



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

**Board of Directors Meeting Agenda**  
**July 11, 2016**  
**Millersville University**

**Board of Directors Members Present:**

Dale Moll – President, Chris Miller-President Elect, Technology Coor.), Laura Hummell (Immediate Past President), Judy Hawthorn (Secretary), Jeff Seamans (Treasurer/ACT 48 Coor.), John Bratton (Executive Director), Lauren Lapinski (State Conference Director), Diana and Clint Rickerts (SOT Directors), Brad Shulenberger (Member at Large, Advisor), Jana Bonds (Member at Large), Mike Flowers – Foundation

**Region Representatives Present:**

Region 1 – Tim Linkenheimer, Region 2 – Molly Miller, Region 3 – Jason Kofmehl, Region 5 – Chris Weaver, Region 6 – Laura Hummell, Region 7 – Emil Stenger, Region 8 – Greg Wilson

**Students Officers Present:**

Daphne Weiss – President, Catherine Liu – Vice President, Eton Ginsberg – Secretary, Francis Chalissery – Treasurer, Caroline Sparrow - Sgt. @ Arms, Madison Okkerse – Parliamentarian, Maryann Quraishi – Historian, Clint and Diana Rickerts – SOT Advisors

**Meeting Called to Order: Dale Moll- 10:02**

Roll Call: Establish a Quorum – quorum established

Installation of Elected/Appointed Officers (as needed):

Reorganization of Executive Committee (as needed):

Reorganization of Appointed Positions (as needed):

Appointed Positions

- State Conference Director

- State Officer Director –
- Technology Director

**Introduction of guests** - -Randy McCarty, Adam Horhy, Pete Phillips, Brad Shulenberger – Corporate Members

**Minutes (Motion to Approve)**

- January 2016 Minutes: Consider a motion to approve the 2016 (TSA Winter Meeting) minutes as posted
- **Motion: approve the minutes as amended – JBratton/ TLinkenheimer**

**Treasurer's Report:**

**Motion to accept pending audit: GWilson/CRickerts**

- Balance Sheet
- Detail
- Transactions
- Financial Approvals
  - Organization Auditor/Accountant
  - Organization Banking
  - Authorized Account Signatures (Bank Cards)

**Adoption of Dates - BOD Meeting Dates**

Student Leadership Conference - April 19-22, 2017

Fall Meeting – August 13-16, 2016

TEEAP Conference Meeting – November 10, 11, 2016 @ the Lancaster Lebanon IU13 – PATSA meeting @8AM on 11/11

**Motion: move to adopt the PATSA calendar for 2016-17 – Hawthorn/Seamans - approved**

- Affiliation Fees (Individual and Chapters) – no increase or discussion
- State Conference Fees (Plan A/B and Registration) – no fee changes for 2017

**Team Reports** (see reports on Google drive as shared)

- State Officer Team –
  - new committee members identified
  - wanted the state officers to go to leadership training at Nationals but there was a glitch in logistics. All was finally resolved.

*Daphne Weiss – President, Catherine Liu – Vice President, Eton Ginsberg – Secretary, Francis Chalissery – Treasurer, Caroline Sparrow - Sgt. @ Arms, Madison Okkerse – Parliamentarian, Maryann Quraishi – Historian*

## State Officer Team Reports –

- Okkerse- PA Post contest for articles, remind 101 Updates @ State Conference (posts that are generated throughout the conference for students to get, ex., student seating for awards), use 'hootsuite' for media posts
- Quraishi - Members Stories Proposal , Hashtag Proposal, Officer Instagram Proposal
- Sparrow- Committee Page website, Social Media Scavenger Hunt Proposal, Label Website (instead of this...perhaps students should ask their advisor – maybe a check sheet for students- did you ask your advisor?)
- \*\*\* Chris Miller asked how the committees were crosschecking or overseeing each committee. How are they managed or are they aligned to be headed by state officers?
- \*\*\*\*Dale Moll – who is creating the scavenger hunt? Who will monitor it, post it and finalize the winners? Who what, where, when??
- Chalissery - Event Video Library – integrated into the current event gallery there would be introductory videos on each event, (Dale Moll suggested they think this through with only the consistent events due to changes every two years), (also, copyright changes in TSA need to be addressed), State Officer Donation Bin for Attire (dry cleaning, organizing, etc..) – done by officer team. It was suggested that the SOT promote the re-cycling of clothing within chapters (more like giving to people who can't afford), Outstanding ACS Service Award (BOD is already working with ACS to do this. Once completed, it will be shared with the SOT)
- Ginsberg-Distinguished Alumni Speaker, PA Online Forum,
- Liu – posting and sharing on the website, Printer Station-successful at states (now increase paper size and thumb drives) & Communal Supply Initiative – people donate excess supplies for sale at printer station, Officer Snapchat Proposal (set the stories to public and account to friends only – to keep content appropriate)...considering using a GeoTag while at the conference (\$107 for 4 days)
- Weiss – Reformatting the Green Committee (mission is till to spread the word about going green, scale down committee to include an officer, publish ways to go greener) , new Advisor Email list (email and introduce officers)...promote

more involvement on the email list, Increase Delegate Attendance @ Business Meeting (make sure more delegates attend- form a committee chaired by Jana Bonds to work with the SOT to develop ways to get students to the delegate meeting) , Social Media Plan, Member Polling (Ben's proposal – use polls more often...when the officer team is making decisions)

- Harriton High School Student- Proposed Changes to Award Ceremonies - Eton Ginsberg – Team Award: The Award would be based on the number of points accumulated over the course of the conference and then awarded to the HS and/or MS. Smaller chapters could also be awarded in another category. Dale Moll suggested we wait a year. Lauren Lapinski said it could make us more divisive and that is already a problem in PATSA.

Adjourn for lunch: 12:30 – resume meeting at 1:24

Eton has looked at different results from each year and feels that not one school would 'win' every year. He feels it would help small schools to get involved. It would allow a 'sense of team' and passion to develop. Lauren Lapinski debated the quality of initiating this award.

- Ricky Sayre – Live Stream Improvements – making changes in live streaming while making it lower costs and better quality. No costs at present. Will work with the committee (J.Bonds) set up for communications.
- Diana Rickerts: students will work around the new 2016-17 video, August workshop (13-16), and discussion on how to appoint officers –get feedback from BOD.
- State Conference Team -
  - Entry Summary HS – on file – numbers stayed the same with one huge jump in Biotechnology. Running out of space in Festival Hall and the quality was poor so it is suggested it should go to one per chapter. No huge jumps in numbers although there is an increase in students and chapters each year. New event guide will change the event matrix in August.
  - Entry Summary MS – on file -
  - Historical Data – 2137 registration for conference. Fees can stay the same because we are covering our expenses. Only room costs went up.

- Conference Feedback – Summary – Not looking for any other places because Seven Springs feels that we can accommodate PA. We have a contract through 2018-19.
- Issues - Mostly all issues were resolved through using the rulebook. PA – Computer Troubleshooting and Video Challenge have to be updated in the rulebook. (C.Weaver/L.Lapinski will update) Also, going from CD's/DVD's to USB drive.
- Dress code enforcement at all meetings – report in January after investigation
- **Technology Team** – Report on file- Dan Zollman has worked on a lot of stuff and they are moving right along.

#### Regional Reports (see reports on Google drive as shared) and Regional Conference Dates

- Region 1/6 - [Report](#) – Region 1/6 Conf- 02/09/17 or 02/10/17 – CalU of PA (new teacher rep – Carl Sokaise)
- Region 2 – Report – Region 2 Conf- 02/11/17 – Conestoga Valley MS, Lancaster (new teacher rep- Lindsay Wagner)
- Region 3 – [Report](#) - Region 3 Conf – 02/04/17- Eagle View MS, Mechanicsburg, Pa
- Region 5 - [Report](#) – Region 5 Conf – 02/11/17 – Strayer MS, Quakertown, PA –met with Philadelphia administrators and talked about issues (registration and affiliation). Made connections with industries in Philadelphia area.
- Region 6 – Report – Region 1/6 Conf- 02/09/17 or 02/10/17 - CalU
- Region 7 – Report – Region 7 Conf – 01/28/17 – Mifflinburg HS, Mifflinburg, Pa
- Region 8 – Report - Greg Wilson
- Region 9 - [Report](#) – in file - 02/04/17 tentative...02/28/17 Stroudsburg

**MOTION – Move to dissolve the 4-9 regional split according the three year plan that was previously approved in 2015. CWeaver/ CMiller - approved**

#### Committee Reports (see reports on Google drive as shared)

- Act 48 – thanks to Dr. Len Litowitz for working and achieving ACT 48 for Tech Ed. We now have an evaluation form that is uploaded to a file for PDE – assessment tool
- Communication – Chris Miller would like to roll communications under Technology with Jason Kofmehl (Social Media) working with it.

- STEM: Progress in collaboration with TEEAP and ITEEA through various activities – No Report
- Scholarship – No Report – need more applicants – ask Craig Jarrett if scholarships should be open to both Juniors and Seniors (Laura will take care of this)
- Bylaws – – change paperwork from Nationals (motto – Learning to Lead in a Technical World), etc...)
- Redistricting/Realignment – completed
- Finance (reactivated July 7, 2014) - Report
- Print Publication- [Report](#) – R Penepaker report on file. Chris Weaver will take over as Rulebook/Handbook Chair

#### [Advisory Reports](#) (see reports on Google drive as shared)

- Foundation - [Report](#) – Mike Flowers – \$64,679 balance, Region 2 national funds from Clarke Foundation, John got another grant from High Industries, one outstanding scholarship. The Foundation has about \$15,000-20,000 that is not scholarship. Mike would like to put the money in a money market or CD where the money would grow.
- Alumni – Report – alumni helping at state conference, helped with computer based testing – helps testing run more quickly and effectively
- PDE (Curriculum Specialist)- Report – Bill Bertrand retired on July 8, 2016 and no replacement is on the forefront. If you know someone who wishes to apply, contact Bill or go to PDE website.
- National TSA (State Advisor) - Report – LEAP, SaveSTEM, Legacy Chapter –train the trainer, create a data base for students to submit portfolios, ITEEA will be creating workshops and there is an advisor rate through TSA.
- Corporate Member - [Report](#) – John Bratton – filled in for Bill Bertrand at nationals – working on a college kit for seniors (a package for when they apply to college, lets them know what TSA is).Army has given another grant to TSA, Verizon grant increased. Alumni is up to 120 members – received a \$10,000 donation that will be used for scholarships. Also, incorporating LEAP into some of the competitions. Old Strategic Plan is up...submit any ideas prior to beginning of September

[National Report](#) - Report -

[Executive Director](#) - [Report](#) – review

-[Business and Industry Council Report](#) – Brad Shulenberger – From a Business and Industry standpoint, apps are the way of the future. Customizing apps for your own benefit are current. B&I secured judges for the state conference. They will review each event and see how to tie it to business and industry. Then, they will solicit people to judge.

-Shadowing experiences for students in TSA – businesses linked to TSA are willing to help make this happen. This also allows them to showcase their company or industry.

-Money- what are the biggest needs (Scholarship, corporate donations for kids to go to states)?

-What kind of marketing materials are available to give a quick snapshot of TSA? Go to National TSA website and adapt it for promotions to industries.

Chris Miller would like to create a video to celebrate the 40<sup>th</sup> anniversary of TSA IN 2017-18. Is there money to do this (Foundation) and where should it come from? J.Bratton: Marketing TSA is important and something we should be doing.

Focusing funds: JBratton – start with existing budget – keep the costs down so more students can go to states (sponsor events), or lanyards with company names, etc... Company sponsors could give monetary awards for 1<sup>st</sup>,2<sup>nd</sup>,3<sup>rd</sup> places to help kids get to Nationals. Sponsors want to get something for it...names on a shirt, in a program, etc... Between the Foundation and Advisory Committee they will work together to create protocol for scholarships. Tie companies to events, etc...

### Old Business

- **PA-TSA Growth:** Benefits and Challenges – support, CAP Memberships (explain the advantages), worked through issues with regions
- **Updating Board Member Duties** – state advisor duties aren't really clear, etc...our duties are different from state to state p we need to look into the duties of the State Advisor and other officers to see what needs to be updated or changed.

Committee: Chris Miller – Chair, with members: John Bratton, Judy Hawthorn for the November meeting

**Change in Procedures for Parliamentarian** – Appointing SOT Officers: John Bratton and Wayne McConahy reviewed emails, solicited interviews with students, advisors and adults. Recommendations – parent was concerned with an appointment that was deliberate against a nominee. Following input, they looked at the procedures and agreed they would send a report to Dale Moll saying the choice of Parliamentarian should be from the 2 candidates interviewed according to the rules on the website. The issued was resolved using this method. There was no indication that there was a deliberate attempt to manipulate the outcome of the elections.

**Recommendations:** establish a policy for approval and elections of candidates.

Establish procedures for officers, curfew for officers, (especially now that we may have

officers in condos), who has responsibilities for officer-elects and when does that responsibility begin and end? Rumors and implications that there is too much adult 'suggestions' for appointments of office and they feel it should be the sole responsibility of SOT.

**Discussion:** Discussion of how to resolve the selection of the Parliamentarian and Historian in a timely fashion.

**Solution:** Everyone who is on the list is qualified. Choose the officer or it goes to the BOD for selection by 9 AM on Saturday.

**Motion-** CWeaver/Ferry - move that the procedures for the selection of the Parliamentarian and Historian are: - applicants must fill out an application online, be qualified and approved by the State Officer Advisor and/or appointees, and that the pool of candidates submitted to the newly elected officers at the Saturday morning meeting with their task being to appoint a candidate in each position by 9 AM, after reviewing paperwork and conducting interviews with each candidate (without the influence of outside sources). If an office does not have an approved candidate, the candidate pool will be re-opened and the newly elected officers will be assigned to fill the vacant office by the National Conference. If at any time they fail to meet the deadline to appoint the Parliamentarian and Historian, then the task shall fall to the Executive Board of PATSA.

**Moved to table to the November meeting:** CMiller/Tim Linkenheimer

**APPROVED**

### New Business

- **Committee(s) for National Recognition & Officers** – The National Awards Committee submits names for Chapter excellence, Advisor of the Year and is made up of John Bratton, State Advisor and Regional Coordinators.
- Candidacy Approval Committee is the Executive Director, State Officer Advisor, State Advisor, President and the Immediate Past President and are charged with approving Pennsylvania's candidates for a national officer position.
- **State Chapter Award Procedures** – **Motion: approve the plan to award the top three HS and top three MS Chapters Chris Weaver/Emil Stenger - FAILED**
- **New Advisor Handouts** – Judy – Please review and get back with comments by August 15<sup>th</sup> so the document can be uploaded to the web page and used by new advisors.
- **PA-TSA Store proposal-** Peter Kleine Company (presentation when arrives) –Dave Mumma TSA Store –could supply shirts, etc...that are better quality than what is supplied now using a web based store for PA. A region could order and it would be bulk shipped, separated and then delivered to schools at a region meeting. The site would



be accessible at any time by parents, students, etc... This is a very flexible online store that can be adapted to what we want it to be.

**Motion: Move that we support an online store with Peter Kleine Company with no risk to PATSA. - APPROVED**

- **Insurance Policy Updates, Additions, and Other Changes**
- **Biomedical Research Awards and Distribution of Awards** – John Bratton will work with PSBR to provide funding for the Biomedical Awards

**Motion: move that PATSA, in partnership with PSBR, provide monetary awards for the high school Biotech and the Middle school Biomedical events similar to those awarded by High Industries. This replaces the Pa-Biomedical Essay event- Clint Rickerts/TimLinkenheimer - APPROVED**

**Adjourn for dinner - 4:50 - 5:15**

- Discuss alternatives and recognition of business and other partners - sponsorship of awards could be recognized by using banners or in publications. When we *Livestream*, the banners will be seen. When PSBR sponsored, explain the sponsorship structure prior to giving.
- **Recognition of Retiring Advisors and Others** – Bill Bertrand-Dale will send a thank you note to Bill about his service to TSA
- **National Conference Delegate Meetings 2016** – more attendance this year. As PA, we had the highest percentage of voting delegates in the session. Create incentives to get to the meetings. Talk to advisors about the importance of getting to the meetings. Suggestion: get a quick attendance the first night and get a hold of advisors that did not attend and ask them to attend the second night.  
Contact the CRC...we want the GUIDE done earlier or by the time people leave Nationals. Or maybe, an 'invite only' session for 2 people from each state should be slated to answer questions.
- **ACS Relay for Life and Other Support:** Individual Chapters and State Overall
- **CRAM**
- **Events Availability from TSA National Office in the fall**
- **TSA/TEEAP Database and Correlations** –
- **New Website Design** – Dan and Chris are working on a new design but Chris doesn't want to fund it under the tech budget. Would the Foundation be willing to fund \$3000 to modernize the website? It will be discussed.
- **40<sup>th</sup> Anniversary** – The PATSA 40<sup>th</sup> anniversary will be in 2017-18. We would like to contract with someone to create a promo video. Would the Foundation be willing to sponsor? Discussion of some special things to happen at Seven Springs and throughout the 40<sup>th</sup> year.

- **Future Leadership Conference** – 20 Students, 7 Officers. Laura would like to see another date so it's not back-to-back with Nationals. There has been a lack of communication with people in the university and it has been a frustration. Maybe an outside venue, not a university for future meetings.

Explore a new venue and new timeframes and meet with other CTSO's at Seven Springs for 2017 (2 nights, food, last week in July/first week in August). Would PATSA be willing to move to Seven Springs if it can be arranged that all CTSO's meet? PDE will be solicited for some funding. TBD

- **2016 -2017 Budget** – Although it appears we are in a deficit, we actually made money on the conference.

### Questions:

-Do we continue to transfer Scholarship money to the Foundation? YES. (\$8000) What if all the Scholarships aren't given? Does it stay with the Foundation? YES. After this year, maybe we should look at a reduction of money transferred. We will look at how registration fees are distributed within the next budget year.

**Motion: approve the budget as presented. CWeaver/JHawthorn - APPROVE**

- **State Spirit and Community Service Project Ideas**
  - State Pins for Trading – they have been purchased
  - State fun ribbon sales for ACS or Scholarship fundraising – everything they fundraise goes for ACS fundraising
  - TSA Advisor CO2 Dragster Design Contest for ACS Fundraiser – try it again at States, invite Alumni through Alumni Foundation and other adults to compete, minimum donation to compete (\$15).

### Items from the Floor

-Approve event list (Appendix E) at TEEAP Meeting  
Executive Committee Concerns/Comments

**Adjournment: Move to adjourn – JSeamans/Estenger**

Next Full Formal TSA BOD Meeting: TEEAP