



**Arizona Courts Association
Board of Directors Meeting**

Friday, February 12, 2016

Tolleson Municipal Court – Tolleson AZ

10:00am – 2:00pm

Members Present: Darenda Day, Raquel Garcia, Linda Rodriguez, Danny Arreola, Adrian Soltero, Cindy Amarillas, Olivia P. Moodyman, Karen Lavelle, Elaine Brideschge, Rod Wettlin, and Kelli Bunker

Telephonically: None

Members Not Present: Raquel Ortega, Maria Aguilar-Amaya, and Eddie Cruz

1. Call to Order

The meeting was called to order at 10:12am by President Darenda Day.

2. Approval of Minutes

Action Item #16-5: A motion was made by Raquel Garcia and 2nd by Cindie Amarillas to accept the March 20, 2015 meeting minutes. Motion Passed.

Action Item #16-6: A motion was made by Elaine Brideschge and 2nd by Linda Rodriguez to accept the January 15, 2016 meeting minutes. Motion Passed.

3. Committee Updates

Membership

Raquel Garcia update – Currently twenty memberships have been submitted and paid.

Finance

Linda Rodriguez update – Linda emailed everyone a copy of 2015 Final Budget – Revised, 2016 Approved Budget, 2016 Budget Summary (YTD), and the January 2016 Treasurer Report. We began buying items for the ACA store and the entire budget has been exhausted. Chase cards should be coming soon. Ncourt membership test site is up and should be ready to go live soon.

Action Item #16-7: A motion was made by Olivia Moodyman and 2nd by Rod Wettlin to accept the 2016 Treasurer Report dated February 2, 2016. Motion Passed.

Conference

Elaine Brideschge update – All but one presenter has confirmed. Handed out an updated list of classes and a class selection form. Also, the 29th annual conference Registration and Information handout was given to the Board for review. Keynote speakers will be added to the class selection form so attendees will know to select the speakers. Revised scholarship and award of excellence applications will be going out with membership notices. Discussion occurred regarding conference details and assigning some last minute projects.

Audit

Rod Wettlin update - Coordination between board members Rod, Olivia and Karen to meet and begin the audit on February 18th 2016. Also, Rod will include a clerk with El Mirage Municipal Court.

Vendors

Adrian Soltero update - An application for vendors has been completed and we are projecting around 10 vendors this year. Also, this year we will be pursuing more sponsorships.

4. ACA Post

Cindie Amarillas - No update

5. ACA Store

Linda Rodriguez and Olivia Moodyman update – No update

6. Old Business / Items Pending

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

7. New Business

Adrian Soltero - There is a new hotel in Flagstaff that the ACA may consider for the 2019 conference.

8. Good of the Order

Danny Arreola – ACA laptop needs Microsoft Office. Adrian will look into the issue.

Linda Rodriguez - There is an organization and website that mirrors our organization and we may want to look at their website for ideas of enhancement. Visit www.asmanagement.org

9. Adjournment

Action Item #16-8 – A motion was made by Cindie Amarillas and 2nd by Olivia Moodyman to adjourn the meeting. Meeting Adjourned at 11:50am.

Next Meeting:

Board of Directors Meeting

March 25th, 2016 at the Administrative Office of the Courts

1501 W. Washington

Phoenix, AZ 85007

ITEMS PENDING:

#	PERSON RESPONSIBLE	ITEMS PENDING	DUE DATE	ITEM CONTINUED	ITEM COMPLETED
1	Linda	Check w/ Chase re: Online Payments	3/25/2016		
2	All	Bylaw Changes	5/2016		
3	All	ACA Post	3/25/2016		
4	All	29th Annual Spring Conference 2016	4/2016		
5	All	Update Website	3/25/2016		
6	Karen & Rod	Complete Accounting Audit	3/1/2016		
7	Darenda	Discuss Liability Insurance with Scott	3/25/2016		
8	Elaine	Shirts for New Members	3/25/2016		
9	All	Memberships need to be paid by Board members	3/25/2016		
10	All	Individual pictures for the Website sent to Darenda	2/19/2016		
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