



**Arizona Courts Association
Board of Directors Meeting**

Friday, January 15, 2016

Pinal County Youth Justice Center – Florence

10:00am – 2:00pm

Members Present: Darenda Day, Raquel Garcia, Linda Rodriguez, Danny Arreola, Adrian Soltero, Cindy Amarillas, Raquel Ortega, Maria Aguilar-Amaya, Olivia P. Moodyman, Karen Lavelle, Elaine Brideschge, and Kelli Bunker

Telephonically: None

Members Not Present: Eddie Cruz, Rod Wettlin

1. Call to Order

The meeting was called to order at 10:15am by President Darenda Day.

2. Swearing in of Officers and Board Members

At 11:25am, all present Officers and Board Members, before the Honorable Tom Shope, were given the Oath of Office.

3. Approval of Minutes

Action Item #16-1: A motion was made by Cindie Amarillas and 2nd by Maria Aguilar-Amaya to accept the December 2015 meeting minutes. Motion Passed.

4. Committee Updates

Membership

Raquel Garcia update – the completion of the 2015 Membership Log is still being worked.

Finance

Linda Rodriguez update – Most of the outstanding payments have been or will be resubmitted. Chase Bank Signatory signatures sent to Tonique Smith and business cards have been requested for the President, President-Elect, and the Recording Secretary. After discussion, the group has decided to discontinue paypal and move forward with Chase Paymentech. Linda will verify how quickly paymentech can be activated. The goal is to have it activated by January 31, 2016. The Board will contact Shelly Bacon to close the current paypal and a new account will need to be activated.

Passed out and reviewed the 2015 Budget Summary, 2015 Financial Report, and the 2016 Budget Worksheet. Also, the Board needs to work on getting a Printer prior to the April 2016 ACA conference. An audit committee still needs to be appointed. Rod Wettlin has volunteered to coordinate the auditors and Darena Day has given the approval to proceed. Elaine Brideschge made a request funds to pay for an ASL interpreter for Tina Duresky, a presenter at the April conference.

Conference

Elaine Brideschge update – The 2016 conference save the date, needs to be put on the website. Passed out initial conference schedule. Discussed specific classes and what is still needed. Plans to get confirmation for all classes by 2/1/16.

5. ACA Post

Cindie Amarillas update – The Post is ready, just waiting on membership to get underway.

6. ACA Store

Linda Rodriguez and Olivia Moodyman update – An email for suggestions will be sent out prior to initial purchases.

7. Old Business / Items Pending

Discussed and addressed all items on the Items Pending list. Updated list is attached.

2016 Budget

Darenda Day - Discussion held regarding 2016 conference registration prices.

Action Item #16-2: A motion was made by Elaine Brideschge and 2nd by Cindie Amarillas to accept the 2015 Financial Report. Motion Passed.

2016 budget updates discussed and figures agreed upon.

Action Item #16-3: A motion was made by Raquel Ortega and 2nd by Olivia Moodyman to accept the 2016 Budget Worksheet with the agreed upon figure. Motion Passed.

Linda Rodriguez type the 2016 Budget Worksheet and email it to all of the Board Members.

Meeting Dates

Discussed and finalized locations and dates for the 2016 Board of Directors meetings. Calendar reminders were sent to all Board Members by Cindie Amarillas. October date may also be a one day Fall conference.

Liability Insurance

A discussion needs to be held with Scott Tice in regards to why the organization never had liability insurance in the past.

8. New Business

ACA Bylaws do not allow non court board members. Therefore, Linda Rodriguez has been appointed as the 2016 Treasurer.

The ACA Board has purchases a laptop and accessories. The Recording Secretary will be responsible for ACA laptop.

Discussed items that may sell better at the 2016 Conference. Suggestion given that items purchased should not have a shelf life.

Adrian Soltero has already begun to contact vendors for the conference.

9. Good of the Order

Elaine Brideschge - Menu for the 2016 conference is the same as 2015, but wants a full breakfast on Friday. Also wants statement on registration for food accommodations if needed.

Danny Arreola – Do action items need numbering? After discussion, no change will be made to the action items format.

10. Adjournment

Action Item #16-4 – A motion was made by Linda Rodriguez and 2nd by Olivia Moodyman to adjourn the meeting. Meeting Adjourned.

Next Meeting:

Board of Directors Meeting

February 12th, 2016 at Tolleson Municipal Court

8350 W Van Buren St.

Tolleson, AZ 85353

ITEMS PENDING:

#	PERSON RESPONSIBLE	ITEMS PENDING	DUE DATE	ITEM CONTINUED	ITEM COMPLETED
1	Linda	Check w/ Chase re: Online Payments	1/31/2016		
2	All	Bylaw Changes	5/2016		
3	All	ACA Post	2/12/2016		
4	All	29 th Annual Spring Conference 2016	4/2016		
5	All	Update Website	2/12/2016		
6	All	Approve Minutes from March 2015 Board Meeting	2/12/2016		
7	Karen & Rod	Complete Accounting Audit	3/1/2016		
8	Darenda	Discuss Liability Insurance with Scott	2/12/2016		
9	Elaine	Shirts for New Members	1/22/2016		
10	All	Memberships need to be paid by Board members	2/12/2016		
11	All	Individual pictures for the Website sent to Darenda	1/22/2016		
12					
13					
14					
15					
16					