



## **Board of Directors Meeting Minutes**

**Saturday, September 9, 2023**

### **In Attendance**

Executive Board Members Present:

Jim Grieshaber, Stephen Weltsch, Patrick Clawson, Lindsay Duran, Michelle Bohon, Heather Webb, Patti Pastor

Board of Directors Members Present:

Jim Kaltenbach (AATA), April Porter (AME), Tracy Mayfield (ACOVA), Jennifer Kaufman-Fourness (AOAC & Workforce Development/Community Colleges), Hailey Adams (AZHCEA), Tammy Bonner (AZCTECC), Nicole Hampton (CTE University Liaison)

Fellows Present:

Mike Neu (Fellows Coordinator), Heidi Moya, Jason Croft, John Howell, Jennifer Al Zaidi, Renee Manley-Medic, Sandy Budde, Kristen Coury, Scott Fitterer, Matt Gilbert, Lisa Draper, Sabrina Poggi, Paige Quinn, Taylor Sackett, Lisa Draper

Consultants/Employees Present:

Pam Ferguson, Shelly York, Shelby Freytag, Alec Damiano, Kailyn Gillette

### **Call to Order:**

Meeting called to order by Jim Grieshaber.

Quorum verified.

### **Approve Minutes**

Approval of minutes from July 15, 2023, ACTEAZ Annual Board Meeting

Motion to approve the July 15, 2023, minutes as presented made by Lindsay Duran, seconded by Patrick Clawson. Motion passes.

### **Treasurer's Report**

- Shelly York talked about summer conference and the Profit & Loss Statement: final profit \$141,723.41.
- Stephen Weltsch went over Balance Sheet for 22/23. Actual budgeted profit was \$40,000. He explained the historical data of finances during COVID, and why we keep so much in reserves for the contracts we need to execute. \$100,000 to \$300,000 dedicated to contracts.
- Shelly reviewed the 23/24 budget.
- Not all income from conference has been received so July looks like we are in the negative
- Projected profit for 23/24 budget is \$43,295.

Jim thanked Lori Luzier and Shelly for their service with the financials. Jim asked for motion to approve budget for 2023/2024. Patrick Clawson made motion, Heather Webb 2<sup>nd</sup>, motion passes.

### **Welcome New Executive Committee**

- Executive Committee introduced and thanked for service.
- Jim Grieshaber talked about monthly Executive Board check-in he has instituted.
- Shelly York asked members to complete their Media Release Form and the affiliates to complete their Affiliate Form.

### **Board Governance Discussion – Pam Ferguson**

- Pam Ferguson talked about the Association and how we are not a political advocacy group.
- Pam talked about the three insurances we carry for Board and Association
- Quorum – We have 24 members so 13 makes a quorum.
- November 15 is the due date for Association taxes. Jim Grieshaber will sign on behalf of the Board.
- Pam Ferguson & Shelly York are consultants for the Association; Alec, Kaitlyn & Shelby are employees.
- No endorsement of candidates allowed.
- Alec deals with all Social Media Release Forms for Association

## **Association Goals 2023/2024**

- Refine ACTEAZ “why”
- Continue to increase teachers for Premier Series. Shelby getting vetted to share best practices for professional development.
- Continue podcast Lindsey Duran started. Stay tuned for episode 2.
- Continue work with affiliates to increase membership. It takes three years of being inactive for membership to lapse but can be reactivated.
- Continue to work with rural areas.

Stephen Weltsch makes a motion to accept board goals, Michelle Bohon 2<sup>nd</sup>, motion carries.

## **Contact with Lawyer**

Jim Grieshaber and Pam Ferguson talked with Chris Thomas of Gus Rosenfeld Law Firm. Chris Thomas will work with the Association on a pay as we go basis without a retainer.

## **Summer Conference Survey Results**

- Association and ADE partner to put on summer conference.
- 1400 attendees, 142 responses to the survey. How do we increase responses?
- Some tech problems with Adobe
- Challenges with rooms: 532 at Hilton, 243 at Westin plus several overflow hotels. Contracts for summer conference will be coming up for renewal for 2025.
- Bus cost increased due to distance between Hilton & Westin. Consider eliminating 7– 8 p.m. run for next year.

## **Premier Series Report**

Shelby Freytag reported that from June of 2022 to June of 2023 there were 679 participants served.

- 559 participants served at summer conference.
- 1200 served throughout the entire year.
- 12 courses offered during summer conference outside of ADE.
- 14 courses will be offered between now and end of the year.
- 1<sup>st</sup> offering for virtual course will be in October.

## **Fellows Introductions**

- Michelle Bohon introduced the current fellows' class.
- There are 11 fellows that will graduate in 2024.
- Michelle Bohon & Mike Neu have led for some time and are looking for new leader.

## **Executive Directors' Report**

- Pam informed us that 2002 was the start of the Quality Association Award & ACTEAZ has won every year. This year's application is due October 15, 2023.
- ACTEAZ/ACOVA Midwinter Conference- January 31 – February 2, 2024. The Registration desk will open on Wednesday (1/31) from 3 – 5 p.m.
- ACTE Summer Conference will be July 12 – 17, 2024 at the Hilton & Westin
- Upcoming Professional Conferences
  - ACTE Visions Conference, Phoenix, November 29 – December 2, 2023
  - National Policy Seminar, Crystal Gateway Marriott, March 17- 20, 2024, Washington, DC
  - Region V Hawaii, April 9 – 13, 2024. Proposals to present by Dec. 10, 2023

## **ADE Report**

Cindy Gutierrez reported that the summer conference is a collaboration between ADE and ACTEAZ. The planning process for the 2024 conference will begin in October.

- Kevin Imes is the new State Director of Career & Technical Education.
- ADE is sending 10 employees to Visions.

## **ACTEAZ Lobbyist Information**

Jim Grieshaber said it is all our responsibility to keep up on legislative updates. Jim asked for a motion to keep Tina Norton as our designated lobbyist. Motion was made by Jennifer Kaufman-Fourness, Tammy Bonner 2<sup>nd</sup>, motion carries. Jim Grieshaber and Stephen Weltsch are alternate lobbyists.

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

- AATA - Jim Kaltenbach said they are growing. They received a grant for new teacher training. Their upcoming conference will be in Bisbee, AZ.
- AME - April Porter said their conference will be 2/8 – 2/10 in Sedona. Their website is up and running and there is a new board committee.

- ACOVA-Tracy Mayfield reported that September 13 was Mini M & M. Fall Conference in Prescott and registration link is open. She indicated that they are enjoying highlighting administrators.
- AOAC – Jenifer Kaufman-Fourness gives report on workforce development and community colleges. She indicated that Darcy Renfro passed away and highlighted her work for education. She was largely responsible for Progress Meters in state.
- ATIEA – Dennis Esparza not present so no report given.
- AZHCEA – Hailey Adams not present so no report given.
- AZCTECC – Tammy Bonner reported that blueprints, benchmarks and Scope & Sequence work continues.
- Business Partnerships: Michael Terrey not present so no report
- CTE Counselors: No representative at this time.
- CTE University Liaison: Nicole Hampton introduced Lisa Draper who replaces Mike Roberts. NAU is working hard to build out teacher's academy, tuition and fees paid for persons who are going into teaching. Nicole additionally spoke about "Pioneers in Skirts" showing that will be held at NAU on September 18th & 19th.
- Fellowship Director – No representative currently.
- Jr. High Representative – No representative currently.
- ACTEAZ Lobbyist – Tina Norton not present so no report.
- AZ Career Technical Education District – Amy West no present so no report.

## **Good of the Order**

Pam thanked Mark Branson for his wonderful presentation on leadership.

## **Adjournment**

Jim Grieshaber asked for a motion to adjourn. Patrick Clawson made motion, Steven Weltsch 2<sup>nd</sup>, meeting was adjourned at 2:54 p.m.

Approved October 23, 2023.