

# AZACTA Agenda & Meeting Minutes

Date & Time:	11/05/2024
Meeting Link:	Join from PC, Mac, iOS or Android: <a href="https://cochise.zoom.us/j/98714387045">https://cochise.zoom.us/j/98714387045</a> Password: 727296 Or join by phone: +1 253 215 8782 (US Toll) or +1 346 248 7799 (US Toll) Meeting ID: 987 1438 7045 International numbers available: <a href="https://cochise.zoom.us/u/acyVfv36V0">https://cochise.zoom.us/u/acyVfv36V0</a> Or join from a Conference Room system: Dial: 162.255.37.11 (US West) or 162.255.36.11 (US East) Meeting ID: 987 1438 7045 Password: 727296
Important links	<a href="#">AZACTA Shared Drive</a> (includes previous meeting minutes) <a href="https://azacta.org/">https://azacta.org/</a> <a href="#">AZACTA list serv (public email group)</a> <a href="#">AZACTA sponsor contacts</a>
Attending:	Becky Westby Heather Gijanto Nancy Stufflebeam Jessica Frederick Rachel Lievrouw

## Agenda Items:

## Treasurer's Report

	A	B	C	D	E	F	G
1	AZACTA Bank Account						
2							
3							
4	Beginning Balance	10/1/2024				\$ 3,782.74	
5	Expenses						
6							
7	Total Expenses						
8							
9	Income						
10	GoDaddy			\$ 14.26			
11							
12							
13	Total Income				\$ 14.26		
14							
15	Current Balance	11/4/2024				\$ 3,797.00	
16							
17	Donna Krieser Treasurer						
18							
19							
20							

### 1. Follow Up on last meeting for any updates:

- a. **Payments for 2024 conference—everyone has paid**
- b. **Location for Hotels/Possible restaurants for the conference—we need free parking and free breakfast**
  - i. **Hotel Possibilities**
    1. Comfort Inn & Suites Sierra Vista near Ft Huachuca
    2. Fairfield Inn & Suites Sierra Vista
    3. Candlewood Suites Building 44420
    4. Candlewood Suites Sierra Vista, an IHG Hotel
    5. Sierra Suites Boutique Hotel
      - a. Has a restaurant added into the hotel
    6. **Heather** will continue to research hotels
      - a. Confirm any perks, parking, breakfast, etc.
  - ii. **Restaurants - Buffet only option**
    1. Hibachi Grill - Asian
    2. R&R Pizza - Buffet
    3. **Becky** will continue to research other Buffet options in Sierra Vista
  - iii. **Restaurants - À La Carte Option**
    1. Confirmed will try Buffet option first
  - iv. **Many options depending on budget**
- c. **Talk about recording the meeting and if there is a limit to what the website can store for videos. Do we need a Dropbox like**

**option for storage?** *Holly says there's no way to store videos on our website, and she didn't feel comfortable having our AZACTA planning meetings recorded.*

- i. Will post Agenda and Minutes to website
  - 1. **Rachel** to follow up with Holly to confirm

**d. Testing center videos**

- i. **Ashley was the first one for Oct**
  - 1. **Ashley sent video for review**
  - 2. **Come up with the next volunteer–**
  - 3. **Nancy** volunteered for November, will send movie to **Heather** upon completion
  - 4. *Heather volunteered for December*

**e. Length of conference (1 day, 1.5 day, or 2 days)--2 days (AZ Western won't pay for night of hotel unless it is listed as a full day)**

- i. Plan for:
  - 1. **Wednesday PM**
  - 2. **Thursday All Day**
  - 3. **Friday AM Networking Activity**
    - a. **Nancy** to reach out to Maricopa Professional Growth for any concerns on Fridays


**f. Draft a possible list of presenters**

- i. Nancy reached out to Rosie Summerhays from NCTA regarding follow-up presentation on test center certification (gave virtual option or if in person we'd reimburse up to \$300 of expenses), Rosie will definitely give a presentation, is looking to see if she can come in person
- ii. Nancy reached out to ADE to find out if they can give GED updates at our conference, waiting to hear back
- iii. Nancy confirmed Registerblast to sponsor

**g. Check who has filled out the volunteer list–Nancy reached out to Inna and Bruce to see how they wanted to help at conference and if they wanted to give a presentation; waiting to hear back**

- i. Inna
- ii. Donna
- iii. Heather
- iv. Bruce
- v. Ashley

**2. December/January Meeting dates**

3. Cochise Catering <https://cochisecollege.catertrax.com/>
  - a. Bringing meals to the Community Room will not be acceptable
  - b. Fill “goodie” bags with swag and treats/drinks, folks can swap. Also, individual treats on tables as decoration? Have coffee, water etc. catered.
4. Meal Ideas
  - a. Wednesday Evening Networking Dinner - Buffet
  - b. Thursday Morning - Breakfast at Hotel/Light Breakfast Catered
  - c. Thursday Lunch - Buffet
  - d. Thursday Evening - Optional Dinner (Pier Diem)
5. Other people need to be added to list/meetings?
6. Ideas for sessions (come prepared to next meeting with at least one suggestion)
  - a.
7. Themes for AZACTA conference?
  - a. **Becky** will select the theme
  - b.  Themes - For AZACTA Conferences.xlsx
  - c. Donna’s favorites
    - i. Quality Connections
    - ii. Navigating the Future
    - iii. Creating Customer Connections
    - iv. Leading the Way
  - d. Heather’s favorites
    - i. Becoming Agents of Change
    - ii. Charting the Course
    - iii. People, Purpose & Passion: The Pathway to Success
    - iv. Service You Can Trust
  - e. Holly’s favorites
    - i. It Starts with Us: Pathways to Success
    - ii. Ready, Set, Grow: Strategies for Success
  - f. Nancy’s favorites
    - i. Leading the Way
    - ii. Charting the Course
    - iii. It Starts With Us: Pathways to Success

## Minutes from previous meetings:

### October 2024 Meeting Minutes:

#### Treasurer’s Report

AZACTA Bank Account					
<b>Beginning Balance</b>	9/3/2024				<b>\$ 3,805.91</b>
<b>Expenses</b>					
GODADDY Domain Renewal	10/1/2024		\$ 23.17		
<b>Total Expenses</b>					
<b>Income</b>					
<b>Total Income</b>					
<b>Current Balance</b>	10/1/2024				<b>\$ 3,782.74</b>
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?  
 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?

**Last meeting 09/17/2024**

**Agenda Items:**

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Next meeting: Look into the hotel. Restaurant.

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See if we can get a headcount for virtual vs in person. (Nancy found out that we wanted at least a 1.

~~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.

Rachel to clean up listserv and update with active conference members

Ashley - Update on ETA for video production - Testing Center Tour - Video  
Come up with a form to have people sign up for the videos.