen**

**Action Item:**

- Approval of September 8, 2018 minutes.

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**Treasurer's Report**

**James Hawk and Shelly York**

**Action Item:**

- Financial Report
- Moving to STRIPE instead of PayPal

- Taxes must be filed by November 15, 2018 & Stephen Weltsch as Past-President will sign for his year in office
- 990 Form Review with ACTEAZ Accountant
- Board Names on our IRS Form so please review. Taxes are in Board Binder.
- 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

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

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**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.

**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.

**ACTEAZ Goals for the 2018-2019 Year****Curt Bertelsen**

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**Action Item:**

- Develop the process for annually including specific focus areas in our professional development conferences.
- 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.

**Executive Directors Report****Pam Ferguson**

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- National ACTE Conference Calls (Last Tuesday of the Month).
- National ACTE Conference in San Antonio (November 28 to December 1<sup>st</sup>).
- 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 8<sup>th</sup> at 1:00 pm in Prescott.
- Quality Commission Report will be rescheduled. (Pam Ferguson, Cathie Raymond.)
- ACTEAZ Website.
- National Policy Seminar (March 24<sup>th</sup> -27<sup>th</sup>, 2019)
- ACTEAZ Circle of Distinction Winter Meetings and Visits (Pam and Stephen)
- Signed contract for Mid-Winter 2020 at Prescott Resort.

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## 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.

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## CTE Month

Tony York

- Update on Video Contest
- Update on CTE Month

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## 2018 Midwinter

- Call for Presentations went live October 5, 2018. Call for Presentations are due December 10<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.

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## Summer Conference 2019

Curt Bertelsen, Pam Ferguson

- Conference Planning Meeting will be done at ADE and special scheduled meetings will be scheduled for affiliates.
- 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
- Sponsorships suggestions please
- Hotel Reservation Opening Date
- Call for Presentations
- Mobile App

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## Advocacy Report

Tina Norton

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## ADE Report

Cathie Raymond

**ACTE Region V Update**

**Pam Ferguson, Rachael Mann**

- Conference - Bozeman, Montana
- April 10<sup>th</sup> -13<sup>th</sup>, 2019
- 2018 ACTEAZ Award Winners will compete at Region V

**Affiliate and Special Group Representatives' Reports**

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

- AATA, Brody McGuire
- ABEA, Missey Goodman or Gregg Pelka
- AZ Curriculum Consortium, Tammy Bonner
- ACOVA, James Grieshaber
- AME, Leslie Palombo
- ATIEA, Brady Mitchell
- AZHCEA, Tiffany Brown
- Business / Community Partnerships Mike McAfee
- Career Technical Districts, Amy West
- Community College, James Perey
- Counseling Representatives, Rick Scaife
- FACS Ed, Shawn Morris / Ashley Fergus
- Fellowship Program, Christine Nelson
- Financial Review, Dean Petersen or Lori Luzier
- Global Pathways Institute, Bill Symonds
- Junior High Representative, Dennis Esparza
- University Representative, Nicole Hampton
- Workforce Development Jennifer Kaufman-Fourness

**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**

**Next Meeting Reminder:**

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