



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

**Board of Directors  
Record of Minutes**

**November 2, 2020  
Monday, 4:00 pm – 6:00 pm  
Via GoTo Meeting**

**In Attendance**

**Executive Board Members Present:**

Rahsaan Bartet, Jennifer Brooks, Lisa Doll, Lindsay Duran, Randy Kimmens, Brady Mitchell, Jim Hawk

**Board of Directors Members Present:**

Cathie Raymond (ADE), James Perry (AOAC), Mike McAfee and Michael Terrey (Business & Community Partnerships), Nicole Hampton (University Rep.), Reta Yanik (AATA), Chris Liebelt-Garcia (ABEA), Jennifer Kaufman-Fourness (Workforce Development & Community College), Craig Lunt (ACOVA), Tammy Bonner (AZ CTE Curriculum Consortium), Jonathan Oldfield (AME), Amy West (CTED Sups), Phil Howardell (ATIEA), Maya Milhon (Fellows Coordinator)

**Fellows Present:**

Courtney Hundley, Donna Lyons, Jeanette Neese, Jessica Williams, , Patti Pastor, Jennifer Grumbling

**Consultants/Employees Present:**

Pam Ferguson, Shelly York, Tony York, Cristina Benavidez

**Call to Order**

Meeting called to order at 4:01 pm by Randy Kimmens

Quorum verified.

All present are welcomed asked to submit their name and affiliation in the chat window.

## Consent Agenda

### Action Item

- Approval of Minutes from September 12, 2020 Board Meeting.

Motion made by Lisa Doll and seconded by Brady Mitchell. Motion passes.

## Treasurer's Report

### Action Items

- Accept Financial Reports as presented
- Accept the taxes as presented and filed

Motion for both items made by Lindsay Duran and seconded by Rahsaan Bartet. Motion passes.

### Informational Items

- Taxes must be filed by November 15, 2020 & Lisa Doll as Past-President will sign for her year in office.
- 990 Form Review with ACTEAZ Accountant.
- Board Names from last year on our IRS Form so please review. Taxes are in 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 will be in Binder once signed and filed so that our minutes reflect the Board of Director reviewed.
- Finances are not as bad as we originally thought they might be at this time.

Potential budget adjustment to account for Premier Series coordinator transition and perhaps a period of duplication based on training overlap.

## ACTEAZ Goals for the 2020-2021 Year

- Redesigning Summer Conference with Westin and Hilton El Con and looking at virtual design. Although we are hopeful for an in-person conference we are doing our due diligence to ensure preparations are moving forward either way.
  - Pam shares that due to her networking with state directors from around the country 11 other states have had virtual conferences and have made as much or more money than with similar in-person conferences.
- Develop the process for annually including specific focus areas in our professional development conferences.
- Revenue Goals – development of partnerships and build relationships will allow for opportunities. See note above regarding conference revenue.

## Continuing Goals

- Building Advocacy and Increasing Member Advocacy List. Please see the signups on our Website.
- Expanding Industry Partnerships to include Exhibitors and Sponsors and Recruitment. Work is continuing in this area.
- Recruiting more members to run for ACTEAZ Officer Positions. Keep cultivating individuals to build a network of people participating at a high level with the board.

## Executive Director's Report

- Arizona has received the Quality Association Award from ACTE.
- Pam regularly attends the National ACTE Conference Calls each month.
- National Elections: AZ Candidates Susan Leon and Kevin English (New & Related Services). More information will be shared digitally via email and social media.
- Future Arizona Business Partners - Build Your Future is a construction initiative in partnership with marketing efforts through construction programs across the state. Co-branding agreement in discussion.
- ISMI (World Manufacturing Forum) – Pam and Phil coordinated to identify Leah Palmer, Exec. Director of Manufacturing Institute at Mesa Community College as a panelist for upcoming conference. Also, some co-branding opportunities available.
- National ACTE Conference is now Virtual, coming up in December 2020. National Award winners will be announced December 3<sup>rd</sup>. Link available to attend, registration not necessary. Nicole Hampton, Lisa Doll, Aron Ball, and Lori Merrill are the AZ candidates.
- National Policy Seminar (March 22-24, 2022) still scheduled in person at this time.

## Scholarships

- Currently there are no funds identified for the Scholarship Fund. Pam has checked with various organizations and we believe there will be around 7 scholarships available between ACTEAZ and the board Affiliate organizations.
- Dialogue regarding delivering 14 \$500 scholarships rather than 7 \$1,000 scholarships. The information posted regarding scholarships is already fairly vague; not indicating a specific amount.
- Decision to move forward with posting the information and starting the process with amounts to be finalized at a later point.

## Awards

- The system will go live in November. Timelines and dates will be determined and communicated.
- 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.

## **CTE Month**

- There will not be a video contest this year. A marketing video will be produced and available for members to use for promotion of CTE.

## **New Website**

- A new website is in development and will incorporate the content currently on the CTE Leads pages.
- Emphasis on information available with clear site navigation of priorities.

## **2021 Midwinter**

- Shelly reports on the research that has been done to date regarding virtual options and the technology piece. Estimated cost around \$3,500 for the technology cost not accounting for additional administrative costs.
- Pam reports on changes to the Prescott Resort and additional concerns including district travel restrictions and substitute coverage issues.
- Feedback on Region V challenges and recommendation for clarity in communication to both attendees and presenters.
- Recommendation to speak with ASBA Law Conference as it was well done and breakout groups were effective.
- Discussion regarding whether folks would consider attending a virtual conference. Attendees weigh in on the chat with feedback for the Executive Board.
- Suggestion to consider a theme for the day to provide targeted sessions.
- Discussion regarding costs and fees; including potential sponsorships.
- Date discussion regarding February 25, 2021 is a consideration, but Rodeo Days for southern Arizona would be a conflict. Concern regarding timeline feasibility if the original days are kept.
- Decision to cancel Midwinter conference as we know it and then design a replacement option to provide an opportunity for people to come together for PD.

Motion to cancel Midwinter conference and work to create a different conference.

Motion made by Jennifer Kaufmann-Fourness, seconded by Craig Lunt. Motion passes.

## **Summer Conference 2021**

- Options are being considered with plans being developed for both in-person and virtual considerations.
- Session Management will go live in November, unless otherwise changed

## **Advocacy Report**

- Updated report filed with the Secretary of State for current year Lobbyist and Alternate Lobbyist.
- Tina Norton is the Designated Lobbyist. Rahsaan Bartet will begin to work with Tina this year.
- Alternative Lobbyists are Lisa Doll, Rahsaan Bartet, Randy Kimmens, Stephen Weltsch, Jennifer Brooks, and James Hawk.

## **ADE Report**

- ADEA meeting this morning with session #2 tomorrow followed by the ACOVA meeting. Kate Wright named new Chief-of-Staff for Kathy Hoffman. Melissa Carrillo will be the new Associate Superintendent.
- CTE Directors meeting still planned for the morning of February 4<sup>th</sup>.
- ADE CTE staff still working remotely but continuing to move things along.

## **ACTEAZ Premier Series Update**

- To date for the 20-21 school year 23 Premier Series courses have been delivered with 234 participants served.
- Upcoming courses still available for registration. Check the ACTEAZ website for information.
- Currently interviewing for the Premier Series Coordinator position.

## **ACTE Region V Update**

- Virtual Region V meeting was last week. Plan is to still have the Region V meeting in Nevada in April (Lake Tahoe), but will be virtual if necessary.

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

- AATA, Reta Yanik – National FFA Conference
- ABEA, Chris Liebelt-Garcia – ABEA is also continually working on a mentorship with ABEA members and we are reaching out to see if anyone needs help or support. ABEA is also talking with AME (Marketing Education) to join their conferences in January 2022 and this year if it is in person, just a few board members would go. ABEA is also talking about how to improve our Social Media activity and bring on a new website. Will meet virtually in November 2020.
- ACOVA, Craig Lunt – Meeting tomorrow after the ADE meeting regarding Critical Issues and bylaws review.
- AME, Jon Oldfield – Winter conference moved to virtual and work is progressing on that.
- ATIEA, Phil Howardell – no report
- AZHCEA, Dina Chavez – no report

- Business / Community Partnerships Mike McAfee, Michael Terrey – National ASE Field Managers call this morning. 136 interns this year which is a great validation of the great work. Virtual dealership tour for high tech large scale informative session for West-MEC.
- Career Technical Districts, Amy West – no report
- Community College, James Perey – Community Colleges: In order to fill the void created by Covid-related cancellations of the ACTEAZ Summer Conference and the Arizona Community College Leadership Conference, the Arizona Occupational Administrators Council hosted the 2020 Virtual Fall AOAC Conference on Friday, Oct. 23. Jennifer Worth, VP of Workforce and Economic Development - American Association of Community Colleges was our keynote speaker. Registrations reflected participation from all 19 public Community Colleges in Arizona, we believe the free, virtual offering contributed to widespread participation. Evaluation responses received to date reflect that all participants were satisfied or highly satisfied with the content.
- Community Colleges continue to achieve great things despite the pandemic.
  - Several Community Colleges are collaborating to offer industry recognized certifications that meet employers' immediate hiring needs including Google IT Certification and Amazon Web Services Certifications.
  - The Maricopa Community Colleges worked with Intel to launch Arizona's first Artificial Intelligence Associate Degree Program which will allow students to master skills valuable across many occupations and industry sectors including healthcare, automotive, industrial and aerospace. Classes are currently being offered at Chandler-Gilbert and Estrella Mountain Community Colleges.
  - Yavapai College is launching the Nation's First 3D Construction Program. This method is expected to drastically reduce the time to build and cost of construction.
- Counseling Representatives, Rick Scaife – no report
- FACS Ed, Sara Lazar – no report
- Fellowship Program, Maya Milhon – First ever virtual check-in happened last week – the theme was burnout and how to reduce burnout and support each other.
- Financial Review, Lori Luzier (ex-officio) – no report
- Junior High Representative, Dennis Esparza – no report
- University Representative, Nicole Hampton – ASU has a Fashion Design program which is doing very well. UofA has a minor in Fashion and they are currently redesigning that to be a full degree. Pima CC has an AAS in Fashion as does Maricopa. Both CC programs are looking to build articulation agreements with the university programs. NAU did dismantle their Fashion Merchandising program.
- Workforce Development Jennifer Kaufman-Fourness – We are tracking Covid Economic Indicator Data. The Summary as of October 30 is as follows:
  - Daily cases averaging 1,000 to 1500 (Much higher than before)
  - Data show business might be preparing for a second wave of closures.
  - There is evidence that businesses might be thinking more strategically by keeping "Strategic Managers" and losing "Logistic Managers".

**Good of the Order**

None shared.

**Adjournment**

*Meeting adjourned at 5:47 pm after conclusion of business.*

*Motion made by Craig Lunt and seconded by Lisa Doll. Motion passes.*

*Minutes respectfully submitted by Jennifer Brooks, Secretary.*

**Next ACTEAZ Board Meeting**

Monday, January 11<sup>th</sup> 4:00 pm - 6 pm  
Virtual