



Pennsylvania Technology Student Association and Foundation,
Inc.
Learning to Live in a Technical World
Incorporated 2004

**Board of Directors Meeting
Agenda for
November 4, 2011/TEEAP Conference**

Meeting Called to Order – **Brandt Hutzel @ 8:15 AM**

Roll Call - Established a Quorum at 8:15

Board Of Directors: Brandt Hutzel (President -PATSA), Bob Rudolph, (Past President-PATSA), Laura Hummel (President-Elect), Judy Hawthorn (Secretary), Jeff Seamans (Treasurer/ACT 48), Dan Campbell (Member at Large) Chris Miller (Technology Coor.), Jon Bratton (Executive Director), Lauren Lapinski (State Conference Director), Michelle Suders (State Officer Team Advisor), Bill Bertrand (PDE), Dennis Gold (PDE-PATSA State Advisor), Mike Flowers (Member at Large), Rick Penepacker (Communications Chair)

Region Reps: Emil Stenger (Region 7), Chris Weaver (Region 5), Chris Miller (Region 2), Jason Jarrett (Region 3), Ron Shealer (Region 8), Ken Raspen (Region 5/9), Shawn Lyden (Region 1/6),

Student Officers: Phil Hayes (PA-TSA Student Officer President), Dhruv Pillai, (Vice-President), Sabrina Sayoc (Secretary), Ben Hewitt (Reporter), Matt Basile (Sgt. @ Arms), Liza Atillasoy (Historian), Kelsey Johnson (Parliamentarian)

Install Elected Officers

- Mike Flowers was elected to the present to 2013 Member-at-Large position during a special election by a vote fo 15-13.

Minutes (Motion to Approve)

- *July 2011 Minutes - Consider a **motion to approve** the 2011 July (Bucknell) minutes as posted at <http://patsa.org/>. [BOD Minutes-Bucknell-2011](#)*
- *Motion: Seamens/Miller - Approved*

Treasurer's Report (File for audit) - [Treasurer's Report- Detailed Report](#)

Jeff Seamans reported on the accounts of PATSA...total equity of \$69,000 which is healthy but we should be cautious at the state conference with expenditures due tot the econmic climate.

Regional Reports

- Region 1/6 - Shaun Lyden - conference dates: 1/6-HS on Feb 17, 2012 - CalU, March 2nd - MS at CalU - Laura Hummel said they are ready for the Regional
- Region 2 - Chris Miller - Feb 11, 2012 at Conestoga Valley, (snow date: 2/18/12)
- Region 3 - [Region 3 Report](#) -Jason Jarrett- Feb 4, 2012 @ Southwestern's EH Markle IS, new chapter is Gettysburg HS, concerns were dress code.

- Region 5/9 - [Region 5/9 Report](#) - Ken Raspen - Regional is Feb 11, 2011 @ Strayer MS
- Region 7 - [Region 7 Report](#) - Emil Stenger - meeting in fall with recor numbers of advisors, Regional is Feb 11, 2012 at Jersey Shore
- Region 8 - Rick Penepacker - Conference at Altoona Junior High on Feb. 11, 2011, Mifflin County consolidated so they lost 5 chapters and picked up 1
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Team Reports

- State Officer Team - [State Officer Team](#) -Phill Hayes - gone beyond planning events at the state conf. but have been working on other things to advance the organization
- 1. Media Proposal - stage 2
- 2. TSA Introduction to Fifth Graders - stage 2
- 3. Inter-city initiative proposal
- 4. Alumni proposal - stage 1
- 5. Communicatins proposal -implementing a system of getting state presidnet emails for better contact
- 6. Membership committee, created a new advisor packet
- 7. Special interest sesions (applying for college, parlimentary procedures, etc...)
- State Conference Team - [Committee/Team Report](#) -Lauren Lapinski...rates and dates, dues dates and updates for confernence, VEX Robtoics will be run by Matt Cullen (Swept Away run at MS and Gateway at the HS level), make sure we have it posted in iServices, dress code changes are on the website in the article posted by Lauren.
- Technology Team - Chrsi Miller - voting system in place, working on a new version of the website designed to consolidate areas...will be ready next fall. When creating articles the following fields need to be filled out (Summary, Mailing List Summary, Content of Article)

Committee Reports

- Act 48 - every regioanl coordinator sent lists and all hours have been updated
- Communication (Handbook) - [PA-TSA Communications Committee Report](#) - Rick Penepacker - got handbook updated and working on updating events
- STEM - Judy Hawthorn proposed working with TEEAP-CL in promoting the STEM concepts. TEEAP-CL is working on trying to collaborate (Bill Bertrand, Barndt Hutzel, Judy Hawthorn). Bill said PA is working on a Race to tthe Top Grant and he will be sitting at the table working on that for PDE.
- Scholarship - [Scholarship Committee Report](#) - Craig Jarrett submitted a report - on file
- Bylaws - (in active)
- Finance - (in active)
- Redistricting (in active)

Advisory Reports

- Foundation- Jon Bratton reported on communications back and forth with other organizations to help establish a base (Gates Foundation, Pepsico, etc...). One initiative the Foundation is working on is trying to establish monies for students who do not have the ability to pay to be involved in TSA Phil Hayes said Sabirna is working on funding for inner city schools so perhaps the Foundation can work on that together.
- Alumni -no report
- PDE (Curriculum Specialist) - Bill Bertrand reported on questions about eliminating programs in the stae of PA (certification issues, etc...), STEM is making a big push and Bill has been promoting STEM in PA to the Secretary of Ed (they wanted to know what it looked like, is it a comopnent on educaiton in PA)...we are a part of STEM in PA!

- National TSA (State Advisor) - Dennis Gold - as of today we have 41 schools and now over 50 chapters....we are doing reasonably well on membership

Corporate Member Reports -

National Report -Dennis Gold
Executive Director Report

Old Business - 9:00 AM

- **Proposed Executive Director Duties**- Consider a ***motion to approve the Proposed Executive Duties that were emailed to the PA-TSA BOD on September 12, 2011 for feedback.*** [Position: Executive Director](#) - Motion: Miller/2nd:Flowers - Discussion: brandt feels that this is good for our organization from the standpoint that there will be a point man to answer questions, disseminate the same message,. Thanks to Jon Bratton for doing this. ***Motion Approved***
- New TSA Official Shirt/Blouse Clarification- **John Bratton** - John has spoken with Roseanne White about the issue of dress code and the official blue shirts. In 2014 the white shirt must be replaced by the official blue shirt when students participate in events that require Class 'A' wear. John has no doubt that there will be more debate on this issue. This stands that this is only for Official Dress/Leadership Events. John's recommendation is that we continue with our regular dress at States and then work in the blue shirt by 2014. The debate over official dress ensued and Brandt said he would draft a letter regarding the issue and concerns.
- Inspiration Award- **Brandt Hutzel** - [Inspiration Award](#) - Dan Zollman contacted Brandt about the award and wanted to change the way the award was selected and given. Decide on submission dates, where to send entries and communicate the award criteria in November and December.

New Business -no new business

Executive Committee Concerns/Comments

Dennis Gold asked us to compliment students on running the table at TEEAP

Adjournment (Next Meeting: January 14, 2012 - Grantville Holiday Inn) -

Motion to adjourn: Bertrand/Second: Seamans. The meeting was adjourned at 9:21 Am.

Position: Executive Director

Length of term: Appointed, one (1) year, which may be renewed annually, pending approval of the board.

Voting Member: No

Description:

The PA-TSA Executive Director, appointed by the Board of Directors, has the responsibility of coordinating communications between the PA-TSA Board of Directors, National TSA Board of Directors, the state officer team and local chapter advisors.

The Executive Director is responsible for the implementation of board decisions, planning of meetings and conferences and for the day-to-day operation of the organization, including managing committees and staff and developing business plans in collaboration with the board for the future of the organization. The Executive Director is accountable to the President of the Board and Executive Committee, and reports to the board via email or telephone on a regular basis.

The duties of the Executive Director shall be (but not limited to):

- Confirm scheduling (reserving) meeting room locations at events like TEEAP, Grantville, Bucknell, etc. (and schedule if necessary)
- Confirm signing of Contracts for agreements and legal documents regarding the organization with approval from the Board of Directors (and sign if necessary)
- Handling daily matters regarding the association
- Work with the major teams (state conference, technology & state officers) and offer advice and direction in dealing with matters
- Report to the board president with matters pertaining to the organization
- Work with the executive committee and major teams to develop the draft of the annual budget
- Review expense reports as provided by the treasurer
- Coordinate Foundation Meetings with potential donors/sponsors of the organization
- Refer partnerships with trade and industry groups for funding and volunteers to the Foundation and States Planning Team
- Approve expenditures when necessary

Major responsibilities:

July

- Attend the annual Board of Director's meeting and assist in presenting the draft budget to the board for approval
- Review all changes to the handbook that were board approved and edited by the Communications Committee to ensure the changes are correct
- Confirm the location for the following year's annual board meeting, and sign all agreements, if necessary

August

- Work with the BoD President, Conference Director, and SOT President to coordinate a back to school mailing

September

- Confirm the location of the November meeting, ensure all supplies and rooming requirements are met (TEEAP fall meeting)

October

- Meet annually with the Foundation

November

- Confirm the location of the January meeting, ensure all supplies and rooming requirements are met
- Attend the annual Fall Board of Director's meeting
- Confirm the location for the following year's annual board meeting, and sign all agreements, if necessary

December

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January

- Attend the annual Winter Board of Director's meeting
- Confirm the location for the following year's annual board meeting, and sign all agreements, if necessary
- Confirm January 15 chapter affiliations

February

- Confirm the summer leadership counselors for the July meeting/conference

March

- Arrange publicity or the State Conference and SC press release
- Assist state conference director

April

- Attend the State Conference, support as necessary

May

- Assist in starting the budget process for the following school year
- Verify all official documents for the upcoming school year: Tax Exempt Status, Charitable Organization Status
- Confirm meeting rooms for Nationals

June

- Obtain the year end budget numbers from the treasurer
- Finalize the draft budget with the incoming president and the major team leaders

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Committee/Team Report

Committee:	State Officer Team			
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Prepared By:	Michelle Suders		Date Prepared:	10/30/2011
Committee/Team Chair:	Michelle Suders			
School Phone:	717-520-2710		Home Phone:	717-367-1780
Email:	msuders@patsa.org			
Committee Members				
Phil Hayes, President Dhruv Pillai, Vice-President Akhil Adala, Treasurer Kelsey Johnson, Parliamentarian Liza Atillasoy, Historian Ben Hewitt, Reporter Matthew Basile, Sergeant-At-Arms Sabrina Sayoc, Secretary Kristi Barr, Green Committee				
Completed Activities				
-revisions to bylaws - add officer subtitles -planned TEEAP Conference activities and promotional materials -completed Fall POST -completed Fall Welcome Video -alumni relations being improved (letter started) -TSA App being developed -Winter POST in progress- topics have been discussed and decided				
Upcoming Activities				
- decide on regional conferences, take photos, video - opening ceremonies (no plans submitted) - state conference activities- committee of three planning conference (no plans submitted) - App special interest session- need to find developer				

Inspiration Award

Sorry for the slow response—see below for a message to the regional coordinators. Thanks! As for the web page, I can update the page itself, but the rules need to be updated too. I'll get in touch with Rick Penepacker about updating the PDF.

To the regional coordinators:

I hope you've all had a smooth start to the year! I'd like to ask for your help in making plans for this year's Inspiration Award. My goal is to offer the award at every regional conference and to have at least a few submissions at each one. Although we had a central group of judges available last year, I would prefer to have the award judged by each region itself, if at all possible.

Here's what would be involved in preparing for the award:

1. You (or your conference coordinator) can decide on the submission instructions—i.e. a due date and email address where entries should be sent. As with the website submissions, it would be best if the due date is a week or two in advance of the conference. For an example, see the region 5 page:

http://patsa.org/conf/region_5.php?pageid=28&level=2

2. To help build interest in the award, I would appreciate it if you could spread the word during November and December and encourage chapters (both advisors and students) to enter. I will write a message for the weekly update, but since you communicate more closely with the advisors in your region, I think your encouragement would make a big difference.

3. Finally, please tell me if there's anything I can do to help make it possible for your region to judge the award. The way this works is up to you (who judges, whether judging takes place during or in advance of the conference, etc). Let me know what your thoughts are.

Please let me know as soon as you set a submission deadline, and I'll post it on the website. Looking forward to talking more.

Thanks,
Dan Zollman
dzollman@patsa.org



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Committee/Team Report

Committee:	State Conference Planning Team			
Prepared By:	Lauren Lapinski		Date Prepared:	11/1/2011
Committee/Team Chair:	Lauren Lapinski			
School Phone:	610-645-1480		Home Phone:	267-218-1636
Email:	lapinsl@lmsd.org			
Committee Members				
State Conference Planning Team				
Completed Activities				
- Contact with Seven Springs re: Rates and Deadlines for 2012 conference, posted on website				

<p>- PA Logo Design rules revised/updated (thanks to Jason Jarrett and Penepacker). New rules available on PA-TSA website.</p> <p>- VEX - Matt Cullen (mcullen@umasd.org) has agreed to run the VEX events at our State Conference for 2012. The tentative plan is to run Gateway for the HS and Swept Away for the MS. Both events will take place on Friday of the conference. Talks are underway to borrow playing fields from schools so as to keep the costs manageable. Matt is working with VEX to get the event posted on their site. Additionally, we are going to ask advisors to register students in iServices for this event this year as a failsafe, should we run into communication difficulties with VEX again this year.</p> <p>- Trophies order in progress with Davis Trophies</p>				
Upcoming Activities				

<ul style="list-style-type: none"> - Contact with Seven Springs re: contract, preliminary schedule for conference - Event Coordinators contact - Schedule updates; incorporate changes from last year; added new events - Judges spreadsheet update to reflect schedule changes, event changes - Judges invitation letter, event list, contact list update - CRAM CD order - Supplies inventory 				
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Scholarship Committee Report

Name: Craig Jarrett

Position: Scholarship Chairperson

Date Prepared: October 31, 2011

Prepared for: **Scholarship Committee 2011-TEEAP**

School/Work Phone: Retired

Home Phone: 570-568-3377 Cell Phone: 570-412-5303

Email Address: cjarrett@dejazzd.com

If you are a committee head or team director, please list your committee members below:

Bill Bertrand, Dr. Len Litowitz, Dr. Laura Hummel

Completed Activities:

2011 Scholarships Selected:

Outstanding Female- Katherine Chen - Hampton HS

Outstanding Male- Anthony Hoover - Manhiem Township HS

Terry Schwalm Memorial- Benjamin Moyer - Eastern Lebanon County HS

All checks have been mailed.

Upcoming Activities:

Working on making scholarship applications -Green!!!

Continue to work on a scoring rubric for all judges to use.

Review scholarship applications for 2012

Regional Coordinator Report

Region: 7

Prepared By: Emil Stenger Jr. Date Prepared: 10/31/2011

Regional Coordinator: Emil Stenger Jr.

School Phone: 570-966-8290 Home Phone: 570-966-9939

Email: estenger@mifflinburg.org

Teacher Representative: none at this time Email:

School Phone: Home Phone:

Email:

Regional Conference

Location: Jersey Shore High School Date: 2/11/2012

Conference Coordinator: Andrew Baker

School Phone: 570-398-7170 Home Phone: 570-398-7961

Email: abaker@jsad.k12.pa.us

Regional News

Montoursville Area School District will hold our Region 7 Regional in 2013 and 2014.

Mifflinburg Area School District will replace Loyalsock Township School District for 2015 and 2016.

Emil Stenger will remain the Region 7 Coordinator for 2012 and 2013.

We are in need of a Teacher Representative.

Regional Concerns

Milton Area Middle School and High School are a concern to not join this year.

Lewisburg (Donald E Eichorn) Middle School is joining for the first time in years.
Selinsgrove Middle is not going to join again. Even after the district stressed the need to participate in
TSA.

Region 7 is very concerned about the future in TSA with Dress Code changes.

Potential School Districts that need a contact from state advisor:

Go straight to the Superintendent of Milton, and Selinsgrove and Basically ask "Why are these new young teachers not willing to run a chapter with support?"