

Quarter 3 Meeting

Sunday, April 27, 2014

AzSCA, Inc. General Board Meeting Minutes

Meeting started at 10:04am

Moved to approve the agenda with Belinda taking minutes

Moved to approve the agenda Candice

Presidents Report

Congratulations to our new appointed officers

- Meg is our new president elect-elect, she was elected when she was a school counselor however she will be starting a new position at NAU for the next few years.
- Julie and Thom will be continuing on the executive board next year as well
- Policy and Procedures- Mindy and Troy have volunteered will review to see if anything needs to be changed

President-Elect Mindy

- **Moved to appoint for 1 year Cadi Angeli-executive position**
- **2nd-Troy** **Vote-passed**
- Erick Lehman- not a school counselor (Bylaws state that they have to be a certified counselor)
 - With the executive board approval

Foundation Status Update

- The past president is currently the liaison but Thom is the designee for the past president at this time. This is something to look into changing

President Elect Report ---Mindy

- 99.00 rooms
- Free meeting room.
- We do not have to eat at the hotel because there are many restaurants near by.

LDI schedule

- Friday meeting- Financial meeting and Executive meeting. Start closer to 12pm on Friday (possible have a working lunch) with dinner starting by 7pm.
- LDI to start on Saturday

Future Meetings

- September in person (possible)
- October (early November- online)
- January (conferences??—or meeting)
- April- to solidify the year

President Elect Report

- Budget Worksheet—All committee chairs need to turn those in.

Past president- Jill Zitt

- Elections—suggest that we look at doing some voting at conference. We only had 35 people vote. There was a suggestion to having a kiosk at conference.
- People running for an office should say something at conference and introduce the candidates as well as set up a voting area

CAP Training Update- Cari

- Spoke with Dr. Valenzuela about specifics
 - Who we are going to train
 - Are we limiting who we are training?
 - CAP training
 - Linda Jensen was concerned that one of the training partners that she would like to speak with because originally only members would be trained. However the thought is non-members could come with members.
 - Need to decide on the cost
 - \$40.00 a module
 - \$600 for the facilitator
 - When to start offering the trainings

MOTION: Move to provide a \$500.00 stipend from the AZCAN budget to pay Cari for doing the CAP training. Jeanette-2nd Vote Passed

Financial Completion Program Update- Mindy

- Also Dr. Joyce Brown from Chicago- Financial Completion Program. Partnership with AZSCA.

- \$2500.00 fee, AZCAN has a budget to help cover this
- The presentation needs to be more than an hour
- Invoice for an outside service that can take place at a later date.
 - Belinda--PD Chair will take the led one budget and what would work for the Fall, expenses etc.
 - Will discuss with Linda Jensen and the committee

Spring Conference-Overview

375 counselors pre-register

425 attended w/vendors

10-15 people who registered on site

Conferences Notes Thoughts Going Forward

- Made some changes for IT support which helped Troy out a lot
- Purchased slide advancers and projectors—this was helpful
- Troy was able to borrow some laptops
- Registration was set up outside
- Allowed for more vendors
- Budget- conference was under budget so there was a nice profit
- Conference location---Comments were another location that is more centralized.
- Looked at Glendale & Black Canyon Conference Center- is a venue that has been looked at.
- The facility currently is working well for the committee chairs
- Radisson is offering good pricing thus far
- January may be too fast for Vendors to work their budget. We have last minute people being added.
- Raffles at the tables helped the vendors because the counselors visited more vendors to enter the raffle and pick up prizes.
- Rate the locations- 80% liked it

Future Date Concerns:

The weekend that we were looking at is Super Bowl & is being hosted in Arizona. So the dates are not looking to good going forward.

- Per the Survey- when do counselors overall want to see conference.
- 55%- Keep in March
- 14%- In January

- 15%- February

Counselors Breakfast- Candice

- Went well overall
- Waiting for some money from the districts
- Looking at a different way to registration
- Cost \$400.00 Alberto to develop the form for registration
 - There are other systems we can use that would close to nothing or a lower percentage
- Line Item- to pay the webmaster/Alberto. It has cost us less this year because Troy has taken over some of those responsibilities
- One of the Northern area counselors are interested in having a breakfast in that area.

Budget

Members went over various line items on the budget. The budget will be discussed in more details at LDI. Budgeting will change as we review Policies and Procedures.

- Some committees made money
- Some committees did not make money
- We are below are current budget where we were last year
 - We have 3 more months to go
- We do not want to take in less than what we spend
- We want to continue to make sure we stay in the black. We don't want to be in the red
- AZHSCRC \$7,000 last year \$12,600
- Advocacy \$7,000 to \$14,000 (includes the breakfast) Have line items for each breakfast, possible line item for invites to the breakfast being a line item. This needs to be addressed at later date.
- Board Expenses (Line Items 45-67)- Some concerns remain regarding credit cards fees. What companies are best? Are we using the best bank for our needs?
 - Mindy would like to have 3 in person meetings and 1 online meeting
 - The budget line will have to be increased by at least \$1,000 to cover expenses
 - Supply budget--Right now we have only a table cloth- need some nice brochures, a tall banner etc.
 - PD Line item- Purchase equipment that can record presentations. Trop will speak with Cien about the technology. Recording a session—copyright issues??
 - Need
 - Business Manager \$16,000. Contract is up. Asking for another \$14,000
 - Need some discussion on this increase.
 - **Cien- gave several proposals**
 - Where do we want to be at? What must be done by the business manager?

- Most organizations do not have paid positions. *Just a side note.
- Our conference and breakfast leads need the work that our business manager puts in.
- There is room to negotiate however \$32,000 may not be in the budget.
- Our books are looking a lot better. As an organization we are in a better place because of the leadership and ideas coming from the business manager.
- A decision needs to be made prior to LDI if possible.
- Setting up an in person meeting to discuss salary and duties
Minimum and Maximum salary amount discussed.
- People to attend the meeting in Phx Sat. May 17th- 10am-11:30 . Have Cien meet all at 11:30.
 - Candice
 - Jeanette
 - Kat
 - Jaime
 - Troy
 - Mindy
- Technology Coordinator- requested another \$500.00
- Conference Coordinator /Vendor Coordinator–TBA.

Jeanette Moved to have a credit card for the President Elect.

Cari- 2nd Yes- passed

Jill Move to adjourn the meeting at

2nd- Candice

Adjourned at 12:14pm