

# AZACTA

Thursday, 19 July 2018

8:30am

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  
Chelsea James, Pima Community College  
Cindy Meza, Treasurer, Arizona State University  
Leticia Martinez, Arizona Western College  
Tammy Brewer, Secretary, Cochise College

**ABSENT:** Diana M. Pinon, President Elect, Rio Salado College  
Jeri Lukens, Eastern Arizona College  
Laurie Cigan, Paradise Valley CC

## Agenda Items:

### AZACTA membership: fees, benefits, newsletter

1. Leticia explained that one of the reasons the membership fee was merged into the conference registration was because previously Maricopa schools would pay for conference as part of professional growth, but would not pay for a stand-alone membership. Separately membership from the conference fee might make some schools unable to obtain membership.
2. The board was in agreement that offering a stand-alone membership while still including membership in the conference fee would allow for increased membership.
3. Suggestions for membership fees included free, \$5, or \$10 (full year) \$5 (half year). An unspecified higher fee was also suggested, with Holly pointing out that the money raised by membership fees could fund other initiatives, such as funding conference attendance for volunteers whose attendance was not sponsored by their employer. It was suggested that some members might be able to afford a higher fee/contribution in exchange for special recognition on the website or something similar.
4. It was suggested that adding an informative article to a monthly AZACTA e-mail or featuring a different test center each month would be good ways to promote AZACTA.

5. Nancy reminded the board that the original bylaws had individual, institutional, and organizational specified. The institutional category was struck out previously, so we would need to officially add it back in if we go that route.
6. For next month, the board is tasked to think about AZACTA membership selling points, newsletter ideas, and membership rates.

### **NCTA Conference Host Committee Updates**

#### **1. Hospitality Table**

- Nancy sent out list to AZACTA membership and people have been adding their names to volunteer at the table.
- Diana has sent out an e-mail request to AZACTA members requesting swag items for the table.
- Diana is in the process of obtaining maps and tourism information to offer at the table.
- There is an AZ Diamondbacks game during the conference. We can suggest it to attendees but cannot make reservations. Nancy will e-mail Paula Dolman (NCTA) to see if we can promote the Diamondbacks game on the NCTA website. If not, maybe we can put it out in the NCTA forum.

#### **2. Dinner Groups**

- Cindy reported that reservation have been made at 16 locations. All are within 6 miles of the venue and represent a variety of dining options.
- Pictures of food and restaurant descriptions have been sent to NCTA (Paula). Some of the menus are seasonal so they will need to be printed closer to conference time.
- A map showing locations still needs to be created and possibly a list of taxi phone numbers or other transportation options. We do not need to arrange transportation.

#### **3. Welcome Reception**

- Food: A southwestern theme has been selected for the reception, focusing on hors d'oeuvres and snacks in order to stay in budget. Laurie is looking in to getting quote from hotel catering.
- Bar: Laurie is also looking into possibility of having a bar, but it is challenging to keep with in price range
- Games: NCTA regular committee said we couldn't do line dancing or anything like that because there would be too much going on with vendors there. It would be ok to plan a scavenger hunt type activity, so that's an option. The reception is only 1 hr 15 minutes long so there would only be time for 1 or 2 little games

- Give-aways: Nancy has been looking for a good price on a photo booth, with the cheapest so far \$325, which uses up most of the budget. The board discussed simply offering props, selfie sticks, and a backdrop with a southwestern theme and letting people use their cell phones to take pictures. Nancy will look around for props & backdrop.
- Giveaway: Nancy has selected a flashlight/compass/whistle combo.
- Theme: it was suggested that we select a theme that incorporates the food, props, and giveaway, such as *Lost in the Southwest*

**AZACTA conference and memberships:**

1. The board was informed that ten individual paid for AZACTA attendance but either did not attend or sent another attendee in their place. Jerri Lukens submitted a request for clarification on who would be awarded the included membership. The board determined that the decision would be left up to the individual who paid; that person may either accept the membership or pass it along to the attendee.
2. Jerri had also inquired about membership for conference sponsors. The board determined that organization memberships would be awarded to conference sponsors and also that, if possible, their logos should be given prominence on the AZACTA website.
3. Raising vendor fees was suggested as a future discussion topic.

**Additional items:**

Nancy informed the group that it was decided to provide AZACTA information and handout at the NCTA hospitality table rather than try to staff a second, separate table at NCTA.

**Next Meeting:**

The next meeting will be **Thursday, August 16<sup>th</sup> at 8:30 AM.**