



**Arizona Courts Association
Board of Directors**

Friday January 13, 2017

Superior-Kearny Justice Court

60 E Main

Superior AZ 85173

10:00am – 2:00pm

Members Present: Darendia Day, Rod Wettlin, Karen Lavelle, Elaine Brideschge, Rita Hawkins, Alan Sparrow, Kristie Wooley, and Dr. Maria Aguilar-Amaya, Raquel Garcia, Raquel Ortega, Daniel Arreola

Telephonically: None

Members Not Present: Adrian Soltero, Olivia P. Moodyman

1. Call to Order

President Elaine Brideschge called the meeting to order at 10:10 am.

2. Oath of Office

Each Board member present was sworn into office by the Honorable Emilio Velasquez from the Nogales Justice Court #1.

3. Approval of Minutes

Action Item #17-1: A motion was made by Darena Day and 2nd by Alan Sparrow to accept the December 2, 2016 meeting minutes. Motion Passed.

4. Committee Updates

Finance

Karen Lavelle for Olivia Moodyman update – Discussed updates with the current finances and presented a Bank Activity Ledger dating through 1/9/2017. Also discussed creating a bond action item on the Items Pending list as a reminder to cash in the ACA Savings Bond.

Audit

Rod Wettlin update – The annual financial audit is set to be completed on February 8th, 2017. All findings and recommendations will be submitted to the Board for review.

Membership

Raquel Garcia update– The 2017 membership list is growing and is currently up to 63 members. NCourt will be asked to add emails of payees on receipts for easier access. Also, various finance departments are sending membership fees with no documentation so the verbiage "please include this form with payment" will be added to the membership form.

Conference

Karen Lavelle update - Key note speakers have been confirmed and AOC's Education Services have been approved to facilitate some trainings. Registration is expected to be open February 6, 2017. Discussion was held regarding the scholarships and information will be sent out to various colleges as well as being placed on the ACA website. The underwear drive is underway but information needs to be distributed with registration. Darena Day will be contacting this year's charity for the 50/50 raffle. Gifts for the presenters and the vendors still need to be purchased.

Vendors

Karen Lavelle for Adrian Soltero update – To date, only 1 vendor has submitted an application. Adrian Soltero will be working with the other vendors in order to get their paperwork completed.

5. ACA Post

Dr. Maria Aguilar-Amaya update – An emailed proposal for the ACA Post was sent to all Board members for review and comment. The post will be a maximum of 4 pages and shall contain various articles. The first post is expected to be completed and disbursed in March of 2017. Rita Hawkins and Karen Lavelle have volunteered to submit articles for the initial post. All articles need to be submitted by March 1, 2017.

6. ACA Store

No Update

7. Old Business / Items Pending

Bylaw Revisions Update

Daniel Arreola update – Presented 2 submissions for bylaw updates and revisions. Discussion was held and updates were revised or approved. A copy containing all the revisions will be submitted to the board for review.

Items Pending

Daniel Arreola update - Discussed and addressed all items on the Items Pending list. Attached is the updated Pending list.

Board Shirt Sizes

No update

8. New Business

Scholarship

Discussed and approved while discussing the conference agenda item.

Award of Excellence

Applications are submitted through the ACA website and the deadline for submissions is February 1, 2017.

Website Updates

Board member pictures and titles need to be submitted for updating.

Bank Changes

Changes to the bank account are to be completed once the January 2017 minutes have been approved. A list of the 2017 Board Members shall be included in the minutes as well.

January Meeting Minutes – New Officers

2017 ACA Board of Directors:

Immediate Past President – Darenda Day
President – Elaine Brideschge
President-Elect – Karen Lavelle
Recording Secretary – Daniel Arreola
Membership Secretary – Raquel Garcia
Treasurer – Olivia Moodyman
Treasurer Elect – Kristie Wooley
Director At Large – Raquel Ortega
Superior Court Director – Adrian Soltero
Justice Court Director – Alan Sparrow
Municipal Court Director – Roderick Wettlin
Appellate Court Director – Vacant
Federal Court Director – Rita Hawkins
Tribal Court Director – Dr. Maria Aguilar-Amaya

Amazon Gives

Discussed the idea of applying for a program through Amazon that gives donations to non-profit organizations. The ACA will be submitting participation information.

9. Good of the Order

None

10. Adjournment

Action Item #17-2 – A motion was made by Alan Sparrow and 2nd by Dr. Maria Aguilar-Amaya to adjourn the meeting. Meeting Adjourned at 12:46pm.

Next Meeting:

Board of Directors Meeting

February 17, 2017 at the

Tolleson City Court

8350 W Van Buren St.

Tolleson AZ 85353

10:00am – 2:00pm

ITEMS PENDING:

#	PERSON RESPONSIBLE	ITEMS PENDING	DUE DATE	ITEM CONTINUED	ITEM COMPLETED
1	All	Bylaw Final Draft	5/19/2017		
2	Olivia	Look into sizes of shirts for 2017 conference	2/17/2017		
3	Rod	Annual Audit of Finances	2/28/2017		
4	Darenda	Contact 50/50 raffle recipients	2/17/2017		
5	Olivia	Order Store Items	3/1/2017		
6	All	Send Shirt Sizes to Olivia	2/17/2017		
7	Olivia/Kristie	ACA Savings Bond	12/8/2017		
8	All	Email December Meeting Suggestions	2/17/2017		
9	Olivia/Kristie	1099e Non-Profit Federal Tax form	2/17/2017		
10					