



Meeting Agenda
Board of Directors Meeting
Saturday, September 9, 2023

1:30 pm – 3:00 pm
West-MEC
5487 N. 99th Avenue, Glendale, Arizona 85305

To see Board Meeting documents that will be available by the meeting, please go to: binder.acteaz.org. Type in your e-mail and password. If you have problems or need to be set up please contact Alec Damiano at alecdamiano@acteaz.org.

Welcome **Jim Grieshaber**

Quorum Verification **Jim Grieshaber**

Consent Agenda **Pam Ferguson**

Voting Items:

- Approval of July 15, 2023, Annual Minutes

Financial Report **Stephen Weltsch and Shelly York**

General Information:

Voting Items:

- Final P&L for 2022/2023
- Balance Sheet
- July P&L
- Review and adopt new Budget
 - Explanation and Discussion of Items

Note: \$100,000 must be made available to cover hotel contracts minimum if for some reason the association cannot have the conference.

Welcoming New Executive Committee

Jim Grieshaber

- Began monthly check ins for the Executive Committee.

ACTEAZ Board Signature Forms Required

Shelly York

- Complete Affiliate Membership form and send to Kailyn at eventsupport@acteaz.org **(Binder)**
- Complete the Media Release Form **(Binder)**

Board Governance Discussion

Pam Ferguson

- Mission Statement: The Association for Career and Technical Education of Arizona is dedicated to professional development and advocacy for the advancement of Career Technical Education.
- Insurance Coverage for Board and Association
- Board Representation/Quorum
- Budget for Year Responsibility
- IRS Tax Forms Discussion
- Association Contracts signed on behalf of the ACTEAZ and in Budget
- Consultants/Employees
- Non-Profit and Political Elections. ACTEAZ can advocate for CTE but not individuals.
- Difference Between Personal and Association on social media
- Guiding Principles for Pictures of Students on ACTEAZ Website
- ACTEAZ and Affiliates Signature Form for Board of Directors
- Building Relationships and Liaisons among Board and Community

Association Goals 2023-2024

Jim Grieshaber

Voting Items:

- Continue to refine ACTEAZ “Why”
- Continue to increase teachers for Premier Series
- Continue to make podcasts for members.
- Continue work with affiliates to increase memberships
- Continue working with Rural areas.

Contact with Lawyer – Chris Thomas, Gust Rosenfeld Law Firm

Jim Grieshaber, Pam Ferguson

- To work with ACTEAZ When Requested
- No Retainer but pay as we go.

- Review results from WHOVA and Summer Conference Survey

Premier Series Report**Shelby Freytag/Shelly York**

- Report on number of people serviced thru Summer Conference
- New Grant starts September 1, 2023
- E-Mail for ACTEAZ Premier Series. PremierSeries@acteaz.org

Fellows Introductions**Michelle Bohon/Mike Neu**

- 2023 Number of Fellows in second year – 11 (These will graduate in 2024)
- New Fellows for 2023-2024
- Fellows Team: Mike Neu, Michelle Bohon

Executive Directors' Report**Pam Ferguson and Shelly York**

- ACTE National Quality Association Award Application due October 15, 2023
Federal and State Taxes will be filed by November 15, 2023, deadline
- ACTEAZ insurance policies (Liability and Officer) for the association were renewed. Social Media will come up at the beginning of next year.
- ACTEAZ Professional Development Conferences
 - Midwinter Conference (ACTEAZ and ACOVA), January 31 – February 2, 2024
 - ACTE Summer Conference – Hilton and Westin, July 12-17, 2024
- National ACTE and Region V Conferences
 - ACTE Vision Conference, Phoenix, November 29 – December 2, 2023. Special rate for Arizona
 - National Policy Seminar, Crystal Gateway Marriott, March 17-20, 2024
 - Region V Hawaii, April 9-13, 2024

ADE Report**Kevin Imes/Cindy Gutierrez**

ACTEAZ Lobbyist Information**Tina Norton**

Voting 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 Lobbyists.
- **Alternate Lobbyists**
 - Jim Grieshaber and Stephen Weltsch

- Event Contracts
- Corporate Consulting Contracts
- Summer Conference Hotel Contracts, Computer Labs, and other contracts in relation to the Summer Conference
- Exhibitor Contracts
- Service Contracts
- Rent Contracts
- Professional Development Contracts
- Employee Documents as needed.
- Others that may come up for Association

Affiliate and Special Group Representatives Reports

- Arizona Agriculture Teacher Association (AATA): Jim Kaltenbach
- Arizona Business Education Association (ABEA) Chris Liebelt-Garcia
- ACOVA: John Scrogam:
- Arizona Occupational Administrators Council (AOAC): John Morgan
- Arizona Marketing Educators (AME): April Porter
- Arizona Technology Industry Education Association (ATIEA): Dennis Esparza
- Arizona Health Careers Education Association (AZHCEA): Hailey Adams
- AZ CTE Curriculum Consortium: Tammy Bonner
- Business Partnerships: Michael Terrey
- CTE Counselors: **TBD**
- CTE University Liaison: Nicole Hampton
- Fellowship Director: **TBD**
- Junior High Representative: **TBD**
- ACTEAZ Lobbyist: Tina Norton
- AZ Career Technical Education District Representative: Amy West
- Workforce Development: Jennifer Kaufman-Fourness

Adjournment

Make Motion

Up Coming Board Meetings

<p>Board Meeting Date: October 23, 2023 Time: 4:00 p.m. – 6:00 p.m. Location: Virtual</p>	<p>Board Meeting Date: December 11, 2023 Time: 4:00 p.m. – 6:00 p.m. Location: Virtual</p>
<p>Board Meeting Date: February 1, 2024 Midwinter Conference Time: 4:00 p.m. – 5:00 p.m. Location: Prescott Resort</p>	<p>Board Meeting Date: April 22, 2024 Time: 4:00 p.m. – 6:00 p.m. Location: Virtual</p>

Summer Conference Annual Board Meeting

Date: July 13, 2024

Time: 5:00 p.m. – 6:30 p.m.

Location: Westin La Paloma