



**Board of Directors
Record of Minutes
Monday, January 10, 2022
4:00 pm – 6:00 pm
Via Zoom**

In Attendance

Executive Board Members Present:

Rahsaan Bartet, Jennifer Brooks, Lindsay Duran, Stephen Weltsch, Brady Mitchell

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), Patrick Clawson, Sara Lazar (FACS Ed), Dina Chavez (AZHCEA), James Perey, (AOAC)

Fellows Present:

Lauren Moraga, Courtney Hundley, Kimberly McCroy, Diane Sorden, Kayla Walden

Consultants/Employees Present:

Pam Ferguson, Shelly York, Alec Damiano

Call to Order

Meeting called to order at 4:06 pm by Rahsaan Bartet.

Quorum verified.

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

Consent Agenda

Action Item:

- Approval of November 1, 2021 minutes, ACTEAZ Board Meeting.

Motion made by Lindsay Duran and seconded by James Perey. Motion passes.

Treasurer's Report

- Currently the accounts show a balance of approximately \$829,000. The final statements will be posted in the binder for the February meeting.
- Information from the 1099s will be sent to the accountant in order to ensure they are able to meet the January 31st deadline.
- ADP does payroll W-2 for our employees. The information has been approved and will be sent directly to the employees.

Employee Report

- A small team of Executive Committee members have been interviewing for both a new Premier Series person and Admin position.
- Premier Series: Initial screening Zoom interviews have been completed. The second step is an in-basket activity and the third round will be a larger committee interview.
- Administrative Assistant: A number of applicants have applied, but a high rate of no-shows for interviews has made the process challenging. If you know anyone who may be a good fit, please pass along the posting.

Action Item:

- The individual hired into the Premier Series position to become an employee of the association.
- Association employees to have Federal Holidays and receive vacation time.
- Employees to receive an Employee Health Insurance Stipend in the amount of \$1,200 per year.

Motion to approve all three items as stated and presented made by Cathie Raymond and seconded by Anne Wisener. Motion passes.

Midwinter 2022 Update

- Midwinter will have a number of great presentations, but there have been some challenges in planning for it. Pam has been working with the hotel regarding the menu and the room night minimums.
- Currently room block is full on Thursday, but there are still rooms available for Wednesday.
- Many conversations with the Prescott Resort have taken place. The contracts have been different this year. A service fee of over 32% fee has been applied that doesn't go toward the minimums.
- Current registered attendees is 126.
- Monitoring Hotel Contract for Requirements in Minimums – (Room Nights and Food)
- The conference agenda is posted on the website.
- Presenters have been confirmed and a huge thank you to everyone working hard to share

knowledge and good information.

- Fourteen exhibitors registered to date, which is lower than we normally have.

ADE Report

- All in-person CTSO Regional Competitions have been canceled as of today.
- Students will still have the opportunity to compete at the State Level Competition later this spring.
- The first SLC is DECA at the end of February.
- ADE is looking for a Health Sciences Program Specialist. The position is currently posted. An administrative assistant position for Julie Ellis is also posted.
- ADE is hoping to hold a pre-conference session at Summer Conference on Friday in July with Mark Perna.
- All monitoring has been shifted to virtual.
- ADE CTE has moved into their new offices on 15th Avenue.
- Grants will open up March 1 for FY23.

Executive Directors Report

- Arizona Corporation Paperwork for 2022 was signed electronically by President Bartet and filed for February due date.
- National Policy Seminar dates are March 21-23 in Arlington, Virginia. The event will be hybrid and the agenda to come in the next few weeks.
- ACTE Region V Conference April 6 to 9, 2022 in Rapid City South Dakota. See: <https://sites.google.com/view/region-v-conference-2022/home> for more information and to register.
- Call for Presentations for Region V are due January 20, 2022.
- Region V Awards in seven categories are due March 1 Region V Conference 2022. The state winners have been contacted with information on how to complete the necessary pieces.

CTE Month

- CTE Month Flyers are posted on the website including a series of new ones available this year.
- The CTE Month Video contest closed on Friday and several submissions were received.
- A calendar with suggested activities for the month has been posted.
- CTE Month letters have been updated
- Governors Proclamation has been received for CTE Month.

Premier Series Update

- Classroom Management and IBP classes have been taught recently.
- A few courses are scheduled coming up and additional courses have been requested both by AZ districts as well as a community college.

ACTEAZ Fellowship Program

- Reminder for the upcoming Midwinter Scholarship Auction. Please consider what you can donate to support student scholarships for both the Digital and the Live Auction.

2022 Summer Conference Logistics

- Theme: "Returning to the Core of CTE"
- The conference Keynote Speaker will be Mark Perna.
- Session Management is open. Call for Presentations are due January 14, 2022.
- ADE Program Specialists are working to determine the needs for their program areas and coordinating sessions.
- Pam is negotiating with AZ Cine on exhibitor booth costs.
- Computer Lab Contract Signed by Rahsaan
- Hotels reservations will open March 14, 2022.
- Conference Registration will open the week of March 21, 2022.
- Exhibitors will have the option for in-person or virtual participation.

Awards Update

- ACTEAZ Awards are a wonderful opportunity to recognize our own and celebrate CTE educational professionals across Arizona. Please reach out to your networks and either nominate or encourage them to self-nominate. The due date is March 18, 2022.
- The form is now available online and submitted online.
- Please make sure your membership is current to nominate or be eligible for some awards and to submit an award.
- Affiliates and Fellows are encouraged to identify a few individuals from their organizations to participate on the Awards Review Committee.
- Those award categories with no nominations will be filled by the Executive Committee.

ACTEAZ Student Scholarships

- The online system is live. The deadline to nominate up to two students is March 18, 2022.
- Members are encouraged to nominate students for whom CTE has really made a difference for.
- ACOVA, CTEDS, AOAC, ATIEA also are partners in the scholarship presentations.
- This year the scholarship funds are expected to be reduced per funding options.

Reports by Affiliates and Special Group Representatives

- AATA (Reta Yanik) – no report
- ABEA (Chris Liebelt-Garcia) – Next week the ABEA and AME Conference is happening in Sedona. Registration is 39 participants.
- ACOVA (Anne Wisener) – ACOVA is looking forward to planning Mini M&M, Critical Issues, and Business meeting for the Summer Conference.
- AME (Mary Kavan) – no report
- ATIEA (Phil Howardell) – no report
- AZHCEA (Dina Chavez) – AzHCEA is back to the ground floor. We have all of our AZ CC paperwork filed and updated. Updated and board approved our bylaws for the first time in about 15 years. We are trying to recruit new members so that we can elect new Board members, since so many fell off the grid (retired, went back to industry, etc.) during Covid.

- AOAC (Dr. James Perey) – Working closely with Jennifer Kaufmann-Fourness to coordinate sessions for Midwinter. Also, identifying summer conference sessions and looking forward to the new hotel. Most of the community colleges are seeing decreased enrollment.
- Business / Community Partnerships (Mike McAfee and Michael Terrey) – no report
- Curriculum Consortium Update (Tammy Bonner) – Currently working virtually on Blueprints and Frameworks and continuing to develop curriculum for a number of CTE programs. An in-person Scope and Sequence is scheduled for next month, but continuing to monitor the situation. Our next Quarterly meeting is scheduled for February at West-MEC.
- FACS Ed (Sara Lazar) – Actively working to plan some in-person professional development events for spring, but monitoring situation for in-person travel. Summer conference focus will be outreach and support for our teachers and encourage them to join and make the organization work for them.
- Financial Review (Lori Luzier, Dennis Esparza) – The financial review has occurred and the team reports that the association is in a good position financially and the reporting is impeccable. Shelly does an amazing job.
- Guidance & Counseling ASCA (Rick Scaife) – Lori Luzier and Michelle Bohan have been selected to present on counseling and CTE at the National School Counselors Association conference next summer in Austin.
- Joint Technical Districts (Amy West) – The JTEDs are working in collaboration with ADE on the In Demand Regional List. The Business Rules have also been part of the conversation. CTEDs were included in the Performance Audit Loops. WAVE and GIFT were the first and those reports will be released soon.
- Junior High Representative (Kristine Kwant) – no report
- University Representative (Nicole Hampton) – Enrollment is down at the CTE program at NAU. Nicole to follow-up with a contact from Missouri as they have a robust system. National Conference was exciting in regards to PACE (Post-Secondary and Adult Division). They are doing some great work and CTE folks in AZ whose role touches those pieces would benefit from being a member of that division.
- Workforce Development (Jennifer Kaufman Fourness) – The work of Workforce Development has evolved and folks are encouraged to understand the needs and demands of Frontline workers as well as what Diversity, Equity, Inclusion and Access needs.

Good of the Order

- Excited to hear Mark Perna at Summer Conference.

Adjournment

Meeting adjourned at 5:23 pm after conclusion of business.

Motion made by Amy West and seconded by Stephen Weltsch. Motion passes.

Minutes respectfully submitted by Jennifer Brooks, Secretary.

Next ACTEAZ Board Meeting

February 4, 2022

1:00 PM – 3:00 PM

Prescott Resort and Conference Center