



## ACTE AZ PURPOSE

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To **CONNECT** all CTE professionals with the network, resources, and abilities they need to make a meaningful difference

### ACTE AZ Board of Directors Meeting

Saturday, September 14, 2024

12:30 PM – 2:30 PM

West-MEC Board Rooms  
5487 N. 99<sup>th</sup> Avenue, Glendale, Arizona 85305

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Welcome	Jim Grieshaber
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Call to Order & Roll Call	Jim Grieshaber
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<b>Motion</b> to Adopt the Agenda	Jim Grieshaber
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Welcome to the 2024-25 ACTE AZ Board	Jim Grieshaber
<ul style="list-style-type: none"><li>• ACTE AZ Board Roster</li><li>• ACTE AZ Calendar of Events</li></ul>	

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<b>Motion</b> to Approve Consent	Jim Grieshaber
<ul style="list-style-type: none"><li>• Approval of July 13, 2024, Annual Minutes</li><li>• Approval of the ACTE AZ Association Management Manual</li><li>• Personal Report and HR Employee Manual</li><li>• Executive Director Report</li></ul>	

\* Per Robert's Rules of Order and parliamentary procedure, all items on the Consent Agenda will be taken with one vote. Board members can request an item to be removed from the Consent Agenda and considered separately.

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<b>Motion</b> to Approve Treasurer's Report	Lori Luzier Shelly York
<ul style="list-style-type: none"><li>• Final P&amp;L for 2023-24</li><li>• Balance Sheet</li><li>• July P&amp;L</li><li>• Adopt 2024-25 Budget</li></ul>	

\* \$285,000 must be held to cover future contractual commitments.

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**Motion** to Acknowledge Board Governance & Signature Forms

Jim Grieshaber  
Stephen Weltsch

- 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
- Annual Budget Responsibility
- IRS Tax Forms Responsibility
- Contracts permissions on behalf of ACTEAZ and in the budget
  - Event and hotel contracts and other contracts in relation to conferences
  - Conference exhibitor contracts
  - Service contracts (phones, printer, etc.)
  - Lease contracts (storage, mailbox, offices, etc.)
  - Professional development contracts (premier series)
  - Employee documents
- ACTEAZ can advocate for CTE policy but not individuals
- Social Media: Association vs. Personal
- Media Release Forms
- ACTEAZ and Affiliates Signature Form for Board of Directors

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**Motion** to Create a 2024-25 Program of Work involving:

Jim Grieshaber

- To create a unifying graphic to share ACTEAZ's purpose.
- To strengthen the Premier Series through predictable offerings.
- To increase ACTEAZ's outreach through statewide communication strategies (i.e. social media, newsletter, and direct email) and President travel.
- To recharge conferences by acting on member feedback.

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ADE Report

Kevin Imes  
Cindy Gutierrez

- Performance Metrics
- Schedule

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Premier Series Report

Amber Gloria

- Performance Metrics
  - Schedule
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### Affiliate and Special Group Representatives Reports

- Arizona Agriculture Teacher Association (AATA): Jim Kaltenbach
  - Arizona Business Education Association (ABEA): Hector Reyes
  - ACOVA: John Scrogam
  - Arizona Occupational Administrators Council (AOAC): John Morgan
  - Arizona Marketing Educators (AME): Francisco Ortiz y Davis
  - Arizona Technology Industry Education Association (ATIEA): Dennis Esparza
  - Arizona Health Careers Education Association (AZHCEA): Brandeice Garza
  - AZ CTE Curriculum Consortium: Jennifer Brroks
  - Business Partnerships: Michael Terrey
  - CTE University Liaison: Nicole Hampton
  - Career Technical Education District (CTED): Amy West
  - Workforce Development: Jennifer Kaufman-Fourness
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**Motion** to Adjourn

Jim Grieshaber

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### Up Coming Board Meetings

<p><b>Board Meeting</b>            Date: October 21, 2024            Time: 4:00 PM – 6:00 PM            Location: Virtual</p>	<p><b>Board Meeting</b>            Date: December 16, 2024            Time: 4:00 PM – 6:00 PM            Location: Virtual</p>
<p><b>Board Meeting</b>            Date: February 7, 2025, Midwinter Conference            Time: 8:00 AM – 10:00 AM            Location: Prescott Resort</p>	<p><b>Board Meeting</b>            Date: April 21, 2025            Time: 4:00 PM – 6:00 PM            Location: Virtual</p>
<p><b>Summer Conference Annual Board Meeting</b>            Date: July 12, 2025            Time: 5:00 PM – 6:30 PM            Location: Westin La Paloma</p>	

### Future Networking Opportunities

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| NCLA/ACTE Best Practices, Oct. 9-11, Portland | ACTE Visions, December 4-7, San Antonio     |
| ACTEAZ Mid-Winter, February 6-7, Prescott     | ACTE NPS, March 16-19, D.C.                 |
| Region V, May 1-3, Las Vegas                  | ACTEAZ Summer Conference, July 9-17, Tucson |