

AZACTA

Thursday, 16 May 2019

8:30 am

Phone Conf. Call

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

ATTENDEES: Holly Banes, President, Arizona Western College
Nancy Stufflebeam, Past President, Estrella Mountain CC
Tammy Brewer, Secretary, Cochise College
Diana M. Pinon, President Elect, Rio Salado College
Jeri Lukens, Eastern Arizona College

ABSENT: Laurie Cigan, Paradise Valley CC
Cindy Meza, Treasurer, Arizona State University

Website updates

1. Website security update:
 - a. One additional step had to be completed to fully activate the security feature. Jeri paid an IT person at EAC \$25 to complete the process and offered this as a donation to AZACTA. Web site was set up with a two-step dual confirmation, meaning a code was sent to Jerri's phone and Brad Banes was not able to access Jerri's phone in order to do this.
2. Individual Membership Fee: Brad Banes (Webmaster) has added option to pay \$15 non-Conference membership fee. You can pay up to three individual memberships at one time.
3. Webmaster Payment: earlier this year we made a payment for work up to that point. Since then, he has created new tabs (voting, nominate, register, hotel, and conference) inserted photos, updated main page to include association information, mission, values, has pulled reports, added Linking Arizona Testing Together information, implemented site security & back-up, and increased user friendliness. Holly suggested a \$200 payment would be appropriate.
4. Committee is in favor of the \$200 payment, but Nancy reported that the account balance needs to be checked before making this payment because some of the conference sponsorship checks have not been processed yet.

AZACTA Conference Agenda

1. Laurie Cigan will start working for Rio Salado and will be attending the conference. She will assist with registration in place of Nancy, who will be busy with food set-up. Becky Westby (Cochise College) will also be able to attend and assist at the table.
2. Nancy has the survey ready to go (see below)

3. Holly is collecting the bios and will provide to Diana
4. Presenter gift cards will be presented at their sessions
5. The current agenda is:

Time	Topic	Presenter	Introductions/Assignments
8:00 - 8:30 am	Registration		Laurie Cigan (Rio), Becky Westby (Cochise) and Adriana (AWC)
8:30 - 8:45 am	Welcome	Holly Banes, Diana Pinon, Nancy Stufflebeam & Dr. Teresa Leyba Ruiz	<ul style="list-style-type: none"> • Holly to introduce Dr. Teresa Leyba Ruiz • Dr. Ruiz will give opening message • Holly will welcome everyone to the conference and thank the vendors who are sponsoring this event. I will let people know about where the restrooms are located, mention the ask questions got answer cards that are in folder and the box location to drop in. • Diana and Nancy will talk about the importance of doing the survey and give instructions on how to do it. • Holly will explain the tour at the end
8:45 - 9:45 am	Accelerate Student Success with Multiple Factors	Dominique Jones	Diana
9:45 - 10:00 am	Break		Nancy to do a give away
10:00 - 10:45 am	State of the High School Equivalency System in Arizona	Brian Thayer & Christian Garibay	Diana
10:45 - 11:00 am	Break		Nancy to do a give away
Concurrent Session #1			
11:00 - 11:45 am	LockDown Browser & Respondus Monitor: An Overview (webinar)	Nick Laboda	Nancy
11:00 - 11:45 am	RegisterBlast Uncovered: Unexplored Features & Other Valuable Perks	Dwight Pittman	Diana
11:45 - 12:45 pm	Lunch		Nancy to do a give away
Concurrent Session #2			
12:45 - 1:45 pm	Strengthening Intercultural Communication	Renee Bhatti-Klug	Nancy
	Cruising with ACCUPLACER: Welcome aboard!	Tammy Brewer	Diana

1:45 - 2:00 pm	Break		Nancy to do a give away
Concurrent Session #3			
2:00 - 3:00 pm	Why We Need More Servant Leaders in the Workplace	Chelsea James	Diana
	Making Connections: Getting to Know You	Jerri Lukens & Silvia Kempton	Nancy
3:00 - 3:30 pm	Business Meeting/ Good of the Order	Holly Banes, Diana Pinon & Cindy Meza	<ul style="list-style-type: none"> Holly will speak about how easy it was to be the President with the help of the Officers and announce the next President-Elect Give out awards to Officers Will unveil the new website and web administrator Cindy will give a treasury report Holly will introduce Diana Pinon as the new AZACTA President Diana will mention the survey
3:30 - 4:00 pm	Glendale Community College Testing Services Facilities Tour	Ibrahim Naim	Diana

AZACTA Conference Registration update

1. As of 14 May 2019, 45 individuals have registered
2. Gila, Mesa, and Paradise Valley still have no one registered.
3. Nancy reached out to Mesa and Paradise Valley, no response yet from Mesa, Paradise Valley is hoping one will be able to attend. Nancy will look at which individuals attended last year from Mesa and reach out to them personally.
4. In the next reminder, Jerri will identify which colleges will have people attending this year
5. Holly noted that someone from NAU will attend this year, for the first time
6. Everyone has paid except Scottsdale CC will be mailing a check for 3 people, Glendale CC will bring a check to pay at the door for six attendees, and Donna Kreiser (Northland) is mailing her check. Nancy reached out to a few anomalies: Chelsea registered twice (error) and Tammy (Cochise) overpaid due to the fee being waived for presenting, the extra funds are paying two non-conference membership fees
7. 22 First time attendees
8. Evening reception now has 19 saying they will attend
9. 12 Rooms have been reserved so we have exceeded our block
10. Three people have indicated dietary restrictions/allergies. Nancy will make sure the caterer is aware.

AZACTA Conference: Evening Reception

1. Holly has reached out to hotel contact several times this week with no response. Before needs to know if signage will be provided to direct attendees to the reception. Name badges will be provided at the reception.
 - a. Time: 2 PM (Holly attempting to confirm with the hotel)
 - b. Who: Nancy, Tammy, Jerri, Diana, Rebecca Westby (Cochise)
2. Check-in for reception event
 - a. Volunteers: Adriana (AWC)
 - b. Name badges will be provided at check-in
3. Game (Nancy): "Find someone who" scavenger hunt based on what we did at the NCTA conference. Prize will be the compass/flashlight/keychain combo. Game sheets & pencils will be at the check-in table and Nancy will be on hand to explain the rules.

AZACTA Conference: Set-up at Glendale Community College

1. Committee discussed possibility of setting up space to use as a conversation area for those who do not wish to attend sessions. General consensus was that there are sufficient opportunities for this to occur as needed and it would be better to avoid encouraging attendees to skip break-out sessions.
2. What time: Shortly after hotel set-up, 3/3:30.
3. Who will be there: Holly, Nancy and other volunteers from the reception set-up
4. Breakfast and lunch: Nancy needs final count to caterer by Monday, June 3rd. Nancy has list of everything else required for purchase the day before. Caterer quote based on 65 people for lunch, coffee, water was \$706, including tax. Beverages will be set up by 7 am and lunch ready by 11:30. Nancy will request that buffet line goes down both sides of the table

Survey Questions (Nancy & Tammy)

1. Nancy has the survey ready. Menti required payment if you do more than 2 questions, so Nancy narrowed it down to 2. Respondents will go to www.menti.com and enter the access code 538588 and respond. Diana could have the code written up on the board

Name Badges

1. Inserts and badges have purchased.
2. Lanyards purchased and say www.azacta.org, 100 for \$101.16

Thank you cards

1. Officers and committee members will sign each card during set-up the night before

Nominations and Voting: President-Elect

1. Chelsea James (Pima Community College) and Kim Reely (Mesa Community College) were nominated and accepted the nomination

Good of the Order

1. The board will take a new group photo during lunch period
2. Holly will keep the board informed of last minute needs and where more assistance is required.
3. Nancy has had several more responses with donations of give-away items. The committee decided to use these as the table centerpieces and then attendees can select items to take.
4. Nancy will be select some of the “fancier” donated items to use as special give-away prizes.
5. Tammy, Adriana, Laurie, and Becky will be at the registration table and will collect the donated items. Diana will help if needed.
6. Nancy reminded the committee to keep track of any expenses that will need to be reimbursed.

Next Meeting:

The next meeting will be Thursday, June 20th at 8:30 am