AZACTA Agenda & Meeting Minutes

Date & Time:	08/06/2024; 2 p.m.
Meeting Link:	https://cochise.zoom.us/j/93609674499
Important links	**AZACTA Shared Drive** (includes previous meeting minutes) https://azacta.org/ AZACTA list serv (public email group) AZACTA sponsor contacts
Attending:	Becky Westby Nancy Stufflebeam Ashley Nichols Heather Gijanto Rachel Lievrouw Holly Banes - unable to attend, at NCTA conference Donna Krieser - Cannot Attend

Agenda Items:

1. **Treasurer's Report:**

AZACTA Bank Account				
Beginning Balance	7/1/2024			$4,288.88
Expenses				
Rosie Summerhays - Conference Reimbursement			$482.97	
Total Expenses				$ 482.97
Income				
Total Income				
Current Balance	8/5/2024			$3,805.91
Donna Krieser Treasurer				

   a.

2. **Future Meetings**
   a. **Look into new time so Ashley can attend**
   b. **Record and post to website?**
      i. **Rachel to confirm with Holly if website possibility**
      ii. **Can upload to shared AZACTA Drive**
3. **AZACTA memberships**
   a. **Membership Fee**
      i. **Potential $25 institutional fee, introduce next year conference**

      b. **What are the benefits?**
- i. **Ideas for year long support for AZACTA members**-- other ideas besides conference/listserv only.
  1. **Look into professional development credits**

      c. **Should there be a minimal fee?**
- i. **How much**
  1. ~~Individual~~
  2. **Institution**
     a. **Confirmed $25 per institution to begin next Fiscal Year**

4. **Conference Committee - Google Form to all members for volunteers?**
   a. **Board representation on the Conference Committee?**
      i. **Becky** **to send form on planning committee volunteers**
   b. **In place of committee, meetings dedicated to conference only**

5. **Conference Date/Location?**
   a. **Cochise Confirmed location**
   b. **Becky** **to Check with all officers on June 4-5 or June 11-12**

6. **NCTA "helpers" (mentors)- Google Form for volunteers?**
   a. **Rachel** **to confirm with NCTA conference attendees if we can provide "mentor" service if not formal NCTA**

7. **Test Center Tours- Google form for times/dates/volunteers?**
   a. **Test Center video tours: iron out details of what we want to do. How often etc.**
   b. **1st volunteer, Ashley!**
      i. **Mid-September-October deadline, "day in the life"**

8. **Listserv**
   a. **Rachel** **to clean up listserv and update with active conference members**
      i. **Reach out to college to confirm active/should others be added**

9. **Social Media: Update and request for ideas.**
   a. **Heather** **will post Save the Date once dates and venue confirmed**

For Next Meeting:

ALL FUTURE MEETINGS WILL BE RECORDED, beginning Tuesdays at 10:00am

Previous Meeting Minutes 7/9/2024:

Agenda Items:

1. **Treasurer's Report**– 🟩x AZACTA Treasurer Report.xlsx
2. **Payments for 2024 conference**– 🟩x Final Conference Registration-2024-07-09.xlsx
   Everyone has paid. Huzzah!
3. **AZACTA memberships**--Are these being paid by people who do not attend the conference? Those who are accessing the listserve?
   a. MCCCD won't pay for professional memberships unless they are "rolled in" to a conference fee.
   b. <mark>**For next meeting:**</mark>
      i. What are the benefits of being a member? Should we continue to charge membership fees separate from conference fees? If so, individual or institution fee?
4. **Location for next year's conference**–
   a. At NAU with a virtual option? Need to select potential dates and have them confirm availability
   b. At Cochise with a virtual option?
      i. Becky confirmed no facility fee for employees, streaming, etc. Discounted catering
5. **NCTA Certification Test**–do we have info on how many people in the first group passed that section?
   a. Internationally 65 individuals passed
   b. Score of 500+ out of 800 was considered passing
6. **NCTA rep to attend AZACTA conference next year?** Rosie Summerhays offered to attend again for next year's conference. We reimbursed her for her travel expenses ($482.97 lodging, gas, meals). Is that something we want to do again for next year? Or have her give a virtual presentation instead?
   a. Extend invitation for Rosie to present, recommend virtual option
7. **Conference Survey Results**--What was useful, what was not?
   🟩x conference-survey-azacta-2024-06-24.xlsx
   a. <mark>**Consider longer breaks, longer presenter times, time for Q&A**</mark>
8. **Ideas for year long support for AZACTA members**-- other ideas besides conference/listserv only.
   a. <mark>**Look into professional development credits**</mark>
   b. <mark>**NCTA certification experts/guides**</mark>
   c. <mark>**Test Center tours, streaming, best practices,**</mark>
      i. <mark>**Share once a month?**</mark>
      ii. <mark>**Begin with Board members sharing, nominate other centers**</mark>

       d. **==Collaborate other ideas for next meeting==**

9. **Ideas for meal reimbursements**?--There was lots of money wasted on food for people who did not attend the reception when they stated they would.
   a. **==Will discuss August Meeting==**
   b. One idea is to order only half of the amount of food, then have the restaurant cook more as needed
   c. We can also donate leftover food to the local food bank?

10. **Updated bylaws–need to add to website**:
    w AZACTA bylaws amended 2024 editable.docx
    a. **==Holly will add==**

11. **Social Media:**
    a. Does anyone have anything they would like to see posted in the next month?