



**Arizona Courts Association
Board of Directors / Transition Meeting**

Friday, December 4, 2015

Laughlin Aquarius – Laughlin, NV

8:00am – 2:00pm

Members Present: Darendia Day, Raquel Garcia, Dexter Thomas , Rod Wettlin, Linda Rodriguez, Danny Arreola, Adrian Soltero, Cindy Amarillas, Scott Tice, Raquel Ortega, Maria Aguilar-Amaya, Olivia P. Moodyman, and Karen Lavelle

Telephonically: None

1. Call to Order

The meeting was called to order at 8:15am (Pacific Time) by President Cindie Amarillas

2. Welcome of New Members

Welcomed new members and familiarized group with each other.

3. Approval of Minutes

Action Item #15-15: A motion was made by Raquel Garcia and 2nd by Rod Wettlin to accept the October 2015 meeting minutes. Motion Passed.

4. Committee Updates

Membership

Raquel Garcia presented a compiled list of ACA members. The list is still being updated and edited. The 2015 ACA flyer will be updated for 2016 and the Honorary membership application option will be removed. The 2015 Membership Application will be updated for 2016 and will be sent to the Membership Secretary directly.

Mailbox will be checked twice a week by Danny Arreola and will be forwarded for processing to Elaine Brideschge.

Finance

Reviewed and discussed current Treasurer Report, Budget Summary, and Bank Activity Ledger presented by Linda Rodriguez.

Discussed who should have Account Access to the Chase account. Suggestion of President and President-Elect was given.

Discussed the need for an accounting audit which should be completed early in 2016. The auditors should be independent volunteers to review the accounting.

Elections

No Report

Conference

No Report

5. Role Transition

a. 2016 Meeting Schedule

Discussed and decided locations for the 2016 meetings. Dates for the meetings will be scheduled at the January 2016 meeting. Members are to check their personal calendar's to see which Friday of the month is best so the meetings may be scheduled consistently. The final version will be typed and sent to all board members.

b. Review Of Bylaws

Copies of the bylaws given to the incoming 2016 Board Members. Reviewed and discussed current bylaws and bylaw changes. Suggestion from the group that proposals for changes be submitted to the Recording Secretary by May 2016.

c. Duties of Individual Members

Reviewed and discussed some of the duties of the individual Board members.

d. One on One Discussions - No Action

6. Old Business / Items Pending

a. Attached list

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

b. NACM

Discussion about the National Association for Court Managers (NACM) partnering with the ACA for a day at a future conference. Dexter to inquire more from NACM as to their ideas for the partnership. May be completed for the 2017 Annual conference.

7. New Business

a. Liability Insurance

Discussion on the need of the organization to obtain Liability Insurance. Suggestion was given that the bylaws need an addition to include Liability Insurance.

b. 2016 Conference Planning Ideas & Schedule

Discussion held with ideas and plans for the 2016 Conference. Group suggested a conference theme of, Beyond the Barriers - Building Trust. Additional planning to be done at a future Planning Committee meeting in December.

c. 2016 ACA Store

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

8. Good of the Order

None

9. Adjournment

Action Item #15-16 – A motion was made by Darendia Day and 2nd by Olivia Moodyman to adjourn the meeting at 2:05pm (Pacific Time).

Next Meeting:
Board of Directors Meeting
January 15th, 2016 at Youth Justice Center
1410 E Diversion Dam Rd
Florence, AZ 85132

ITEMS PENDING:

#	PERSON RESPONSIBLE	ITEMS PENDING	DUE DATE	ITEM CONTINUED	ITEM COMPLETED
1	Dexter	Check w/ Chase re: Online Payments	1/15/2016		
2	Elaine	Event Brite – Event Planner	1/15/2016		
3	All	Spring Conference brainstorm 2016	12/21/2015		
4	All	Bylaw Changes	5/2016		
5	All	ACA Post	1/15/2016		
6	All	PO Box Renewal	1/15/2016		
7	All	POGO Plug Password	1/15/2016		
8	All	28 th Annual Spring Conference 2016	4/2016		
9	All	Update Website	1/15/2016		
10	All	Swearing in of Officers	1/15/2016		
11	All	Approve Minutes from March 2015 Board Meeting	1/15/2016		
12	Linda	Complete Accounting Audit	3/2016		
13	All	Schedule dates for 2016 Board Meetings	1/15/2016		
14	Dexter	Dual Membership with NACM	1/15/2016		
15	Elaine	Liability Insurance	1/15/2016		
16	Elaine	Shirts for New Members	1/15/2016		