

# AZACTA

Thursday, 18 October 2018

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

## Agenda Items:

### 1. AZACTA fees based on By-Laws:

- **AZACTA conference fee-a separate charge**
- **AZACTA membership fee-personal or institutional**
- **New membership fee starting date?**
  - Why is the conference and membership fee combined?
    - Ask Leticia Martinez or Kim Reely
  - Fee or no fee
    - To have a conference fee will allow for AZACTA to become independent and not to be so reliant on vendors to hold conferences
    - Rural areas may want to be members of AZACTA but not necessary attend a conference
      - These rural members may only send one member of their team due to budget
    - The committee is leaning towards offering the conference at an increase rate to allow for future growth and opportunities for AZACTA members. The committee agreed that an analysis along with research on SRO's is needed to come to a decision.
      - The current AZACTA account balance according to the June meeting minutes is \$1,102.08

- 2018 conference fee which included membership was \$30.00
- Raising the AZACTA 2019 conference fee to \$40.00 or \$50.00
- What is the benefits of paying a fee for being an AZACTA member?
  - Access to the list serve
  - Networking with other testing professionals
  - Possibly offering a newsletter

**ACTION ITEM:** Holly will go to the NCTA website and look at other SRO's to determine the following:

- What are the other SRO's doing?
- What fee or fees do they charge?
- What are they providing for their money to their members?

Holly will send out an email with information regarding the above **ACTION ITEM** before the November 15<sup>th</sup> meeting.

## 2. NCTA Conference-Host Committee Debrief

### A. Hospitality Table (Diana):

- Attendees enjoyed the Scottsdale guidebooks and map
- Communication regarding the baseball game, transportation and attendees interests needs to be enhanced.
  - Possible solutions: an online lists with information and sign-up
- Volunteers for the table worked out nicely
- Donations for Arizona schools as give-away items were popular
  - Attendees were excited about the give-away items offered

### B. Dinner Groups (Cindy):

- Dinner groups offerings had a lot of interest
  - Possible solutions with restaurants: Increase the reservation number of attendees at a given restaurant or canceling due to lack of interest
- Online information about uber's or taxi's options
  - Location for attendees as to where to meet for transportation needed to be identified
- Maps of the restaurants were popular
  - Most restaurants were within walking distance

### C. Welcome Reception (Nancy):

- There were approximately 150 in attendance for the welcome reception
  - Due to the popularity of the baseball game less people attended the reception
- Food was delicious
- Two activities were offered
  - Southwest Selfie and Scavenger Hunt
  - Attendees were entertained, had fun, and liked the activities and food

**ACTION ITEM:** Nancy was able to secure the left over give-away items (keychain with compass and light) along with the southwest background for the selfie station and props. These items will be used at the AZACTA conference in June 2019.

### **3. ASU's NCTA Grant Funded Event**

- A grant from NCTA was awarded to ASU and a mini-conference is being planned
- The mini-conference is free except for a parking fee of \$12.00 - \$15.00
- The mini-conference will be on February 13, 2019 from 8:30 am – 4:00 pm
  - Topics to be presented: Stress Management, Test Security, Intercultural Communication, and Tour of ASU Testing Facility

**ACTION ITEM:** Cindy will send out an AZACTA list serve email to invite the AZACTA members to attend the free mini-conference.

### **4. AZACTA June Conference Location**

- Site location suggestions were Phoenix College, Mesa College, Estrella Mountain College or Arizona State University
  - Diana mentioned that she could see if Rio Salado would like to host the conference again
  - It was discussed and then determined due to budgets that schools located in a rural area would not be asked to host the AZACTA conference at this time

**ACTION ITEM:** Nancy and/or Diana will ask if any Maricopa school would like to step up and host the AZACTA conference in June 2019 at the next MTS meeting. The agenda item regarding conference location will be discussed at the November 15<sup>th</sup> AZACTA meeting.

### **5. Call for Proposals**

**ACTION ITEM:** Holly will send out a list serve email requesting a call for proposals for the AZACTA June 2019 conference.

### **6. Discussion on Themes**

**ACTION ITEM:** Holly will send out a list of possible themes to the AZACTA committee. The committee will discuss and determine a theme at the November 15 committee meeting.

### **Next Meeting:**

The next meeting will be **Thursday, November 15th at 8:30 AM.**