

BUCKNELL MINUTES

14 July 2008

State Officer Planning Session

Bucknell University

All officers for the 2008-2009 year were present:

President – Chloe Alpert

Vice President – Caitlyn Riehl

Secretary – Jennifer Arnold

Treasurer – William Heberlein

Reporter – Daniel Zemel

Sergeant-At-Arms – Rachel Bradley

Historian – Collin Straka

Parliamentarian – Molly Miller

The State Officer Advisor, Bekky Morasco, was also present during parts of the meeting.

The first meeting of Pennsylvania's Technology Student Association (TSA) State Officer Team was commenced at 10:56AM. The red and blue polo shirts and nametags were distributed among the officer team. The first item of business was each officer getting to know the others through filling out a questionnaire. Also, available binders were given to certain officers at this time. Any officer biographies that had not been given to Chloe were turned in at this time.

The second order of business was informing new officers of general information about being a State Officer. Chloe discussed the memorization of business lines by each officer in time for the October meeting. Reimbursement forms were also explained and passed out to everyone.

After these basics had been discussed, general proposals for the year were presented to the officer team and Will began by talking about his proposal for more event feedback from the judges. His idea was to have each judge fill out a rubric on NCR paper, and the bottom sheets separated and organized for into chapters. He also created a form for students to sign in order to prevent any arguments with judges over feedback. Weaknesses about the idea were the increased amount of time in the organization and issues with anyone seeing the scores before the award ceremony. The online feedback was also discussed by the team to make it more detailed and personalized. Bekky explained the problems with confidentiality if master rubrics with school numbers and feedback were posted on the website. Jennifer mentioned that increased online feedback could be part of an online help section for new chapters. Danny proposed creating a separate website from PATSA with information about events and advice that could be monitored by the State Officers. Next, Will mentioned his idea for an interstate committee that he is planning to propose to National TSA. Everyone agreed that the committee would be help increase the communication between State Officer Teams. Rachel added that she had met the Delaware State Officers at the National Conference. She had been in communication with them, and suggested having a meeting between the Officer Teams in September. Then, Chloe mentioned her proposal for monthly updates from the State Officer Team to advisors for their students. She planned to have the newsletters written by a different Officer each month. Bekky explained that the Officer Team would have to go through the Board of Directors for mass emailing. Finally, Chloe's Friday Night activity proposal for an Olympic theme in addition to a dance at the State Conference was discussed. Molly talked about the success of last year's activity and her hesitance about changing the carnival and dance. It was agreed that Olympic events can be added to the carnival to have more games, and the dance will continue. Also, Molly

suggested creating sign-up sheets for particular events at the carnival, so long lines do not form like in the previous year.

Then, increasing the TSA membership was discussed. Caitlyn proposed creating online videos to explain specific events in order to help newer chapters. These could be included on in the help sections on State Officer website suggested by Danny. In addition, to help recruit new TSA members, videos explaining TSA could be created. Caitlyn also added that she goal to expand membership was for each officer to visit at least one school in order to explain TSA, show a recruitment video, and bring sample projects. Bekky recommended having an interstate event per month within Pennsylvania for schools to create videos about a specific TSA event to post a few on the website or youtube.

The fourth order of business was discussing the details of the Pennsylvania Papers of Student Technology (PA-POST). Danny told the Officer team that he was planning to have four editions with the first being the Fall edition. The following articles were assigned to each State Officer:

Caitlyn – New Chapters and ways to help them
Collin – Recap of Nationals and PA's results
Rachel – New and dropped events of 2009
Will – New themes and event updates of 2009
Chloe – Message from the President
Danny – Mr. Lydon's bio and State Officer Q&A (Rachel and Jennifer)
Jennifer – TSA scholarship information
Molly – Biomedical essay information

The issues were to be due to Danny by September 9.

The next items discussed were Got Game, Iron Man, and the raffle. Will, Rachel, and Jennifer volunteered to be in charge of Got Game. Everyone agreed that the Madden and Guitar hero competitions would be continued for this year. Caitlyn and Molly volunteered to organize the Iron Man competitions with two competitions on different days to maximize participants. Prizes were to be given to the top three participants of each day. Collin and Danny volunteered to be in charge of the raffle. It was decided that all profits from these competitions would be donated to Mr. Lydon's family.

A Relay Rally was the next topic that was considered by the State Officer team. Rachel mentioned that Cedar Crest High School holds a huge Relay Rally that the State Officer could participate in. Then, Molly suggested creating a team of the 2008-2009 State Officers and 2009-2010 State Officers.

After the Relay Rally was discussed, dates for upcoming Officer meetings were determined. A meeting at the cabin was decided to be October 2-5. State Officers are also attending TEAP on November 2-3.

The meeting recessed for lunch.

The main subject for the discussion after lunch was the opening ceremony at the State Conference. The theme was Shape the Future. Many different ideas were suggested including a puzzle of pictures, using State Officer baby pictures, and motivational quotes. The final idea was to create a film in which each officer is doing his/her favorite activity while he/she gives an introduction of his/herself. The introduction must include something or someone who has shaped the future of each State Officer and how. The template for the introduction is *Hi, my name is _____ . I am your State _____ . I am a _____ at _____ high school. In my free time, I enjoy _____ (activity listed below). _____ has shaped my future by _____ . I plan to attend _____ .* The Officer will

also pick a favorite song to play in the background. This video is meant to introduce the State Officers and State Conference theme in a creative way. The following are each State Officer's activity:

Will – Golf
Rachel – Field hockey
Collin – Fencing
Caitlyn – Cars
Danny – Maybe hockey or skiing
Jennifer – Tennis
Chloe – Juggling
Molly – Dancing

The video will be filmed and edited when the Officers meet at the cabin.

At 4:45, the State Officer Team met with the Board of Directors (BOD) to discuss our ideas for the upcoming year. First, Will spoke about his proposal for more event feedback with the NCR paper, and he also included our request for more detailed online feedback. The BOD said the NCR paper was promising, but the judges would not have time to complete all the forms to give enough feedback. Also, they mentioned that at some Regional competitions, feedback is voluntarily given, but it is never demanded of the judges. Danny next talked about his idea for a website with a Q&A forum with updates from the Officers. The BOD showed interest in creating a Q&A forum since it had previously existed on the PATSA website and mentioned that the National TSA website already had an existing forum. Therefore, they would rather we investigate theirs before creating another similar forum. Then, Chloe spoke about mass email updates from the State Officer Team to advisors and their students. After that, Molly presented our ideas for the Friday night activity and scheduling times for each activity to prevent the formation of long lines. Caitlyn spoke next about increasing membership through videos and school visits. The BOD mentioned that the National TSA website already has videos for recruiting and explaining events, so we should look into their site before creating our own. Danny talked again about the four editions of the PA-POST and the articles for the Fall edition. Next, Rachel spoke about the possibility of meeting with the Delaware State Officer Team this year to increase interstate communication. Will spoke again about the continuation of Got Game with Madden and Guitar hero competitions. Collin talked about the raffle and our idea to distribute the prizes at the Friday night activity. Molly spoke about continuing the Iron Man competitions on different days to maximize participation. The BOD suggested that instead of awarding the top three participants of each day that the top three high school and middle school students of both days be awarded prizes. Also, the BOD mentioned that an award for the top performing advisor should be created. Then, Jennifer talked about our idea to donate all the profits earned by Got Game, the raffle, and Iron Man towards Mr. Lydon's daughter Rehanna. Caitlyn discussed the idea of the 2008-2009 and 2009-2010 State Officer Teams participate in the Relay Rally. Finally, Chloe explained the idea for the State Conference opening ceremony.

The State Officers returned to their meeting room to discuss the BOD suggestions. It was agreed that it would be fairer to have awards for high school, middle school, and advisors in Iron Man. Also, we agreed to look into the National TSA website to compare our ideas to their existing programs.

The final order of business for the day was to work out a few remaining details for States. The prize money amounts for the Got Game and Iron man competitions were determined: \$50 for 1st place, \$25 for 2nd place, and \$15 for 3rd place with a total of \$360. Also, Danny and Collin were to make a list for the requested prizes for the raffle to email to Chris Roth. Finally, posters were assigned to State Officers and are to be completed by TEAP. They are also to be sent to Molly and Chloe a week before TEAP.

Chloe – Iron Man
Molly – Collective poster
Collin – Raffle
Will – Got Game
Rachel – Dance

The meeting recessed until the next morning.

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The meeting was resumed at 9:44AM. The meeting began by reviewing important deadlines for the State Officers that were discussed the previous day. Caitlyn reminded everyone to begin working on visiting nearby non-TSA schools. Danny reiterated that the articles for the Fall edition of the PA-POST were to be given to him by September 9. In addition, he recommended that Officers work ahead on their articles. Chloe reminded Molly to print out the spreadsheet for Iron Man that worked successfully last year. She also mentioned that in the next meetings the Officers would have to create a list of everything that needed to be ordered for the opening ceremony, so we have the supplies to run our Shape the Future video. It was decided that the Relay Rally would be discussed in further detail later on in the year. Chloe repeated that the business lines for each Officer must be memorized by the next meeting. Also, Danny was told to figure out the action he will be performing while speaking in the opening ceremony video. The dates of the cabin meeting were officially set for October 2-5 (Rachel's birthday is October 4), and each Officer should bring a flash drive. Chloe then discussed the point system with the State Officer Team and reminded them that calendars also needed to be filled out digitally or written. She also told the Officers to remember to take pictures of their regional competitions.

Once the deadlines had been reiterated, the Team began brainstorming the activities they wanted at the Friday night carnival. It was decided that specific blowups that the Team are going request will be decided at TEAP. In the meantime, Officers should browse windsweep.com, which is the site we will order from. Other activities the Officers suggested included the following: temporary tattoos, foosball, obstacle course, balloons, and beads.

The next order of business was agreeing on a color for the State Conference TSA shirts. While many colors were considered, black or teal shirts are the final two color options.

Next, Bekky Morasco came in to inform the State Officer Team about the changes and updates that had been made at the BOD meetings. First, the Grantville planning meeting was going to take place on January 17. Those who need housing should come on January 16. She also reminded the Team to make a list of all the food we will need for STAG pass. Then, the budget was discussed, and Bekky told Will that the State Officer budget was \$5500. She also suggested that the Team makes it a goal to write record the price of everything we spend, get it reimbursed, keep the budget updated, and set time in every meeting's agenda to share the current budget. After that, Bekky told the Officers of all the dates for the Regional Conferences since each Officer must attend two conferences including his/her own.

Region 1 & 6: Feb. 20 @ California University
Region 2: Feb. 6 @ Millersville University (snow day is Feb. 13)
Region 3: Feb. 21 @ Cedar Crest High School
Region 5 & 9: Feb. 21 @ Strayer Middle School (snow day is Feb. 28)
Region 7: Feb. 28 @ Selinsgrove Area High School
Region 8: Feb. 28 @ Penns Valley

Molly agreed to determine the second conference each State Officer will attend to ensure every regional conference is covered with the least amount of travel time per Officer. Bekky also told the Team that Lauren Lapinski was going to write an article, to be included in the PA-POST about the pros and cons of having the State Conference at Seven Springs versus other possible locations like Hershey. The article will also explain why changing the local is not currently feasible. Furthermore, the policy on mass emailing changed to be every two weeks, so everyone on the listserv will receive updates. In order for the team to complete its monthly newsletter to advisors, the email must go through the article manager. In addition, Bekky informed the Team that the look of the webpage will change in August to be more simplistic with everything only two to three clicks away since we mentioned the difficulty of navigating through the site. The BOD would like to include an article about the situation with the Middle School TSA book. Bekky also informed us that the BOD wants the PA-POST to include the National TSA's dropped events in addition to the new events. Moreover, the BOD is planning a back-to-school mailing in the last week of September that will be helpful for new chapters, which will include a calendar with a timeline of important events and dates during the year, poster of last year's scholarship winners, and CDs with key information. Chloe volunteered to create the scholarship winners poster by August 15. After that, Bekky explained the passing of a new award, proposed by Dan Zollman, called the TSA inspiration award. She also expressed that the BOD wants to encourage more TSA members to try for the many scholarships that are available. Then, Bekky told the State Officers that their online email accounts were open on July 15. Finally, Bekky discussed that the BOD would like to alter the State Officer Team's role to be more involved in the BOD. In the future, the State Officer planning meeting will start at 9AM while the leadership conference will continue to begin at 10AM. The BOD and State Officer Team will then have their breakout sessions together until the BOD retires to their business meeting and State Officer Team retires to their planning meeting. The State Officers will also sit on particular committees throughout the year and serve as the contact person for the committee. The committees for this year's Team were then assigned.

Will and Chloe – Organizing the State Conference, contact Chris Roth and Lauren Lapinski
Danny and Jennifer – Publications Committee, contact Rick Penepacker
Molly and Caitlyn – Foundation and Trust Committee, contact Jon Bratten and Bud Gotwald
Collin and Rachel – Technology Committee, contact Ryan Ferry

Next, Bekky and the State Officer Team discussed the activities at the next meeting at the cabin. The activities include leadership, videos for the State opening ceremony, Rachel's birthday party and talent show. Bekky also reminded the Officers to dress for the mountains. Finally, Collin volunteered to begin trying to obtain videos and pictures from other PA schools.

Chloe adjourned the meeting at 11:27am.

Jennifer Arnold
2008-2009 Pennsylvania State Secretary
Technology Student Association