

Board of Directors Meeting Agenda
July 9-10, 2012
Bucknell University

Meeting Called to Order - **Brandt Hutzel - 10:10 am**

Introductions/Establish a Quorum

Board Of Directors: Brandt Hutzel (President PATSA), Judy Hawthorn (Secretary), Jeff Seamans (Treasurer/ACT 48 Coor.), Bob Rudolph, (Past President-PATSA), Chris Miller (Technology Coor.), Jon Bratton (Executive Director), Lauren Lapinski (State Conference Director), Laura Hummell (PATSA President Elelct 2013-15), Dennis Gold (PA-TSA Advisor), Rick Penepacker (Communications Coor.), Michelle Suders (State Officer Team Advisor), Wayne McConahy (Foundation Comm. Chair), Jeff Lathom (Member at Large), Mike Flowers (Member at Large), Dhruv Pillai (National TSA President)

Region Reps: Laura Hummell (Region 1/6 (stand-in), President-Elect, National TSA Rep), Rich Nolt (Region 2), Judy Hawthorn (Region 3 stand-in), Jeff Seamans (Region 8 stand-in), Jeff Latham (Region 9), Emil Stenger (Region 7), Chris Weaver (Region 5)

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

Reorganization

- *Executive Committee (every two years - next: 2013)*
 - *None at this time.*
- *Appointed Positions*
 - *State Conference Director - **Recommend the approval of Lauren Lapinski as State Conference Director for the 2012-2013 school year.***
Motion: C. Miller, 2nd: L. Hummel - Approve
 - *State Officer Director - **Recommend the approval of Michelle Suders as State Officer Director for the 2012-2013 school year.** Michelle is planning to resign the position after the State Conference. WayneMcConahy and Chris Roth will assume the role after Michelle resigns and through the transistion time (for Nationals). Recommended that Wayne and Chris are added to the position. Recommended the posotion be posted on the web page and Live Wire*
 - ***Motion: C. Miller, 2nd: B. Rudolph - Approve***
 - *Technology Director - **Recommend the approval of Chris Miller as Technology Director for the 2012-2013 school year.***

- **Motion: Rudolph, 2nd: E. Stenger - Approve**
- ***Executive Director- Recommend the approval of John Bratton as Executive Director for the 2012-2013 school year.***
- **Motion: C. Miller, 2nd: L. Hummel - Approve**
- **Adoption of Conference Dates**
 - ***Dates - Recommend the approval of the following BoD Meetings and the Regional and State Conference Dates.***
 - **Motion: Miller, 2nd: L. Hummell - Approve**
 - ***BoD Meeting Dates***
 - ***November 9, 2012 - TEEAP Meetings***
 - ***January 19th 2013 - Harrisburg Holiday Inn***
 - ***July 8-9, 2013 - Bucknell***
 - ***Regional Conference Dates - See Regional Reports***

Region:

1 and 6 - Friday, January 11, 2012 (HS) and Monday, Jan 14th, (MS)

PTI

Oakdale, PA 15419

Reg Deadline: Friday, February 3, 2012 (HS) and Friday, February 17, 2012 (MS)

2 - February 9, 2012/Snow: Feb. 16, 2012

Conestoga Valley Middle School

Lancaster 17602

Reg Deadline: January 31, 2012

3 - February 9, 2013

E. H. Markle Intermediate School

Hanover, Pa.

Reg Deadline: January 20, 2012, Midnight

5 and 9 - Feb 9, 2013 - Snow Date Feb 23, 2013

Strayer Middle School

Quakertown, PA

Reg Deadline: January 25, 2013, midnight

7 - February 09, 2013 Snow Date??

Montoursville Area High School

Montoursville, Pennsylvania

Reg Deadline: Submitted On-line and Payment Sent by 1/19/2013

8 - Feb. 9, 2013- Snow Date: pending

Altoona

Altoona

Reg Deadline: January 27th, 2012 to Jeff Seamans, Park Forest Middle School, 2180 School Drive, State College, PA 16803

- ***National TSA Conference: June 28-July2***
 - ***State Officer Retreat - October 11 - 14, 2012***
 - ***State Conference - April 17-20, 2013***
- Motion: Move to approve all conference dates: L. Hummel, 2nd B. Rudolph - Approve**

- **Financial Approvals**

- Organization Auditor/Accountant - **Recommend the approval of Dave Wigfield & Associates as the organization's accountant for the 2012-2013 fiscal year.**
- Organization Banking - **Recommend the approval of PNC Bank as the organization's savings and checking account holder for the 2012-2013 fiscal year.**
- Authorized Account Signatures (Bank Cards) - **Recommend the approval of Jeff Seamans, Brandt Hutzler and John Bratton as the Authorized Signers for all banking and official organization documents for the 2012-2013 fiscal year.**
- **Motion: Move to approve block of Treasurer Motion: C.Miller 2nd: J. Lathom - Approve**

Install Elected Officers (if needed)

- 2012-2015 Member-at-Large- **Recommend the approval of Jeff Lathom as the 2012-2015 Member-at-Large.**

Adjourn for Committee Meetings (if needed) - 10:50....resume at 11:20

Minutes (Motion to Approve with amendments)

- January 2012 Minutes ([PATSA-BOD Minutes-Grantville 2012](#)) - Consider a motion to approve the 2012 January (Grantville) minutes as posted at http://patsa.org/LiveWire/news2/cat_foundation_minutes/2012grantvill_eminutes.php.

Motion: L.Hummell 2nd: C.Miller - Approve

Treasurer's Report (File for audit)

- [Overview2012budget](#)
- [balance sheet detailed BOD](#)
- [2 year Profit loss](#)
- [Region Conf Income Expenses 2012](#)
- [Account detail](#)

Treasurers report: Filed for Audit

Regional Reports

- Region 1
- Region 2
- Region 3 - [Report Attached](#)

- Region 5 - [Report Attached](#)
- Region 6
- Region 7 - [Report Attached](#)
- Region 8
- Region 9

Break for lunch: 11:55 - resume at 1:10

Team Reports

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

Michelle Suders: great state conference, any ideas for the state officers to make the conference better? CMiller: Put the 'point system' on the web page somewhere so there is no question as to how state officers get reimbursed for the national conference. Send the documents to students so there is no question.

Dennis Gold: How can the ACS collection be handled better so that more money is raised. Suggestion: Create a pledge sheet for students to compete at TSA (they would walk prior to the conference and just bring the money with them) or, perhaps parents can donate \$ to congratulate students at TSA or, a congratulations card that people can buy to send to students. Luminaria: have kids buy the luminaria and distribute them in the grand ballroom.

■ **State Conference Team** - Report Attached -

Lauren Lapinski:

Pa event rule changes: addressed in google docs (PaCad, PaDig. Video challenge, Pa dig. Photo-changed to PA Snapshot, Pa Logo Design, VEX (Pa only event@ MS) - run it as a PA Robotics so that the event is not confused with VEX. It allows students to participate without being affiliated with VEX. As long as the "VEX" isn't used, we can run the robotics competition.

Rule issues: tests sessions - dress code not enforced on Wednesday but it will be enforced next year from Wed.

Schedule and Logistics: trying to figure out how to get Problem solving conflicts resolved

Photo: switch MS and HS...HS goes first to alleviate the judging time

Awards: back up advisors meeting to earlier in the morning to get people

Testing: Printed in book where all the tests are listed together.

Numbers: Festival Hall is maxing out!! Changes: Bio Tech Design, Career Prep, Engineering Design and Fashion Design..due to the difficulty with numbers, Since these are all team events and take a great deal of time to judge, Lauren would like

to take it to one entry per chapter like the national states. The region doesn't have to change the number, just the state.

Make the window for finalists interviews from 3:30-6 to extend the interview time.

Seven Spring Complaints: shuttle times, no water in the afternoon,

**Students showing up late, requests for ties and patches, no CAD set-up on Wed. night but students can't take laptops until the judges view the events.

Jon Bratton wants a bullhorn and RC Car wants to go to a drag race format.

Paid attendees: 1714 (\$6856.00 goes to Scholarship).

Discussion: Wayne McConahy: about awards and how to streamline that event.

Changes at Seven Springs Slideshow- Wayne McConahy

Ordering patches and pins for next year. Should we order shirts for next year? If we order 50 shirts, there is only a .50 cent discount per shirt.

Off the record: If we order patches from National, make no profit but if we order from the POCOCONOS, they are only \$1.85 each. \$26.05 each for shirts past 100.

Order 50 boys, 50 girls in varying sizes.

State Officer Team Report:

Max Hunt: Sgt@Arms - winning event archive on the website..it allows students to see what is good, etc..... Sabrina Sayoc: changes to the website....a committee

to manage the website, Ben Hewitt: electronic submission for some events (sell thumb drives through the TSA store), Brady Sheehan : send out promotional materials from Relay for Life, (students will have pledge cards to bring to TSA)

include colleges and businesses, Sitara Soundraran: STEM programs that target internships for PATSA, Chris Lu: create the membership forum (member to member or member to officer communications- a mediator is necessary).

Different running threads on various events, possible voting changes...create and officer pool versus offices....who are the best 'leaders' to run the organization. It allows TSA to choose the best 5 students instead of eliminating students who run for a particular office. Ben Hewitt: write letters to various legislators to PATSA conf., increase the publicity of state meetings (could be done on LiveWire). The SOT wants to vote on this by-law amendment in April so they can present it to membership at the state conference. It should be publicized at the Harrisburg (mid winter) meeting which is well before the 90 days needed.

Matt Basile: ACS...better ways to raise money.

Green Chair: Samantha Horry

The Forum: publicize the Forum Chris Miller suggested each SOT member write an article and post it on the web.

Wayne McConahy: Appreciation Day video. Wayne showcased all of the activities that Seven Springs offers to guests including ziplines and biking.

- Technology Team - Report Attached

- PA TSA Historical Data

- <https://docs.google.com/a/patsa.org/spreadsheet/ccc?key=0Arp2e2y3qLRdFMwQnhYSEdibV9GdWtTODg2VXhpanc#gid=1>

Chris Miller updated the numbers and services in iServices. Dan Zollman is updating the website so that the forms will all be in one place.

There was a problem with the previous host provider with problems. The host hooked us up with a consulting firm and it has been decided that we will go with another provider that does consulting.

TSA app is progressing well. Some changes are in the works with the Android portion.

Handbook will be moved to Google sites and will allow Jason or Rick to update it easily.

There are different settings in the Gmail account which will allow you to access other email accounts.

Electronic voting: reluctant to do it but there is no reason why we can't run electronic voting and have it be secure. Can vote by phone (register phones per chapter).

Computer Leasing: problems with district not using Filemaker...should we lease or not for those regions?

Committee Reports

- Act 48 - [Report Attached](#) jj
 - [TSA BOD ACT 48 ATTENDANCE](#)
 - PA TSA 2012-13 Conference Insurance Info
https://docs.google.com/a/patsa.org/document/d/1TIZ1_V9d85FwSKmHUVd6gQHtti10GZqeMh4IQjUa20Q/edit
- **Communication (Handbook)** - [Report Attached](#)

Rick Penepacker: Must you be a tech ed teacher to be a TSA Advisor? In the by-laws...no. Appendix B, Article 11: Members at large should be appointed versus elected. It is suggested that the ByLaws be reviewed by activating the ByLaws committee.

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Updated the new appendix packet, new certificates, etc...

Rick: *13 x 19 inch posters with regional conference dates, website name, PATSA logo, scholarships, clear spot for each teacher sign up, etc..., horizontal format. Tap into TEEAP advisors for financial support. (\$28 for 200 posters).* The posters will be ready for TEEAP for distribution.

- **STEM** - JHawthorn, BHutzel, JLathom, DGold, RFerry - BHutzel will contact previous Sec. of Ed -Zahorchik to speak at TSA, JHawthorn will contact USDE undersecretary to speak and support. Alumni-Ryan Ferry: Ryan will get alumni feedback: 'Where are you now, What are you doing and how did TSA help you to get there?'

Get media coverage for TSA conference - JLathom, Market STEM to outside TSA and TEEAP, ask Tom Bell to promote TSA more at the ITEEA level (top down), TEEAP breakout sessions for TSA advisors and thoses that wish to be.

- **Scholarship** - [Report Attached](#) Craig Jarrett: presented 2 scholarships (Sarah Schlicker, Joshua Hoffmann), no applicants for Terry Schwalm FTT, 5 female applicants and 1 male (\$14,166.37 balance...the fund is growing). Trying to make the applications 'greener'.
- **Bylaws** - New committee formed Brandt Hutzel, Rich Nolt, Rick Penepacker (chair). The committee will meet and review the ByLaws before the January meeting. We need to make sure the ByLaws match the Articles of Incorporation (addresses and names) after the udate. After the update, re-submit the Articles of Incorporation to refelct the changes securing that all is legal.
- Finance - (inactive)
- Redistricting (inactive)

Advisory Reports

- Foundation - Wayne McConahy: reveiw ByLaws and may have to ask permission of the board to give the Foundation permission to set up an account to establish an endowment fund (due to the fact that their foundation may not give another foundation money). Jon has a corporate sponsor who is willing to donate money (this company has hired 8 TSA students). They found the TSA students are their best employees. The president is willing to commit \$25, 00 per year for seveal years.

Concerns: Wants the money to concentrate on technical and trade school scholarships and wants some money to help TSA chapters especially in struggling schools. Take a portion of the money for the scholarships and the rest for region 2. The region 2 money will be used for matching funds from other companies to help students get to state and national competitions.

Wayne suggested we work closely with Jeff S. and our accountant to make sure we can set up the endowment. It should be in place by the January board meeting.

Jon also may be meeting with three other corporate people who are interested in doing the same thing for TSA.

Wayne: Is it okay for our foundation to receive money for the endowment fund?

Break for dinner: 5:00 PM...resume at 6:15

- **Alumni** - Ryan Ferry

143 members listed in the database. In the process of updating the web site by adding a new mailing list program to the web site. The Alumni Assc. Is now opened to all Advisors.

Student Request – Student alumni committee member. After reviewing this request, we came into some logistical problems that would hamper this position. We feel this is a good idea moving forward, and will keep this on our agenda. For the time being, we will offer dedicated meeting time between the alumni group and the student officers during existing PA TSA meetings to facilitate increased communication between the two groups.

Dan Zollman - Inspiration Award - the award is growing with more than 2 chapters applying for recognition this past year. What can we do to increase the chapters?

Lauren: perhaps the chapter can show something they have done (video in the application process) versus simply just applying on paper. Brandt: Write up for the TEEAP Journal indicating the rubric or who should apply for the award.

Ryan: perhaps the video could even be shown as the interview. The interview seemed to be something that kids read versus anything different or new.

The applications will be due at least 2 weeks prior to each region. Regional coordinators should put this on their website.

- PDE (Curriculum Specialist) no report
- National TSA (State Advisor) - [Report Attached](#)
- [National Results 6262012](#)

Dennis Gold: banners from Banner Buzz to give to each region. The banners are \$18 each and are 2.5 x 3.5. Posters and banners will be in the budget.

State Advisor Meeting Notes- Bob Rudolph- Report Attached

JETS: (Junior Engineering Technical Society) came to TSA and asked if we would like the JETS competition. TSA agreed to run the 'Junior Solar Sprint'. TSA wants their name on college campuses and this type of marketing (taking the JETS events)

Corporate Member Reports - none

National Report - Bob Rudolph

Executive Director Report - [Report Attached](#)

Jon Bratton: Calrk Assc. Would like to see a Web development contest versus a web design contest and would also like to talk at states about the value of a trade and technical school or internship versus an 4 year school. Also, Calrk Assc. Feels that TSA should hire a grant writer.

Old Business

- Consider approving setting affiliation dues two years in advance - **Brandt Hutzel/Chris Miller** - Wait to see what happens this years and re-visit this item next year.

Motion: Chris Miller, 2nd: J Seamans: Dues will be established one fiscal year prior to taking effect. **Approve**

- The SOT "Go" Fund- **Brandt Hutzel/Foundation/SOT**- Have we obtained any names of companies to contact?
 - From TSA State Advisor News from 11/18/11. The TSA, Inc. Board of Directors recently changed a chapter management membership policy. Specifically, it is now recommended that a science, technology, engineering or a Mathematics teacher(s) serve as a TSA chapter advisor(s). Previously, it was recommended that the chapter advisor(s) be a technology education teacher(s). National TSA has adopted the idea that math and science teachers can be an advisor. Should we in Pennsylvania make a list of them and go after them for membership? Discussion: Look into the By-Laws to see if we need to make changes. Brandt has directed Rick Penepacker to look into this and perhaps make a motion to change at Bucknell.

New Business

- National Corporate Member- discuss our national appointed member- **Chris Miller**. Should we pay someone to attend Nationals? Jon Bratton attended for PATSA (as Executive Director, State Advisor, etc...). Suggested a stipend be given. Jon B. refused a stipend. Chris Miller questioned why we are submitting Bill Bertrands name as our corporate member when at every meeting, we have to submit a proxy letter. We should look at someone else (the Executive Director) who will be doing the job we need at Nationals. Ask Bill Bertrand if the corporate member has to be a PDE employee? **Brandt will talk to Bill about representation. He should have the answer by the TEEAP meeting and if the ByLaws need changed, it would be done so by the National Conference.**
- The banners will be ordered for each region.
- Regional On-Line Testing - **Chris Miller** - Software is too old to run the tests for regionals. Chris said new testing software is available but someone would have to input the tests due to the volume of tests needed.
- Electronic Voting- **Chris Miller**. Costs us \$65 per conference, as long as we have below 125 chapters attending (we are at 118 for last year). Could save us the problems we had the last two years!
- Calculator Robot Event- **Chris Weaver**. Katy Morris and Chris Weaver have been planning the Calculator Robot event the last few years. They see a problem with next year's task as it is written in our Official PA-TSA Only event rules. They would like to get the BOD's permission to rework this event in preparation for next year. The problem will be re-written.
- PA-TSA ordering TSA accessories from National TSA- **Dave Zinn or Region 3 Coordinator**. Pennsylvania TSA patches and TSA ties that our state officers could have available to sell through the year and at our State Conference at Stag Pass (at a slightly higher cost to cover expenses and maybe still have some money leftover for cancer or whatever our benefit is).
- Consider a motion to approve the state officer agreement/point scale as an appendix Appendix letter can be assigned on site- **Chris Miller**. Once we get an appendix written a motion will be made.
- **2012-2013 Budget**- [PA TSA Yearly Budgets](#)

Budget: BioMedical - dropped because it's based strictly on the number of the awards given.

Pin Sales were \$192 versus \$106

Recommend the approval of the 2012-2013 Board of Director's budget, including the State Conference (Adoption of Fees-see below), State Officer, Technology and Executive Director's sub accounts.

Discussion about Laptop agreement: Judy disagrees with agreement due to the fact that the laptop should be retained as the sole property of PATSA. Chris defined the need to have a new computer to keep iServices up to date due the age and amount of data on his current computer. Dennis Gold commented on the need for 14 copies of File Maker Pro in which Chris justified all copies. Jeff commented on the disarray of the national service versus Pa's iServices using FileMaker. Suggestion: Write up a standard policy for equipment use and purchase for PATSA officers.

State Officer Dinner: Jon suggests we make the dinner cost to \$440 and the bottom line is \$13,600. There are expenses that are late or outstanding and it appears the budget is about \$2000 due to that fact. Transfer \$26,000.26 to balance out the budget, Wayne suggested a line item for legal expenses or add it to the Foundation budget (+\$3000).

- **Affiliation Fees (Individual and Chapters) - Recommend the approval of Affiliation Fees at \$5.00 for Individual Members and \$100.00 for CAP Chapters. No fee for advisors for the 2012-2013 school year.**
- ***State Conference Fees (Plan A/B and Registration) - Recommend the approval of the State Conference Fees as presented by the State Conference Director.***
- **Laptop Agreement (Draft)**
(<https://docs.google.com/a/patsa.org/document/d/1CJ2iTMnKKB7Yx2q0yB2N91ujcai2hVpL5ZbzFY8ItHY/edit>)

Motion: B.Rudolph, 2nd: L. Hummell: Move to approve the budget as shown.

Motion Amendment: C.Miller, 2nd: L.Hummell: Move to amend the budget to increase office supplies and postage by \$1000.00. **Approve**

- **TSA MS & HS Events**

- **Recommend the approval of the MS & HS TSA Events for the 2012-2013 school year.**

- **Motion: Laura Hummell, 2nd: E.Stenger: Move to approve the changes to the MS and HS Events for the 2012-2013 school year. Approve**
- **Break: 8:35**

July 10, 2012

- **By-Law/Handbook Review**

By Law review from 9:00 to . The ByLaws have been updated to reflect organization name changes, dates and event name changes.

Executive Committee Concerns/Comments

Note: Meetings will now be named by the month they are convened (January, July and November Meetings).

Adjournment (November 9, 2012 at the Annual TEEAP Conference)

Motion: Move to adjourn - 11:10 am: L. Hummell 2nd: B.Rudolph - Approve