

# AZACTA

Thursday, 17 Jan. 2019

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  
Cindy Meza, Treasurer, Arizona State University  
Jerri Lukens, Eastern Arizona College  
Tammy Brewer, Secretary, Cochise College

**ABSENT:** Leticia Martinez, Arizona Western College  
Diana M. Pinon, President Elect, Rio Salado College  
Laurie Cigan, Paradise Valley CC

## Save the date card

1. Holly sent this out by e-mail on January 10<sup>th</sup>.

## Website updates

1. Holly's brother-in-law, Brad Banes, has experience with WordPress from other website work. He did some work on the website, including:
  - a. Updating plug-ins
  - b. Backing up the site
  - c. Created fillable proposal and registration forms
  - d. Changed pictures to a scroll format
  - e. Set up link to PayPal
2. The work was completed over several days. The committee discusses compensating him for his time. An honorarium of \$200 was suggested, resolved and unanimously approved by committee members after confirmation of the current account balance was sufficient to cover this expenditure.
3. Brad is willing to do updates. Jerri noted that the designer of the website charged \$50 for doing one small update.
4. Holly reported that the website does not pull up well on her cell phone. Jerri checked hers and was able to pull it up, but it does look different. Jerri has an I-phone. Holly will ask Brad if the website is mobile friendly. Any other suggested updates can be sent to Holly.

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

1. Holly will send out e-mail with link to the form for proposals and reminder that the conference fee is waived for up to two presenters.
2. Nancy noted proposal submission date on website needs to be updated.
3. Holly will send out a list of submitted proposals before the March meeting so that committee members have time to review and discuss. During the March meeting it can be determined if more proposals are needed.

### **Hotel accommodations**

1. Nancy sent Holly a list of 3 viable hotels in the conference area. Holly will visit them this weekend to inquire about a networking space and whether or not each hotel would offer a block rate for the conference.
  - a. Holiday Inn Express & Suites: no meeting room but has restaurant
  - b. Hampton Inn & Suites : has a meeting room
  - c. Comfort Suites Phoenix: has a meeting room
2. Holly will send out the proposals from the hotels via email.
3. Nancy noted some of the meeting spaces were about the size of a regular classroom.

### **Networking event**

1. The online registration form includes question on attendance at networking event which will help us get a number in advance.
2. Holly suggested using photo shoot props from NCTA as an activity. The committee agreed and Nancy will bring the photo back drop and the props.
3. Nancy will also update and bring the scavenger hunt used at the NCTA conference.
4. Other activity suggestions:
  - a. Having everyone introduce themselves
  - b. Suggest conversation topics being available
5. Holly suggested 6-8 pm for the event time. Nancy will check on Maricopa summer hours to see if it's too early for them to attend.
6. It was generally agreed that appetizers and beverages would be a better option than trying to provide a complete meal. Some suggestions for food at the event included:
  - a. Olive Garden
  - b. Hotel provided options
  - c. Small appetizers and desserts from Costco

### **AZACTA conference Vendor update (Nancy)**

1. College Board is paying \$500 to sponsor lunch. Dominique Jones has confirmed to attend. She will also be doing a presentation.
2. Dwight Pittman paid the \$200 vendor fee and will do a presentation.
3. Nancy reached out again to Respondus, but they haven't replied yet regarding AZACTA offer to put out a sign-up sheet rather than give them access to our list serve.

### **Vendor presentation(s)/Department of Education presentation**

1. Department of Education: Brian Thayer gave a tentative yes for Department of Education representative(s) to attend. They will not be charged to attend but will be provided with lunch in exchange for presenting.

### **Treasurer Update/Letter**

1. Cindy is expecting a baby (hurray!) so in preparation for possible time when she cannot take care of financial needs, Nancy will be added to the account as a back-up.
2. Cindy & Nancy will go to the bank in February to sign all forms
3. There is currently \$1103.80 in the AZACTA account. This does not include the \$200 conference fee Register Blast paid as AZACTA conference sponsor which has not been processed yet.
4. Cindy created a Gmail account to have everything consolidated:

**Username:** azacta1

**Password:** 2018AZACTA2018

**Outreach/advertisement for conference and association membership:** How can we advertise and get more people involved?

1. In the past, NCTA listserv and word of mouth have been the primary outreach methods.
2. Private colleges/Universities: Nancy will contact Grand Canyon University. Tammy will look for other AZ colleges to invite. Cindy will share with Tammy the list they've compiled to invite colleges to their February conference.
3. Cindy offered to promote the AZACTA conference at the ASU conference on February 13<sup>th</sup>. She will add Holly to the agenda to give her a chance to promote the conference. Holly will also print and bring some save the date cards. Cindy will give Holly the estimated number of attendees after RSVPs close on February 1<sup>st</sup>.
4. In years past, Jerri has looked for specific colleges that haven't attended, checking NCTA website and other community colleges. Jerri will check NCTA website to see who else we could invite.

### **Good of the Order**

1. Holly asked if AZACTA has a physical address. Jerri's Thatcher address is listed on the website and Jerri is ok with leaving it as the primary address for the AZACTA association.
2. Chelsea's address is currently listed on the bank accounts. It was agreed that keeping all physical addresses the same would be best practice. Cindy and Nancy will try to switch this over to Jerri's address and if that is not permitted since she is not on the account, it can be switched to Nancy's address. Cindy thought an official letter might be required to change the address. She will call the bank to find out if a letter or form is required.
3. Committee voted and approved resolution to change the bank address from the Tucson address to an address more consistent with our membership

### **Next Meeting:**

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