

**Meeting called by:** Nancy Stufflebeam

**Type of meeting:** Monthly Meeting

Nancy Stufflebeam, Past President, Estrella Mountain CC  
Holly Banes, President, Arizona Western College  
Diana M. Pinon, President Elect, Rio Salado College  
Chelsea James, Pima Community College  
Cindy Meza, Treasurer, Arizona State University  
Leticia Martinez, Arizona Western College - absent  
Jerri Lukens, Eastern Arizona College  
Laurie Cigan, Paradise Valley CC  
Tammy Brewer, Secretary, Cochise College

## Agenda Items:

### 2018 AZACTA Conference feedback

1. Nancy gave an overview of the Menti survey results that Chelsea provided. Specific ratings were as follows (out of 7):

Vendors	5.1
NCTA Webinars	5.0
Peer presentations	6.2
Open share out	6.4
Networking w/others	6.7

Thirty one respondents answered specific questions as follows:

*Are you interested in a dinner networking event the night before the conference?*

15 yes, 7 no, 9 maybe

*Would you be willing to present or co-present at a conference?*

8 yes, 9 no, 15 maybe

2. Suggestions for next year's conference:
  - a. Hold a reception the night prior
  - b. Waive the conference fee for presenters (max two per session)
  - c. Have two lines for lunch (both sides of table)
  - d. Bring platters for breakfast food items
  - e. Gauge interest in sessions ahead of time so that the breakout room sizes can be selected to accommodate the size of the group

- f. Use fewer or no NCTA webinars because more AZACTA members will probably attend the NCTA conference this year since it's in AZ
3. Location: general consensus was that this year's location (Gateway CC) was good but that there may be other options that the membership prefers. It was suggested that the general membership be surveyed before selecting a location for next year.
4. Membership rates: discussion took place regarding separating out the fee for conference attendance and AZACTA membership so that non-conference attendees could still be AZACTA members. Holly stated that it is possible to set up a stand-alone membership fee that is collected throughout the year, not only during conference registration. Nancy requested board members think about conference, single member, and institutional member fees and be prepared to discuss next month.

### **Wrap-Up items from AZACTA Conference**

1. Treasurer items:
  - a. Chelsea reported that the bank account balance is \$1102.08
  - b. Chelsea & Cindy need to go to bank together to transfer the AZACTA account. , maybe go during NCTA if not able to go before then. Chelsea & Cindy can discuss date/time for when to do this, possibly during NCTA when both will be in Scottsdale. In the interim, Chelsea will remain on the account and sign checks as necessary.
  - c. Chelsea was invited to remain an active board member as we enter the 2018-2019 year. She will continue to attend meetings at least through NCTA.
2. Website items
  - a. It was agreed to renew the AZACTA Website and domain for two years through GoDaddy at a cost of \$232. (The \$1102.08 balance is after this expense)
  - b. Jerri will update the list of AZACTA members based on who paid their dues
  - c. Jerri will also post pictures from the AZACTA conference

### **NCTA Conference - Host Committee items to do**

1. Host committee update: About 20 people have volunteered so far. Laurie will send out another email asking for volunteers. We have three primary areas of responsibility, staffing a hospitality table, dinner groups, and planning the reception.
  - a. Hospitality table:
    - i. Nancy will create a sign-up sheet and send it to Laurie for distribution.
    - ii. It is anticipated that one volunteer will be required at all times and two during peak periods, such as during registration and the vendor fair.
  - b. Dinner groups:
    - i. Sign-up sheets, descriptions, and menu information will need to be provided at the hospitality table

- ii. Restaurants that are within walking distance are preferred, but due to the location of the hotel other options will need to be considered. Maps, directions, and transportation options should be provided.
      - iii. Reservations should be made after the day's activities conclude on Weds (7:00 pm) and Thursday (6:30 pm). A couple options can be provided to accommodate people who may want more time to prepare or to eat early.
      - iv. In lieu of an official meeting, AZACTA members will be invited to collectively join a dinner group
    - c. Plan welcome reception
      - i. We have a reception budget of \$500 for activities, prizes, and decorations and NCTA has budgeted an additional \$35 per person for food.
      - ii. Laurie will chair and recruit a reception committee. The committee will select a theme, ice breaker, activities, and choose food items.
      - iii. Laurie will verify whether or not we are required to use the resort's catering for this event as there are very few options within the \$35 per person budget.
      - iv. The planning reception committee can use the AZACTA dial in number to hold planning meetings
      - v. Additional volunteers (outside the planning committee) will be needed to set up and run the event
- 2. Kick-off Luncheon
  - a. During NCTA the AZACTA President (Holly) will welcome the attendees.
  - b. Holly will check with Paula Dolman for the date/time
  - c. During the welcome, Holly will include a plug for attending the reception
- 3. NCTA attendees:
  - a. Nancy, Holly, Chelsea, Diana, Cindy, and Leticia anticipate attending the NCTA conference.
  - b. Laurie is uncertain if Paradise Valley CC (PVCC) may not be willing to fund Laurie's attendance at this event. In consideration of her role in planning the reception, the board agreed to pay for her NCTA conference registration in the event that PVCC is unwilling to do so.

### **Next Meeting:**

Beginning next month AZACTA board meetings will be held on the 3<sup>rd</sup> Thursday of each month. The next meeting will be **Thursday, July 19<sup>th</sup> at 8:30 AM** and the August meeting will be Thursday, August 16<sup>th</sup> at 8:30 AM. These will be the last two meetings before the NCTA conference.