

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

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

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

## **AZACTA Conference: Hotel-Sheraton Crescent**

1. Holly sent out lodging information by e-mail and the committee selected the Hotel Sheraton Crescent as the spot for networking and lodging for the June conference.
2. Holly had been working with Larry and now Jacqueline at the Hotel-Sheraton Crescent. Jacqueline she will be our POC going forward.
3. Hotel-Sheraton catering estimates food for the networking at \$200.00 plus tax and gratuity. The committee approved the menu choices of:
  - a. Chips, salsa and guacamole committee agreed chips fit menu better
  - b. Chicken empanadas
  - c. Veggie spring rolls

If anyone wants a full meal, they can buy their own dinner and drink from the restaurant.
4. A private room in the hotel restaurant for the networking event would be \$100.00 plus tax. The committee agreed that a private room is important for this event and should be reserved.
5. We are estimating 20-25 attendees for the networking event. Only 2 (Holly & Tammy) have registered for the conference so far, Diana expects a group of 5-6 to register next week.

## **Website updates**

1. Brad Banes, website administrator, has alerted Holly that our website is currently not secure. We are an “http” website and not an “https” website. To add security would cost \$59.99 per year, which would give us the SSL certificate (the little padlock). Adding a website antivirus-type program would be \$6.99 per month.

2. After some discussion, the committee agreed that securing the website is very important and should be pursued. The next step is to find out some more information from Jerri Lukens about the existing contract with godaddy.com, including the length of our current contract and any other information related to website security that Jerri may have been provided during the initial establishment of the site.
3. Brad has also offered to redesign the AZACTA website with a more modern, updated look. The committee would like to proceed with the update and aim for timing a relaunch closer to the June 6 conference date.

#### **AZACTA Conference Presentation proposal submission deadline 2/28/19**

1. The presentation proposal deadline is 2/28/2019
2. Dominique Jones will be presenting for CollegeBoard.
3. Brian Thayer & Christian Garibay from the Department of Education have tentatively agreed to be there and present.
4. Break-out sessions:
  - a. Nick Laboda from Respondus will present a webinar. Due to time zone differences, the committee agreed to try to schedule Nick just before lunch AZ time, which would be early afternoon for him.
  - b. Dwight Pittman will attend and present for RegisterBlast,
5. Break-out session suggestions:
  - a. Cybersecurity Awareness
  - b. Increasing Your Agility at Your Desk
  - c. Love Your Heart, Love Your Health
  - d. Reducing Stress in the Workplace
  - e. Nancy attended ASU's Safe, Sensitive & Secure: there was a great session on working with multicultural students and one on reducing stress, relaxation techniques. Either would be good options. Cindy will reach out to these two presenters.
  - f. Another idea would be a session comprised of smaller topics such as Modern States Alliance, CLEP testing and perhaps New Updates/News Briefs.

#### **AZACTA Conference Vendor update**

1. Nancy received a response from Erin Kaufman on behalf of Respondus. They will be a sponsor at the \$200.00 level at the conference and Nick Laboda will do a webinar (see above) like he did two years ago.
2. Katrina Simmons presented for Castle Worldwide last year and many attendees enjoyed the session. Castle is now owned by Scantron. They have declined to participate for 2019 but are open to sponsoring next year.

#### **Treasurer Update**

1. Cindy & Nancy went two weeks ago to the bank. The account address was changed to Jerri's Thatcher address, Chelsea's name was removed and Nancy was added.

### **AZACTA Conference Early Bird Pricing (March 1, 2019)**

1. Early bird pricing (\$50) ends on March 1. As noted above, only 2 have registered so far.

### **Outreach Updates:**

1. Tammy reported limited success with finding private colleges or other non-AZACTA/NCTA institutions with designated testing personnel to invite.
2. The committee discussed whether or not to start calling individual schools but decided not to begin calls at this point.
3. Nancy reported that traditionally people sign up last minute. Another early bird reminder will be sent to try to encourage people to sign up before March 1<sup>st</sup>.

### **Upcoming Nominations Discussion**

1. It is time to start thinking about potential nominees for the next president elect and to start asking members if they'd be interested. The slate of candidates must be presented to the membership at least 30 days prior to the conference.
2. Nancy suggested if we can't muster up any new candidates then we could tap into some former presidents who may be willing to serve again.
3. Interest from members will be elicited by e-mail around the end of March with a follow-up in mid-April.

### **AZACTA Conference Menu**

1. Lunch: CollegeBoard will sponsor for \$500. Nancy forwarded a copy of the Chartwells catering menu. The board reviewed the menu and selected Cilantro Lime Chicken as the lunch selection.
2. Breakfast: Breakfast last year cost \$118. The board anticipates roughly the same cost this year. Nancy volunteered to pick up items from Costco like she did last year. Expected menu items include: coffee, herbal teas, cocoa, fresh fruit, and bagels.

### **Good of the Order**

Tammy will be out of office for the March 21<sup>st</sup> meeting. Nancy volunteered to take minutes if Tammy is unable to participate remotely.

### **Next Meeting:**

The next meeting will be Thursday, March 21st at 8:30 am