

# AZACTA Agenda & Meeting Minutes

Date & Time:	02/04/2025
Meeting Link:	<p>Join from PC, Mac, iOS or Android: <a href="https://cochise.zoom.us/j/98714387045">https://cochise.zoom.us/j/98714387045</a>            Password: 727296</p> <p>Or join by phone:            +1 253 215 8782 (US Toll) or +1 346 248 7799 (US Toll)            Meeting ID: 987 1438 7045</p> <p>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</p>
Important links	<p><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></p>
Attending:	

## **Agenda Items:**

### **Treasurer's Report**

[https://docs.google.com/spreadsheets/d/1ANiCUedwGakoQrM2IzodaxF-\\_Ar mWaNA3Uab07CEb7w/edit?usp=drive\\_link](https://docs.google.com/spreadsheets/d/1ANiCUedwGakoQrM2IzodaxF-_Ar mWaNA3Uab07CEb7w/edit?usp=drive_link)

1. Hotel Updates (Heather)- Date \$110 rate expires?
  - a. **Heather** will confirm with hotel discounted rate is available day before
  - b. **Cut off date is Sunday, May 25, 2025**
2. Updates on posting the Agenda and Minutes to website (Rachel/Holly) and Robert's rules

- a. Confirm meeting minutes are legible, not necessarily formal Robert's Rules format
  - b. **Nancy** to send amendment to bylaws to Becky about minutes
  - c. **Rachel** will add PDF format after all meeting and then send next month's meeting agenda and add it to our Meeting invite
3. Testing center videos updates (Heather/Rachel)- Next video?  
[Next Video: FEB](#)  
[Rio Salado Surprise Lifelong Learning Center](#)
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**Stronger Together: Collaborating for Assessment Success  
Conference**

June 25, 26 Cochise College Sierra Vista, AZ

4. Conference Agenda to be posted -Holly?
5. "Touristy" information for attendees
  - a. **Becky** will provide information/brochures in Welcome
    - i. Alpaca Farm [Brochure](#)
    - ii. Fort Huachuca [Brochure](#)
    - iii. Kartchner Caverns [Brochure](#)
    - iv. Bisbee
      1. Would be optional due to timing
    - v. Tombstone
      1. Would be optional due to timing
    - vi. AZ Map
6. What SWAG do we have? Are there bags that we can use to fill?
  - a. Nancy has at EMCC:
    - i. Bags and lunch bags
    - ii. Notebooks
    - iii. Pens and lanyards
  - b. **Nancy** will mail lighter items to Cochise ahead of time and bring Notebooks/Pens with her
7. Door Prizes?
  - a. **Rachel** will confirm amount from last year
8. Award plaques: How to pay?

- a. **Nancy** to send Becky order information from last year
  - 9. List of new presenters?
    - a. Cochise Marketing - 45 minutes (need to supply them with date/time)
      - i. **Becky** will have Marketing Team fill out form
    - b. Dr. Horne, VP Student Services Opening speaker
    - c. Heather Gijanto - Security
    - d. Becky has a possible presentation if necessary.
      - i. Here's the link to the list of confirmed presenters so far:
        - [📄 2025 AZACTA Conference Sessions confirmed](#)
    - e. **Nancy** to follow up with survey comments from last year's conference (potentially Ibrahim and Registerblast day-to-day)
      - i. **Nancy sent out the email to Listserv about Be A Sweetheart and select a presentation. How to see the results?**
        - 1. **Holly** will sent results after the Feb 14th Deadline
    - f. Meal Idea Updates (Becky)
      - i. Get Prices/Menus etc to share/promote
        - 1. Hibachi Grill - Asian
          - a. \$14.99 + Drink (**10:45 am - 9 pm**)
          - b. Drink \$2.99
        - 2. R&R Pizza - Buffet
          - a. No Reservations under 40 people. FCFS
          - b. Call ahead to make sure food is
          - c. \$11.49 + Drink for lunch (11am - **2pm**)
          - d. \$12.49 + Drink for dinner (4:30 pm - **7:30 pm**)
          - e. Drinks \$2.29 / \$2.39 / \$ 2.49
            - i. Free Refills
            - ii. Military and Seniors drink comes with meal.
      - ii. Lunch on day 2 will be optional, groups can go to attractions after optional
        - iii. **Aladdin dining will need at least two weeks' lead time for preparing our order for catering at Cochise.**
10. When to start accepting reservations for the conference?

- a. Can open registration as soon as Agenda posted
- 11. When should we expect to have counts for hotels/food/snack bags etc?
- 12. Virtual Option
  - a. IT at Cochise already streams Board meetings, etc. **Becky** will confirm with IT there