

AZACTA

Thursday, 16 August 2018

8:30 am

Phone Conf. Call

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

ATTENDEES: Holly Banes, President, Arizona Western College
Chelsea James, Pima Community College
Tammy Brewer, Secretary, Cochise College
Jerri Lukens, Eastern Arizona College
Cindy Meza, Treasurer, Arizona State University
Diana M. Pinon, President Elect, Rio Salado College

ABSENT: Nancy Stufflebeam, Past President, Estrella Mountain CC
Leticia Martinez, Arizona Western College - absent
Laurie Cigan, Paradise Valley CC

Agenda Items:

NCTA Conference Host Committee Updates

1. Welcome Reception: Holly reported on an e-mail update from Nancy, who was unable to attend the meeting
 - The reception will be held Thursday, September 6th, 5:15-6:30 pm
 - Food for 351 people has been requested, including a guacamole & nacho station, quesadilla station, Southwest bistro presentation station, and water. Each station serves 117 people. Food items will be ordered through the hotel.
 - A cash bar has been requested if funding allows
 - Games will include a selfie station with southwest theme and a southwest themed scavenger hunt. Volunteers have stepped forward to run the games, but additional help may be needed. All supplies have been ordered.
 - A compass/flashlight/whistle combo with NCTA Logo (350) has been ordered as the prize/giveaway
2. Dinner Groups: Cindy reported that pretty much everything is completed. She has produced and printed taxi and transportation options and location maps for each night. This material just needs to get it to Diana.
3. Hospitality Table:

- Volunteers: Holly and Diana reported that all pockets of time have been filled as of today, with a few back-ups in case needed.
- Items to have on hand: Diana has been collecting/coordinating giveaways for table, Scottsdale Visitor's Bureau has provided guide books and small maps. Donated items can be dropped off, mailed, or sent with a conference attendee.
- Dinner group info will also be at table.
- Nothing has been printed yet with the baseball game information, but the information has been put out already through NCTA. At the table we just need to provide information on where to buy tickets and maybe a few transportation options. We could use the dinner group transportation options for this.

Other Business/discussion:

1. We will try to use whatever space NCTA provides to store items at the conference. If needed, AZACTA attendees can store items in their rooms.
2. Thanks to Jerri for excellent work updating pictures on the NCTA website.
3. Chelsea will e-mail Cindy privately to figure out a time to go to the bank and transfer AZACTA account.

Next Meeting:

The next meeting will be **Thursday, September 20th at 8:30 AM.**