



**Arizona Courts Association  
Annual Business Meeting  
Board of Directors Meeting**

Friday, October 18, 2013  
Goodyear, Arizona

Members Present: Elaine Brideschge, Cindie Amarillas, Darena Day, Raquel Garcia, Shelly Bacon, Adrian Soltero, Scott Tice, Priscilla Pina, Eddie Cruz,

Members Not Present: None

Telephonically: Monalisa Burns

Guest Members: Judy Rochon, Linda Rodriquez, Johnny Tse, Yvette Montijo, Nancy Magdeleno

1. Call to Order

The meeting was called to order at 10:08 a.m. by President Elaine Brideschge.

2. Approval of Minutes

**Action Item #13-18:** A motion was made by Scott Tice and 2<sup>nd</sup> by Cindie Amarillas to accept the October 19, 2012 meeting minutes with corrections.

Motion passed.

3. Committee 2013 Annual Reports

Audit

- Scott was appointed as the 2013 Treasurer by current President, Elaine Brideschge and took control of the duties effective February 1, 2013. 2013 has proven to be a bounce back year for the association as is evident with the numbers below. ACA needs to continue with the current pace it has set this year to maintain a viable balance in the bank to allow for quality education conferences while allowing the membership to attend at a very low registration rate. I feel it is important to maintain some of the adopted practices all officers have agreed to such as teleconferencing when possible and if attending, bypassing the mileage reimbursement. Although it may be a hardship, it has also saved approximately \$900.00. In regards to presenter mileage for the conferences, I would like to

propose a cap limit instead of current practice of cost X mileage. Therefore having a standard set in place which would also assist with budget preparations.

- It has been my pleasure to assist ACA as the 2013 Treasurer and I wish nothing but continued success to this great organization.
- Total balance in ACA account 9/30/2013 is \$22,390.29

#### Finance

- Treasurer's report distributed.

Beginning Balance 2/1/13	\$ 8,626.14
Total Deposits 2/1/13 – 9/30/13	\$48, 301.62
Total Expenditures 2/1/13 – 9/30/13	<u>\$36,726.82</u>
Subtotal Ending Balance 9/30/13 Ck	<u>\$20,200.94</u>
CD Balance 9/30/13	\$ <u>2,189.35</u>
Total Balance in ACA account 9/30/13	<u>\$22,390.29</u>

**Action Item #13-19:** A motion was made by Cindie Amarillas and 2<sup>nd</sup> by Raquel Garcia to accept the Treasurers report as presented.

Motion passed.

#### Conference

- 2014 Spring Conference planning has begun. The dates are April 23<sup>rd</sup> – 25<sup>th</sup>, 2014 and the theme will be **Surfing up some Education** with a tropical flair.
- Some other ideas is having a one day conference in the Fall.
- **Vendor Report:** Fees and contributions received from vendors and exhibitors are the primary source of the ACA's ability to offer low-cost, valuable training content to court staff members from throughout Arizona. The vendor committee encourages the membership to open a dialogue with the ACA's vendors at each conference in an attempt to determine if the vendors offer a product or service that can improve their court's productivity and service to the public. Through booth fees, sponsorship, advertising and meal fees, 12 vendors participated generating \$8,145.00 in support of the ACA in calendar year 2013, which helped reduce the cost of the conference and enabling the provision of door prizes.

#### Education

- There was no report available for education. Mona thanked Elaine and Shelly for stepping in and helping out with the conference. Elaine thanked Mona for all of her help.

#### Membership

- Current Membership is 271 which is up considerably from previously years. Cindie passed out a copy of current membership.

## Elections

- Elections were held by ballot for the following positions and after voting the following were elected:  
President-Elect—Cindie Amarillas  
Recording Secretary—Darenda Day  
Treasurer-Elect—Linda Rodriguez  
Appellate Court Director—Adrian Soltero  
Federal Court Director--Open  
Director at Large --Judy Rochon  
Tribal Court Director—Sondra Acedo
- **2014 Board of Directors are as follows:**
  - \*Immediate Past President -- Elaine Brideschge
  - \*President -- Shelly Bacon
  - \*President-Elect -- Cindie Amarillas
  - \*Recording Secretary -- Darenda Day
  - \*Membership Secretary -- Open
  - \*Treasurer -- Priscilla Pina
  - \*Treasurer-Elect -- Linda Rodriguez
  - \*Superior Court Director -- Monalisa Burns
  - \*Justice Court Director -- Raquel Garcia
  - \*Municipal Court Director -- Eddie Cruz
  - \* Appellate Court Director -- Adrian Soltero
  - \*Federal Court Director -- Open
  - \*Tribal Court Director -- Sondra Acedo
  - \*Director At Large -- Judy Rochon

### 4. Treasurer's Report

- Treasurer's report distributed. As of August 31, 2013 the checkbook balance is \$20,200.94. One deposit in the amount of \$30.00 has been made this month.

**Action Item #13-20:** A motion was made by Shelly Bacon and 2<sup>nd</sup> by Cindie Amarillas to accept the Treasurers report as presented.

Motion passed.

- Treasurer's report distributed. As of September 30, 2013 the checkbook balance is \$20,200.94.
- It was also suggested that the Post Office Box be paid early.

**Action Item #13-21:** A motion was made by Cindie Amarillas and 2<sup>nd</sup> by Priscilla Pina to accept the Treasurers report as presented.

Motion passed.

## 5. Old Business

### 2014 Spring Conference

- Shelly asked that we start thinking of ideas and that we will be planning heavily at the transition meeting in December. Coffee mugs have already been ordered to sell. Shelly would like to have the presenters in place by the End of January and send out registrations by February 15<sup>th</sup>.

### ACA Webmaster

- Shelly distributed a proposal from Kimberly Shephard and after a discussion it was decided to go forward with the proposal and get started ASAP on the ACA Website. It was also decided that we will keep our current domain.

**Action Item #13-22:** A motion was made by Cindie Amarillas and 2<sup>nd</sup> by Shelly Bacon to accept the proposal from Kimberly Shephard.

Motion passed.

### Pay Pal Set Up

- The current Pay Pal account needs to be closed and a new one needs to be open. Scott will close the current account because it is in his name. Cindie and Elaine will work on opening a new account under the ACA's name.

### Legal Pad Editor/Focus

- It was discussed that the Legal Pad be sent out Bi-Annual and that they will focus on the conferences. The months that it would be sent out would be February and August. It was discussed appointing a Board member or an ACA member to head this project up. We will revisit this at the December meeting.

### Amended Bylaws

- Elaine asked if there was any discussion on the Bylaws. Elaine and Darendia signed them and a copy is on file.

**Action Item #13-23:** A motion was made by Scott Tice and 2<sup>nd</sup> by Cindie Amarillas to accept the Bylaws as amended.

Motion passed.

## 6. New Business

### Historian/Photographer

- Elaine said that someone is needed this on because Barbara was the person that always did this. Raquel and Priscilla volunteered to do this. They will need to get pictures to Shelly for the Website.

#### 2013 Record Retention

- Records are in storage after discussion it was decided that the Board would go through all records and retain only the last 5 (five) years. Darenda will retain 2013 minutes from the time she took over and she will also keep a copy of the signed Bylaws.

### 7. Elections

#### Ballot Distribution

- Elaine handed out ballots and the election was held. Elaine and Shelly tallied all votes.

#### Transitional meeting

- Will be held at the Laughlin Aquarius on December 13, 2013 with check in on December 12<sup>th</sup>. Scott Tice took reservations that day and anyone that had to check their schedule needs to email Scott with their reservations.

### 8. Good of the Order

- Thanked Eddie and Priscilla for hosting the meeting.

### 9. Adjournment

**Action Item #13-24:** A motion was made by Shelly Bacon and 2<sup>nd</sup> by Adrian Soltero to adjourn the meeting at 12:20 PM

Motion passed.

**Next Meeting:  
Transition Meeting  
December 12-13  
Aquarius Casino Resort, Laughlin, NV**

**Items Pending**

#	Person Responsible	Items Pending	Due Date	Item Continued	Item Completed
1.	ALL	Brainstorm to revamp newsletter.	December 13 2013		
2.	Scott/Elaine/Cindie	Close current Pay Pal and set up new one.	December 13 2013		
3.	ALL/Shelly Bacon	Follow up on Website and see how it is progressing.	December 13 2013		
4.	ALL/Scott Tice	2014 line item budget, begin work at the Annual Business mtg.	December 13 2013		
5.	Priscilla Pina	Prepare an order to purchase store items.	January 2014		
6.	ALL	Go through Records in storage and retain only the last 5 years.	January 2014		