



***Pennsylvania Technology Student Association and Foundation, Inc.  
Learning to Live in a Technical World  
Incorporated 2004  
Board of Directors Meeting  
Agenda for  
January 19, 2013/Harrisburg Holiday Inn East***

*Meeting Called to Order – Brandt Hutzel at 9:10 AM*

*Roll Call - Establish a Quorum – Quorum established*

**Board Of Directors:** Brandt Hutzel – (President), Judy Hawthorn (Secretary), Jeff Seamans (Treasurer/ACT 48 Coord.), Bob Rudolph, (Past President---PATSA), Chris Miller (Technology Coord.), Jon Bratton (Executive Director), Lauren Lapinski (State Conference Director), Laura Hummell ( PATSA President-Elect 2013-15), Rick Penepacker (Communications Coord.), Wayne McConahy (Foundation Comm. Chair), Mike Flowers (Member at Large), Dennis Gold (PA TSA Facilitator), Clint and Diana Rickert (State Officer Past Team Advisors), Ryan Ferry (Alumni)

**Region Reps:** Tim Linkenheimer (Region 1), Dale Moll, Laura Hummel (Region 6), Jeff Seamans (Region 8), Craig Jarrett for Emil Stenger (Region 7), Sean McKnight (region 2), Ken Miller, Sean McKnight (Region 2), Dave Zinn (Region 3), Tim Brockman (Region 5), Brian Landry (Region 9),

**Student Officers:** Matt Basile (PATSA President), Sabrina Sayoc (VP), Ben Hewitt (Secretary), Brady Sheehan (treasurer), Sitara Soundararajan (Reporter), Max Hunt (Sgt. @ Arms), Chris Lu (Parliamentarian), Brandon Houghton (Historian), Dhruv Pillai (National TSA President)

*Install Elected Officers (if needed)*

*Minutes (Motion to Approve) – **Approved as Read – Rudolph/Miller***

- *November 2012 Minutes - Consider a **motion to approve** the 2012 November (TEEAP) minutes as posted at <http://patsa.org/>. [2012 TEEAP November Minutes](#)*

Treasurer's Report (File for audit) - [PATSA Balances Jan 2013](#)

*Filed for Audit*

### **Regional Reports**

- Region 1- [Region 1 & 6 Report](#) - HS Conference on Jan 6<sup>th</sup> at PTI, more response from northern schools in their region (region 1), drop-off in region 6 (poor counties)...fundraising: suggestions to get corporate sponsors (Drive Smart for your school through Ford/Lincoln, get corporations like Clarke to help, Araudni)
- Region 2- [Region 2 Report](#) -
- Region 3- [Region 3 Report](#) –EHMarkle IS – Feb 9<sup>th</sup>....2 new chapters(Gettysburg MS, Yellow Breeches, Big Spring HS). PATSA Snapshot concern – put a note in the judges folder about the name tag. Next years conference will move to South Middleton. Thanks to Dave Zinn for hosting at SW for the past 3 years.
- Region 5 - Region 5/9 Report [GreenSubmission](#) -
- Region 6- see above
- Region 7- [Region 7 Report](#) –picked up Montoursville MS, no chapter at Milton MS&HS
- Region 8- Region 8 Report – no report, no representative....Jeff Seamans is suggesting the President send him a note asking why he is not attending or sending a report.
- Region 9 - see above

**Green Submission** – The Rickert's have submitted a proposal for a **GREEN** submission for events. Instead of using thumb drives, CD's, paper, move to a "Cloud" submission. The will reduce all paper and e-waste. Could be submitted on PATSA web site. The projects would be submitted 10 days prior and judges could call only those for interviews. Eliminates the need for judges to come to the site, reduce the cost and get better feedback.

**Lauren: possibility of submitting things done on-site (On-Demand, PA Digital Video options). Must have reliable feedback that the event was not only received and able to be open and viewed. Biggest concern for Lauren is getting the judges.**

Laura Hummel said that the CRC is looking at green initiatives and will take suggestions for the Photo competition

Chris Miller said part of the problem is an infrastructure thing....the wheels of change turn slowly but... it will come

Laura: Dealing with IT people at various judging sites is a big issue. When going to a hotel or university, IT is apprehensive about letting foreign groups use internet with no restrictions.

### **Team Reports**

- *State Officer Team* - [State Officer Team Report](#)

State Conference Team – Blazer and blue short: only required for Chapter Team but at the state conference, students can wear a white shirt (all team members must be dressed alike). Starting in 2014, nationals will accept just the blue shirt, no blazer for every event. Dennis suggested making something standards for all regions for the regional conferences. Laura said that she talked to advisors personally.

Basile: Working on state conference and the sessions

Hewitt: sending out letters to politicians across the state (56 letters)

Sayoc: membership comm. – creating promotional materials, created new events and sent to CRC (Leadership Strategies group event)

Hunt: helping out with membership comm., drafting an email for chapters to archive events

Soundararajan: transitioning away from PA-Post and going to web based articles, dedicating on section to STEM fields

Sheehan: events at states...sending info to regionals to create teams for ACS, luminairia ceremony at states, chapters do relay for life prior to states (give money) – Mr. Miller explains...chapters can set up teams and raise money but if only one kid wants to do relay, they can join a region team (PATSA team).

Houghton: recording a video for viewing regionals

Pilai: National president – conference planning at nationals, no big changes

Lu: by-law amendment...once passed they will publicize...duties of an office vs. working as a team. The new amendment would change the officer team number/positions/jobs, etc...voting at states.

Could try this amendment first and if it doesn't work, go back to what it was.

Retention question from CMiller to membership comm: why are chapters leaving, why aren't we holding on to chapters? Sayoc...worked to get new chapters...will look into why this year

State Conference Update:

-Trophies will be unpacked in order of when they are given

-Schedule is being put in place...hardly any changes. HS check in first this year and then MS second therefore testing schedule will be changed or flipped.

-Judges and coordinators agreements will come out after Feb 9<sup>th</sup>

-Will the Ziplines be up and running this year?

*Dave Zinn asked about health care professionals at the state conference...there is an EMT on Seven Springs staff but if they can't handle it, they will transport to the hospital... PATSA needs to make sure there is a rider on our policy to transport students in an emergency.*

*Our Medical packet should be amended to include "Transport a student in our private vehicle to a medical facility". Lauren: We may have to contact a lawyer to check for liability.*

*Brandt: do we have a lawyer to check for accuracy? Miller: 'We live in a litigious society and should look into the language necessary to insure our organization and it's advisors.'*

### **Technology Team- Technology Planning Team Report**

- State Officer Application, Completely Online (including PDF and Photo submission)

Awards Nominations, Completely Online- Delivered a total electronic officer nomination form.

Usernames and passwords have been distributed to almost all board members for the web site. Training videos have been updated and we are still adding more. Visit [wam.patsa.org](http://wam.patsa.org) for videos. Dan Zollman has been doing an incredible job with implementing all our requests. His area is navigation and functionality and he has delivered on a good web site. Ryan has delivered a fax-to-email service.

- Services - [iservices.patsa.org](http://iservices.patsa.org)

Server is running full steam with very little issues. I had overlooked the printer friendly reports for participants and billing. They are complete. I am finishing up lost password for the system.

- Other Projects  
Fax Service - Ryan Ferry has set up TSA with a FAX to Email service. We now have our own Fax number, 570.372.2185. All faxes are converted to a PDF and set directly to the Executive Director. He then can forward the fax to the appropriate person. A copy of all faxes are stored in a separate email account.
- Web Site  
We are going to look at making documents on the server easier to navigate and easier to integrate into the web site. Look at the videos to see HOW to navigate and upload.
- iServices  
Lost password. Changing graphics over to 2013.
- Handbook  
Working on moving the handbook completely from PDF to Google Sites.
- State Conference  
Electronic Voting - We are starting the preparation of preparing for electronic voting and will have procedures ready for the January meeting
- Streaming - We plan on offering the same streaming services as we did last year. We are looking to improve the lighting for the Fashion Show. The five live streaming events will be done this year, all three general sessions, the candidate speeches and the fashion show.

Chris asks everyone to submit content to him for each region or any other committee.

Fax number: not published on website due to concern over junk mail. Dennis felt the number should be public.

### **Committee Reports**

- **Act 48**- *Act 48 Coordinator Report to TSA-Judy Hawthorn and Len Litowitz has submitted a new application to the ACT 48 person Mr. Streckewald, at PDE. The application was submitted in early January (and filled out using a previously accepted ACT 48 provider application from another organization). We are waiting to hear back from Mr. Streckewald.*
- *Communication (Handbook) – Rick sent three files:*
- **STEM** - *PA-LOGO Design with a STEM Theme?*  
*Judy Hawthorn is currently reviewing the Next Generation Science Standards (NGSS) with submission by January 29<sup>th</sup> from ITEEA and TEEAP. Good for Tech&EngEd and TSA*  
*Brandt: Emil, Brandt, Judy – asking to have PA logo design integrating the STEM theme*  
*Conference: Get WITF, PCN, Pittsburgh Tribune (Patriot News-Conglomerate), have*  
**PATSA Historian - video of the conference and upload for the business meeting.**  
*Perhaps On Demand video entries should coincide with conference activities.*
- **Scholarship** - [Scholarship Report Winter 2013](#) – number of students is still low...4 male, 3 female and 1 teacher. Push the forward to after the regional conference. Suggestion that the application go digital (reference, transcripts, etc...) Look into changing the date to Feb 15<sup>th</sup> and what services are used to download applications, etc....
- **Bylaws** - [PA-TSA Bylaws Committee Report \(Harrisburg\)](#) [Proposed Appendix A \(By-Laws\)](#) [Resolution By-Law Amendment](#)  
Rick: Amendment change...recommend it be 'put to a vote' by students. Brandt should post it within 60 days of the conference.
- **Finance** - *(inactive)*
- **Redistricting** - *(inactive)*

## Advisory Reports

- **Foundation**-Wayne McConahy – finalized all the legal and administrative details. MFlowers has established a sub-account with PNC but legal is concerned we keep money separate. J. Bratton finalized stuff with Clarke Assc. and they presented us with a check for \$25,000. They are going to handle everything in house (scholarships, etc...). there will be 5 finalists...they could notify more than five if they get a lot of applicants. They want to present at the awards sessions. Main thrust...the interview!!  
Going to regionals to push scholarships. Make time at regionals to push the relay and scholarships. Side note: should the AMS ribbon be on the logo? Consensus...should be off to the side. Zinn: should promote the scholarships on main page....Rudolph said he will get it to Chris by the end of the week

- **Alumni** – Ryan Ferry.... updated the alumni association website and alumni database program to an online system.

- Alumni and Advisors may now sign-up directly to the mailing list
- Added additional information about alumni members
- Members may login and update contact information at any time

Sent information to alumni members for regional conferences.

Upcoming Activities:

Will send state conference judging and volunteering information to alumni members. We hope to increase the number of alumni attending the state conference.

Alumni assisting with regional conferences (region 3 and 7 that I know of)

Will concentrate on filling vacant alumni committee positions for the next year.

Status of Inspiration Award (State Conference) - Can we remove on-site interview, pre-judge before state conference and announce winner at business session with other scholarship and award winners?

- **PDE (Curriculum Specialist)**-Remains in contact with TSA headquarters and is advocating. He is heavily involved in STEM activities.
- **National TSA (State Advisor)** - [State Advisor Report \(Harrisburg\)](#)  
152 chapters

### **Corporate Member Reports** – M.Flowers – no report

Dennis said the Tech Council of Central Pa wants to know what role they can play? We have to define the role...Dennis will give Mike contact info.

### **National Report** –

#### **Executive Director Report**- [Executive Directors Report](#) – working on Clark scholarship

Met with and finalized the details of the scholarship grant with Clark Associates. They are ready to receive applications and interview finalists at the state conference. First check of \$25,000 has been received. Created Clark Scholarship information which is posted on the PA-TSA webpage. Had the application form for the scholarship, created by Clarks, also posted on the website. Internships for Region 2 TSA students are available at Clarks. More about this will be posted soon.

Corresponded with the Foundation Committee, Board members, various advisors, Region 2 coordinators, and Clark Associates via email and phone to provide information, answer questions, and/or make recommendations concerning various issues that arose.

Working with Rick Penepacker, established a poster for the Clark Scholarships.

In preparation of Region 2 conference, started contacting judges and making assignments, started work on the conference schedule, and met with advisors, coordinators, and conference director.

Follow up on three more leads for Endowment, and continue making contacts with business and industry for Foundation support.

### **Old Business**

### **New Business**

- [2012-2013 PA-TSA BOD Name Badges](#)
- Discuss potential challenges for PA-TSA that will occur with continued growth. Brandt elaborated about growth, retention, or losing chapters. He encouraged members to bring data to discuss at Bucknell.
- [Nomination Committee- Chris Miller](#)...suggesting to the President that the executive director and the president-elect to work together for nominations and elections so the process is more streamlined. Brandt asked to form the committee: Laura Hummel, Wayne McConahy, Dennis Gold, Brandt Hummel. By Laws.....Dennis...corporate members?? Corporate members are advisors
- [Informational Poster](#)

*Adjournment: Motion to adjourn: Gold, second: Hummel...Meeting adjourned at 2:55 PM*

*(Next Meeting: July 8-9, 2013 - Bucknell)*