



## Board of Directors Record of Minutes

Saturday, September 12, 2020

10:30 am – 12:00 pm  
Virtual

---

### Call to Order and Quorum Verification

Meeting called to order at 10:30 am by Randy Kimmens.

Quorum verified.

### Executive Board Members Present

Randy Kimmens, Rahsaan Bartet, Lisa Doll, Stephen Weltsch, Jennifer Brooks, James Hawk, Brady Mitchell

### Consultants/ACTEAZ Staff Present

Pam Ferguson, Shelly York, Debra Zurcher, Cristina Benavidez, Tony York

### Board Members Present

Reta Yanik (AATA), Chris Liebelt-Garcia (ABEA), Craig Lunt (ACOVA), Jon Oldfield (AME), Phil Howardell (ATIEA), Sara Lazar (FACSED), Cathie Raymond (ADE), Tammy Bonner (AZCTECC), Dr. James Perey (Community College), Mike McAfee (Business & Industry), Michael Terrey (Business & Industry), Rick Scaife (Counseling), Nicole Hampton (University), Maya Milhon (Fellows Coordinator), Michele Bohon (Fellows Mentor), Mike Neu (Fellows Mentor) Jennifer Kaufman-Fourness (Workforce Development)

### ACTEAZ Fellows Present

Joshua Fields, Laura Jaime, Melanie Lintz, Patti Pastor, Diane Sorden, Robert Vernier, Jennifer Grumbling, Donna Lyons, Amy McTague, Lauren Moraga, Jeanette Neese, Diane Parsons, Trevor Rice, Ashley Williams, Courtney Hundley, Clint Martinez, Kimberly McCroy, Christina Rock, Don Tramp, Kayla Walden

---

### Consent Agenda

#### Action Items:

- Approval of July 9th, 2020 Minutes
- Shredding of 2013 –2014 documents according to Retention Policy, Officer will sign-off on documents before shredding

- Approval of changes to the bylaws

Motion made by Rahsaan Bartet and seconded by Lisa Doll. Motion passes.

### **Treasurer's Report**

---

- Financial Update
  - Adjustments to the budget due to reduced capacity for conferences reviewed with the board.
  - Discussion of ADE grant and fixed vs. variable expenses and impact on the budget.
  - Balance sheet clarifications regarding current assets and moving outstanding long term (2011, etc.) accounts receivables balances off of the books to clean up the financial statements and ensure accuracy.

### **Action Items:**

- Adoption of Annual Budget
  - Explanation and Discussion
  - Signers on Banking Accounts (Stephen Weltsch, James Hawk, Shelly York)

Motion made by James Perey and seconded by Craig Lunt. Motion passes.

### **Additional Item:**

Student Scholarship Checks mailed to colleges from ACTEAZ as well as the appropriate affiliate organizations

### **ACTEAZ and Affiliates Signature Form for Board of Directors**

---

- Pam will review with Affiliates to continue to file with the IRS and to keep Corporation Commission Reports up to date.
- All Affiliate Board representatives are asked to sign the form and send to Shelly for documents.
- All Board Members and Fellows are asked to sign the Media release form and send to Shelly.
- Both forms can be found in binder.acteaz.org.

### **ACTEAZ Premier Series**

---

- New Premier Series Coordinator
  - Deb Zurcher has been offered a new opportunity and is going to be transitioning away from the Premier Series Coordinator position. At this point she will be continuing to support the work of the Premier Series through the end of the year.
  - The position will be posted in the next week or so. Please share out and

encourage anyone you know who may be interested to apply.

- Mini Summer Conference
  - Due to the cancellation of Summer Conference the summer Premier Series courses were transitioned to virtual options during the month of July. Nine full day courses and five mini Advanced CTSO sessions were offered. Everything went well including the variety of modalities incorporated such as Zoom and Google Classroom.
  - A big thank you to Joel Wakefield and West-MEC staff for supporting the offerings.
- Virtual Classes
  - Requested courses have been offered virtually and moving forward courses scheduled for this fall (7 at this time) will continued to be offered virtually. The first in-person course is not scheduled until February.
- Classes Report
  - Summer sessions = 14 total classes offered, 111 participants
  - Additional trainings = 4 courses; 45 participants
- Future Goals
  - Position posted, new coordinator hired and transition support
  - Review and incorporating the WHY from information gathered today to ensure the association is meeting the needs of districts and members
- E-Mail for ACTEAZ Premier Series. PremierSeries@acteaz.org – reach out with any questions or to inquire about the scheduling of courses
- Appreciation and recognition of Deb's good work expressed and well wishes for her new position.

## **Fellow Program Report**

---

- 2020 Fellows Graduates
  - 5 fellows graduated this year including Maya Milhon, Robin Young, Bryan Kestle, Tammy Bonner, and Lisa Dakota
- New Fellows
  - Nine new fellows are being welcomed including: Patrick Clawson, Courtney Hundley, Brian King, Cristina Rock, Kayla Walden, Jessica Williams, Clint Martinez, Kimberly McCroy, Don Tramp
- New Format Report
  - The fellows program has been modified based on feedback from Districts and Fellows. The goal is to ensure a meaningful experience that anyone could be a part of.
  - Restructured format includes changes from 3 years to 2 years. The names of each cohort has been adjusted to Inductees (Year 1) and Advocates (Year 2). Both years have mandatory and optional components including CTE Issue Days with topics such as Leadership, Educational Leadership, and CTE Promotion and Social Media; a team project will continue to be incorporated as well as participation at state conferences and support of the Mid-Winter auction. Optional monthly Zoom check-ins have been added to allow for Fellows to touch base more regularly and continue the momentum and relationship building. Digital badges will also be incorporated into the format to allow for

tracking and recognition. Information is posted to binder.acteaz.org should you wish to review the information in more detail.

- Fellows Team: Maya Milhon, Mike Neu, Heather Webb, Michelle Bohon
- Feel free to reach out to Maya with any questions.

## **Executive Directors' Report**

---

- Taxes will be filed by November 15, 2020 deadline
- National ACTE Conference Virtual – November 30 – December 4<sup>th</sup>
- National Quality Association Award Application due October 15, 2020; document being worked on and will be submitted later this month
- ACTEAZ Insurance Policies – Travelers Liability and Officer Insurance has been renewed and was paid in July 2020 and new social media insurance paid for one year.
- ACTEAZ/ACOVA Mid-Winter Conference, February 4-5, 2021 – stay tuned for more information as we continue to monitor the COVID-19 situation to make a determination and move forward with plans for this conference
- National Policy Seminar Crystal Gateway Marriott, March 22 thru 24, 2021 – details forthcoming
- Region V
  - National and Regional Fellows Opportunities
  - ACTEAZ members on Region V Committees
    - Rachael Mann – ACTE Region V Policy Committee
    - Lori Luzier – Awards Committee
    - Susan Leon – Nominating Committee
    - Region V Leadership Conference in Lake Tahoe, Nevada TBD – scheduled for April, 2021

## **ADE Report**

---

- ADE continues to value the relationship with ACTEAZ and appreciate the relationship and partnership in offering of conferences.
- New ADE CTE website has been rolled out. It was designed to be user friendly with more links forthcoming. There is a page specifically for Post-Secondary as well as CTED's. Please share any feedback with Cathie.
- New hires at ADE CTE include Fiscal Management, Data, and OCR Specialist.
- The CTSO's are working together for the virtual Fall Leadership Experience conference which is a series of sessions. See the website for more information.
- Four CTE Director's meetings were implemented a few weeks ago which were well attended. The sessions were recorded and links are available. There is a goal to ensure equity of opportunity for all directors to have access to the information which will impact the remaining sessions for this year.
- AZCIS is no longer being supported by ADE CTE. Futures Inc. and Pipeline AZ are new partners in providing support for student ECAPS and career planning.
- Feel free to contact Cathie Raymond at ADE CTE for any questions.

## ACTEAZ Lobbyists

---

### Action Items:

- **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.
- **Alternate Lobbyists**
  - Randy Kimmens, Rashaan Bartet, Lisa Doll, Stephen Weltsch, James Hawk, Jennifer Brooks
  - Names to be removed from ACTEAZ Alternate Lobbyists List - Curt Bertelsen who has completed his officer term

Motion made by Lisa Doll and seconded by Clint Martinez. Motion passes.

### Discussion Items:

- Advocacy Agenda to be approved as part of Strategic Plan during November 2, 2020 Meeting
- 501 C6 nonprofit can endorse CTE issues; we cannot endorse candidates

## ACTEAZ Contracts

---

### Action Items:

- ACTEAZ/ACOVA Mid-Winter Conference February 2 - 4, 2022
- 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

Motion made by Craig Lunt and seconded by Rashaan Bartet. Motion passes.

## **2020 – 2021 Board of Directors Meetings**

### **ACTEAZ Fall Retreat**

September 12, 2020  
8:00 am – 12:00 pm  
Virtual

### **ACTEAZ Board of Directors Meeting**

November 2, 2020  
4:00 pm -6:00 pm  
Virtual

### **ACTEAZ Board of Directors Meeting**

January 11, 2021  
4:00 pm -6:00 pm  
Virtual

### **ACTEAZ Board of Directors Meeting**

March 1, 2021  
4:00 pm -6:00 pm  
Virtual

### **ACTEAZ Board of Directors Meeting**

April 19, 2021  
4:00 pm -6:00 pm  
Virtual

### **ACTEAZ Summer Conference Annual Board of Directors Meeting**

July 17, 2021  
5:00 pm-6:30 pm  
Westin La Paloma

## **Affiliates and Special Group Representatives Reports**

---

- ABEA (Chris Liebelt-Garcia) – ABEA is supporting virtual teaching integration into the classroom such as Kahoot, Nearpod, Quizlet, Classroom screen, Edpuzzle, Padlet, etc. We were proud to hold a joint on-line conference with the Dept. of Education and Business and Marketing Teachers. We are working on online conferences for this fall.
- AATA (Reta Yanik) – The First State Creed Career Development Event was held last week virtually. Waiting to hear the feedback. The National FFA Convention to be held virtual this year. The AATA Fall Retreat is to be held at the end of October. The AATA Website has been updated and housed with the AZ FFA Website.
- AZ Curriculum Consortium (Tammy Bonner) - Resources continue to be added to the CTE Curriculum Connection. Collaboration with ADE continues with the renewal of

our grant. The next Quarterly Meeting is scheduled for October 26 – Virtual.

- ACOVA (Craig Lunt) – The ACOVA Fall Conference 2020 Theme has been finalized (Making a Difference Beyond the Classroom) but the conference is still tentative at this time. ACOVA met with Grace Hospitality (Prescott Resort) regarding facilities and safety. ACOVA is gathering data from local districts regarding travel and PD restrictions and will make a final decision after the executive board meeting next week.
- AME (Jon Oldfield) – Winter conference being planned for January; modality to be determined; Monthly Mastermind calls are being utilized to connect members
- ATIEA (Phil Howardell) – No report
- AZHCEA (Dina Chavez) – No report
- Business / Community Partnerships (Mike McAfee/Michael Terrey) – Introduction of Michael Terrey; positive reports from service dealers with additional student opportunities provided; a huge thank you to CTE Administrators and Transportation Teachers with good news all around
- Career Technical Districts (Amy West) – No report
- Community College (Dr. James Perey) – Due to COVID most community Colleges have shifted programming to either online and or a blended model to ensure social distancing within classrooms and labs. We continue to provide hands on learning in the CTE areas although numbers differ among community college enrollments. Many community colleges are working on the issue of displaced workers and looking at short accelerated type programs that can get students into the workforce as soon as they can. In light of the cancellation of multiple conference/meetings that normally provide professional development and coordination for a members, AOAC will hold a virtual fall conference on October 23rd. Jennifer Kaufman current president of AOAC is coordinating the effort.
- Counseling Representative (Rick Scaife) – Looking forward to the new Counseling platform with ADE; challenges faced by counselors just like everyone else, but they continue to do great things for students
- FACS Ed (Sara Lazar) – Fall membership drive just completed and was successful; PD for the year is being planned and ways to stay connected and support one another are the priority
- Fellowship Program (Maya Milhon, Mike Neu, Heather Webb, Michele Bohon) – No report
- Financial Review (Lori Luzier and Dennis Esparza) – No report
- Junior High Representative (Dennis Esparza) – No report
- University Representative (Nicole Hampton) – Universities continue to be challenged by the impacts and changes; NAU to go through a major review of programs with adjustments to be made for the coming school year; an external review team is currently completing the CTE program review for NAU; NAU went back to in-person

classes with various models, but attendance is greatly reduced in-person

- Workforce Development (Jennifer Kaufman-Fourness) – Due to the pandemic, the needs of Arizona's Workforce are changing by the minute! The number of job postings in all industry sectors as well as the numbers of people filing for unemployment are erratic. Postsecondary institutions are working hard to connect the needs of those who need to find a job with those that need employees - focusing on transferable skills as well as low cost or no cost professional skills, resume development, interview skills and virtual job/career fairs; in addition to shorter-term, stackable, online CTE/workforce programs.

## **Good of the Order**

---

Celebration of CTE teachers and appreciation for the work they are doing every day. Thank you for the support of everyone at ADE CTE, especially the Program Supervisors. Thank you to Rahsaan for the inspirational activity at the beginning of today's session. Nicole suggests that everyone pays it forward by actually reaching out to those whom we identified.

Closing comments and appreciation shared by Randy Kimmens.

## **Adjournment**

---

Meeting adjourned at 11:52 am after conclusion of business.

Motion made by James Perey and seconded by Mike McAfee. Motion passes.

Minutes respectfully submitted by Jennifer Brooks, Secretary.

## **Next ACTEAZ Board Meeting**

November 2, 2020

4:00 – 6:00 pm

Virtual

Respectfully submitted by:

Jennifer Brooks

Approved by Board on November 2, 2020