

AZACTA Agenda & Meeting Minutes

Date & Time:	January 23, 2024; 3 p.m.
Link:	https://maricopa.webex.com/maricopa-en/j.php?MTID=md92c74b4e60baf71402bce7280eb04c0
Important links	AZACTA Shared Drive AZACTA Treasurer's Report https://azacta.org/ AZACTA list serv (public email group) AZACTA sponsor contacts AZACTA sponsor letter 2024
Attending:	Nancy Stufflebeam Rebecca Westby Donna Krieser Rachel Lievrouw (Rahn) Holly Banes Heather Gijanto

Agenda Items:

1. Treasurer's Report–Donna

AZACTA Bank Account			
1	Beginning Balance	11/8/2023	\$2,693.83
2	Expenses		
3	Fluent Form Plug In*	1/18/2024	\$ 279.20
4	Income		
5	RegisterBlast 2024	12/3/2023	\$ 683.60
6	Current Balance	1/22/2024	\$3,098.23
7	*The Fluent Form plug-in allows for additional fields and functionality which is enhancing the building out of forms within the AZACTA website.		
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a.

- GoDaddy** funds are being well-spent! Holly pulled a report that shows that GoDaddy has been actively blocking malicious attacks on our AZACTA website.

3. **Conference proposal form is up on our website! Thanks, Holly!**
<https://azacta.org/proposals/>
 4. **Confirmed sessions/presenters**—Nancy confirmed with them and emailed them the link to the conference proposal form on our website, except for Rosie Summerhays from NCTA, since Holly is the main contact person with Rosie.
✚ AZACTA session presentations and ideas (Spreadsheet also includes ideas for other presentations)
 5. **Vendor Follow Up**—RegisterBlast is the only confirmed vendor so far
 - a. Here's the link to our Vendor List: ✚ AZACTA sponsors
 - i. ADA accessibility products—electronic readers, keyboards, products that are compatible with TEAS and LMS (Moodle, Canvas, Blackboard)-
 1. Kurzweil
 - a. Interested in presenting, Donna will confirm
 - b. Nancy to send vendor letter to Donna
 - ii. Security devices/cameras—Becky will research vendors (wands, signature pads, cameras) [Physical Security Devices](#)
 - iii. Pearson VUE
 1. Nancy to send vendor letter to Becky and Heather for follow up
 6. **EMCC waived facility use fees, but need to purchase one-time liability insurance.**
(Nancy to do) Got quote from TULIP for \$125, may cost more. Nancy is getting edited quote from TULIP to meet Maricopa requirements.
 7. **Hotel**—info on website regarding hotel block (Thanks, Holly!): <https://azacta.org/lodging/>
Hampton Inn & Suites Phoenix-Goodyear, 2000 N. Litchfield Rd.
 8. **Food**—snacks and dinner reception on 1st day, snacks and lunch on 2nd day.
 - a. **June 5th dinner reception**—How about Old Chicago Pizza & Taproom?
 - i. It's right next to the hotel. Nancy contacted manager Amanda Mahoney to make a tentative reservation for 6 p.m. on June 5th for 25 people.
 - ii. They have party platters that serve 8-10 people. They can have us all sit together.
<https://order.oldchicago.com/menu/old-chicago-goodyear/products/45556222>
 - iii. Menu looks delicious and is reasonably priced! They also have vegetarian pizza and chicken wings.
https://order.oldchicago.com/menu/old-chicago-goodyear/categories/68004_177164
 - b. **June 6th lunch**—Nancy working with Martin at [Raul & Theresa's Restaurant](#) for a price quote on chips, salsa, rice, beans, beef tacos and cheese enchiladas. They will deliver (or we can pick up), we'll eat on campus. *Note—we can only have snacks in the Estrella Conference Center, so when we are having our lunch on campus, we'll eat inside Region's Restaurant on the south end of campus.*
<https://www.estrellamountain.edu/locations/main-campus-map>
9. **Next meeting**

- a. check on officer positions—what needs to be filled?
 - i. *7.02 The Past-President, President and President-Elect shall serve a one-year term. The Secretary and Treasurer shall be elected to serve a two-year term. Elections for the Treasurer will be held on even-numbered years. Elections for the secretary will be held on odd-numbered years.*
- 10. **Rachel** to do—get PDFs of meeting minutes for **Holly** to add to our website.
- 11. **Donna** to present Conference Certificate next meeting
- 12. Add Holly's position of website administrator as officer next meeting
- 13. AZACTA Social Media discussion
- 14. **Nancy** to reach out to Chelsea/Marcos about photographs/photographer for conference
- 15. Look into icebreaker/treasure hunt/Bingo card activity to engage at conference