AZACTA Agenda & Meeting Minutes

Date & Time:	01/07/2024
Meeting Link:	Join from PC, Mac, iOS or Android: https://cochise.zoom.us/j/98714387045 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: https://cochise.zoom.us/u/acyVfv36V0 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	**AZACTA Shared Drive** (includes previous meeting minutes) https://azacta.org/ AZACTA list serv (public email group) AZACTA sponsor contacts
Attending:	

Agenda Items:

Treasurer's Report

https://docs.google.com/spreadsheets/d/1ANiCUedwGakoQrM2lzodaxF-_ArmWaNA3Uab07CEb7w/edit?usp=drive_link

Donna spoke about the possibility of stepping down because of her duties. Nancy wants her to stay on. Treasurers report no changes.

1. **Hotel Updates (Heather)**
   a. **Got the hotel down from $130 a night to $110 a night. Blocked off 20-25 rooms all double queens and must make reservations before such a date or the rooms will be put back into inventory.**
2. **Updates on posting the Agenda and Minutes to website (Rachel/Holly)**

a. **Rachel got a hold of Holly - Holly is updating the minutes format to Robert's Rules. Will hopefully have done by early Feb.**
    i. **==Holly== will reach out to Rachel to get set up the minutes format going forward to reflect Robert's Rules.**
    ii. **==Holly== to send template to use for next meeting.**
    iii. **Will approach voting on the bylaws to change or keep Robert's Rules at the conference.**
    iv. **==Becky== will look into Robert's Rules.**
    v. **Nancy thinks we should go ahead and use whatever format we want for the minutes, and then have the membership vote on the change to the bylaws (removing the requirement to use Robert's Rules format) at the conference.**

3. **Testing center videos updates (Heather/Rachel)**
    a. **==Heather== has January**
    b. **Phoenix College did December in place of Heather**
    c. **==Rachel== to find someone for February.**

4. **Length of conference (1 day, 1.5 day, or 2 days)-- Updates**
    i. Holly indicated that what would work best for her group is to have a 2 day conference, with a full day the first day (but with a later start time so people have time to drive in) and a half day the second day. Her group would need to leave after lunch on the 2nd day, but the rest of us would still be able to do the optional fun "touristy" activity after lunch.
    ii. Here's a draft schedule that might work:
        1. Day 1 is full day, but with a late start (maybe from 12 p.m. to 8 p.m.). We will have snack bags, water, and coffee available, but not provide lunch. We'll have buffet dinner/networking event (maybe from 6 to 8 p.m.) at the restaurant.
        2. Day 2 is half day (maybe from 8 or 9 a.m. to 1 p.m.). We'll have snack bags, coffee and water available again. We'll have buffet lunch at restaurant (maybe from 12 to 1 p.m.).
        3. We can have our optional fun "touristy" event together after lunch for those who are able to stay.
            a. **Questioning "touristy" events available on a Thursday afternoon (Becky)**
    iii. **2 day conference is selected. (half day the first day and late end, then half day the second day early end)**
    iv. **Touristy event: look up SV calendar of events to find anything that may be worthwhile - Heather**
        1. **Make a list of options that people can come up with.**

a. No leaders for each option

b. List of Possible presenters?

    i. Here's the link to the list of confirmed presenters so far:
📗 **2025 AZACTA Conference Sessions confirmed**

    ii. Nancy sent out the email to Listserv about Be A Sweetheart and select a presentation.

c. Meal Idea Updates (Becky)

    i. Get Prices/Menus etc to share/promote

        1. Hibachi Grill - Asian

        2. R&R Pizza - Buffet

    ii. Need a final count approx a month in advance for a head count for the restaurant.

    iii. Becky will check with Aladdin to find out how much advance notice they need to use catering services.

    iv. Goodie Bags: need headcount for quantity of food

        1. Becky will drive into costco to get foods for goodie bags

        2. Will have to submit the receipts to Treasurer for reimbursement.

5. Other people need to be added to list/meetings?

a. Everyone is listed for meetings.

6. When to start accepting reservations for the conference?

a. Holly will find out when the agenda will be posted and then we can put it up on the website as well as social media.

7. When should we expect to have counts for hotels/food/snack bags etc?

a. S/A

8. **Update Donna's email address** to donna.krieser@npc.edu (Becky has questions about this)

a. Donna has reached out to IT to get this straightened out. Will need update

9. Nancy to send email for these or other topics–deadline Feb. 14th, be a sweetheart to AZACTA!

a. done

b. Nancy to email confirmed presenters to fill out presentation form by Feb. 14th

c. Holly to get a list of submissions

10. **<mark>Becky</mark> to follow up when she can review meeting if there is any presentation she would like to present/facilitate**
11. **Theme for AZACTA conference: Stronger Together: Collaborating for Assessment Success**
    a. **Possible Activities**
        i. *Activity*: "Statewide Trivia Night"
           Friendly competition with teams from different districts showcasing knowledge about the state, assessments, and education.
        ii. *Activity*: "Stronger Together Mosaic"
           Participants write their strengths or unique contributions on colored tiles. The tiles are assembled into a large mosaic representing collaboration.

Previous AZACTA Agenda & Meeting Minutes
AZACTA Agenda & Meeting Minutes

Date & Time:	12/03/2024
Meeting Link:	Join from PC, Mac, iOS or Android: https://cochise.zoom.us/j/98714387045
	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: https://cochise.zoom.us/u/acyVfv36V0
	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	**AZACTA Shared Drive** (includes previous meeting minutes)
	https://azacta.org/
	AZACTA list serv (public email group)
	AZACTA sponsor contacts
Attending:	Becky Westby, Heather Gijanto, Nancy Stufflebeam, Holly Baynes, Donna Krieser, Rachel Lievrouw

Agenda Items:
Treasurer's Report

	A	B	C	D	E	F
1	AZACTA Bank Account					
2						
3						
4	Beginning Balance	10/1/2024				$3,782.74
5						
6	Expenses					
7						
8						
9	Total Expenses					
10						
11	Income					
12	GoDaddy			$14.26		
13						
14						
15	Total Income				$ 14.26	
16						
17	Current Balance	12/3/2024				$3,797.00
18						
19	Donna Krieser Treasurer					
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June-July 24 | Aug 24 | Sep 24 | Oct 24 | **Nov -Dec 24**

https://docs.google.com/spreadsheets/d/1ANiCUedwGakoQrM2lzodaxF-_Ar
mWaNA3Uab07CEb7w/edit?usp=drive_link

1. **Follow Up on last meeting for any updates:**
   a. **Location for Hotels/Possible restaurants for the conference–***we need free parking and free breakfast*
   b. **<mark>Heather</mark> will continue to research hotels**
      i. **Confirm any perks, parking, breakfast, etc.**
      ii. **Restaurants - Becky verified these are the only Buffet options**
         1. **Hibachi Grill - Asian-RW**
         2. **R&R Pizza - Buffet-RW**
      iii. **Will post Agenda and Minutes to website**
         1. **<mark>Rachel</mark> to follow up with Holly to confirm**
   c. **Testing center videos**
      i. **Fantastic Video Ashley!!**

1. **Come up with the next volunteer (January)**
   a. <mark>Status?</mark>
      i. <mark>Nancy</mark> volunteered for November, will send movie to <mark>Heather</mark> upon completion
      ii. **Heather volunteered for December**
      iii. **Will need volunteer for February**
          1. **Will ask for volunteers from DL, if none, <mark>Rachel</mark> will volunteer Rio**
   2. <mark>Heather</mark> **will send videos to DL**

d. <mark>Nancy</mark> **to send** <mark>Heather</mark> **Kudos to DL (congratulations to Heather!)**

e. **Length of conference (1 day, 1.5 day, or 2 days)--**Holly indicated that what would work best for her group is to have a 2 day conference, with a full day the first day (but with a later start time so people have time to drive in) and a half day the second day. Her group would need to leave after lunch on the 2nd day, but the rest of us would still be able to do the optional fun "touristy" activity after lunch.
   i. Here's a draft schedule that might work:
      1. **Day 1 is full day, but with a late start (maybe from 12 p.m. to 8 p.m.). We will have snack bags, water, and coffee available, but not provide lunch. We'll have buffet dinner/networking event (maybe from 6 to 8 p.m.) at the restaurant.**
      2. **Day 2 is half day (maybe from 8 or 9 a.m. to 1 p.m.). We'll have snack bags, coffee and water available again. We'll have buffet lunch at restaurant (maybe from 12 to 1 p.m.). We can have our optional fun "touristy" event together after lunch for those who are able to stay.**

f. **List of Possible presenters?**
   i. **Here's the link to the list of confirmed presenters so far:**
      📗 **2025 AZACTA Conference Sessions confirmed**

g. **Meal Ideas**
   i. **Wednesday Evening Networking Dinner - Buffet**
      1. **https://www.rrpizzaexpress.com/**
   ii. **Thursday Morning - Breakfast at Hotel/Light Breakfast Catered**
      1. **https://cochisecollege.catertrax.com/**
   iii. **Thursday Lunch - Buffet**
      1. **https://www.yelp.com/biz/hibachi-grill-super-buffet-sierra-vista?osq=Chinese+Buffet**
   iv. **Thursday Evening - Optional Dinner (Pier Diem)**

2. Other people need to be added to list/meetings?
    a. ==Update Donna's email address== to donna.krieser@npc.edu
3. Ideas for sessions (come prepared to next meeting with at least one suggestion)
    a. How to handle "Offsite Placement Testing"- RW
    b. How other institutions handle their institutional testing at other locations (out of state etc.)-RW
    c. How to set up Virtual Proctoring run by your center.-RW
    d. Testing Security–how do you do your sweeps? Have volunteers assigned to try to sneak a device past the proctor (role playing). Time for sharing cheating horror stories.
        i. ==Heather==
    e. Best Practice's Discussion (similar to Becky's presentation last year) share best practices, questions/how to handle issues at your Testing Center, interactive
        i. ==Rachel==
    f. ADA Presentation
    g. Best Practices-Expectations for New Hires in Testing
        i. ==Holly and Nancy==
4. ==Nancy== to send email for these or other topics–deadline Feb. 14th, be a sweetheart to AZACTA!
    a. Nancy to email confirmed presenters to fill out presentation form by Feb. 14th
5. ==Becky== to follow up when she can review meeting if there is any presentation she would like to present/facilitate

6. Theme for AZACTA conference?
    a. ==Becky== will select the theme Stronger Together: Collaborating for Assessment Success -RW
        i. Skit with Hans and Franz–we are going to pump you up!

Date & Time:	11/05/2024
Meeting Link:	Join from PC, Mac, iOS or Android: https://cochise.zoom.us/j/98714387045
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	Or join by phone:
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	https://azacta.org/
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	AZACTA sponsor contacts
Attending:	Becky Westby
	Heather Gijanto
	Nancy Stufflebeam
	Jessica Frederick
	Rachel Lievrouw

Agenda Items:

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11	Income						
12	GoDaddy			$ 14.26			
13							
14							
15	Total Income				$ 14.26		
16							
17	Current Balance	11/4/2024				$ 3,797.00	
18							
19	Donna Krieser Treasurer						
20							
21							
22							

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. <mark>Heather</mark> **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. <mark>Becky</mark> **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. <mark>Rachel</mark> **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. <mark>Nancy</mark> **volunteered for November, will send movie to** <mark>Heather</mark> **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. <mark>Nancy</mark> **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 Stronger Together: Collaborating for Assessment Success**
   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				
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--<mark>Ashley</mark> (MCC)
  - Who else? And when?
    - <mark>Nancy</mark> November Video
    - <mark>Heather</mark> 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)
  - <mark>Heather</mark> has list of hotels, verifying parking/breakfast
  - Potential free space for catering
- Networking Dinner Restaurant -
  - <mark>Heather</mark> 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)
- <mark>Holly</mark> to add presentation/volunteer form to website, then <mark>Nancy</mark> 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
    - ■ <mark>Nancy</mark> 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–<mark>Nancy</mark> to reach out to AZDE and ask if they want to present again this year.

- Vendors–we want them again this year! <mark>Holly</mark> to check to make sure our vendor form on our website is active, then <mark>Nancy</mark> to start reaching out to vendors to see who wants to sponsor

- Theme -
    - ○ <mark>**Next Meeting, All Board Members**</mark> 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. <mark>**Becky**</mark> **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. <mark>**Becky**</mark> **to Check with all officers on June 4-5 or June 11-12**
6. **NCTA "helpers" (mentors)- Google Form for volunteers?**
   a. <mark>**Rachel**</mark> **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. <mark>**1st volunteer, Ashley**</mark>**!**
      i. **Mid-September-October deadline, "day in the life"**
8. **Listserv**
   a. <mark>**Rachel**</mark> **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. <mark>**Heather**</mark> **will post Save the Date once dates and venue confirmed**

<mark>**For Next Meeting:**</mark>

<mark>**ALL FUTURE MEETINGS WILL BE RECORDED, beginning Tuesdays at 10:00am**</mark>

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 listserve?
   a. MCCCD 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:

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)

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.

~~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.

Minutes from previous meetings:

October 2024 Meeting Minutes:
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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. <mark>1st volunteer, Ashley</mark>!
        i. **Mid-September-October deadline, "day in the life"**
8. **Listserv**
    a. <mark>Rachel</mark> 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. <mark>Heather</mark> will post Save the Date once dates and venue confirmed

<mark>For Next Meeting:</mark>

<mark>ALL FUTURE MEETINGS WILL BE RECORDED, beginning Tuesdays at 10:00am</mark>

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 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?
   🄳 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**:
    🅦 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.

Date & Time:	12/07/2025
Meeting Link:	Join from PC, Mac, iOS or Android: https://cochise.zoom.us/j/98714387045
	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: https://cochise.zoom.us/u/acyVfv36V0
	Or join from a Conference Room system:

Agenda Items:

Treasurer's Report

	A	B	C	D	E	F
1	AZACTA Bank Account					
2						
3						
4	Beginning Balance	10/1/2024				$3,782.74
5						
6	Expenses					
7						
8						
9	Total Expenses					
10						
11	Income					
12	GoDaddy			$14.26		
13						
14						
15	Total Income				$ 14.26	
16						
17	Current Balance	12/3/2024				$3,797.00
18						
19	Donna Krieser Treasurer					
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						

June-July 24 | Aug 24 | Sep 24 | Oct 24 | **Nov -Dec 24**

https://docs.google.com/spreadsheets/d/1ANiCUedwGakoQrM2Izodax F-_ArmWaNA3Uab07CEb7w/edit?usp=drive_link

12. Follow Up on last meeting for any updates:
    a. Location for Hotels/Possible restaurants for the conference–*we need free parking and free breakfast*
    b. ==Heather== will continue to research hotels
        i. Confirm any perks, parking, breakfast, etc.
        ii. Restaurants - Becky verified these are the only Buffet options
            1. Hibachi Grill - Asian-RW
            2. R&R Pizza - Buffet-RW
        iii. Will post Agenda and Minutes to website
            1. ==Rachel== to follow up with Holly to confirm
    c. Testing center videos
        i. Fantastic Video Ashley!!
            1. Come up with the next volunteer (January)
                a. ==Status?==
                    i. ==Nancy== volunteered for November, will send movie to ==Heather== upon completion
                    ii. Heather volunteered for December
                    iii. Will need volunteer for February
                        1. Will ask for volunteers from DL, if none, ==Rachel== will volunteer Rio
            2. ==Heather== will send videos to DL
    d. ==Nancy== to send ==Heather== Kudos to DL (congratulations to Heather!)
    e. Length of conference (1 day, 1.5 day, or 2 days)--Holly indicated that what would work best for her group is to have a 2 day conference, with a full day the first day (but with a later start time so people have time to drive in) and a half day the second day. Her group would need to leave after lunch on the 2nd day, but the rest of us would still be able to do the optional fun "touristy" activity after lunch.
        i. Here's a draft schedule that might work:
            1. Day 1 is full day, but with a late start (maybe from 12 p.m. to 8 p.m.). We will have snack bags, water, and coffee available, but not provide lunch. We'll have buffet dinner/networking event (maybe from 6 to 8 p.m.) at the restaurant.
            2. Day 2 is half day (maybe from 8 or 9 a.m. to 1 p.m.). We'll have snack bags, coffee and water available again. We'll have buffet lunch at restaurant (maybe from 12 to 1 p.m.). We can have our optional fun "touristy" event together after lunch for those who are able to stay.

  f. **List of Possible presenters?**
    i. **Here's the link to the list of confirmed presenters so far:**
      ⊞ **2025 AZACTA Conference Sessions confirmed**
  g. **Meal Ideas**
    i. **Wednesday Evening Networking Dinner - Buffet**
      1. **https://www.rrpizzaexpress.com/**
    ii. **Thursday Morning - Breakfast at Hotel/Light Breakfast Catered**
      1. **https://cochisecollege.catertrax.com/**
    iii. **Thursday Lunch - Buffet**
      1. **https://www.yelp.com/biz/hibachi-grill-super-buffet-sierra-vista?osq=Chinese+Buffet**
    iv. **Thursday Evening - Optional Dinner (Pier Diem)**

13. **Other people need to be added to list/meetings?**
  a. **Update Donna's email address to donna.krieser@npc.edu**

14. **Ideas for sessions (come prepared to next meeting with at least one suggestion)**
  a. **How to handle "Offsite Placement Testing"- RW**
  b. **How other institutions handle their institutional testing at other locations (out of state etc.)-RW**
  c. **How to set up Virtual Proctoring run by your center.-RW**
  d. **Testing Security–how do you do your sweeps? Have volunteers assigned to try to sneak a device past the proctor (role playing). Time for sharing cheating horror stories.**
    i. **Heather**
  e. **Best Practice's Discussion (similar to Becky's presentation last year) share best practices, questions/how to handle issues at your Testing Center, interactive**
    i. **Rachel**
  f. **ADA Presentation**
  g. **Best Practices-Expectations for New Hires in Testing**
    i. **Holly and Nancy**

15. **Nancy to send email for these or other topics–deadline Feb. 14th, be a sweetheart to AZACTA!**
  a. **Nancy to email confirmed presenters to fill out presentation form by Feb. 14th**

16.   <mark>Becky</mark> to follow up when she can review meeting if there is any presentation she would like to present/facilitate

17.   **Theme for AZACTA conference?**
   a. <mark>Becky</mark> will select the theme Stronger Together: Collaborating for Assessment Success -RW
      i.   Skit with Hans and Franz–we are going to pump you up!

Previous AZACTA Agenda & Meeting Minutes

Date & Time:	11/05/2024
Meeting Link:	Join from PC, Mac, iOS or Android: https://cochise.zoom.us/j/98714387045
	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: https://cochise.zoom.us/u/acyVfv36V0
	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	**AZACTA Shared Drive** (includes previous meeting minutes)
	https://azacta.org/
	AZACTA list serv (public email group)
	AZACTA sponsor contacts
Attending:	Becky Westby

	Heather Gijanto
	Nancy Stufflebeam
	Jessica Frederick
	Rachel Lievrouw

Agenda Items:

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11	Income						
12	GoDaddy			$ 14.26			
13							
14							
15	Total Income				$ 14.26		
16							
17	Current Balance	11/4/2024				$ 3,797.00	
18							
19	Donna Krieser Treasurer						
20							
21							
22							

8. **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. <mark>Heather</mark> **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. <mark>Becky</mark> **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. <mark>Rachel</mark> **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. <mark>Nancy</mark> volunteered for November, will send movie to <mark>Heather</mark> 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. <mark>Nancy</mark> 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

9. **December/January Meeting dates**
10. **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.**
11. **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)**
12. **Other people need to be added to list/meetings?**
13. **Ideas for sessions (come prepared to next meeting with at least one suggestion)**
    a.

14. **Themes for AZACTA conference?**
    a. **<mark>Becky</mark> will select the theme <mark>Stronger Together: Collaborating for Assessment Success</mark>**
    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:

<u>October 2024 Meeting Minutes:</u>
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    ⊠ conference-survey-azacta-2024-06-24.xlsx
        a. **Consider longer breaks, longer presenter times, time for Q&A**
19. **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**
20. **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?

21. **Updated bylaws–need to add to website**:

  🄦 AZACTA bylaws amended 2024 editable.docx

  a. <mark>Holly will add</mark>

22. **Social Media:**

  a. Does anyone have anything they would like to see posted in the next month?

Last meeting 09/17/2024

Agenda Items:

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)

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.

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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.~~ - <mark>Heather</mark>

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

Went over the August meeting minutes. Listserv, testing videos. <mark>Ashley</mark> 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.

Minutes from previous meetings:

October 2024 Meeting Minutes:
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--<mark>Ashley</mark> (MCC)
    - Who else? And when?
        - <mark>Nancy</mark> November Video
        - <mark>Heather</mark> 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)
    - <mark>Heather</mark> has list of hotels, verifying parking/breakfast
    - Potential free space for catering
- Networking Dinner Restaurant -
    - <mark>Heather</mark> 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)
- <mark>Holly</mark> to add presentation/volunteer form to website, then <mark>Nancy</mark> 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
    - <mark>Nancy</mark> 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–<mark>Nancy</mark> to reach out to AZDE and ask if they want to present again this year.

- Vendors–we want them again this year! <mark>Holly</mark> to check to make sure our vendor form on our website is active, then <mark>Nancy</mark> to start reaching out to vendors to see who wants to sponsor

- Theme -
    - <mark>**Next Meeting, All Board Members**</mark> review themes and confirm top 2 favorites
[Themes for AZACTA Conferences](#)

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AZACTA1
September Meeting Minutes - September 2024

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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:

10. **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				

11. **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**
12. **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**
13. **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**
14. **Conference Date/Location?**
    a. **Cochise Confirmed location**
    b. **Becky to Check with all officers on June 4-5 or June 11-12**
15. **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**

16. **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.
        i. Mid-September-October deadline, "day in the life"
17. **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

18. **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:

12. **Treasurer's Report**– 🅇 AZACTA Treasurer Report.xlsx
13. **Payments for 2024 conference**– 🅇 Final Conference Registration-2024-07-09.xlsx
    Everyone has paid. Huzzah!
14. **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. **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?
15. **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
16. **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
17. **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

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