



Board of Directors Meeting

Monday, December 11, 2023

4:00 p.m. – 5:30 p.m. – Virtual

**Executive Board Members Present:**

Jim Grieshaber, Stephen Weltsch, Lori Luzier, Heather Webb, Michele Bohan, Patrick Clawson, Patti Pastor

**Board Present:**

John Scrogam (ACOVA), Hailey Adams (AZHCEA), Chris Liebelt-Garcia (ABEA), John Morgan (AOAC), Amy West (AZCTEDS), Michael Terry (Business Partnerships), Cindy Guitterez (ADE), Jim Kaltenbach (AG), Jennifer Kaufman-Fourness (Workforce Dev)

**Fellows:** Kristen Coury, Lisa Draper

**Consultants/Employees Present:**

Pam Ferguson, Shelly York, Alec Damiano, Shelby Freytag

**Call to Order:**

Meeting called to order at 4:03 p.m. by Jim Grieshaber.

Quorum verified.

**Approve Minutes from October 23, 2023**

Jim Grieshaber called for a motion to approve the minutes as presented and Stephen Weltsch made a motion that was seconded by Lori Luzier. Motion passes.

**Treasurer's Update – Lori Luzier**

- Balance sheet through December shows \$1,090,207.88 in black. This includes summer conference and Mid-Winter.

- Patti Pastor made a motion to accept the balance sheet as presented, Patrick Clawson 2<sup>nd</sup>. Motion unanimously carries.

### **ADP, Workmen's Comp update – Shelly York**

- The Hartford is the carrier for workman's comp insurance - Renewal for this policy is 1/1/2024. Shelly reviews all information to make sure it is correct. Shelly doesn't believe there will be an audit this year.
- Shelly verifies all information submitted to ADP for employees is correct. ADP does payroll W-2's for our employees.
- 1099's will be sent to EPL to make January 31<sup>st</sup> deadline.

### **Update on Visions/Region V – Stephen Weltsch, Pam Ferguson**

- There were 5,100 attendees at Visions and 400 were Arizona participants.
- Great feedback from ACTE
- 2028 contract in the works to return to Arizona.
- Stephen congratulated Pam & Shelly for the hard work they put into the Quality Association Award, it is a team effort.
- The association has won the award every year since its inception.
- Kristina Guy won the ACTE National Counselor & Career Development award.
- James Grieshaber students from the Dysart District did headshots in the hospitality booth on Friday at ACTE and did a wonderful job!
- If you have reserved a room for Region V Conference, you need to get on to register for the conference as soon as possible.

### **Midwinter 2023 Update – Shelly York**

- Call for Presentations is live, and deadline is December 8, 2023. So far 17 presentations have been submitted, and 3 drafts are pending.
- Midwinter registration is live and the cost to register is \$325.00.
- The exhibitor registration is now live, and the cost is \$375.00.
- Brian Wright from Buckeye will be keynote speaker.
- C. J. Martinez will once again be taking photos for the auction items
- Pam and Shelly is working on the agenda.
- Pam indicated that rooms can now be reserved and if you can reach out to her if you have any need any help with rooms. She is currently working on meals as well.
- The fellows are working on getting auction items, but please spread the word in your circles.

### **Awards & Scholarship Updates – Patrick Clawson**

- Awards & Scholarships went live on October 30, 2023. Submittals are due March 18, 2024.
- Membership in Association must be current to nominate or be eligible for some awards and to submit an award.
- Need representation from Affiliates for Awards Committee.

- The award categories not submitted will be filled by the Executive Committee

### **CTE Month – Alec Damiano**

- CTE video contest went live October 2, 2023, which is one month earlier than usual.
- Deadline to submit videos is January 8, 2024, and winners will be announced February 1, 2024
- Shelly will open the portal for teachers to upload videos.
- Judges are needed to review videos from January 12<sup>th</sup> – January 26<sup>th</sup>.

### **Summer Conference – Pam Ferguson, Shelly York, Alec Damiano**

- Keynote speaker will be Alex Kajitani. He was California Mathematics Teacher of the Year.
- His fee is typically \$8500 but Pam negotiated a great deal that fits the Association budget.
- Shelly said summer conference training took place for Sessions group on October 31, 2023, and that other training individually for those who could not make that training. If you have not completed training and are putting in sessions, please contact Shelly York.
- Call for Summer Conference Presentations closes January 10, 2024.
- Conference Hotel Registration opens March 11, 2023.
- Conference Registration opens the week of March 11, 2023.
- Exhibitors go live on December 11, 2023. 11 exhibitors registered to date.
- Agriculture will be offering a new teacher session on July 11, 2024. We have only one presentation room and a few hotel rooms to pull this early day off. Alec will update the marketing and media to reflect this early session.

### **New Website Updates and Mobile Ap - Alec Damiano and Shelly York**

- Alec continues to update websites and move things around to reflect new website design.
- Alec is working on a new Affiliate page and updating of Affiliates.
- Premier Series has been included on the banner page.
- Alec & Shelly had been doing a side-by-side comparison of Whova v. Swap Card.
- Whova blindsided Association with price increase of \$4,000 - \$7,000
- Whova cost would be roughly \$10,034 but that does not include using for Midwinter. Additionally, they do not have a strong API. With the increases by Whova price rose to \$13, 389 without all needed features.
- Swap Card has a robust API and can upload agendas. There is an additional cost for gamification.
- Cost for Swap Card (without nonprofit status) would be \$15,559 and \$14,197 for unlimited events (with nonprofit status). Association was approved for non-profit status. If you take into consideration the price is for Midwinter & Summer Conferences, the price is close.
- Can customize sessions and save team a lot of time for input.
- Swap Card is still within the budget, and we don't have to sign a contract.

- Association could pilot for Midwinter and have bugs worked out by summer conference.
- Swap Card would accommodate association needs fully.
- Agriculture will be offering a new teacher session on July 11, 2024. Jim talked with leaders of agriculture and stressed that what happened last year cannot be repeated this year. Stephen offered that if we can get some language from the hotel, it would take the pressure off the Association. Shelly indicated she would need to change flyers to reflect early 7/11 date and that her team would come one day earlier for registration.
- Second podcast will happen in Spring and will feature work-based learning. Alec will reach out to Susan Leon and Marlo Loria for ideas. Association will continue to provide teachers with exposure to their Affiliates and provide opportunities for the Affiliates to network. Heather asked if the Association might host a "Meet and Greet" via Zoom. Jim indicated that we would further discuss at the board meeting next weeks and explore this and other ideas.

### **Update on Goals – Jim Grieshaber**

- Continue developing a plan to increase vetted instructors for ACTEAZ for 10 online sessions coming up over the next couple of months and are continuing to go to schools when asked. We now ask if they want a physical binder or PDF when they register.
- We will resume podcasts in the spring. Alec will begin contacting people to set up script and taping for a February rollout.
- Provide teachers with exposure to their affiliates and provide opportunities for the affiliates to network (measure by workshop, membership, and attendance/members). A suggestion was made for breakout sessions utilizing Zoom application.
- Continue working with rural areas.
- Jim made his first trip in November to meet with a school in Pinon. How can association support apprenticeships in this area.

### **ADE Report – Kevin Imes**

No report provided.

### **Premier Series Update – Shelby Freytag**

- 636 people trained and 26 classes offered to date.
- Premier Series retreat will be January 17, 2024.
- 16 classes are yet to be delivered but are scheduled.
- Instructional Best Practices was first online class offered and it went well.
- Spread the work on virtual offerings.

## **ACTEAZ Fellowship Program – Michelle Bohon**

- Fellows working on donations.
- C. J. Martinez will be videographer for Mid-Winter
- Fellows working on a big surprise.

## **Reports by Affiliates and Special Group Representatives**

- Arizona Agriculture Teacher Association (AATA): Jim Kaltenbach – 29 members attend 75<sup>th</sup> convention. Organization proud of Justin Bretherton nomination. January through June is their contest season.
- Arizona Business Education Association (ABEA): Chris Liebelt-Garcia – Annual Sedona Conference will be February 2024 and registration is now open.
- ACOVA: John Scrogam – Fall conference was a success. ACOVA raised \$3,500 toward scholarships. They have 4 open seats on their board. Contact Jaime Fitzpatrick if interested.
- Advocacy: Tina Norton – No report provided.
- Arizona Occupational Administrations Council (AOAC): John Morgan – Launching of 12 more programs due to cost of programs at university level.
- Arizona Marketing Educators (AME) April Porter – No report provided.
- Arizona Technology Industry Education Association (ATIEA): Dennis Esparaza – No report provided.
- Arizona Health Careers Education Association (AZCEA): Hailey Adams – Their goal is to increase classes and to offer refresher courses throughout the state.
- AZ CTE Curriculum Consortium: Tammy Bonner – No report given.
- Business Partnerships – Michael Terrey – 129 students entered the work force. West-MEC now accredited ASE program. Arizona Auto Dealers are helping EVIT students by subsidizing 1 toolset for students to get started in the automotive field.
- AZ Career Technical Education District Representative: Amy West – Group continues to meet with AEEC. Increase of apprenticeships is an important goal of the group. Scholarship flyers went out. ADE (State approved programs) moving from 8 regions to 4 regions. Data for freshman funding is being reviewed.
- Workforce Development: Jennifer Kaufman-Fourness – 2 new advanced manufacturing programs approved and 1 pending. WIDA state plan has 6 goals they are working on.

## **Good of the Order – Jim Grieshaber**

- Pam Ferguson announced that this was her 23<sup>rd</sup> year working for the Association and that when her contract expires on August 31, 2024, she would not be renewing.
- A multitude of comments made expressing gratitude for the successful achievements Pam contributed to the Association and how she built up the strength of the Association.
- Jim Grieshaber said the Executive Board would meet 12/14 to review the job description. The job posting would go live 12/15 and remain posted through 12/28. Jim and Shelly will vet applications on 12/29/23 and interviews will be 1/8/2024. The interview committee will consist of Jim Grieshaber, Shelly York, Lindsay Duran, Jennifer

Kaufman-Fourness, Tammy Bonner and Amy West. Applications will be reviewed on 12/29/23 at 2:00 p.m.

**Adjournment – Jim Grieshaber**

Jim asked for a motion to adjourn. Amy West made the motion and Lori Luzier 2<sup>nd</sup>. The meeting was adjourned at 5:22 p.m.