

**Board Members present:** Lisa Koenig, Tamara Honvlez, Kristin Metler-Armijo

**I. PLDA Standards Training:**

Conversations were held discussing a partnership with the PLDA for Standards Training. There will be 3 two day trainings where SDCAz would co-sponsor the events. ADE will pay for the presenters. SDCAz will locate and secure sites and catering services. Dates are as follows:

Jan. 12 and 13 OR 13 and 14 (dates not set in stone) in Phoenix= Kristin Metler-Armijo will coordinate.

Jan. 26 and Jan. 28 in Sierra Vista= Hopefully Lisa or Tracy will help coordinate this. Please let Miriam P. know at 602-364-4501.

Feb. 13 and 14 in Flagstaff = Patty was to be coordinating this.

All registration will go through ADE, but checks will be made payable to SDCAz. We will earn all \$100.00 per participant less the cost of catering and facility. The registration fee will also include membership into SDCAz.

**II. Bank Account:**

A decision was made to establish a bank account as the previous account is now defunct. Lisa Koenig will contact banks to determine where a free account with free checks could be established. She is going to set up an account in a bank that has branches across the state for future use.

Lisa is also going to contact IRS to find out about non-profit status.

**III. PO Box:**

A decision was made to establish a PO Box that can be used for the organization. We determined this would be beneficial for the bank account record keeping, non-profit status, and conference/workshop registration. Lisa Koenig, has volunteered to be the acting treasurer for the Interim Board duration and therefore will identify a PO Box located near her home. Funds for the box will come from Kristin, Lisa, and Tamara's membership fees.

**IV. Website:**

Lisa will be researching a potential web designer. She will find out cost of web space and the cost of a designer.

**V. Reorganized SDCAz Flyer:**

As part of the announcement that SDCAz has reorganized and refocused, a flyer will be created by Lisa to share upcoming events and contact information for the organization. This will be emailed to all current names on the list held by Patty Horn.



**SDCAz**

Staff Development Council of Arizona

**Dec. 15<sup>th</sup> SDCAz Meeting Minutes**

**VI. Dennis Sparks:**

Dennis will be with us on Feb. 8<sup>th</sup>. 4:30 – 5:00 is registration and informal reception. 5 – 7 Dennis will speak on *The Final 2% of Professional Development*. The cost of admission is 25.00. It includes SDCAz membership fee, dinner, and time with Dennis. Registration deadline is Jan. 30<sup>th</sup>. Location will be Tempe Boardroom. Tamara will work with her committee to create a flyer, send it out and set up all registration information.

**VII. Membership Fees:**

It was decided that a 15.00 membership fee would help to establish the organization. Membership can be obtained outright, or by attending one of the sponsored SDCAz. Membership term will be Jan. to Jan.