

AZACTA Agenda & Meeting Minutes

Date & Time:	10/01/2024; 10 a.m
Meeting Link:	https://us04web.zoom.us/j/78380925026?pwd=uaT7XKapuAWKU1b2h96DodcV2vY0aJ.1
Important links	AZACTA Shared Drive (includes previous meeting minutes) https://azacta.org/ AZACTA list serv (public email group) AZACTA sponsor contacts 📅 2025 AZACTA Conference Sessions confirmed
Attending:	Nancy Stufflebeam Rebecca Westby - Cannot Attend Ashley Nichols - Cannot Attend Heather Gijanto Donna Krieser Rachel Lievrouw Holly Banes

Agenda Items:

Treasurer's Report

AZACTA Bank Account				
Beginning Balance	9/3/2024			\$ 3,805.91
Expenses				
GODADDY Domain Renewal	10/1/2024	\$ 23.17		
Total Expenses				
Income				
Total Income				
Current Balance	10/1/2024			\$ 3,782.74
Donna Krieser Treasurer				

Following up items–

- A Day in the Life/Test Center videos
 - To do–for October--**Ashley** (MCC)
 - Who else? And when?
 - **Nancy** November Video
 - **Heather** to volunteer December video
- Length of conference–2 days so people have enough time to get there and back. (AZ Western makes their people drive back if it's a half day)
- Hotel–Heather report (need free breakfast and free parking)
 - **Heather** has list of hotels, verifying parking/breakfast
 - Potential free space for catering
- Networking Dinner Restaurant -
 - **Heather** to research restaurant options in Sierra Vista

Who volunteered? (Inna Severe from Rio Salado and Bruce Wildblood-Crawford from NAU were the 2 non-committee members who responded and will volunteer)

- **Holly** to add presentation/volunteer form to website, then **Nancy** to send out email to ask people to volunteer for conference (Nancy ask Inna and Bruce if they want to give a presentation at the conference)

New Items

Possible sessions?

- NCTA certification/recertification–people who have gone through the process, what to do
 - **Nancy** to reach out to Rosie Summerhays, offer the same deal as last year (we'll reimburse her for conference hotel, gas money, meals)
- ADE updates–**Nancy** to reach out to AZDE and ask if they want to present again this year.
- Vendors–we want them again this year! **Holly** to check to make sure our vendor form on our website is active, then **Nancy** to start reaching out to vendors to see who wants to sponsor
- Theme -
 - **Next Meeting, All Board Members** review themes and confirm top 2 favorites

[Themes for AZACTA Conferences](#)

783 3951 5499

AZACTA1

September Meeting Minutes - September 2024

Had to switch to Google Meet because the zoom link wasn't working properly.

It is just Nancy, Ashley, and Heather.

Cannot record the meeting because of the last minute change to Google Meet. Trying to determine which platform to use in the future.

Check to see who responded to the Volunteer form. Shared the form in the chat with Nancy and Ashley. [📄 AZACTA Conference Volunteer Interest Form \(Responses\)](#)

(Inna Severe from Rio Salado and Bruce Wildblood-Crawford from NAU were the 2 non-committee members who responded and will volunteer)

Registration cost: \$100. Same fee, virtual or in person.

Waive the fee for those who present - same as last year.

Next meeting: Look into the hotel. Restaurant.

Nancy to do—Trying to remember if it was 2 full days of conference or if it was 1 ½ day conference. Check through meetings etc to find answers.

See if we can get a headcount for virtual vs in person. (Nancy found out that we wanted at least a 1.5 day conference. If we had enough people presenting for a 2 day conference, we could do that.)

Post a save the date email out to the AZACTA listserv. - Heather

Set up a form to see about presenters and panel options.

Went over the August meeting minutes. Listserv, testing videos. Ashley may be ready for October to present her video.

Get a list of people to volunteer for the videos.

Ashley will create a new link for the October Meeting.

Nancy - Contact Holly for update.

August Meeting Minutes:

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					

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

July Meeting Minutes 7/9/2024:

Agenda Items:

1. **Treasurer’s Report**– AZACTA Treasurer Report.xlsx
2. **Payments for 2024 conference**– 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 listserv?
 - a. MCCCDCD won’t pay for professional memberships unless they are “rolled in” to a conference fee.
 - b. **For next meeting:**
 - 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. **Consider longer breaks, longer presenter times, time for Q&A**

8. **Ideas for year long support for AZACTA members**-- other ideas besides conference/listserv only.

- a. **Look into professional development credits**

- b. **NCTA certification experts/guides**

- c. **Test Center tours, streaming, best practices,**

- i. **Share once a month?**

- ii. **Begin with Board members sharing, nominate other centers**

- 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?