



**Board of Directors
Record of Minutes
Monday, April 18, 2022
4:00 pm – 6:00 pm
Via Zoom**

In Attendance

Executive Board Members Present:

Rahsaan Bartet, Jennifer Brooks, Lindsay Duran, James Hawk

Board of Directors Members Present:

Cathie Raymond (ADE), Nicole Hampton (CTE University Liaison), Jennifer Kaufman-Fourness (Workforce Development), Tammy Bonner (AZ CTE Curriculum Consortium), Amy West (AZ CTED Consortium), Chris Liebelt-Garcia (ABEA), Maya Milhon (Fellows Coordinator), Dennis Esparza and Lori Luzier, (Financial Review Co-Chair), Anne Dozeman-Wisener (ACOVA), Phil Howardell (ATIEA), Rick Scaife (Counseling), Heather Webb

Fellows Present:

Courtney Hundley, Kimberly McCroy

Consultants/Employees Present:

Pam Ferguson, Shelly York, Alec Damiano, Kailyn Gillette

Call to Order

Meeting called to order at 4:07 pm by Rahsaan Bartet.

Quorum verified.

All present were welcomed, and asked to submit their name and affiliation in the chat.

Consent Agenda

Action Item:

- Approval of January 10, 2022 minutes, ACTEAZ Board Meeting.

Motion made by Lindsay Duran and seconded by Dennis Esparza. Motion passes.

Treasurer's Report

- All financial documents are posted and available in the Board Binder
- P&L – Grant money and advanced registration monies have been coming in, but expenses for the upcoming summer conference, supplies, contractors, employees and the Premier Series have been coming out as well. As of now, we are showing a loss of over \$77,000, which is common for this time of year.
- Balance Sheet – Current assets at just over \$771,000
- Budget – The budget reflects month-by-month income and expenses. It is current through March with some expenses consolidated into a few categories.

Motion to accept the financial statements as presented made by Amy West and seconded by Cathie Raymond. Motion passes.

Human Resources Update

- Welcome Kailyn Gillette, our new Administrative Assistant was introduced to the board.
- Shelby Freytag, a current CTE classroom teacher from Yuma will be the new Premier Series Coordinator starting June 1.

Arizona Legislative Report to the Board

- No Report

ADE Report

- SkillsUSA is the last state leadership conference of the spring and begins tomorrow.
- The new ADE CTE open floor plan has had some benefits in connecting with other departments within ADE.
- Two openings at ADE will be posted soon.
- CTE Educator/Teacher updated information is going to be highlighted on the ADE CTE website.
- ADE CTE staff are looking forward to Summer Conference and the program specialists have worked hard to support the conference and offer a wide variety of sessions. Please considering coming down on Friday and attending the pre-conference with Mark Perna.
- International DECA conference starts Thursday.

Executive Directors Report

- Region V was recently held in North Dakota. It was wonderful to be back in person and see each other again. A large delegation of 24 folks from Arizona attended.
- Region V Awards
 - Innovative Award for ACTEAZ Fellows Program
 - Please look at the website and be sure to look for our social media posts to celebrate.
 - The ACTEAZ website won as well and kudos to Alec for all of her hard work to ensure it looks great and works smoothly.

National Policy Seminar Update

- Arizona represented well at the National Policy Seminar and delegates were able to meet with six of nine of our elected officials. CTE is a bi-partisan issue, and it was clear that the legislators were deeply aware of many of the issues facing CTE.

Elections for 2022-2023

- Elections are coming up and today at 5 p.m. is the deadline to submit an application. The open positions are:
 - President-Elect
 - Treasurer
 - Member-at-Large

Premier Series Update

- A Region V Grant was received to support the printing of a new Premier Series Brochure. It has been drafted and will be approved soon. It will be available for distribution in hard copy at Summer Conference and an electronic version will be posted on the website as well.
- The Premier Series has delivered 17 courses and has had 297 participants since July 2021 which is something to celebrate.
- These numbers are about average for this year including the cancellations.
- There are 15 courses scheduled to be delivered at Summer Conference and many are filling up fast.

Technology Update

- Social Media Analytics were presented with data for each social media account including Facebook, Twitter, Instagram, and LinkedIn. Discussion of promotion and strategy to increase presence and engagement.
- Website Update

- Summer Conference Website Updates
- Hotel Loops
- Promo Video
- 2FA

ACTEAZ Fellows

- A current fellow's session is scheduled for summer conference as well as a session for anyone interested in applying to become a fellow.
- Applications are currently being accepted for the upcoming co-hort. If you know of anyone who would be interested in becoming a fellow, please encourage them to apply. The deadline is April 29, 2022.
- The Fellows are hoping to have an actual poster at the poster session to inform folks about the program, but also to recruit materials and student-created donations for the midwinter auction to benefit scholarships.

Updates on AZCTE Curriculum Connection

- Revisited the Mission/Vision of AZCTECC during our last Quarterly Meeting - results will be shared at our next meeting.
- Continuing Grant Projects - Summer Sprint scheduled June 6-9, 2022, Virtual and includes several CTE Programs.
- Curriculum Writing continues for Law and Public Safety, Automotive Technologies, Business Management, and Bioscience.
- Preparing for Summer Conference sessions alongside our ADE partners.
- The next Quarterly Meeting is scheduled for April 27, 2022, at ASU Innovation Center in Chandler, AZ - a 10 Year Celebration will follow our Business Meeting. All are welcome to join us.

2022 Summer Conference

- Summer Conference Hotel Room update. As of now, the blocks are full at both conference hotels, but if you need assistance with a room please reach out to Pam. The Embassy Suites overflow hotel block is full as well, but the Westward Look has rooms available.
- Theme: Returning to the Core of CTE
- Mark Perna will be the Keynote Speaker on Sunday evening.
- Items to Know:
 - As of today 262, Sessions are scheduled, but some are full
 - Registration is Live (583 as of today have registered)
 - Summer Conference Website is Live
 - Exhibitor Registration is Live (21 exhibitors and 27 booths sold; 8 are at Hilton and the rest are at the Westin).
 - Poster Sessions Applications are due May 20, 2022. The session will be before the Closing breakfast on Wednesday morning.
 - New Sponsorship Materials are up on Website.
 - MCC is a Gold Sponsor

- Rocky Mountain Tech is donating the Lanyards
- Exhibitors will have the option for in-person or virtual participation.

Awards Update

- Number of Award applications have been lower this year.
- Those who will be scoring the applications have been trained and have the applications to review.
- SkillsUSA is doing a contest with Rick Knisely from AZTECH for our new Award trophy and we are thrilled it will be a student created trophy.

ACTEAZ Student Scholarships

- Only 28 student scholarship applications were received and only 11 were complete.
- Due to the low numbers, Nicole offered to go through them and ensure they each meet the minimum qualification of at least 70/100 and make recommendations for a scholarship based on the application. Any affiliate organization is welcome to review the applications if they would like to see them.

Reports by Affiliates and Special Group Representatives

- AATA (Reta Yanik) – No report
- ABEA (Chris Liebelt-Garcia) – Board met at FBLA state and discussed how to recruit more members and get more involved at the national level as well. ABEA is looking for support from other affiliates, ADE, FBLA, etc. now that the conference (in conjunction with AME) is back in person. Additionally, the board has a luncheon scheduled at Summer Conference.
- ACOVA (Anne Wisener) – The ACOVA Board met last week in Lake Havasu and would like to talk to members about supporting their teachers in participating in their affiliate organizations. A retreat for Camp M&M planning is coming up next month. Joel Wakefield and Anne Wisener were guests on the NCLA podcast and talked about their organization and how it supports CTE Local Directors in Arizona. Tomorrow afternoon is a CTE Critical Issues workshop with low attendance, but hopefully, some good ideas will come out of that.
- AME (Mary Kavan) – No Report
- ATIEA (Phil Howardell) – The ATIEA will present 2-3 scholarships this year at ACTEAZ Summer Conference. Summer conference events have been planned and are looking forward to building the board and growing the organization.
- AZHCEA (Dina Chavez) - No Report
- AOAC (Dr. James Perey/Jennifer Kaufman-Fourness) – Busy preparing for summer conference sessions. One session on 7/18 at 10 AM may be of particular interest. The topic is My Future AZ/AZ Pipeline and how organizations from secondary to post-secondary can use the tool more effectively to support students in transitioning from one stage to the next. Please consider attending.
- Business / Community Partnerships (Mike McAfee and Michael Terrey) – No report
- FACS Ed (Sara Lazar) – No report
- Financial Review (Lori Luzier, Dennis Esparza) – No report

- Guidance & Counseling ASCA (Rick Scaife) – Will be sure to forward the information on the session Jennifer Kaufman mentioned to those counselors in attendance. Thank you for extending the opportunities for counseling session over the four days of summer conference.
- Joint Technical Districts (Amy West) – Continue to work with ADE on the business rules. Looking at 13th Year and anytime/anywhere funding that is exciting. Keeping an eye on the legislature.
- Junior High Representative (Kristine Kwant) – No report
- University Representative (Nicole Hampton) – NAU will be present at both hotels and will once again be offering the college credit for attendance at the conference with additional work required.
- Workforce Development (Jennifer Kaufman Fourness) – A CTE Recruitment and Retention session was held and some factors that came out of it were ideas such as working adjunct faculty from industry, asking employer partners to identify those employees that could be evening instructors, offer wages above the typical community college salary. Yavapai is innovative and building housing with their 3D printing program to offer short-term housing for faculty. Yavapai also has a remote teacher teaching through the use of a roving robot in the classroom with an in-person assistant.

Good of the Order

- None

Adjournment

Meeting adjourned at 5:26 pm after conclusion of business.

Motion made by Dennis Esparza and seconded by Amy West. Motion passes.

Minutes respectfully submitted by Jennifer Brooks, Secretary.

Next ACTEAZ Board Meeting

July 16, 2022

5:00 PM – 6:30 PM

Westin La Paloma