

# AZACTA

Thursday, 21 Dec. 2018

8:30 am

Phone Conf. Call

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**Meeting called by:** Holly Banes      **Type of meeting:** Monthly Meeting

**ATTENDEES:** Holly Banes, President, Arizona Western College  
Nancy Stufflebeam, Past President, Estrella Mountain CC  
Diana M. Pinon, President Elect, Rio Salado College  
Cindy Meza, Treasurer, Arizona State University  
Tammy Brewer, Secretary, Cochise College

**ABSENT:** Leticia Martinez, Arizona Western College  
Laurie Cigan, Paradise Valley CC  
Jeri Lukens, Eastern Arizona College

## Checking account update and vote (Cindy & Nancy)

1. Cindy and Nancy plan to meet at Compass BBVA bank on February 6<sup>th</sup> at 11:30 to add Nancy to the account and make Cindy a primary account holder. Cindy will make a letter adding Nancy to us in addition to the letter Holly created to add Cindy. Holly, Nancy, and Cindy will sign the letters and take a hard copies to the bank.
2. All present board members voted to approve the above changes. Holly consented via e-mail.

## Save the date card

The card Holly created looks terrific. Holly will send out to AZACTA members via list serve after vacation.

TO DO: Nancy will ask Jerry Lukens via e-mail to add to the website

## Call for AZACTA conference proposals

1. Holly will send an e-mail to AZACTA list serve for proposals when she sends out the save the date card.
2. Presenters will have conference fee waived (up to two people)

## Vendor update (Nancy)

1. CollegeBoard will be presenting and have agreed to pay for lunch (\$500). Dominique Jones
2. RegisterBlast is also confirmed. Dwight Pittman will present during vendor breakout time (\$200)
3. Respondus asked if they would be able to access our listserv to e-mail membership. Concern was that we did not want to send unsolicited e-mails to membership but we offered to collect contact information at break-out session. Respondus has not yet responded to the counter-offer but Nancy will follow up.
4. No response from any other potential sponsors.

### **Website updates**

Holly now has access to the website now and will tinker around with it while on vacation. She will see if she can add/update conference information.

### **Good of the Order**

Nancy went and looked at the Glendale college room we will use for the conference. The room is large and spacious. It has a presenter platform, screens & hook-ups, break up rooms in the back, and plenty of room for the buffet. There is a coffee shop next door. They also have sandwich boards available if we would like to put up any signs for the conference.

TO DO: Nancy will look for hotels and possible locations for the networking event in the area

### **Next Meeting:**

The next meeting will be **Thursday, January 17th at 8:30 am.**