



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

Board of Directors Meeting Agenda

Bucknell University

July 8-9, 2013

Board Of Directors: Brandt Hutzel – (Immediate Past-President), Laura Hummell (President), Judy Hawthorn (Secretary), Jeff Seamans (Treasurer/ACT 48 Coor.), Dale Moss, (President Elect)(Chris Miller (Technology Coor.), Jon Bratton (Executive Director), Lauren Lapinski (State Conference Director), Wayne McConahy (Foundation Comm. Chair, State Conference Planning Team), Joe Narke (Foundation), Mike Flowers (Member at Large), Robert Rudolph (Retired-State Conf. Planning Team), Dennis Gold (PA TSA State Advisor), Clint and Diana Rickerts (State Officer Advisors), Rick Penepacker (Communications Chair), Craig Jarrett (Scholarship), Ryan Ferry (Alumni)

Region Reps: Tim Linkenheimer (Region 1), Laura Hummel (Region 6-V.Kuzniewski will take for next meeting), Jason Jarrett- Region 3, Emil Stenger (Region 7), Matt Cullen (Region 5/9), Mike Qenduo

Student Officers: Sitara Soundararajan (PATSA President), Victoria Lee (VP), Samantha Horry (Secretary), Ben Cutler (treasurer), Won Chung (Reporter), Lisa Gardner (Parliamentarian)

Meeting Called to Order – **Brandt Hutzel – at 10:20 am**

Roll Call - Establish a Quorum – Quorum at 10:23

Installation of Elected Officers (as needed) – Brandt Hutzel installed Dr. Laura Hummell as President of PATSA. Dr. Hummell started the meeting.

Reorganization of Executive Committee: Motion for re-organization for President Elect (Dale Moll), Secretary (Judy Hawthorn) and Treasurer (Jeff Seamans) - *Approved*

Reorganization of Appointed Positions: Chris Miller-Technology Director, Lauren Lapinski – State Conference Director and Dale and Diana Rickert – State Officer Directors – Approved

Adoption of Fess and Dates

- Affiliation Fees – discussion of rate increase for affiliation
- Motion: *Hutzel* - table the discussion for fees until the budget is designed - *Approved*
- Conference Fees – Motion: *Rickert* - approve the state conference fees - *Approved*
- BOD Meeting Dates
 - Saturday, January 18, 2014 at the Harrisburg East Holiday Inn – *Motion – Seamans - Approved*
 - Bucknell – July 7 and 8, 2014 – *Motion-Miller - Approved*
- Regional Conference Dates
 - Region 1&6- Jan. 13, 2014 – HS, Jan.14, 2014 – MS, Snow date: Jan. 15, 2014 – PTI
 - Region 2 – Feb. 8, 2014/snow date-Feb 15, 2014 –Conestoga Valley MS
 - Region 3 – Feb 15, 2014, Boiling Springs HS
 - Region 5&9 – Feb. 8, 2014, Strayer MS
 - Region 7 – Feb. 15, 2014 – Jersey Shore Area HS
 - Region 8 – Feb. 8, 2014 – Park Forest MS
 - Motion – C. Rickert - approved*
- State Conference – April 9-12, 2014 *Motion – Seamans- Approved*
April 15-18, 2014 – *Motion – Hutzel- Approved*
2016 and beyond will be looked at due to the growth trends
- National Conference – June 27 thru July 1 in Washington, DC
Motion to adjourn re-organization – C. Miller, C. Rickerts - Approve
- Financial Approvals
 - *Organization Auditor/Accountant*
 - *Organization Banking*
 - *Authorized Account Signatures (Bank Cards)*

Jeff Seamans spoke to changing the signature cards

Motion: C. Miller: second, C. Rickerts: Retain Wakefield and Associates as PATSA accounting firm, PNC Bank and the current members on the signature cards (President, Exec. Director, Secretary, Treasurer) plus the current president
Amended motion (Gold) to include the President Elect, second - C. Rickerts – Approved

Install Elected Officers (as needed) - none

Minutes (Motion to Approve)

- January 2013 Minutes - **Motion to approve** the 2013 January minutes as posted –
Motion - C. Rickerts - Approve

Treasurer's Report (File for audit) – Jeff Seamans spoke to finances in the organization due to chapters adding or leaving. Dennis looked at finances from 5 years ago and made the comparison to the ending total this year. Finances are solvent.

- After much searching, Jeff found \$6000 that was not previously accounted for. The total \$12,600 for dues and membership.

Regional Reports (see reports on Google drive as shared)

- Region 1/6 - Tim Linkenhimer – suggested advisors affiliate as soon as possible or when teachers get back to school. Region 1 is looking at electronic testing and web-based tabulation to become more paperless. Discussion at the Oct. 4th meeting. Working on recruitment by presenting to superintendents of Beaver County and creating promotional/recruitment literature. PTI will also promote TSA. Considering using a competitive events point system (team trophy, etc...).
- ❖ Healthcare: consider hiring a nurse on site or a medi-urgent care clinic doctor
- ❖ Can we film the state conference using PCN?

- Region 2 – on file and prepared by Rich Nolt (unable to send a representative)
- Region 3 – Jason Jarrett – first regional advisor meeting in Nov.
- Region 5/9 - Matt Cullen – Report prepared by C.Weaver. Chris implemented a math/engineering event and it was successful. Kickoff meeting scheduled in Oct. Increase in students but a decrease in advisors.
- Region 6 – report on file -Laura Hummell - tied in with region 1. Lost 6 schools and had one join. 3 active chapters remain...no MS participation this year
- Region 7 – Emil Stenger - report on file
- Region 8 –Report on file – Brandt Hutzel – planning mtg. in October. Regional conferences secured through 2017. Concerns – new advisors should be able to find iServices easily in the drop down links as asked prior to this meeting.
- Region 9 – in with region 5

Team Reports (see reports on Google drive as shared)

- Technology Team – C. Miller – Dan Zollman has submitted his report and he has been working on the web page and it's effectiveness. Priority is to get the state officers trained on how to do the articles. The web site is easier to use than a year ago.

Web Site: Gold: we asked for the ribbon to be taken off of the main page at the last meeting. Miller: Okay, I'll take it off. Gold: The students wanted stuff put on the web page. Miller: They didn't come with a clear-cut way to put documents up. Dennis: There is a booklet, a PowerPoint and a flyer. Miller: there is problem differentiating between a static article or news article. Give me a plan where you want to see the stuff or the students want to place the stuff and we'll make sure it gets there. Dennis: How about a link called 'helpful documents'. Miller: What kind of documents are they? The state officers weren't happy with the space given but the documents weren't coming in 'clean'. Laura: Give Dennis "Gold's Corner" again to be able to upload his documents.

Registration: Tim Linkenheimer – 'Close iServices registration one week prior to regional conferences. It will be easier for regions.' Miller: 'As long as I am able to get everything turned around for the conference.'

- [State Conference Director](#) - Numbers are up. The costs stay the same but, the number of judges are up also.

HS Events: a lot of the event numbers at the HS stayed the same. Huge increase in 2D Architecture but everything is still manageable. A suggestion from the floor that PA-Stencil Logo should incorporate STEM. The topic should do that.

Middle School events- numbers for the new events will be determined

No recommendations for any changes in events.

Feedback: report on file in google docs

1. Concern about computer based entries that didn't open – options to help kids
2. STEM should be incorporated in the PA Stencil Logo
3. Computers for judging – more needed
4. Down time during Chapter Team, etc...

Feedback about Seven Springs: Condos versus rooms

Event considerations: (report from Jon Bratton) - RC Vehicle – judge wants to take it to a drag racing format. Using a team approach with shirts, logos, etc...IMDRA is the organization that does this method now (<http://www.imdra.com/>)

Judging: online feedback forms...test electronic feedback in region 1 and 6

Blue Shirts – without a doubt, blue shirts will be at Nationals next year. PA will accept white shirts but Chapter Team must all match.

Awards Ceremony – “B” or better

Dress Code: make a note that the dress code is different at Nationals (“B” is not a collared shirt)

PA Robotics – can the team number change from 2 to 4

- [State Officer Team](#)

The Team introduced themselves and their respective offices.

VP – Victoria Lee - Replace GotGame with Minecraft. Students would pay \$5 to \$10 to join on a server. Winners would get gift certificates, etc...This would help students to get out of there room and raise money for TSA or ACS. SOT would have to rotate in and out of Stag Pass and The Minecraft room

Secretary - Samantha Horry – State Officer would present a special interest session on how to run for state office. Also, an online judging for three events is proposed.

Treasurer - Ben Cutler – contact through a face book page or chapters tab on the web site could help to link chapters together. Lastly, winners scoring pages could be posted so others could see why they won (tips for teams or individuals on how to make a better event entry is proposed).

Parliamentarian - Lisa Gardner – speaker to present information that student's could use for future

Isabella Esposito read a *Proposal* regarding a resolution to an Amendment to By-Laws – “No more than two members from the same school district can run for PA-TSA State Office or be appointed to the SOT.”

The BOD responded to the proposal read by Ms. Esposito:

D. Gold: Since there is no policy on the number of kids per chapter, perhaps we should amend this due to the number of students in the chapter. *C. Miller:* Five out of eight officers are from Lower Merion this year. *L. Lapinski:* We will have the By-Law committee look at this and discuss it. L. Hummell asked for volunteers for By-Laws Committee - (Tim L. Dale M. Brandt H. and J. Bratton – will discuss proposal and in turn, present findings at the TEEAP BOD meeting)

- [State Officer Advisor Report – on file](#)

Clint & Diana Rickerts - The SOT is planning the State Conference days (Wed through Sat). They are preparing Special Interest Sessions and have discussed structuring the business meeting to align with Robert’s Rules of Order. Students are also working on videos for regionals and then states. Officers are planning to visit each regional conference.

TEEAP Booth – student team will be at TEEAP speaking to TEEAP Members

Responsibility of TSA SOT – some SOT are not fulfilling their responsibilities...hard and fast

New officer binders are being created.

Liability: How can the Rickert’s take students off site and be insured or covered for travel, medical, etc... Discussion regarding liability and insurance ensued. PATSA policy should cover this.

Committee Reports (see reports on Google drive as shared)

- [Act 48](#) - TSA has ACT 48 credit certification for the next three years thanks to the efforts of Len Litowitz and Jeff Seamans
- [Communication](#) – Rich Penepacker – over the past year changes were made in the PA events and should be ready to go for the conference
- [STEM](#) – Judy Hawthorn - collaboration with TEEAP and ITEEA, TEEAP Conference and STEMathon in August
- [Scholarship](#) – report on file - Craig Jarrett – presented 3 scholarships this year. Applications will be online. Students need signatures but apps will be faxed from the guidance counselor. Clark Scholarship will be the same as TSA apps. (March 1st is the deadline).

[Bylaws](#) – A committee formed consisting of Dale Moss, Brandt Hutzler, Jon Bratton and Tim Linkenheimer will discuss the proposed by-law change from the SOT and in turn, present findings at the TEEAP BOD meeting

- Finance - (inactive)
- Redistricting (inactive)

Advisory Reports (see reports on Google drive as shared)

- [Foundation](#) – Finance report on file – later meeting will discuss money distribution

- [Alumni](#) – report on file- Ryan Ferry – past activities...update to the word press plug-in, try to increase alumni volunteers at the state and regional conferences
- [PDE \(Curriculum Specialist\)](#) – see report National Corporate Summary on file
- [National TSA \(State Advisor\)](#) - report on file - Jon Bratton – attended the corporate meeting in place of Bill Bertrand. No business was conducted but a couple of proposals by Druv Pillai to increase technology in TSA were discussed .
Steve Barbato spoke at the national and as Executive Director of ITEEA has made it easier for collaboration between the two organizations.
- [State Advisor Report](#) – Dennis Gold - report on file – PA Society for BioMedical Research (should be listed the way Clark is listed) to show the sponsorship. Laura wants the BioMedical group to be listed under Scholarship. After much discussion between C. Miller and D. Gold it was decided that L. Hummell will do the write up for the web page and Chris will make sure it's posted.
Mr. Gold wants to increase the amount of student donations given to ACS by the students. He feels TSA could increase the donation at the National Conference if each chapter ran it like a 'thon' where they ask for pledge contributions and then bring a specific amount to States. A form will be on the web page.
- [Corporate Member Reports](#) - report on file – Jon Bratton
- [National Report](#) - report on file – John Bratton
 - PATSA recognizes Rachel Newell – recognized as Outstanding Alumni at the National Conference. She has started 4 TSA chapters in California would like California to host Nationals in the future. She has made PA proud!
 - 2 students from PA ran for National office but did not win
- [Executive Director Report](#) - report on file – Jon Bratton
 - *Met with the Clark's. They were impressed with the students and pulled another \$1000 per finalist for next year.
 - *Tim Hess from region 2 secured a \$1500 grant from New Holland to host the Region 2 Conference in 2014.
 - *Became a member from the Lancaster Chamber of Commerce as a charitable organization. They have one day in November for online giving. They take the percentage of money you raise and match it with a percentage. Jon will check to see if PA Chamber of Commerce's all do the same type of thing.
 - *Create an exhibit/display for TSA if we want to promote TSA at any other organization conference.
 - *Concerns: with the appointed state officers (Historian and Parliamentarian)...they received help from officers or past officers. It left bad feelings with officers that were

elected and they stacked the team with students from one school or region. It is a concern.

*Parliamentarian *Suggestion*: must take a test prior to being appointed and make the level of proficiency for Parliamentary procedure or Robert's Rules of Order.

*Historian: the reason for the position is to document the year...no evidence for many years now.

The suggestion is a screening process or a selection process is necessary.

Motion: Chris Miller: A pre-screening process for the Historian and Parliamentarian and the final decision is made by the newly elected officers. *Second: D. Rickert*

Discussion: Gold: if we want to make sure that the 2 position candidates know what they are doing, we should make they have there applications on file by the same deadline that other positions have also. C. Jarrett: Do we have to have them chosen at the State Conference? Can we wait until we're done at states and then have people submit their portfolios to Bucknell?

Approved

Old Business

- Name badges needed for 2013-2014 - send email with request to Laura Hummell lhummell@patsa.org
- PA-TSA Growth: Benefits and Challenges – locked in for the next 2 years at Seven Springs but will continue to look at options, etc...

New Business

- Budget: Dennis – cost per student at the conference is about \$4. Do we need an increase?
- Stipends: Dennis – like to see some of the stipends evaluated or whether they are necessary. Why raise one stipend without raising all stipends? Comparison of technology budget to other budgets? Do we need *Filemaker* each year? We need *Filemaker* to make iServices run.

Stipends:

Motion – Hummell/Second-Bratton

There be an increase in stipend for 'iServices Manager', 'State Officer Team Advisor', 'Treasurer', 'State Conference Team' and 'Web Master' to a current amount plus 50%.

Failed

Motion: D. Gold - Give increases to stipends as listed:

*iServices Manager - \$1500
State Conference Team - \$5750
Treasurer and ACT 48 Coordinator - \$1250
State Conference Director - \$2500
WebMaster - \$750*

State Officer Team Advisor - \$1000

Second: Stenger - **Approved**

Motion: Gold - Raise conference registration fee from \$50 to \$55 dollars to cover the increase of stipends. Second: Hawthorn

C. Jarrett: keeping money in savings versus raising the fees is not necessary.

C. Miller: goal is to spend down money in savings until need to raise fees

Failed

***Budget**

Motion: Hawthorn/Dale Moll - To approve the budget as proposed – Approved

- Future Meetings (Details and Clarification)
 - TEEAP November 2013 – SOT will attend for 2 days (Nov. 7&8, 2014)
 - Harrisburg January 2014 – Harrisburg Holiday Inn, Lindle Rd., Hbg.
 - State Conference April 2014 – April 15-18, 2014
 - National PA Delegation Meetings June 2014 – delegate meetings should be the first night (mandatory), second night (off), third night (candidate discussion), fourth night (off). Can we get a texting app to let students know if delegate meetings are cancelled?
- Bulk Elimination – election takes the lowest amount of votes (when the 5,6,7th candidates get less than a high number of votes) and eliminates the candidates. This will make the elections run more smoothly and quickly. This may have to become a motion to the By-Laws. If Article 4, section 5.3 was changed or modified, it could serve the purpose.
- ACS Relay for Life and Other Support: Individual Chapters and State Overall
- CRAM – still a good option
- Events Availability from TSA National Office
- Robert's Rules of Order and Parliamentary Procedure for PA-TSA State Officers and other PA-TSA meetings – Laura will be taking the test in December. She will hopefully be a registered Parliamentarian in December. If someone else wants to take the test, we should budget for it (\$250). Email Laura Hummell if interested.
- State Spirit – other state delegations cheered and had banners...students need to clap and cheer from PA
- State Pins for Transfer –for the 2014 national conference we could offer at least three pins to a student who attends the national conference
- Chapter 'points' at States – Lapinski: this is what Science Olympiad does it and serves to promote only 1,2,3 versus individual accomplishments.

Items from the Floor – Dennis commended Laura on a good meeting!

Executive Committee Concerns/Comments

- Please make sure your regional teams have a "0" balance.
If region 2 has money in their account can they spend it? Yes.
Congratulate students on their accomplishments at nationals (Dennis)

Motion: Miller - Table the discussion of fees for the 2014-15 year until the January BOD meeting: Second- D Moll - approved

Adjournment: *Motion to adjourn: Gold– second: Hummell at 7:54*

Next Full Formal BOD Meeting: November 7, 8, 2014 – Penn Harris Radisson, Camp Hill, PA
BOD - January 18, 2014 - Harrisburg East Holiday Inn, Lindle Road, HBG, Pa