

AZACTA Committee Minutes

Thursday, November 15, 2018

8:30 am

Phone Conf. Call

Meeting called by: Holly Banes

Type of meeting: Monthly Meeting

Minutes by: Jerri Lukens

ATTENDEES: Holly Banes, President, Arizona Western College
 Jerri Lukens, Eastern Arizona College
 Cindy Meza, Treasurer, Arizona State University
 Diana M. Pinon, President Elect, Rio Salado College
 Nancy Stufflebeam, Past President, Estrella Mountain CC

ABSENT: Tammy Brewer, Secretary, Cochise College
 Leticia Martinez, Arizona Western College
 Laurie Cigan, Paradise Valley CC

Agenda Items:

1. AZACTA Fees/other SRO's

The reason AZACTA membership fees were setup in the bylaws as they were is because the Maricopa Community College district did not pay for membership fees but would cover conference fees. So both fees were bundled together. That is still the case today. If we want to have a membership-only fee, it should be minimal but cover costs.

Before the meeting, the committee was sent a spreadsheet with State/Regional Organizations (SROs) fees. Most had a variety of setups and fees, with some not charging a conference or membership fee and others charging both.

A discussion of how best to serve our membership and support the organization followed. We can justify charging membership fees because we offer additional networking opportunities via the annual conference and the listserv.

We must plan for the future growth of AZACTA. In the past we have had donated conference host sites but that may not always be the case. Plus if we decide to upgrade our AZACTA website we will need money to do that. Waiving AZACTA conference fees for those who are accepted as conference presenters (up to 2 presenters) would be a good incentive to generate conference proposals.

The committee voted to set conference fees as follows:

- Early Bird Conference fee: \$50
(includes one year membership to AZACTA and conference fee)
- Late Registration fee: \$55
- Membership only fee: \$15

2. AZACTA June 2019 Conference Location discussion

Glendale Community College has volunteered to host the 2019 AZACTA conference on Thursday June 6, 2019. Hotels are a lot cheaper in that area. Nancy gave the GCC contact details of resources needed for the conference.

3. Conference Themes

Holly emailed a compiled list of conference themes. She shared Tammy's suggestions and asked others for their suggestions. After much discussion, it was decided to use "Navigating the Future" as the theme for the 2019 AZACTA Conference. We can post "Linking Arizona Testing Together" on the AZACTA website.

4. Call for Proposals

Holly will send out an email to the membership with a call for proposals. She will also inform that they if they are selected to present, then their conference fee will be waived (up to 2 persons).

5. Vendor Outreach

For this conference we would like to solicit vendors who will man a table for the duration of the conference and donate a vendor sponsor fee. Vendors can present during break-out sessions because not every member uses their products. Some vendor possibilities include ProctorU or Examity, CollegeBoard, LSAC.

Being a sponsor would include having their logo on our website for one year, a table at the conference and being invited to the networking opportunity the evening before the conference. The vendor fee for this will be \$200.

Nancy will solicit ideas for vendors from the membership.

We will ask CollegeBoard to sponsor lunch for the entire group. In return, they will get their logo on the AZACTA website, be invited to the networking opportunity the night before the conference, a table at the conference and a presentation to the entire group.

Below are the vendor/sponsorship options:

Option 1--\$150	Option 2--\$200
Pre-conference Networking Opportunity with AZACTA members the evening before the conference (June 5 th , 2019)	30 minute Vendor Presentation at AZACTA Conference
Table during conference (for attendees to solicit vendor information and branding materials)	Pre-conference Networking Opportunity with AZACTA members the evening before the conference (June 5 th , 2019)
Vendor Logo on AZACTA website for 1 year	Table during conference (for attendees to solicit vendor information and branding materials)
Light Breakfast and Catered Lunch during the conference	Vendor Logo on AZACTA website for 1 year
*****	Light Breakfast and Catered Lunch during the conference

6. Good of the Order

We went over: waiving presenter fees, discussed vendor fees, and waiving conference fees for Arizona Department of Education, Adult Education presenters Brian Thayer and Christian Garibay because their information is valuable.

Next Meeting:

The next meeting will be **Thursday, December 20th at 8:30 AM**. If you are not able to attend, please give your feedback to Holly.